

Meeting Title: Pacific Swimming Board of Directors Meeting

Date July 19, 2023

Attendance:

Board members attending are noted by an 'x' in the table below/ board members not present but excused are marked with an 'E'. Team representatives and guest in attendance are also noted.

David Cottam	X	Clint Benton	X	Zone Reps		Athlete Reps		Guests		Staff	
Leo Lin	X	Asher Green	X	1N – Laura Mitchell		Anika Nagpal	X	Marcus Daene	X	Cindy Rowland	X
Mary Ruddell	X	Doug Reed		1N – Larry Rice	X	Lily Struempf	X	Valerie Rudd	X	Laurie Benton	X
Veronica Hernandez	X	Kelly Crowley		1S – Tony Daly		Beth Pfeiger	X	Lehla Irwin	X	Diana Fetterman	X
Eric Scalise	X	Kent Yoshiwara	X	2 – Mark Ryan		Zach Silverman	X			Annie Stein	X
Tony Daly	X	Mike Piccardo		2 – Chris Lam		Joseph Harris	X			Karen Bair	X
Kyle Kikuta		Kelly Schott		3 – Kevin Twohey							
Marie Lin	X	Phil Grant	X	3 – Debbi Tucker	X						
David Benjamin	X	John Schonder		4 – Jerry Rudd	X						
Don Heidry				4 – Jim Morefield	X						
Randy Pedersoli											

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by Leo Lin at 7:30PM		
Conflict of Interest	Meeting opened with question of any member having a financial conflict of interest. Clint Benton reminded us that he has a spouse that is staff.		
Minutes from Previous Meeting	April 18, 2023 BOD Minutes Approved	Approved	
Minutes from Previous Executive Committee Meetings	Actions of the Executive Committee that met on June 21 2023 Approved	Approved	
Officer's Reports			

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Chair	David Cottam <ol style="list-style-type: none"> 1. Appreciation to all those who provided support to him, especially the last 6 months 2. Thanks to David Benjamin and the task force working on swim-offs 3. We service swimmers from the elite level down to novices, and our goal is to give all of them the best swimming experience possible. 4. He thanks everyone for giving him the opportunity to serve in this capacity 		
Interim General Chair/Admin Vice-Chair	Leo Lin – in role as Interim General Chair <ol style="list-style-type: none"> 1. Thanks everyone for the support they gave him for the last 6 months as he stepped in as interim Chair. 2. Thanks everyone for their service to Pacific Swimming 		
Vice Chair – Program Operations	Veronica Hernandez – no separate report <ol style="list-style-type: none"> 1. Congratulates Zone 4 for their updating their Zone By-laws, which is up on the website 2. Wondering if other Zones would be interested in doing the same 		
Vice Chair – Program Development	Eric Scalise – no separate report		
Vice Chair - Finance	Mary Ruddell <ol style="list-style-type: none"> 1. Presented Financials for April and May at the Executive Meeting 2. Finance Committee did not have a quorum, so there are no June finances to approve at this meeting 3. Any changes of Zone Chairs and Treasurers should be reported to Mary 4. On transition, any people leaving positions should give back any equipment loaned out by Pacific .or hand it over to the person who is now taking over the role 		
Age Group Committee	Veronica Hernandez reporting for Age Group <ol style="list-style-type: none"> 1. Age Group Committee met this week 2. Tyler Long will be taking over as committee chair 3. Approved time standards for JOs and Far Westerns 4. Worked on new awards for the athlete banquet 5. Adjusting ZAM Polices and Procedures 6. Report will be coming 		
Sr. Committee	Tony Daly <ol style="list-style-type: none"> 1. Summer Sectionals have been completed and there will be a meeting with the Sectional Leads 		

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Registration	Laurie Benton - see report <ol style="list-style-type: none"> 1. Matadero Creek Aquatic Club (MCAC requests name change to University Club Swimming (UCPA) PA stands for Palo Alto - approved 2. USF Koret Youth Swim Club (KYSC) requests name change to University of San Francisco (US) - Laurie will request a letter from the club indicating that the Board of University of San Francisco Board will allow the team to use their name 	Laurie will contact the USF Koret Youth Swim Club to request a letter indicating that the USF Board allows them to use their name.	
Report/Recom - Staff	Cindy Rowland - See reports <ol style="list-style-type: none"> 1. USA Swimming is working on clubs being able to do "bulk" member registration next year. Will share information as it comes in. 2. A medals are available for Clubs to purchase and are 30 cents (per medal) cheaper then buying them from Hasty Awards 		
Consent Calendar	Consent Calendar approved (including all committee reports and minutes) except DDEI, Zone 1N, Zone 1S, Zone 2, Athlete Committee		
Diversity, Disability, Equity and Inclusion Committee	Kent Yoshiwara <ol style="list-style-type: none"> 1. Thanks Cindy and Veronica for getting the auction items out of storage so they could be put in baskets for raffles that will take place at Far Westerns next week 2. Working on time standards for Disability Swimmers. Using the USA Swimming Disability Time Standards so Disabled Swimmers can swim in Far Westerns, JOs and other Championship meets 3. Western Zones Disability Camp will take place at Indianapolis in conjunction fwith Olympic Trials. Pacific Swimming will have slots for 2 athletes, and depending on whether the other Western Zone LSCs will send representatives we may have up to 6 slots. 		
Athletes Committee	Anika Nagpal and Lily Strumpf <ol style="list-style-type: none"> 1. Planning for leadership summit 2. Tech Suit Exchange has been happening – the athlete reps collect them, sanitize them and then give them out at meets 3. The Mental Health Committee is meeting 4. Will be accepting nominations for new Outstanding Athlete of the year.. 		
Zone 1N	Larry Rice <ol style="list-style-type: none"> 1. Elections took place a week and a half ago . 2. Bob Hill is the new Chairman, and there is a new treasurer. 		
Zone 1S	Tony Daly <ol style="list-style-type: none"> 1. Elections - new Senior Chair, Kevin Zacher, and new Secretary and Treasurer 		

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	2. 2023-2024 Meet Schedule is completed and will be sent to Annie.		
Zone 2	Leo Lin 1. Elections took place and there are no changes on the Board		
Zone 4	Jim Morefield 1. Elections took place and there are no changes on the Board		
Personnel Committee	Veronica Hernandez 1. Nothing new - handbooks completed and given to the staff.		
Audit	Mary Ruddell 1. Mary presented the Auditors report 2. Secretary would sign to certify that the board members given signing privileges are who they are 3. Since the new Secretaries are under 18 we have to designate a new person to do this certifying - Governance to figure this out	Governance Committee to decide who the certifying signatory will be.	
Old Business	None		
Old Motions	2306PC02 Amendment to Bylaws Addressing Treasurer Amend the following sections of the Bylaws to remove the Treasurer as a voting member of the Board. Bylaws Sections: 5.1.8 6.1.7 6.5.1 & 2 6.6.3 6.9.3 6.12.2 7.4.2.B 7.4.2.C.(2) 14.1.2 Veronica Hernandez, Personnel Committee Purpose: If Motion 2306PC01 is approved, we will have a paid Staff Treasurer and a paid staff member may not be a voting member of the Board. The LSC Bylaws template issued by USA Swimming allows for a paid Treasurer, so we may adjust our Bylaws to reflect this. Passed	Passed Refer to HOD in October	
	2306AC01 Attendance Requirements of Athlete Representatives	Passed	

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	<p>The Athlete Committee moves to amend the Policies and Procedures to reflect the following changes. These changes will take effect on September 1, 2023.</p> <p>13.Attendance of Athlete Representatives</p> <p>c. move what is there now to 14. a.b.. and replace with Team Athlete Representative members shall be present at a minimum of 3 Athlete Committee meetings within a 6 month period to maintain eligibility to serve.</p> <p>d. delete what is there and replace with: If a Team Representative is unable to attend 3 meetings in 6 months, that Team Representative will be contacted by their respective Zone Representative to inform them of their responsibility to attend and to determine if the Team Representative is willing and able to continue to serve. The Team Representative's head coach will be copied on the communication. If after an additional 6 months the Team Representative does not attend a minimum of 3 meetings, they will be removed from the Athlete Committee.</p> <p>14. (the moved original 13.c., now 14 b)</p> <p>b Barring uncontrollable and unforeseen circumstances, any Athlete Executive Committee member who obtains two (2) unexcused absences over the course of a term shall result in removal from the Athlete Executive Committee and other LSC committees.</p> <p>Joseph Harris, Athlete Committee (P&P, 30 days)</p> <p>Purpose: The committee is keen on incorporating certain aspects of our current practices and modifying certain provisions in order to establish a new policy. These revisions aim to vigorously motivate Athlete Representatives to attend a greater number of meetings, while also empowering the committee to swiftly replace any non-participating representatives. The ultimate objective is to guarantee that every team and athlete receives comprehensive information and possesses an effective channel to express their concerns.</p> <p>Passed</p>		
New Business	None		
New Motions	<p>2307VCPO01 In-person Board Orientation & Strategic Planning</p> <p>To spend no more than \$3000 to fund an in-person Board Orientation & Strategic Planning session on Saturday, September 9, 2023, for all voting members of the Board of Directors and Pacific Swimming Staff. This will be an addition to the Board Chair's Contingency Fund (Line item 56030) from local funds.</p> <p>Veronica Hernandez, Clint Benton 2nd</p> <p>Purpose: Pacific Swimming has several new board members or members that are starting in new positions. The Board has not had a planning session or reviewed its goals and purpose since 2018. As we are looking ahead to the</p>	Passed	

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	<p>next quad, this in-person session will help to get board members up to speed on what their duties are, what deadlines they will need to meet, what issues or projects are ongoing their position, what each position should be looking ahead to, and how staff can assist in accomplishing all of this. We will discuss the Mission of Pacific Swimming and each member's role (including staff) in that mission and spend time to set goals for each board member's term in office.</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Will take place at the Pleasant Hill Rec Center in-person 2. Saturday, September 9, 2023 11-4 PM 3. Board Members of Zone 4 will be flown in and Pacific Swimming will pay for the expenses <p>Passed</p>		
	<p>2307FVC01 Selection of Auditor Move to accept the proposal from Cropper Accountancy for the Audit of the Financial Statements ending August 31, 2023, and preparation of the 2022 Informational Returns. Mary Ruddell, Clint Benton 2nd</p> <p>Mary's Rationale My recommendation is that we continue to work with Cropper Accountancy. The cost is Audit of the Financial Statements ending August 31, 2023, and preparation of the 2022 Informational Returns is considerably less.</p> <p>Cropper Accountancy: \$9,700 Audit & \$1,700 Informational Returns Healy and Associates: \$20,000 Audit & \$2,700 Informational Returns. \$200/hour for teleconferencing.</p> <p>Passed</p>	Passed	
Closing Comments	None		
Next Meeting	BOD September 20, 2023,		
Meeting Adjourned	Meeting Adjourned at 08:35 PM		

RESPECTFULLY SUBMITTED BY

MARIE LIN

SECRETARY - PACIFIC SWIMMING BOARD OF DIRECTORS