

Zone 3 B.O.D. Meeting Minutes for April 21, 2020

Attendees

Kevin Twohey- WANV	Ericka Richards- PRN	Mehrad Zarreparvar- SRBY
DeAnn Joslin- WA	Phil Grant- VJO, Officials	Andy Downs- NBA, Officials
Sonya Shaffer- MCSD	Derek Hutchinson- MCSD	Leila Irwin- SSS
Asher Green- NVST	Charlie Barrett- UD	Buffy Patterson- PCM
Jennifer Theim- VJO	Missy Lewis- SRN	Gabe Cueva- Athlete Rep
Debbi Tucker- VJO, Officials	Robert Chavez- WO	
Mike Keck- TOC	Kian Tavakoli- NVST	

The meeting was called to order at 7:32 p.m. by Kevin Twohey.

Reports of Officers

Buffy Patterson went over the financials as of March 2020.

Sanctions- Andy Downs reported that nothing is happening at this time. The only meet on the radar is the Neptunes' meet in June.

Officials- Phil Grant reported that just before the shutdown, Don Bautista held an officials clinic at The Olympic Club. The annual officials clinic in Concord has been cancelled.

Safe Sport- Debbi Tucker reported the April Safe Sport committee meeting was cancelled.

Old Business

The 2020-2021 Meet Schedule was made at last month's bid meeting. The schedule is presented to the group by Kevin Twohey. Kevin asks for any comments or discussion about the schedule presented.

-Kevin commented the WAVS and SSS switched meet days in September.

-Derek Hutchinson said due to the uncertainty a contingency plan may need to be considered for meets in September and October, so teams do not lose their meets.

Kevin Twohey closed the discussion and asked if there was a motion to accept the 2020-2021 Meet Schedule as presented.

-Mike Keck made the motion to approve.

-Kian Tavakoli seconded the motion.

-All were in favor of the motion. The 2020-2021 Meet Schedule was approved. The schedule will be sent to Pacific Swim, and we will make changes as needed.

New Business

Phil Grant gave a recap of the financial assistance Zoom meeting held on April 10th. Phil said if there are teams that need help with the information for the Cares act stimulus package or need help with how to apply for other grants and loans please ask. He said a survey is currently being put together of how teams have been affected.

Debbi Tucker said if there are specific things our teams want to see continue to please let Pacific know. She said the budget is back to basics for Pacific right now.

There will be a USA Swimming Zoom meeting specifically for Pacific Swimming coaches on Thursday, April 23rd at 10:00 a.m. Pacific time.

Adjournment was at 8:03 p.m.

Next meeting will be a Zoom video meeting on May 19th at 7:00 p.m.

Respectfully submitted by, Sonya Shaffer

Pacific Swimming - Zone 3

04/20/20

Balance Sheet

Accrual Basis

As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Zone 3 - Checking (8261)	41,213.72
Zone 3 - Savings (3383)	32,060.58
Total Checking/Savings	<u>73,274.30</u>
Accounts Receivable	
Accounts Receivable	2,700.00
Total Accounts Receivable	<u>2,700.00</u>
Other Current Assets	
Prepaid Expenses	
Prepaid Events	137.50
Total Prepaid Expenses	<u>137.50</u>
Total Other Current Assets	<u>137.50</u>
Total Current Assets	76,111.80
Fixed Assets	
Accumulated Depreciation	-7,730.27
Property and Equipment	10,712.08
Total Fixed Assets	<u>2,981.81</u>
TOTAL ASSETS	<u><u>79,093.61</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	833.93
Total Accounts Payable	<u>833.93</u>
Total Current Liabilities	<u>833.93</u>
Total Liabilities	833.93
Equity	
32000 · Retained Earnings	75,753.98
Net Income	2,505.70
Total Equity	<u>78,259.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>79,093.61</u></u>

Pacific Swimming - Zone 3 Profit & Loss YTD Comparison

March 2020

	Mar 20	Sep '19 - Mar 20
Ordinary Income/Expense		
Income		
11600 · Championship Zone Meets		
11605 · Entry Fees	0.00	11,959.20
11615 · Program Sales	0.00	28.80
Total 11600 · Championship Zone Meets	0.00	11,988.00
12500 · Age Group Program - Co-Pay		
12515 · Zone All-Star Meet	0.00	-3,990.00
Total 12500 · Age Group Program - Co-Pay	0.00	-3,990.00
16000 · Other Income		
16005 · Meet Reg Surcharge	0.00	92.00
16040 · Fines	0.00	200.00
16085 · Equipment Rental	0.00	250.00
Total 16000 · Other Income	0.00	542.00
17000 · Interest Income	0.72	7.07
Total Income	0.72	8,547.07
Gross Profit	0.72	8,547.07
Expense		
61000 · Zone Meets		
61200 · Pool Rental & Related Services		
61240 · Pool Rental	0.00	2,000.00
61200 · Pool Rental & Related Services - Other	0.00	500.00
Total 61200 · Pool Rental & Related Services	0.00	2,500.00
61300 · Scoreboard & Equip Rental	0.00	150.00
61500 · Other Meet Costs		
61510 · Program Printing	0.00	137.03
61100 · Operations & Meet Supplies	0.00	140.76
61515 · Awards	0.00	900.68
61520 · Hospitality & Officials	0.00	1,523.48
Total 61500 · Other Meet Costs	0.00	2,701.95
Total 61000 · Zone Meets	0.00	5,351.95
61700 · Zone Equipment		
61710 · Equipment Purchases	0.00	394.09
Total 61700 · Zone Equipment	0.00	394.09
63000 · Office Expenses		
63150 · Conference Call Services	72.18	72.18
Total 63000 · Office Expenses	72.18	72.18
75000 · Miscellaneous	0.00	223.15
Total Expense	72.18	6,041.37
Net Ordinary Income	-71.46	2,505.70
Net Income	-71.46	2,505.70

Date: May 19, 2020

Time: 7:00 p.m.

Zoom Teleconference

Meeting ID: 870 9941 9251 Password: 977487



**PACIFIC
SWIMMING**

Zone 3 Board of Directors Meeting

1. Call to order
2. Conflict of Interest Statement
3. Reading, correction, and adoption of BOD minutes
4. Correspondence, Announcements
1. Reports of officers
 - a. Chair - (Twohey)
 - b. Vice-Chair - (Kian)
 - c. Secretary - (Sonya)
 - d. Treasurer - OPEN
 - e. Officials - (Phil G)
 - f. Sanctions - (Andy)
 - g. Age Group - OPEN
 - h. Seniors - (Asher)
 - i. Equipment - (Twohey)
 - j. Athlete Representative – (Gabriel Cueva)
2. Standing Committees
 - a. Diversity, Equity & Inclusion – (Lillian)
Update on Camps
 - b. Safe Sport (Debbi, Asher, DeAnn)
3. Old Business
 - 2020-2021 Meet Schedule Posted on Pac Swim Website
 - Pac Swim Financial Assistance (Phil Grant)
4. New Business
 - a. Back to Pool Plans (Phil Grant)
5. Adjournment

Upcoming Meetings:

- Next meeting June 16th at 7:30pm

Attendees:

Zone 3 B.O.D. Meeting Minutes for September 15, 2020

Attendees

Kevin Twohey- WANV
Kian Tavakoli- NVST
Erwin Wong- SFSL
Victor Wales- TCA
DeaAnn Joslin- WA
Sonya Shaffer- MCSD
Asher Green- NVST
Derek Hutchison-MCSD
Ericka Richards- PRNA
Mike Nichols- HSC

Ashley Britton- SRN
Robert Chavez- WO
Lehla Irwin- SSS
Petra- SRBY
Gabriel Cueva- Student Ath. Rep.
Andy Downs- UN, Sanctions
Phil Grant- VJO, Officials
Debbi Tucker- VJO, Officials

The meeting was called to order at 7:31 p.m. by Kevin Twohey.
The minutes from the August meeting were approved.

Reports of Officers

Officials- Phil Grant highlighted three sanctioned Pac swim interquad meets. The three teams that hosted the meets were Terrapins, BAC, and Almaden Riptides. He shared some info about the Terrapins meet. They had to cancel their last session due to poor air quality. They had the swimmers warm down in a separate area. There was a maximum number of fifty-four people on deck. The meet was divided into four sessions. They had three events, and there were ten minutes between events. The officials meeting was handled online to limit physical contact. There were 5 officials. Masks were always worn. There were no spectators, but video was streamed. Touch pads were used. There were meet numbers assigned for warm up positions. They used cones with numbers on them to mark places. Everyone was required to bring their own chair. The swimmers would swim their heat and then warm down immediately after their heat in the same lane they competed. The next heat would warm up in a separate area. The meet ref had the officials text the DQ's. The ref said he had mixed feelings about using text, but the thinking was outside of the box. BAC also used touch pads for their meet but only used three lanes. Phil then reported the Winter JO's were cancelled. He then said that USA swimming is lifting the restrictions so teams can compete outside of their LSC. He said the meet ref training now reinforces COVID-19 training. The first zone 3 sanctioned meets will be Sept. 26, hosted by the Petaluma Aquaducks and Thunder Coast Aquatics. Andy Downs will be the meet ref for both. Phil advised for there to be someone designated to monitor the air quality. Air now, purple air, and IQ Air are good resources.

Sanctions- Andy Downs said on September 26th TCA and PA are hosting back to back meets with at least 30 minutes in between meets. The way the meet will run will be set up for short course. There will be two-minute intervals between heats. The swimmer completes the race then swims a 25-yard warm down. Then the swimmers get out of the pool and go to warm down more in a separate area. They will use touch pads. Andy said he is in the process of setting up a series of interquad meets. Teams have two weeks to get materials to Annie Stein. The meets are pre seeded, no check-in, and have one timer per lane. Lastly, he said to email Kevin if you are not going to do your scheduled meet. You could do an interquad meet instead for that weekend.

Equipment- Kevin Twohey said the Zone 3 touch pads need to be evaluated. He said Andrew Morris from Colorado is going to help. Kevin also reported that Phil McCormick from the SRJC said we need to move our equipment. Kevin will take the items to storage in South Napa. The touch pads need to be transported so he will need to use a trailer.

Athlete Representative- Gabe Cueva reported that in late to mid-October there is going to be an online leadership summit for Athlete reps. Zone 3 does not have athlete reps from PCM, Turbo, WO, MLK, TOC, SF Rossi, SRN, and USF Koret Youth swim team.

Safe Sport- Debbi Tucker reported the committee met on Sept. 13th. Kelly, the Safe Sport committee chair has emailed club chairs about two programs Safe Sport is introducing- Coaching Boys Into Men, and Athletes as Leaders. Debbi said that for the number of Safe Sport clubs Pacific swimming is in the top three, but if the percentage of clubs is considered we are on the lower end. Lastly, she said for any bullying issues, refer back to the club's policies.

Old Business

The last phase of Pac Swim funding is complete. Teams should have received a letter. Some teams did not qualify. Some of our Z3 teams are struggling. Going forward, a small Z3 grant may need to be discussed by the group. Lehla Irwin commented that her team did a charity Go Fund Me. The fundraiser was a success. They raised \$13,000 in a short period of time. Kevin asked to have her comment highlighted in the minutes.

Adjournment was at 8:01 p.m.

Next meeting will be a Zoom meeting on October 20 at 7:30 p.m

Respectfully submitted by, Sonya Shaffer

Zone 3 B.O.D. Meeting Minutes for October 20, 2020

Attendees

Kevin Twohey- WANV

Robert Chavez- WO

Kian Tavakoli- NVST

Mehrad Zarrehtarvar- SRBY

Erwin Wong- SFSL

Tom Evers- TCA

DeaAnn Joslin- WA

Martine Paquin- SFSL

Sonya Shaffer- MCSD

Gabriel Cueva- Student Ath. Rep.

Asher Green- NVST

Andy Downs- UN, Sanctions

Jennifer Theim- VJO

Phil Grant- VJO, Officials

Ericka Richards- PRNA

Debbi Tucker- VJO, Officials

Mike Nichols- HSC

David Cottam- GC PC

The meeting was called to order at 7:32 p.m. by Kevin Twohey.

The minutes from the September meeting were approved.

Correspondence and Announcements- Debbi Tucker said the Pac Swim Board has requested the current by laws need to be sent to Mary. And the list of clubs that are not swimming need to go to Cindy. Also, Zone 3 needs a treasurer. We need to push the position. Any club please help.

Reports of Officers

Officials- Phil Grant said the TCA and WA meets went well. He said to make sure teams pay attention to venue capacities when organizing their meets. He said that the sanctioning application is different now and to make note of the changes.

Sanctions- Andy Downs said he has been busy. Many meets are coming up. The first thing to do is when trying to put together a meet is finding the facility. Then talk to Phil to get the named officials. Then talk to Andy to do sanctions. Annie needs the materials at least 2 weeks before the meet. Make sure teams follow the new template and get organized early.

Equipment- Kevin Twohey said he is still working on getting all the touch pads working.

Athlete Representative- Gabe Cueva said the athlete summit had 40 athletes in attendance. He said to get your athletes involved.

New Business

Phil said the 3 phases for Pac Swim financial aid are complete. He said some teams may need some financial assistance when they are starting back up. If a team qualified for phase 2 & 3 then they would not be eligible for Zone 3 financial assistance. He suggested we may want to put together a committee for this. Kevin Twohey said we need to look at developing criteria and starting a committee, then do some outreach. A committee was formed with Phil Grant, DeaAnn Joslin, Gabe Cueva, Kevin Twohey, and Erwin Wong.

Meet Reports

NBA- For facility reasons this was a two-day meet. It was held at Redwood High in Larkspur. There were no spectators. The meet was well attended, and the athletes enjoyed the meet. The club knew how to run the Colorado and set up the pads.

TCA and WA- Tom said the senior portion of the meet on September 28th had 43 athletes. They were all appreciative of the help. Next, they will do the Arena challenge meet on Oct. 1st.

DeaAnn said the 12 & under meet flowed very well. There were 42 swimmers and 32 of the swimmers were doing their very first meet. They ran a very specific warm up. She said it was very joyful to have the kids racing and back together. She also said watching the teams work together is very rewarding and, she is grateful for the cooperation.

Adjournment was at 8:11 p.m.

Next meeting will be a Zoom meeting on November 17 at 7:30 p.m

Respectfully submitted by Sonya Shaffer

Zone 3 Board of Directors Meeting Minutes 11/17/20

Attendees

Kevin Twohey- WANV	Ashley Britton- SRN	Judy Wong- SFRP
Kian Tavakoli- NVST	Andy Downs- UN, Sanctions	DeaAnn Joslin- WA
Sonya Shaffer- MCSD	Debbi Tucker- VJO, Officials	Christine Gonzalez- UD
Phil Grant- VJO, Officials	Ericka Richards- PRNA	Mehrad Zarrehparvar- SRBY
Victor Wales- TCA	Asher Green- NVST	Gabriel Cueva- Student Athlete Rep.
Erwin Wong- SFSL	Mike Nichols- HSC	
Robert Chavez- WO	Derek Hutchinson- MCSD	
Jennifer Theim- VJO	Lillian Bautisita- UN, DDE&I	

The meeting was called to order at 7:33 PM by Kevin Twohey.

The minutes from the October meeting were approved.

Correspondence and Announcements- Debbi Tucker announced the governance committee and the nominating committee have positions open and they are looking for volunteers. She also said there is a membership fee task force that is currently looking at all required fees.

Treasurer position is still open and needs to be filled.

Reports of Officers

Officials- Phil Grant reported they have been managing officials and trying to accommodate teams doing meets. He has been reaching out to teams to keep officials current. Phil reminded everyone the Pacific Swim registration is coming up, so make sure to send the officials renewal forms along with the coaches and athletes. He then reported he had some potentially troubling information. He said USA Swim sent out a memo that said the Dolphin Timing System may not be used as a semi-automatic timing system. Although, Dolphin may be used in manual start/ manual stop mode.

Sanctions- Andy Downs said there is nothing in the sanction mill other than the Thunder coast Aquatics meet on December 12th, the NBA meet at Redwood High School this weekend, and the Alto swim club meet that was canceled. For the NBA meet this weekend, anyone who has stroke and turn officials please send if you want.

Equipment- Kevin Twohey reported our touch pads that were at SRJC are now in our zone storage unit in Napa. All 10 pads are functioning, they do not have brackets though, so we may need to order a new set. We do need two more pads. The pads are \$895 each and the brackets are \$67 each.

A motion was made by Andy Downs to purchase the new pads and brackets. Derek Hutchinson seconded. There was no debate, so Kevin Twohey called for the vote. Everyone in the group was in favor, and the motion carried.

Athlete Rep- Gabe Cueva reported at their last meeting a few of the topics they discussed were mental health issues for swimmers, the LSC pen pal program, and zone mentorship & succession planning.

DDE&I- Lillian Bautista reported the committee had their meeting on Oct. 29th. They created their mission statement as well as discussed requirements for athletes to join after the athlete completes the leadership summit. She said the committee is taking part in a silent auction. She said items from the auction make good holiday gifts. The group also discussed the idea to create a grant to reward outreach swimmers, family members, coaches, and/or board members.

Safe Sport- Debbi Tucker reported we are in 2nd place of all LSC's in USA Swimming for safe sport club recognition and in 9th place for the percentage of clubs in our LSC. She said, when renewing, clubs are required to have a safe sport representative's email. The email needs to be an actual person's email not the club's email, etc. The last item she reported was athletes who are 18 years and older must to Athlete Protection Training.

New Business

SASO wants to hold a dual meet on Dec. 6 through Pacific Swimming not Sierra. VJO is having a dual meet with SASO on Dec. 5th in Vallejo. Are there any issues with allowing SASO to hold a dual meet through Pacific? A motion was made by Andy Downs to allow SASO to hold a dual meet for Pacific. DeaAnn Joslin seconded the motion. The group was all in favor and the motion carried.

Zone 3 has been using Kevin Twohey's personal ZOOM account. The group would like to open a business ZOOM account for our zone. A business account is available through Pacific Swimming for \$120.

Meet Reports

Jennifer Theim- Nov. 14 VJO Intrasquad meet had 52 swimmers entered. They ironed through the protocols, and everything went really well.

Victor Wales- TCA participated in the 2020 Arena Fall Virtual Racing Challenge Meet. He said 18 of their athletes competed in Arizona. All of the athletes who traveled are now quarantined.

Andy Downs- Oct 31- Nov 1 NBA Intrasquad meet was a good meet. They have learned quickly; They have a really good meet director. Spectators had to be banned because there was not enough deck space.

DeaAnn Joslin- Oct 17 WA Intrasquad went great. There were 50 swimmers. The meet ran at a slower than normal pace. A few of the parents were crying because they were so happy to have a meet for their kids.

Adjournment was at 8:16 PM.

No meeting in December.

Next Meeting is January 19, 2021 on ZOOM.