

Meeting Title: Pacific Swimming Board of Directors Meeting

Date February 15, 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	E	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		Valerie Rudd	X	Laurie Benton	X
Veronica Hernandez	X	Kelly Crowley		1S – Tony Daly	✓	Bella Pfeiger	X	Mike Davis	X	Diana Fetterman	X
Erik Scalise	X	Kent Yoshiwara	X	2 – Mark Ryan		Steph Anderson	X	Lehla Irwin	X	Annie Stein	
Tony Daly	X	Mike Piccardo	X	2 – Chris Lam	X			Mary Ann Cropper	X	Karen Bair	X
Kyle Kikuta		Kelly Schott	X	3 – Kevin Twohey							
Marie Lin	X	Phil Grant	X	3 – Debbi Tucker	X						
David Benjamin	X	John Schonder		4 – Jerry Rudd	X						
Don Heidry	X	Peter McNamara	X	4 – Jim Morefield	X						
Randy Pedersoli	X										

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	November 17,2022 BOD Minutes Amended and Approved	Approved	
Minutes from Previous Executive Committee Meetings	Actions of the Executive Committee that met on January 19, 2023 Approved	Approved	
Officer's Reports			
Outside Auditor	Mary Ann Cropper 1. Mary Ann Cropper gave an overview of the Independent Auditors Report a. It was a very clean report b. We are well managed	Draft of Outside Auditor's Report and Pacific's Tax Return Approved	

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	<ul style="list-style-type: none"> c. Despite the several years of financial turmoil in the country, we managed to maintain nearly \$4 million in equity d. Our investments went down and that accounted for the major losses we experienced e. This was offset by the Employee Retention Credits and the PPP grant from the government f. Revenue has picked up and we ended the year in black g. We also are paying off our line of credit h. Mary Ann advises that we do not post our Tax Return for general public perusal, but post an annual summary as most Non Profits do <p>2. Outside Auditor's Report and the Tax Return are approved</p>		
Chair	Leo Lin reported for David Cottam <ul style="list-style-type: none"> 1. David is working on his recovery. It is slow but he is making positive progress. 		
Admin Vice-Chair	Leo Lin - No report		
Vice Chair – Program Operations	Veronica Hernandez <ul style="list-style-type: none"> 1. Personnel Committee is in the process of doing the annual assessment review of staff. The process should take a couple of weeks 		
Vice Chair – Program Development	Erik Scalise - No Report		
Vice Chair - Finance	Mary Ruddell - No Report		
Age Group Committee	Kyle Kikuta - not present		
Sr. Committee	Tony Daly <ul style="list-style-type: none"> 1. The Senior 2 Trials and Finals at Milpitas takes place this weekend. However a lot of our teams use this President's Day weekend to attend travel meets. We should take that in consideration to see how we might use this weekend in the future 2. Sectionals will take place next week in Novato and Carlsbad. We had considered not subsidizing swimmers going to Carlsbad but notification went out too late, so we will be subsidizing swimmers and coaches going to Carlsbad this year. 		
Registration	Laurie Benton - no report		
Report/Recom - Staff	Cindy Rowland - See reports <ul style="list-style-type: none"> 1. Staff minutes reflect what the staff have been doing 		

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	2. The focus has primarily has been on the travel meets such as ZAM, OTC, and Staff assessments		
Consent Calendar	Consent Calendar approved (including all committee reports and minutes) except Athlete Committee, Finance Committee, Officials Committee and DDEI Committee		
Athletes Committee	Anika Nagpal:- has been involved in several new projects <ol style="list-style-type: none"> 1. Tech Suit Exchange 2. Pacific Swimming and DDEI Instagram run by the athletes 3. Brainstorming next year's awards 4. Putting out the Athlete Application to become an Athlete Rep 5. Submission of applications for the Amerie Nordberg Scholarship. 		
Finance Committee	Mary Ruddell: <ol style="list-style-type: none"> 1. Travel Support for the summer meets - \$525 for Juniors at Irvine, and \$1200 for Nationals at Indianapolis. 2. Finance committee is suggesting that we look at increasing the co-pay for ZAM, as we are \$10,000 over budget, almost all of it to pay for buses to transport the team. The Committee is recommending an increase of \$10, so that the co-pay would be \$80. Veronica will be taking this to the coaches 3. A Task Force is also looking at increasing our splash fee which has been \$8 since 2011. Surveys are being sent out to coaches and athletes to gather information 		
Officials Committee	Phil Grant <ol style="list-style-type: none"> 1. Created new documents for Minimum Requirements for each of 6 Officials Positions, including the new position - Meet Referee. 2. Created new Evaluation documents for each of the positions 3. Created one page document indicating how to become an official with everything delineated 4. All 5 zones have had or will be having by the end of this quarter, mini zone clinics for officials 		
Diversity, Disability, Equity and Inclusion Committee	Kent Yoshiwara <ol style="list-style-type: none"> 1. There will be Gender Identity Clinics given by an outside expert group and set up by the DDEI committee to be presented to the Pacific Swimming Athletes, and Board Members in the end of February and early March. Every member of this Board should have received an announcement with a link to register for any one of these clinics. There is no charge. Everyone is encouraged to attend. 		

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Old Business	None		
Old Motions	<p>Motion 2211FC01: Fees - Stopped Checks The Finance Committee recommends the following edit to the Policies and Procedures, Section III, G. Financial Fees Item 2.</p> <p>G. Financial Fees</p> <ol style="list-style-type: none"> The minimum service charge for checks returned to Pacific Swimming shall be \$25 plus any bank charges. The second offense for a returned check within one year shall be referred to the Pacific Swimming Administrative Review Board. The minimum service charge <i>for a stopped check</i> or to reissue lost or <i>stale dated</i> checks shall be \$25. No fee shall be charged to reissue checks sent to an address other than the one listed on the request form. The Late Payment Fee for clubs who have "A" Medal or Equipment Rental invoices still unpaid after 45 days shall be \$25.00. Pacific Swimming shall, at their discretion, discontinue extension of credit for A Medals or Equipment Rental to clubs with an outstanding balance in excess of 60 days. <p>Mary Ruddell, Finance Committee (30 days, P&P)</p> <p>Reasoning: Bill (formerly bill.com) charges a \$25 fee for stopped checks. The stopped check fee with Chase Bank is \$12.</p> <p>Passed</p>	Passed	
	<p>Motion 2301FVC01: MEFAP Meet Reporting Requirement Approve the removal of the option to collect MEFAP Splash Fees at a meet from Section D. Meet Reporting Requirements - MEFAP Entries of Policy and Procedures.</p> <p>MEFAP Entries (MEFAP – Meet Entry Financial Assistance Program for Outreach Members) Pacific Swimming's Meet Management shall provide a summary of any MEFAP entries to the host team prior the meet. The host team may be required to collect and submit any splash fees at the meet. The electronic invoice will reflect a reduction in the amount due to Pacific Swimming due to MEFAP Entries.</p> <p>Mary Ruddell, Finance Vice Chair (30 day, P&P)</p> <p>Passed</p>	Passed	
New Business	None		
New Motions	None		
Closing Comments	None		
Next Meeting	BOD April 19, 2023		
Meeting Adjourned	Meeting Adjourned at 08:15 PM		

RESPECTFULLY SUBMITTED BY

MARIE LIN

