

**Meeting Title:** Pacific Swimming Board of Directors Meeting  
**Date:** March 21, 2012

**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.

John Bitter	X	Phil Harter	X	Gerry Ng	X	<b>Zone Reps</b>	<b>Athlete</b>	<b>Guests</b>
Mike Rianda	X	Rick Beebe		Tish Steimle	X	1N - Larry Rice	Stephanie Scannell	Millie Nygren X
Lehla Irwin	X	Marie Wise	X	Rick Waterhouse		1S - Andre Salles-Cunha	Natalie Tang	Valerie Rudd X
Ron Heidary		Kent Yoshiwara		Warren Lager		2 - Clint Benton	X	
Don Heidary	X	Peggy Ramirez		Leo Lin	X	3 - Sybil Baldwin		
Veronica Hernandez	X	Elias Totah	X	Izzy Real		4 - Jerry Rudd	X	
Marie Lin	X	Ken Brown		Darwin Takaki	X	4 - Jim Morefield		
Mary Ruddell	X	Brian Malick		Fred Volgelgesang	X			
Jennifer Malick		Marcia Benjamin		Darryl Woo	X		<b>Office</b>	
Danica Burge		David Benjamin		Joe Woo			Jill Ruppenstein	X
Scott Shea		Judy Siegrist	X				Amy Smith	
Steve Hurko	X						Laurie Benton	X

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by John Bitter at 7:35 PM		
<b>Conflict of Interest</b>	Meeting opened with reading of the USA-S Conflict of Interest Statement: <i>Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under Pacific Swimming Conflict of Interest Policy? <b>No affirmative answers.</b> If a board member determines there is to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.</i>		
<b>Minutes from Previous Meeting</b>	Minutes from February 22, 2012 BOD meeting approved		
<b>Executive Committee Report</b>	None		
<b>Officer's Reports</b>			
<b>Chair</b>	Reported by John Bitter: 1. The Pacific Swimming Committee Report form was introduced and John indicates that an electronic copy should be filled out by each Committee reporting activity during the past month (if there is any) or	Jill Ruppenstein to send the form to Rick Beebe for	

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	<p>completion of task, sent to Rick Beebe (Website), Jill Ruppenstein (Office Support), and Marie Lin (Secretary) prior to each BOD meeting for posting in order to keep the BOD informed, and to have a record of the activity.</p> <ol style="list-style-type: none"> <li>2. 4 website companies will come to the next BOD meeting to present their proposals regarding creating a website for Pacific Swimming. They were unable to make this month's meeting</li> <li>3. Federal Government Chair Lift requirement for all pools (disability law) has been postponed to take effect in another 60 days</li> <li>4. USA Swimming has imposed a cap on the number of entries to the Santa Clara International Grand Prix, so please inform coaches that online entries will open on Tuesday, April 3, at 11:00 AM Pacific Standard Time.</li> </ol>	<p>posting. Committees to start filling in the form starting next month Website presentations to be evaluated</p>	<p>4/25/12 BOD</p>
<b>Admin Vic Chair – Operations</b>	No Report		
<b>Admin Vice Chair – Programs</b>	No Report		
<b>Treasurer</b>	<p>Reported by Mary Ruddell</p> <ol style="list-style-type: none"> <li>1. Reports posted – see the attachments. Getting things from the Zones now, from all but one.</li> <li>2. Pool Grant deadline is coming up so please encourage those interested in applying to do so quickly. She has received two more applications since she wrote up the posted report.</li> <li>3. Mary wanted to address corrections that were made to the January minutes regarding some of the statements she made in the January meeting. She wanted to clarify any misunderstandings that were generated by these corrections which were in fact inaccurate and/or inappropriate. <ol style="list-style-type: none"> <li>a) Because Pacific Swimming and the zones are one entity, we must report transactions between the zone to LSC and LSC to zone differently than we've done previously. The actions remain the same. It is the reporting that is different. For a background check reimbursement, the zone still reimburses the individual and the zone is reimbursed by the LSC. The expense is only reported by the LSC.</li> <li>b) When she took over as treasurer there were 6 different treasurers each doing their own things with various levels of experience. Documents were sometimes there, sometimes missing. Labels and categories differed for each of the treasurers. We needed to move from cash accounting to accrual accounting, and she has needed to educate everyone regarding that whole process. She has dealt with all of these issues respectfully, patiently, and provided guidance and understanding, rather than criticism. The fact that someone required that her words describing that she “untangled the mess” be removed from her report is part of the disrespect and uncalled for criticism she has had to cope with. She would like to reiterate that “disentanglement” is exactly what she did and is doing.</li> </ol> </li> </ol>		
<b>Age Group</b>	<p>Reported by Veronica Hernandez:</p> <ol style="list-style-type: none"> <li>1. At Far Westerns they will have the applications out for applying for Western Zones.</li> <li>2. Amy Smith is working on the applications for NACCs right now, and she has found a head coach for</li> </ol>	John Bitter will give	

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	NACC. We will be able to send a small team to hold our place because Mary Jo Swalley has said if we do not go this year she will give our spot to someone else.	Veronica a couple more names of interested coaches	
<b>Sr. Committee</b>	Don Heidary reports: <ol style="list-style-type: none"> <li>1. Don still open to feedback on Coaches Education Proposal</li> <li>2. He is working on trips to ASCA in September – has booked two hotel rooms and two registrations in order to get the good price.</li> <li>3. Has created a draft for the Senior Coach Survey and included information from the ASCA newsletter for consideration.</li> <li>4. Don feels ready to put forward a final draft of the Coaches Education Proposal to be voted on in the April BOD meeting – money is already allocated in the budget</li> </ol>	Don to present the proposal in April	4/25/12 BOD
<b>Registration</b>	Reported by Laurie Benton – the report is posted:  One request for change in club code: Oakland Tsunami from OT to OTST	Approved	
<b>Diversity</b>	Reported by Veronica Hernandez: Will have a meeting when all the applications for the grant are in at the due date April 8 <sup>th</sup> . They may be able to award by end of April		
<b>Camps</b>	See Motion		
<b>Officials</b>	No Report		
<b>Time Standards</b>	Tish Steimle reports: Veronica Hernandez, Matt Ehrenberger and Tish Steimle will be meeting Saturday during Far Westerns to discuss ideas about how well we have done, what we have done right, what needs further fixing. They will be comparing this year's JO's with last year's JOs to see if we are headed in the right direction. Anyone else is welcome to attend who might have some ideas.		
<b>Club Development</b>	No Report		
<b>Travel</b>	John Bitter reports: They have posted on the web the travel policy listing the criteria regarding what will be reimbursed and what is not eligible for reimbursement (such as an upgrade in seat on a flight).		
<b>Disability</b>	Report Posted		
<b>Board of Review</b>	Darryl continues to need lists of Athlete Representatives so that he can ask for them for the Board of Review Cases.	1N and 1S should send the names of their athlete representatives and contact information to Marie Lin	
<b>Open Water</b>	No Report		
<b>Finance &amp; Auditing</b>	See Motion		
<b>Scheduling</b>	See Motion		

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<b>Athlete</b>	No Report		
<b>Governance Committee</b>	See Motion Report by Leo Lin: 1. Working on wrapping up review of the Board of Directors structure 2. Looking at the gaps that will need to be addressed.		
<b>Nomination Committee</b>	Reported by Clint Benton: 1. The Committee has not officially met but they have discussed and reviewed the positions. 2. Two of the individuals presently up are willing to run again – David Benjamin, Todd Tucker 3. The third person, Jim Nachtigal has not replied 4. A new individual – Andy Clifford is interested on being on the slate. 5. There are 3 positions open for election	Veronica Hernandez will follow-up with Jim Nachtigal	
<b>Zone Reports</b>			
<b>Zone 1N</b>	Reported by Larry Rice 1. Next Meeting May 14th 2. Met March 12 <sup>th</sup> and discussed the Zone Championships and the Zone All Star Meet 3. Discussed the interval between the selection and the deadlines to report names, and selections. – Zone 1N and Zone 2 have late selection dates. 4. All Star Meet scheduling has got to be better coordinated with the host zones and the other zones to address this difficult issue.	Send Pacific Secretary list of athlete representatives and contact information	
<b>Zone 1S</b>	Reported by Veronica Hernandez: 1. Met Wednesday March 14th 2. Discussed Zone Championship 3. Discussed as a Zone whether they would like to have people go to NACC, and were against going – but after discussing it and the possibility we might lose the spot in the future they decided to go ahead with it.	Send Pacific Secretary list of athlete representatives and contact information	
<b>Zone 2</b>	Reported by Clint Benton 1. Had meeting on Monday, March 19 – not enough time to post the report 2. Passed the Statement of Purpose for Finances which will be presented in this meeting 3. Had issues regarding Long Course water for July meets a) Ro the July 7 <sup>th</sup> -8 <sup>th</sup> meet a team proposed offering a short course B/A+ last chance meet because they could not get long course water. Zone 2 approved this change. We will bring that as a motion to be passed by this Board (see motion) b) The zone is looking at picking up the other July 28-29 meet and running it as a zone, but we are looking for long course water. 4. Zone discussed the conflict between our Far Western's meet and the NACC meet and voted against sending a team to NACC. 5. Will also be making a motion in the next BOD meeting to allow a Zone club to invite another out of Zone or out of LSC team to enter the Zone meet (not applying the priority entry criteria to that team) but not	Zone 2 to look for long course water for 7/28-29  Prepare motion regarding out of Zone invitation to	4/25/12 BOD

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	<p>to exceed 30 swimmers</p> <p>6. Next meeting will be in May</p>	Zone meet	
<b>Zone 3</b>	<p>Reported by Lehla Irwin:</p> <ol style="list-style-type: none"> <li>1. All Star Meet learnings               <ol style="list-style-type: none"> <li>a. There were Meet Director Issues</li> <li>b. The Zone hosting the All Star Meet should not have another meet going on in the Zone on that same weekend</li> </ol> </li> <li>2. Zone 3 will not support NACC this year, but will for the next year.</li> </ol>		
<b>Zone 4</b>	<p>Reported by Jerry Rudd:</p> <ol style="list-style-type: none"> <li>1. All reports have been submitted on time</li> <li>2. Met on March 13<sup>th</sup> and discussed the All Star Meet they will be hosting next year               <ol style="list-style-type: none"> <li>a. High compliments of how it went this year.</li> <li>b. Only pool that could host the meet in the area is in Carson City</li> <li>c. A hotel hosting all the teams may be difficult to find in Carson City and it is not really feasible to have the teams housed in Reno</li> <li>d. Amy Smith will be advised to start the process of looking for hotels now</li> </ol> </li> </ol>	John Bitter will contact Amy Smith and have her start working on housing now.	
<b>Old Business</b>	None		
<b>Motions</b>	<p><b>1201TS1 Restoring Zone Autonomy over Zone Champs:</b> Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs (30 day motion) ( Tish Steimle - Time Standards)</p> <p>4. A.2. Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition, time trial, or by coach verification. For JO and Q level competition, <b>LSC Championship Meets and Zone Championship meet</b>, times from sanctioned or approved meets only will be acceptable.</p> <p>Motion is to remove Zone Championship meets and the LSC Championship Meet (10 and Under Meet) from the rule.</p> <p><b>1202Z21 Amend 1201TS1: Remove LSC Championship Meets:</b> Amend 1201TS1 so that only “Zone Championship Meet” is removed from 4.A.2 of Rules and Regulations. (Clint Benton – Zone 2/Larry Rice 2<sup>nd</sup>)</p> <p>Discussion:</p> <p>Zone 2 introduced this amendment because they felt Zones should be able to determine what they wanted to do with Zone Championships which is a meet exclusive to the zone, but that LSC Championships are the province of the LSC and should not be exempt. This amendment is supported by Zone 3 as well. Some coaches however, would like to maintain the Coaches right to verify any time that is an A time or less, as written in the Pacific Swimming rules, and would prefer to have LSC Championships exempt from requiring verified times as well.</p>	1202Z21 Amendment to 1201TS1 - Passed	

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	<p><b>1201TS1 Amended – Restoring Zone Autonomy over Zone Champs:</b> Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs. Remove Zone Championship meets from the rule so that 4. A.2. now reads as follows: <b>Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition, time trial, or by coach verification. For JO and Q level competition, and LSC Championship Meets times from sanctioned or approved meets only will be acceptable.</b></p> <p>Discussion:</p> <p>It was brought up that in some Zone Championships there are a significant number of exceptions (as many as 160) in the times verification report and all of these must be individually verified, with the referee first matching the swimmer with the coaches and then the coaches verifying or denying. This task can be extremely time consuming, but must be done for every exception because a lot of those exceptions are not verified by the coaches (probably due to parents entering the times). At the same time many of the coach verified swimmers provide the vast majority of swimmers who do not swim the qualifying time in the meet, and allowing these non qualified swimmers to swim seems disrespectful to all the swimmers who earned their qualifying times. One solution to this, if the motion is passed, is to have the restriction requiring verified times written into the meet sheet if that is what the Zone wants, since we are allowed to be more restrictive in setting up our rules for a particular meet.</p>	1201TS1 Amended - Passed	
	<p><b>1202GC1 Motion to accept the Governance committee’s statement of Purpose, Membership, Meetings and Responsibilities:</b> (Leo Lin – Governance Committee) (30 day motion that then goes to the HOD) Proposed statement of the Governance Committee to be added to the bylaws with specific changes to the original document ( “Program Operation Vice Chair” substituted for “Administrative Vice Chair”, and “ One representative from each of the five zones” instead of “Zone Chairs (or their designee) of the five zones”).</p>	1202GC1 – Passed Goes to 5/5/12 HOD meeting	5/5/12 HOD meeting
	<p><b>1202C1 Pacific’s Crisis Management Plan for the By Laws</b> (John Bitter – General Chair) (30 day motion that then goes to the HOD)</p> <p>Discussion:</p> <p>John Bitter presented this document last meeting. There are no changes to it except for a few typographical errors that are corrected.</p> <p>The Governance committee will have to determine where this should be placed in the by-laws. It may warrant a new separate section.</p>	1202C1 – Passed Goes to the 5/5/12 HOD meeting	5/5/12 HOD meeting
<b>New Business</b>	Presentation of bids from Website Companies for developing the Pacific Swimming Website will be tabled until the April BOD meeting because the 4 companies were unable to make this meeting date.		4/25/12 BOD meeting
<b>Motions</b>	<b>1203BOR1 – Increase penalty for no show on finals from \$25 to \$100 – Change to R&amp;R Sect 3, B, 5b(4)(ii) If</b>	30 day motion to be voted	4/25/12

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	<p>the No-Show occurs on the last day that the swimmer is entered in an individual even in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined <b>\$100</b>. (Darryl Woo – Board of Review)</p> <p>Fred Vogelgesang proposed a friendly amendment that was accepted so that the motion now reads:  <b>1203BOR1 – Increase penalty for no show on finals from \$25 to \$100 if the fee is not paid in a timely manner</b>– Change to R&amp;R Sect 3, B, 5b(4)(ii) If the No-Show occurs on the last day that the swimmer is entered in an individual even in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$25. <b>The fine will be increased to \$100 if after 30 days of receiving the letter of notification the party has not made the payment.</b> (30 day motion)</p> <p>Discussion:</p> <p>Most families pay the fine when they receive the letter telling them there is a fine. However, there are some families that fail to do so, and it is proposed that the fine be escalated to \$100 on non payment after a 30 day notice has been given in order to cover the added work that could be incurred in enforcing this rule. Jill Ruppenstein can indicate in the second letter sent to those families failing to pay the fine, that the fine is increased to \$100 and that further failure to pay the fine could result in further escalation of the issue to the Board of Review where with due process (and the right to a hearing) the swimmer could experience suspension of membership in USA swimming and removal of eligibility to swim, until the fine is paid.</p>	<p>on at the next BOD meeting</p>	<p>BOD Meeting</p>
	<p><b>1203GC1 Motion to Retain Legal Counsel for Pacific Swimming</b> (Leo Lin – Governance Committee)</p> <p>Discussion:</p> <p>The Governance Committee felt that like most businesses today it would be in the best interests of Pacific Swimming to retain their own legal counsel, especially given the present climate and the fact that in the present landscape United States Swimming and Pacific Swimming have been engaged in a number of lawsuits. Although we are covered by USA Swimming legal counsel, in cases where there may be a conflict of interest with USA Swimming, or where both entities are involved USA Swimming’s interests would be primary and Pacific Swimming’s interests would be secondary. In engaging to retain legal counsel where Pacific Swimming’s interests are primary, we would need to make sure that Pacific Swimming would be paying only to cover costs incurred due to business regarding Pacific Swimming or due to a member of Pacific Swimming performing a function for Pacific Swimming. We should determine under what circumstances we should engage our own legal counsel, in addition to USA Swimming’s legal counsel which we are entitled to. We would also need to get a sense of the cost.</p> <p>This motion will be tabled and the Governance Committee is charged to research this further and bring back a proposal.</p>	<p>Table – Leo Lin will meet with John Bitter to determine next steps</p>	<p>4/25/12 BOD</p>

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	<p><b>1203AC1 Engage LMGW Certified Public Accountants to do accounts review for 2012 and file the Tax Returns for 2011</b> (Peggy Ramirez – Audit Committee)</p> <p>Discussion: LMGW has presented an engagement letter for a total of \$10,000 to do the accounts review and the tax return for 2012. The portion of the cost for the tax return is \$1500. The rest is the expense of LMGW continuing to review our accounts to support and evaluate our move towards completing the mandates of the audit review that were generated by the external audit of the 2010 accounts. As we complete the tasks the fees should decrease. This does not mean we will disengage from continuing our own internal audits.</p>	1203AC1 - passed	
	<p><b>1203Z21 Zone 2 Purpose for Funds Statement</b> (Clint Benton – Zone 2)</p> <p>Discussion: Purpose is to have a Purpose of Funds Statement for the funds Zone 2 is investing with Pacific Swimming's investment firm</p>	1202Z21 - approved	
	<p><b>1203Z22 Change 7/7-7/8 meet to SC B/A+ meet</b> (Clint Benton – Zone 2)</p> <p>Discussion: Zone 2 has no meets that have been bid in July. There are issues with regard to obtaining long course water. One team has proposed to provide a meet on one of the weekends that is a short course last chance meet (sc B/A+) instead of the scheduled LC C/B/A+ meet. Zone 2 seeks approval to make the change in this scheduled meet</p>	1203Z22 - passed	
	<p><b>1203SC1 – 2013 Meet Schedule and Criteria</b> (see 1203SC1a, 1203SC1b, 1203SC1c attachments) (Steve Hurko – Scheduling Committee) (30 day motion)</p> <p>Discussion: Steve Hurko, Veronica Hernandez, and Gerry Ng Presented the 2013 Schedule of Meets and Criteria</p> <ol style="list-style-type: none"> <li>1. On both schedules the criteria was added that a digital meet program and initial time line be given to the following people 3 days prior to the meet (PDF is preferred) – Meet Referee, Time Standards Chair, Age Group and Senior Chair</li> </ol> <p>Age Group Schedule and Criteria:</p> <ol style="list-style-type: none"> <li>1. Meet subsidies for Summer JOs – the exact figures will be decided once the venue situation is decided</li> <li>2. Far Westerns (sc) in Spring has a date change to 4/5-6 to avoid Easter weekend</li> <li>3. Zone All Stars will be the weekend of March 2,3 with the actual meet done on March 3 – Carson City</li> <li>4. Western Zones is August 6-11</li> </ol> <p>Senior Schedule</p> <ol style="list-style-type: none"> <li>1. Changes are all highlighted in blue</li> <li>2. January 13 is a new meet added – Pacific Swimming (sc) Distance Challenge with a few select events for distance swimmers (sc) based on AAA National Times</li> </ol>	<p>30 day motion to be presented in the next BOD meeting</p> <p>If approved, to be presented to the HOD for approval</p>	<p>4/25/12 BOD meeting</p> <p>5/5/12 HOD meeting</p>



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	<p>3. March 2-3 meet changed from Senior II to Senior I meet – we have taken out the criteria that it be indoor only, the age group restriction is gone for that weekend, and it will be a 2-day meet</p> <p>4. March 24-25 is a 2 day Senior II meet that is long course</p> <p>5. April 28 is a new meet added – Pacific Swimming (sc) Sprint Challenge with same format where the time standards are AAA National Times</p> <p>6. October 5-6 meet has been changed to a Senior I meet</p> <p>7. Funding levels for subsidies on the blue highlighted meets have been decreased – that extra money which would have been given if we followed last year’s subsidies will be placed in a fund to be used if a team experiences a loss in putting on a meet in order to make that team whole. (The amount of money saved by the decrease in subsidies is ~\$10,000.</p> <p>8. The last line in the document should be changed to reflect the actual amount being determined in the 2013 budget.</p> <p>(For clarity see attached adjusted charts for the changes listed above)</p> <p>It should be noted that there are no other funds, agreements, and subsidies that Pacific Swimming will be offering for the above meets except those reflected in these charts.</p> <p>The scheduling committee has discussed moving meets that can be sustainable without subsidies towards that status by gradually decreasing the subsidies for those meets and monitoring the financial statements. It also wants to insure that host teams remain whole and do not sustain a loss by hosting a meet. That is why the plan this year was to decrease some subsidies and to deposit the savings from those decreases into a fund that can be accessed to support a team that might sustain a loss (especially those host teams that are supporting one of the newer formats where we are not sure what the finances will be.)</p>		
	<b>1203CC1 – Release of Funds for 10 &amp; Under Camp for \$3450</b> (Jennifer Malick-Camps Committee)	Passed	
<b>Next Meeting</b>	Next meeting will be on April 22, 2012 at the Marriott in San Ramon		
<b>Meeting Adjourned</b>	Meeting adjourned at 9:20 PM		

RESPECTFULLY SUBMITTED BY,  
MARIE LIN  
SECRETARY - PACIFIC SWIMMING BOARD OF DIRECTORS