

**Meeting Title:** Pacific Swimming House of Delegates Meeting  
**Date:** May 5, 2011

**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.

<b>Board of Directors</b>	Rick Beebe	X	Izzy Real	<b>Athlete</b>	Alan Augst	X	<b>Guests</b>
John Bitter	X	Elias Totah	Darwin Takaki	Stephanie Scannell	X	Brian Bolster	X
Mike Rianda	X	Brian Malick	X	Fred Volgelgesang	X	Maxime Rooney	X
Lehla Irwin	X	Marcia Benjamin	Darryl Woo	Cate MacGregor	X	Shelli Kilhan	X
Ron Heidary		David Benjamin	Joe Woo	Lucas Lin	X	Steve Morsilli	X
Don Heidary	X	Judy Siegrist	X			Barbara Titus	X
Veronica Hernandez	X	Warren Lager	<b>Zone Reps</b>			Bill Huntley	X
Marie Lin	X	Kent Yoshiwara	X	1N - Larry Rice		Jim Aumann	X
Mary Ruddell	X	Gerry Ng	1S - Andre Salles-Cunha	X		Brad Meacham	X
Susi Jackson		Tish Steimle	X	2 - Clint Benton	X	James Redmond	X
Jennifer Malick	X	Rick Waterhouse	3 - Sybil Baldwin	<b>Club Reps</b>		Janet Green	X
Danica Burge		Peggy Ramirez	4 - Jerry Rudd	X	Patrick Windschitl	X	X
Scott Shea		Leo Lin	X	4 - Jim Morefield	Bob Rodriguez	X	John Leonard
Steve Hurko							

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting called to order at 7:30 PM		
<b>Minutes from Previous Meeting</b>	Minutes from November 11, 2011 approved		
<b>Ratify Actions of BOD</b>	Motion to ratify actions of the BOD since previous meeting on November 11, 2011	Passed	
<b>Officer's Reports</b>			
<b>Chair</b>	No Report		
<b>Admin Vice Chair – Operations</b>	No report		
<b>Admin Vice Chair – Programs</b>	No report		
<b>Treasurer</b>	Mary Ruddell: 1. Treasurer's report		

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	<ul style="list-style-type: none"> <li>a. Recommendations from the Audit that have been in implementation include: 1) conflict of interest forms, 2) Capitalization policy, 3) Drop Box for records, 4) Separation of duties, 5) Universal accounting practices and procedures with LSC and Zones consolidated, 6) Accrual based accounting</li> <li>b. 2011 financials reflect income that exceeded the budget by 10% and expenses less than 10% of the budget</li> <li>c. Budget improvements for 2011 – more accurate determination of priorities, better identification of programs needing rejuvenation, or replacement, and use of historical figures rather than estimates</li> <li>d. Planning for the future: 1) "leftover" funds from 2011 budget will be used first prior to accessing investment funds accounts, 2) the budget has been adjusted to reflect the timing of the events and expenses, 3) begin process of building a 4 year plan</li> <li>e. Anticipated improvements: better able to determine where to allocate the funds to maximize functioning for the LSC such as - funding towards better facilities, education of coaches, and programs that are effective in supporting the swimmers, and the rest of the membership.</li> </ul> <p>2. We are planning for the next audit review where we will evaluate how we have improved with the implementation of all these new procedures.</p>		
Age Group	<p>Veronica Hernandez:</p> <ul style="list-style-type: none"> <li>1. Review of the accomplishments of the Age Group Committee <ul style="list-style-type: none"> <li>a. Created the criteria and schedule for Age Group meets in 2013</li> <li>b. Far Westerns awarded 10 places because of the availability of 10 lanes, with hopes to repeat this if we can find a facility allowing for 10 lanes.</li> <li>c. Annual Awards banquet took place in November, but next year's awards will be given in a different format (Award Ceremony with no banquet), on October 14, the day after the House of Delegates.</li> <li>d. Pacific Coast All Stars and Zones were quite successful with very fast swims</li> <li>e. Western Zones and NACC are booked</li> <li>f. Summer JOs will be in a dual venue with common awards, emphasizing this is a Pacific meet.</li> </ul> </li> <li>2. Issues for Age Group <ul style="list-style-type: none"> <li>a. A major issue is that Age Group needs to get some direction as to what their goals will be and what the goals for the Age Group Championships (JOs and Far Western's) will be.</li> <li>b. Look at which end of season meets we will send All Star Teams to in the future: <ul style="list-style-type: none"> <li>1) Western Zones is splitting into 2 meets, Age Group (with no senior age groupers) and Senior Meet which is a Club meet.</li> <li>2) Explore trying to send an "All Star Senior Age Group Team" to the Western Zone Senior Meet</li> <li>3) Evaluate whether to continue sending a team to NACC</li> </ul> </li> <li>c. Age group needs to establish a regular time of meeting.</li> <li>d. Age group will try to use the Western Zones Coaches meeting as a time to get together and</li> </ul> </li> </ul>		

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	<p>work on some of the above issues</p> <p>3. Time Standards</p> <ol style="list-style-type: none"> <li>a. We are making a gradual shift in our time standards towards National Time Standards</li> <li>b. There was some concern that this move to National Time Standards, may be misguided as National Time Standards have been established to set up standards for entering meets and not for “motivational” times as we are using them.</li> <li>c. There is also concern regarding the changes that were made for the older age groups, where the 17-18 finals could not be filled at our latest championship meets, because there were not a sufficient number of qualified swimmers in that age group entering the meet.</li> <li>d. It was agreed that an ad hoc committee made up of Senior and Age group representatives and possibly 1 representative from each zone should evaluate the time standards, and review the impact of these changed time standards on the meets.</li> </ol>	<p>Veronica Hernandez and Don Heidary will organize an ad hoc Time Standards Committee to address these issues and report back at the next BOD meeting.</p>	<p>5/23/12 BOD</p>
<b>Sr. Committee</b>	<p>Don Heidary:</p> <ol style="list-style-type: none"> <li>1. Coach Education Program described – designed to help with encouraging coaches to get more involved in the USA swimming programs and to get further education. The plan is to reward coaches and teams for their efforts to advance their swimmers and programs, and to encourage upcoming coaches and teams.</li> <li>2. Level 1 – trip to USA convention went to PASA, Level 2- trip to ASCA went to PLS and CROW, and Level 3 – trip to NorCal/Pacific Swimming went to MKL Blue Dolphins, Piedmont Swim Club, and Richmond Sailfish</li> </ol>		
<b>Registration</b>	No Report		
<b>Standing Committees</b>			
<b>Diversity</b>	<p>Kent Yoshiwara</p> <ol style="list-style-type: none"> <li>1. Pacific Swimming’s Diversity Committee’s Activities <ol style="list-style-type: none"> <li>a. The Grant program has \$40,000 to distribute this year and has allocated \$19,000 in this Spring Grant Period. The Grant Program looks for innovation, specificity of addressing a need, and fulfillment on previous grants if the team has been a previous recipient. Reports from the past recipients are all posted.</li> <li>b. LSC Diversity Camp took place</li> <li>c. The Pacific Swimming Outreach Membership Program providing USA swimming registration for only \$5, for swimmers in need, was promoted to all diversity swimmers and teams applying for assistance.</li> <li>d. Fred Siegrist Scholarships are available to pay the co-pay for diversity swimmers who cannot afford the expense to attend All Star Meets.</li> <li>e. Diversity web page is now up.</li> </ol> </li> <li>2. USA Swimming Diversity has been charged to add gender to their mission <ol style="list-style-type: none"> <li>a. At the swimmer’s level there is fairly good equity across gender</li> </ol> </li> </ol>		

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	<ul style="list-style-type: none"> <li>b. At the higher levels of the Administrative body there needs to be more equity.</li> <li>c. This mandate is coming to all Olympic Committees and from the NGBs to establish this equity.</li> <li>3. Diversity Camps will be happening alternate years for each Zone <ul style="list-style-type: none"> <li>a. Western Zone will have theirs in 2014</li> <li>b. There will be plans for Internet competition by holding several meets on the same day devoted to a diversity theme and having the times compared across the country.</li> <li>c. Our LSC has a diversity camp every year.</li> </ul> </li> <li>4. At the annual conventions there will be workshops on diversity</li> <li>5. Pacific Swimming has Megan Crook attending the National Diversity Camp</li> </ul>		
<b>Camps</b>	<p>Jenny Malick:</p> <ul style="list-style-type: none"> <li>1. We have had 3 camps – Olympic Training Camp, 11-12 camp, and 10 &amp; U camp</li> <li>2. We will have a leadership camp in September <ul style="list-style-type: none"> <li>a. There will be no application table at JOs this year – all applications will be on-line</li> <li>b. Jill Ruppenstein will send out information, including the fact that a swimmer will need to swim at least one event at JOs.</li> <li>c. Jenny can check to see if they will add a link for the application on Swim Connection.</li> </ul> </li> <li>3. The main issue for camps is getting coaches to volunteer – we will need to look at some incentives <ul style="list-style-type: none"> <li>a. Jenny and the coaches need to get together to figure out what needs to be done to attract coaches</li> <li>b. We might need to consider some monetary incentives</li> </ul> </li> </ul>	<p>Jenny Malick will meet with some Coaches in leadership positions (Lehla Irwin, Don Heidary, Veronica Hernandez, Scott Shea, Steve Hurko) or their designees to come up with ideas to help Jenny with Coach Staffing</p>	
<b>Officials</b>	<p>Brian Malick:</p> <ul style="list-style-type: none"> <li>1. Recruiting and retention at the zone levels are going well</li> <li>2. Training this year has been active with at least 14 different officials clinics, and 384 attendees</li> <li>3. Information is now available on the Officials website and from the Zone Official's chairs</li> <li>4. At the end of last year we had about 600 Officials active in meets. Since January we've had about 300 Officials providing services at meets and expect to have more as the year progresses.</li> <li>5. Despite this there are some meets and some areas where we are still short on staffing, and where we need to keep working on increasing officials.</li> <li>6. Assigning staffing for LSC meets is still on going, although Head Ref and Head Starter is assigned to almost all meets.</li> </ul>		
<b>Time Standards</b>	<p>Tish Stiemel:</p> <ul style="list-style-type: none"> <li>1. We have not definitely decided to go to the National Time Standards, but are moving in that direction by phases.</li> <li>2. We'll evaluate what is happening, and wait to see if JOs has 1 or 2 venues before making further adjustments.</li> </ul>		
<b>Club Development</b>	No Report		
<b>Travel</b>	No Report		
<b>Disability</b>	No Report		

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<b>Board of Review</b>	No Report		
<b>Open Water</b>	No Report		
<b>Investment Committee</b>	See Motion		
<b>Finance &amp; Auditing</b>	No Report		
<b>Scheduling</b>	See motion		
<b>Athlete</b>	<p>Stephanie Scannell, Lucas Lin, Maxime Rooney, Cate MacGregor:</p> <ol style="list-style-type: none"> <li>1. Would like to set up a mixer or party for the younger age group swimmers so they can get to know each other socially – maybe during Far Westerns (between a trials and finals or on Saturday night after finals)</li> <li>2. Would like to establish an On-Line newspaper for the athletes – where they could send information about meets, events, experiences on All Star trips, etc. They could use facebook as a link, e-mail to coaches, and Jill Ruppenstein from the office could help them with this <ol style="list-style-type: none"> <li>a. Laurie Benton will give them samples from Pacific Northwest's athlete page</li> <li>b. Jill could get them all the athlete reps e-mail addresses so they could start to correspond regarding implementing these ideas, and forming others.</li> <li>c. They could set up a conference call through the Pacific Office to launch these ideas and form an athlete representative committee</li> </ol> </li> <li>3. They would like to see a way of getting more long course meets on the schedule – there simply are not enough during this very short season <ol style="list-style-type: none"> <li>a. Pacific will look at getting some athletes into the scheduling process</li> </ol> </li> </ol>	<p>Laurie Benton to send the athlete's some sample newsletters</p> <p>Jill Ruppenstein to send them the athlete representatives' e-mail addresses so they can connect regarding these ideas</p> <p>These athletes, possibly Stephanie Scannell as senior Pacific Athlete rep could, with the help of Jill set up a conference call</p>	
<b>Governance</b>	<p>Leo Lin:</p> <ol style="list-style-type: none"> <li>1. Creation of the Governance Committee <ol style="list-style-type: none"> <li>a. Mandate for creating Governance committee came out of the BOD Retreat last year</li> <li>b. Structure of the committee developed from modeling much of the USA Swimming Governance Committee</li> </ol> </li> <li>2. Charge of the Governance Committee: <ol style="list-style-type: none"> <li>a. Evaluation of the functioning of the BOD</li> <li>b. Review and revise the by-laws, policies and procedure, and rules and regulation</li> <li>c. Define the roles of the 2 new vice chair positions</li> </ol> </li> <li>3. Composition and accomplishments thus far: <ol style="list-style-type: none"> <li>a. 1 representative from each zone, 1 vice chair, 1 BOD member at large, and 2 athlete representatives – elected Chair Leo Lin</li> <li>b. Met several times via conference calls to determine their charge – including review of governance in each of the LSC committees</li> <li>c. Established meeting structure – once a month, 90 minutes, and cover at least 3 agenda items, and complete one at each meeting</li> </ol> </li> <li>4. Request input from members of the HOD and BOD regarding areas needing improvement, and/or</li> </ol>		

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	<p>needing to be addressed by the Governance committee.</p> <p>5. See motion</p>		
<b>Resolutions and Orders</b>	<p><b>1202GC1 Governance Committee's statement of Purpose, Membership, Meetings and Responsibilities</b> (Leo Lin –Governance Committee <b>by-laws</b>) Proposed statement of the Governance Committee to be added to the bylaws.</p> <p>Discussion: This ac-hoc committee was developed as a result of the recommendation of the 2011 BOD Retreat that Pacific Swimming form a Governance Committee to deal with issues of governance within Pacific Swimming. This Governance Committee is modeled after the USA Swimming's Governance Committee, and is composed of a representative of each Zone, one BOD at-large member, one VP, one office support person, and two athletes. This proposal will make this Governance Committee a standing committee with the listed delineated responsibilities.</p>	<p>1202GC1 Passed – to be put in the by-laws</p>	
	<p><b>1202C1 Pacific Swimming's Crisis Management Plan</b> (John Bitter – Chair BOD – <b>by-laws</b>)</p> <p>Discussion: USA Swimming recommends that all LSCs have a Crisis Management Plan in case of an emergency situation. This crisis plan is modeled after the USA Swimming's Crisis Management Plan</p>	<p>1202C1 Passed – to be put into by-laws</p>	
	<p><b>1203SC1 2013 Meet Schedule and Criterion</b> (Gerry Ng – Scheduling Committee) This includes:</p> <p>1203SC1a Age Group Schedule</p> <p>1203SC1b Senior Group Schedule</p> <p>1203SC1c Proposed meet schedule for 2013</p>	<p>1203SC1 Passed</p>	
	<p><b>1204IC1 Increase Pool Grant to \$61,000: Motion to increase the amount of funding for pool grants from \$50,000 to \$61,000</b> (Mary Ruddell – Investment Committee)</p> <p>Discussion: 21 applications were made and 19 of them were found to have high merit. In order to fund them all the amount allocated needs to be increased to \$61,000. The funding for these grants comes from the income generated by our Investment Fund. It is projected to raise over \$70,000 this year so we have sufficient funds to support all 19 grants.</p>	<p>1204IC1 Passed</p>	
	<p><b>1205T1 Raise approved budget for 2012 by another \$30,000</b> (Mary Ruddell – Treasurer)</p> <p>Discussion: In looking at the report on the 2012 budget, matching the budget with the actuals thus far, some members of the BOD were concerned that we might have to spend more money than was approved last year so it was proposed to increase the approved amount by \$30,000. Mary Ruddell, as treasurer, agreed to place this motion.</p>	<p>1205T1 Passed</p>	
<b>Presentation of Annual Budget</b>	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> <li>1. Reviewed the financial statement</li> <li>2. Highlighted where the budget and actuals differ so far – where there are major over expenditures and</li> </ol>		

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	<p style="text-align: center;">under expenditures</p> <p>Discussion: There was some misunderstanding of the presentation where the highlighted major over expenditures and under expenditures were totaled, so that some members of the BOD interpreted the results as indicating that presently we are showing an increase in deficit of \$30,000. In fact the financials show we are presently projected to come in with a deficit of \$11,000, which is within the budget approved by the HOD in November (which is a budget with a deficit of \$30,000). Nonetheless, to insure that all bases are covered, the Treasurer agreed to make a motion to have the HOD approve an additional \$30,000 spending. See motion.</p>		
<b>New Business</b>	We have 3 additional voting at large members for convention because of the increase in size of the LSC. If interested please let John Bitter know.	Inform John Bitter if you wish to be an at large member to convention	
<b>Elections</b>	<p>Board of Review: David Benjamin and Todd Tucker, elected to 2<sup>nd</sup> terms. Andy Clifford voted to a 1<sup>st</sup> term</p> <p>Volunteer of the Year: two nominations from the floor were voted on – 1) Frank Suchomel, 2) Jerry and Valerie Rudd</p>		
<b>Next HOD Meeting</b>	October 13, 2012 - This will be an all day event, with workshop for officials, coaches, etc during the day, and the HOD meeting in the evening		
<b>Meeting Adjourned</b>	Meeting adjourned at 9:15PM		

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