

Meeting Title: Pacific Swimming House of Delegates Meeting
Date: October 13, 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.

Board of Directors	Rick Beebe	X	Izzy Real	X	Athlete	Rolandas Gimbutis	X	Guests
John Bitter	X	Elias Totah	Darwin Takaki		Brittney Malick	X	Winifred Comfort	X
Mike Rianda	X	Brian Malick	X	Fred Volgelgesang	Maxime Rooney	X	Jim Aumann	X
Lehla Irwin	X	Marcia Benjamin		Darryl Woo	X	Cate MacGregor	X	Steve Morsilli
Ron Heidary		David Benjamin	X	Joe Woo		Michala Roan	X	Brad Meacham
Don Heidary	X	Judy Siegrist	X			Jack Ferguson	X	Valerie Rudd
Veronica Hernandez		Warren Lager		Zone Reps				Marcelo Castro
Marie Lin	X	Kent Yoshiwara		1N - Larry Rice	X			Maryann Nygren
Mary Ruddell	X	George Cleveland	X	1S - Mike Picardo	X			Alan Augst
Phil Harter		Tish Steimle	X	2 - Clint Benton	X			Mike Heaney
Jennifer Malick	X	Rick Waterhouse	X	3 - Debbie Tucker for K. Twohey	X	Club Reps		
Danica Burge		Peggy Ramirez	X	4 - Jerry Rudd	X	Mike Davis	X	
Scott Shea		Leo Lin	X	4 - Jim Morefield		Bob Rodriguez	X	
Steve Hurko	X							

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting called to order at 3:00 PM		
Minutes from Previous Meeting	Minutes from May 5, 2012 approved		
Ratify Actions of BOD	Motion to ratify actions of the BOD since previous meeting on May 5, 2012	Passed	
Officer's Reports			
Chair	John Bitter: 1. Review of the year a. We have completed a full audit, and financial review and another full audit is on the calendar b. Our Investment Program will have granted over \$100K in funds to support pool development grants by the end of the year c. The Governance Committee is actively involved in reviewing our BOD and realigning the membership to be more efficient and functional		

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	<p>d. We hired 3 staff: Laurie Benton and Jill Ruppenstein as permanent staff, and a contract person, Amy Smith to handle travel (although Amy Smith is stepping down).</p> <p>2. Pacific Swimming's Achievements</p> <p>a. We sent 8 Athletes/Coaches to the Olympics</p> <p>b. We had many swimmers who were members of the National Team, the National Junior Team, the World University Games Team, and SC World Championship Team</p> <p>c. We had the largest number of Scholastic All Americans of all LSCs – 82</p> <p>d. We supported 32 athletes to the Pacific Coast All-Star Meet, 288 athletes to Zone All Star Meet, 80 athletes to Western Zone Championships, and 32 athletes to the North American Challenge Cup</p> <p>3. Other activities completed</p> <p>a. \$19K in grants for diversity given</p> <p>b. Have twitter, and face book pages which especially appeal to the athletes</p> <p>4. Looking Forward</p> <p>a. The biggest project is investment in the website – which will bring all information about Pacific Swimming and it's various functions under one website – and will be used to develop new revenue streams and marketing opportunities</p> <p>b. Enhance support for the elite swimmers and team travel, broadening the base supported so that Sectional swimmers may also look for some support.</p> <p>c. Add World Trials along with Olympic Trials as meets to be supported by our Investment funds</p> <p>d. Institute a new policy for travel reimbursement – reimbursement requests will be handled through the teams and a single check will be issued to the teams who can then handle the individual distribution of the reimbursements</p> <p>e. Set up a mentorship program for teams to be exposed to and learn about diversity</p> <p>f. Add an additional staff member to handle programming needs - Jill Ruppenstein and Laurie Benton already have workloads that are already overflowing. Amy Smith, the travel contract person was also providing support to our age group and senior programs and there are still many needs these and other programs have that are not adequately supported. The addition of this staff member would provide the needed support for our programs and free the travel position to focus strictly on travel issues only.</p> <p>g. Governance Committee is working on Board of Directors realignment which should make it a more efficient and functional board. This realignment will be presented at the next HOD meeting in May</p> <p>h. New web site mock-ups presented – and we will move ahead with this project to get the website implemented</p>		
Admin Vice Chair – Operations	No report		
Admin Vice Chair – Programs	No report		

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Treasurer	See Posted Reports		
Age Group	No report		
Sr. Committee	Don Heidary: <ol style="list-style-type: none"> 1. Went to the USA Convention and has notes from the convention he is willing to e-mail to any who are interested – they are primarily from the perspective of Senior Swimming topics 2. Coaches Survey – had 30 respondents and the results are also available which include a strong interest in Sr I, II and T&F meets, education regarding getting seniors involved in Open Water, College Planning and Sports Psychology 3. Coaches are really not interested in attending the BOD and HOD meetings but would be glad to attend meetings that might be off site. 4. Positive Check-in for finals at Senior Meets seems to have real positive support so that practice will continue 5. We have increased stipend support for travel by \$100 across the board 6. Sent 5 coaches to ASCA and 3 to Napa 7. Able to get Sectionals to be moved later to January rather than December. 		
Registration	Laurie Benton: <ol style="list-style-type: none"> 1. Coaches can pick up the team packets. 2. Background checks for renewals are now open 		
Standing Committees			
Diversity	Kent Yoshiwara absent and John Bitter did his presentation for him: <ol style="list-style-type: none"> 1. Slide show showing the activities done by the Diversity Program 2. December 8, 2012 there will be a diversity camp 3. Reminder that we have an outreach program to provide USA registrations for only \$5 for qualified swimmers 4. Fred Siegrist Scholarship is available to pay co-pays for diversity swimmers who are in need of that help to attend an All Star Meet 5. Pacific will host the Western Zone Diversity Camp in 2014 6. Reviewing 7 applicants for this round of diversity grants 		
Camps	Jenny Malick: <ol style="list-style-type: none"> 1. We will not have a distance camp this year at USA Olympic Training Center as all the openings in January were reserved for USA training programs. They will put us first on the list for next year 2. 11-12 Camp will take place at the end of January – hoping to get an indoor pool 		
Officials	Brian Malick: <ol style="list-style-type: none"> 1. 150 Officials attended last year's Official's clinic in January, and we are hoping for the same number this January 2. Changed the Official's competency levels from 5 levels to only 3 levels 3. We had 55 officials receive National Evaluations completed by 10 National Evaluators 		

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	<ol style="list-style-type: none"> 4. Learning activities – 500 participants this year in 31 learning opportunities 5. Officials now have a facebook page 6. 4900 sessions were worked by officials which equals 21,000 man hours 7. We still need to outreach to promote recruitment. 		
Time Standards	<p>Tish Stiemel:</p> <ol style="list-style-type: none"> 1. Report submitted so all can see the changes in the times for PC A and B times, for JOs and Far Westerns. 2. In general we followed the procedure that was passed to increase the times but there were some times for 15-18s that are slower that the younger age groups. 		
Club Development	No Report		
Travel	See Report		
Disability	No Report		
Board of Review	No Report		
Open Water	No Report		
Investment Committee	<p>Report Posted and See Motion</p> <ol style="list-style-type: none"> 1. Zone 2 invested \$30,000 and is getting some interest as opposed to zero interest which was what it made in the past. 2. Money was moved out of the program to cover pool grants, Olympian swimmers' travel reimbursements, and new website expenses 		
Finance & Auditing	<p>Peggy Ramirez:</p> <ol style="list-style-type: none"> 1. The committee consists of Peggy Ramirez, Leo Lin, and Mike Davis 2. Audit committee will be meeting to affirm the new system of auditing electronic statements rather than paper statements – will use the Drop Box 3. Full Audit Review will occur no later than January 2014 		
Scheduling	George Cleveland will now be head of Scheduling		
Athlete	<p>Michala Roan, Brittney Malick, Jack Ferguson, and Cate McGregor:</p> <ol style="list-style-type: none"> 1. Michala reported on the USA Convention where there was a lot of information on Safe Sport 2. They will be issuing more athlete newsletters, one during Christmas vacation and one during the summer 3. They have started a facebook page as of today and there are over 280 members – the athlete representatives will be the administrators and they will have a couple of adults in that role as well 		
Governance	<p>Leo Lin:</p> <ol style="list-style-type: none"> 1. Working on Board of Directors realignment – presently there are 32 voting members, many of whom do not attend meetings, and really do not need to, as their jurisdiction is fairly circumscribed. The goal is to streamline and actually make room for committees to have time to work on their issues more efficiently. 2. Streamlined the Conflict of Interest process so that it is done on registration for USA Membership rather than having to deal with separate documents for each committee 		

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	<p>3. Worked on getting legal counsel engaged so we many handle the many issues that have come up which require legal expertise.</p> <p>4. Defined a specific and streamlined process for changing rules, procedures and by0laws.</p>		
<p>Resolutions and Orders</p>	<p>1208BOR2 – Fees for BOR Rehearing: Motion 1208BOR2: It is moved that the Pacific Swimming Bylaws be amended by the addition of the statement, Every appeal to the Board of Review shall be instituted by a Petition served upon the General Chair and Chair of Board of Review, as well as the other party(ies) to the LSC Board of Review proceeding, and shall be accompanied by a \$350 non-refundable filing fee payable to Pacific Swimming. Any appeal must be filed within thirty (30) days from the postmark date of the written Decision of the LSC Board of Review. The Petition on appeal shall set forth the grounds for appeal, citing factual and legal issues in as much detail as possible. to Article 10.3.5</p> <p>Article 10.3.5 Filing Fees The Board of Directors or the House of Delegates may impose a schedule of generally applicable fees to be collected at the time a Petition, Request for a Rehearing or Request for Formal Hearing following an Emergency Hearing is filed with the Board of Review. If, on its own initiative or upon written request, the Board of Review determines it to be in the interest of justice and the sport of swimming, the filing fee may be waived on a case-by case basis. Every appeal to the Board of Review shall be instituted by a Petition served upon the General Chair and Chair of Board of Review, as well as the other party(ies) to the LSC Board of Review proceeding, and shall be accompanied by a \$350 non-refundable filing fee payable to Pacific Swimming. Any appeal must be filed within thirty (30) days from the postmark date of the written Decision of the LSC Board of Review. The Petition on appeal shall set forth the grounds for appeal, citing factual and legal issues in as much detail as possible. (DARRELL WOO – BOR) (30 DAY MOTION)</p>	<p>1208BOR2 – Passed change by-laws</p>	
	<p>1208VC1 – Pacific Staff Employee and relationship to General Chair and/or Administrative Vice Chair: Amendment to By-Laws Article 14.2. It is moved that the Pacific Swimming Bylaws be amended by the addition of the statement, “It is prohibited for a person to be employed by Pacific Swimming who is a member of the General Chair or Administrative Vice-Chair(s)’s immediate family. Definitions for purposes of this policy - "Immediate Family" include current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. “Spouse” means an employee having a legal marital relationship or having registered as a domestic partner in compliance with the statutes of his/her respective Municipality and State of residency. to Article 14 – Permanent Office and Staff, 14.2 Staff.</p> <p>ARTICLE 14 -- PERMANENT OFFICE AND STAFF</p>	<p>1208VC1 – Passed Change by-laws</p>	

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	<p>14.1 Office Pacific Swimming may maintain an office in the Territory for the storage of the books and records and equipment of Pacific Swimming and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with the Bylaws.</p> <p>14.2 Staff Pacific Swimming may retain paid staff at the Pacific Swimming Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice-Chair. It is prohibited for a person to be employed by Pacific Swimming who is a member of the General Chair or Administrative Vice-Chair(s)'s immediate family. Definitions for purposes of this policy - "Immediate Family" include current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means an employee having a legal marital relationship or having registered as a domestic partner in compliance with the statutes of his/her respective Municipality and State of residency.</p> <p>With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee Chair or coordinator. The power and duties of the paid staff shall be established in Pacific Swimming's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Executive Committee.</p>		
	<p>1210IC1 Release Money for Pool Grants 2013: Pool Grants applications have been opened for 2013 and this is a request that the money from the investment funds be released to fund these grants.</p> <p>Discussion: Mary Ruddell reports that the requirements are basically the same with one exception – any grant request must be sponsored by the team that uses the pool whether it be a city, county or school district pool.</p>	Passed	
	<p>1210IC2 Release funding set aside for Website Upgrade: We have spent \$27K, and have set aside \$50K for this project</p>	Passed	
	<p>1210GC1 Governance Committee's recommendation for BOD/HOD meetings for 2013:</p>	Passed	

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	<table border="1" data-bbox="693 219 1302 812"> <thead> <tr> <th>Date</th> <th>Bitter</th> <th>Gov. Comm.</th> </tr> </thead> <tbody> <tr><td>23-Jan-13</td><td>BOD</td><td>Exec. Comm.</td></tr> <tr><td>20-Feb-13</td><td>No Mtg</td><td>BOD</td></tr> <tr><td>27-Mar-13</td><td>BOD</td><td>Exec. Comm.</td></tr> <tr><td>24-Apr-13</td><td>BOD</td><td>BOD</td></tr> <tr><td>4-May-13</td><td>HOD</td><td>HOD</td></tr> <tr><td>22-May-13</td><td>BOD</td><td>Exec. Comm.</td></tr> <tr><td>June 2013</td><td>No Mtg</td><td>No Mtg</td></tr> <tr><td>24-Jul-13</td><td>No Mtg</td><td>BOD</td></tr> <tr><td>28-Aug-13</td><td>BOD</td><td>No Mtg</td></tr> <tr><td>25-Sep-13</td><td>BOD</td><td>BOD</td></tr> <tr><td>12-Oct-13</td><td>HOD</td><td>HOD</td></tr> <tr><td>23-Oct-13</td><td>BOD</td><td>Exec. Comm.</td></tr> <tr><td>20-Nov-13</td><td>BOD</td><td>BOD</td></tr> <tr><td>Dec 2013</td><td>No Mtg</td><td>No Mtg</td></tr> </tbody> </table> <p data-bbox="359 836 1543 930">This proposal decreases the number of BOD meetings to 5, and places 4 Executive Committee meetings on the calendar. There are 2 HOD meetings (May, and October). The executive committee recommends passing it</p>	Date	Bitter	Gov. Comm.	23-Jan-13	BOD	Exec. Comm.	20-Feb-13	No Mtg	BOD	27-Mar-13	BOD	Exec. Comm.	24-Apr-13	BOD	BOD	4-May-13	HOD	HOD	22-May-13	BOD	Exec. Comm.	June 2013	No Mtg	No Mtg	24-Jul-13	No Mtg	BOD	28-Aug-13	BOD	No Mtg	25-Sep-13	BOD	BOD	12-Oct-13	HOD	HOD	23-Oct-13	BOD	Exec. Comm.	20-Nov-13	BOD	BOD	Dec 2013	No Mtg	No Mtg		
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	<p data-bbox="359 946 1543 1218">1210MD1 Suspend 6.6.3 of By-laws for 1 term, and rewrite to allow the General Chair to run for a 3rd consecutive term: Amend section 6.6.3 of the bylaws to state: "Except for the General Chair, Treasurer, and Registration Chair, no individual member who has been elected by the House of Delegates and served four (4) successive years shall be eligible for re-election to the same position until a lapse of two (2) years". This amendment is a temporary suspension of the original language of 6.6.3 and is limited to the next term. At the end of that term section 6.6.3 will revert back to the original language (which excludes the General Chair from the exemption of a lapse of 2 years before being able to run for re-election). (Mike Davis, 2nd Mary Ruddell)</p> <p data-bbox="359 1255 861 1320">Discussion: This amendment needs a 2/3rds majority vote.</p>	<p data-bbox="1575 946 1837 1076">Passed – by more than 2/3rds majority. (37/ 39) (Picardo and Rooney absent for vote)</p> <p data-bbox="1575 1117 1827 1182">To be sent to USA Swimming for approval</p>																																														
<p data-bbox="73 1360 252 1425">Presentation of Annual Budget</p>	<p data-bbox="359 1360 535 1393">Peggy Ramirez:</p> <ol data-bbox="359 1393 1533 1523" style="list-style-type: none"> 1. Presented the 2013 budget and the budget was approved with the exception of 54550 – “diversity camp \$3500, which was pulled for discussion. 2. 54550 – explained that plans for the diversity camp have been delineated showing what expenses the \$3500 would cover. Included in the proposal is income of \$600 which would come from the combined 	<p data-bbox="1575 1360 1827 1425">Budget passed with no revisions</p>																																														

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	copays of all participants. – 54550 passed		
New Business	None		
Elections	Nomination Committee: The nomination Committee will be 6 members – the Ex-officio General Chair (Joe Woo), 1 representative from each zone (the Zone Chairs, unless a zone representative is chosen to replace the zone chair), and 1 member at large (Mike Heaney – coach and WCAB representative)	Nomination Committee composition - passed	
Next HOD Meeting	May 4, 2013		
Meeting Adjourned	Meeting adjourned at 4:14PM		

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