

**Meeting Title:** Pacific Swimming House of Delegates Meeting  
**Date:** May 4, 2013

**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>	Dia Rianda	X	<b>Guests</b>		
John Bitter	X	Elias Totah	Darwin Takaki	Maxime Rooney	X	Michael Greymont	X		
Mike Rianda	X	Brian Malick	X	Fred Volgelgesang	Cate MacGregor	X	Valerie Rudd	X	
Lehla Irwin	X	Marcia Benjamin		Darryl Woo	Michala Roan	X	Marcelo Castro	X	
Ron Heidary		David Benjamin	X	Joe Woo		Maryann Nygren	X		
Don Heidary	X	Judy Siegrist	X	Marie Wise	<b>Club Reps</b>	Alan Augst	X		
Veronica Hernandez	X	Warren Lager			Helen Garcia	X	Mary Malone	X	
Marie Lin	X	Kent Yoshiwara	X	<b>Zone Reps</b>	Dik Advincola	X	Patrick Malaga	X	
Mary Ruddell	X	George Cleveland	X	1N - Larry Rice	X	Steve Panzram	X	Matthew Schubert	X
Phil Harter		Tish Steimle		1S – Mike Picardo	X	Tammy Hopkins	X	Andre Salles-Cunha	X
Jennifer Malick	X	Rick Waterhouse		2 - Clint Benton	X	Dionne Dunn	X	Lee Panttaja	X
Danica Burge	X	Peggy Ramirez		3 – Debbie Tucker for K. Twohey	X	Mike Davis	X	Christine Tam	X
Scott Shea		Leo Lin	X	4 - Jerry Rudd	X	Patrick Windschiti	X	Betsy Messman	X
Steve Hurko	X	Elias Totah	X	4 - Jim Morefield		Mark Craig	X		Jeanette Soe

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting called to order at 5:00 PM		
<b>Minutes from Previous Meeting</b>	Minutes from October 13, 2012 approved		
<b>Ratify Actions of BOD</b>	Motion to ratify actions of the BOD since previous meeting on October 13, 2012	Passed	
<b>Officer's Reports</b>			
<b>Chair</b>	John Bitter: 1. Discussed the accomplishments of the last 2 years, including the granting of pool improvement grants, change in schedule year, new auditing process 2. Encourages all of us to look for those leadership qualities which include, influencing others, service orientation, keeping an open mind to incorporating changes that will keep Pacific Swimming up to date in meeting the needs of our swimmers, embracing the perspective of connection with each other and creating new ideas		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	3. He encourages all those having ideas to contact him and other members of the BOD		
<b>Admin Vice Chair – Operations</b>	No Report		
<b>Admin Vice Chair – Programs</b>	No Report		
<b>Treasurer</b>	See Posted Reports Mary Ruddell: <ol style="list-style-type: none"> <li>1. She will be bringing quarterly reports to the BOD, and monthly reports to the Executive Committee</li> <li>2. We are fully implemented into accrual accounting</li> <li>3. The Finance Committee provides checks and balances for her, and together they have instituted changes that were required by the previous audit and await the changes that will be recommended as a result of the audit which is presently being done</li> <li>4. Working on new item of Inventory Control as we begin to stock officials apparel and other apparel</li> <li>5. The Fiscal Trend for this year is income slightly lower than what we had last year at this time, but expenses are also lower than they were last year at this time.</li> <li>6. This trend will continue to be monitored.</li> </ol>		
<b>Age Group</b>	See Posted Report Veronica Hernandez: <ol style="list-style-type: none"> <li>1. This year JOs were split into two venues – and this will be done next year               <ol style="list-style-type: none"> <li>a. If the two venues are close together, the assignment of teams will try to mix geographically and mix by size, so swimmers will be able to compete with swimmers they do not normally swim against</li> <li>b. If the two venues are at a distance, the assignment of teams will be done geographically in order to minimize the traveling time</li> <li>c. Survey conducted with the coaches suggest that they want 15-18 year olds to continue to compete at JOs but they want them to compete as a single age group</li> </ol> </li> <li>2. Winter JOs for 14 and Unders may also be split into two venues</li> <li>3. 10 &amp; U champs ran 9 hours this year – next year time standards will be significantly faster, and will be applied much more stringently to avoid having swimmers compete who are not yet swimming at a championship level.</li> <li>4. Moving to a September to August Calendar year. This year we have scheduled up till August 2014 so far.</li> <li>5. All Star Meet applications are due May 30<sup>th</sup>.</li> <li>6. Goals for Age Group are reviewing Far Westerns, looking at processes for the All Star Meet, and setting up the Awards Banquet</li> </ol>		
<b>Sr. Committee</b>	No Report		
<b>Registration</b>	No Report		
<b>Reports/Recommendations</b>	None		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
tions of Staff			
Standing Committees			
Diversity	<p>Kent Yoshiwara</p> <ol style="list-style-type: none"> <li>1. The Western Zone Diversity Committee has been recognized by USA Swimming</li> <li>2. The Pacific program is one of the most robust in USA swimming and a lot of LSCs are trying to copy some of the things we do.</li> <li>3. Working on a Diversity Camp for 2013 and looking for a site with an indoor pool</li> <li>4. Reviewed the Grant Program and grants given since the inception of the program in 2010</li> <li>5. Looking to extending the Grant Program to seasonal clubs</li> <li>6. Reminded all members of the Outreach Program where registration with USA Swimming is only \$5 to those swimmers who can demonstrate need.</li> <li>7. The Fred Siegrist Scholarship is available to subsidize swimmers who make the All Star Team but are unable, because of economic issues, to pay the copay fees.</li> <li>8. Western Zone Diversity Committee is working on the Western Zone Diversity Camp in 2014 <ol style="list-style-type: none"> <li>a. Looking for a site that is near an airport, has a swimming pool (preferably 50 meters) has housing, dining and classroom facilities</li> <li>b. U. of Hawaii has volunteered, but transportation of swimmers seems prohibitive</li> <li>c. Looking for a site in Pacific or Southern California</li> </ol> </li> <li>9. Reminded all that the Mission Statement for USA swimming includes sexual diversity .</li> </ol>		
Camps	No Report		
Officials	No Report		
Time Standards	No Report		
Club Development	No Report		
Travel	No Report		
Disability	No Report		
Board of Review	No Report		
Open Water	John Bitter: We have just received our first USA sanctioned Open water event		
Investment Committee	<p>See Posted Report</p> <p>Mary Ruddell:</p> <ol style="list-style-type: none"> <li>1. Pool grants program has been utilized by clubs in all 5 of our Zones <ol style="list-style-type: none"> <li>a. They are accepting applications up to June 1 for submission to the BOD in July</li> </ol> </li> <li>2. Indicated that Zone 2's use of the investment funds available through Pacific Swimming has resulted in substantial gains for the zone <ol style="list-style-type: none"> <li>a. Other Zones are invited to take advantage of this opportunity</li> <li>b. Money for the Zones are not co-mingled with Pacific funds – and use of these funds are solely at the discretion of the Zone</li> </ol> </li> </ol>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	3. The committee is looking to revise their Statement of Purpose in order to bring it up to date with the present context <ol style="list-style-type: none"> <li>a. Looking to expand allocating of funds from the investment results without touching the principle.</li> <li>b. The committee is looking into a new investment policy where Pacific will be able to tap into the funds generated by the investing when they are positive so the money can be used to improve the LSC.</li> </ol>		
<b>Finance &amp; Auditing</b>	Mary Ruddell: <ol style="list-style-type: none"> <li>1. The Outside Audit is in progress and should be completed in mid-May</li> <li>2. The Zones should be receiving a request from the Auditor to have access (read only) to the Zone accounts for auditing purposes</li> </ol>		
<b>Scheduling</b>	George Cleveland: <ol style="list-style-type: none"> <li>1. We have just completed scheduling for the 2<sup>nd</sup> half of next year (up to August 2014)</li> <li>2. We will be setting up the schedule for September 2014-August 2015 in the near future</li> <li>3. This will complete the switch over to a September-August Year, from an Annual Year.</li> </ol>		
<b>Athlete</b>	Maxime Rooney, Michala Roan, Cate MacGregor: <ol style="list-style-type: none"> <li>1. Pacific Swimming Athlete Facebook website will have postings every week through out the summer</li> <li>2. Athlete Summer Newsletter is being worked on and is expected to come out in mid-July</li> <li>3. Presentation made regarding Fast Foundation with the suggestion that we consider a partnership with this program to promote safe swimming for kids.               <ol style="list-style-type: none"> <li>a. Discussed drowning as the leading cause of death for children under the age of 5</li> <li>b. Fast Foundation has supported using swimmers to teach water safety to high risk kids</li> <li>c. The founder of the foundation is Joe Zemaitis Coach of Swim Neptune (AZ)</li> <li>d. They have produced the video featuring Swim Alcatraz and the Golden Gate Bridge</li> <li>e. There is a branch in Palo Alto and the athletes would like Pacific Swimming to see if this would be a good partnership</li> </ol> </li> </ol>	John Bitter will look further into this	
<b>Governance</b>	See Motions Leo Lin: <ol style="list-style-type: none"> <li>1. The committee has worked on a number of by-law changes</li> <li>2. Wanted everyone to be aware that we now have wording from our legal counsel for the prohibition of video, photo, etc from the rear of the starting blocks. This wording is to be placed in every meet sheet, and allows the Meet Referee to expel anyone who is violating this rule. The purpose is to prohibit people taking (inappropriate) pictures of the swimmers from the rear when they are on the starting blocks.</li> </ol>		
<b>Resolutions and Orders</b>	<b>1211GC1 Proposed Organization of the Pacific Swimming Board of Directors:</b> The following reorganization of the Pacific Swimming Board is presented in the attached organization chart (see attached Organization Chart) which is summarized as follows, with <b>bold= voting members</b> , regular type=voice, but no vote, <i>italics=eliminated</i> : <b>Pacific Swimming General Chair: Treasurer, Secretary, Program Development Vice Chair(see branch),</b>	Passed – Refer to USA Swimming for approval	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p><b>Program Operation Vice Chair(see branch), Audit &amp; Budget Chair, Board of Review Chair, At Large Members,</b> LSC Office Staff, Investment Committee Chair, Governance Committee Chair, Safety Coordinator Office, Safe Sport Coordinator, General Counsel Consultant, Parliamentarian</p> <p><b>Program Operation Vice Chair (dry side): Zone Chairs, Officials Committee LSC Officials Chair, Membership/Registration Coordinator, Club Development Coordinator,</b> Communications, Times Recognition Coordinator, Travel Committee Chair, LSC Sanction (Zone Sanction Chairs), <del>High School Coordinator, College Coordinator, National &amp; Local Legislation Coordinator</del></p> <p><b>Program Development Vice Chair: Senior Committee Chair</b> (Senior Coach Representative), <b>Age Group Committee Chair</b> (Age Group Coach Representative), <b>Diversity Committee Chair, Disability Coordinator, Athlete Committee Chair/Senior Rep,</b> Open Water Coordinator, Camps Coordinator, Time Standards Coordinator, Scheduling Committee Chair (Leo Lin, Governance Committee) (30 day motion) By-Laws</p> <p>The following explanatory document I posted as part of the motion:</p> <p><b>Proposed Organization of the Pacific Swimming Board of Directors</b> Based on the increasing complexity of the tasks facing Pacific Swimming, an additional Vice Chair position was created in the Board of Director (BOD) in 2011 to address the multitude of tasks and to share the responsibility among 2 Vice Chairs. The division of responsibilities between the two vice chairs has been made according to whether the program/committee/tasks fall into the “dry side” or “wet side” of swimming. The Program Development Vice Chair is responsible for “wet side” programs/committees/tasks and the Program Operation Vice Chair is responsible for “dry side” programs/committees/tasks.</p> <p>In addition to organizing the various positions existing in the Pacific Swimming Board, the governance committee was asked to study the current membership of the BOD and recommend an organizational structure that will be streamlined and more efficient in meeting the needs of swimmers, clubs and volunteers. The goal is to modernize the BOD structure resulting in a more effective BOD. The proposed structure is presented in the attached three (3) organization charts.</p> <p style="padding-left: 40px;">The approach that the Governance committee took was first to understand the roles of each of the committees</p> <p style="padding-left: 40px;">In cases where it appears that it is a one person committee, the responsible person is given the title of “Coordinator” rather than committee chair.</p> <p style="padding-left: 40px;">Functions in the BOD that are identified as “dry side” or “wet side” are grouped under the 2 vice chairs respectively, reducing the number of “direct reports” to the general chair (Org Chart 2 &amp; 3).</p> <p style="padding-left: 40px;">In cases where a Committee/Coordinator has their functions already covered (by another committee,</p>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>or coordinator), that Committee/Coordinator position has been eliminated in order to streamline and avoid redundancy.</p> <p>In the past voting rights were given to all BOD members (partially as a means to entice volunteers to serve on the BOD). This strategy has not been functional, in that many such members have not actively participated in the BOD meetings. In this proposed structure, voting rights are not automatically given to all BOD members. It is given to all elected members, and to assigned Committee chairs and Coordinators where it has been judged that their vote will be an important part of their function, role and/or responsibility within the BOD.</p> <p>Senior athlete members on the BOD are given voting rights.</p> <p>Voting rights of committee members within their committees are decided by the respective committees</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Leo Lin explained the process, the methodology followed, and the proposed plan for restructuring.</li> <li>2. Goal was to streamline the structure and decrease the activities that had direct responsibility to the General Chair</li> <li>3. Dea Rianda expressed the concern that with the changes, and decrease in voting members we would be losing some of the checks and balances within the BOD</li> <li>4. Leo Lin and Clint Benton indicate that this change does not effect vote privileges for the HOD – it is believed that all members of the BOD (with voting, and voice only privileges in the BOD) retain HOD voting privileges, but the Governance Committee will check this out.</li> </ol> <p>Motion Passed – will be forwarded to USA Swimming for approval</p>	<p>Governance committee to check on HOD voting privileges</p>	
	<p><b>1210GC2 Executive Committee Composition:</b>  Motion to change membership of the Executive Committee: (By-laws 5.8)  Current Executive Committee:  General Chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Treasurer, Senior Athlete Representative, Senior Coach Representative Quorum = 4 members present</p> <p>Proposed Executive Committee:  General Chair, Vice Chair-Program Development, Vice Chair-Program Operations, Treasurer, 5 Zone Chairs, 2 Athlete Representatives, Secretary Quorum = 7 members present  (Leo Lin, Governance Committee) (By-Laws, 30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Leo Lin indicated that the change in the membership reflected the fact that the Executive Committee will no longer only function as an emergency committee, but would meet more frequently to allow</li> </ol>	<p>Passed – Refer to USA Swimming for Approval</p>	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>discussion of strategic planning, and changes that would help Pacific Swimming keep up with the times.</p> <ol style="list-style-type: none"> <li>2. Larry Rice indicated that Zone Chairs were added to the committee in recognition that the Zones had a major role in Pacific Swimming (as the Zones are what makes up Pacific Swimming)</li> <li>3. The BOD is now meeting every other month, allowing members to work on committee issues during the alternate months. The Executive Committee meets on the alternate months to work on strategic planning and creating changes to implement these plans</li> </ol> <p>Motion Passed – will be forwarded to USA Swimming for approval</p>		
	<p><b>1303GC2 A new Article of the PacSwim Bylaws that is dedicated to describing the 5 Zones that make up PacSwim</b></p> <p>Create a new Article of the PacSwim Bylaws that is dedicated to describing the 5 Zones that make up PacSwim. It will also provide a consolidated geographical definition of the 5 Zones and the roles and responsibilities of the zones. When the article is adopted, sections in the current Bylaws dealing with Zones will be removed to avoid duplication and/or conflicting information.</p> <p><b>ARTICLE 7 – ZONES</b></p> <p>Pacific Swimming is responsible for promoting the sport of swimming over a large geographical region stretching north to the Oregon border, east through part of the state of Nevada near Reno, south through Monterey county, and west to the Pacific Ocean. This region is comprised of many different and diverse communities, with a wide spectrum of demographics. In order to better serve the local communities, Pacific Swimming is divided into 5 zones within this region. The definition of the 5 Zones are described below. The swimming needs of these distinctly different local communities are best served by allowing these 5 Zones the ability to develop procedures and processes that can best address their unique and specific demographics. The roles and responsibilities of the Zones are listed below.</p> <p><b>7.1-Geographic Definition</b></p> <ol style="list-style-type: none"> <li>A. Zone 1 North – County of San Mateo and County of Santa Clara north of Highway 9 and west of Mathilda Ave./Sunnyvale –Saratoga Road/DeAnza Blvd./Saratoga-Sunnyvale Road.</li> <li>B. Zone 1 South – County of Santa Clara south of Highway 9 and east of Mathilda Ave./Sunnyvale-Saratoga Road/DeAnza Blvd./Saratoga-Sunnyvale Road, and counties of San Benito, Santa Cruz and Monterey.</li> <li>C. Zone 2 – Counties of Contra Costa and Alameda and all of the area of Pacific Swimming in the State of California lying east of the counties of Contra Costa, Alameda and Santa Clara, except the counties of Alpine and El Dorado and the communities of Bishop and Mammoth Lakes.</li> <li>D. Zone 3 – Counties of Del Norte; Humboldt; Mendocino; Lake; Sonoma; Napa; Marin; San Francisco; and the portions of: Solano County south of Highway 12, including the communities of Vallejo and Benicia and excluding the communities of Fairfield, Suisun City, and Rio Vista.</li> </ol>	<p>Passed – Refer to USA Swimming for Approval</p>	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p data-bbox="457 191 1524 248">E. Zone 4 – All the area of Pacific Swimming lying in the State of Nevada, the counties of Alpine and El Dorado and the communities of Bishop and Mammoth Lakes, California.</p> <p data-bbox="363 285 737 310"><b>7.2- Governing Body/Zone Structure</b></p> <p data-bbox="363 347 1535 467">Each Zone shall establish its own Board structure comprising of at least the following officers, Zone Chair, Vice Chair, Treasurer and Secretary. Other officers may be appointed by the Zone Chair or elected by the member clubs of the Zone when such positions are deemed necessary to serve the functions of the Zone. The Zone Chairs (or designees) shall be a voting member of the Pacific Swimming Board of Directors and Executive Committee.</p> <p data-bbox="363 505 499 529"><b>7.3 – By laws</b></p> <p data-bbox="363 566 1535 623">Each Zone shall establish its own Bylaws in addition to the LSC Bylaws to better describe or address specific Zone needs. The Zone bylaws shall not be in conflict with the Bylaws of Pacific Swimming and USA Swimming.</p> <p data-bbox="363 660 669 685"><b>7.4 – Policies and Procedures</b></p> <p data-bbox="363 722 1524 810">The Zone shall establish Policies and Procedures to govern Zone Operations. Each Zone shall develop and establish its own governing process provided that such process is not in conflict with Pacific and USA-Swimming Rules and Regulations.</p> <p data-bbox="363 847 499 872"><b>7.5 - Election</b></p> <p data-bbox="363 909 1293 933">The Zone will establish rules for the election of the Zone Officers and the terms for Zone Officers.</p> <p data-bbox="363 971 499 995"><b>7.6 – Budget</b></p> <p data-bbox="363 1032 1503 1089">Zones shall establish an annual budget to guide the operation of the Zone. Financial practices by the Zone shall follow generally accepted accounting principles.</p> <p data-bbox="363 1127 636 1151"><b>7.7 – Meets and Sanctions</b></p> <p data-bbox="363 1188 1499 1276">Each Zone shall define its Zone Meet formats and establish a Zone meet Schedule with a defined host assignment process. The Zone shall be responsible for team assignment to meets, team priority for meets, and the meet Sanction requirements that are specific to the Zone.</p> <p data-bbox="363 1313 646 1338"><b>7.8 – Zone Representatives</b></p> <p data-bbox="363 1375 1507 1463">Each Zone is responsible for appointing and/or electing Zone representatives to LSC committees such as Nominating Committee, Scheduling Committee, Athlete Committees and other standing or ad hoc LSC committees when Zone representation is required or desired. Zone athlete representatives also shall be nominated and approved by the Zone.</p> <p data-bbox="363 1500 701 1524"><b>7.9 – Meet and Office Equipment</b></p>		



TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>Each Zone may purchase and maintain office equipment to support Zone functions plus Meet Equipment to support Zone Teams in hosting swim meets.</p> <p><b>7.10 – Fines or penalty</b></p> <p>Each Zone may determine and levy penalties or fines on Zone Teams and/or members who violate Zone Bylaws, Rules and Regulations and /or agreed upon processes and procedures. Such fines or penalty shall be clearly established and agreed to by a majority vote of the Zone Board.</p> <p>(Leo Lin, Governance Committee (By-Laws)(30-Day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Leo Lin displayed the Map of the LSC and it was clear there were significant demographic and geographic differences across the LSC and the different Zones</li> <li>2. The new article was set up to recognize that the composition of Pacific Swimming was made up of the Zones and that there were different needs across each of the zones that differed widely – “one size does not fit all”</li> <li>3. This article takes all the pieces regarding Zones (in the By-Laws, Rule &amp; Regulations, and Policy &amp; Procedures) and places them in one place – Article 7 of the By-Laws</li> <li>4. If this motion passes – By-Laws, R&amp;R, and P&amp;P would be cleaned up so that all the references to the Zones would be removed except those in Article 7 and the other sections of the By-Laws would be renumbered appropriately.</li> </ol> <p>Motion Passed – (Item 4 will be done – and the resulting changes in the By-Laws will be sent to USA Swimming for approval)</p>		
<b>Presentation of Annual Budget</b>	Not applicable		
<b>New Business</b>	None		
<b>Elections</b>	<p>Election Results:</p> <p>General Chair: John Bitter</p> <p>Program Operations Vice Chair: Leo Lin</p> <p>Program Development Vice Chair: Lehla Irwin</p> <p>Senior Vice Chair: Don Heidary</p> <p>Age Group Vice Chair: Steve Hurko</p> <p>Secretary: Marie Lin</p> <p>Treasurer: Mary Ruddell</p> <p>At-Large: Dave Cottam, Helen Garcia, Phil Harter, Veronica Hernandez, Andre Salles-Cunha</p> <p>Board of Review: Clint Benton, Susi Jackson, Karyn Kikuta, Darryl Woo</p> <p>Registrar: Judy Siegrist</p>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	Volunteer of the Year: to be announced at USA Convention (Nominees – Mike Davis, Jerry and Valerie Rudd, Fred Vogelgesang, Clint Benton, Mehdi Saghafi)		
<b>Next HOD Meeting</b>	October 12, 2013		
<b>Meeting Adjourned</b>	Meeting adjourned 7:06PM		

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