

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: February 20, 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.

John Bitter	X		Gerry Ng		Zone Reps	Athlete Reps	Guests
Mike Rianda		Rick Beebe	Tish Steimle	X	1N - Larry Rice	Michela Roan	Valerie Rudd X
Lehla Irwin	X	Marie Wise	Rick Waterhouse		1S – Mike Picardo		David Cottam X
Ron Heidary		Kent Yoshiwara	Warren Lager	X	2 - Clint Benton	X	William Chong X
Don Heidary	X	Peggy Ramirez	Leo Lin	X	3 – Debbie Tucker	X	
Veronica Hernandez	X	Elias Totah	Izzy Real	X	4 - Jerry Rudd	X	
Marie Lin	X	Phil Harter	Darwin Takaki		4 - Jim Morefield		
Mary Ruddell	X	Brian Malick	Fred Vogelgesang	X			
Jennifer Malick	X	Marcia Benjamin	Darryl Woo			Office	
Danica Burge	X	David Benjamin	Joe Woo			Jill Ruppenstein	X
Scott Shea		Judy Siegrist		X		Laurie Benton	X
Steve Hurko		George Cleveland					

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by John Bitter at 7:30PM		
Conflict of Interest	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? No affirmative answers. 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>		
Minutes from Previous Meeting	Minutes from November 28, 2012 BOD meeting, amended and approved		
Executive Committee Report	<ol style="list-style-type: none"> Minutes from January 24, 2013 Executive Committee Meeting, amended and approved, (Clint Benton, Veronica Hernandez, 2nd) The 2 motions passed by the Executive Committee were approved – money for Maps on the website, and lowered fees for Zone 4 for the All Star Meet <p>Discussion:</p> <ol style="list-style-type: none"> Fred Vogelgesang expressed concern regarding what he thought were decisions made by the Executive Committee to do retail selling via the website and to move forward to do \$10K and \$15K 		

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	<p>pool grants without looking at how much we could spend without getting into the principal of our investment funds</p> <ol style="list-style-type: none"> 2. John Bitter responded that these are the ideas we are considering pursuing and which the various committees will look into for this year. The minutes reflect discussions, and exploration of ideas, not decisions. We want to be open about the things we are exploring, and that is what is listed in the minutes and the Goals Document. The committees will look at these ideas and come before the board with the results of their work on it. 3. We are looking at what retailing would entail, including making sure we preserve our non-profit status 4. John Bitter also reports that they have already contacted Steve at Wells Fargo who is managing our investment funds, to find out what the actual figure would be that we can expect to spend without affecting the principal of our investments. 5. Clint Benton stated that most of the minutes are informative, and that the only two things up for discussion are the two motions passed. Neither of these motions was pulled for discussion. 		
Officer's Reports			
Chair	<p>John Bitter:</p> <ol style="list-style-type: none"> 1. Had 1st Executive Committee meeting and posted a bulletin of things we would like to accomplish. It is basically broken into 3 different areas (see document). 2. Congratulated Don and Ron Heidary for their Positive Coaching Lines, which had some really valuable information 3. John just got back this afternoon, from traveling and will finish addressing all the emails he received while gone within the next few days. <p>*Addendum: Although not discussed at this meeting, John Bitter wants everyone to know that with regard to the revised Section 9 (R&R) Senior Travel Support (Motion 1210SC&TC1) the concerns regarding the effect this change in process (clubs collect the receipts from the swimmers and receive the reimbursement funds from the Pacific Swimming Treasurer, and then the clubs disburse the funds to their swimmers) have been addressed. The procedure has been reviewed by Jim Harvey, Chief Financial Officer for USA Swimming, Bruce Stratton, President of USA Swimming and a CPA, and Michael Bryant, Partner LMGW and a CPA. They found no issues with the proposed changes and no need for the LSC to 1099 clubs for direct reimbursement checks made to the club. This motion was passed 11/28/2013 and will go before the HOD at the May 2013 meeting.</p>		
Admin Vic Chair – Operations	No Report		
Admin Vice Chair – Programs	No Report		
Treasurer	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> 1. See the posting of the budget and accounting statements 2. There are a few things left over from last year – a couple of meets from the end of the year have not turned everything in yet, and some checks have still not cleared (including some that are over 6 months 		

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	<p>old).</p> <ol style="list-style-type: none"> 3. Mary is talking to all the Zone Treasurers so they can confirm everything is consolidated correctly in preparation for the outside audit. 4. There are 2 new members on the Finance Committee, Cliff Reyda, and Jim Morfield, and Carol Wain's term is over so she is stepping down. 5. We are looking to get cell phones, and phone contracts for all the Pacific Staff so there is no blending of personal phone and business phone charges. 6. We are also getting unique e-mail addresses for everyone on the Board to be used to do any Pacific Business. This should be set up by early next week. This will protect Board member's private e-mails because if there are any issues regarding Pacific Swimming e-mails can be subpoenaed, and that would include private e-mails if it is mixed. 		
Age Group	<p>Veronica Hernandez:</p> <ol style="list-style-type: none"> 1. She and Don have been working together on the schedule of meets for the 2014 season. They are preparing the schedule to match up with the new annual year for scheduling – September to August 2. Working on the Zone All Star Meet details. 		
Sr. Committee	<p>Don Heidary:</p> <ol style="list-style-type: none"> 1. Working on the senior schedule 2. Working on refining the language on meet sheets for senior meets 3. Crow Canyon host of the Senior I Meet for March 2 -3 ran into problems because it was discovered that some documents say it is a Timed Finals meet, but the final document passed shows it as a Trials and Finals. The meet was set up as a Timed Finals and entries were made based on this. When the discrepancy was discovered last week the team began the process of trying to comply with the T&F requirements, but this has caused significant confusion and will be quite unwieldy to handle. In the meantime, because of the confusion Swim Connection shut entries off these past few days. It was agreed that it would be more difficult to convert it to a Trials and Finals meet. Don recommends that we keep it as a Timed Finals meet, and that it be opened thru Saturday 11:59 PM since the meet is relatively small and it was closed several days during the confusion. The Board approved this procedure. Jill will send e-mails to all the coaches that it is a timed finals event and that it will remain open for entries through Saturday 4. Tiger Senior II Meet for July 19 -21, is actually scheduled on the same weekend as Sectionals. They requested to have the meet moved to July 27-28 as a first choice (same weekend as Pleasanton C/B/A+) and secondarily on July 12-14 (which is the same weekend as JO's). It was agreed that the weekend of JO's would not work. However, Zone 2 agreed (Clint Benton) that, provided Pleasanton gave the okay, it would be fine to have the meet on July 27-28, since we had planned a dual venue and the second venue was not picked up. 	<p>Run Crow Canyon Senior I meet as a Timed Finals and leave open to entries through Saturday 11:59 PM</p> <p>Don Heidary will check with Pleasanton to see if they will okay this change.</p>	
Registration	<p>Laurie Benton:</p> <ol style="list-style-type: none"> 1. See Posted Report s 		
Diversity	<p>Kent Yoshiwara:</p> <ol style="list-style-type: none"> 1. Diversity is open for grant applications and the deadline is March 1st 		

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	<ol style="list-style-type: none"> 2. Reports from last year's recipients are posted on the website 3. Diversity Camp took place, 30 swimmers signed up and 27 came – Alex Cushing from CAL was the guest speaker, with plenty of coaches, enough to allow for breakouts into small groups, and swimmers were given opportunity to do dryland work as well. 		
Camps	Jennifer Malick: <ol style="list-style-type: none"> 1. 11-12 camp was held in February at Campolindo. Things went very well 		
Officials	CRT report posted – See Motion		
Time Standards	No Report		
Club Development	No Report		
Travel	No Report		
Disability	No Report		
Board of Review	No Report		
Open Water	No Report		
Finance & Auditing	Peggy Ramirez: <ol style="list-style-type: none"> 1. Audit Committee met. Mike Davis, Mary Ruddell, and Leo Lin attended along with Peggy 2. Went over the drop box and went over the Zones information 3. Each member has taken up some tasks which they will follow up on. 4. Next meeting is planned for March to prepare for Audit in the end of April 		
Scheduling	See Motions		
Athlete	Michela Roan: <ol style="list-style-type: none"> 1. Senior swimmers are concerned that we are losing avenues for middle senior swimmers to swim. They no longer can go to age group Western Zones and the Sectional cuts have gotten more difficult. They have sent an email to Age Group (Veronica Hernandez) and Seniors (Don Heidary), and Vice Chair Programs (Lehla Irwin) regarding this issue 2. The Age Group and Senior committee are looking at solutions for this 3. They would like to have an athlete Social after Far Westerns. 		
Governance Committee	Leo Lin: <ol style="list-style-type: none"> 1. Met In February 2. Worked on the Board Structure and did a thorough analysis as to the benefit of having a Vice Chair Finance <ol style="list-style-type: none"> a. Looked at the tasks involved for the proposed Vice Chair– the main thrust is strategic planning b. It was agreed that the Treasurer is doing some strategic planning already, and that the other tasks of the Treasurer are the tactical ones like writing checks, chasing after payments, looking at the accounts. c. A Vice Chair of Finance would add another layer over the finance, audit, investments and bookkeeping tasks for Pacific Swimming d. With all this in mind, the Governance Board unanimously voted to recommend hiring a bookkeeper to take over most of the tactical tasks and have the Treasurer take on the Strategic 		

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	<p>Planning. They do not recommend a Vice Chair of Finance.</p> <ol style="list-style-type: none"> 3. They made a motion to prohibit photography and video recording of any kind from behind the starting blocks unless specifically allowed by the meet referee – see motion 4. They are working on defining and codifying the roles and responsibilities for the Zone <ol style="list-style-type: none"> a. Their first obstacle is that the Zones’ geographies are described in 3 different places, twice in the by-laws, and once in the swim guide. The boundaries for the different zones all differ across those three references. b. They have asked each Zone to research and come back with their definition of the geographic boundaries of their Zone. 5. Working on the issue of Noncompliance on the part of meet directors with regard to turning in USA registrations for swimmers that are collected at the meet. Some meet directors have just turned in the registrations that took place in December. This is a problem for the swimmers and the Registrar is having to handle complaints regarding the non-registration of the swimmer. It is not thought that fining the host team will be very effective. One thought is to have the Meet Referee shepherd that process. 		
Investment Committee	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> 1. Committee met in January and discussed the pool grant applications. 2. Three were turned back because they were not presented by a sponsoring Pacific Swim Team. Two of these are asked to resubmit with sponsorship from the Pacific Swim Team utilizing the facility. 3. The grants were very complete and done very well, including indication of where the other resources and funding for the project would be coming from. 4. They did not allocate all \$50,000, so they will open again for applications in April through June. 		
Adhoc Committees			
	Adhoc Committee to look at Zone Meet Official’s requirements: Did not meet. Jill Ruppenstein will set up a phone conference for all the Zone Chairs to discuss this issue	Jill to set up a conference call	
Zone Reports			
Zone 1N	No Report		
Zone 1S	No Report		
Zone 2	See CRT		
Zone 3	<p>Debbie Tucker:</p> <ol style="list-style-type: none"> 1. Still no new treasurer 2. Need to set aside money for equipment that is no longer working 3. Had an officials appreciation dinner – 15 attended and during this dinner they were able to assign Meet Referee and Head Starter for all the Zone meets. 		
Zone 4	<p>Jerry Rudd:</p> <ol style="list-style-type: none"> 1. Had a meeting on January 15th. 2. Regional Coaches Clinic to be held at Lake Tahoe 3. Finances discussed and the Zone did not submit a budget yet because they are unsure about revenues. 		

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	<ol style="list-style-type: none"> 4. Presenting motion to address their financial dilemma – see motion 5. New Co-Official Chair – Richard Hayes 6. Gail Maynard a long time official has passed away, but his wife continues to officiate 7. Worked on guidelines for meet marshals at Swim Meets 8. Worked on the Zone All Star Meets 		
Old Business	None		
Old Motions	<p>12100C1-No Show Motion The officials committee puts forward the following motion in order to clear up contradicting rules within the “Individual Scratch Rules” and to eliminate the no-show penalty at zone awarded meets. The officials committee motions to make the following changes to the present scratch rule penalty (R&R Sec 3B5b):</p> <p>b. Individual Scratch Rule — Swimmers shall inform themselves of the meet starting time and shall report to the proper meet authorities promptly upon call.</p> <p>(1) Pre-Seeded Meets — Swimmers shall report promptly to the starting blocks when their event/heat is called.</p> <p>(a) Any swimmers not reporting for or competing in an individual timed final event shall not be penalized. (b) Any swimmers not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.</p> <p>(2) In Zone awarded Meets that are Deck Seeded –</p> <p>(a) Close of check-in for all events shall be no more than 60 minutes before the estimated time of the start of the first heat of the event. No event shall be closed more than 30 minutes before the scheduled start of the meet. Swimmers who do not check-in will not be allowed to compete in the event. (b) Any swimmers not reporting for or competing in an individual timed final event shall not be penalized.</p> <p>(3) In all Age Group and Senior Meets - LSC Awarded Meets</p> <p>(a) Close of check-in for all events shall be no more than 60 minutes before the estimated time of the start of the first heat of the event. No event shall be closed more than 30 minutes before the scheduled start of the meet. Swimmers who do not check-in will not be allowed to compete in the event. (b) Swimmers entered in a timed final individual event that is seeded on the deck who have checked in for that event, must swim in the event unless they notify the clerk of the course before seeding for that event has begun that they wish to scratch. Failure to swim an event will result in being barred from their next individual event in which the swimmer is entered on that day or the next meet day, whichever is first. (c) Swimmers entered in an individual event in a Trials and Finals meet that is seeded on the deck who have checked in for that event, must swim in the event unless they notify the clerk of the course before seeding for that event has begun that they wish to scratch. Failure to swim an event will result in being barred from rest of his/her events that day including relays. If the swimmer qualified for a final before missing an event they may swim that final.</p> <p>(Brian Malick, Officials Committee) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Zone 4 and Zone 3 voted against this motion. Zones 2, 1S, and 1N voted for having it. 2. Jerry Rudd reports having uniformity for all meets would be more helpful. 3. Leo Lin discusses the displeasure parents have if they have to wait around a long time before their child gets to swim when a child misses a swim and then has to sit out the next swim. 4. Fred Vogelgesang reports that swimmers should learn about penalties earlier than Far Westerns and advocates against the motion to eliminate the penalty for no-shows at the Zone level meet 	Passed – to take effect at first Long Course Zone meet after Far Westerns	

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	<ol style="list-style-type: none"> 5. Veronica Hernandez states that the Age Group coaches are really split, some wanting the penalty and other just as strongly not wanting it. 6. There was discussion regarding whether it will slow the meet down because of a lot of empty lanes especially at the end of meets. 7. There was also discussion regarding whether it actually makes the meet faster because meet referees can choose not to make calls, and just send heats off with the unfilled lanes without delay 5. The motion passed – to take effect with the first Zone meets that are long course (after Far Westerns) 		
	<p>1210GC2-Executive Committee Composition: 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"> 1. Fred Vogelgesang expressed concern regarding the Financial side of the organization. He wants the responsibilities for the Treasurer to be clarified to include Strategic Planning 2. Fred Vogelgesang also wants to have the HOD know that there will be a budget item to hire a bookkeeper. 3. John Bitter assured Fred Vogelgesang that the bookkeeper will be a budget item in the next budget 4. Fred also wants to make sure his idea of making a Foundation is not lost. 5. Fred also wanted to be sure that the Nomination Committee will be clear that we will be looking for two positions for Vice Chair – Program Development and Program Operations. Clint Benton assured Fred that that is already happening 	Passed – to be referred to the HOD 5/2013	HOD 5/4/2013
	<p>1211GC1 – Proposed Organization of the Pacific Swimming Board of Directors: 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 bold= voting members, regular type=voice, but no vote, <i>italics=eliminated</i>:</p> <p>Pacific Swimming General Chair: Treasurer, Secretary, Program Development Vice Chair(see branch), Program Operation Vice Chair(see branch), Audit & Budget Chair, Board of Review Chair, At Large Members, LSC Office Staff, Investment Committee Chair, Governance Committee Chair, Safety Coordinator Office, Safe Sport Coordinator, General Counsel Consultant, Parliamentarian</p> <p>Program Operation Vice Chair (dry side): Zone Chairs, Officials Committee LSC Officials Chair, Membership/Registration Coordinator, Club Development Coordinator, Communications, Top Times & Records Coordinator, Travel Committee Chair, LSC Sanction (Zone Sanction Chairs), <i>High School Coordinator, College Coordinator, National & Local Legislation Coordinator</i></p>	Passed – to go to HOD 5/2013	HOD 5/4/2013

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	<p>Program Development Vice Chair: Senior Committee Chair (Senior Coach Representative), Age Group Committee Chair (Age Group Coach Representative), Diversity Committee Chair, Disability Coordinator, Athlete Committee Chair/Senior Rep, Open Water Coordinator, Camps Coordinator, Time Standards Coordinator, Scheduling Committee Chair (Leo Lin, Governance Committee) (30 day motion) By-Laws</p> <p>Leo presented the following explanatory document as part of the motion:</p> <p>Proposed Organization of the Pacific Swimming Board of Directors 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 & 3).</p> <p style="padding-left: 40px;">In cases where a Committee/Coordinator has their functions already covered (by another committee, or coordinator), that Committee/Coordinator position has been eliminated in order to streamline and avoid redundancy.</p> <p style="padding-left: 40px;">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</p>		

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	<p>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"> 1. Looked at why Open Water did not have a vote, and Leo Lin reported that part of what was the determining factor was the amount of participation in the past and what would be needed in the future in the BOD meetings 2. Elias Totah wondered what would happen to High School now that that position would be eliminated. Leo Lin reported that the duties, like the duties of the College Chair have been relegated to the Zone Officials Chair where those High Schools or Colleges reside. Staffing and certifying the appropriateness of an official for a particular position for High School Championships will be the responsibility of the Zone Official's chair and if needed the Pacific Officials Chair 3. Motion Passed 		
	<p>1211SC1-Positive Check-In The following General Guidelines presented with the proposal that this be formatted into a document that will be presented as a motion to add to the Policy and Procedures of Pacific Swimming allowing for Positive Check In for Senior Trials and Finals meets:</p> <p>General Guidelines</p> <ul style="list-style-type: none"> • A coach can check a swimmer in (must show current registration) • A swimmer may check-in for any or all events during the day – up the close of check-in (thirty minutes after results are announced) • A swimmer may declare their intention to swim (used with strategic purpose). <i>Note:</i> A swimmer, who makes this declaration and does not return, WILL be checked-in and subject the same penalty if he/she does not return for the Finals swim. • There will be no team of group check-in <ul style="list-style-type: none"> ○ Consideration may be given to teams traveling as they may not use a positive check-in system in their LSC, and they are traveling by group. • Penalty for a Finals “no-show” is disqualification from the meet. <p>Criticism/Concern</p> <ul style="list-style-type: none"> • Not allowing a kid to check-in for all events • “Intention to Swim” option was requested by coaches • What role should Positive Check-in play for “Senior swimmers” at Age-Group Meets (Far Westerns/JO’s) • What are administrative issues? (see protocol) <p>Note</p> <p>This was positively viewed by coaches in the Senior Coach Survey</p> <p>Senior Recommendation</p> <p><i>This policy be adopted as standard operating procedure for all Pacific Senior Trial/Final meets</i></p>	<p>30 day motion - tabled until next BOD meeting</p>	<p>BOD 4/24/2013</p>

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	<p>(Don Heidary, Senior Committee) (30 day motion) (to be worded for P&P addition)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. The rewording has not been completed. 2. Don Heidary will present it at the next BOD meeting 3. In the meantime this 30 day motion is tabled 		
	<p>1211SCH1-Scheduling Section Amendment to P&P Section X Amend Policies and Procedures Section X – Scheduling by the addition of new paragraphs 2.0, 3.0, and 4.0 with the paragraph numbers of the following paragraphs changed accordingly.</p> <p>Following is the new Section X with additions and changes shown in italics.</p> <p style="text-align: center;">SECTION X</p> <p>SCHEDULING</p> <ul style="list-style-type: none"> • The Scheduling Committee shall: <p>As a general rule, oversee the operation of the present schedule, plan the next year’s schedule, and plan future schedules, if possible, in accordance with the following:</p> <ul style="list-style-type: none"> • The Pacific Swimming schedule should foster continuous competition from Age Group through Senior Swimming. • The schedule should be arranged so that conflicts are minimized. • Establish standards to control the awarding of meets. • Provide guidelines for meet formats for Pacific Swimming awarded meets. <p>Adopted 1/25/84 Reworded 7/22/98</p> <p><i>2.0 Committee Membership</i></p> <ol style="list-style-type: none"> 1. <i>Chair appointed by the Pacific Swimming General Chair</i> 2. <i>Program Development Vice-Chair</i> 3. <i>Age Group Vice-chair</i> 4. <i>Senior Vice-chair</i> 5. <i>Officials Committee Chair</i> 6. <i>Zone Chairs (5)</i> 7. <i>Coach Representative</i> 8. <i>Athlete Representative</i> 	<p>30 day motion – tabled until next BOD meeting</p>	<p>BOD 4/24/2013</p>

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	<p>9. <i>One or two others as appointed by the General Chair</i> <i>Any of the above may designate an alternate to represent their function.</i></p> <p>3.0 <i>The Scheduling Committee shall annually establish a schedule of the meets to be awarded by the committee and publicize the schedule.</i></p> <p>4.0 <i>Meet Award Procedures</i></p> <ol style="list-style-type: none"> 1. <i>The Chair shall annually announce the time, place, and method for submitting bids for meets to be awarded by the Pacific Swimming Scheduling Committee.</i> 2. <i>Clubs shall submit their application for the award of meets in accordance with the above. Applications for meets not received in accordance with 1. above need not be considered until all bids received in compliance have been considered.</i> 3. <i>Clubs applying for more than one meet shall designate as their 1st, 2nd, etc. choice on the applications.</i> 4. <i>Meets designated to be conducted within the Pacific Swimming territory by USA Swimming or the Western Zone shall be awarded the meet without the necessity for the club to submit an <u>application</u> to the Committee.</i> 5. <i>The Committee shall award the two Far Western Championship meets first, then the two JO Championship meets, followed by all of the remaining meets.</i> 6. <i>Host responsibilities for the Spring JO and July (Summer) Adam Szmidt JO Championship Meets and the Far Western Short Course and Far Western Long Course Championship Meets shall not be awarded to the same club for more than two successive years except when there is no qualifying bidder for the succeeding year.</i> 7. <i>Priority for Age Group Open meets set for holiday weekends (Memorial Day, Independence Day, and Labor Day) shall be given to clubs in remote locations of the Pacific Swimming territory, ie. Nevada/Tahoe area, Monterey County, Ukiah, Stockton, etc.</i> 8. <i>Any meets not bid for and awarded during the initial award period shall be open for bidding by a later date as determined by the Committee, and shall not be subject to the protection from competing meets for those dates.</i> 9. <i>Meet awards shall be confirmed by action of the Board of Directors.</i> <p>5.0 <i>Clubs wanting to bid to host Pacific Swimming awarded Age Group meets shall agree to comply with the Minimum Criteria for Pacific Age Group Meets. See appendix A2.</i> <i>Adopted 5/25/05</i></p> <p>6.0 <i>On protected weekends, no further meets may be approved or sanctioned for meets held by a</i></p>		

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	<p>USA Swimming member where all participants are registered swimmers. Adopted 2/23/00 Reworded 1/24/01</p> <p>7.0 Any Zone or club that wants to schedule a meet opposite a Pacific Swimming awarded meet with time standards which conflict with the Pacific Swimming awarded meet must first obtain Board of Directors approval. Adopted 1/26/94 Revised 9/22/99</p> <p>8.0 A change in venue for a Pacific Swimming awarded meet not yet sanctioned shall be resolved by the Scheduling Committee as an administrative matter. Adopted 10/28/87 Reworded 3/25/98</p> <p>9.0 Any request to the Pacific Swimming Board of Directors to change the level of a meet shall be a 30-day motion in order to allow comments from the Zone Scheduling Committees. Adopted 10/25/89 Reworded 3/25/98</p> <p>10.0 Clubs in the Eureka/Crescent City area and Zone 4 may schedule meets opposite Pacific swimming sponsored meets (distance being the determining factor). Adopted 10/24/91 Reworded 3/25/98</p> <p>11.0 Pacific Swimming may subsidize host clubs for some of the documented out-of-pocket costs of hosting meets designated by the Board of Directors. Such costs may include pool rental, computer and timing services and similar direct costs. These costs do not include costs associated with programs, snack bars, hospitality, raffles, and similar indirect costs. The designated meets and amounts of subsidy shall be proposed jointly by the Senior and/or Age Group committees and the Scheduling committee and be approved by the Board of Directors for inclusion in the annual operating budget. The subsidy shall be paid to the host club upon submission of the required documentation as specified by the Treasurer. Adopted 4/24/96 Reworded 12/2/98 Amended 4/25/01</p> <p>12.0 Any LSC adjoining the territory of Pacific Swimming shall be permitted to hold a meet at a pool within the territory of Pacific Swimming subject to the approval of the pool owner, any Pacific Swimming club located in the vicinity of the pool, and the Pacific Swimming Board of . Said meet shall be sanctioned and operated under the using LSC's rules. Adopted 12/2/98 Reworded 1/24/01 Amended 3/22/06.</p>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>(George Cleveland, Scheduling Committee) (P&P) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Fred Vogelgesang wanted to place a friendly amendment – he wanted to eliminate Vice Chair Program from the Scheduling Committee. His rationale is that the Age Group and Senior Vice Chair are already on the committee 2. This motion was tabled because George Cleveland was absent, so the friendly amendment could not be considered at this time. 		
	<p>1301Z41 – Increase in Splash Fee for Zone 4 Meets : The Zone 4 Board moves to add the following language which is in <u>bold underline</u> to Section 2.B. Notes of (Jim Morefield, Zone 4) (30 day motion) (R&R)</p> <p>[Section 2.B.] NOTES:</p> <ol style="list-style-type: none"> 1. Multi-class meets – applicable fee will be that of the highest class included in the meet. 2. Host teams may impose a participation fee not to exceed \$8.00 for short course meets and \$10.00 for long course meet per swimmer to help defray meet expenses. <u>Host teams of meets scheduled by Zone 4 may increase the foregoing participation fee amounts by \$1.00 per swimmer to help defray expenses of the Zone.</u> Relay - only swimmers are exempt from this surcharge, except in relay-only meets. 3. Leagues charging entry fees shall pay the Pacific portion applicable to amount of entry fee as listed above. The Pacific fee does not apply to Adapted Swimming. <p>Discussion:</p> <ol style="list-style-type: none"> 1. Fred Vogelgesang opposes this because it will put increased expenses on the swimmers. 2. Fred also feels adjusting fees like this invites confusion, and changes in fees in future 3. Fred feels that Pacific can handle the Zones LSC expenses. The Zones should ask for an LSC budget line. 4. Clint Benton stated that with 5 distinct Zones, they need to have the ability and flexibility to manage their Distinctive needs on their own, in the best way to address those needs. 5. Zone 4 has specific needs and has provided a way they could handle the problem themselves 6. Mary Ruddell points out, by the removal of the Swim Guide and by taking over control of moneys for the Zone All Stars, the LSC took away some of the sources of revenue for Zone 4 5. Motion passed 	Passed – to be effective immediately	
New Business	<p>Far Western – Request by Wyoming to bring an All Star team to Far Westerns</p> <ol style="list-style-type: none"> 1. There is nothing in our Policy and Procedures regarding whether All Star Teams are limited to international teams 2. They are welcome, with the understanding that they cannot score points for the Team award. 3. John Bitter will let Wyoming know they may bring an All Star team 		
	<p>Committees and Transparency</p> <ol style="list-style-type: none"> 1. Fred Vogelgesang reports that for personal reasons he resigned from the investment committee and the finance committee. Since then he has felt in the dark regarding how he can contribute as a member at 		

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	<p>large.</p> <ol style="list-style-type: none"> 2. Fred states that since we will be having fewer BOD meetings, it is important that all committees should have minutes and that those minutes need to be published so there is transparency about what we are doing. 3. Fred asks that all the committees publish the times of their meetings so anyone not on the committee can still attend the meeting or conference call. He would also like to know who met at the committees and be able to see all the names of the attendees. 4. Fred feels we will have much more volunteer participation if everyone knows when the different committees meet. 5. John Bitter reports he will be writing a memo to all Committee Chairs that they give their dates of meeting to Pacific Swimming so it can be put on a calendar. Pacific Committees are open to guests (unless personnel issues are being discussed). 		
New Motions	<p>1302FV1 – Nomination of 2 individuals, one for Vice Chair Program Operations, one for Vice Chair Program Development: The nomination committee is directed to recruit for 2 individuals to hold the position of Vice Chair Administration – a position which we anticipate will be split into Vice Chair Program Operations and Vice Chair Program Development. These individuals should be recruited for one or the other position. (Fred Vogelgesang, Elias Totah 2nd)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Fred Vogelgesang brings this up because these two “new” positions will not be open until the HOD votes to ratify the new organization, although we already have split the Vice Chair position into two positions in the last vote. As a result we presently have 2 vice chairs, Vice Chair Program and Vice Chair Administration 2. Motion passed 	Passed	
	<p>1302SCH1 – Bid Schedule: Change the time period that the Pacific Swimming Scheduling Committee sets up the schedule for Pacific Swimming awarded meets from the period January 1 through December 31 each calendar year to the period September 1 through August 31 of the following year. (George Cleveland, Scheduling Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. We are already charged to do an annual schedule, and this motion just defines what the annual schedule will be 2. Motion passes 	Passed	
	<p>1302GC1- Video Recording and Photo Prohibition: Prohibit Video Recording and Photography behind the Starting areas. Wording to be included in all Meet Sheets of Pacific Swimming LSC and Zone Meets. Photography or video recording from behind the starting block and starting areas are prohibited unless previous/prior permission to do so is granted by the Meet Referee. (Leo Lin, Governance Committee)</p> <p>Discussion:</p>	Passed – with wording that will be all inclusive of photography and video	

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	<ol style="list-style-type: none"> 1. This passage in the meet sheet allows a police officer the right to remove an individual from our swim venue for doing this behavior. 2. This statement should be wordsmithed by our consulting attorney to insure we cover all forms of photography, including cell phones, and ipads. 3. Motion passes with the wordsmithing. 		
	<p>1302FC1 – All Star Application Fee: The finance committee moves to charge a \$25 non- refundable application/administration fee with All Star (Pacific Coast, Western Zone and North American Challenge Cup) and Camp (OTC, 11/12 JO Camp and Jr. Leadership) applications. (Marry Ruddell, Finance Committee) (P&P) (30 day motion)</p> <p>Rational: The application fee would offset the administrative expenses incurred by the selection of all-star teams and camp participants. The fee would also cover the cost of changes needed when an athlete backs out of a meet. (Recently an unused flight coupon and insurance expired because an athlete was not able to attend an all-star meet).</p> <p>The fee would be part of the co-pay. For example, if the co-pay is \$150, a check for \$125 and a check for \$25 would be collected from each applicant. If the applicant is not selected or backs out of the meet only \$125 would be returned.</p> <p>Should the applicant be eligible for a scholarship, the application fee would be \$5. The Zone All Star meet and Adam Schmidt 10 and under camp are excluded from the application fee.</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Jennifer Malick requests that camps be taken out of this application fee. 2. The motion will be rewritten to include the scholarship situation. 3. Th is a 30 day motion to be addressed at the next BOD meeting 	30 day motion – BOD 4/2013	BOD 4/24/2013
	<p>1302IC1 – Pool Improvement Grants: Motion to approve funding for the 11 applications for pool grants approved by the Investment Committee (see Chart) (Mary Ruddell, Investment Committee)</p> <p>Mary Ruddell explains that 3 applications were not acceptable because they were not sponsored by and LSC member team. Two applicants were told to have the team sponsor it. All others were of excellent quality</p> <p>Motion passed</p>	Passed	

TOPIC	DISCUSSION - CONCLUSION										RECOMMENDATION/ ACTION	FOLLOW- UP DATE
2013 Pool Improvement Grant Application Summary												
Motion 1301C: The investment committee moves to approve the 2013 Pool Improvement Grant awards to the following Pacific Swimming Clubs as outlined below.												
#	Club	Location	Level	Previous Awards	Project	Project cost	Cost est provided	Add Funding secured	Grant eligibility	Amount	Awarded	
1	SCSC	George Haines	Gold	2011 & 2012	Repair Deck Concrete	\$ 20,844.00	Yes	Yes	\$ 5,000	\$ 5,000		
2	MLKB	MLK Pool	Bronze	2012	Start System & Colorado (System 6)	\$ 6,896.31	Yes	Yes	\$ 1,500	\$ 1,500		
3	PLS	Dolores Bengston	Gold	2011	Lane Lines 25m	\$ 3,826.80	Yes		\$ 5,000	\$ 3,827		
4	MP	College of Marin	Silver	2011 & 2012	7 of 20 lane lines	\$ 2,736.62	Yes	Yes	\$ 2,500	\$ 2,500		
5	CARS	Carson Aquatic Center	Gold	2011 & 2012	Meet manager upgrade; turn master Pro	\$ 5,000.00	Yes		\$ 5,000	\$ 500		
6		Ives Pool	n/a		starting block replacement		No	inelligible		\$ -		
7	OAPB	Soda Aquatic Center	Gold	2011	lane lines	\$ 26,278.00	Yes	Yes	\$ 5,000	\$ 5,000		
8		Morgan Hill Aquatic Center	n/a	2011 & 2012	lane line parts and reels	\$ 5,000.00	Yes	inelligible		\$ -		
9	PASA	Rinconada	Silver	2011	electrical upgrade; 2 starting blocks	\$ 5,000.00	No	No	\$ 2,500	\$ 2,500		
10	RENO	Idlewild Pool	Silver	2011 & 2012	bulletin boards; EZ pop up tents	\$ 2,569.99	Yes	Yes	\$ 2,500	\$ 2,500		
11	QSS	Gunderson	Gold	2011	Meet signage; electric wiring; canvas shade	\$ 5,020.00	Yes		\$ 5,000	\$ 5,000		
12	VJO	Cunningham Pool Sunnyvale Swim	Silver	2012	16 lane line	\$ 4,823.28	334.95/ln	No	\$ 2,500	\$ 2,500		
13	SUNN	Complex	Silver	2012	5 lane lines	4000-5000est	Yes	No	\$ 2,500	\$ 2,500		
14		Bret Harte HS	n/a	2012	Bleachers	~\$1510	Yes	inelligible		\$ -		
									\$ 39,000	\$ 33,327		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>1302-T1 One Time Subsidy for Zone 4 Move to give Zone 4 a one-time subsidy of \$10,000 for 2013. This subsidy would be a stop gap measure to allow Zone 4 the opportunity to construct and implement a plan to raise revenue. The \$10,000 would come from the PAC event hosting budget (55502). The LSC spent \$15, 038.08 of the \$25,000 budgeted to host the event. (Mary Ruddell, Treasurer)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. John Bitter would like to get Zone 4 solidly on their feet financially, which would help buy them time to figure out how to plan their finances in future 2. Jerry Rudd felt they would do fine with the increase in splash fee and will not need that subsidy at this time 3. Motion tabled 	Tabled	
	<p>1302 AG/Staff-1- Copay for Western Zone Move to Change the Co-pay for WZ to \$360 per athlete. The original co-pay of \$270 per athlete was based on 64 swimmers instead of 48. (Veronica Hernandez, Age Group Committee)</p> <p>Motion passed</p>	Passed	
	<p>1302 AG/Staff-2 – Copay for NACC Move to change the co-pay for NACC to \$380 per athlete. The original co-pay of \$400 per athlete was based on 48 swimmers instead of 64. (Veronica Hernandez, Age Group Committee)</p> <p>Motion passed</p>	Passed	
Next Meeting	Next meeting will be the Executive Board meeting by Go-to-Web, on Wednesday, March 27, 2013 Next BOD meeting will be April 24, 2013 at the Marriott in San Ramon		
Meeting Adjourned	Meeting adjourned at 9:57 PM		

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