



**PACIFIC  
SWIMMING**

## **Minutes of the Pacific Swimming Board of Directors Meeting**

21 November 2009

*(Subject to Board of Directors Approval)*

The meeting was called to order at 7:30 PM; a quorum having been established.

The minutes of the meeting October 28, 2009 were approved, as amended.

Marcia Benjamin was present.

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Officer's Report (Attached)

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Motions and Resolutions – Unfinished Business

**Motion 0910-FV1** (Vogelgesang/C. Benton/**Passed**)

Establish an ad hoc Investment Committee, consisting of the General Chair, Finance & Audit Chair, Treasurer and at least two additional at-large members, named by the General Chair.

Investment Committee Charter

1. Hold quarterly conference call reviews with the Wells Fargo Advisor to review, evaluate and provide guidance to the Wells Fargo Investment Funds. Report quarterly to the BOD and at each HOD meeting.
2. Evaluate strategic options of a long term strategy (Option 1, Option 2 or other Option) of the investment funds to include recommended reserves. Research the legal, tax and other regulatory options of each option.
3. In conjunction with the BOD Executive Committee and in support of a long range Pacific Swimming Strategic Plan, report and recommend a formal long range strategic investment plan or options to the House of Delegates meeting in May 2010 as outlined above.

**Motion 0910-FV2** (Vogelgesang/C. Benton/**Passed**)

Establish a Pacific Swimming – Club Development Grant Program for 2010, funded at \$50,000 from the Wells Fargo accounts. The General Chair will appoint a committee to develop the criteria and processes for the 2010 program.

It would be expected that the program can be announced at the January 2010 BOD meeting with applications due by the end of March with awards being made at the April 2010 BOD meeting.

**Motion 0910-DP1 (Power/Benton/Passed)**

The Local Legislation Chairman shall amend the Pacific Swimming Policies and Procedures Manual.

Add:

*Administrative Division*

*Section I*

*Board Procedures*

*6.0 All members of the Pacific Swimming Board of Directors and all members of LSC's administrative subdivisions (Zones) Boards of Directors shall complete a "Conflict of Interest Disclosure" and acknowledge receipt and understanding of "Statement of Principles on Ethical Behavior and Conflict of Interest" prior to beginning of their term of service and annually thereafter. The forms shall be kept on file by the Secretary of the respective organization.*

The change shall be effective immediately.

**Motion 0910-KB1 (Brown/Power/Withdrawn)**

**Motion 0910-KB2 (Brown/Power/Withdrawn)**

**Motion 0910-JB2 (Bitter/Power/Passed)**

The Local Legislation Chairman shall amend the Pacific Swimming Policies and Procedures:

Add:

*Administrative Division*

*Section I Board Procedures*

*5.0 Motions that require 30 days wait are:*

*a. Any motion that changes present policy.*

*b. Motions which affect the operation and/or rights of the Zones.*

*c. Any changes that will affect clubs, athletes, and other members.*

*d. Motions that are introduced on the floor of the Board of Directors Meeting without having been sent to the Pacific Swimming Secretary at least 72 hours prior to the meeting.*

**Motion 0911-BD1 (BoD//Passed)**

The Pacific Swimming Board of Directors shall ratify the actions taken by the Executive Committee relative to Motions 0910-FV3 thru 4 and Motions 0910-FV6 thru 13 (text below).

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**Motion 0910-FV3 (Vogelgesang/Brown/Passed)**

Amend Section 1, 3.0 of the Policies and Procedures, removing the text identified below:

*3.0 Board members shall automatically be excused from attendance at Board meetings when participating in other FINA, USA Swimming, Western Zone, and Region XIII functions such as attending National, Junior, or Sectional Championships, US Open, Olympic Trials or other championship meets, USA Swimming national committee meetings, etc. Members may be excused for other reasons upon approval of the Board.*

**Motion 0910-FV4 (Vogelgesang/Brown/Passed)**

Amend Section 1, 4.0 of the Policies and Procedures, replacing the Current text with the proposed text:

Current:

*Handout materials shall be placed on a table at the entrance or passed out prior to the start of the Board meeting. Such handout materials are not to be distributed while the meeting is in session. Handout materials may be submitted for distribution on the password-protected Pacific Swimming web site.*

Proposed:

*Handout materials shall be placed on a table at the entrance or passed out prior to the start of the Board meeting. Such handout materials are not to be distributed while the meeting is in session. Handout materials shall be submitted for distribution on the Pacific Swimming web site no less than 4 days prior to the Board meeting.*

**Motion 0910-FV6 (Vogelgesang/Brown/Passed)**

Delete Section III, 3.0 of the Policies and Procedures.

*Pacific Swimming has established a policy that each person shall be responsible for lost key charges at Pacific Swimming Camps, Western Zone Championship and Pacific Coast all star Meets and that this policy be stated in the Pacific Swimming Camps, Western Zone Championship and Pacific Coast All-Star meet information.*

Delete Section XVII, 6.0 of the Policies and Procedures.

*Pacific Swimming has established a policy that each person shall be responsible for lost key charges at Pacific Swimming Camps, Western Zone Championship and Pacific Coast all star Meets and that this policy be stated in the Pacific Swimming Camps, Western Zone Championship and Pacific Coast All-Star meet information.*

Delete Section B, 4.0 of the Policies and Procedures.

*Pacific Swimming has established a policy that each person shall be responsible for lost key charges at the Far Western Championship Meet and that this policy be stated in the Far Western information.*

Delete Section C, 4.0 of the Policies and Procedures.

*Pacific Swimming has established a policy that each person shall be responsible for lost key charges at Pacific Swimming Camps, Western Zone Championship and Pacific Coast all star Meets and that this policy be stated in the Pacific Swimming Camps, Western Zone Championship and Pacific Coast All-Star meet information.*

**Motion 0910-FV7** (Vogelgesang/Brown/**Passed**)

Add the following to the Pacific Swimming Honor Code:

*9. While representing Pacific Swimming, a Pacific Swimming member may be held responsible for loss or damage to equipment, facilities or other items.*

**Motion 0910-FV8** (Vogelgesang/Brown/**Passed**)

Delete Section VIII, 4.0 from the Policies & Procedures.

~~4.0 It shall be Pacific Swimming policy to support Swim Guide advertisers.~~

**Motion 0910-FV9** (Vogelgesang/Brown/**Postponed until January 27, 2010**)

Amend Section XII, 14.0 of the Policies and Procedures, replacing the Current text with the Proposed text:

Current:

*Coaches of Western Zone and Pacific Coast All-star meets shall not be paid an honorarium.*

Proposed:

*Coaches representing Pacific Swimming at competitions shall not be paid an honorarium.*

**Motion 1028-FV10** (Vogelgesang/Brown/**Postponed until January 27, 2010**)

Delete Section C, 3.0 of the Policies and Procedures.

~~Coaches of Pacific Swimming All-Star Teams shall not be paid an honorarium.~~

**Motion 1028-FV11** Travel Assistance to Convention (Vogelgesang/Brown/**Passed**)

Amend Section VI, 2.0 of the Policies and Procedures, replacing the Current text with the Proposed text:

Current:

~~2.0 Criteria for Financial Assistance to the USA Swimming Convention~~

~~a. These criteria establish the basis for assistance to the people from Pacific Swimming who participate in the USA Swimming Convention. The purpose of this Financial Assistance is to aid people to become a part of USA Swimming administration for the benefit of swimming in general and Pacific Swimming in particular.~~

~~b. To be eligible for Financial Assistance, the individual shall meet the following qualifications;~~

~~1. Be a member of USA Swimming from Pacific Swimming.~~

~~2. Be actively involved in Pacific Swimming for the previous year and have been present in at least 70% of the meetings of the Board of Directors since the prior USA Swimming Convention.~~

~~3. Take an active part in Pacific Swimming's activities at the convention, attend meetings pertinent to their respective position or assignment by the General Chairman at the convention, and participate in the caucuses of Pacific Swimming.~~

*Members of the Pacific Swimming Board of Directors, members of Pacific Swimming with a vote at the USA Swimming House of Delegates and members of USA Swimming national committees meeting the above qualifications shall be eligible to receive one "full share" of Financial Assistance. A "full share" is further defined as (a) the cost of transportation as determined by the Board of Directors and (b) a per diem of 100% of the cost of a standard double room including all taxes as quoted in the*

*convention registration forms. Should 2 individuals from Pacific Swimming share a room, each individual will receive 60 % of the cost of the room. This per diem shall be paid for the number of days the delegate actually attended the convention but not to exceed seven days. Pacific Swimming shall pay the "Early Bird" Registration Fee if the individual actually attends the convention. The Registration Fee may be advanced upon submission of a copy of the completed USAS Registration Form. The cost of transportation as determined by the Board of Directors may be advanced upon submission of evidence of payment for transportation. Payment will be the lesser of either the amount actually paid or the determined cost. Should these amounts differ, final adjustment will be made when the balance of the convention expenses are settled. If the applicant fails to attend the convention, the advances shall be returned to Pacific Swimming.*

*For individuals, with or without a vote at the USA Swimming House of Delegates, meeting qualifications numbers b.1. and b.3. (above) who are not members of the Pacific Swimming Board of Directors, Pacific Swimming shall pay the "Early Bird" Registration Fee if the individual actually attends the convention. The Registration Fee may be advanced upon submission of a copy of the completed USAS Registration Form. If the applicant fails to attend the convention, the advance shall be returned to Pacific Swimming.*

Proposed:

*2.0 Criteria for Financial Assistance to the USA Swimming Convention*

- a. These criteria establish the basis for assistance to the people from Pacific Swimming who participate in the USA Swimming Convention.*
- b. To be eligible for Financial Assistance, the individual shall meet one of the following qualifications;*
  - 1. Be a member of USA Swimming from Pacific Swimming and participate on a USA Swimming National Committee; or*
  - 2. Be approved for Financial Assistance by the General Chairman.*

*Individuals meeting the above qualifications shall be eligible to receive one "full share" of Financial Assistance. A "full share" is further defined as (a) the cost of transportation as determined by the Board of Directors and (b) a per diem of 100% of the cost of a standard double room including all taxes as quoted in the convention registration forms. Should 2 individuals from Pacific Swimming share a room, each individual will receive 60% of the cost of the room. This per diem shall be paid for the number of days the delegate actually attended the convention but not to exceed seven days. Pacific Swimming shall pay the "Early Bird" Registration Fee if the individual actually attends the convention. The Registration Fee may be advanced upon submission of a copy of the completed USAS Registration Form. The cost of transportation as determined by the Board of Directors may be advanced upon submission of evidence of payment for transportation. Payment will be the lesser of either the amount actually paid or the determined cost. Should these amounts differ, final adjustment will be made when the balance of the convention expenses are settled. If the applicant fails to attend the convention, the advances shall be returned to Pacific Swimming.*

**Motion 0910-FV12 Adam Szmidt Memorial Fund (Vogelgesang/Brown/Passed)**

Delete Section XVII, 1.0 & 2.0 from the Policies & Procedures.

~~1.0 Pacific Swimming shall establish an account to be administered by Pacific Swimming to manage funds in the Adam Szmidt Memorial Fund. The General Chairman, Vice-chairmen, and Treasurer are authorized to sign checks with only one signature required.~~

~~Adopted 12/6/00~~

~~2.0 The Adam Szmidt Memorial Fund~~

~~Purpose:~~

~~The Adam Szmidt Memorial Fund is to provide financial assistance to Age Group Swimmers who have qualified for a swimming camp.~~

~~Board of Trustees:~~

~~The Board of Trustees for the Adam Szmidt Memorial Fund will be the Treasurer of Pacific Swimming, Camp Committee Chairman, Judith Szmidt, Andrew Szmidt, Julian Szmidt, and Leszek Szmidt. The role of the Trustees will be to direct distribution of funds.~~

~~Procedure:~~

- ~~1. Pacific Swimming will name the 10 Under Swimming Camp the "Adam Szmidt Memorial Camp for 10 Unders".~~
- ~~2. The Adam Szmidt Memorial Camp will be held between April and August of each year.~~
- ~~3. Earnings from the Fund will be used to offset the swimmer's co-pay amount for the Adam Szmidt Memorial Camp.~~
- ~~4. Swimmers must meet the following criteria to be eligible for Fund payment:~~
  - ~~4.1 Swimmers must compete in the Pacific Swimming designated Qualifying Meet.~~
  - ~~4.2 Swimmers must be members of Pacific Swimming.~~
- ~~5. Qualified swimmers must complete an application for the Adam Szmidt Memorial Camp within the time frames established by Pacific Swimming.~~
- ~~6. A letter of encouragement will be sent to all applicants from the Adam Szmidt Memorial Fund Trustees.~~

**Motion 1028-FV13 (Vogelgesang/Brown/Passed)**

Amend Section XVII, 4.0 of the Policies and Procedures, removing the text identified below:

~~4.0 The co-pay for camps held outside Pacific Swimming shall be 35%. This would apply to the Senior Distance Camp held at the OTC in January.~~

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Motions and Resolutions – New Business

**Motion 0911-CB1** (Benton/Power/**Passed**)

The Pacific Swimming Board of Directors shall accept the "Guidelines for the Zone All-Star Development Meet", (included below).

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**Motion 0911-FV1** (Vogelgesang/Benton/**Failed**)

The Pacific Board of Directors shall amend the 2010 Budget to add:

Income

Line Item 12520 Zone All-Star Co-pay \$11,200

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**Motion 0911-DC1:** (Diversity/**Passed**)

The Pacific Swimming Board of Directors shall approve the following Diversity Grants:

\$3,500 - BEAR Swimming (BEAR)

\$3,000 – Boys and Girls Club/STARfish Aquatics (STAR)

\$2,000 – YMCA of SF Presidio Aquatics (YPAC)

\$1,500 – East Bay Silver Dolphins (EBSD)

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**Motion 0911-DP1:** (Power//**Passed**)

The Local Legislation Chairman shall amend the Pacific Swimming Policies & Procedures Manual,

Add:

*ADMINISTRATION DIVISION*

*SECTION I*

*BOARD PROCEDURES*

*6.0 Pacific Swimming forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct.*

*7.0 USA Swimming's legal counsel may inform the General Chairman when document destruction (planned or otherwise) should be halted. The General Chairman will in turn notify the staff and board members.*

Adjourned at 9:15 PM.

Don Power  
Secretary

10/28/2005 (Updated 11/21/2009)

**Guidelines for Zone All-Star Development Meet  
(Line item 58000, Pacific Swimming Budget)**

**Purpose:** To provide an All-Star meet experience for the Swimmer, Coach, and Parent who have not participated for either the Western Zone All-Star, North American Challenge Cup or the Pacific Coast All-Star Teams.

The "philosophy" of the meet is to teach swimmers, coaches, and parents the different parameters of an "All-Star Select" team. Winning and swimming fast, though important, are not the primary objectives.

No swimmer who has applied and been selected for either of the Western Zone All-Star, North American Challenge Cup or the Pacific Coast All-Star Teams will be eligible regardless of age. The swimmer does not have to have competed in either of these meets.

The meet will be put on the Pacific Swimming schedule and will be run by Pacific Swimming rules. Location, scoring, and events will be outlined on the meet sheet.

**Selection:** Each Zone is responsible for their team selection. The only restriction is the swimmer shall not have been selected for the Western Zone All-Star, North American Challenge Cup or the Pacific Coast All-Star Teams. Each Zone will pick eight swimmers for boys and girls in 8/U, 9-10, 11-12, 13-14 age groups. Each Zone should choose alternates in case of last minute illness. Coach selection should reflect the philosophy of the meet and try and give coaches the experience of working on an all-star team and with other swimmers.

**Entries:** Each swimmer must swim at least two (2) individual events but not more than three (3) and each swimmer may swim in two (2) relays. Each Zone may enter up to three/quarter (3/4) swimmers per individual event and two (2) relay teams per relay events. Alternates who will participate must compete in the swimmer's events that they are replacing if the replacement occurs after entries are due.

**Expenses:** Pacific Swimming will allocate up to \$6000.00 to each Zone (line items 58010 to 58014) to promote this meet. The monies will be used to reimburse the Zone for expenses upon receipt by the Pacific Swimming treasurer of an expense report and receipts. Funds can be spent by the Zone as they see necessary but a proposed budget is attached. Each zone must provide for and the expenses for food, lodging, transportation, and clothing will qualify for the subsidy. The host Zone will also receive \$3,000.00 (line item 58010) for meet expenses and awards.

A 35% co-pay is required for participation in this meet which will go to the zone.



Position	Name	Guests Present	Name
General Chairman	John Bitter	X	Jim Nachtigal
Admin. Vice Chairman	Millie Nygren	X	Mike Davis
Senior Vice Chairman	Warren Lager	X	Johanna Brown
Age Group Vice Chairman	Jon Pallesen	X	Mark Scott
Secretary	Don Power	X	Carlene Takaki
Treasurer	Fred Vogelgesang	X	Valerie Rudd
Athlete Representative (Sr.)	Eddie Malick	X	Marianne Feldman
Athlete Representative (Jr.)	Katie Howard		Danica Burge
Athlete (Z1N)	Joe Wise		Ellen Woo
Athlete (Z1N)	Vacant		Steve Bridges
Athlete (Z1S)	Lucia Huang	X	Lisa Chock
Athlete (Z1S)	Tyler Nollette		Veronica Hernandez
Athlete (Z2)	Piankhi Gibson		
Athlete (Z2)	Pearson Henri		
Athlete (Z3)	Nick Johnson	X	
Athlete (Z3)	Anne-Marie Boisseau		
Athlete (Z4)	Alex Brown		
Athlete (Z4)	Katie Pettibone		
Athlete (Z4)	Mary Kate Short		
Camps	Jennifer Malick		
Camps	Linda Nollette		
Coach (Sr.)	Scott Shea		
Coach (Jr.)	Brie Marhenke	X	
Club Development	Cathy Manthey	X	
College	Phil Harter		
Communications	Rick Beebe	X	
Disability Swimming	Marie Wise		
Diversity & Outreach	Kent Yoshiwara		
Finance and Audit	Mary Ruddell	X	
High School	Elias Totah		
Local Legislation	Ken Brown		
Marketing/Promotions	Mary Ruddell	X	
Membership	Laurie Benton	X	
National Legislation	Ken Brown		
Newsletter (Webmaster)	Rick Beebe	X	
Officials	Brian Malick	X	
Open Water	Marcia Benjamin	X	
Open Water	David Benjamin		
Records	Rick Beebe	X	
Registration	Judy Siegrist	X	
Safety	Mike Metcalf		
Sanctions	Paul Amog		
Scheduling	Gerry Ng	X	
Time Standards	Tish Steimle	X	
SWIMS Database Administrator	Frank Sucomel	X	
Travel	Rick Waterhouse	X	
BOD At-Large (1)	Lehla Irwin	X	
BOD At-Large (2)	Karyn Kikuta	X	
BOD At-Large (3)	Leo Lin	X	
BOD At-Large (4)	Darwin Takaki	X	
BOD At-Large (5)	Darryl Woo	X	
Past General Chairman	Joe Woo	X	
Zone 1 North Chairman	Ricky Silva		
Zone 1 North Representative	Larry Rice	X	
Zone 1 South Chairman	Mike McCombs	X	
Zone 2 Chairman	Clint Benton	X	
Zone 3 Chairman	Lee Rosichan		
Zone 4 Chairman	Jim Morefield		
Zone 4 Representative	Jerry Rudd	X	
Board of Review Chairman	Gwenn Chong	X	