

Meeting Title: Pacific Swimming Board of Directors Meeting
Date: January 25, 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.

John Bitter	X	Phil Harter		Gerry Ng	X	Zone Reps	Athlete	Guests
Mike Rianda	X	Rick Beebe	X	Tish Steimle	X	1N - Larry Rice	X Stephanie Scannell	Michael Bryant LMGW X
Lehla Irwin	X	Marie Wise		Rick Waterhouse		1S - Andre Salles-Cunha	X Natalie Tang	Carol Hower Teamwork X
Ron Heidary		Kent Yoshiwara	X	Warren Lager		2 - Clint Benton	X	Millie Nygren X
Don Heidary		Peggy Ramirez		Leo Lin	X	3 - Sybil Baldwin		Joyce Lamphere X
Veronica Hernandez	X	Elias Totah		Izzy Real		4 - Jerry Rudd	X	Marvin Lamphere X
Marie Lin	X	Ken Brown		Darwin Takaki	X	4 - Jim Morefield	X	Debbie Tucker X
Mary Ruddell	X	Brian Malick	X	Fred Volgelgesang	X			Valerie Rudd X
Jennifer Malick		Marcia Benjamin	X	Darryl Woo	X		Office	
Danica Burge		David Benjamin		Joe Woo			Jill Ruppenstein X	
Scott Shea		Judy Siegrist	X				Amy Smith	
Steve Hurko							Laurie Benton X	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by Lehla Irwin at 7:32 PM		
Conflict of Interest	Conflict of interest statement was not read in this meeting		
Minutes from Previous Meeting	Minutes from November 30, 2011 BOD meeting approved		
Executive Committee Report	None		
Officer's Reports			
Chair	Reported by John Bitter: <ol style="list-style-type: none"> 1. Darryl Woo is Chairman of the Board of Review 2. We were unsuccessful in getting the open cases from the previous year's Board of Review 3. If you have open or pending cases please provide the information to Darryl 	Provide Darryl Woo with information on any open or pending cases Darryl will start the process of reviewing and closing those cases	
Admin Vic Chair –	None		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Operations			
Admin Vice Chair – Programs	None		
Treasurer	<p>Reported by Mary Ruddell:</p> <ol style="list-style-type: none"> 1. Introduction of Michael Bryant from LMGW and Carol Hower from Team Works – who have helped with the 2010 Audit and carrying out the recommendations of that Audit. <ol style="list-style-type: none"> a. Carol explained how we had been doing Cash Accounting in the past and that since October 2011 we have been changing over to Accrual Accounting (where all the finances, both the expenses and the revenues from an event will be reported in the month the event occurred, even though some of the expenses might have been paid months before the event or after the event. Revenues from that event will be handled similarly). This will match expenses with revenues and allow a better picture of our financial state. b. 1st task was to create a Chart of Accounts to be commonly used across the LSC and Zones c. 2nd task has been to start putting the financial data into the Chart of Accounts – and this is in process. This task includes developing the process and procedures to be utilized in using the Chart of Accounts and in the production of Consolidated Financial Statements. d. Mary and Carol are working on removing duplicate recording of expenditures – (for example the Zone reports it has received money from the LSC to pay for background checks and then reimburses the officials, the LSC reports it pays the Zone the money so the Zone can pass through the money to the officials. The financials will now show one transaction, that the LSC paid for the background checks. e. Issues that need to be addressed as we deal with the charting of the Zone activities in this Chart of Accounts, are 1) interpretations of what the Zones did, 2) prior year adjustments, 3) accrual versus cash accounting. f. The next task is for Mary to meet with each Zone to see if the new Chart of Accounts reflects correctly the finances of the Zone and to make adjustments where it is not accurate. Once this task is done, Mary will have a conference meeting with all the Zone treasurers to get agreement on the process to follow in the future. g. Because the books were kept using Cash Accounting, there is a lot of disentangling things from month to month and year to year, and zone to LSC. Once completed we will look to see whether it is better to stay with a Calendar Year for the Financial Year or to move to a September through August Financial Year. h. Jerry Rudd indicates he would like a copy of the Chart of Accounts so Zone 4 can begin to categorize their expenditures and revenues using these new categories. All Zones may follow the document that Mary used to report State of Activities Budget vs. Actual for 2011, but they need to know that there is still work to do in defining, and consolidating the categories. 2. Michael Bryant reviewed the progress made on the recommendations made by LMGW after the Audit of 2010 finances completed in August 2011: <ol style="list-style-type: none"> a. Accounting Procedures and Policies – in the works 	<ol style="list-style-type: none"> c. Mary and Team Works to continue work on the Chart of Accounts and development of the process and procedures e. Mary to work with each of the Zones to review the Chart of Accounts for their Zones f. Review the Financial Year once there is some good data using the new Chart of Accounts 	

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	<ul style="list-style-type: none"> b. Global Policies and Procedures – working on that c. Record Retention – will be using Drop Box, which is in process d. Consolidated Financial Information – we are close to completing that, but need to get all the categories aligned e. Separation of Duties – needing to incorporate that in the policies and procedures and change some of the Zones’ policies which may have the treasurer doing everything. f. Formalizing a policy for capitalizing equipment – that is complete g. Maintaining bank reconciliations – will be incorporated in the policies and procedures h. Zones and LSC review the conflict of interest statements so any transactions that need to be flagged will be reviewed for conflict of interest – in progress. <p>3. Jerry Rudd reminds us that all of this is volunteers doing the job – this is a big job. Carol reports that one of the goals is to simplify the process. Mike Rianda reminds us that once it is standardized it may actually be much easier because there will be a defined procedure and any new person stepping into the treasurer’s job will have something to follow rather than having to create their own method.</p> <p>4. Mary Ruddell – reviews the Treasurer’s Report</p> <ul style="list-style-type: none"> a. Drop Box will make it easier to get to the Pacific Swimming information needed for reconciling accounts and providing the Financial Statements. This is true for a number of other functions, where someone stepping in (in case of illness or a person not being available) will be able to have access to all the important documents necessary to perform the job. Right now the treasurers reports, financial statements, minutes of meetings and some procedures are being placed in the Drop Box b. Individuals with access to the Drop Box are the General Chair (John Bitter), Treasurer (Mary Ruddell), Secretary (Marie Lin), Vice President – Operations (Mike Rianda), Zone Treasurers, and Team Works c. The Treasurers Reports in the future will always be for the previous month (not snapshot for a certain date). This will be more accurate, especially when all the zones are fully online and with all their information in the drop box. d. The report on the Zones activities that was presented is missing some data from some of the Zones. e. Will be trying to narrow down the Chart of Accounts categories f. Pool Grants are open g. Zone 2 has invested some money in the funds. Fred Vogelgesang states that the Purpose of the Funds for Pacific will need to be adjusted to include Zone funds and the Zone Funds need a purpose statement. Clint Benton reports that Zone 2 has a similar purpose to Pacific’s for the funds, including having money for grants that will support Zone 2 swimming. 	<p>d. Zones to work on getting the data into the Drop Box</p> <p>g. Mary Ruddell and Clint Benton will work on the Purpose for Funds statements</p>	
Age Group	<p>Reported by Veronica Hernandez:</p> <ul style="list-style-type: none"> 1. Spring JOs in San Ramon - SC <ul style="list-style-type: none"> a. Meet sheet has not been sanctioned yet b. There will be 2 heats for finals 		

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	2. Summer – Dual Venues JOs – LC – 3 day meet <ol style="list-style-type: none"> a. Awards will be standardized so both venues give the same awards b. One venue will have 8 lanes, and one venue will have 9 lanes c. Bonus finals will occur d. The Venues will be separated by teams that are assigned to each venue, with the ability to move a team from one venue to another if necessary to equalize the number of swimmers e. Age Group will be considering whether to allow Bonus Events 		
Sr. Committee	None		
Registration	Reported by Laurie Benton: <ol style="list-style-type: none"> 1. The report is posted 2. The numbers reported are lower than the actual number of registrations received because some of the coaches' registrations are pending. Some of the coaches submitting registrations did not realize they had to complete the athlete protection training. 	Registrations for pending coaches will be completed as soon as they complete the athlete protection requirement	
Diversity	Reported by Veronica Hernandez <ol style="list-style-type: none"> 1. Diversity will be meeting in a couple months to review the next round of grants 		
Camps	None		
Officials	Reported by Brian Malick: <ol style="list-style-type: none"> 1. The Annual Officials Clinic took place on January 7th with approximately 150 attendees, most of whom stayed until the very end. <ol style="list-style-type: none"> a. Clinics included Admin Ref, Starters, Stroke and Turn, Meet Referee, Positioning, Chief Judge, Sanctions b. Response was very positive c. Thank you to the Board for supporting this Clinic 2. By February 8th changes to a 3 tier system for Stroke and Turns (L1-3) will be completed 3. The Officials Committee is also working on revising the guidelines for receiving financial assistance at national meets <ol style="list-style-type: none"> a. The age limit requirement will be eliminated b. Sectionals will be added to the list of meets eligible for this financial assistance c. The amount of reimbursement will be lower than last year, in order to spread the money around more widely 4. Officials assignments for the Pacific Meets are on the Pacific website 5. See Motions for 1201BM1, 1201BM2, 1201BM3 6. Pacific Officials hats and shirts have come in 	Brian will distribute	
Time Standards	No Report <ol style="list-style-type: none"> 1. Fred Vogelgesang discussed the Deck Pass program that USA swimming is promoting which allows swimmers to earn patches, and our swimmers can join. Fred uses this to request we look at going to National Time Standards rather than our own PC Standard Times 2. Gerry Ng and Andre Salles-Cunha have been discussing whether to move to the National Standards, 		

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	<p>rather than the Pacific Standards and what kind of structure we should be having for the meets.</p> <p>3. Gerry Ng's memo reports a "committee" is looking at Swim Meets which he feels are presently in chaos. He states that USA swimming is looking at their meets as well, especially since Nationals was so large. Gerry would like to consider either changing time standards or eliminating some events to make the length of JOs and Far Westerns much more reasonable.</p> <p>4. John Bitter commissions Meet Management, Time Standards and Age Groups to meet together and review the meets and the time standards and look at whether we should move to National Time Standards, and what kind of meets to suggest for next year's scheduling. It was suggested that Senior Committee be involved as well. They are asked to report back in March with their recommendations for the Board to review.</p>	<p>Meet Management (Gerry Ng), Time Standards (Tisha Steimle), and Age Group (Veronica Hernandez), Seniors (Ron and Don Heidary) and/or members of their committees will get together and make a recommendation about meets, time standards, and new scheduling in March</p>	<p>March 21, 2012 BOD meeting</p>
Club Development	None		
Travel	None		
Disability	None		
Board of Review	Darryl Woo will be the Chair of this Committee	Send any open cases to Darryl Woo	
Open Water	Reported by Marcia Benjamin: Working on the development of the Web Site		
Finance & Auditing	None		
Scheduling	Gerry Ng reminds people that if there are changes in the schedule of meets, they should be reported to Gerry Ng, Rick Beebe, and Jill Ruppenstein. The PDF file will not be changed, but the Pacific website information will be.	Changes in meets should be reported to Gerry, Rick, and Jill	
Athlete	None		
Zone Reports			
Zone 1N	The last meeting took place January 9 th – Zone Championship will be next weekend, Next meeting will be on the 2 nd Monday of March		
Zone 1S	Last meeting was 2 weeks ago –Zone Championships have taken place		
Zone 2	Report Posted – Next meeting is February 13, 2012		
Zone 3	None		
Zone 4	None		

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Old Business	<p>Governance Committee: Report by Leo Lin</p> <ol style="list-style-type: none"> 1. The Governance Committee was authorized by John Bitter as a result of the BOD retreat recommendation 2. The composition is 1 representative from each Zone (the Zone Chair or Zone Chair's designee), Vice Chair of Operations (Mike Rianda) and an at Large-Member (Leo Lin) 3. 1st meeting was a teleconference arranged by John Bitter where he clarified what he hoped the Governance Committee would address, and what he hoped the role of the Governance Committee would be for Pacific Swimming 4. 2nd meeting was a teleconference for members only, where the following things were accomplished and discussed: <ol style="list-style-type: none"> a. Chairman was elected – Leo Lin b. Defined further what the Governance Committees tasks are c. Initially they will focus on looking at the Rules and Regulations, By-Laws, and Policies and Procedures to find the discrepancies, make sure that they are all updated, and that we are functioning in compliance with them d. They will also look at the website information and make sure that it is updated and reflects the present R&Rs, By-Laws and Policies and Procedures e. They will look at the functions and efficiencies of the BOD and the Chairman f. They will develop metrics for measuring effectiveness of the BOD and Chairman g. An athlete representative needs to be appointed to this committee – John Bitter will appoint one 5. Leo has sent out a draft of the roles and responsibilities that will govern the Governance Committee for discussion by the members at the next teleconference. 	<p>Governance Committee will begin work on the delineated activities and report back to the BOD</p> <p>John Bitter to appoint an athlete to this committee</p>	
Motions	<p>1111OEC1 New wording for R&R Section 1B1a(5) regarding Open Events: In order to enter open events at an age-group meet, a swimmer must have met the listed qualifying time or have coach verification for the following events; 200 Back, 200 Breast, 200 Fly, 400 IM, 400/500 Free, 800/1000 Free, 1500/1650 Free (Lehla Irwin) – 30 day motion (Lehla Irwin - Open Events Committee)</p> <p>1201GN1 Motion to Table 1111OEC1: Request that this motion be tabled until the new committee on Meets, time standards and scheduling arrives at some decision regarding time standards (Gerry Ng/2nd Fred Vogelgesang)</p> <p>Discussion Re: 1201GN1:</p> <ol style="list-style-type: none"> 1. Gerry Ng wanted to table this because the time standards are being evaluated and we don't need another point of chaos. He feels that even though USA has events and time standards for 9-10 year olds he doesn't see how we should be running open events based on coach's times. 2. Lehla Irwin reports that currently coaches can verify any time. This is not new. The problem we are running into right now is that with last year's wording the younger swimmers can't swim at all. <p>The vote for tabling 1111OEC1 failed.</p>	<p>1111OEC1 Passed</p> <p>1201GN1 Failed</p>	

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	<p>Discussion Re: 1110EC1:</p> <ol style="list-style-type: none"> 1. Lehla Irwin clarified that the qualifying times to be used would be listed in the meet sheet for each meet, and could vary depending upon the meet and what the host wished to offer. 2. Brian Malick wished to speak to Gerry Ng's statement that passing this motion would create a point of chaos. He is in favor of this motion because he feels that the original rule that was added actually created chaos for age group. This motion will eliminate that rule and the unintended chaos it created and will improve the rule. 3. Clint Benton reports that Zone 2 discussed this motion and is in favor of this rule because it is important that zone meets should be allowed to be configured so that it meets the needs of the swimmers of the zone. The way that the previous rule was worded was highly restrictive and prevented coaches from having the ability to enable some of the swimmers to establish a time in some of these events. 4. Gerry Ng still feels that this will induce chaos because we have not sat down and truly analyzed the time standards. He feels we don't have concrete information to determine the time standards. He feels we are not doing this correctly and just adding patches. 5. Andre Salles-Cunha states that he believes that by opening it up to allow swimmers to swim these events in those meets we will have times that will give us a broader base of data for research so we can make more informed decisions. He believes this provides a good learning experience that will generate more data points to be used in the decision making. 6. Lehla Irwin points out that the way it is presently written, if you have even an open 50 event it requires a far western time. 7. Millie wants clarity for sanction that if it is open it is open. <p>After the discussion the vote was to pass this motion.</p>		
New Business	None		
Motions	<p>1201TS1 Restoring Zone Autonomy over Zone Champs: Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs (30 day motion) (Tisha Steimle - Time Standards)</p> <p>4.A.2. Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition, time trial, or by coach verification. For JO and Q level competition, LSC Championship Meets and Zone Championship meet, times from sanctioned or approved meets only will be acceptable.</p> <p>Motion is to remove Zone Championship meets and the LSC Championship Meet (10 and Under Meet) from the rule.</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Tisha Steimle reports that every zone plans their championship meets to meet the needs of the kids in their zone. In Zone 1N PASA where they have 1000 swimmers, they conduct Time Trials to get times on their kids. These times would be considered coach verified times and should be considered legitimate times for entering the Zone Championship. Moreover, Zone 1N has an A time requirement, while Zone 2 has a B time requirement, and the other zones have no time requirement. There is no 	<p>30 day motion to be voted on in the next BOD meeting</p> <p>Zone Chairs should</p>	<p>March 21, 2012 BOD</p>

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	<p>consistency regarding requirements. As a consequence the Zones should be free to determine what is best for their championship in order to address the specific needs and issues of the zone and for the kids in the zones.</p> <p>2. This is a 30 day motion so the Zones are encouraged to take it back to their Zone Boards to get a sense of what they want.</p>	discuss this with their Zone Boards	
	<p>1201MS1 Funding Swimming World for Far Westerns: Request the LSC provide funding for having Swimming World provide live video cast of the Spring and Summer Far Westerns. Funding request is not to exceed \$5710 for short course, and \$7,200 for long course. (Mark Scannell/2nd Gerry Ng)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Veronica Hernandez presents this request on behalf of Mark Scannel. It is for funding to have Swim World come out. Because Far Westerns is an LSC meet and Pacific should be the sponsor for the broadcast of their LSC meet, not the host team. 2. There was no money put into the budget for it this year. 3. Darwin Takaki reported that last year money was put into the budget to try it out with the thought that we could market advertising and make up the money from that marketing. We were not able to successfully market the advertising so very little money came back to the LSC. We could not get the money back as planned. 4. John Bitter reports that because the return of the investment was negligible last year. As a result we pulled it out of the budget this year. 5. Fred Vogelgesang does not support this motion because it should have been brought up when the budget was discussed and it was not. There is no budget for this now and it would put us \$13,000 over the budget. This was not approved by the HOD. We already have approved spending above this year's budget by voting to provide another \$10,000 for the interzone meet. He recommends that unless the presenters of this request can show where they can cut costs to make up the difference for this request we should not pass it. <p>The motion failed</p>	1201MS1 Failed	
	<p>1201BM1 Request to spend \$1000 of the money budgeted for an Officials Appreciation Barbecue at Far Westerns Short Course (Officials – Brian Malick) Passed</p>	1201BM1 - passed	
	<p>1201BM2 Request to spend \$1300 of the money budgeted for National Evaluators to be used at Far Westerns Short Course (Officials – Brian Malick) Passed</p>	1201BM2 - passed	
	<p>1201BM3 Request to spend \$1520 of the money for lodging of officials for JOs and Far Westerns Short Course (Officials – Brian Malick) Passed</p>	1201BM3 - passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Next Meeting	Next meeting will be on February 22, 2012 at the Courtyard Marriott – Pleasanton on Hopyard Road		
Meeting Adjourned	Meeting adjourned at 8:50 PM		

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

Meeting Title: Pacific Swimming Board of Directors Meeting
Date: February 22, 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.

John Bitter	X	Phil Harter	Gerry Ng	X	Zone Reps	Athlete	Guests
Mike Rianda		Rick Beebe	Tish Steimle		1N - Larry Rice	X Stephanie Scannell	Millie Nygren X
Lehla Irwin		Marie Wise	Rick Waterhouse	X	1S - Andre Salles-Cunha	Natalie Tang	Joyce Lanphere X
Ron Heidary		Kent Yoshiwara	X Warren Lager		2 - Clint Benton	X	Marvin Lanphere X
Don Heidary	X	Peggy Ramirez	Leo Lin	X	3 - Sybil Baldwin		Valerie Rudd X
Veronica Hernandez	X	Elias Totah	X Izzy Real		4 - Jerry Rudd	X	
Marie Lin	X	Ken Brown	Darwin Takaki		4 - Jim Morefield		
Mary Ruddell	E	Brian Malick	Fred Volgelgesang	X			
Jennifer Malick		Marcia Benjamin	X Darryl Woo	X		Office	
Danica Burge		David Benjamin	Joe Woo			Jill Ruppenstein	X
Scott Shea		Judy Siegrist	X			Amy Smith	
Steve Hurko						Laurie Benton	X

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by John Bitter at 7:35 PM		
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 January 25, 2012 BOD meeting amended and approved with amendments Discussion regarding amendments suggested to the minutes: Fred Vogelgesang suggested a number of amendments to the minutes. One amendment was suggested because he was concerned that the minutes seemed to reflect that Zone 2 had a Purpose Statement regarding their funds. He believed Zone 2 neither had a statement nor was he aware of any plans to write one. Marie Lin pointed out that in the recommendation section of the minutes it stated that Clint Benton and Mary Ruddell <u>will</u> work on writing a purpose statement. Clint Benton further responded that Zone 2 discussed what to put in the purpose statement in the last Zone 2 meeting and the completed purpose statement will be presented and voted on by Zone 2 at their next meeting. This statement will then be brought to the Pacific BOD.	Zone 2 will vote on the Proposed Purpose of Funds Statement at their next Zone 2 BOD meeting. 3/19/12 Zone 2 will bring the approved Purpose	3/21/12 BOD

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	<p>Discussion Regarding Content of BOD Minutes: Fred Vogelgesang felt the minutes were too detailed and people, such as himself, would not want to speak up if their statements might be quoted in the minutes. This raises the issue of whether people should be identified and accountable for what they say in the meeting in the published minutes. John Bitter and Marie Lin will look at how to address this.</p>	Statement to the Pacific BOD	
Executive Committee Report	Minutes of the February 6, 2012 Executive Meeting posted – John Bitter reports that the moneys allocated to pay for the services of LMGW and Team Works is above what was originally budgeted, but will no impact any of the programs we have budgeted for. We have funds available.		
Officer's Reports			
Chair	<p>Reported by John Bitter:</p> <ol style="list-style-type: none"> 1. John introduced his draft of Pacific's Crisis Management Plan, something USA found we had been missing. The draft is patterned after the Crisis Management Plan that USA has. John would like us to review it and send him comments and suggestions so that he can create a final draft to be presented to the BOD for approval. The BOD approved draft will then be presented to the HOD for approval and this will be put into the Pacific by-laws. 	<p>BOD members send comments to John</p> <p>Final draft to BOD , then to HOD on 5/25/2012</p>	<p>3/21/12 BOD 5/25/12 HOD</p>
Admin Vic Chair – Operations	No Report		
Admin Vice Chair – Programs	No Report		
Treasurer	<p>Reports Posted – Mary Ruddell was absent because of an emergency with her mother</p> <ol style="list-style-type: none"> 1. Mary Ruddell had indicated that the treasurer would be presenting the financial report for the previous month at each BOD meeting. The Draft Statement of Financial Position as of January 31, 2012 appears to be that report although Mary was not here to confirm that. 2. Also included is the draft of Statement of Activities Budget vs. Actual from January 2011 thru December 2011, and draft of Profit and Loss Budget vs. Actual from January 2011 thru December. 		
Age Group	<p>Reported by Veronica Hernandez:</p> <ol style="list-style-type: none"> 1. Preparations for JOs is almost done – and both meet sheets are near completion 2. Terrapins has decided to run only 8 lanes for finals so that finals will be similar to Orinda's finals. 3. We are near agreement on the medals, which will be identical. Pacific is moving towards having medals for Far Westerns and JOs with the same logo, rather than representative of the host team 		
Sr. Committee	<p>Report Posted - Don Heidary reports:</p> <ol style="list-style-type: none"> 1. The March 3rd - 4th meet was originally a Senior III T&F Meet that was to be an indoor pool meet with a \$4000 stipend to offset the expense, but it did not get picked up. As a result, Pleasanton was awarded the meet as a Senior I and the stipend reduced to \$1000. 2. Don presented a draft for a Coaches Education Proposal, which basically offers funding for one coach 	Begin accepting	

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	to attend the USAS Annual Convention, two coaches to attend the ASCA World Clinic, and three coaches to attend the Pacific Swimming/NorCal Coaches Clinic (this one will be aimed at coaches newer to the sport). He will try to have the proposal finalized and applications ready by April 1 st .	applications by 4/1/12	
Registration	Reported by Laurie Benton – the report is posted:		
Diversity	Reported by Veronica Hernandez: 1. The deadline for applications for the next round of grants will be moved back to either March 15 th or April 1 st . The committee is still deliberating on the exact date, but because the applications got out later than expected they wanted to make sure teams have ample time to apply.		
Camps	No Report		
Officials	Brian Malick is absent. John Bitter reports that the Officials were wearing and enjoying the new Pacific Caps.		
Time Standards	Tish Steimle is absent - John Bitter reports that Don Heidary, Veronica Hernandez, and Tish have been e-mailing back and forth regarding their charge to look at time standards. They have looked at what other LSCs have done. Because there are too many factors involved they plan to find a time to meet face-to-face to work out some of the issues. They will report back to the BOD next time	Report to BOD next meeting	3/21/12 BOD
Club Development	No Report		
Travel	See motion		
Disability	No Report		
Board of Review	Reported by Darryl Woo: 1. They have 4 to 6 cases they are working on, in order to clean up what was left over from the previous year's Board of Review 2. Darryl has sent out a couple of notices regarding setting up hearings. 3. A reply was sent regarding a complaint about something that occurred in January	Will continue to work on clearing up the old cases and handling new cases expeditiously	
Open Water	Reported by Marcia Benjamin – 1. She continues work on setting up an open water page on the website. 2. There are 9 open water events available this year.		
Finance & Auditing	No Report		
Scheduling	No Report		
Athlete	No Report		
Governance Committee	See Motion Report by Leo Lin: 1. The Governance Committee has drafted a document that establishes the committee's purpose, membership, meetings and roles and responsibilities and is presenting it for adoption by the BOD and then by the HOD (see motion 1202GC1) 2. Much of the proposal is patterned after the USA Swimming Governance Committee with some of the following exceptions: a. This body does not restrict the membership to individuals that are not on the Pacific BOD because of the knowledge base needed to make this committee functional at this time, and the limited pool of volunteers with this knowledge base.		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>b. It does not have a staff liaison who: 1) monitors the relationship of the Board of Directors and other key volunteers with USA Swimming paid staff, and 2) reviews for compliance with the Ted Stevens Amateur Sports Act and the USOC Constitution and Bylaws.</p> <p>3. The Committee is working on defining the responsibilities of the two vice chairs</p> <p>4. Members of the Committee at this time are Sibyl Baldwin (Zone 3 – but a replacement will need to be appointed since Sibyl just resigned), Larry Rice (Zone 1N), Clint Benton (Zone 2), Andre Salles-Cunha (Zone 1S), Jim Morefield (Zone 4), Leo Lin (BOD Member-at-Large), Mike Rianda (Exec. Committee)</p>		
Nomination Committee	<p>Reported by Clint Benton:</p> <ol style="list-style-type: none"> 1. Clint reported that since we have made the HOD (spring-summer) meeting earlier this year (5/5/12), announcing the nominations for the BOD elections at the April BOD meeting would be too late. The nominations need to be brought forward in the 3/21/12 BOD meeting. 2. This election, only three positions on the Board of Review are open. Clint has asked one of the members whose term will be up if he is willing to run again and he has agreed. Clint will be asking the other two as well. 3. Please notify your Zone representative to the Nomination Committee if you know of someone to nominate, or if someone wishes to run. 4. The nomination committee will get together to provide a slate of nominees by the 3/21/12 meeting 	Nominating committee will present their slate of nominees to the BOD 3/21/12	3/21/12 BOD
Zone Reports			
Zone 1N	<p>Reported by Larry Rice</p> <ol style="list-style-type: none"> 1. Next Meeting March 12th 2. Zone Championship went very well at the new pool at the College of San Mateo 		
Zone 1S	<p>Reported by Veronica Hernandez:</p> <ol style="list-style-type: none"> 1. Next meeting March 14th 2. Zone Championship made money for the Zone 3. Working on revising the Zone 1S Policy and Procedures, and procedure for bidding for meets 4. Will send list of athlete representatives 	Send Pacific Secretary list of athlete representatives	
Zone 2	Reported by Clint Benton - Report Posted – Next meeting March 19, 2012 at Courtyard in San Ramon		
Zone 3	None		
Zone 4	<p>Reported by Jerry Rudd:</p> <ol style="list-style-type: none"> 1. Next meeting March 13th 2. Will submit minutes to Pacific Secretary once they are approved 3. Treasurer's reports are being sent to the Pacific Treasurer every month 4. Nevada Championship went very well with 29 officials showing up 	Minutes will be sent to the Pacific Secretary after they are approved	
Old Business	None		
Motions	<p>1201TS1 Restoring Zone Autonomy over Zone Champs: Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs (30 day motion) (Tish Steimle - Time Standards)</p> <p>4. A.2. Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition,</p>	1201TS1 -Tabled till the next BOD meeting	March 21, 2012 BOD

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>time trial, or by coach verification. For JO and Q level competition, LSC Championship Meets and Zone Championship meet, times from sanctioned or approved meets only will be acceptable. Motion is to remove Zone Championship meets and the LSC Championship Meet (10 and Under Meet) from the rule.</p> <p>1202Z21 Amend 1201TS1: Remove LSC Championship Meets: Amend 1201TS1 so that only “Zone Championship Meet” is removed from 4.A.2 of Rules and Regulations. (Clint Benton – Zone 2/Larry Rice 2nd)</p> <p>Discussion: Since Tish Steimle was absent today, it was suggested that this motion be tabled until the next BOD meeting when Tish would be available, and the amendment to this motion would also have 30 days before voting.</p>	<p>1202Z21 - To be voted on at the next BOD meeting</p>	<p>March 21, 2012 BOD</p>
New Business	<p>Evaluation of the Function of this New Board of Directors: Brought up by Fred Vogelgesang</p> <p>Fred Vogelgesang expressed his disapproval regarding the functioning of the new BOD indicating he felt it has done nothing in its first 6 months' tenure. He also was dissatisfied with the lateness of the posting of the documents and the agenda for this meeting which left little time for thoughtful review.</p> <p>John Bitter and other members of the BOD took exception to Fred's statement regarding the functioning of the BOD and disagreed with Fred's assessment that nothing has really been happening. John reported that a number of committees are extremely active in working on issues that need to be taken care of such as the Governance Committee, the Committee on Time Standards, and the Committee on Meet Structure. However, a lot of the work takes time so that the committees are not going to report on activity every meeting. All of these various committees and their charges have been noted in the BOD meetings and minutes so that information has been available to everyone.</p> <p>It was agreed that some of the agenda items and documents for the BOD meeting can be posted earlier and this will be addressed by advising everyone to send in their documents in a much more timely fashion. Those Agenda items we are aware of will be posted ahead of time.</p>	<p>Jill Ruppenstein will draft a letter to be sent out to all BOD and Committee members informing them to send in their documents for the BOD in a timely manner</p>	
Motions	<p>1202TC Motion to fund travel for Open Water Nationals, Olympic Trials, Nationals and Junior Nationals: (Rick Waterhouse – Travel Committee) Funding for stipend, and air fare to Fort Myers, FL for Open Water Nationals, Omaha, Nebraska for US Olympic Trials, Indianapolis for US Nationals and Junior Nationals was proposed.</p> <p>Discussion: Rick noted that swimmers must be qualified at the Junior National time standard in the 1500/1650 to receive</p>	<p>1202TC - passed</p>	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	funding for the US Open Water event. Also if the swimmer is going to both Nationals and Junior Nationals they are eligible for 1 air fare assistance but to both stipends.		
	<p>1202GC Motion to accept the Governance committee's statement of Purpose, Membership, Meetings and Responsibilities: (Leo Lin – Governance Committee) Proposed statement of the Governance Committee to be added to the bylaws.</p> <p>Discussion: Fred Vogelgesang suggested that membership should just state one representative from each zone instead of Zone Chairs (or their designee) and that it be made clear that the at large member is a BOD Member-at-Large. Leo Lin agreed to incorporate these changes in the Statement that will be voted on in the next BOD meeting.</p>	30 Day Motion	3/21/12 BOD
Next Meeting	Next meeting will be on March 21, 2012 at the Marriott in San Ramon		
Meeting Adjourned	Meeting adjourned at 8:30 PM		

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

Meeting Title: Pacific Swimming Board of Directors Meeting
Date: March 21, 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.

John Bitter	X	Phil Harter	X	Gerry Ng	X	Zone Reps	Athlete	Guests
Mike Rianda	X	Rick Beebe		Tish Steimle	X	1N - Larry Rice	Stephanie Scannell	Millie Nygren X
Lehla Irwin	X	Marie Wise	X	Rick Waterhouse		1S - Andre Salles-Cunha	Natalie Tang	Valerie Rudd X
Ron Heidary		Kent Yoshiwara		Warren Lager		2 - Clint Benton	X	
Don Heidary	X	Peggy Ramirez		Leo Lin	X	3 - Sybil Baldwin		
Veronica Hernandez	X	Elias Totah	X	Izzy Real		4 - Jerry Rudd	X	
Marie Lin	X	Ken Brown		Darwin Takaki	X	4 - Jim Morefield		
Mary Ruddell	X	Brian Malick		Fred Volgelgesang	X			
Jennifer Malick		Marcia Benjamin		Darryl Woo	X		Office	
Danica Burge		David Benjamin		Joe Woo			Jill Ruppenstein	X
Scott Shea		Judy Siegrist	X				Amy Smith	
Steve Hurko	X						Laurie Benton	X

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by John Bitter at 7:35 PM		
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 February 22, 2012 BOD meeting approved		
Executive Committee Report	None		
Officer's Reports			
Chair	Reported by John Bitter: 1. The Pacific Swimming Committee Report form was introduced and John indicates that an electronic copy should be filled out by each Committee reporting activity during the past month (if there is any) or	Jill Ruppenstein to send the form to Rick Beebe for	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>completion of task, sent to Rick Beebe (Website), Jill Ruppenstein (Office Support), and Marie Lin (Secretary) prior to each BOD meeting for posting in order to keep the BOD informed, and to have a record of the activity.</p> <ol style="list-style-type: none"> 2. 4 website companies will come to the next BOD meeting to present their proposals regarding creating a website for Pacific Swimming. They were unable to make this month's meeting 3. Federal Government Chair Lift requirement for all pools (disability law) has been postponed to take effect in another 60 days 4. USA Swimming has imposed a cap on the number of entries to the Santa Clara International Grand Prix, so please inform coaches that online entries will open on Tuesday, April 3, at 11:00 AM Pacific Standard Time. 	<p>posting. Committees to start filling in the form starting next month Website presentations to be evaluated</p>	<p>4/25/12 BOD</p>
Admin Vic Chair – Operations	No Report		
Admin Vice Chair – Programs	No Report		
Treasurer	<p>Reported by Mary Ruddell</p> <ol style="list-style-type: none"> 1. Reports posted – see the attachments. Getting things from the Zones now, from all but one. 2. Pool Grant deadline is coming up so please encourage those interested in applying to do so quickly. She has received two more applications since she wrote up the posted report. 3. Mary wanted to address corrections that were made to the January minutes regarding some of the statements she made in the January meeting. She wanted to clarify any misunderstandings that were generated by these corrections which were in fact inaccurate and/or inappropriate. <ol style="list-style-type: none"> a) Because Pacific Swimming and the zones are one entity, we must report transactions between the zone to LSC and LSC to zone differently than we've done previously. The actions remain the same. It is the reporting that is different. For a background check reimbursement, the zone still reimburses the individual and the zone is reimbursed by the LSC. The expense is only reported by the LSC. b) When she took over as treasurer there were 6 different treasurers each doing their own things with various levels of experience. Documents were sometimes there, sometimes missing. Labels and categories differed for each of the treasurers. We needed to move from cash accounting to accrual accounting, and she has needed to educate everyone regarding that whole process. She has dealt with all of these issues respectfully, patiently, and provided guidance and understanding, rather than criticism. The fact that someone required that her words describing that she “untangled the mess” be removed from her report is part of the disrespect and uncalled for criticism she has had to cope with. She would like to reiterate that “disentanglement” is exactly what she did and is doing. 		
Age Group	<p>Reported by Veronica Hernandez:</p> <ol style="list-style-type: none"> 1. At Far Westerns they will have the applications out for applying for Western Zones. 2. Amy Smith is working on the applications for NACCs right now, and she has found a head coach for 	John Bitter will give	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	NACC. We will be able to send a small team to hold our place because Mary Jo Swalley has said if we do not go this year she will give our spot to someone else.	Veronica a couple more names of interested coaches	
Sr. Committee	Don Heidary reports: <ol style="list-style-type: none"> 1. Don still open to feedback on Coaches Education Proposal 2. He is working on trips to ASCA in September – has booked two hotel rooms and two registrations in order to get the good price. 3. Has created a draft for the Senior Coach Survey and included information from the ASCA newsletter for consideration. 4. Don feels ready to put forward a final draft of the Coaches Education Proposal to be voted on in the April BOD meeting – money is already allocated in the budget 	Don to present the proposal in April	4/25/12 BOD
Registration	Reported by Laurie Benton – the report is posted: One request for change in club code: Oakland Tsunami from OT to OTST	Approved	
Diversity	Reported by Veronica Hernandez: Will have a meeting when all the applications for the grant are in at the due date April 8 th . They may be able to award by end of April		
Camps	See Motion		
Officials	No Report		
Time Standards	Tish Steimle reports: Veronica Hernandez, Matt Ehrenberger and Tish Steimle will be meeting Saturday during Far Westerns to discuss ideas about how well we have done, what we have done right, what needs further fixing. They will be comparing this year's JO's with last year's JOs to see if we are headed in the right direction. Anyone else is welcome to attend who might have some ideas.		
Club Development	No Report		
Travel	John Bitter reports: They have posted on the web the travel policy listing the criteria regarding what will be reimbursed and what is not eligible for reimbursement (such as an upgrade in seat on a flight).		
Disability	Report Posted		
Board of Review	Darryl continues to need lists of Athlete Representatives so that he can ask for them for the Board of Review Cases.	1N and 1S should send the names of their athlete representatives and contact information to Marie Lin	
Open Water	No Report		
Finance & Auditing	See Motion		
Scheduling	See Motion		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Athlete	No Report		
Governance Committee	See Motion Report by Leo Lin: 1. Working on wrapping up review of the Board of Directors structure 2. Looking at the gaps that will need to be addressed.		
Nomination Committee	Reported by Clint Benton: 1. The Committee has not officially met but they have discussed and reviewed the positions. 2. Two of the individuals presently up are willing to run again – David Benjamin, Todd Tucker 3. The third person, Jim Nachtigal has not replied 4. A new individual – Andy Clifford is interested on being on the slate. 5. There are 3 positions open for election	Veronica Hernandez will follow-up with Jim Nachtigal	
Zone Reports			
Zone 1N	Reported by Larry Rice 1. Next Meeting May 14th 2. Met March 12 th and discussed the Zone Championships and the Zone All Star Meet 3. Discussed the interval between the selection and the deadlines to report names, and selections. – Zone 1N and Zone 2 have late selection dates. 4. All Star Meet scheduling has got to be better coordinated with the host zones and the other zones to address this difficult issue.	Send Pacific Secretary list of athlete representatives and contact information	
Zone 1S	Reported by Veronica Hernandez: 1. Met Wednesday March 14th 2. Discussed Zone Championship 3. Discussed as a Zone whether they would like to have people go to NACC, and were against going – but after discussing it and the possibility we might lose the spot in the future they decided to go ahead with it.	Send Pacific Secretary list of athlete representatives and contact information	
Zone 2	Reported by Clint Benton 1. Had meeting on Monday, March 19 – not enough time to post the report 2. Passed the Statement of Purpose for Finances which will be presented in this meeting 3. Had issues regarding Long Course water for July meets a) Ro the July 7 th -8 th meet a team proposed offering a short course B/A+ last chance meet because they could not get long course water. Zone 2 approved this change. We will bring that as a motion to be passed by this Board (see motion) b) The zone is looking at picking up the other July 28-29 meet and running it as a zone, but we are looking for long course water. 4. Zone discussed the conflict between our Far Western's meet and the NACC meet and voted against sending a team to NACC. 5. Will also be making a motion in the next BOD meeting to allow a Zone club to invite another out of Zone or out of LSC team to enter the Zone meet (not applying the priority entry criteria to that team) but not	Zone 2 to look for long course water for 7/28-29 Prepare motion regarding out of Zone invitation to	4/25/12 BOD

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	to exceed 30 swimmers 6. Next meeting will be in May	Zone meet	
Zone 3	Reported by Lehla Irwin: 1. All Star Meet learnings a. There were Meet Director Issues b. The Zone hosting the All Star Meet should not have another meet going on in the Zone on that same weekend 2. Zone 3 will not support NACC this year, but will for the next year.		
Zone 4	Reported by Jerry Rudd: 1. All reports have been submitted on time 2. Met on March 13 th and discussed the All Star Meet they will be hosting next year a. High compliments of how it went this year. b. Only pool that could host the meet in the area is in Carson City c. A hotel hosting all the teams may be difficult to find in Carson City and it is not really feasible to have the teams housed in Reno d. Amy Smith will be advised to start the process of looking for hotels now	John Bitter will contact Amy Smith and have her start working on housing now.	
Old Business	None		
Motions	<p>1201TS1 Restoring Zone Autonomy over Zone Champs: Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs (30 day motion) (Tish Steimle - Time Standards)</p> <p>4. A.2. Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition, time trial, or by coach verification. For JO and Q level competition, LSC Championship Meets and Zone Championship meet, times from sanctioned or approved meets only will be acceptable.</p> <p>Motion is to remove Zone Championship meets and the LSC Championship Meet (10 and Under Meet) from the rule.</p> <p>1202Z21 Amend 1201TS1: Remove LSC Championship Meets: Amend 1201TS1 so that only “Zone Championship Meet” is removed from 4.A.2 of Rules and Regulations. (Clint Benton – Zone 2/Larry Rice 2nd)</p> <p>Discussion:</p> <p>Zone 2 introduced this amendment because they felt Zones should be able to determine what they wanted to do with Zone Championships which is a meet exclusive to the zone, but that LSC Championships are the province of the LSC and should not be exempt. This amendment is supported by Zone 3 as well. Some coaches however, would like to maintain the Coaches right to verify any time that is an A time or less, as written in the Pacific Swimming rules, and would prefer to have LSC Championships exempt from requiring verified times as well.</p>	1202Z21 Amendment to 1201TS1 - Passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>1201TS1 Amended – Restoring Zone Autonomy over Zone Champs: Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs. Remove Zone Championship meets from the rule so that 4. A.2. now reads as follows: Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition, time trial, or by coach verification. For JO and Q level competition, and LSC Championship Meets times from sanctioned or approved meets only will be acceptable.</p> <p>Discussion:</p> <p>It was brought up that in some Zone Championships there are a significant number of exceptions (as many as 160) in the times verification report and all of these must be individually verified, with the referee first matching the swimmer with the coaches and then the coaches verifying or denying. This task can be extremely time consuming, but must be done for every exception because a lot of those exceptions are not verified by the coaches (probably due to parents entering the times). At the same time many of the coach verified swimmers provide the vast majority of swimmers who do not swim the qualifying time in the meet, and allowing these non qualified swimmers to swim seems disrespectful to all the swimmers who earned their qualifying times. One solution to this, if the motion is passed, is to have the restriction requiring verified times written into the meet sheet if that is what the Zone wants, since we are allowed to be more restrictive in setting up our rules for a particular meet.</p>	1201TS1 Amended - Passed	
	<p>1202GC1 Motion to accept the Governance committee’s statement of Purpose, Membership, Meetings and Responsibilities: (Leo Lin – Governance Committee) (30 day motion that then goes to the HOD) Proposed statement of the Governance Committee to be added to the bylaws with specific changes to the original document (“Program Operation Vice Chair” substituted for “Administrative Vice Chair”, and “ One representative from each of the five zones” instead of “Zone Chairs (or their designee) of the five zones”).</p>	1202GC1 – Passed Goes to 5/5/12 HOD meeting	5/5/12 HOD meeting
	<p>1202C1 Pacific’s Crisis Management Plan for the By Laws (John Bitter – General Chair) (30 day motion that then goes to the HOD)</p> <p>Discussion:</p> <p>John Bitter presented this document last meeting. There are no changes to it except for a few typographical errors that are corrected.</p> <p>The Governance committee will have to determine where this should be placed in the by-laws. It may warrant a new separate section.</p>	1202C1 – Passed Goes to the 5/5/12 HOD meeting	5/5/12 HOD meeting
New Business	Presentation of bids from Website Companies for developing the Pacific Swimming Website will be tabled until the April BOD meeting because the 4 companies were unable to make this meeting date.		4/25/12 BOD meeting
Motions	1203BOR1 – Increase penalty for no show on finals from \$25 to \$100 – Change to R&R Sect 3, B, 5b(4)(ii) If	30 day motion to be voted	4/25/12

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>the No-Show occurs on the last day that the swimmer is entered in an individual even in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$100. (Darryl Woo – Board of Review)</p> <p>Fred Vogelgesang proposed a friendly amendment that was accepted so that the motion now reads: 1203BOR1 – Increase penalty for no show on finals from \$25 to \$100 if the fee is not paid in a timely manner– Change to R&R Sect 3, B, 5b(4)(ii) If the No-Show occurs on the last day that the swimmer is entered in an individual even in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$25. The fine will be increased to \$100 if after 30 days of receiving the letter of notification the party has not made the payment. (30 day motion)</p> <p>Discussion:</p> <p>Most families pay the fine when they receive the letter telling them there is a fine. However, there are some families that fail to do so, and it is proposed that the fine be escalated to \$100 on non payment after a 30 day notice has been given in order to cover the added work that could be incurred in enforcing this rule. Jill Ruppenstein can indicate in the second letter sent to those families failing to pay the fine, that the fine is increased to \$100 and that further failure to pay the fine could result in further escalation of the issue to the Board of Review where with due process (and the right to a hearing) the swimmer could experience suspension of membership in USA swimming and removal of eligibility to swim, until the fine is paid.</p>	<p>on at the next BOD meeting</p>	<p>BOD Meeting</p>
	<p>1203GC1 Motion to Retain Legal Counsel for Pacific Swimming (Leo Lin – Governance Committee)</p> <p>Discussion:</p> <p>The Governance Committee felt that like most businesses today it would be in the best interests of Pacific Swimming to retain their own legal counsel, especially given the present climate and the fact that in the present landscape United States Swimming and Pacific Swimming have been engaged in a number of lawsuits. Although we are covered by USA Swimming legal counsel, in cases where there may be a conflict of interest with USA Swimming, or where both entities are involved USA Swimming’s interests would be primary and Pacific Swimming’s interests would be secondary. In engaging to retain legal counsel where Pacific Swimming’s interests are primary, we would need to make sure that Pacific Swimming would be paying only to cover costs incurred due to business regarding Pacific Swimming or due to a member of Pacific Swimming performing a function for Pacific Swimming. We should determine under what circumstances we should engage our own legal counsel, in addition to USA Swimming’s legal counsel which we are entitled to. We would also need to get a sense of the cost.</p> <p>This motion will be tabled and the Governance Committee is charged to research this further and bring back a proposal.</p>	<p>Table – Leo Lin will meet with John Bitter to determine next steps</p>	<p>4/25/12 BOD</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>1203AC1 Engage LMGW Certified Public Accountants to do accounts review for 2012 and file the Tax Returns for 2011 (Peggy Ramirez – Audit Committee)</p> <p>Discussion: LMGW has presented an engagement letter for a total of \$10,000 to do the accounts review and the tax return for 2012. The portion of the cost for the tax return is \$1500. The rest is the expense of LMGW continuing to review our accounts to support and evaluate our move towards completing the mandates of the audit review that were generated by the external audit of the 2010 accounts. As we complete the tasks the fees should decrease. This does not mean we will disengage from continuing our own internal audits.</p>	1203AC1 - passed	
	<p>1203Z21 Zone 2 Purpose for Funds Statement (Clint Benton – Zone 2)</p> <p>Discussion: Purpose is to have a Purpose of Funds Statement for the funds Zone 2 is investing with Pacific Swimming's investment firm</p>	1202Z21 - approved	
	<p>1203Z22 Change 7/7-7/8 meet to SC B/A+ meet (Clint Benton – Zone 2)</p> <p>Discussion: Zone 2 has no meets that have been bid in July. There are issues with regard to obtaining long course water. One team has proposed to provide a meet on one of the weekends that is a short course last chance meet (sc B/A+) instead of the scheduled LC C/B/A+ meet. Zone 2 seeks approval to make the change in this scheduled meet</p>	1203Z22 - passed	
	<p>1203SC1 – 2013 Meet Schedule and Criteria (see 1203SC1a, 1203SC1b, 1203SC1c attachments) (Steve Hurko – Scheduling Committee) (30 day motion)</p> <p>Discussion: Steve Hurko, Veronica Hernandez, and Gerry Ng Presented the 2013 Schedule of Meets and Criteria</p> <ol style="list-style-type: none"> 1. On both schedules the criteria was added that a digital meet program and initial time line be given to the following people 3 days prior to the meet (PDF is preferred) – Meet Referee, Time Standards Chair, Age Group and Senior Chair <p>Age Group Schedule and Criteria:</p> <ol style="list-style-type: none"> 1. Meet subsidies for Summer JOs – the exact figures will be decided once the venue situation is decided 2. Far Westerns (sc) in Spring has a date change to 4/5-6 to avoid Easter weekend 3. Zone All Stars will be the weekend of March 2,3 with the actual meet done on March 3 – Carson City 4. Western Zones is August 6-11 <p>Senior Schedule</p> <ol style="list-style-type: none"> 1. Changes are all highlighted in blue 2. January 13 is a new meet added – Pacific Swimming (sc) Distance Challenge with a few select events for distance swimmers (sc) based on AAA National Times 	<p>30 day motion to be presented in the next BOD meeting</p> <p>If approved, to be presented to the HOD for approval</p>	<p>4/25/12 BOD meeting</p> <p>5/5/12 HOD meeting</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>3. March 2-3 meet changed from Senior II to Senior I meet – we have taken out the criteria that it be indoor only, the age group restriction is gone for that weekend, and it will be a 2-day meet</p> <p>4. March 24-25 is a 2 day Senior II meet that is long course</p> <p>5. April 28 is a new meet added – Pacific Swimming (sc) Sprint Challenge with same format where the time standards are AAA National Times</p> <p>6. October 5-6 meet has been changed to a Senior I meet</p> <p>7. Funding levels for subsidies on the blue highlighted meets have been decreased – that extra money which would have been given if we followed last year’s subsidies will be placed in a fund to be used if a team experiences a loss in putting on a meet in order to make that team whole. (The amount of money saved by the decrease in subsidies is ~\$10,000.</p> <p>8. The last line in the document should be changed to reflect the actual amount being determined in the 2013 budget.</p> <p>(For clarity see attached adjusted charts for the changes listed above)</p> <p>It should be noted that there are no other funds, agreements, and subsidies that Pacific Swimming will be offering for the above meets except those reflected in these charts.</p> <p>The scheduling committee has discussed moving meets that can be sustainable without subsidies towards that status by gradually decreasing the subsidies for those meets and monitoring the financial statements. It also wants to insure that host teams remain whole and do not sustain a loss by hosting a meet. That is why the plan this year was to decrease some subsidies and to deposit the savings from those decreases into a fund that can be accessed to support a team that might sustain a loss (especially those host teams that are supporting one of the newer formats where we are not sure what the finances will be.)</p>		
	1203CC1 – Release of Funds for 10 & Under Camp for \$3450 (Jennifer Malick-Camps Committee)	Passed	
Next Meeting	Next meeting will be on April 22, 2012 at the Marriott in San Ramon		
Meeting Adjourned	Meeting adjourned at 9:20 PM		

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

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: April 25, 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.

John Bitter	X		Gerry Ng		Zone Reps	Athlete	Guests
Mike Rianda	X	Rick Beebe	Tish Steimle	X	1N - Larry Rice	X Stephanie Scannell	Millie Nygren X
Lehla Irwin		Marie Wise	Rick Waterhouse	X	1S - Andre Salles-Cunha	Natalie Tang	
Ron Heidary		Kent Yoshiwara	X Warren Lager		2 - Clint Benton	X	
Don Heidary	X	Peggy Ramirez	X Leo Lin	X	3 - Sybil Baldwin		
Veronica Hernandez		Elias Totah	X Izzy Real		4 - Jerry Rudd		
Marie Lin	X		Darwin Takaki	X	4 - Jim Morefield		
Mary Ruddell	X	Brian Malick	Fred Volgelgesang	X			
Jennifer Malick		Marcia Benjamin	X Darryl Woo			Office	
Danica Burge		David Benjamin	Joe Woo			Jill Ruppenstein	X
Scott Shea		Judy Siegrist	X			Amy Smith	
Steve Hurko						Laurie Benton	X

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by John Bitter at 7:42 PM		
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 March 21, 2012 BOD meeting approved		
Executive Committee Report	None		
Officer's Reports			
Chair	John Bitter: 1. Thanks those that have completed and returned their monthly committee report. He'd like this to be an automatic part of reporting at each meeting and would like all committees to do this monthly for every BOD meeting. Committees that attach their minutes may just complete the top part of the document.	Committee Chairs will make sure this is completed every month	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
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 reports posted 2. Significant events of the quarter are highlighted, and now with this transition, we can see how much an event costs 3. The 2011 report reflects the transition from cash accounting to accrual accounting, but we were unable to capture all. 4. Some Key points: we brought in more money then expected because of larger non-athlete membership enrollments due to the new Officials Rule, increased income from entry fees, and using less money then allocated for salaries, open water, meet support, and sending of athletes to Junior Nationals. 5. With accrual accounting we should be able to allocate funding more accurately in our next budget. <p>Mary would like clarity on the fees to be charged Super League meets and the Meets that have USA and Rec swimmers.</p> <ol style="list-style-type: none"> 1. Meets with USA and Rec (non- USA) Swimmers <ol style="list-style-type: none"> a. Meets with USA and Rec Swimmer’s are <u>Approved</u> meets and presently have no Pacific fee charges. However because we enter the USA Swimmers times into the USA data base it is reasonable to consider charging a flat fee, such as Southern California does (\$100). b. Walnut Creek Aquabear’s Annual Summer’s End Program was brought up by Fred Vogelgesang as the example raising this issue. Fred charged Pacific Swimming Fees for this USA – Rec Swimmer meet because WCAB “charged entry fees”. This meet had been going on for years but Fred was unaware of it until he received a meet sheet showing WCAB charged entry fees. Fred charged WCAB but the fees were not paid because the Audit Committee informed him he should not charge the fees. Fred advocates that in future WCAB should be charged Pacific fees including this year’s 2012 meet because WCAB is charging entry fees. c. Clint Benton and John Bitter clarified that the WCAB Summer’s End meet (with USA and Rec swimmers) is an <u>Approved</u> meet, just like the Cal Invitational, and AIA’s meet and presently should be charged no fees. The section in Rules and Regulations Fred was applying regarding charging Pacific fees to meets charging entry fees was written for <u>Sanctioned</u> meets and applies to <u>Sanctioned</u> meets only. d. It was agreed that a committee should look into creating some appropriate flat fee for <u>Approved</u> Meets since Pacific Swimming is providing some services 2. Super League Meets <ol style="list-style-type: none"> a. At the present time some Super League Meets are not paying any Pacific Swimming fees because they do not charge swimmers entry fees. However the teams pay some kind of team fee to the host team, which is actually equivalent to entry fee charges. 		

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	<p>b. This issue may need further evaluation as well.</p> <p>3. High School League Championship meets, NCS, and CCS</p> <p>a. These meets are <u>Observed</u> meets where the times for USA swimmers are put into the USA data base by Pacific Swimming without charge to the League, NCS and CCS</p> <p>b. Presently <u>Observed</u> meets have no Pacific fees attached to them.</p> <p>4. It was agreed that Mary Ruddell would form a small ad hoc committee to look at these issues and come up with a clear statement regarding each of these types of meets and possible fees Pacific might want to charge. Mary is charged to select a couple people she would like to work with, who will return to the BOD with some recommendations.</p>	Mary Ruddell to form an ad hoc committee to come up with recommendations regarding fees for these types of meets, and report back to the BOD	5/23/2012 BOD meeting
Age Group	No Report		
Sr. Committee	<p>Don Heidary:</p> <p>1. Sectional Conference call – there will be new time standards for 2012 with time adjustments to events that were impacted (events that had 200 or more swimmers). Summer Sectionals will have 4 heats of finals. The open water event is open to any swimmer with the sectional cut in a pool event. The meet sheet will be out very soon. The new 2012 time standards will be in use for the December meet held at Belmont Plaza hosted by Golden West, and at the summer 2013 meet at Santa Clarita hosted by Canyons.</p> <p>2. Coach Education Grant Proposal – Using the criteria in the proposal, Don has awarded PASA the convention trip, and Pleasanton (for their performance in Nationals) and Crow Canyon (for doubling their Club Excellence Point Scores) the ASCA trips. The NAPA clinic is not offered yet but Don is considering some of the Diversity Clubs and smaller teams. Response has been very positive. He requests an increase in the budget from \$5000 to \$6000 to insure adequate funding. See motion below</p> <p>3. Orinda aquatics will be running a senior trials and final meet in June using positive check-in. Senior Committee would like feed back on the positive check-in procedure from the officials' perspective, the administrative perspective, and the coach-swimmer perspective to determine if this is a viable approach for all senior meets.</p> <p>a. Positive Check-In has been used recently in a couple Senior meets and worked fairly well. It has not done well in recent Age Group Meets.</p> <p>b. Ater the Orinda meet, the November and December senior meets, we'll consider whether to require using positive check-in at all Senior meets for consistency.</p>	Senior Committee will come to this BOD early next year with a recommendation regarding positive check-in	January , 2013 BOD meeting
Registration	<p>Laurie Benton – the report is posted:</p> <p>Addition of 2 clubs: AMA Dorados (AMA), and Ellis Aquatics (EA)</p>		
Diversity	<p>Kent Yoshiwara</p> <p>1. On April 19, the Diversity Committee interviewed all the grant applicants in a 2 hour conference call, Each applicant gave a 10 minute presentation in which they also answered any questions the committee had.</p> <p>a. Because some of the applications provided irrelevant information that sometimes made it</p>		

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	<p>difficult for the Committee to determine the main goal of the project ,the Committee will try to refine the application form to make the questions asked more specific</p> <ul style="list-style-type: none"> b. All five programs interviewed were granted money. Richmond Sailfish asked for a lower amount than the other applicants so the Committee was able to provide them full funding while providing partial funding to the others. c. The Committee recommended ONDA, MLKB, OT and STAR receive \$4000 each, and SAIL receive the full \$3000 requested – totaling grants of \$19,000. This leaves \$19,500 for the Fall applications. d. Programs included money for scholarship funding for dues, and competition meet fees. e. Clubs who have received grants may apply again, but each application must be for different programs. Evaluation of those applications includes an assessment of how well they fulfilled the goals of the previous grant. The Committee is looking for innovation, so for example ONDA previously awarded money for training older swimmers in coaching, is now awarded money for a supporting incoming elementary school age swimmers. f. Reports from previous recipient teams regarding their use of the grants are posted. g. See motions below regarding approving the grants <ul style="list-style-type: none"> 2. Western Zone Diversity Camps <ul style="list-style-type: none"> a. This year’s Western Zone Diversity Camp will not be held because we could not provide the venue b. USA Swimming wants Western Zone to hold their diversity meet in 2014, so diversity meets can be offered by two Zones each year, with each Zone alternating years.. 3. Long Course Diversity Meets <ul style="list-style-type: none"> a. USA Diversity Committee wants to have summer diversity meets in conjunction with a diversity theme, so for example, a Black History Month meet at DC or a Black Heritage Meet in North Carolina, and maybe something on the West Coast, with internet comparisons of athletes across the nation. b. Kent will look at the schedule with plans to do it the year after next.. 4. National Diversity Meeting in Washington DC <ul style="list-style-type: none"> a. The USA Diversity Committee, at the request of Bruce Stratton, is working on changing the Mission Statement to include gender, along with ethnicity and culture b. On the NGB level they are working to promote gender equity. 		
Camps	No Report		
Officials	No Report - See Motion		
Time Standards	No Report		
Club Development	No Report		
Travel	No Report		
Disability	Report Posted		
Board of Review	No Report		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Open Water	<p>Marcia Benjamin</p> <ol style="list-style-type: none"> 1. A website regarding open water has been given to Rick Beebe who is working on opening it. 2. It provides links to Open Water Nationals, the Open Water page, and contains "how to" items and information on rules and other things pertaining to Open Water. 3. Marcia proposes to have an Open Water points competition, where points are tallied annually and an Open Water award would be given to the high point swimmers, as we do for short course and long course swimmers. (A trial of tallying points was done last year and the results are posted on line) 4. Marcia will get together with Mary Ruddell to determine what fees Pacific will charge for Open Water events, to be put into the Policy and Procedures. 	<p>Marcia and Mary will determine Pacific fees charged for Pacific services for Open Water</p>	
Finance & Auditing	<p>Mary Ruddell</p> <ol style="list-style-type: none"> 1. Review budget versus Actuals as they are so far. <ol style="list-style-type: none"> a. We will be spending more on salary, on storage (physical and digital). b. Reductions include – savings because the Rudds will not be attending meetings for a while. c. Budget for the HOD meetings may be a little low d. Western Zones and NACC anticipated Actuals are different then budgeted-Western Zones more and NACC less e. Officials Chair Brian Malick has asked for additional money but may actually come below budget f. Cost for Team Works and the review and tax preparation was more than anticipated g. Senior Committee has reduced their request from \$38,000 to \$8,000. 2. Snapshot of the operating budget, (which does not include web site, Olympic Travels expenses which is paid for from investments) suggests we may be running from \$8,000 to \$12,000 over budget, but it is likely that across the year we may ultimately be fine. We already know, for example, that we have probably over budgeted for Junior National travelers. 		
Scheduling	See Motion		
Athlete	No Report		
Governance Committee	<p>Leo Lin</p> <ol style="list-style-type: none"> 1. Report has been posted 2. Posted a proposed organizational chart –would like Board members to review this and get back to him 3. See motions below 	<p>Board Members to send comments regarding the Organizational Chart to Leo</p>	
Nomination Committee	<p>Reported by Clint Benton:</p> <ol style="list-style-type: none"> 1. Nominations for Board of Review: There are 3 openings and the committee submits the following names, David Benjamin , Todd Tucker, both running for a second term and Andy Clifford 2. The Nominations committee did not seek nominations for Volunteer of the Year so nominations will come from the floor of the HOD. 	<p>Names nominated for the BOR positions to be submitted at the HOD</p>	<p>HOD Meeting 5/5/2012</p>
Investment Committee	<p>Mary Ruddell</p> <ol style="list-style-type: none"> 1. Investment Committee received 21 pool improvement proposals and the committee recommends funding 19 of these proposals. 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<ol style="list-style-type: none"> 2. 2 of the proposals did not have enough specificity and the applicants are encouraged to address this issue and resubmit. Letters will be going to them with this information and offering assistance regarding focusing their next application. 3. The information is posted regarding the recommended amounts 4. Because of the merit of the 19 proposals the committee would like to increase the amount budgeted from \$50,000 to \$61,000 so all would receive funding. Our investments have sufficient return to make that possible. 		
Zone Reports			
Zone 1N	Reported by Larry Rice <ol style="list-style-type: none"> 1. Next Meeting May 14th 2. Will work on next year's schedule of meets 3. Will Work on Zone Championships 		
Zone 1S	No Report		
Zone 2	Reported by Clint Benton: <ol style="list-style-type: none"> 1. No meeting this month 2. Next meeting will be May 21, 2012 3. See Motion for Priority Entry for one out of Zone Team 		
Zone 3	No Report		
Zone 4	No Report		
Old Business	None		
Motions	<p>1203BOR1 – Increase penalty for no show on finals from \$25 to \$100 – Change to R&R Sect 3, B, 5b(4)(ii) If the No-Show occurs on the last day that the swimmer is entered in an individual even in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$100. (Darryl Woo – Board of Review)</p> <p>Fred Vogelgesang proposed a friendly amendment that was accepted so that the motion now reads: 1203BOR1 – Increase penalty for no show on finals from \$25 to \$100 if the fee is not paid in a timely manner– Change to R&R Sect 3, B, 5b(4)(ii) If the No-Show occurs on the last day that the swimmer is entered in an individual even in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$25. The fine will be increased to \$100 if after 30 days of receiving the letter of notification the party has not made the payment. (30 day motion)</p> <p>Darryl Woo was absent so this motion is tabled to be reviewed at the next BOD.</p> <p>Note that a second clause has been added. If the fine is not paid after the second letter, the penalty will increase to \$500 if a BOR hearing is required.</p>	Tabled – 30 day motion to be voted at the next BOD meeting	5/23/2012 BOD meeting
	1203GC1 Motion to Retain Legal Counsel for Pacific Swimming (Leo Lin – Governance Committee)	Tabled – Leo Lin will continue to work with John	5/23/2012 BOD

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
		Bitter to determine next steps	meeting
	<p>1203SC1 – 2013 Meet Schedule and Criteria (see 1203SC1a, 1203SC1b, 1203SC1c attachments) (Steve Hurko – Scheduling Committee) (30 day motion)</p> <p>The following amendments and additions were made to the 3 documents.</p> <p>1203SC1c – 2013 Proposed Schedule has the following additions:</p> <ol style="list-style-type: none"> 1. Western Zones Senior Meet - August 1-3, 2012 2. Western Zones Age Group Meet – August 6-10, 2012 3. Junior Nationals August 12-16, 2012 <p>Discussion: We will be funding the World Trials swimmers. USA Swimming is making the time standards faster for Olympic Trials, so they are like the Junior National Time Standards, and they will drop the times for Nationals to another level down. The goal is to make Nationals be about 700 swimmers, and Junior Nationals about 1000 swimmers. USA Swimming is putting more emphasis on Sectionals being the junior level meet, and the Juniors being a very elite level 18 and under meet. So for next year's budget World Trials will be included and we can anticipate a decrease in swimmers going to Nationals and Junior Nationals.</p> <p>1203SC1b – 2012 Senior Meets Criteria</p> <ol style="list-style-type: none"> 1. Footnote 4-change this to: Complimentary hotel rooms, if available are to be distributed at the discretion of the Meet Referee to accommodate assigned officials with extraordinary commute time. 2. Feb 16-17 SR II – Hotel rooms required will be 1 room, and funding level is changed to \$2000 3. March 2-3 SR I – Format changed to Timed Final. <p>1203SC1a – 2012 Age Group Meet Criteria</p> <ol style="list-style-type: none"> 1. Footnote 5-change this to: Hotel rooms, if available, are to be distributed at the discussion of the Meet Referee to accommodate assigned officials with extraordinary commute time. 2. Footnote 11-change this to: Spring JO's to offer Championship Finals & Consolation Finals to be run on the 2nd course of a 50-meter pool w/Positive Check-In for 15-18 Age Group Only 3. Spring JO's 3/16-18 Dual Venues – 8 competition lanes, 8 lane scoreboard required, meet subsidy is \$2000 with footnote 13 applying, 1 comp room required 4. Adam Schmidt JO 7/12 -7/14, Dual Venue – meet subsidy is \$2000 with footnote 13, and 1 comp room required. 5. Winter JO 12/7-9 –no subsidy, and 1 comp room required 6. Footnote 7 - to be removed Award subsidy is a not to exceed amount, must provide receipts to be reimbursed <p>1203SC1a, b, c with amendments was passed. Goes to House of Delegates</p>	<p>1203SC1 (a,b,c)as amended - Passed by BOD</p> <p>Present to HOD for approval</p>	<p>5/5/2012 HOD meeting</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<p>New Business</p>	<p>Presentation of bid from Web Sight Design by Alex Paine, Chief Executive Officer (See handout)</p> <ol style="list-style-type: none"> 1. Small company of 18 founded in 1995, based in Sausalito, marketing and hosting web sites for various sized companies with varied needs, (about 500 web sites). 2. Their particular skill is in data based websites, especially those that do not require costly ongoing maintenance which is what they would plan to build for Pacific swimming (a website we could maintain for ourselves without a lot of ongoing cost) 3. Websites built have cost as little as \$5000, and up to ½ million dollars. 4. Women’s Cancer Resource Center and their fund raising Swim-a-mile is an example of a website they created which has many of the features we are looking for: on-line registrations, keeping track of donations, reporting event results. 5. The first step will be the process of scoping, which takes from a month to 6 weeks, and will result in the production of a site map with technical specifications which will be presented as part of Web Site Design’s bid. 6. They have already looked at the Pacific Swimming website, and the other websites within the LSC, and realize we have multiple stakeholders, with many people managing the data, but we will want it all under one centralized website using a common language. The approach they suggest is one using an “open source” so you can add systems as you need them. 7. Besides the communication aspect they could easily incorporate the functions that Swim Connections does for us and the revenue would then go to Pacific Swimming. They could also help develop e-commerce on our website 8. Steps for moving forward– 1) identify a group of people to interact with for the process, 2) 2 to 6 weeks for the scope process (discovery and documentation process) resulting in a final technical spec, a final estimate, a site map, and a schedule, which would be part of their formal bid. (if it is extensive then they would charge for the time, but if it is something that is attenuated and they are asked to present a bid without a huge amount of detail it would be considered a part of the sales process and would have no cost) 3) design – this process takes about 8 weeks, with 3 or 4 iterations, 4) once the design is determined they will take about 4 weeks to develop a test site, which they will then provide, 5) final step is quality assurance phase starting with an internal alpha date where everyone here (internal audience) knows the test site will turn on and will start using it. Web Sight Design will use that time to get feedback regarding the website and make final adjustments in relation to the feedback. This process can take from 6 weeks (for smaller projects) to 6 months (for larger projects). 6) Our website is finished and running. <p>We voted to have Web Sight Design proceed. Alex will work with Jillian using the old websites as references. Alex will come back to the next BOD meeting with a presentation which will provide progress on the scope, and estimates of what the expenses might be so that the Board can vote on it at that meeting. Alex will do this as part of the sales process. The bid presentation will include a spread sheet with line items so we will know the cost of each part and we can pick and choose which items we want and will know the cost of adding the other items at a later date.</p>	<p>Alex will work with Jillian Ruppenstein and return in May to present his scope</p>	<p>5/23/2012 BOD meeting</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Motions	1204DC1- Approval of Awarding the 5 Diversity Grants: Approve awarding Diversity Funding of \$4000 each to ONDA-Oakland Undercurrents, MLKB-MLK Blue Dolphins, OT-Oakland Tsunami, STAR-SFBoys and Girls Club STARFish, and \$3000 to SAIL Richmond Sailfish (Kent Yoshiwara – Diversity Committee)	1204DC1 - Passed	
	1204DC2- Approval to Spend Budgeted Diversity Grant Funds: Approve spending \$19,000 for Grants to five clubs for diversity programs (Kent Yoshiwara – Diversity Committee)	1204DC2- Passed	
	1204IC1 – Increase Pool Improvement Grants Funding: Move to increase the available investment funds for Pool Improvement Grant from \$50,000 to \$61,000 (Mary Ruddell -Investment Committee) Discussion: <ol style="list-style-type: none"> 1. The 19 proposals were all very worthy of receiving the funding, but we would need to raise the funding amount to \$61,000 to fund them all. 2. This funding comes from capital expense and is not part of our Operating Budget. 3. The funding for this program comes from the interest generated by our investment fund and the projected earnings is around \$70,000 so we should be able to provide the \$61,000. 	1204IC1 - Passed	
	1204IC2 – Approve 2012 Pool Improvement Grants: Approve the Grant Awards from the 2012 Pool Improvement Grant Program to the following Clubs and/or Organizations (Mary Ruddell - Investment Committee) Discussion: <ol style="list-style-type: none"> 1. Question regarding why Richmond Sailfish is requesting only one starting block. Richmond Sailfish has gotten a grant for four blocks from another source. A restaurant is donating another block, and they received a block from us last year. 2. This site may have potential as an indoor facility for Pacific Swimming and a host site for the diversity meet. 	1204IC2 - Passed	
	1204Z21 – Out of Zone Team Entry with Priority Entries: Proposal to add wording to R&R Section 2, A, 4 Swim Meet Preparation, Meet Information Sheet so that it reads – 4. Meet entries are due two Mondays prior to the meet. Any Zone sanctioned meets may accept zone entries three Mondays prior to the meet. The host team may invite to be part of the Zone priority, one team outside of the Zone or LSC up to 30 total swimmers. (Clint Benton – Zone 2) – 30 day motion Discussion: Clint reports that Zone 2 felt that because Zone meets have been impacted there has been less ability to have competition from swimmers outside the Zone. This motion would allow bringing in athletes from out of the zone increasing the variety of the competition. Since this may already be happening in some zones this motion would make the practice equitable across all zones.	1204Z21 – (30 day motion) To be brought to the 5/23/12 BOD meeting	5/23/2012 BOD meeting
	1204SRC1 – Approval for Coaches Education Proposal: Offering funding for 1 coach to go to the USAS Annual Convention, funding for 2 coaches to go to ASCA World Clinic, and funding for 3 coaches to go to Pacific Swimming/NorCal Coaches Clinic with the selection process following a specific criteria (Don Heidary – Sr Committee) Discussion: this has been very well received by the coaches and the selection process is going smoothly. This	1204SRC1 – Passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>proposal provides the procedure for granting the funds that have been budgeted for coach development</p> <p>1204SRC2 – Request amendment to 1204SRC1 to increase budget to \$6000</p> <p>Discussion: this amendment to the original request is to insure that there will be sufficient funds to cover all 6 grants, as some of the costs have risen since the original draft proposal was made.</p>	1204SRC2 - Passed	
	<p>1204GC1 – Occurrence Report Procedure: Proposed Reporting Process for an Occurrence</p> <ol style="list-style-type: none"> 1. Utilize the paper ROO form which most swim personnel will use in the swim venue to collect information about the occurrence. 2. Fill out and submit the on line ROO to USA-S 3. Fax or e-mail a copy of the paper ROO form to PacSwim Office (Leo Lin – Governance Committee) Normally a 30 day motion – P&P <p>Discussion: If the electronic form is the only form used to provide the information about the occurrence the information never gets back to the LSC. It just goes to USA-S. Pacific should be kept informed of the occurrences so they can make use of the information for safety education, prevention and management</p> <p>This is normally a 30 day motion but since we are losing information monthly there were no objections to voting now, the motion was put to a vote and passed, to be effective immediately.</p>	1204GC1 - Passed	
	<p>1204GC2 – Conflict of Interest Form: Change the current practice of having Conflict of Interest Policy and the Statement of Principles on Ethical Behavior and Conflict of Interest signed by members of the Board of Directors annually to:</p> <p>Members of the PacSwim Board of Directors shall sign the CONFLICT OF INTEREST POLICY and the STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AN CONFLICT OF INTEREST at the beginning of their term of office and upon any change in status. The signed document will be in effect for their term of office. (Leo Lin – Governance Committee)</p> <p>Discussion: Leo has requested this motion be tabled because there are some issues raised that need to be addressed first. The advantage of doing it annually is that you will cover all bases. The disadvantage is that most positions are two year terms and this generates a lot of extra paper to manage.</p> <p>There is a possibility this could be handled at the annual registration and Laurie Benton will check into seeing if this can be handled with a check box on the annual membership registration form if there is no change. However, life members would have to be handled differently.</p>	1204GC2 – Tabled	Laurie Benton to look into a check box on the registration form
	<p>1204MMC1 – Waive Meet Fees for the Upcoming NCS and CCS Walk-On Meet and no stipend: Motion for immediate action of the BOD to waive all meet fees for the 2012 One Day Walk-On Meet after both the NCS and the CCS High School meets. We would also remove the stipend that is given for the meet. (Gerry Ng – Meet</p>	1204MMC1 - Failed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>Management Committee)</p> <p>Rationale: This meet needs to take place for the athletes and we want to insure the athletes will have a place to go without putting the host teams at risk. The only requirement is to make sure that the meet is sanctioned and follows the USA/PC rules since these times are extremely important for the athletes</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. This motion refers only to the upcoming 2012 NCS and CCS Walk-On Meet., and would result in the hosting teams making slightly more money if the meets ran as they did last year. 2. Larry Rice indicated he did not believe we can remove a stipend that was part of a bid package., but it was pointed out that these meets were not Bid meets, but were Awarded via a different process, so the bid package is not at issue. 3. Fred Vogelgesang indicated that Gerry Ng's motion is steeped in emotion in response to a recent Board of Review hearing regarding these meets and believes that this motion is not well thought out, and is not a strategic decision. He advocates that in future we should stick to a package which gives the stipend and does not waive fees. 4. Clint Benton indicated that if we plan in the future to have these meets part of the bidding process, rather than awarded, we will need to review our present policy regarding monetary incentives, because the present package is not attracting any bidders. Waiving the Pacific fees may be much more of an incentive than the stipend presently offered, since nobody bid for it under those conditions. 5. When Gerry Ng approached Santa Clara Swim Club (CCS Walk-on Meet) and Walnut Creek Aquabears (NCS Walk-on Meet) with this proposal both responded they had no opinion regarding whether this motion should be raised, and that they planned to host the meet this year regardless of the specific financial arrangement. Both clubs were clear that for them the purpose of this meet was to serve the athletes and neither team considered it a vehicle for making money through out the years they have offered it. John Bitter affirmed this for Santa Clara, and Marie and Leo Lin affirmed this for Walnut Creek. 		
	<p>1204OC1-Officials Travel Assistance Grant:</p> <p>Purpose: To provide travel subsidy for Pacific Swimming (PC) officials in order to gain officiating experience in higher level meets outside of the LSC. Meets to be included in this Assistance are limited to USAS Zone Meets, Sectional Meets, Grand Prix, U.S. Open, Junior Nationals and Senior Nationals meets.</p> <p>Criteria for award: Officials who are attending their first out of LSC meet will be given priority consideration. Other selection criteria includes length of service as a PC Official, number of meets worked in the last 12 months, LSC and National Certification levels. Decision to award is made by the LSC Officials Chair with recommendations from the Zone Officials Chair.</p> <p>Eligibility:</p> <ul style="list-style-type: none"> • The Pac Swim Official must be certified as a referee for at least 1 year and have met all Pac Swim Requirement for annual recertification • The official must have worked 8 days at Senior or Age Group Championship Meet in the past year as a Stroke & Turn, Chief Judge, Referee or Starter 	1204OC1 – Passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<ul style="list-style-type: none"> The official must agree to post-meet commitment of working 8 days at Senior or Age Group Championship Meet the following year as a Stroke & Turn, Chief Judge, Referee or Starter <p>Process: Officials applying for the travel assistance grant should fill out the on-line application form, and submit to their Zone Officials Chair for endorsement. The Zone Officials Chair will forward the application form with their endorsement to the LSC Officials Chair.</p> <p>Amount of Grant: The travel assistance grant will be awarded in the amount not to exceed \$350. The award will be based on need, the meet type, location of meet, and distance from Pacific. (Brian Malick – Officials Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> Clint Benton suggested we consider this a policy and procedure motion to be maintained for future senior meets, sectionals, etc and asked that Jill Ruppenstein find where it belongs in P&P and reword it to fit into the P&P. Because this motion has a specific amount of money \$350 (which is really an annual budget issue) this cannot be a P&P motion presently. Because Brian Malick is not hear to determine how he would want to restate this motion the BOD voted on the present motion as applicable to 2012 only, with the suggestion that Brian come back with a motion of a process that can go into P&P. <p>This motion for 2012 passed.</p>	<p>Brian Malick is asked to come up with a motion that will be put this process into our P&P</p>	
	<p>1204AG1 - Request for BOD Spending Approval for Western Zones: The request to is spend \$158,070 on the Western Zones (Veronica Hernandez – Age Group Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> Fred Vogelgesang proposes that Age Group cut the expenditures by cutting the number of swimmers from 80 to 64 and the number of chaperones to 16 which would bring the cost down to \$130,000. Fred contends that since our operating Actuals are presently running over budget and there are a number of items that are coming in over budget we need to cut back our spending to balance the budget. This is an example of where we are overspending our budget. John Bitter reminds us there are several points to consider, including the fact that this trip is for the swimmers, we have always sent 80 swimmers, and staff has needed to be increased for reasons of chaperoning. Also when the budget estimate was made there were many costs that were not considered. We also know that it is possible, given our present projected spending, that we may come in over our approved budget at the end of the year. However, there are other budgeted expenses occurring later in the year which look like they will come in below the budget, so we could actually be just fine. Fred Vogelgesang stated that the co pay was not sent to the board for approval, and that it is out of order. Darwin Takaki corrected Fred indicating that the co pay does not and has never needed BOD approval. The application form also has never been subject to BOD approval. The original budgeted amount was \$132,760, but airfares have gone up dramatically accounting for \$30,000 of the increase, something not 	<p>1204AG1 – Tabled to be reviewed 5/23/2012 BOD</p>	<p>5/23/2012 BOD meeting</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>predicable in October.</p> <ol style="list-style-type: none"> 5. Peggy Ramirez and Darwin Takaki stated that funds go up some years and go down other years. However we have always sent 80 athletes to Western Zones regardless. The athletes expect this and have been working hard all year with the expectation that their chance to go on this trip remains the same. 6. Clint Benton felt that this requires more information and discussion. Each committee can determine where and how they want to make cuts in spending if it is needed, and we are looking at overall operating expenses so there are many ways to cut operating costs. We are not in the process of cutting costs on a line by line basis. Clint would like to present this to his constituents to get their input on what they would like to do as a solution. 7. Since we have time before approval is needed on this motion we will table it so we can consider the broader issues of how to handle the budget, and whether this program is a part of any programs which might be impacted if we go over the approved budget level. 8. We are also going to the HOD to ask for approval of an increase to the operating budget by \$8000-\$11,000. If they do not approve the increase we will need to look at our overall budget and not just focus on this item. <p>The motion was tabled</p>		
	<p>1204AG2 Request for BOD Spending Approval for NACC: the request is to spend \$53, 751.73</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. This budget request is much lower than the original request which was \$132,760 because this meet falls at the same time as Far Westerns which is the meet most coaches prefer their kids attend. 2. A small contingent will be sent to NACC to hold our place at this meet, and Age Group will re-evaluate next year the merits of attending the meet. 3. The Board approved the money for NACC 	1204AG2 - Passed	
	<p>1204BOD1 Motion to Present to HOD a Request to increase the Operating Budget by \$8000 - \$11,000, to cover the possible projected expenses that are over the budget we passed in November (Board of Directors)</p>	1204BOD1- Passed To HOD	HOD 5/5/2012 meeting
Next Meeting	Next meeting will be on May 23, 2012 at the Marriott in San Ramon		
Meeting Adjourned	Meeting adjourned at 10:40 PM		

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

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

Attendance:

Board members attending are noted by an 'x' in the table below/ board members not present but excused are marked with an 'E'. Team representatives and guest in attendance are also noted.

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

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

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

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

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

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

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

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

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

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: May 23, 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.

John Bitter	X		Gerry Ng	X	Zone Reps	Athlete	Guests				
Mike Rianda		Rick Beebe	X	Tish Steimle	X	1N - Larry Rice	X	Stephanie Scannell	X	Millie Nygren	X
Lehla Irwin		Marie Wise		Rick Waterhouse	X	1S - Andre Salles-Cunha		Natalie Tang		Debbie Tucker	X
Ron Heidary		Kent Yoshiwara	X	Warren Lager		2 - Clint Benton	X	Brittney Malick	X	Joyce Lanphere	X
Don Heidary	X	Peggy Ramirez		Leo Lin	X	3 - Sybil Baldwin				Marvin Lanphere	X
Veronica Hernandez		Elias Totah	X	Izzy Real	X	4 - Jerry Rudd					
Marie Lin	X			Darwin Takaki	X	4 - Jim Morefield	X				
Mary Ruddell	X	Brian Malick	X	Fred Volgelgesang	X						
Jennifer Malick	X	Marcia Benjamin		Darryl Woo	X			Office			
Danica Burge	X	David Benjamin		Joe Woo				Jill Ruppenstein	X		
Scott Shea		Judy Siegrist	X					Amy Smith			
Steve Hurko								Laurie Benton	X		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by John Bitter at 7:35PM		
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 April 25, 2012 BOD meeting amended and approved		
Executive Committee Report	None		
Officer's Reports			
Chair	John Bitter: 1. Chair lift requirement for pools has been moved to January 2013		
Admin Vic Chair – Operations	No Report		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Admin Vice Chair – Programs	No Report		
Treasurer	Mary Ruddell: 1. Diversity grants are going out 2. Pool grants have started to go out – with some enthusiastic notes of thanks received		
Age Group	No Report		
Sr. Committee	No Report		
Registration	Report Posted		
Diversity	Kent Yoshiwara –Report Posted 1. Bob Rodriguez – appointed Zone 3 representative to this committee 2. Wondering how to consider seasonal clubs because they do not get registered until after the deadline for receiving the grant proposal a) Maintain the regular deadline b) Committee should consider setting aside money and a process that is specifically targeted to Seasonal Clubs c) Laurie Benton will send Kent the list of seasonal clubs which consistently register annually	Committee to consider seasonal clubs Laurie Benton to send list of seasonal clubs to Diversity Committee	
Camps	Jennifer Malick 1. She has two coaches lined up for the next camp and may need a few more		
Officials	Brian Malick – Report Posted 1. Officials had a conference call on April 17 in which they worked on changes for the advancement of stroke and turns, posted standardized minimum level requirements for different types of meets (Far Western, Senior Meets, Age Group, CBA), filled open positions for upcoming Pacific meets (which is a continuing process). 2. Officials Committee will have monthly conference calls every 3 rd Thursday of the month		
Time Standards	No Report		
Club Development	Danica Burge – Report Posted 1. Grant Proposal from Helen Garcia Salcedo a) Received a grant proposal from Piedmont Swim Club Coaches who wish to set up a new team at the new site in Albany and is seeking \$14,200 to pay for the first 3 months pool rental get the team off the ground. Danica does not feel that club development has that kind of money to give, and that money given should not to be spent on paying expenses for renting a pool. Her recommendation is not to fund it from Club Development. b) This grant was discussed, and the appropriate place to apply would be to the Pacific Swimming Board of Directors for such significant support of launching a new team. However, it is felt that part of the plan for the new team would require that they have the funding for the pool already worked out, possibility working with the city to waive the fees the first few months. c) Clint Benton will get back to Helen Salcedo Garcia with our feedback and suggestions regarding what they might apply for in terms of support and how to show their viability, in a	Clint Benton will discuss this with Helen Salcedo Garcia	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>manner that Pacific Swimming could support.</p> <p>d) They may also be eligible for funding from diversity because they have a large base of underprivileged swimmers that fall into the diversity category</p> <p>2. Club Development is working on creating a “swimposium” consisting of LSC coaches presenting on such topics as club leadership, making a club successful, and creating a winning staff, to be open to coaches , club administrators, and officials.</p>		
Travel	No Report – see motion		
Disability	No Report		
Board of Review	No Report –see motion		
Open Water	No Report		
Finance & Auditing	<p>Mary Ruddell</p> <ol style="list-style-type: none"> 1) Finance Committee has 5 members and needs several more 2) This committee should have a treasurer from the zones – preferably having each zone’s treasurer rotate through <ol style="list-style-type: none"> a) The committee will try a 6 month rotation b) They will start with Zone 1N’s treasurer 3) The committee meets primarily via teleconference and meets once a month 4) Functions include: look over the financial reports, review the review of the auditors (this will take place in June), go over procedures for cash advances and petty cash 5) Next meeting will be June 5th when they will review the review of the auditor 	Larry Rice will speak to Zone 1N treasurer to assess the willingness to start	
Scheduling	<p>Gerry Ng</p> <ol style="list-style-type: none"> 1. The schedule and criteria passed by the BOD and HOD to be used for the bidding for next year’s meets is now posted. 2. Sanctioning Process <ol style="list-style-type: none"> a) Gerry brought up the fact that clubs should be following the sanctioning procedures as they are delineated in the rules and regulations, and policy’s and procedures. b) Dual meets are sanctioned meets and need to be sanctioned by the zone and then by Pacific c) Approved meets are different and do not go through the sanctioning process – they follow a different approval process (but are restricted primarily to meets that have non-registered swimmers). d) Governance committee to clean up that portion of the Rules and Regulations labeled D. Sanctions, so there is no confusion regarding Approved meets. 	Leo Lin and the Governance Committee will reword Rules and Regulation Section on Sanctions	
Athlete	<p>Stephanie Scannell and Brittney Malick</p> <ol style="list-style-type: none"> 1. Presented the athlete newsletter which is almost ready for distribution 2. It has sections on the schedule of meets for the next two months, articles on a diversity swimmer, on the Olympics, on Ryan Lochte, on good nutrition, and is colorful with graphics that are very attractive 3. Distribution will include e-mails to the coaches, posting on the Pacific website and they may set up a 	Jill Ruppenstein will help with setting up the	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	table at Far Westerns where athletes can leave their e-mail addresses so the newsletter can be sent directly to their e-mails when it is ready for distribution	distribution with the athletes	
Governance Committee	<p>Leo Lin</p> <ol style="list-style-type: none"> 1. Governance committee has come up with procedures for changing documents such as the by-laws, policy and procedures, and rules and regulations – see motions 2. The procedure and the form that documents the changes was presented - see motions 3. The committee has decided to meet every other month, and in the “off” months, members forming smaller focus groups will meet to complete the assigned tasks. 4. It was suggested that the athletes form a committee so they can get together on a regular basis and become a community. Lehla Irwin will help to oversee this, since that is a program under her oversight. 5. Board structure is posted and the Governance Committee is still waiting for feedback. 	<p>Lehla Irwin to work with athletes</p> <p>Board Members to send comments regarding the Organizational Chart to Leo Lin</p>	
Investment Committee	<p>Mary Ruddell</p> <ol style="list-style-type: none"> 1. Letters sent out to the grant recipients 2. They are getting reports that are put on line from the 2011 recipients 3. At least 50% have responded with thank yous. 		
Adhoc Committees			
Alternative Meet Committee	<p>Mary Ruddell</p> <ol style="list-style-type: none"> 1. Observed meet – service to USA swimmers – no charge 2. Approved Meet - meets with a mixture of registered and non-registered swimmers. Will charge a processing fee: 1 day meet \$35, 2-3 day \$75, 4 or more days \$105. 3. Super League or similar type meet - if there are participation, entry or splash fees charged these meets would need to pay Pacific Swim Fees 4. All meets need to be posted on the web- even if it is a closed meet. 		
Camps Ad Hoc Committee	<p>Jenny Malick</p> <ol style="list-style-type: none"> 1. Does not want to use a stipend as incentive for coaches – this is a motivational camp 2. She has 2 coaches signed up and needs only a couple more for the next camp. 3. Lelah Irwin suggested that the office send out notices to the coaches, as that was fairly successful in recruiting coaches for Western Zones. 		
Time Standards Ad Hoc Committee	No report		
Zone Reports			
Zone 1N	<p>Larry Rice</p> <ol style="list-style-type: none"> 1. Meeting was on May 14th and next meeting will be July 9th 		
Zone 1S	No Report		
Zone 2	<p>Clint Benton:</p> <ol style="list-style-type: none"> 1. Met on May 21st with about 25 people attending 2. Preliminary work on 2013 schedule of zone meets and budget 3. If we get agreement on the 2013 schedule and budget at the June meeting we will skip the July 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	meeting.		
Zone 3	No meeting because of telephone problem – will meet next week		
Zone 4	No Report		
Old Business	None		
Motions	<p>1203BOR1 – Increase penalty for no show on finals from \$25 to \$100 – Change to R&R Sect 3, B, 5b(4)(ii) If the No-Show occurs on the last day that the swimmer is entered in an individual even in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$25. The fine will be increased to \$100 if after 30 days of receiving the letter of notification the party has not made the payment. (Darryl Woo – Board of Review) (30 day motion)</p> <p>Discussion: This amendment only states that after 30 days without response the fine will be increased to \$100. There are no other additions</p>	1203BOR1 - passed	
	<p>1204Z21 – Out of Zone Team Entry with Priority Entries: Proposal to add wording to R&R Section 2, A, 4 Swim Meet Preparation, Meet Information Sheet so that it reads – 4. Meet entries are due two Mondays prior to the meet. Any Zone sanctioned meets may accept zone entries three Mondays prior to the meet. The host team may invite to be part of the Zone priority, one team outside of the Zone or LSC up to 30 total swimmers. (Clint Benton – Zone 2) – 30 day motion</p> <p>Discussion: It was not clear where this amendment should be placed although it appears it should go in R&R Section 2, A, 4 and also in P&P Section IX 5.0 (5). The Governance Committee will determine the placement and exact wording, including rewording of some sections pertaining to entry priority, but the intent of the motion was voted on. The intent is that in a Zone meet where there is limited priority entry, the host team may invite one out of Zone team of up to 30 swimmers, to enter the meet using the priority entry.</p>	1204Z21 – passed	Governance Committee will see to wording and placement of this amendment
	<p>1204GC2 – Conflict of Interest Form: Change the current practice of having Conflict of Interest Policy and the Statement of Principles on Ethical Behavior and Conflict of Interest signed by members of the Board of Directors annually to:</p> <p>Members of the PacSwim Board of Directors shall sign the CONFLICT OF INTEREST POLICY and the STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AN CONFLICT OF INTEREST at the beginning of their term of office and upon any change in status. The signed document will be in effect for their term of office. (Leo Lin – Governance Committee)</p> <p>Discussion: We will see if Laurie Benton is able to create a check box in the registration form to handle the yearly renewal of conflict of interest, provided there are no changes.</p>	1204GC2 – tabled	Laurie Benton to check on adding a check box to registration form

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>1204AG1 - Request for BOD Spending Approval for Western Zones: The request to is spend \$158,070 on the Western Zones (Veronica Hernandez – Age Group Committee)</p> <p>No Discussion</p>	1204AG1 - passed	
New Business	<p>Presentation of bid from Web Sight Design by Bryan Levenson VP of Business Development – See handout with line items and anticipated costs</p> <ol style="list-style-type: none"> 1. Proposal presented has the primary objective of updating the website and setting up a system that would allow Pacific Swimming personnel, such as Jill the ability to update pages and dynamically create events, new meets without having to create a new HTML page or create some code. The update will be done with a CMS (content management system). 2. CMS are easy to use, and it can be done quickly. 3. They have created individual modules for every segment the website would need to function, such as meets calendars, descriptions of each club, published results of individual meets, and there could be a click of a button to update. It will also be easy to add pages with the click of a button. 4. So Phase 1 is instituting all these modules with these capabilities, and also managing all the content areas with each having different pages, such as rules and regulations, club issues, which the administrator could go in easily to update and modify. The core issue is to streamline the process of using and updating the website and bringing it up to 2012 5. The Content Management System they would be using is the PHP Open Source system. The code is open and is used by many so you can get someone else to do things later on. We are not dependent on this company for future additions. 6. Discovery is first line item – they'll have a technical project manager meet with whoever is on the committee and learn what they would like and what they don't like, the hang-ups, time constraints, and find out what works and what doesn't work 7. Technical Specification – outline of those components and modules that the CMS will consist of. 8. Phase 2 we would have several mock ups of the new website presented to us, and we'd provide feedback on color coordination, "put this there", "add a button", etc, and go back and forth four or five times, to make sure that it looks and operates the way we want it to. They suggest we spend money not on branding but on seamless, ease of use website. 9. Once we approve the mock ups they would build up the HTML layer, the front end of the website. In the production phase we can make changes in where the buttons and tabs are etc. 10. Once we sign off on the shell of the HTML, the next process is tying that into the CMS data base. At that point changes are more expensive. Now the data is populated. We could archive the old data and put it on a CD or something and start forward (which is a savings of thousands of dollars). 11. Will look at how much cell phone or handheld devices are used to determine whether to make another format that specifically fits those mobile devices. He suggests at this time we do not do that, but make a site that will fit into the cell phone. Adding the other design would add \$5000 to the cost and if we do not have enough of a percentage of users it would not be worth the cost. 12. We could design the website first, find out after seeing what part of the website is being used the most 	<p>Jill Ruppenstein will form the committee to work with Web Design on the discovery phase</p> <p>Update August BOD</p>	8/22/12

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>before considering designing a mobile site. He could look at the usage base to see how many have the capability to do mobile sites and depending on the % it may not be worth the cost at this time.</p> <p>13. E-commerce could be a phase 2 part.</p> <p>14. Suggest the website be hosted on a private server, or we could share a server but all the resources are shared.</p> <p>15. We want to have one website, not multiple websites.</p> <p>16. Ready for us to commit to move forward to start the formal Discovery and Technical Specification for Phase 1</p> <p>See Motion</p> <p>Update will be given at the August 22, 2012 BOD meeting</p>		
Motions	<p>1205Z41 – Meet Fee for High Country League Championship: Meet fees \$5 for individual, \$16 for relays, and \$8 splash fee. (Jim Morfield-Zone 4)</p> <p>No Discussion</p>	1205Z41 - passed	
	<p>1205AMC1- Approve Meet Processing Fee: Move to require host teams/clubs to pay an “approved meet processing fee” for meets whose participants are USA swimming athletes and non-USA swimming athletes. The fee structure is as follows: \$35 for a 1-day meet, \$75 for a 2-3 day meet, \$105 for a 4+day meet. This fee structure would be effective January 1, 2013 including any meet approved prior to January 1, but held in 2013. (Mary Ruddell – Alternative Meets Committee) (30 days) R&R</p> <p>No Discussion</p>	1205AMC1 – (30day motion) To be voted at next BOD meeting	8/22/2012 BOD
	<p>1205AMC2-All Sanctioned and approved meet sheets to be posted on Pacific Web Site: Move to require all sanctioned and approved meet sheets to be posted on the Meet Schedule page on the Pacific Web Site (Mary Ruddell-Alternative Meets Committee)</p> <p>Discussion: There was some concern that all the dual, tri and Super league meets may swamp the system, so that placement for these meets is being addressed with Rick Beebe, the present webmaster to see how this rule can be implemented. Placement will be made in the new website for these meets as well. There was also some discussion of how approved meets get posted since final approval occurs after the meet has occurred. However, those meets must go through a pre-approval process with USA Swimming and Pacific Swimming before the meet takes place, which would allow for posting the meet sheet.</p>	1205AMC2 – (30day motion) To be voted at next BOD meeting	8/22/2012 BOD
	<p>1205TC1 – Travel Reimbursement for USA Swimming Convention: Recommend travel assistance to Convention be a reimbursement of up to \$600 to cover actual air fare expenses only (not to include baggage fees, business class or other upgrades). For Convention Delegates: Pacific Swimming can send up to 10 delegates to convention. All delegates who are slated to attend (based upon your position on the BOD) or who are a member at large, need to inform John Bitter by July 1 of your intention of attending the convention. Any others interested in attending the convention should also contact John Bitter by July 1 in case there is an</p>	1205TC1 - passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>opening. The funding for convention includes early registration, airfare allowance as set by the BOD, \$20 per diem and up to 5 nights in a hotel.</p> <p>Discussion: In future Travel Committee will continue to present the various airfares from the different airports. However the BOD will approve one amount, whereby actual air fare expenses will be reimbursed up to that amount (not to include baggage fees, business class or other upgrades).</p>		
	<p>1205GC1 – Document Change Procedure: Process for effecting proposed New Language or Wording in Pacific Swimming By-Laws, Policy and Procedure, and Rules and Regulations (referred to as Governing Documents or GD in rest of document).</p> <ol style="list-style-type: none"> 1. Introduce motion to PacSwim Board of Director to support the change. 2. Motion passed by BOD and House of Delegates (if required) 3. Wording: <ul style="list-style-type: none"> • If wording in Motion can be incorporated verbatim into GD, no further editing • If language in Motion needs to be reworded (for clarity, grammar or other non-substantive changes), rewording will be performed by PacSwim Office staff. Reworded statement will be approved by Governance Committee (GC). 4. Exact location in GD where change is to be made or inserted will be identified or confirmed by Office Staff and approved by GC. 5. Changes to PacSwim By-laws must be approved by USA Swimming (USA-S Rules 602.7) <ul style="list-style-type: none"> • Office Staff to submit proposed change to Chair, USA-S Rules and Regulation Committee. • Decision from USA-S must be made within 45 days. If no notification or response to PacSwim within 45 days, the proposed change will be deemed as approved by USA-S. 6. Changes, when effected in appropriate GD will have change date noted at the end of inserted changes for 1 year.. 7. A summary table of changes will be appended at the end of each GD listing the changes, including location of change, effective date and Document Change Number. 8. Notice of GD changes will be announced on PacSwim website. 9. Document Change will be tracked using the Track Document Changes Procedure and the Document Change Form. <p>Pacific Swimming Procedure for Tracking Document Changes</p> <p>Any Motion passed by PacSwim BOD and/or HOD that required change in By-Laws, Policy and Procedure, and Rules and Regulations (refer to as Governing Documents or GD in rest of document) will be assigned a DOCUMENT CHANGE NUMBER</p> <p>All documents involving the changed will be filed with the Change Number</p> <p>All relevant information will be summarized in the Document Change Form.</p> <p>Document Change numbers will be summarized in a Summary Table.</p> <p>The Summary Table of Document changes will be maintained by the Office and all Document Change Files will be maintained by the Office in either hard copy or digital format in perpetuity.</p> <p>Appendix: Document Change Form</p>	<p>1205GC1-(30 day motion) To be voted at next BOD meeting</p>	<p>8/22/2012</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	(Leo Lin – Governance Committee) (30 days) R&R No Discussion		
	1205GC2 – Document Change Form: This form tracks the change that is made, listing where the change will take place, what other documents the change will affect, what the changes are, when they were done, and when they are affected, and request to USA –S Chair of R&R Committee if this is a by-law change. (Leo Lin – Governance Committee) (30 day motion) R&R Friendly Amendment to include notification and confirmation of intent by the initiator of the motion. No other discussion	1205GC1-(30 day motion) To be voted at next BOD meeting	8/22/2012
	1205FV1 –Allocate money to start Discovery and Technical and Specification part of Phase 1 of Website: Motion to allocate up to \$6,500 to do the Discovery and Technical Specification for Phase 1 and release \$1000 as a deposit to start that phase. (Fred Vogelgesang)	1205FV1 -passed	
Next Meeting	Next meeting will be on August 22, 2012 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

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: August 22, 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.

John Bitter	X		Gerry Ng	X	Zone Reps	Athlete	Guests			
Mike Rianda	X	Rick Beebe	X	Tish Steimle	X	1N - Larry Rice	X	Stephanie Scannel	Geiselle Morrone	X
Lehla Irwin	X	Marie Wise		Rick Waterhouse	X	1S – Mike Picardo		Natalie Tang	Debbie Tucker	X
Ron Heidary		Kent Yoshiwara	X	Warren Lager		2 - Clint Benton	X	Brittney Malick	X	
Don Heidary	X	Peggy Ramirez	X	Leo Lin	X	3 – Kevin Twohey		Michala Roan	X	
Veronica Hernandez	X	Elias Totah		Izzy Real		4 - Jerry Rudd				
Marie Lin	X			Darwin Takaki		4 - Jim Morefield				
Mary Ruddell	X	Brian Malick	X	Fred Volgelgesang	X					
Jennifer Malick	X	Marcia Benjamin		Darryl Woo	X			Office		
Danica Burge	X	David Benjamin		Joe Woo				Jill Ruppenstein	X	
Scott Shea		Judy Siegrist						Amy Smith		
Steve Hurko								Laurie Benton	X	

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 May 23, 2012 BOD meeting approved		
Executive Committee Report	None		
Officer's Reports			
Chair	No Report All Committee Chairs are reminded to fill out the CR form and turn it in for the BOD meeting regardless of whether they have anything new to report.		
Admin Vic Chair –	No Report		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Operations	See Motion		
Admin Vice Chair – Programs	Lehla Irwin: 1. Athletes Representatives had a conference call and many have now been assigned to Pacific Swimming Committees.		
Treasurer	Mary Ruddell: 1. See the financial reports posted for June, July and August, 2012 2. Budget worksheets will be sent out to all the committees by Friday to be filled out and returned by September 4 th so the budget can be put together for presentation at the BOD meeting on September 26 th . 3. Budget planning meeting will take place the week of September 17 – 22. 4. Requests for reimbursement for travel to Olympic Trials are due by September 4 th .	Mary and Peggy to send out the Budget worksheets by Friday Committee chairs to return budget worksheets by Sept 4 th	
Age Group	No Report		
Sr. Committee	No Report		
Registration	Laurie Benton: 1. Registration Reports Posted for June, July, and August 2012 2. 2013 Forms for non-athletes are now available for everyone to fill out 3. Fall Athlete packets have been sent out to the teams. 4. Year-Round Athlete packets will be sent out to the teams in October		
Diversity	Kent Yoshiwara –Report Posted 1. Middle Atlantic LSC will be having a Diversity Conference for Coaches at the end of September 2. Kent may use funds designated to support awareness to send a coach from Pacific to that conference 3. Diversity Committee meeting is set up for tomorrow night		
Camps	Jennifer Malick 1. Junior Leadership Camp has 59 spots out of 60 filled and 5 coaches that have volunteered to do the program 2. Site for this Camp has been moved to Moraga (please note this site is more expensive than the sites in the past) 3. See Motion to approve spending funds for this Camp		
Officials	No Report		
Time Standards	Tish Steimle: 1. Tish presented the 2013 JO, FW –Short Course and Long Course times as calculated using the process approved by this Board. a) JO times remained the same as 2012 times. b) In some cases where there were not 40 swimmers entered in this year’s FW meet she tried to estimate c) In a few cases there needed to be some adjustments to slightly slower times for 15-16, and 17-18 girls times – these changes are shown in the tables. d) There are still issues regarding the percentage of swimmers that make the FW cuts where at the		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>younger age groups only 3 or 4% of the swimmers make the cuts, whereas in the 15-18 age group over 25% make it.</p> <p>e) John Bitter proposes that the coaches really discuss this at the HOD coaches conference in October and Tish can present the data so that they can understand the issues and help with the solution.</p> <p>2. PRT times are also presented. Time Standards Committee has been calling these times 25th place, because that is what they are, and because although they are called Pacific Reportable Times we are not reporting them anywhere.</p> <p>3. See motion to approve the times.</p>	Tish to present this information at the HOD coaches conference	HOD 10/13/12
Club Development	No Report		
Travel	No Report		
Disability	No Report		
Board of Review	No Report –see motions		
Open Water	No Report		
Finance & Auditing	<p>Peggy Ramirez:</p> <ol style="list-style-type: none"> 1. See report by Treasurer regarding the Budget worksheets. 2. Mary Ruddell and Peggy will be sending the worksheets with information regarding 2012 budget, amounts spent so far and amounts still available for use to the committee chairs by Friday. 3. There is an additional line on the budget worksheets to indicate why a budget increase is needed if one is requested. 		
Scheduling	<p>Gerry Ng:</p> <ol style="list-style-type: none"> 1. Gerry will step down as Scheduling Chair as soon as a replacement is found 2. John Bitter is working on finding a new Chair 		
Athlete	<ol style="list-style-type: none"> 1. Stephanie Scannel has moved out of area 2. There are a number of athletes that have moved on to areas outside of Pacific to colleges and have resigned as a consequence 3. Many of the athletes are now assigned to committees. 4. There has been very positive feedback regarding the newsletter and the athletes are encouraged to work on the next issue 5. As soon as Lehla has a list of the athlete representatives she should forward them to Marie Lin, Pacific Secretary 	Lehla Irwin to continue to work on list of athlete reps and send the list to Marie Lin	
Governance Committee	<p>Leo Lin:</p> <ol style="list-style-type: none"> 1. Governance Committee talked about recruiting Athletes that are older than high school students– students in College or athletes post college. <ol style="list-style-type: none"> a. Larry Rice is contacting the new coach at Stanford to see if some of those athletes are interested. b. Certain committees would benefit from having Athlete Representatives with more maturity and life experience c. The GC has looked at other LSCs who have used college and post college athletes – for 	The GC will look at recruiting more senior Athlete Representatives and may research this at Convention	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>example, the Athlete Representatives on the BOR of Southern California are post graduate athletes.</p> <ol style="list-style-type: none"> 2. The GC has also looked at the by-laws of 10 other LSCs to see how their BODs are configured. However, By-Laws have really not given a sufficient picture of how the BODs run, so members of the GC will begin to contact these other LSCs directly to gather that information. 3. See motions 	The GC will contact other LSCs and report back regarding structures	
Investment Committee	<p>Mary Ruddell</p> <ol style="list-style-type: none"> 1. Pool Grants: <ol style="list-style-type: none"> a. 5 teams have completed their projects b. 12 teams have responded to inquiries but have not completed the projects c. 7 have not done anything yet and Napa Valley may have to turn the money back because there are some issues involved which may not be resolvable 2. \$80,000 has been withdrawn from the investment funds to cover the pool grants and the Olympic Trials reimbursements 		
Adhoc Committees			
Alternative Meet Committee	<p>Report Posted See motions</p>		
Zone Reports			
Zone 1N	<p>Larry Rice</p> <ol style="list-style-type: none"> 1. Meeting scheduled for September 17th where they will be approving their schedule of meets and work on the Zone meet 		
Zone 1S	New Chair is Mike Picardo and Vice Chair is Danica Burge		
Zone 2	<p>Clint Benton:</p> <ol style="list-style-type: none"> 1. No meeting in July and August. 2. Next meeting will be September 17th when the bidding for the Zone meets will take place 		
Zone 3	New Chair is Kevin Twohey and the next meeting will be September 15th		
Zone 4	No Report		
Old Business	<p>Web Site Design Report presented by Bryan Levenson from WebSight Design Inc.</p> <ol style="list-style-type: none"> 1. Provided a document with evaluation of our present system and their plan to clean it up, including questions which they need answered to help them with planning to provide what we would like <ol style="list-style-type: none"> a. This website will be visible for Iphones and Ipads, but presently would not be interactive with those systems, as this would be much more expensive to implement. 2. They are working on presenting the section that will allow us to do meet registration. <ol style="list-style-type: none"> a. They are looking at what Swim Connection does and how they are set up to help with the design b. They are also looking at the USA Swimming system c. This is an e-commerce proposal 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>d. There will be a secure system so that payments can be made on credit card, or pay pal.</p> <p>3. Request that they look at the Zone websites and the Committee websites such as the Official's websites to make sure those entities needs are served.</p> <p>4. Approval is needed to move forward with the process and to release money to make the next payment that is due – see motion</p> <p>5. Jill Ruppenstein will be the point person for Pacific Swimming to work with WSD.</p>		
Motions	<p>1204GC2 – Conflict of Interest Form: Change the current practice of having Conflict of Interest Policy and the Statement of Principles on Ethical Behavior and Conflict of Interest signed by members of the Board of Directors annually to:</p> <p>Members of the PacSwim Board of Directors shall sign the CONFLICT OF INTEREST POLICY and the STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AN CONFLICT OF INTEREST at the beginning of their term of office and upon any change in status. The signed document will be in effect for their term of office. (Leo Lin – Governance Committee)</p> <p>Addendum Presented: Statement of Principles on Ethical Behavior and Conflict of Interest that is attached to the back of the Annual Registration form for non-athlete membership, to be filled out and signed annually on registering for USA membership:</p> <p>STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST</p> <p>All of us who choose to serve USA Swimming and Pacific Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. We must serve without personal gain in order to avoid any institutional loss or embarrassment, and we must behave in a way to enhance the public's confidence and trust in our organizations.</p> <p>These principles require us to disclose any personal financial interests that might be affected by decisions we make on behalf of USA Swimming and Pacific Swimming, and to abstain from participating in those decisions. Any person who accepts the honor of serving USA Swimming and Pacific Swimming must accept the burden of public disclosure and public scrutiny. These principles also prohibit us from using information or data that belongs to USA Swimming or Pacific Swimming for our own personal gain.*</p> <p>Therefore, the following policies apply to all non-athlete volunteers and paid employees of Pacific Swimming:</p> <ul style="list-style-type: none"> • No one shall make or participate in making any decision on behalf of Pacific Swimming that may affect his or her personal financial interests. This includes the award of contracts, the purchase of goods and services, the award or participation in contracts for professional or other services, and the allocation of USA Swimming or Pacific Swimming resources for personal use. • It is the responsibility of every person to publicly disclose any personal financial interests that may be affected by the conduct of his or her duties for Pacific Swimming, and to abstain from making or participating in any decision that may affect those interests. • All members of Pacific Swimming, and all consultants of Pacific Swimming, are prohibited from taking any list of Pacific Swimming clients for the purpose of making a personal or private solicitation of those clients. <p>At this time, I am an owner, member of the board, or employee of the following organizations which may be affected by decisions I make as a member of Pacific Swimming:</p> <p>_____</p> <p>_____</p> <p>Date: _____ Signature: _____</p>	1204GC2-addendum Passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p style="text-align: center;">Print: _____</p> <p>* Please direct any questions you may have regarding this policy to your Zone or Committee Chair.</p> <p>Discussion: This takes the place of the Conflict of Interest Policy and Statement of Principles on Ethical Behavior and Conflict of Interest that has been used previously. This form will be filled out when registering for non-athlete membership to USA Swimming. This is to take effect immediately on being passed by this Board.</p>		
	<p>1205AMC1- Approve Meet Processing Fee: Move to require host teams/clubs to pay an “approved meet processing fee” for meets whose participants are USA swimming athletes and non-USA swimming athletes. The fee structure is as follows: \$35 for a 1-day meet, \$75 for a 2-3 day meet, \$105 for a 4+day meet. This fee structure would be effective January 1, 2013 including any meet approved prior to January 1, but held in 2013. (Mary Ruddell – Alternative Meets Committee) (30 days) R&R</p> <p>No Discussion</p>	1205AMC1 - Passed	
	<p>1205AMC2-All Sanctioned and approved meet sheets to be posted on Pacific Web Site: Move to require all sanctioned and approved meet sheets to be posted on the Meet Schedule page on the Pacific Web Site (Mary Ruddell-Alternative Meets Committee) (30 days) R&R</p>	1205AMC2 - Passed	
	<p>1205GC1 – Document Change Procedure: Process for effecting proposed New Language or Wording in Pacific Swimming By-Laws, Policy and Procedure, and Rules and Regulations (referred to as Governing Documents or GD in rest of document).</p> <ol style="list-style-type: none"> 1. Introduce motion to PacSwim Board of Director to support the change. 2. Motion passed by BOD and House of Delegates (if required) 3. Wording: <ul style="list-style-type: none"> • If wording in Motion can be incorporated verbatim into GD, no further editing • If language in Motion needs to be reworded (for clarity, grammar or other non-substantive changes), rewording will be performed by PacSwim Office staff. Reworded statement will be approved by Governance Committee (GC). 4. Exact location in GD where change is to be made or inserted will be identified or confirmed by Office Staff and approved by GC. 5. Changes to PacSwim By-laws must be approved by USA Swimming (USA-S Rules 602.7) <ul style="list-style-type: none"> • Office Staff to submit proposed change to Chair, USA-S Rules and Regulation Committee. • Decision from USA-S must be made within 45 days. If no notification or response to PacSwim within 45 days, the proposed change will be deemed as approved by USA-S. 6. Changes, when effected in appropriate GD will have change date noted at the end of inserted changes for 1 year.. 7. A summary table of changes will be appended at the end of each GD listing the changes, including location of change, effective date and Document Change Number. 8. Notice of GD changes will be announced on PacSwim website. 9. Document Change will be tracked using the Track Document Changes Procedure and the Document Change Form. <p>Pacific Swimming Procedure for Tracking Document Changes</p> <p>Any Motion passed by PacSwim BOD and/or HOD that required change in By-Laws, Policy and Procedure, and Rules and Regulations</p>	1205GC1 - Passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>(refer to as Governing Documents or GD in rest of document) will be assigned a DOCUMENT CHANGE NUMBER</p> <p>All documents involving the changed will be filed with the Change Number</p> <p>All relevant information will be summarized in the Document Change Form.</p> <p>Document Change numbers will be summarized in a Summary Table.</p> <p>The Summary Table of Document changes will be maintained by the Office and all Document Change Files will be maintained by the Office in either hard copy or digital format in perpetuity.</p> <p>Appendix: Document Change Form (Leo Lin – Governance Committee) (30 days) R&R</p> <p>No Discussion</p>		
	<p>1205GC2 – Document Change Form: This form tracks the change that is made, listing where the change will take place, what other documents the change will affect, what the changes are, when they were done, and when they are affected, and request to USA –S Chair of R&R Committee if this is a by-law change. (Leo Lin – Governance Committee) (30 day motion) R&R</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Clarified that this is just the tracking document to make sure the changes and all the steps are followed. 2. Governance Committee will look into how the process of making sure the motions is written up in a manner that matches the intent and the R&R, By-Laws, P&P and legal requirements. 	<p>1205GC2 – Passed</p> <p>GC to develop process to make sure the motions are written appropriately</p>	
New Business	None		
Motions	<p>1208CCCC1 – Release money for Junior Leadership Camp: Release \$11,800 of approved funding for Junior Camp (note \$3600 in copay funds required). (Jenny Malick – Camp Committee)</p>	1208CC1 - Passed	
	<p>1208BOR1 – Alternate Panel Member for Board Hearing: The Chair of the Pacific Swimming Board of Review may, at their discretion, designate up to two (2) alternate members to a Board of Review panel. These alternate panel members shall be authorized to replace any originally designated panel member(s) who is not present when the Board of Review hearing is called to order, and shall have all of the rights and responsibilities of the original panel member(s). (Darrell Woo – BOR) (30 day motion) By-Law</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. It was clarified that according to USA rules the Chairman already has the right to appoint as many members as he feels necessary. A Full Board has at minimum 7 members. 2. It is suggested that the motion be rewritten so that the team can have up to 10 members so the alternates can be included. 	<p>1208BOR1 – 30 day motion to be rewritten and voted on at the 9/22/12 BOD meeting. Then to HOD 10/13/12</p>	<p>BOD 9/22/12</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>1208BOR2 – Fees for BOR Rehearing: Should either a Board of Review Petitioner or Respondent, upon notification of the finding by a Board of Review Panel, request the Board of Review to conduct a Rehearing, the requesting party shall be responsible for the costs to Pacific Swimming for the room in which the rehearing is conducted. (Darrell Woo – BOR) (30 day motion) By-Law</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Concern that if the hearing is found in favor of the party requesting the rehearing that the party still must pay the fee. It could be decided in the finding that the fees be returned to the requesting party. 2. Consider rewriting this motion to follow the pattern of the National BOR which requires a flat fee for the hearing. 	<p>1208BOR2 – 30 day motion to be rewritten and voted on at the 9/22/12 BOD meeting. Then to HOD 10/13/12</p>	<p>BOD 9/22/12</p>
	<p>1208VC1 – Pacific Staff Employee and relationship to General Chair and/or Administrative Vice Chair: Amendment to By-Laws Article 14.2.</p> <p>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 those employees having a legal marital relationship or a recognized long-term shared living quarters relationship." to Article 14 – Permanent Office and Staff, 14.2 Staff.</p> <p>ARTICLE 14 -- PERMANENT OFFICE AND STAFF</p> <p>14.1 Office</p> <p>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</p> <p>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 those employees having a legal marital relationship or a recognized long-term shared living quarters relationship. 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>14.3 Appropriations</p> <p>The Budget Committee shall include in its proposed budget a line item for the costs of Pacific Swimming's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Executive Committee shall be responsible, together with the General Chair, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential.</p> <p>(Mike Rianda – Vice Chair Operations) (30 day motion) By-Law</p>	<p>1208VC1 – 30 day motion, Vote on at the 9/22/12 BOD. Then to HOD 10/13/12</p>	<p>BOD 9/22/12</p>
	<p>1208TS1 – JO, FW, and PRT Times for 2013: Adopt the JO, FW, and PRT spreadsheets for 2013 times with the revisions made, and some alterations in the process for calculation of times where needed. (Tish Steimle –</p>	<p>1208TS1 - Passed</p>	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	Time Standards)		
	1208L11 – Approval to Spend up to \$50,000 for WebSight to proceed to next process: John Bitter authorized to sign for approval to move forward in the next steps of the Web Design Process. (Lehla Irwin, Rick Waterhouse, 2 nd)	1208L1 - Passed	
Next Meeting	Next meeting will be on September 26, 2012 at the Marriott in San Ramon		
Meeting Adjourned	Meeting adjourned at 9:13 PM		

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

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: September 26, 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.

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

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by John Bitter at 7:32PM		
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 August 22, 2012 BOD meeting approved		
Executive Committee Report	None		
Officer's Reports			
Chair	John Bitter: 1. Congratulations to the following Pacific Swimming Members receiving awards at Convention: Joyce and Marvin Lamphere for many years of service on the Scholastic All American Program, Marie Wise – Volunteer of the Year from the Disability Committee, Frank Suchomel – Pacific Swimming Volunteer of		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>the Year</p> <ol style="list-style-type: none"> 2. Report on Senior Meets there will be lots of changes in time standards fo: <ol style="list-style-type: none"> a. There are lots of changes in the time standards for these meets b. Grand Prix Meets will change to an a/b cut format with initial 1st week open to entrees with “a” cuts. Then it will be open to accept “b” cuts. There will only be 6 Grand Prix this year. c. Summer Juniors will occur after the US Open, but in 2014 Juniors will occur before Nationals d. World Trials will be in June this summer – with cuts faster then Olympic Trials e. Winter Sectional Times are faster then last year, and Summer Sectionals will be even faster, Winter Sectionals will be in Belmont, and Summer Sectionals will be in Santa Clarita f. The aim is to get about 1000 swimmers entered into each of these meets g. John was able to get winter Sectionals in 2014 to be scheduled in January rather than in December 		
Admin Vic Chair – Operations	No Report See Motion		
Admin Vice Chair – Programs	No Report		
Treasurer	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> 1. See the financial reports posted 2. Requests for reimbursement for US Open are due October 11. 3. Requests for reimbursement for Juniors are due October 17 		
Age Group	No Report		
Sr. Committee	Senior Coaches are requested to fill out and return the Senior Coaches Survey		
Registration	<p>Laurie Benton:</p> <ol style="list-style-type: none"> 1. Registration Reports Posted 2. There are a number of new clubs 3. Two name changes were reviewed and approved <ol style="list-style-type: none"> a. South Bay Los Gatos Aquatic Club (SBLG) will change to Polar Bears of Los Gatos (GATO) b. San Francisco Sailfish Swim Team (SFRF) will change to Balboa Sharks Swim Team (BSST) 		
Diversity	<p>Kent Yoshiwara:</p> <ol style="list-style-type: none"> 1. Looking for athletes to be added to the committee – Lehla Irwin has the athlete list 2. At Convention, Chuck Wielgus gave a speech which included featuring San Jose and Chicago’s Make a Splash program. Kent is trying to make the video shown available to us. 	Lehla Irwin will forward athlete names	
Camps	<p>Jennifer Malick</p> <ol style="list-style-type: none"> 1. Junior Leadership Camp went well <ol style="list-style-type: none"> a. Two Zone 2 coaches backed out and Zone 1S coaches had to step in b. On Saturday evening, 28 kids and a coach got stuck in the hotel elevator for 2 hours. This occurred because the safety system malfunctioned. The alarms should have sounded and the doors should not have closed once the load was beyond the weight limit. Some of the 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p style="text-align: center;">swimmers were scared during the situation but everyone was safely removed from the elevator.</p> <ol style="list-style-type: none"> 2. The 11-12 year old Camp is set for February and hopefully will be at the MLK Blue Dolphin Pool in San Francisco 3. Jenny is planning for the Distance Camp in the Olympic Training Center, but has not heard from USA Swimming yet. 4. Sign-ups for the camps will be on-line. This worked well for the Junior Leadership Camp so that practice will continue 		
Officials	<p>Brian Malick:</p> <ol style="list-style-type: none"> 1. The Officials had a conference call on September 6 and OQM meets were designated 2. The Officials Committee will meet on October 28th to assign officials to the Pacific Meets 3. There was clarification that in a Trials and Finals Championship meet, swimmers checked in for a Timed Final Distance Event who no-show, will be penalized by being barred from participating in the relays of that day, but will be able to swim finals they have qualified for, and will be able to swim all events on the next day. 4. Discussion regarding removing the no-show penalty from C/B/A+ meets. <ol style="list-style-type: none"> a. Brian wondered if it should be removed for age groups that are 10 and Under since many of the kids do not even understand the rule, and it is often the parents who are responsible for the child missing the event. b. Sentiment from the coaches was to remove the rule altogether for C/B/A + meets c. Brian Malick will bring back a motion to change the Policy and Procedures regarding this rule 	<p>Brian Malick to bring a motion to the BOD regarding removal of the no-show rule in C/B/A+</p>	<p>10/24/12 BOD</p>
Time Standards	<p>Tish Steimle:</p> <ol style="list-style-type: none"> 1. Tish has looked further at the JO times and has decided that she is going to need to change some of the JO times for distance events to tighten up that group 		
Club Development	No Report		
Travel	No Report – See motions		
Disability	No Report		
Board of Review	No Report –see motions		
Open Water	<p>Marcia Benjamin:</p> <ol style="list-style-type: none"> 1. Marcia was unable to get meets sanctioned through USA swimming this past year and she has had no information regarding why, so a number of meets were run as “practice meets 		
Finance & Auditing	<p>Peggy Ramirez:</p> <ol style="list-style-type: none"> 1. See 2013 Proposed Budget in New Business 2. See Frequently Asked Questions handout 3. Peggy reports that it was very difficult to get all the budget requests gathered in a timely manner so they would be available for the Budget Committee to use in developing the 2013 Budget 	<p>Committee chairs should be more responsive to requests for budget requests for the next cycle</p>	
Scheduling	<ol style="list-style-type: none"> 1. Gerry Ng has stepped off the board. 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	2. George Cleveland has been appointed to take the Scheduling Chair position and this appointment was approved		
Athlete	No Report		
Governance Committee	<p>Leo Lin:</p> <ol style="list-style-type: none"> 1. The committee had a conference call on September 19 – Mike Piccardo is a new member representing Z1S 2. The committee tried to look at the top 10 LSCs to see how they governed, what their voting structures are, and how many members they have on their Board. There was little to no success at getting that information from looking at the website, the by-laws, and direct contact. They will abandon that strategy and just work on streamlining our LSC's structure. 3. They updated the list of athletes and removed athletes that graduated and withdrew. Lehla Irwin is working on keeping that up and the Zone Chairs have agreed to send her updates on all the athlete representative changes that have occurred with the change of seasons. 4. They are evaluating the number of meetings that would be optimal for the Pacific Swimming BOD and are suggesting that the BOD meet alternate months for 5/6 times a year. On the off months the Executive Board might meet for necessary items and all the Standing and Adhoc Committees would be able to meet to get their work done. This was proposed because the BOD is all voluntary and fairly large. It is difficult to recruit people to take on the tasks of the BOD and the committees when the BOD meets so frequently. It is felt that we could operate more efficiently if the Committees are given more opportunity and time to meet and do their work. These off months would provide this time.. This idea was discussed and generally supported. The Governance Board will draw up a concrete plan and will present it at the next BOD meeting. In the meantime we will vote on the proposed schedule of meetings that John Bitter is presenting (Motion 1209C1 - Proposed 2013 Schedules for BOD and HOD) 5. They are working on defining the Zones (1N, 1S, 2, 3, 4) responsibilities and areas of autonomy. Right now the information regarding the Zones is scattered in 3 governing documents (By-Laws, Policy and Procedures, and Rules and Regulations) and the information is sometimes unclear or confusing. 6. Review of Ted Stevens Amateur Act: At convention there were two conflicting opinions regarding the interpretation of this rule. John Morse (General Consul) believes this means that all Committees, Standing and Ad Hoc, at all levels of USA-Swimming including all LSC Committees require 20% athlete representation. Carol Zaleski (Rules and Regulation) reports that the 20% athlete rule applies only to the NGB (the National Governing Board). The Governance Committee supports having 20% athlete representation wherever possible, but wants to get clarity as to whether it is "mandated" for every committee of the LSC. They will seek legal advice, especially since we do not have a sufficient number of athlete representatives. The Governance Committee supports development of more athlete representatives and looking beyond the pool of high school swimmers, but also looking towards college and post college athletes. 	Present proposal for meetings of BOD and Executive Committee at next BOD meeting	10/24/12 BOD
Investment Committee	<p>Mary Ruddell</p> <ol style="list-style-type: none"> 1. See report 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<ol style="list-style-type: none"> 2. New draft for the 2013 Pool Grant Application presented 3. Plan is to make applications due October 15th or 20th and to make decisions regarding the grants by January 4. They will have an Athlete Rep from Zone 3 joining this committee 		
Adhoc Committees			
	No reports		
Zone Reports			
Zone 1N	<p>Larry Rice</p> <ol style="list-style-type: none"> 1. Met September 17th – got the Zone meet schedule out, appointed two new athlete representatives 2. Requested information regarding the All Star Meet <ol style="list-style-type: none"> a. It will be hosted by Zone 4 and Jim Morefield and Jill Ruppenstein have the information. b. The venue will be at Carson City, The Grand Sierra Resort Hotel in Reno. 3. Swim Connection will continue as is and will change the name to Swim Smarter in January. 4. Next meeting will be in November 		
Zone 1S	<p>Mike Picardo:</p> <ol style="list-style-type: none"> 1. See report 2. They have not been able to recruit a Meet Director for the Zone Champs – they are entertaining any volunteers for that position. 3. Wanted clarification regarding process to write a meet sheet for an open water indoor event. Jill Ruppenstein reported that the problem with the Zone 1S meet sheet that was sent in for sanctioning was that the fee structure was not correct. 		
Zone 2	<p>Clint Benton:</p> <ol style="list-style-type: none"> 1. See report 2. Met on September 17th, and had their first 2 rounds of bidding for the Zone meets, planning for the Zone 2 Championships, and accepted resignation from athlete representative Lucas Lin, who is now in college out of state. 3. We have 2 athlete representatives 4. Next meeting is October 15th 		
Zone 3	<p>Debbie Tucker:</p> <ol style="list-style-type: none"> 1. Met September 15th – Bidding for Zone meets begun 2. New equipment has been used and there have been no problems 3. Chuck Johnson was re-elected as Zone Sanction Chair 4. Plan to have a Summer Zone Championship in 2013 (short course) with all Zone 3 teams participating 		
Zone 4	No Report		
Old Business	None		
Old Motions	1208BOR1 – Alternate Panel Member for Board Hearing: The Chair of the Pacific Swimming Board of Review may, at their discretion, designate up to two (2) alternate members to a Board of Review panel. These alternate	Withdrawn – because it is already covered in current	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	panel members shall be authorized to replace any originally designated panel member(s) who is not present when the Board of Review hearing is called to order, and shall have all of the rights and responsibilities of the original panel member(s). (Darrell Woo – BOR) (30 day motion) By-Law	governing documents	
	<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.</p> <p>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) By-Law</p>	Passed. Referred to HOD 10/13/12	HOD 10/1312
	<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 those employees having a legal marital relationship or a recognized long-term shared living quarters relationship.” to Article 14 – Permanent Office and Staff, 14.2 Staff.</p> <p>ARTICLE 14 -- PERMANENT OFFICE AND STAFF</p> <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</p>	Passed with recommendation that “recognized long-term relationship.....” be written to meet legal standards Referred to HOD 10/13/12	HOD 10/13/12

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>Family" include current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means those employees having a legal marital relationship or a recognized long-term shared living quarters relationship. 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>14.3 Appropriations</p> <p>The Budget Committee shall include in its proposed budget a line item for the costs of Pacific Swimming's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Executive Committee shall be responsible, together with the General Chair, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential.</p> <p>(Mike Rianda – Vice Chair Operations) (30 day motion) By-Law</p> <p>Discussion:</p> <p>1. Concern about interpretation of the following part of the amendment Spouse" means those employees having a legal marital relationship or a recognized long-term shared living quarters relationship. It was agreed to pass this amendment with the caveat that this last statement be reviewed by legal counsel and rewritten as appropriate</p>		
New Business	<p>Proposed 2013 Budget:</p> <ol style="list-style-type: none"> 1. Peggy Ramirez presented the proposed budget and only one item was pulled for review: 89050 National/World Trials 2. Fred Vogelgesang reported that National/World Trials funding has not been approved to be paid from investment funds and so should be placed under the National/Senior Program Expenses 3. John Bitter explained that National/World Trials have been instituted in response to international issues raised by FINA. The National/World Trials will occur twice in the Olympics 4 year cycle, occurring on odd years. 4. The Budget committee will consider providing a motion to the HOD to include National/World Trials in expenses covered by the investment funds, in the future 5. In the meantime it was agreed to place 89050 under the National/Senior Program Expenses. 6. Budget was approved with that change 	Budget approved. Referred to HOD 10/13/12	HOD 10/13/12
New Motions	<p>1209C1 – Dates for the 2012 BOD and HOD meetings</p> <p>Proposed BOD and HOD meetings for 2013</p> <p>January 23, 2013: BOD Meeting</p> <p>February 2013: No BOD meeting, committee reports will still need to be posted to web site</p> <p>March 27, 2013: BOD Meeting</p> <p>April 24, 2013: BOD Meeting</p> <p>May 4, 2013: HOD Meeting</p> <p>May 22, 2013: BOD Meeting</p> <p>June 2013: No BOD Meeting, committee reports will still need to be posted to web site</p> <p>July 2013: No BOD Meeting, committee reports will still need to be posted to web site</p> <p>August 28, 2013: BOD Meeting</p>	Passed. Refer to HOD 10/13/12	HOD 10/13/12

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	September 25, 2013: BOD Meeting October 12, 2013: HOD Meeting October 23, 2013: BOD Meeting November 20, 2013: BOD Meeting* *one-week earlier due to Thanksgiving December 2013: No BOD Meeting, committee reports will still need to be posted to web site (John Bitter – Chairman)		
	1209TC1 – Reimbursements for Travel to Nationals and Junior Nationals: Austin Travel Assistance: \$400 plus \$200 stipend for all Knoxville Travel Assistance: \$350 plus \$200 stipend for all except \$400 plus \$200 stipend for Sacramento \$610 plus \$200 stipend for Reno Note: a swimmer attending both meets would be eligible for both travel assistance amounts since the meets are in two separate locations. (Rick Waterhouse – Travel Committee)	Passed	
	1209FV1- Prepare Quadrennial Budget: Move that the BOD direct the Executive Committee, working with the Budget Committee, prepare a four year 2013-2016 Quadrennial Budget for review by the BOD and approval at the Spring 2013 HOD meeting (Fred Vogelgesang, 2 nd Elias Totah) (30 day motion) Discussion: 1. Fred Vogelgesang reports that he has proposed this motion every year for the past four years when he was treasurer. He wants this to occur to “force the board to look at longer term strategic planning then we are”. He wants the process to be that each year you approve the spending for year one and you update for the next four years. It would force us to look at our income streams which primarily are the adder fees placed on USA Swimming Fees, which may go down as USA increases their fees. He also believes that since we expect to continue to grow the number of athletes, this four year budget program will help us build in increased meets for these swimmers to enter. 2. Peggy Ramirez is concerned regarding how useful or feasible this process will be. All committees will have to provide budget requests and be involved in this process. As yet, we have not even been able to achieve full compliance for annual budget requests. She is very concerned this is a very unrealistic goal. It is especially unrealistic to try and get this done by Spring 2013, as it took her several months just to get the information for this one year budget. 3. .John Bitter requests that this be made a 30 day motion because he feels some things within this proposal might be helpful and doable, such as looking at streams of income. We agreed to make it a 30 day motion.	(30 Day Motion) Referred to 10/24/12 BOD	BOD 10/24/12
Next Meeting	Next meeting will be on October 24, 2012 at the Marriott in San Ramon		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Adjourned	Meeting adjourned		

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

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		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<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		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
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 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<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 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<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>		
Resolutions and Orders	<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>	1208BOR2 – Passed change by-laws	
	<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>	1208VC1 – Passed Change by-laws	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<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	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE																																													
	<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="361 836 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="361 946 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="361 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="361 1360 535 1393">Peggy Ramirez:</p> <ol data-bbox="361 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>																																														

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	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

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: October 24, 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.

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

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 September 26, 2012 BOD meeting amended and approved		
Executive Committee Report	See Minutes 10/13/12 meeting Main Items Addressed: <ol style="list-style-type: none"> 1. Approved Governance Committee's recommended Schedule for meetings, which was subsequently passed by the HOD (10/13/2012 -1210GC1- BOD & HOD schedule for 2013) 2. Approved 4 year budget projection 3. Approved name change for AMA Dorados to Calaveras County Aquatiks 		
Officer's Reports			

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Chair	<p>John Bitter:</p> <ol style="list-style-type: none"> John expressed his thanks and appreciations to the committees, staff and volunteers who worked so hard on behalf of Pacific Swimming, helping to achieve the many accomplishments Pacific Swimming completed this year. Special thanks to Mary Ruddell Treasurer, Peggy Ramirez and all the members of the Finance and Investment Committee, Leo Lin and all the members of the Governance Committee, Jill Ruppenstein, Laurie Benton, and Amy Smith for their stellar service Asks that all the Zone Chairs remind the teams at their next Zone meeting that USA Swimming has issued their anti-bullying and social media policy. All teams must either come up with their own policy or by default the USA Swimming policy will take effect. 	Zone Chairs announce the need for an Anti-bullying and social media policy for all teams	
Admin Vic Chair – Operations	No Report		
Admin Vice Chair – Programs	No Report		
Treasurer	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> See the financial reports posted – Note they are slightly different from those posted for the HOD because they reflect the latest accrual data Mary will need updated information on equipment and location of the equipment from each Zone because the insurance policy will be up for renewal 	Zones to send Mary Ruddell information on the Zone Equipment	
Age Group	No Report		
Sr. Committee	No Report		
Registration	<p>Laurie Benton:</p> <ol style="list-style-type: none"> Registration Reports Posted All Registration Packets have gone out 		
Diversity	<p>Kent Yoshiwara:</p> <ol style="list-style-type: none"> See report from the two meetings the committee had in October 1st meeting was used to review all the applications for grants 2nd meeting was used to make decisions on the applications. All applicants received funding except one club which did not pass the 501c filter. A total of \$19K was awarded MLK Team received money to help with their initial project that could not be fully funded last round Oakland Undercurrent (recipients of Pacific Swimming support for over 10 years) received a grant for building the base, a change in focus to younger swimmers. All applicants are not solely reliant on funding from Pacific Swimming. All have applied and been granted funding from other outside sources as well. 		
Camps	<p>Jennifer Malick</p> <ol style="list-style-type: none"> We will not be going to the Olympic Training Center this year, as USA swimming has put on a number of camps and taken the spots. 11-12 Camps are still in the works 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Officials	No Report – See Motion		
Time Standards	No Report		
Club Development	No Report		
Travel	Report Posted		
Disability	No Report		
Board of Review	No Report		
Open Water	No Report		
Finance & Auditing	Peggy Ramirez: <ol style="list-style-type: none"> 1. Presented the 4 year budget projection – Age group is left blank because the costs fluctuate so much depending on the locations of the various meets that are supported by Age Group. However, the totals at the bottom of each have an excess of \$250K+ which is the amount of money available to address the Age Group Programs and any other unanticipated new expenses. 2. This is a relatively conservative projection – conservative on income and expenses 		
Scheduling	George Cleveland welcomed to his new position		
Athlete	No Report		
Governance Committee	Leo Lin: <ol style="list-style-type: none"> 1. Report Posted 2. Completed the restructure of the Executive Committee 3. Working on the restructure of Board of Directors 4. Working on getting the proper wording on all the changes in the by-laws to be submitted to USA swimming 5. Working on defining the roles and responsibilities of the Zones 		
Investment Committee	Mary Ruddell <ol style="list-style-type: none"> 1. Next meeting will be November 6, 7 PM 2. The New Pool Improvement Grant Program is posted and applications are due by December 31st <ol style="list-style-type: none"> a. The committee will review the applications in January and bring the recommendations to the Executive Committee, so that awards can be made by February. b. Grantees from previous Pool Improvement Grants can apply in this cycle provided they have completed their report on the results of the previous grant 		
Adhoc Committees	No reports		
Zone Reports			
Zone 1N	Larry Rice <ol style="list-style-type: none"> 1. Next meeting will be November 17th 		
Zone 1S	Mike Picardo: <ol style="list-style-type: none"> 1. Next meeting will be 2nd Wednesday in November 		
Zone 2	Clint Benton: <ol style="list-style-type: none"> 1. Met October 15th 2. Completed 3rd round of bids for Zone 2 meets 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<ol style="list-style-type: none"> 3. Almost completed job sign ups for the Zone 2 Champs 4. Discussed how the recent Zone 2 meets have been oversubscribed and had to close within 5 days of being opened for entries. 		
Zone 3	<p>Debbie Tucker:</p> <ol style="list-style-type: none"> 1. All of Zone 3's equipment is working well 2. Zone 3 Champs took place in Vallejo and 600 swimmers participated 3. Zone 3's management team for the All Stars has been formed 4. Meet Referees will need to more actively address the fact that there are a large number of unattached swimmers (mostly from Zone 3 teams) who come to meets without certification regarding their diving ability, and without a coach responsible. Meet Referees are contacting the coaches of these swimmers prior to the meet requesting they handle these issues before the swimmers appear at the meet. This should be addressed by the coaches automatically. 		
Zone 4	<p>Jerry Rudd:</p> <ol style="list-style-type: none"> 1. Elections held and one position has a new replacement – Vice Chair, Matt Benedict 2. 4 Officials clinics have been scheduled – 2 in November, and 2 in December 3. Next meeting will be November 13th 		
Old Business	See HOD 1210GC1 for the 2013 schedule of BOD and HOD meetings (approved by Executive Committee and passed by the HOD 10/13/12)		
Old Motions	<p>1209FV1- Prepare Quadrennial Budget: Move that the BOD direct the Executive Committee, working with the Budget Committee, prepare a four year 2013-2016 Quadrennial Budget for review by the BOD and approval at the Spring 2013 HOD meeting (Fred Vogelgesang, 2nd Elias Totah) (30 day motion)</p>	Pulled – because 4 year budget projection has been produced	
New Business	None		
New Motions	<p>1210FV1-Prepare Quadrennial Budget Annually: Move that Budget Committee, prepare a four year Quadrennial Budget annually for review by the BOD (Fred Vogelgesang, 2nd Larry Rice) (30 day motion)</p>	(30 day motion) Referred to 11/28/12 BOD	BOD 11/28/12
	<p>1210OC1-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): b. Individual Scratch Rule — Swimmers shall inform themselves of the meet starting time and shall report to the proper meet authorities promptly upon call. (1) Pre-Seeded Meets — Swimmers shall report promptly to the starting blocks when their event/heat is called. (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. (2) In Zone awarded Meets that are Deck Seeded – (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</p>	(30 day motion) Referred to 11/28/12 BOD	BOD 11/28/12

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>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. (3) In all Age Group and Senior Meets - LSC Awarded Meets (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. (Brian Malick, Officials Committee) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. This motion is to provide clarity regarding the scratch rule for different types of meets and to remove the No Show Penalty for all Zone awarded meets 2. All LSC awarded meets (Age Group, including 10 & U Champs, and Senior Meets) will continue to have a penalty as described. 		
	<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. The restructure is aimed at having the Executive Committee more broadly represent the needs of the different branches of Pacific Swimming because its primary function will no longer be to deal with emergency issues but rather it will function as a standing committee to manage many issues that were previously managed by the larger BOD. 2. It reflects the change in the Vice Chair position into 2 Vice Chair positions with division of duties 3. It was decided to table this motion until the Governance Committee presents the restructure plan for the BOD and includes the formal change of the Vice Chair position into 2 positions. 	Tabled	BOD 11/28/12

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	<p>1210SC&TC1-Rewrite of Section 9 Travel Assistance to Senior Travel Support (R&R)</p> <p>SECTION 9</p> <p>SENIOR TRAVEL SUPPORT</p> <p>A. Purpose</p> <p>1. To help defray the travel costs of Pacific teams/clubs with athlete members competing in “national” level meets as determined by the Board of Directors.</p> <p>2. To help defray the travel costs of Pacific Swimming coaches attending “national” level meet as determined by the Board of Directors.</p> <p>B. Control of Funds</p> <p>1. The Treasurer shall have control of disbursements. The disbursements shall be managed in accordance with Article 6.7.6 of the Pacific Bylaws.</p> <p>2. A Travel Committee shall be established consisting of the Travel Chairman, Senior Vice-Chairman, Treasurer and a coach representative. The committee shall recommend, for approval of the Board of Directors, airfares on which the travel assistance shall be based.</p> <p>3. No payment for the coach will be made if the coach or club is indebted to Pacific Swimming. No payment will be made until the indebtedness has been resolved.</p> <p>4. All swimmers representing a Pacific Swimming registered club at a “national” level meet must not be indebted to Pacific Swimming.</p> <p>5. Clubs that fail to report and transmit collected Pacific meet fees by October 1, from meets held during the prior period from September 1 through August 31, shall not receive travel assistance until such reports and fees are received.</p> <p>6. All disbursements shall be paid to Pacific Swimming registered teams/clubs.</p> <p>C. Eligibility</p> <p>1. Representation</p> <p>a. The swimmer shall compete attached to a Pacific team or compete unattached as a Pacific member.</p> <p>b. Swimmers attending the Open Water Nationals must have achieved a Winter Junior National standard in the 800/1000 or 1500/1650 to be eligible for Pacific Travel support.</p> <p>c. Relay-only swimmers will not be eligible for travel support.</p> <p>d. For coach's travel support - the coach/team must attend at least three (3) of the designated Pacific Swimming Senior level meets during the previous twelve (12) month period. There shall be a limit of two (2) national level meets for which a coach/team may receive travel support per year. Pacific Swimming’s Membership Office will determine eligibility.</p> <p>e. During Olympic and World Championship years, a coach/team may apply for travel support for the Olympic Trials or World Champ Trials in addition to the reimbursements outlined in Section C 1.d.</p> <p>2. Registration</p> <p>a. The level of travel assistance is based upon a swimmer holding continuous Pacific registration on the following schedule with each swim year will be made up of two Championship meet periods. The first shall be from September 1 to February 29. The second shall be from March 1 to August 31.</p> <p>b.</p> <table border="1" data-bbox="348 1242 1362 1463"> <thead> <tr> <th></th> <th>Season 1</th> <th>Season 2</th> <th>Season 3</th> <th>Season 4</th> <th>Season 5</th> </tr> </thead> <tbody> <tr> <td>Grand Prix type meets</td> <td>None</td> <td>Full</td> <td>Full</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Sr, Jr, US Open, Open H20</td> <td>None</td> <td>One-half</td> <td>Full</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>World Champs Trials</td> <td>None</td> <td>None</td> <td>One-half</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Olympic Trials</td> <td>None</td> <td>None</td> <td>None</td> <td>One-half</td> <td>One-half</td> </tr> </tbody> </table> <p>c. Once a swimmer qualifies for full travel support at a particular level of meet, the swimmer remains eligible for full travel support at that level as long as continuous Pacific registration is maintained.</p>		Season 1	Season 2	Season 3	Season 4	Season 5	Grand Prix type meets	None	Full	Full	Full	Full	Sr, Jr, US Open, Open H20	None	One-half	Full	Full	Full	World Champs Trials	None	None	One-half	Full	Full	Olympic Trials	None	None	None	One-half	One-half	<p>(30 day motion) Referred to 11/28/12 BOD</p>	<p>BOD 11/28/12</p>
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	<p>d. To be eligible for travel support, swimmers must have been registered with a Pacific Swimming team/club and competed in Pacific sanctioned meets during their senior year of high school.</p> <p>f. A swimmer may register with, or transfer to, their college's LSC during the school season. Such registration shall not be considered an interruption of the continuous registration so long as the swimmer immediately transfers to, or registers in, Pacific Swimming at the end of his/her school swim season and before further competition in USA-S sanctioned events.</p> <p>e. Once a collegiate swimmer who was previously ineligible (based on the rule) has exhausted their college swimming eligibility, they become eligible for travel support on the same schedule as described in the above chart.</p> <p>3. Travel Support Requirements</p> <p>a. A copy of the team's/club's Travel Policy must be on file with Pacific Swimming's LSC Office – Membership</p> <p>b. A signed Code of Conduct for all athletes attending the meet must be on file with Pacific Swimming's LSC Office – Membership</p> <p>c. The coach must be a USA Swimming registered coach in good standing.</p> <p>4. Citizenship</p> <p>a. To be eligible for travel support, a swimmer must be a United States citizen or have a U.S. permanent resident visa.</p> <p>5. Appeals</p> <p>a. A Club can appeal the decision of the Travel Committee</p> <p>D. Disbursement Policy</p> <p>1. Pacific Swimming's Membership Office must receive applications for travel support by the end of sixty (60) days following the last day of the attended meet.</p> <p>2. The travel support for teams taking swimmers to compete in Olympic Trials, World Champs Trials, Senior National Championship, U.S. Open, Junior National Championships, and Open Water National Championships will be the determined airfare plus a stipend to be determined by the Board of Directors. Swimmers attending back-to-back National Championship meets held in the same city will be eligible for travel assistance of the determined airfare plus an increased stipend.</p> <p>3. The travel support for coaches will be the same amount as determined by the Board of Directors for airfare only.</p> <p>4. Travel support for swimmers at Grand Prix type meets, in addition to the current travel support for USA Swimming National and Junior National Championships, is provided per the following guidelines and criteria:</p> <p>a. One disbursement per year. The amount of the disbursement will be determined annually by the Senior and/or Travel committees and approved by the annual budget at the House of Delegates.</p> <p>b. To qualify for support a swimmer must have USA Swimming December Junior National Qualifying time. The time may be achieved at the meet.</p> <p>c. Meet must be held outside of Pacific Swimming boundaries.</p> <p>d. Meet must be high-level Senior competition. Pre-approved meets: any foreign travel meet approved by FINA, USA Swimming Grand Prix Meets, NCSA Jr. Nationals, TX All-American Meet, Mission Viejo Meet of Champions. Senior Committee must approve all other meets.</p> <p>(Don Heidary and Rick Waterhouse, Senior Committee and Travel Committee – presented by Mary Ruddell) (30 day motion) R&R</p> <p>Discussion:</p> <p>1. Consolidated the travel support sections so it is more concise</p> <p>2. Reimbursement will be issued by Pacific Swimming to the Teams. The Teams will be responsible for gathering the documentation and receipts and issuing the reimbursement to their athletes and coaches.</p>		
Next Meeting	Next meeting will be on November 28, 2012 at the Marriott in San Ramon		
Meeting Adjourned	Meeting adjourned 8:35 PM		

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

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: November 28, 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.

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

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by John Bitter at 7:40PM		
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 October 24, 2012 BOD meeting approved		
Executive Committee Report	None		
Officer's Reports			
Chair	John Bitter: <ol style="list-style-type: none"> 1. Reports that he narrowed down the candidates to 2 for the travel coordinator position. Both were extremely competent and could do the job. He chose to hire Jeannette Soe who will start on December 2. Please send names of anyone who might want to be Safe Sport Coordinator to John. They will be working 	Send John Bitter names to	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>directly with USA Swimming and their representative who will provide them with information. Zone chairs please see if there is someone you would recommend</p> <p>3. Next month will be an Executive Committee meeting focused on Strategic Planning for the following LSC year. All Zone Chairs are also asked to attend.</p>	consider for Safe Sport Coordinator	
Admin Vic Chair – Operations	No Report		
Admin Vice Chair – Programs	No Report		
Treasurer	<p>See Posted Reports:</p> <ol style="list-style-type: none"> 1. Activity/Budget/Performance report 2. Statement of Financial Position 		
Age Group	<p>Veronica Hernandez:</p> <ol style="list-style-type: none"> 1. Pacific Coast All Star applications will be available this weekend at JOs. 2. Team selections will occur the week after. 		
Sr. Committee	<p>Don Heidary:</p> <ol style="list-style-type: none"> 1. Senior Coaches survey responses reported (also reported at HOD): <ol style="list-style-type: none"> a) Most Senior swimmers are attending the senior meets, positive check-in has been well received, and Senior Coaches want to see more Senior III and IV meets and Trials and Finals meets. b) Primary motivation for hosting meets was monetary, and they were in favor of specialty meets, (distance, sprint, IMX), c) 80% said they travel out of the LSC, they value coach education, positive on seminars (college planning, training, sports psychology) d) Positive on creating recognition teams e) 97% felt a need for an indoor facility and would support it f) Most senior coaches do not attend the HOD, but would be willing to attend an offsite meeting so he will pursue that for next year 2. 2013 tasks include broadening the meet schedule, looking at time standards, senior recognition branding, more senior coach communication, and seminars 3. Positive Check-In at Senior meets <ol style="list-style-type: none"> a) Have been testing this procedure and modifying it across the year b) In evaluating it across this time period we have found that it has been well received and been more productive c) General guidelines were presented in preparation for making this an acceptable practice for use in all senior meets with trials and finals to be put in Pacific's Policy and Procedures d) See motion 1211SC1 4. Coaches Education <ol style="list-style-type: none"> a) Funds have expanded from \$5000 to \$6000 		

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	<ul style="list-style-type: none"> b) Sent 5 coaches to the ASCA clinic , will send 4 coaches to the Pacific Clinic c) Response has been positive and the program has been well received d) Coaches at these clinics have taken specialty courses, certification classes 		
Registration	Laurie Benton: <ul style="list-style-type: none"> 1. See Posted Report 2. The BOD approved the name change of Peninsula Covenant Aquatics (PCA) to Peninsula Community Center Aquatics 		
Diversity	Veronica Hernandez for Kent Yoshiwara: <ul style="list-style-type: none"> 1. Next week they will hold the Diversity Camp which will be in Albany, with Alex Cushing coming as guest speaker, 6 coaches, and have about 25 kids signed up so far 		
Camps	No Report		
Officials	CRT report posted – See Motion		
Time Standards	No Report		
Club Development	No Report		
Travel	No Report – See Motion		
Disability	No Report		
Board of Review	No Report		
Open Water	Marcia Benjamin: <ul style="list-style-type: none"> 1. Standards for the Open Water for Nationals for 5K and 10 K <ul style="list-style-type: none"> a) 10K Standards now match the International standards b) 5K had a significant change for the girls so there will be many fewer qualifying swimmers c) Last year the same type of change occurred for the 5K boys, and as a result less than 20 swimmers in the nation qualified 2. Marcia feels that reducing the number of qualifying swimmers so drastically for the 5K, a gateway event, is a big mistake and Marcia has written a letter to USA Swimming regarding this concern. 		
Finance & Auditing	Peggy Ramirez: <ul style="list-style-type: none"> 1. Met with the Audit Committee (Leo Lin, Mike Davis and herself) to go over how the audit will be done using Drop Box 2. Target for completing the Internal audit is January 15, 2013 3. External audit is scheduled for April, 2013 		
Scheduling	George Cleveland: <ul style="list-style-type: none"> 1. Focus is to have a functional committee, rather than having this function performed by a coordinator 2. He defined the committee membership (but members have the ability to designate alternates). 3. See Motion – 1211SCH1 <ul style="list-style-type: none"> a) Note the wording regarding JOs and Far Westerns that states that they shall not be awarded to the same club for more then 2 successive years except in the case where there are no other qualifying bidders b) also consider, the paragraph which gives priority to clubs in the more remote areas of the LSC 		

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	<p>regarding bidding for the Age Group Opens scheduled for holiday weekends to enable more teams to travel to those areas (Nevada, Monterey, Ukiah, Stockton, for example)</p> <p>4. George and John Bitter have also talked about considering changing our scheduling cycle to Sept through August rather than January to December. George will form his committee and have them review this issue and bring back a recommendation to this committee</p>		
Athlete	<p>Michela Roan:</p> <p>1. Plan to make an athlete newsletter over the Christmas break</p>		
Governance Committee	<p>Leo Lin:</p> <p>1. CRT Report Posted</p> <p>2. At last meeting they developed the final version of the Board of Directors Structure (see motion)</p> <p>3. Completed the documents for the By-Law changes and these documents have been submitted to USA Swimming</p>		
Investment Committee	<p>See CRT report</p>		
Adhoc Committees			
	<p>No reports</p>		
Zone Reports			
Zone 1N	<p>Larry Rice</p> <p>1. Last meeting was 11/19/2012</p> <p>2. Finalized the meet sheet for the Zone Championship which will take place in January.</p> <p>3. On schedule regarding which teams will go to which meets.</p> <p>4. Next meeting on January 16, 2013</p>		
Zone 1S	<p>Mike Picardo:</p> <p>1. See the CRT Report</p> <p>2. Mike Picardo now authorized to sign checks. Removed the requirement of sending bank statements to the Chair because the LSC is covering most of the audits now.</p> <p>3. Had an Official's clinic a couple weeks ago in Gilroy</p> <p>4. Jennifer Malick has volunteered to be the team manager for the All Star Development Meet</p> <p>5. Passed the motion to buy a 10 lane dolphin system</p> <p>6. Still have 5 meets unbid in the Zone</p> <p>7. Open Water person is looking to partner with someone. Will put together a proposal and came up with an organization to work with. Mike has referred them to consult with Marcia Benjamin</p> <p>8. Appointing an Ad Hoc Committee to deal with all the dual, tri, invitational and all the league meets because some issues have come up regarding these meets.</p> <p>9. Voted to restrict the reimbursement of co-pays for things like attending Western Zones, Pacific Coast All Stars and things like NACC meets to members whose teams participate in Zone Champs.</p> <p>10. Zone Champs will be two meets, a qualifier and then a B+ meet a couple weeks later.</p>		
Zone 2	<p>Clint Benton:</p>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<ol style="list-style-type: none"> 1. See CRT – report 2. For all future Zone 2 meets we are going to swim everything fastest to slowest next year 3. Worked on upcoming Zone 2 Champs and Selection for All Star Team 4. Some long course meets still not bid 5. Voted to adhere to the proposed change in scheduling calendar in Pacific if that is passed by Pacific 		
Zone 3	Debbie Tucker: <ol style="list-style-type: none"> 1. Looking for a new treasurer 2. Concern about the high number of unattached swimmers (In discussion it appears this is a problem experience by the other Zones as well – see new business) 3. They had swimmers unattaching so that they could swim in the Zone Championship - but they were not qualified because they were from a different Zone 		
Zone 4	Jim Morefield: <ol style="list-style-type: none"> 1. See CRT report 2. Also experiencing difficulties with unattached swimmers. 		
Old Business	None		
Old Motions	<p>1210FV1-Prepare Quadrennial Budget Annually: Move that Budget Committee, prepare a four year Quadrennial Budget annually for review by the BOD (Fred Vogelgesang, 2nd Larry Rice) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Peggy Ramirez reports that the Finance and Audit Committee met to discuss this issue and has recommended against passing this motion 2. Fred Vogelgesang reports he presents this P&P adjustment because he feels that with this proposal it would make being a member of this BOD exciting, fun, creative and productive. At present, Fred feels the BOD has not been very productive, and primarily functions as a “fire fighter, and does not make provisions for things until we deal with them as problems. For example, he reports that during his tenure as Treasurer and since that time we have anticipated continued growth in our athlete membership but, he feels, we have not built in a mechanism to provide more water for them. He believes that with this 4 year annual budget it will drive the BOD to become strategic in developing long range plans for the LSC, and this will cause the LSC to develop new programs that will enable us to provide the water needed to deal with this influx of swimmers. He feels that this annual 4 year budget will point out the directions the LSC must go, and where we should spend the money we will be getting in revenue. 3. Mary Ruddell reports we need a strategic plan for the LSC, first. Based on that, we can consider whether it will be helpful to create a 4 year budget to support this plan. However because we have so many moving parts business consultants have suggested that trying to create a 4 year budget may not prove very useful. 	Tabled	Review in 12 months

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<ol style="list-style-type: none"> 4. Mary Ruddell and Peggy Ramirez report that it is not clear how much weight should be placed on the projections from this 4 year budget because much of the data they had to use was hypothetical (there was not enough hard data to create anything but heavily hypothetically projected estimates). To create a very usable, accurately predictive 4 year budget would be very labor intensive, and it's still not clear whether it is actually possible. 5. John Bitter reports that his plan is to meet with the Executive Committee next month to begin strategic planning for our LSC. They will make use of this first very hypothetical projected 4 year budget .He proposes that we see how useful and necessary it actually is over this next year, and then we can consider what we might recommend regarding this issue. 6. The BOD has agreed to table this motion as John Bitter suggested 7. Clint Benton moves to table, and George Cleveland 2nds, passed and tabled for a year 		
	<p>1210OC1-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. Fred Vogelgesang motions to table this because Brian Malick is absent, Rick Waters seconds and the motion passes 	<p>Tabled – because of Brian Malick's absence Referred to next BOD meeting in 2/20/2013</p>	<p>BOD 2/20/2013</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<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. To be considered together with the restructuring of the BOD (30 day motion) (1211GC1) 2. Consider adding Vice Chair-Finance to replace the Treasurer on the Executive Committee 3. Consider whether the Secretary should have a vote, or be a member to take minutes only 	Referred to BOD 2/20/2013 to be considered with 1212GC1 BOD Structure	BOD 2/20/2013
	<p>1210SC&TC1-Rewrite of Section 9 Travel Assistance to Senior Travel Support (R&R) SECTION 9 SENIOR TRAVEL SUPPORT A. Purpose 1. To help defray the travel costs of Pacific teams/clubs with athlete members competing in "national" level meets as determined by the Board of Directors. 2. To help defray the travel costs of Pacific Swimming coaches attending "national" level meet as determined by the Board of Directors. B. Control of Funds 1. The Treasurer shall have control of disbursements. The disbursements shall be managed in accordance with Article 6.7.6 of the Pacific Bylaws. 2. A Travel Committee shall be established consisting of the Travel Chairman, Senior Vice-Chairman, Treasurer and a coach representative. The committee shall recommend, for approval of the Board of Directors, airfares on which the travel assistance shall be based. 3. No payment for the coach will be made if the coach or club is indebted to Pacific Swimming. No payment will be made until the indebtedness has been resolved. 4. All swimmers representing a Pacific Swimming registered club at a "national" level meet must not be indebted to Pacific Swimming. 5. Clubs that fail to report and transmit collected Pacific meet fees by October 1, from meets held during the prior period from September 1 through August 31, shall not receive travel assistance until such reports and fees are received. 6. All disbursements shall be paid to Pacific Swimming registered teams/clubs. C. Eligibility 1. Representation a. The swimmer shall compete attached to a Pacific team or compete unattached as a Pacific member. b. Swimmers attending the Open Water Nationals must have achieved a Winter Junior National standard in the 800/1000 or 1500/1650 to be eligible for Pacific Travel support. c. Relay-only swimmers will not be eligible for travel support. d. For coach's travel support - the coach/team must attend at least three (3) of the designated Pacific Swimming Senior level meets during the previous twelve (12) month period. There shall be a limit of two (2)</p>	Passed Refer to HOD 5/4/2013	HOD 5/4/2013

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE																														
	<p>national level meets for which a coach/team may receive travel support per year. Pacific Swimming's Membership Office will determine eligibility.</p> <p>e. During Olympic and World Championship years, a coach/team may apply for travel support for the Olympic Trials or World Champ Trials in addition to the reimbursements outlined in Section C 1.d.</p> <p>2. Registration</p> <p>a. The level of travel assistance is based upon a swimmer holding continuous Pacific registration on the following schedule with each swim year will be made up of two Championship meet periods. The first shall be from September 1 to February 29. The second shall be from March 1 to August 31.</p> <p>b.</p> <table border="1" data-bbox="352 418 1365 639"> <thead> <tr> <th></th> <th>Season 1</th> <th>Season 2</th> <th>Season 3</th> <th>Season 4</th> <th>Season 5</th> </tr> </thead> <tbody> <tr> <td>Grand Prix type meets</td> <td>None</td> <td>Full</td> <td>Full</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Sr, Jr, US Open, Open H20</td> <td>None</td> <td>One-half</td> <td>Full</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>World Champs Trials</td> <td>None</td> <td>None</td> <td>One-half</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Olympic Trials</td> <td>None</td> <td>None</td> <td>None</td> <td>One-half</td> <td>One-half</td> </tr> </tbody> </table> <p>c. Once a swimmer qualifies for full travel support at a particular level of meet, the swimmer remains eligible for full travel support at that level as long as continuous Pacific registration is maintained.</p> <p>d. To be eligible for travel support, swimmers must have been registered with a Pacific Swimming team/club and competed in Pacific sanctioned meets during their senior year of high school.</p> <p>f. A swimmer may register with, or transfer to, their college's LSC during the school season. Such registration shall not be considered an interruption of the continuous registration so long as the swimmer immediately transfers to, or registers in, Pacific Swimming at the end of his/her school swim season and before further competition in USA-S sanctioned events.</p> <p>e. Once a collegiate swimmer who was previously ineligible (based on the rule) has exhausted their college swimming eligibility, they become eligible for travel support on the same schedule as described in the above chart.</p> <p>3. Travel Support Requirements</p> <p>a. A copy of the team's/club's Travel Policy must be on file with Pacific Swimming's LSC Office – Membership</p> <p>b. A signed Code of Conduct for all athletes attending the meet must be on file with Pacific Swimming's LSC Office – Membership</p> <p>c. The coach must be a USA Swimming registered coach in good standing.</p> <p>4. Citizenship</p> <p>a. To be eligible for travel support, a swimmer must be a United States citizen or have a U.S. permanent resident visa.</p> <p>5. Appeals</p> <p>a. A Club can appeal the decision of the Travel Committee</p> <p>D. Disbursement Policy</p> <p>1. Pacific Swimming's Membership Office must receive applications for travel support by the end of sixty (60) days following the last day of the attended meet.</p> <p>2. The travel support for teams taking swimmers to compete in Olympic Trials, World Champs Trials, Senior National Championship, U.S. Open, Junior National Championships, and Open Water National Championships will be the determined airfare plus a stipend to be determined by the Board of Directors. Swimmers attending back-to-back National Championship meets held in the same city will be eligible for travel assistance of the determined airfare plus an increased stipend.</p> <p>3. The travel support for coaches will be the same amount as determined by the Board of Directors for airfare only.</p> <p>4. Travel support for swimmers at Grand Prix type meets, in addition to the current travel support for USA Swimming National and Junior National Championships, is provided per the following guidelines and criteria:</p> <p>a. One disbursement per year. The amount of the disbursement will be determined annually by the Senior</p>		Season 1	Season 2	Season 3	Season 4	Season 5	Grand Prix type meets	None	Full	Full	Full	Full	Sr, Jr, US Open, Open H20	None	One-half	Full	Full	Full	World Champs Trials	None	None	One-half	Full	Full	Olympic Trials	None	None	None	One-half	One-half		
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TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>and/or Travel committees and approved by the annual budget at the House of Delegates.</p> <p>b. To qualify for support a swimmer must have USA Swimming December Junior National Qualifying time. The time may be achieved at the meet.</p> <p>c. Meet must be held outside of Pacific Swimming boundaries.</p> <p>d. Meet must be high-level Senior competition. Pre-approved meets: any foreign travel meet approved by FINA, USA Swimming Grand Prix Meets, NCSA Jr. Nationals, TX All-American Meet, Mission Viejo Meet of Champions. Senior Committee must approve all other meets.</p> <p>(Don Heidary and Rick Waterhouse, Senior Committee and Travel Committee – presented by Mary Ruddell) (30 day motion) R&R</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Reimbursement issues to be discussed with a legal/CPA expert to insure that our management of the reimbursement processes does not jeopardize the athlete's amateur status. This will affect the forms and administrative process – but this does not affect specifically this motion. 2. Don Heidary is trying to connect the coaches to more involvement and understanding regarding the Pacific Swimming BOD. Coaches reported they would really like the travel support process to be streamlined and more clear. This motion comes in response to this request 3. Motion is passed and will not go to the HOD 	<p>John Bitter will seek legal/CPA advice and refer development of reimbursement procedures back to Senior/Travel Committees and Treasurer</p>	
<p>New Business</p>	<p>Unattached Swimmers-the increase in the number of unattached swimmers in the Zones' has caused a number of difficult issues, especially with regard to their impact on the zone meets.</p> <ol style="list-style-type: none"> 1. There are larger and larger numbers of unattached swimmers at meets, causing difficulties in finding which coaches take responsibility for them. 2. Swimmers are taking advantage of “temporarily” unattaching themselves so that they can enter into meets with entry priority (for a designated Zone) when they are not actually eligible, or for entering a Zone Championship in a different Zone which they are also ineligible for. 3. There are so many unattached swimmers entered in a meet (up to as many as 70 to 90) their presence impacts meets, especially in the fall, contributing to the need to close the meets early, squeezing out many of the LSC clubs' year round swimmers. 4. However, there are also many reasons a year round swimmer unattaches (change of teams, high school season) and they could be caught in any net filtering out unattached swimmers. 5. Unattached swimmers are legitimate USA registered swimmers and are entitled to swim at USA meets, and this is one gateway that encourages them to join USA swimming and register with a club eventually 6. However, many of these unattached swimmers are really uninterested in becoming members of USA swimming and just want to have an extended swimmer league experience, and have no intention of being a part of our LSC programs. They just want to swim at meets during the fall season through December, and because of our shortage of water this is negatively impacting our year round swimmers. 7. Some fall teams that are in the process of registering with USA swimming as seasonal teams are unable to do so their first couple of seasons because their coaches have not completed everything. 8. Some teams have fully certified coaches but the swimmers from that program do not wish to pay the fees to register as a swim team with USA swimming – USA Swimming is actively involved in eliminating this 	<p>Let John Bitter know of problematic teams that are</p>	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>practice and is going after fully certified USA coaches if they are engaged in this practice. Let John Bitter know about these issues in our LSC.</p> <p>9. Discussed requiring paper entries for unattached swimmers so that some of the logistical issues can be handled and ineligible swimmers can be prevented from entering the meet unless appropriate issues are addressed</p> <p>10. Work with Swim Connection so that only unattached swimmers with affiliations with teams that are appropriate for the classification regarding entry to the meet can enter electronically, and the host club will be able to identify that swimmer with the affiliated club. The people who just bought the company have approached meet personnel in 1S regarding our needs and what they might address. This appears to be one of those needs.</p>	<p>unregistered</p> <p>Consider paper entries for unattached swimmers'</p> <p>John Bitter will talk to Carlene Takaki regarding Swim Connection capabilities</p>	
	<p>New Web Page Mock Up:</p> <ol style="list-style-type: none"> 1. Jill presented the new page and explained the tabs and dropdown menus 2. Once we approve the mock up and are ready to go they will start to write the programs, etc. 3. Jill will be manually entering all the meets to save some money 4. Will work on marketing and getting sponsors which will be rolling on the front page of the home page. 		
New Motions	<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> <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</p> <p>(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</p>	<p>(30 day motion) to be considered along with 1210GC1 Executive Committee at the BOD 2/20/2013</p>	2/20/2013

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>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>The approach that the Governance committee took was first to understand the roles of each of the committees</p> <p>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>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>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>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"> 1. Leo indicates that primarily, they have trimmed the BOD down to approximately 25 voting members. 2. Fred Vogelgesang suggests that a Vice Chair of Finance be created, because of the role of budgetary planning he envisions the BOD needs. Audit Committee, the Finance Committee, and the Investment Committee would be under that Vice Chair. If adopted the Treasurer would be replaced by the Vice Chair 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>of Finance in the Executive Committee.</p> <ol style="list-style-type: none"> 3. The organization chart will be changed to reflect the development of a “scheduling committee” rather than having that function handled by a coordinator. This is part of motion 1211SCH1 4. High School and College Coordinator positions are eliminated since the functions are now being handled by the Zones’ Officials chairs. 5. Added a Parliamentarian to be advisor to the Board – not a voting member 6. The Governance Committee will review and will come up with a recommendation regarding the New ‘Vice Chair position 7. Committee Chairs can bring a motion in for the committee, but only voting members can bring forth a motion, coordinators cannot 8. Still need to define who would take over if the General Chair is not able to function 9. Communication and Top Times/Records should be in separate boxes 10. Fred Vogelgesang wants to have a Sanctioning Committee with a Sanction Chair (not the office staff) with the 5 Zone Sanction Chairs making up the rest of the committee. 11. Open Water sanctions will follow the USA swimming guidelines, will go to Marcia Benjamin as Open Water Coordinator for approval, (just as Age Group reviews Age Group meets, and Senior reviews Senior meets). 12. The Governance Committee will take these items into consideration and will bring back their recommendations in a final draft of this motion to be voted on in the next BOD 2/24/2013 13. This will then need to go to the HOD 		
	<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>(30 Day Motion) to be reworded as an amendment to the P&P and voted on in the BOD 2/20/2013</p>	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>Note This was positively viewed by coaches in the Senior Coach Survey</p> <p>Senior Recommendation <i>This policy be adopted as standard operating procedure for all Pacific Senior Trial/Final meets (Don Heidary, Senior Committee) (30 day motion) (to be worded for P&P addition)</i></p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Don reports that this documents the guidelines that the Senior Committee has endorsed as a result of piloting this process throughout this year. 2. Coaches want the ability to have "intention to swim", but they want it to have a strategic usage, not a blanket check in that way for all events. 3. The administrative procedures for implementing this policy would be left out of this motion, as those can be determined best by the officials and their committee 4. A concern is that it be streamlined in such a way so that as much as possible the swimmers will be able to leave as early as possible after their swims in order to maximize rest between trials and finals 5. Check-in for Finals should have a process that clearly separates it from Check-in for Preliminaries 6. It was agreed that this be a 30 day motion that is an amendment to the P&P, and that the Governance Committee work with Don to format the amendment appropriately for the vote at the next BOD meeting 7. In the meantime Positive Check-in process will continue to be used in Pacific's Senior Trials and Finals Meets 	<p>Leo Lin and the Governance Committee work with Don Heidary to write the P&P motion</p> <p>Leo Lin will work with officials to finalize an administrative procedure for this</p>	
	<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: <ul style="list-style-type: none"> 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: <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. 	<p>(30 day motion) Referred to BOD 2/20/2013</p>	<p>BOD 2/20/2013</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<ul style="list-style-type: none"> • 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>2.0 <i>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> 9. <i>One or two others as appointed by the General Chair</i> <p><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> 		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>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></p> <p>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></p> <p>9. <i>Meet awards shall be confirmed by action of the Board of Directors.</i></p> <p>5.0 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. Adopted 5/25/05</p> <p>6.0 On protected weekends, no further meets may be approved or sanctioned for meets held by a 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.</p>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>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.</p> <p>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.</p> <p>Adopted 12/2/98 Reworded 1/24/01 Amended 3/22/06. (George Cleveland, Scheduling Committee) (P&P) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Establishment of a Committee to handle the issues regarding scheduling 2. Defines committee membership 3. Establishes some new criteria for awarding meets 		
Next Meeting	Next meeting will be the Executive Board meeting on January 23, 2013 at the Marriott in San Ramon Next BOD meeting will be February 20, 2013 at the Marriott in San Ramon		
Meeting Adjourned	Meeting adjourned		

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

Title: Pacific Swimming 2012 Motions

F= FINANCIAL

B=BUSINESS

R =RULES AND REGULATION

P =POLICY AND PROCEDURES

L=BY-LAWS

Date	Motion #	Type	Doc	Motion/Motion Description	Action
1/25/12 BOD	1111OEC1	R	Y	New wording for R&R Section 1B1a(5) regarding Open Events: In order to enter open events at an age-group meet, a swimmer must have met the listed qualifying time or have coach verification for the following events; 200 Back, 200 Breast, 200 Fly, 400 IM, 400/500 Free, 800/1000 Free, 1500/1650 Free	30 Day Motion For BOD 1/25/2012 Passed – BOD 1/25/2012
	1201GN1	B	N	Motion to Table 1111OEC1: Request that this motion be tabled until the new committee on Meets, time standards and scheduling arrives at some decision regarding time standards (Gerry Ng/2 nd Fred Vogelgesang)	Failed
	1201TS1	R	Y	Restore Zone Autonomy For Zone Champs: Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs (30 day motion) (Tisha Steimle - Time Standards) 4.A.2. Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition, time trial, or by coach verification. For JO and Q level competition, LSC Championship Meets and Zone Championship meet , times from sanctioned or approved meets only will be acceptable. Motion is to remove Zone Championship meets and the LSC Championship Meet (10 and Under Meet) from the rule.	30 Day Motion For BOD 2/22/2012 Tabled 2/22/12 BOD See Amended motion BOD 3/21/2012 which passed
	1201MS1	F	Y	Money for Swimming World: Request the LSC provide funding for having Swimming World provide live video cast of the Spring and Summer Far Westerns. Funding request is not to exceed \$5710 for short course, and \$7,200 for long course. (Mark Scannell/2 nd Gerry Ng)	Failed
	1201BM1	F	Y	Officials Barbecue: 1201BM1 Request to spend \$1000 of the money budgeted for an Officials Appreciation Barbecue at Far Westerns Short Course (Officials – Brian Malick)	Passed
	1201BM2	F	Y	National Evaluators for Far Westerns: Request to spend \$1300 of the money budgeted for National Evaluators to be used at Far Westerns Short Course (Officials – Brian Malick)	Passed

Date Intro	Motion #	Type	Doc	Motion/Motion Description	Action
	1201BM3	F	Y	Lodging Officials for JOs and Far Westerns: Request to spend \$1520 of the ;money for lodging of officials for JOs and Far Westerns Short Course (Officials – Brian Malick)	Passed
2/6/12 EXC	1202MR1	F	Y	Pay November & December Team Works Invoice, and LMGW Invoice: Move to pay the Team Works November Invoice of \$6921, December invoice of \$2905 which includes payroll processing for November and December, as well as the invoice for LMGW for attending the January 26 BOD meeting and meeting with Team Works to make sure we are on track. That amount is \$1133.28.	Passed
2/22/12 BOD	1202Z21 AMEND 1201TS1	R	N	Remove LSC Championship Meets: Amend 1201TS1 so that only “Zone Championship Meet” is removed from 4.A.2 of Rules and Regulations. (Clint Benton – Zone 2/Larry Rice 2 nd)	30 Day Motion Passed 3/21/2012 BOD
	1202TC1	F	Y	Motion to fund travel for Open Water Nationals, Olympic Trials, Nationals and Junior Nationals: (Rick Waterhouse – Travel Committee) Funding for stipend, and air fare to Fort Myers, FL for Open Water Nationals, Omaha, Nebraska for US Olympic Trials, Indianapolis for US Nationals and Junior Nationals was proposed.	Passed
	1202GC1	L	Y	Motion to accept the Governance committee’s statement of Purpose, Membership, Meetings and Responsibilities: (Leo Lin – Governance Committee) Proposed statement of the Governance Committee to be added to the bylaws.	30 Day Motion See amended motion 3/21/2012 BOD Passed HOD 5/5/2012
	1202C1	L	Y	Pacific’s Crisis Management Plan for the By Laws (John Bitter – General Chair) (30 day motion that then goes to the HOD)	30 Day Motion Passed 3/21/2012 BOD Passed HOD 5/5/2012
3/21/12 BOD	1201TS1 AMENDED	R	Y	1201TS1 Amended – Restoring Zone Autonomy over Zone Champs: Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs. Remove Zone Championship meets from the rule so that 4. A.2. now reads as follows: Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition, time trial, or by coach verification. For JO and Q level competition, and LSC Championship Meets times from sanctioned or approved meets only will be acceptable.	Passed (see 1202Z21)
	1202GC1 AMENDED	L	Y	Motion to accept the Governance committee’s statement of Purpose, Membership, Meetings and Responsibilities: (Leo Lin – Governance Committee) (30 day motion that then goes to the HOD) Proposed statement of the Governance Committee to be added to the bylaws with specific changes to the original document (“Program Operation Vice Chair” substituted for “Administrative Vice Chair”, and “ One representative from each of the five zones” instead of “Zone Chairs (or their designee) of the five zones”).	Passed 3/21/2012 BOD Passed HOD 5/5/2012
	1203BOR1	R	Y	Increase penalty for no show on finals from \$25 to \$100 if the fee is not paid in a timely	30 Day Motion

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				manner – Change to R&R Sect 3, B, 5b(4)(ii) If the No-Show occurs on the last day that the swimmer is entered in an individual even in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$25. The fine will be increased to \$100 if after 30 days of receiving the letter of notification the party has not made the payment. (Darryl Woo – Board of Review)(30 day motion)	Tabled 4/25/2012 Passed 5/23/2012
	1203GC1	P	Y	Motion to Retain Legal Counsel for Pacific Swimming (Leo Lin – Governance Committee)	Tabled
	1203AC1	F	Y	Engage LMGW Certified Public Accountants to do accounts review for 2012 and file the Tax Returns for 2011 (Peggy Ramirez – Audit Committee)	Passed
	1203Z21	F	Y	Zone 2 Purpose for Funds Statement (Clint Benton – Zone 2)	Passed
	1203Z22	B	N	Change 7/7-7/8 meet to SC B/A+ meet (Clint Benton – Zone 2)	Passed
	1203SC1	B	Y	2013 meet Schedule and Criteria (see AGMinCriteria2013 -final, SRMinCriteria2013New – final, 2013ProposedPCMeetScheduleVer.1 – final) (Steve Hurko – Scheduling Committee) (30 day motion)	30 Day Motion Passed 4/25/2012 Passed HOD 5/5/2012
	1203CC1	F	N	Release of Funds for 10 & Under Camp for \$3450 (Jennifer Malick-Camps Committee)	Passed
4/25/2012 BOD	1204DC1	F	Y	Approval of Awarding the 5 Diversity Grants: Approve awarding Diversity Funding of \$4000 each to ONDA-Oakland Undercurrents, MLKB-MLK Blue Dolphins, OT-Oakland Tsunami, STAR-SFBoys and Girls Club STARFish, and \$3000 to SAIL Richmond Sailfish (Kent Yoshiwara – Diversity Committee)	Passed
	1204DC2	F	Y	Approval to Spend Budgeted Diversity Grant Funds: Approve spending \$19,000 for Grants to five clubs for diversity programs (Kent Yoshiwara – Diversity Committee)	Passed
	1204IC1	F	Y	Increase Pool Improvement Grants Funding: Move to increase the available investment funds for Pool Improvement Grant from \$50,000 to \$61,000 (Mary Ruddell -Investment Committee)	Passed 4/25/2012 BOD Passed HOD 5/5/2012
	1204IC2			Approve 2012 Pool Improvement Grants: Approve the Grant Awards from the 2012 Pool Improvement Grant Program to the following Clubs and/or Organizations (Mary Ruddell - Investment Committee)	Passed
	1204Z21	R P	Y	Out of Zone Team Entry with Priority Entries: Proposal to add wording to R&R Section 2, A, 4 Swim Meet Preparation, meet information sheet so that it reads – 4. Meet entries are due two Mondays prior to the meet. Any Zone sanctioned meets may accept zone entries three Mondays prior to the meet. The host team may invite to be part of the Zone priority, one team outside of the Zone or LSC up to 30 total swimmers. (Clint Benton – Zone 2) – 30 day motion	30 Day Motion Passed 5/23/2012 Also P&P
	1204SRC1	B	Y	Approval for Coaches Education Proposal: Offering funding for 1 coach to go the t USAS Annual Convention, funding for 2 coaches to go to ASCA World Clinic, and funding 3 coaches to go to Pacific Swimming/NorCal Coaches Clinic with the selection process following a specific criteria (Don Heidary – Sr Committee)	Passed
	1204SRC2	F	Y	Request amendment to 1204SRC1 to increase budget to \$6000	Passed

Date Intro	Motion #	Type	Doc	Motion/Motion Description	Action
	1204GC1	P	Y	<p>Occurrence Report Procedure: Proposed Reporting Process for an Occurrence</p> <ol style="list-style-type: none"> 1. Utilize the paper ROO form which most swim personnel will use in the swim venue to collect information about the occurrence. 2. Fill out and submit the on line ROO to USA-S 3. Fax or e-mail a copy of the paper ROO form to PacSwim Office (Leo Lin – Governance Committee) Normally a 30 day motion - P&P 	Passed
	1204GC2 1204GC2 ADDENDUM	B	Y	<p>Conflict of Interest Form: Change the current practice of having Conflict of Interest Policy and the Statement of Principles on Ethical Behavior and Conflict of Interest signed by members of the Board of Directors annually to:</p> <p>Members of the PacSwim Board of Directors shall sign the CONFLICT OF INTEREST POLICY and the STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AN CONFLICT OF INTEREST at the beginning of their term of office and upon any change in status. The signed document will be in effect for their term of office. (Leo Lin – Governance Committee)</p> <p>Addendum Presented 08/22/2012: Statement of Principles on Ethical Behavior and Conflict of Interest that is attached to the back of the Annual Registration form for non-athlete membership, to be filled out and signed annually on registering for USA membership:</p> <p>STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST</p> <p>All of us who choose to serve USA Swimming and Pacific Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. We must serve without personal gain in order to avoid any institutional loss or embarrassment, and we must behave in a way to enhance the public's confidence and trust in our organizations.</p> <p>These principles require us to disclose any personal financial interests that might be affected by decisions we make on behalf of USA Swimming and Pacific Swimming, and to abstain from participating in those decisions. Any person who accepts the honor of serving USA Swimming and Pacific Swimming must accept the burden of public disclosure and public scrutiny. These principles also prohibit us from using information or data that belongs to USA Swimming or Pacific Swimming for our own personal gain.*</p> <p>Therefore, the following policies apply to all non-athlete volunteers and paid employees of Pacific Swimming:</p> <ul style="list-style-type: none"> • No one shall make or participate in making any decision on behalf of Pacific Swimming that may affect his or her personal financial interests. This includes the award of contracts, the purchase of goods and services, the award or participation in contracts for professional or other services, and the allocation of USA Swimming or Pacific Swimming resources for personal use. • It is the responsibility of every person to publicly disclose any personal financial interests that may be affected by the conduct of his or her duties for Pacific Swimming, and to abstain from making or participating in any decision that may affect those interests. • All members of Pacific Swimming, and all consultants of Pacific Swimming, are prohibited from taking any list of Pacific Swimming clients for the purpose of making a personal or private solicitation of those clients. 	<p>Tabled 4/25/2012 Tabled 5/23/2012</p> <p>1204GC2 Addendum (08/22/2012) Passed</p>

Date Intro	Motion #	Type	Doc	Motion/Motion Description	Action
				<p>At this time, I am an owner, member of the board, or employee of the following organizations which may be affected by decisions I make as a member of Pacific Swimming:</p> <p>_____</p> <p>_____</p> <p>Date: _____ Signature: _____</p> <p>Print: _____</p> <p>* Please direct any questions you may have regarding this policy to your Zone or Committee Chair.</p>	
	1204MMC1	B	Y	<p>Waive Meet Fees for the Upcoming NCS and CCS Walk-On Meet and no stipend: Motion for immediate action of the BOD to waive all meet fees for the 2012 One Day Walk-On Meet after both the NCS and the CCS High School meets. We would also remove the stipend that is given for the meet. (Gerry Ng – Meet Management Committee)</p>	Failed
	1204OC1	B	Y	<p>Officials Travel Assistance Grant:</p> <p>Purpose: To provide travel subsidy for Pacific Swimming (PC) officials in order to gain officiating experience in higher level meets outside of the LSC. Meets to be included in this Assistance are limited to USAS Zone Meets, Sectional Meets, Grand Prix, U.S. Open, Junior Nationals and Senior Nationals meets.</p> <p>Criteria for award: Officials who are attending their first out of LSC meet will be given priority consideration. Other selection criteria includes length of service as a PC Official, number of meets worked in the last 12 months, LSC and National Certification levels. Decision to award is made by the LSC Officials Chair with recommendations from the Zone Officials Chair.</p> <p>Eligibility:</p> <ul style="list-style-type: none"> • The Pac Swim Official must be certified as a referee for at least 1 year and have met all Pac Swim Requirement for annual recertification • The official must have worked 8 days at Senior or Age Group Championship Meet in the past year as a Stroke & Turn, Chief Judge, Referee or Starter • The official must agree to post-meet commitment of working 8 days at Senior or Age Group Championship Meet the following year as a Stroke & Turn, Chief Judge, Referee or Starter <p>Process: Officials applying for the travel assistance grant should fill out the on-line application form, and submit to their Zone Officials Chair for endorsement. The Zone Officials Chair will forward the application form with their endorsement to the LSC Officials Chair.</p> <p>Amount of Grant: The travel assistance grant will be awarded in the amount not to exceed \$350. The award will be based on need, the meet type, location of meet, and distance from Pacific. (Brian Malick – Officials Committee)</p>	Passed
	1204AG1	F	Y	<p>Request for BOD Spending Approval for Western Zones: The request to is spend \$158,070 on the Western Zones (Veronica Hernandez – Age Group Committee)</p>	Tabled 4/25/2012 Passed 5/23/2012
	1204AG2	F	Y	<p>Request for BOD Spending Approval for NACC: the request is to spend \$53, 751.73</p>	Passed

Date Intro	Motion #	Type	Doc	Motion/Motion Description	Action
	1204BOD1	F	Y	Motion to Present to HOD a Request to increase the Operating Budget by \$8000 to \$11,000, to cover the possible projected expenses that are over the budget we passed in November (Board of Directors)	Passed
5/5/2012 HOD	1205T1	F	N	Raise approved budget for 2012 by another \$30,000 (Mary Ruddell – Treasurer)	Passed
5/23/2012 BOD	1205Z41	F	Y	Meet Fee for High Country League Championship: Meet fees \$5 for individual, \$16 for relays, and \$8 splash fee. (Jim Morfield-Zone 4)	Passed
	1205AMC1	R	Y	Approve Meet Processing Fee: Move to require host teams/clubs to pay an “approved meet processing fee” for meets whose participants are USA swimming athletes and non-USA swimming athletes. The fee structure is as follows: \$35 for a 1-day meet, \$75 for a 2-3 day meet, \$105 for a 4+day meet. This fee structure would be effective January 1, 2013 including any meet approved prior to January 1, but held in 2013. (Mary Ruddell – Alternative Meets Committee) (30 days) R&R	30 Day Motion Passed 8/22/2012
	1205AMC2	R	Y	All Sanctioned and approved meet sheets to be posted on Pacific Web Site: Move to require all sanctioned and approved meet sheets to be posted on the Meet Schedule page on the Pacific Web Site (Mary Ruddell-Alternative Meets Committee)	30 Day Motion Passed 8/22/2012
	1205TC1	F	Y	Travel Reimbursement for USA Swimming Convention: Recommend travel assistance to Convention be a reimbursement of up to \$600 to cover actual air fare expenses only (not to include baggage fees, business class or other upgrades). For Convention Delegates: Pacific Swimming can send up to 10 delegates to convention. All delegates who are slated to attend (based upon your position on the BOD) or who are a member at large, need to inform John Bitter by July 1 of your intention of attending the convention. Any others interested in attending the convention should also contact John Bitter by July 1 in case there is an opening. The funding for convention includes early registration, airfare allowance as set by the BOD, \$20 per diem and up to 5 nights in a hotel.	Passed
	1205GC1	R	Y	Document Change Procedure: Process for effecting proposed New Language or Wording in Pacific Swimming By-Laws, Policy and Procedure, and Rules and Regulations (referred to as Governing Documents or GD in rest of document). <ol style="list-style-type: none"> 1. Introduce motion to PacSwim Board of Director to support the change. 2. Motion passed by BOD and House of Delegates (if required) 3. Wording: <ul style="list-style-type: none"> • If wording in Motion can be incorporated verbatim into GD, no further editing • If language in Motion needs to be reworded (for clarity, grammar or other non-substantive changes), rewording will be performed by PacSwim Office staff. Reworded statement will be approved by 	30 Day Motion Passed 8/22/2012

Date Intro	Motion #	Type	Doc	Motion/Motion Description	Action
				<p>Governance Committee (GC).</p> <ol style="list-style-type: none"> 4. Exact location in GD where change is to be made or inserted will be identified or confirmed by Office Staff and approved by GC. 5. Changes to PacSwim By-laws must be approved by USA Swimming (USA-S Rules 602.7) <ul style="list-style-type: none"> • Office Staff to submit proposed change to Chair, USA-S Rules and Regulation Committee. • Decision from USA-S must be made within 45 days. If no notification or response to PacSwim within 45 days, the proposed change will be deemed as approved by USA-S. 6. Changes, when effected in appropriate GD will have change date noted at the end of inserted changes for 1 year.. 7. A summary table of changes will be appended at the end of each GD listing the changes, including location of change, effective date and Document Change Number. 8. Notice of GD changes will be announced on PacSwim website. 9. Document Change will be tracked using the Track Document Changes Procedure and the Document Change Form. <p>Pacific Swimming Procedure for Tracking Document Changes</p> <p>Any Motion passed by PacSwim BOD and/or HOD that required change in By-Laws, Policy and Procedure, and Rules and Regulations (refer to as Governing Documents or GD in rest of document) will be assigned a DOCUMENT CHANGE NUMBER</p> <p>All documents involving the changed will be filed with the Change Number</p> <p>All relevant information will be summarized in the Document Change Form.</p> <p>Document Change numbers will be summarized in a Summary Table.</p> <p>The Summary Table of Document changes will be maintained by the Office and all Document Change Files will be maintained by the Office in either hard copy or digital format in perpetuity.</p> <p>Appendix: Document Change Form (Leo Lin – Governance Committee) (30 days) R&R</p>	
	1205GC2	R	Y	Document Change Form: This form tracks the change that is made, listing where the change will take place, what other documents the change will affect, what the changes are, when they were done, and when they are affected, and request to USA –S Chair of R&R Committee if this is a by-law change. (Leo Lin – Governance Committee) (30 day motion) R&R	30 Day Motion Passed 8/22/2012
	1205FV1	F	Y	Allocate money to start Discovery and Technical and Specification part of Phase 1 of Website: Motion to allocate up to \$6,500 to do the Discovery and Technical Specification for Phase 1 and release \$1000 as a deposit to start that phase. (Fred Vogelgesang)	Passed
8/22/2012 BOD	1208CCCC1	F	N	Release money for Junior Leadership Camp: Release \$11,800 of approved funding for Junior Camp (note \$3600 in copay funds required). (Jenny Malick – Camp Committee)	Passed

Date Intro	Motion #	Type	Doc	Motion/Motion Description	Action
	1208BOR1	L	Y	<p>Alternate Panel Member for Board Hearing: The Chair of the Pacific Swimming Board of Review may, at their discretion, designate up to two (2) alternate members to a Board of Review panel. These alternate panel members shall be authorized to replace any originally designated panel member(s) who is not present when the Board of Review hearing is called to order, and shall have all of the rights and responsibilities of the original panel member(s). (Darrell Woo – BOR) (30 day motion) By-Law</p>	<p>30 Day Motion To be rewritten 8/22/2012 Withdrawn 9/26/12</p>
	1208BOR2	L	Y	<p>Fees for BOR Rehearing: Should either a Board of Review Petitioner or Respondent, upon notification of the finding by a Board of Review Panel, request the Board of Review to conduct a Rehearing, the requesting party shall be responsible for the costs to Pacific Swimming for the room in which the rehearing is conducted. (Darrell Woo – BOR) (30 day motion) By-Law</p>	<p>30 Day Motion To be rewritten 8/22/2012 See Revised motion 9/26/12</p>
	1208VC1	L	Y	<p>Pacific Staff Employee and relationship to General Chair and/or Administrative Vice Chair: Amendment to By-Laws Article 14.2.</p> <p>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 those employees having a legal marital relationship or a recognized long-term shared living quarters relationship." to Article 14 – Permanent Office and Staff, 14.2 Staff.</p> <p>ARTICLE 14 -- PERMANENT OFFICE AND STAFF</p> <p>14.1 Office</p> <p>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</p> <p>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 those employees having a legal marital relationship or a recognized long-term shared living quarters relationship. 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>14.3 Appropriations</p> <p>The Budget Committee shall include in its proposed budget a line item for the costs of Pacific Swimming's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Executive Committee shall be responsible, together with the General Chair, for the administration of those funds. The</p>	<p>30 Day Motion Passed 9/26/12 with legal advice about revising definition of "spouse" Revised motion to HOD 10/13/12 See Revised motion</p>

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				compensation of the staff shall to the extent possible be treated as confidential. (Mike Rianda – Vice Chair Operations) (30 day motion) By-Law	
	1208TS1	B	Y	JO, FW, and PRT Times for 2013: Adopt the JO, FW, and PRT spreadsheets for 2013 times with the revisions made, and some alterations in the process for calculation of times where needed. (Tish Steimle – Time Standards)	Passed
	1208LI1	F	N	Approval to Spend up to \$50,000 for WebSight to proceed to next process: John Bitter authorized to sign for approval to move forward in the next steps of the Web Design Process. (Lehla Irwin, Rick Waterhouse, 2 nd)	Passed
	1208BOR2 REVISED 9/26/12	L	Y	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 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) By-Law	Passed 9/26/12 BOD Referred to HOD 10/13/12 Passed by HOD 10/13/12
9/26/2012 BOD	1209C1	B	Y	Proposed BOD and HOD meetings for 2013 January 23, 2013: BOD Meeting February 2013: No BOD meeting, committee reports will still need to be posted to web site March 27, 2013: BOD Meeting April 24, 2013: BOD Meeting May 4, 2013: HOD Meeting May 22, 2013: BOD Meeting June 2013: No BOD Meeting, committee reports will still need to be posted to web site July 2013: No BOD Meeting, committee reports will still need to be posted to web site	Passed 9/26/12 BOD Referred to HOD 10/13/12 Replaced by 1210GC1

Date Intro	Motion #	Type	Doc	Motion/Motion Description	Action
				<p>August 28, 2013: BOD Meeting September 25, 2013: BOD Meeting October 12, 2013: HOD Meeting October 23, 2013: BOD Meeting November 20, 2013: BOD Meeting* *one-week earlier due to Thanksgiving December 2013: No BOD Meeting, committee reports will still need to be posted to web site (John Bitter – Chairman)</p>	
	1209TC1	F	Y	<p>Reimbursements for Travel to Nationals and Junior Nationals: Austin Travel Assistance: \$400 plus \$200 stipend for all Knoxville Travel Assistance: \$350 plus \$200 stipend for all except \$400 plus \$200 stipend for Sacramento \$610 plus \$200 stipend for Reno Note: a swimmer attending both meets would be eligible for both travel assistance amounts since the meets are in two separate locations. (Rick Waterhouse – Travel Committee)</p>	Passed
	1209FV1	F	Y	<p>Prepare Quadrennial Budget: Move that the BOD direct the Executive Committee, working with the Budget Committee, prepare a four year 2013-2016 Quadrennial Budget for review by the BOD and approval at the Spring 2013 HOD meeting (Fred Vogelgesang, 2nd Elias Totah) (30 day motion)</p>	<p>Made a 30 day motion Referred to BOD 10/24/12 Withdrawn 10/24/12 BOD</p>
	1208VC1 REVISED	L	Y	<p>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 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>	Passed by HOD 10/13/12

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				<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>																																														
10/13/12 HOD	1210IC1	F	N	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.	Passed by HOD 10/13/12																																													
	1210IC2	F	N	Release funding set aside for Website Upgrade: We have spent \$27K, and have set aside \$50K for this project	Passed by HOD 10/13/12																																													
	1210GC1	B	Y	<p>Governance Committee's recommendation for BOD/HOD meetings for 2013:</p> <table border="1" data-bbox="1003 917 1619 1507"> <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>	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	Passed by HOD 10/13/12
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	1210MD1	L	N	<p>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>	Passed by 2/3s + majority by HOD 10/13/12
10/24/12 BOD	1210FV1	F	N	<p>Prepare Quadrennial Budget Annually: Move that Budget Committee, prepare a four year Quadrennial Budget annually for review by the BOD (Fred Vogelgesang, 2nd Larry Rice) (30 day motion)</p>	30 Day Motion Tabled
	1210OC1	R	Y	<p>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): b. Individual Scratch Rule — Swimmers shall inform themselves of the meet starting time and shall report to the proper meet authorities promptly upon call. (1) Pre-Seeded Meets — Swimmers shall report promptly to the starting blocks when their event/heat is called. (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. (2) In Zone awarded Meets that are Deck Seeded – (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. (3) In all Age Group and Senior Meets - LSC Awarded Meets (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</p>	<p>30 Day Motion Tabled 11/28/2012 referred to BOD 2/20/2013</p> <p>Passed 2/20/13 BOD To take effect at first Long Course Zone meet after Far Westerns</p>

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				<p>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 if first.</p> <p>(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 Mallick, Officials Committee) (30 day motion)</p>	
	1210GC2	L	Y	<p>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</p> <p>(Leo Lin, Governance Committee) (By-Laws, 30 day motion)</p>	<p>Tabled To be considered together with 1211GC1 BOD Structure BOD 2/24/2013</p> <p>Passed 2/20/13 BOD Referred to HOD 5/4/13</p>
	1210SC&TC1	R	Y	<p>Rewrite of Section 9 Travel Assistance to Senior Travel Support (R&R): SECTION 9 SENIOR TRAVEL SUPPORT A. Purpose 1. To help defray the travel costs of Pacific teams/clubs with athlete members competing in "national" level meets as determined by the Board of Directors. 2. To help defray the travel costs of Pacific Swimming coaches attending "national" level meet as determined by the Board of Directors. B. Control of Funds 1. The Treasurer shall have control of disbursements. The disbursements shall be managed in accordance with Article 6.7.6 of the Pacific Bylaws. 2. A Travel Committee shall be established consisting of the Travel Chairman, Senior Vice-Chairman, Treasurer and a coach representative. The committee shall recommend, for approval of the Board of Directors, airfares on which the travel assistance shall be based. 3. No payment for the coach will be made if the coach or club is indebted to Pacific Swimming. No payment will be made until the indebtedness has been resolved. 4. All swimmers representing a Pacific Swimming registered club at a "national" level meet must not be indebted to Pacific Swimming.</p>	<p>30 Day Motion Passed BOD 11/28/2012</p>

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				<p>5. Clubs that fail to report and transmit collected Pacific meet fees by October 1, from meets held during the prior period from September 1 through August 31, shall not receive travel assistance until such reports and fees are received.</p> <p>6. All disbursements shall be paid to Pacific Swimming registered teams/clubs.</p> <p>C. Eligibility</p> <p>1. Representation</p> <p>a. The swimmer shall compete attached to a Pacific team or compete unattached as a Pacific member.</p> <p>b. Swimmers attending the Open Water Nationals must have achieved a Winter Junior National standard in the 800/1000 or 1500/1650 to be eligible for Pacific Travel support.</p> <p>c. Relay-only swimmers will not be eligible for travel support.</p> <p>d. For coach's travel support - the coach/team must attend at least three (3) of the designated Pacific Swimming Senior level meets during the previous twelve (12) month period. There shall be a limit of two (2) national level meets for which a coach/team may receive travel support per year. Pacific Swimming's Membership Office will determine eligibility.</p> <p>e. During Olympic and World Championship years, a coach/team may apply for travel support for the Olympic Trials or World Champ Trials in addition to the reimbursements outlined in Section C 1.d.</p> <p>2. Registration</p> <p>a. The level of travel assistance is based upon a swimmer holding continuous Pacific registration on the following schedule with each swim year will be made up of two Championship meet periods. The first shall be from September 1 to February 29. The second shall be from March 1 to August 31.</p> <p>b.</p> <table border="1" data-bbox="674 818 1688 1040"> <thead> <tr> <th></th> <th>Season 1</th> <th>Season 2</th> <th>Season 3</th> <th>Season 4</th> <th>Season 5</th> </tr> </thead> <tbody> <tr> <td>Grand Prix type meets</td> <td>None</td> <td>Full</td> <td>Full</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Sr, Jr, US Open, Open H20</td> <td>None</td> <td>One-half</td> <td>Full</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>World Champs Trials</td> <td>None</td> <td>None</td> <td>One-half</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Olympic Trials</td> <td>None</td> <td>None</td> <td>None</td> <td>One-half</td> <td>One-half</td> </tr> </tbody> </table> <p>c. Once a swimmer qualifies for full travel support at a particular level of meet, the swimmer remains eligible for full travel support at that level as long as continuous Pacific registration is maintained.</p> <p>d. To be eligible for travel support, swimmers must have been registered with a Pacific Swimming team/club and competed in Pacific sanctioned meets during their senior year of high school.</p> <p>f. A swimmer may register with, or transfer to, their college's LSC during the school season. Such registration shall not be considered an interruption of the continuous registration so long as the swimmer immediately transfers to, or registers in, Pacific Swimming at the end of his/her school swim season and before further competition in USA-S sanctioned events.</p> <p>e. Once a collegiate swimmer who was previously ineligible (based on the rule) has exhausted their college swimming eligibility, they become eligible for travel support on the same schedule as described in the above chart.</p> <p>3. Travel Support Requirements</p> <p>a. A copy of the team's/club's Travel Policy must be on file with Pacific Swimming's LSC Office – Membership</p> <p>b. A signed Code of Conduct for all athletes attending the meet must be on file with Pacific Swimming's LSC Office – Membership</p> <p>c. The coach must be a USA Swimming registered coach in good standing.</p>		Season 1	Season 2	Season 3	Season 4	Season 5	Grand Prix type meets	None	Full	Full	Full	Full	Sr, Jr, US Open, Open H20	None	One-half	Full	Full	Full	World Champs Trials	None	None	One-half	Full	Full	Olympic Trials	None	None	None	One-half	One-half	
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				<p>4. Citizenship a. To be eligible for travel support, a swimmer must be a United States citizen or have a U.S. permanent resident visa.</p> <p>5. Appeals a. A Club can appeal the decision of the Travel Committee</p> <p>D. Disbursement Policy 1. Pacific Swimming's Membership Office must receive applications for travel support by the end of sixty (60) days following the last day of the attended meet. 2. The travel support for teams taking swimmers to compete in Olympic Trials, World Champs Trials, Senior National Championship, U.S. Open, Junior National Championships, and Open Water National Championships will be the determined airfare plus a stipend to be determined by the Board of Directors. Swimmers attending back-to-back National Championship meets held in the same city will be eligible for travel assistance of the determined airfare plus an increased stipend. 3. The travel support for coaches will be the same amount as determined by the Board of Directors for airfare only. 4. Travel support for swimmers at Grand Prix type meets, in addition to the current travel support for USA Swimming National and Junior National Championships, is provided per the following guidelines and criteria: a. One disbursement per year. The amount of the disbursement will be determined annually by the Senior and/or Travel committees and approved by the annual budget at the House of Delegates. b. To qualify for support a swimmer must have USA Swimming December Junior National Qualifying time. The time may be achieved at the meet. c. Meet must be held outside of Pacific Swimming boundaries. d. Meet must be high-level Senior competition. Pre-approved meets: any foreign travel meet approved by FINA, USA Swimming Grand Prix Meets, NCSA Jr. Nationals, TX All-American Meet, Mission Viejo Meet of Champions. Senior Committee must approve all other meets. (Don Heidary and Rick Waterhouse, Senior Committee and Travel Committee – presented by Mary Ruddell) (30 day motion) R&R</p>	
11/28/12 BOD	1211GC1	L	Y	<p>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), High School Coordinator, College Coordinator, National & Local Legislation Coordinator</p>	<p>30 day motion</p> <p>Passed 2/20/13 BOD</p> <p>Referred to HOD 5/4/13</p>

Date Intro	Motion #	Type	Doc	Motion/Motion Description	Action
				<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. The approach that the Governance committee took was first to understand the roles of each of the committees</p> <p>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>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>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>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</p>	

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				<p>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>	
	1211SC1	P	Y	<p>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>(Don Heidary, Senior Committee) (30 day motion) (to be worded for P&P addition)</p>	<p>30 day motion</p> <p>Tabled 2/20/13 BOD</p> <p>Referred to BOD 4/24/13</p>
	1211SCH1	P	Y	<p>Scheduling Section Amendment to P&P Section X</p> <p>Amend Policies and Procedures Section X – Scheduling by the addition of new paragraphs 2.0,</p>	<p>30 day motion</p> <p>Tabled 2/20/13</p>

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				<p>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"> <i>1. Chair appointed by the Pacific Swimming General Chair</i> <i>2. Program Development Vice-Chair</i> <i>3. Age Group Vice-chair</i> <i>4. Senior Vice-chair</i> <i>5. Officials Committee Chair</i> <i>6. Zone Chairs (5)</i> <i>7. Coach Representative</i> <i>8. Athlete Representative</i> <i>9. One or two others as appointed by the General Chair</i> <p><i>Any of the above may designate an alternate to represent their function.</i></p> <p><i>3.0 The Scheduling Committee shall annually establish a schedule of the meets to be awarded by the committee and publicize the schedule.</i></p> <p><i>4.0 Meet Award Procedures</i></p> <ol style="list-style-type: none"> <i>1. The Chair shall annually announce the time, place, and method for submitting bids for</i> 	<p>BOD</p> <p>Referred to 4/24/13 BOD</p>

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				<p><i>meets to be awarded by the Pacific Swimming Scheduling Committee.</i></p> <ol style="list-style-type: none"> <i>2. 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> <i>3. Clubs applying for more than one meet shall designate as their 1st, 2nd, etc. choice on the applications.</i> <i>4. 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> <i>5. 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> <i>6. Host responsibilities for the Spring JO and July (Summer) Adam Szmids 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> <i>7. 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> <i>8. 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> <i>9. Meet awards shall be confirmed by action of the Board of Directors.</i> <p>5.0 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. Adopted 5/25/05</p> <p>6.0 On protected weekends, no further meets may be approved or sanctioned for meets held by a 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>	

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				<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. (George Cleveland, Scheduling Committee) (P&P) (30 day motion)</p>	

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