

**Meeting Title: Pacific Swimming Board of Directors Meeting**

**Date: September 18, 2019**

**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.

David Cottam	X	Don Heidary		Debbi Tucker	X	<b>Zone Reps</b>		<b>Athlete Reps</b>		<b>Guests</b>	
Leo Lin	X	Carlene Takaki		Mike Piccardo	X	1N – Laura Mictchell/Larry Rice	X	Jivana Nagnol	X	Millie Nygren	X
Veronica Hernandez	X	Michael Allegretti	X	Jay Rowland	X	1S – Mark Taliaferro	X			Christopher Lam	X
Daniel Cottam	X	Kent Yoshiwara	X	Clinton Benton	X	2 – Peter McNamara					
Kyle Kikuta		Kelly Schott	X			3 – Kevin Twohey		<b>Office</b>			
Marie Lin	X	Mike Davis				4 - Jerry Rudd		Cindy Rowland	X		
Mary Ruddell	X	Don Bautista				4 - Jim Morefield	X	Laurie Benton	X		
William Chong	X	David Benjamin						Diana Fetterman	X		
								Jeannette Soe			
								Annie Stein	X		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by David Cottam 7:30 PM		
<b>Conflict of Interest</b>	Meeting opened with question of any member having a financial conflict of interest. Clint Benton indicated he is married to a staff employee		
<b>Minutes from Previous Meeting</b>	July 17, 2019 BOD Meeting minutes approved. August 26, 2019 Executive Committee Meeting minutes approved		
<b>Officer's Reports</b>			
<b>Chair</b>	David Cottam: <ol style="list-style-type: none"> <li>1. Thanks to David Benjamin for his leadership of the last two years. Thanks to Mary Ruddell for her work as Treasurer and managing the staff. David will be meeting with the Staff on September 25. Thanks to all the volunteers.</li> <li>2. 3 Major Goals <ol style="list-style-type: none"> <li>a. Guide the LSC through the implementation of the New By-Laws, which involve significant changes in structure of the BOD and the way committees report their work</li> <li>b. Fully staff the Safe Sport Committee and implement MAAP across the LSC, in the Zones, and in the clubs and meets. Kelly Schott will be giving a workshop on MAAP in the Officials Clinic, and will review MAAP in the HOD in October.</li> <li>c. Reinvigorate the Camps Committee. Cindy Rowland from staff will manage and coordinate this</li> </ol> </li> </ol>		

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	<p>Activity until Committee Chair is appointed.</p> <p>3. Appointments</p> <p>a. Leo Lin-Vice Chair Program Operations, David Benjamin-At Large member to Governance Committee and "disinterested" At-Large Member to Finance Committee, Mary Ruddell-Chair of Finance and Investment committees, William Chong -Chair Audit Committee, Kelly Schott-Chair Safe Sport Committee, Mike Davis-Chair Officials Committee, Ken Yoshiwara-Chair Diversity Committee, Leo Lin-Chair Scheduling Committee, Clint Benton-At Large Parliamentarian, and Joh Schonder as Open Water Coordinator..</p> <p>b. The appointments were approved by the BOD</p> <p>4. Informational Items</p> <p>a. Annie Stein will be staff liaison to Senior Committee.</p> <p>b. Met with the 3 athletes that attended convention</p>		
Vice Chair – Program Operations	Leo Lin - He will do everything to support the goals of the General Chair		
Vice Chair – Program Development	<p>Veronica Hernandez –No Report</p> <p>1. Athletes are working on a succession plan so they will have the names of those attending the Convention at normal air fares.</p>		
Treasurer	<p>Mary Ruddell:</p> <p>1. No reports sent in</p> <p>2. Budget revisions posted . The budget exceeds present budget by about \$18,000. Motion to improve the increases</p> <p>3. See the Following Motions : 1909TR1 to increase the budget by approximately \$18,000 and 1909TR2 to add an additional \$20,000 for Olympic Trial Swimmers</p> <p>4. Leo Lin - Pacific Hosted Meets, the line item, will be Far Westerns which is the only Pacific Hosted meets. Larry Rice asked that Far Western Short Course, and Far Western Long Course should be reported separately.</p>		
Age Group	Kyle Kikuta – not present		
Sr. Committee	Carlene Takaki - not present		
Registration	Laurie Benton - 2020 registrations are being processed now, and there are about 858 Year-round swimmers and 451 Fall swimmers.		
Report/Recom - Staff	<p>Cindy Rowland:</p> <p>1. Thanks Rick Beebee, who is retiring, for all the time he spent, maintaining records. Diana will now maintain the records..</p> <p>2. Far Westerns went well, and Orinda was able to sell various items using the Far Western Logo a team</p>		

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	<p>member designed. Thanks to Jane and Laurel for setting up a well organized meet. Pacific will be making some money as well.</p> <ol style="list-style-type: none"> <li>3. Change in the Leap program - they will only have 1 level and Cindy has volunteered Pacific as one of the sites involved in the Beta testing</li> <li>4. Getting ready for the Workmen's Compensation Audit</li> <li>5. The Officials Clinic, Coaches Clinic, will be at the Crowne Plaza Hotel in Concord. Parking will be discounted to \$5 for the day. Clinics include Club Education, Meet Director and Safe Sport</li> <li>6. Leadership Camp will be at the Ruby Hill pool and Todd Tucker and Veronica Hernandez are involved in arranging this. It will be a 1 day camp. It will have 24-30 participants. Todd Tucker donated the facility, at no cost to Pacific Swimming</li> <li>7. 1st week of May the Zones will meet in Chicago. All the Zones of USA swimming will send representatives to the workshops to this meeting/conference.</li> <li>8. Will be looking for a new site for the Clinics next year</li> </ol>		
<b>Consent Calendar</b>	Consent Calendar approved		
<b>Diversity</b>	<p>Kent Yoshiwara</p> <ol style="list-style-type: none"> <li>1. Veronica presented the Western Zone report for DE&amp; I at convention</li> <li>2. The LSC's (16) gathered together outside of the Convention Schedule, to exchange ideas and information, led by David Wolfren of PNS</li> <li>3. The DE&amp;I camp and summit will take place ant Tamalpais High School in Mill Valley. There will be no charge for using the pool and there will be a bus to pick swimmers and parents from San Jose, and the East Bay. The date is November 9th, 2019</li> <li>4. A donor is offering \$2000 to help diversity swimmers who are eligible for assistance for Sectionals and Far Westerns</li> </ol>		
<b>Finance</b>	See Motions		
<b>Zone Reports</b>			
<b>Zone 1N</b>	<p>Larry Rice :</p> <ol style="list-style-type: none"> <li>1. Laura Mitchell is the new chair</li> <li>2. Zone champs are being planned</li> <li>3. Next meeting is November 3rd</li> </ol>		
<b>Zone 1S</b>	<p>Mark Taliaferro:</p> <ol style="list-style-type: none"> <li>1. Approved the budget</li> <li>2. Don't have a pool for Zone All Stars because Independence is not available. They are looking.</li> <li>3. Next meeting is November 13</li> </ol>		
<b>Zone 2</b>	No report		
<b>Zone 3</b>	No report		
<b>Zone 4</b>	No report		

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Athletes	<p>Jivana Nagnal:</p> <ol style="list-style-type: none"> <li>1. Jivana Senior Athlete Representative, Taylor from Zone 2, and Aiden from Zone 4 attended Convention last week</li> <li>2. Athletes working on engagement of Athlete Representatives with a goal of increasing Athlete participation , and commitments</li> <li>3. Encourage all Zones to seek Athletes from the Clubs and more Athletes for the Zone</li> <li>4. Athletes are working on a service project which they will be doing soon</li> <li>5. Next meeting is Sunday, September 22,2019</li> </ol>		
Old Business	None		
Old Motions	<p><b>Motion 1907FC01: Service Charge for Reissued Lost or Checks Cashed</b></p> <p>The Finance Committee moves to make the following correction to Pacific Swimming's Policies and Procedures Section III Fees G.2 .</p> <p>2. The minimum service charge to reissue lost or checks not cashed <b>within a 6 month time frame</b> shall be \$25. No fee shall be charged to reissue checks sent to an address other than the one listed on the request form.</p> <p>Mary Ruddell, Finance Committee (P&amp;P, 30 day)</p> <p><b>Reasoning:</b> There should be no time frame associated with this service fee. Pacific Swimming's checks state "Void after 60 Days". If a check has not been cashed within 45-60 days since it was issued, I contact the club to ask if the check was received. Most usually find and deposit the check. If we need to stop and reissue a check, there should be a fee associated with that action.</p> <p>Discussion: Fee to reissue a check if a club loses a check is being dealt with. The time frame is removed.</p> <p>Passed</p>	Passed	
	<p><b>Motion1907FC02: Late Payment Fee to Clubs for "A" Medals</b></p> <p>The Finance Committee moves to make the following addition to Pacific Swimming's Policies and Procedures Section III Fees G.</p> <p><b>3. The Late Payment Fee for clubs who have "A" Medal or Equipment Rental invoices still unpaid after 45 days shall be \$25.00. Pacific Swimming shall, at their discretion, discontinue</b></p>	Passed	

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	<p>extension of credit for A Medals or Equipment Rental to clubs with an outstanding balance in excess of 60 days.</p> <p>Mary Ruddell, Finance Committee (P&amp;P 30 days)</p> <p><b>Reasoning:</b></p> <p>Invoices for A Medals or Equipment Rental are "Due upon Receipt". Staff sends email reminders to clubs with outstanding invoices. There have been clubs with an outstanding invoice balances in excess of 90 days. A late payment fee of \$25 is a reasonable consequence for a past due invoice.</p> <p>Discussion: No policy for late payment. This is an implementation of a late payment fee. After 60 days credit will no longer be extended. Club must prepay for all items. Leo Lin – the club would no longer be in good standing and the matter would then go before the ARB. Sequence should be Fee, then no credit, then not in good standing.</p> <p>Passed</p>		
	<p><b>Motion 1907FC03: Unrestricted and Restricted Contributions</b></p> <p>The Finance Committee moves to add the following statement to Pacific Swimming Policies and Procedures Section II Budget and Finance A.</p> <p>10. Unrestricted or restricted contributions in the form of cash, securities or value-in-kind will be recognized at fair market value, and recorded as such. Donor contributions that have stipulations will be recorded as restricted assets and can only be used for the purpose as stipulated. Contributions without any stipulations will be recorded as general assets and may be used for any purpose in line with Pacific Swimming's objectives after the Board's approval.</p> <p>Mary Ruddell, Finance Committee, (P&amp;P 30 days)</p> <p><b>Reasoning:</b> The Diversity and Inclusion Committee has been in contact with an individual who would like to make a contribution to Pacific Swimming's D&amp;I Committee for a specific purpose. The committee has also stated that they would like to seek out funding from individuals and businesses to fund D&amp;I projects.</p> <p>Mary consulted with Michael Bryant from Wheeler Accountants regarding this issue. He recommended that Pacific adopt a policy regarding restricted and unrestricted donations. Donor restricted net assets will be monitored for audit/review purposes and filing informational tax returns.</p>	Passed	

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	<p>Discussion: This came about because there is an interested donor. The funds would be restricted and must be used as intended. Jim Morefield – Website characterized that these were corrections but these are actually policy changes. It was agreed to have the website change for “correct” to “amend.”</p> <p>Passed</p>		
New Business	<p><b>Annie Stein:</b> The new 2020 JOs and Far Westerns time standards are posted on the Pacific website</p>		
New Motions	<p><b>Motion 1909TR1: Revise Budget to Reflect Additional Expenses</b> Increase budget to \$331,743, an increase of approximately \$18,500 Mary Ruddell, Treasurer, Clint Benton, 2nd</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Among the increases includes an increase in cost for the Western Zones Meet, Trials, storage rentals increase, and Dana Volmer's expense as awards banquet speaker.</li> <li>2. Request that monies for Far Western Short course and Long Course be split out and a schedule of all expenses and incomes be shown so all costs relating to the events can be evaluated for future planning. Mary will do that.</li> </ol> <p>Passed</p>	Passed refer to HOD on October 13, 2019	
	<p><b>Motion 1909TR2: Add additional funds for Olympic Trials</b> Add \$20,000 for funding for Olympic trials</p> <p>Mary Ruddell, Treasurer, Leo Lin, 2nd</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. We fund \$1200 to athletes, and \$900 for coaches</li> <li>2. This allows for an additional 15-17 swimmers and added expenses for late entries for swimmers who finally make a cut.</li> <li>3. Currently 75 athletes in Pacific have cuts. We will need to remove athletes from Cal and Stanford, which were not Pacific Swimmers, previous to their swimming for Cal and Stanford to get an accurate list of eligible swimmers</li> </ol> <p>Passed</p>	Passed, refer to HOD on October 13, 2019	
	<p><b>Motion 1909MR1: Request to not renew lease on office at Regus</b> When the lease is due in October to renew the lease on the office space at Regus we will not renew. Mary Ruddell, Clint 2nd</p>	Passed	

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	<p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Regus is proposing a 30% increase from \$1297 a month to \$1689 plus taxes</li> <li>2. Cindy feels there is space much cheaper than that</li> <li>3. We have through December, when our present lease ends</li> </ol> <p>Passed</p> <p>David Cottam will appoint a Task Force to evaluate the whole office situation</p>		
	<p><b>Motion 1909MR2" Revision of Convention Reimbursements.</b>  Change Section V.A.2c(1) and add Section V.A.5 in the Policies and Procedures  Section V.A. 2c</p> <ol style="list-style-type: none"> <li>1) <b>Full Share Financial Assistance:</b> Individuals or their elected/appointed alternates serving in the following positions: General Chair, Vice Chair - Program Development, and Vice Chair - Program Operations, Senior Chair, Age Group Chair, Coach Representative(s), and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) <i>or others</i> serving on the Board of Directors to receive full funding.</li> </ol> <p>Section V.A</p> <ol style="list-style-type: none"> <li>5. <i>Seat selection fees shall be reimbursed if the total does not exceed the transportation as determined by the Board of Directors and supported by the submission of transportation receipts .</i></li> </ol> <p>Mary Ruddell, Marie Lin, 2nd (P&amp;P, 30 days)</p> <p>Amendment:  Change Section V.A.6 2c(2) iii</p> <ol style="list-style-type: none"> <li>iii. Half of the cost of a standard double room including all taxes as quoted in Convention registration forms. Should two individuals from Pacific Swimming share a room, the individual shall receive <del>25%</del> <b>50%</b> of the cost of the room. These expenses shall be supported by receipts.</li> </ol> <p>Add Section V.A.6</p> <ol style="list-style-type: none"> <li>6. <i>When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.</i></li> </ol> <p>Leo Lin, Larry Rice, 2nd</p> <p>Amendment Passed, and Amended motion 1909MR2 Passed</p>	<p>Amended Motion referred to November 20, 2019</p>	
	<p><b>Motion 1909MR3 Revision of Convention Reimbursements will be effective for 1 year, retroactive to Convention September 12-15, 2019</b>  The changes proposed in Amended Motion 1901MR2 will be in effect this year only, and retroactive to the</p>	<p>Passed</p>	

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	Convention September 12-15, 2019 Mary Ruddell, Larry Rice 2nd  Passed		
	<b>Motion 1909LR1: Registrar Funding</b> Money for Registrar duties will be add to Laurie Benton's salary (\$600/month) starting September 1, 2019 Larry Rice, Leo Lin, 2nd  Discussion: <ol style="list-style-type: none"> <li>1 Judy Seigrist did not run for Registrar this election, and Laurie Benton assumed the duties</li> <li>2 The previous level of funding should be given to Laurie as she has assumed that</li> <li>3 Increase to salary will be \$600 less any required fees which would have been normally paid by Judy as an independent contractor.</li> </ol> passed	Passed	
<b>Next Meeting</b>	HOD is October 13, 2019, Executive Committee is October 16, and BOD is November 20, 2019		
<b>Meeting Adjourned</b>	<b>9:30 PM</b>		

RESPECTFULLY SUBMITTED BY

MARIE LIN

SECRETARY , PACIFIC SWIMMING BOARD OF DIRECTORS