

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: July 23, 2014

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	Annie Stein		George Cleveland	X	Zone Reps		Athlete Reps		Guests	
Leo Lin	X	Tom Evers		Tish Steimle		1N - Larry Rice	X	Michala Roan	X	Valerie Rudd	X
Lehla Irwin	X	Rick Beebe		Rick Waterhouse		1S – Mike Picardo	X	Aric Lang	X	Millie Nygren	X
Ron Heidary		Pam Redding		David Cottam		2 – David Benjamin	X				
Don Heidary		Kent Yoshiwara	X	Helen Garcia		3 – Debbie Tucker	X				
Steve Hurko		Peggy Ramirez		Phil Harter		4 - Jerry Rudd	X				
Marie Lin	X	Clint Benton	X	Veronica Hernandez	X	4 - Jim Morefield	X				
Mary Ruddell		Brian Malick		Andre Salles Cunha				Office			
Darryl Woo	X	Marcia Benjamin						Jill Ruppenstein	X		
Jennifer Malick		Judy Siegrist						Laurie Benton	X		
Danica Burge				Joe Woo				Jeannete Soe			

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	April 23, 2014 BOD minutes approved		
Executive Committee Report	No meeting on May 21, 2014		
Officer's Reports			

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Chair	<p>John Bitter:</p> <ol style="list-style-type: none"> 1. We have hired a new employee, Annie Stein, who will be taking over handling Sanctioning, helping George Cleveland with Scheduling needs, and helping Brian Malick with Officials assignments needs. 2. Annie is being trained now and will take over Sanctioning on September 1 3. Annie will step down from her role on the Board as Age Group Coach, and John is asking that Board Members let him know of any coach candidates who would like that position. 4. Larry Rice is working on finding someone to replace Annie as 1N Sanction Chair 		
Vice Chair – Program Operations	<p>Leo Lin:</p> <ol style="list-style-type: none"> 1. USA-S has approved our LEAP application 2. They have some suggestions regarding things we need to do with the website, and that we will implement 		
Vice Chair – Program Development	No report		
Treasurer	<p>Mary Ruddell (was absent but her reports were all presented):</p> <ol style="list-style-type: none"> 1. BOD accepted and approved all the Financial Statements presented by the Treasurer 		
Age Group	No report – but see Motions		
Sr. Committee	No Report		
Registration	<p>Laurie Benton:</p> <ol style="list-style-type: none"> 1. See Report 2. Santa Domingo Swim Team (SD) requests a name change to Turbo Aquatics (TRBO) – the BOD approved 		
Report/Recom - Staff	See Report		
Diversity	<p>Kent Yoshiwara:</p> <ol style="list-style-type: none"> 1. Western Zone Diversity Camp took place with athletes from 11 of the 17 LSCs. <ol style="list-style-type: none"> a. Summit had 9 LSC represented b. USA Swimming sent representatives to the camp. They took notes on what Western Zone has been doing c. Cal State East Bay was a wonderful host d. A video of the camp, put together by one of the participants, will be put on the website 2. They have created a Western Zone Diversity Information page, which is posted on the Western Zone website. It includes contacts and information about the Western Zone 		

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Camps	Jillian Ruppenstein reports for Jennifer Malick: 1. Junior Leadership Camp applications are due by July 30 th – applications should be mailed in (there will be no representative at Far Westerns to supply or pick up applications)		
Officials	No Report		
Time Standards	See Report – New Time standards will be posted: 1. Leo Lin requested that our LSC 8 & Under time standards be developed and posted (they are not posted at this time) 2. If the new Time Standards are to be applied to meets starting in September, the teams that bid for Far Westerns, JOs and other meets with qualifying times already bid through August, 2015, must give permission. Otherwise the old time standards, previously approved, apply 3. It is hoped that the proposed changes in the JO time standards (see Age Group motions below) will relieve some of the pressures on the dual venue JOs. The problems with the inequality in number of swimmers at this JO's was due to the fact that some clubs were unwilling to be placed anywhere but the site closest to them.		
Club Development	No Report		
Disability	No Report		
Travel	No Report – new travel reimbursement schedule is posted		
Board of Review	No cases pending		
Open Water	No Report		
Finance & Auditing	See Report 1. New dues and entry fees will take effect on September 1. Clubs will be notified and the new meet templates include the changes in the fees.		
Scheduling	George Cleveland: 1. Working on the 2015-2016 schedule		
Athlete	No Report		
Governance Committee	See Report Debbi Tucker: 1. Recommend that Time Standards Coordinator position be eliminated and that the Office handle the time standard changes as they come up – the formula for change should be posted and placed in the drop box. This will probably be one of Annie Stein's functions 2. Worked on motion to prohibit firearms at a swimming venue – see motion		
Investment Committee	See Report		
Nominating Committee	No Report		
At-Large	No Report		

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Adhoc Committees			
Zone Reports			
Zone 1N	See Report		
Zone 1S	See Report – Nomination Committee is working on nominations for the Board		
Zone 2	See Report		
Zone 3	Debbi Tucker: <ol style="list-style-type: none"> 1. Working on by-laws 2. Working on the procedure for instituting the \$100 fine for missing officials 3. Working on the Board positions and term limits 		
Zone 4	See Report – Discussion on how to retain officials		
Old Business			
Old Motions			
	1403AG3: Far Western Championships The Age Group Committee would like to add the following to R&R 4.B.3 effective at the 2015 SC FW Champs: .a In trials and finals meets, qualified swimmers may compete in three (3) events per day, plus relays, for which they are eligible. <i>i. An exception will be made to the Far Western Championships in which a swimmer may compete in a maximum of seven (7) individual events.</i> (Steve Hurko, Age Group), (R&R), (30 day Motion)	Tabled	
New Business	Blue Tide Aquatics (Modesto swim team established in 2011 – 179 members) – Petition to move to Sierra Nevada <ol style="list-style-type: none"> 1. They are going through the process of seeking this transfer by applying to Sierra Nevada, applying for release from Pacific, and working with USA Swimming 2. This transfer would not include the moving of their pool (Modesto Junior College pool) to Sierra Nevada. That would continue to be a pool in Pacific and meets hosted there would need to be sanctioned by Pacific and Zone 2 of Pacific. 3. The Johansen Pool, which they could also use is a dual LSC pool, shared with Pacific and Sierra Nevada 4. This request will have to go to the House of Delegates, but Zone 2 needs to have the chance to discuss their concerns first since this team is in Zone 2. 	Zone 2 will discuss the impact of this transfer Place before the HOD 10/11/2014	
New Motions	1407GC1-Scratch Down Clarification Section 3.5 change from “Scratch Procedures” to “Scratch Down Procedures” and add Section 3.6 No	BOD 9/24/2014	

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	<p>Show Penalties: a. Age Group Meet: refer to Section 4, Senior Meet: refer to Section 5</p> <p>History: Office and both LC JO Meet Referees were confused regarding which no show penalty was to be used for the meet sheet. Each person cited a different section of the Rules and Regulations. Clarification needed.</p> <p>(Debbi Tucker, Governance Committee) (R&R) (30 day motion)</p>		
	<p>1407GC2-Safe Environment</p> <p>In order to provide a safe environment for our swimmers at swim meets, Meet Directors are requested to provide the following, and this should be communicated to the Meet Director when the Sanction number is issued by LSC Sanction:</p> <ol style="list-style-type: none"> 1) Obtain non-emergency contact phone number(s) for local police department and provide the phone number to the Meet Referee before the start of the meet 2) Identify and locate an available land line telephone at the venue that can be used to contact local police or fire department in case of an emergency and provide phone location to Meet Referee 3) Assign Meet Marshal(s) to do periodic walk-through of the outside perimeter of the meet venue to ensure that young swimmer(s) are not wandering off alone. Please note the team of the wandering swimmers and report observation to the Meet Director and/or Meet Referee <p>(Debbi Tucker, Governance Committee) (P&P) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. There was some question as to whether lifeguards could perform pool marshal functions so meet marshals might be freed up to perform this walk-through function, but it was pointed out that lifeguard functions, and pool marshals have different tasks, and that it is likely lifeguards would not be allowed to take on additional tasks. 2. Venue police or security officers could perform the function of perimeter walk-through if they are available 3. This motion should be written up to be placed in Section 4 of the P&P 	<p>Write up motion to be placed into Section 4 of P&P BOD 9/24/2014</p>	
	<p>1407GC3-Destructive Devices</p> <p>Add to the meet sheet the following statement:</p> <p>Destructive Devices: Destructive devices, to include but not limited to, explosive devices and equipment, firearms (open or concealed), blades, knives, mace, stun guns and blunt objects are strictly prohibited in the swimming facility and its surrounding areas. If observed, the Meet Referee or his/her designee may ask that these devices be stored safely away from the public or removed from the facility. Noncompliance may result in the reporting to law enforcement authorities and ejection from the facility. Law enforcement officers (LEO) are exempt per applicable laws.</p> <p>(Debbi Tucker, Governance Committee)</p>	<p>Passed</p> <p>Governance Committee will prepare this for placement in the P&P section 4</p>	

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	<p>Discussion:</p> <ol style="list-style-type: none"> 1. This has come up because there have been several incidents in Vallejo, and other venues where destructive devices were brought on to a swim meet venue 2. The Governance Committee will prepare to have this and other “safety” motions that we’ve passed, placed into the Policy and Procedures 		
	<p>1407FC1-Board Designated Membership Fund</p> <p>The Finance Committee moves to establish a Board Designated Membership fund from membership income above the minimum needed to fund Pacific’s operating budget as outlined below.</p> <p>Discussion: The Finance committee recommends to Pacific Swimming’s BOD that for the 2015 and 2016 membership years that funds be set aside in a board designated fund. In 2018 and 2019, when the income generated from membership will be less than the minimum needed to fund Pacific’s operating budget, funds from the board designated fund will be used to bridge the gap between actual income and the minimum income.</p> <p>The minimum that the LSC needs to fund the operating budget (programs, travel and staff) is \$15 per athlete annual membership and \$10 per non-athlete. This is the current amount Pacific receives from membership. In 2013 we received \$16/\$11 and in 2012 we received \$17/\$12. This “minimum” income needed may need to increase over time to account for inflation. The recommended amounts to set aside into the Board Designated fund are as follows:</p> <ul style="list-style-type: none"> • The recommended amount of income to set aside for the 2015 membership year is \$6 per athlete annual and non-athlete. • The recommended amount of income to set aside for the 2016 membership year is \$4 per athlete annual and non-athlete. • The recommended amount of income to set aside for the 2017 membership year should be evaluated by the finance committee for recommendation to the board. <p>Procedure:</p> <p>The Board Designated Membership (BDM) fund should only be used for shortfalls in membership income. Use of BDM needs a vote from the full BOD. Transfer from the general fund to the BDM should be made once or twice a year. The YTD figure of total memberships generated from the SWIMS report would be the supporting document used to generate amount of transfer.</p> <p>The net income that Pacific will realize for each membership year will be as follows:</p>	Passed	

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	<p>Annual Athletes</p> <table><tr><td>2015: 73 - 52 = 21</td><td>2020: 81 - 62 = 21</td></tr><tr><td>2016: 73 - 54 = 19</td><td>2021: 81 - 64 = 17</td></tr><tr><td>2017: 73 - 56 = 17</td><td>2022: 81 - 66 = 15</td></tr><tr><td>2018: 73 - 58 = 15</td><td>2023: 81 - 68 = 13</td></tr><tr><td>2019: 73 - 60 = 13</td><td>2024: 81 - 79 = 11</td></tr></table> <p>Non-Athletes</p> <table><tr><td>2015: 68 - 52 = 16</td><td>2020: 76 - 62 = 14</td></tr><tr><td>2016: 68 - 54 = 14</td><td>2021: 76 - 64 = 12</td></tr><tr><td>2017: 68 - 56 = 12</td><td>2022: 76 - 66 = 10</td></tr><tr><td>2018: 68 - 58 = 10</td><td>2023: 76 - 68 = 8</td></tr><tr><td>2019: 68 - 60 = 8</td><td>2024: 76 - 79 = 6</td></tr></table> <p>Restricted Funds: Restricted funds are money donated for a specific reason to the organization. For instance, the \$5000 awarded to SCSC for pool improvement grant was restricted by the donor (Pacific Swimming) to the purchase of a new sound system.</p> <p>Board-Designated Funds: A condition placed by an organization’s Board of Directors on how an amount of money is used. The funds for accounting purposes are unrestricted. (Mary Ruddell, Finance Committee)</p> <p>Discussion:</p> <p>1. This is just an added line in the budget to allow the restricting of the funds gathered from our \$8 increase in fees to be preserved to be used in the later years when our fees will not cover the increase in the USA registration fees.</p>	2015: 73 - 52 = 21	2020: 81 - 62 = 21	2016: 73 - 54 = 19	2021: 81 - 64 = 17	2017: 73 - 56 = 17	2022: 81 - 66 = 15	2018: 73 - 58 = 15	2023: 81 - 68 = 13	2019: 73 - 60 = 13	2024: 81 - 79 = 11	2015: 68 - 52 = 16	2020: 76 - 62 = 14	2016: 68 - 54 = 14	2021: 76 - 64 = 12	2017: 68 - 56 = 12	2022: 76 - 66 = 10	2018: 68 - 58 = 10	2023: 76 - 68 = 8	2019: 68 - 60 = 8	2024: 76 - 79 = 6		
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	<p>1407DVC1-Diversity Grant Funding, Spring 2014</p> <p>Approve Diversity Grant funding for the Spring Funding period</p> <ul style="list-style-type: none">1) SF Boy and Girls Club STARFish Aquatics \$6,0002) Oakland Undercurrent \$65003) Richmond Sailfish \$4000 <p>(Kent Yoshiwara, Diversity Committee)</p> <p>Discussion:</p> <p>1. Marie Lin wondered whether the Oakland Undercurrent Program was going in a different direction from previous grants because now it was scholarships for the swimmers which in fact would be like subsidizing ONDA. She suggested that this actually brings up a possible different type of program where Pacific could provide scholarships for diversity swimmers who have</p>	Passed																					

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	<p>need to get subsidies to help pay their monthly dues for “any” team, not just limited to a specific team as in this particular application.</p> <ol style="list-style-type: none"> 2. Kent Yoshiwara reports this is a subsidy to the swimmers and not to the club. The diversity program is clear that no funding would be granted to directly support clubs, such as coaches, pool costs, or management costs. 3. Marie thought that in previous programs the funds were designated to buy things for the swimmers, fins, etc, to pay for their learning to be coaches, but that this one is straight towards the swimmers fees, which would be used by the team to support coaches, pool costs, etc. Kent agreed the money could be used by the team for anything, but it was still a swimmer’s benefit because this would allow them to participate in the program when they otherwise would not be able to afford it. 4. The grant of funds was unanimously approved, but with the recommendation that the Diversity Committee look into Marie’s suggestion. 		
	<p>1407AG1 – Creation of Developmental Championship Meet The Age group Committee would like to move to create a “Developmental” level championship meet to run twice a year – Spring (SCY) and Summer (LCM). This dual venue meet would occur approximately three (3) weeks prior to the SC and LC Junior Olympic Championships allowing swimmers the opportunity to qualify for these competitions. Qualifying standards would be the USA-S ‘A’ Motivational time standard</p> <p>This meet will run on a 1 year trial basis. After the conclusion of the trial it will be reassessed to determine if this meet should become a permanent meet on the Pacific Swimming Schedule (Steve Hurko, Age Group Committee) (R&R) (30 day motion)</p> <p>1407AG2-JO Time Standards The Age Group Committee would like to move to have the JO time standards changed to the USA Swimming ‘AA’ Motivational time standard (Steve Hurko, Age Group Committee) (R&R) (30 day motion)</p> <p>1407AG3-Far Western Time Standards Per passing of 1407AG2, the AG Committee moves that we maintain our current calculation of FW time standards; however, no standard can be slower than the USA-S ‘AA Motivational time standard. (Steve Hurko, Age Group Committee) (R&R) (30 day motion)</p> <p>1407AG4-14/Under Junior Olympics The Age Group Committee would like to move to change the name of the 14/Under Junior Olympics to the ‘14/Under Holiday Championships’.</p>	<p>Tabled</p> <p>Recommend Age Group Committee take the feedback given and rewrite the proposals with those in mind and also in R&R format</p>	

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	<p>(Steve Hurko, Age Group Committee) (R&R) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. If passed these motions would take effect in 2015-2016. 2. Because Steve Hurko was not here to present these four motions they will be tabled but recommendations regarding these four motions were discussed. 3. It was requested that Steve call an Age Group Committee meeting to discuss these issues which would include Joey Sementelli Zone 1N, Jim Morefield Zone 4, Veronica Hernandez Zone 2, the other Age Group Zone representatives and Lehla Irwin Vice Chair Programs 4. With the faster time standards it is anticipated that the new proposed meet would substitute for swimmers who presently would be swimming in the JOs. This creates an age group cycle – moving through the Developmental Championship Meet, the more difficult JOs, and then the Far Westerns with the fastest qualifying times. 5. It was felt that an upper cap would need to be placed on the Developmental Championship meet (such as swimmers with Far Western Times are not eligible to swim that event in the Developmental Championship) in order for that meet to be manageable, especially for the Long Course meet, because there is so little long course water, and faster swimmers use these meets to make their Far Western, Sectional, etc. cuts. 6. With the faster qualifying times for JOs, dual venues may not be needed 7. Will also need to be mindful regarding when ZAM will take place in the spring, in order not to place the meets in conflict with that event. 8. Age Group should come back with the proposals written in such a manner that the changes will fit into the appropriate section of the R&R 		
Closing Comments			
Next Meeting	Next BOD meeting will be September 24, 2014		
Meeting Adjourned	Meeting adjourned at 9:10 PM		

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