

<b>Meeting Title:</b> Pacific Swimming Board of Directors Meeting
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**Date:** November 17, 2021

**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	Asher Green		<b>Zone Reps</b>		<b>Athlete Reps</b>		<b>Guests</b>		<b>Office</b>	
Leo Lin	X	Michael Allegretti	X	1N – Laura Mitchell		Lily Struempf	X	Jonathan Heit	X	Cindy Rowland	X
Mary Ruddell	X	Kelly Crowley		1N- Larry Rice	X	Sophie Boeun	X	Marcus Daene	X	Laurie Benton	X
Veronica Hernandez	X	Kent Yoshiwara	X	1S – Mark Taliaferro	X	Ainsley Tambling	X	Nathan Adrian	X	Diana Fetterman	X
Eric Scalise	X	Mike Piccardo	X	2 – Mark Ryan				Valerie Rudd	X	Annie Stein	X
Tony Daly	X	Kelly Schott		2- Chris Lam	X						
Kyle Kikuta	X	Phil Grant	X	3 – Kevin Twohey							
Marie Lin	X	Mike Piccardo	X	3- Debbi Tucker	X						
David Benjamin	X	John Schonder		4 - Jerry Rudd	X						
Don Heidry		Peter McNamara	X	4 - Jim Morefield	X						

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam 7:30 PM		
Conflict of Interest	Meeting opened with question of any member having a financial conflict of interest. Clint Benton reminded us that he has a spouse that is staff.		
Minutes from Previous Meeting	September 15, 2021 BOD minutes amended and approved as amended		
Minutes from Previous Executive Committee Meetings	None		
Officer's Reports			
Chair	David Cottam: <ol style="list-style-type: none"> <li>At the September 25 USA Swimming Special Business Meeting the USA Swimming House of Delegates was restructured. At future HOD Meetings Pacific will now be represented by one non-athlete, non-coach member plus four coach members.</li> <li>Kyle Kikuta has accepted an appointment to be the Age Group Vice Chair, and Asher Green has been voted as Coach Rep Age Group</li> </ol>		

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	<ol style="list-style-type: none"> <li>3. USA Swimming will no longer be a part of the USA Aquatics Convention. The next business meeting will be in-person, in Denver, Colorado on April 22-24, 2022, with zoom capability. All are invited to attend but at a minimum, they would like the General Chair, Admin Staff, Coach Reps, DDEI, Registrar and Athlete Rep. As we are in a recovery year budget wise, Pacific will limit the number of LSC attendees that will receive any financial support.</li> <li>4. We are still seeking to hire a bookkeeping service or independent contractor. The Treasurer's functions are presently being covered by Mary Ruddell, and the staff.</li> <li>5. The Governance Committee has suggested the Personnel Committee should be composed of Coach Member-Mike Allegretti, BOD member-Veronica Hernandez, Zone Chair-Jim Morefield, and Athlete Representative-Jivana Nagpal. Dave Cottam will serve as Chair and will vote only in the instance of a tie.</li> <li>6. The Risk Management Plan for Pacific has been updated to reflect the new personnel elected to the positions that are listed in the plan. The BOD approved these changes.</li> <li>7. Requested a budget variance to increase the General Chair's contingency funds by \$3000 in order to purchase athlete representative hooded sweatshirts in recognition of the work they have done this past year. Veronica Hernandez and the Athlete Committee will determine the criteria for an athlete representative to receive the sweatshirt. See Motion 2111LR01 Funding for Athlete Representative Sweatshirts</li> <li>8. BOD members are reminded to complete the Statement of Principles on Ethical Behavior and Conflict of Interest and return them to Cindy Rowland ASAP.</li> <li>9. Laurie Benton is reminding all of us to discard old forms (for registration of athletes, non-athlete members, coaches, and teams) and download the new forms 2021-2022, that are on the website.</li> </ol>	Approved the updated Risk Management Plan.	
<b>Admin Vice Chair</b>	<p>Leo Lin:</p> <ol style="list-style-type: none"> <li>1. Santa Clara has stepped up to host the Dec 11-12 Senior 2 T&amp;F meet after WCAB had to turn it back, after losing their original facility for the meet</li> <li>2. The meet sheet for the Pacific Coast All Stars in January has been completed</li> </ol>		
<b>Vice Chair – Program Operations</b>	<p>Veronica Hernandez:</p> <ol style="list-style-type: none"> <li>1. 45 athletes attended the Leadership Camp. The speaker, Olympian Bryce Mefford, and the speaker/coach, Justin Lynch, a Pacific and CAL swimmer were so good the athletes chose to forgo the relays in order to have more time with them.</li> <li>2. We will be accepting applications for the Pacific Coast All Star Meet soon. The due date will be the last day of the JOs.</li> </ol>		
<b>Vice Chair - Program Development</b>	<p>Eric Scalise</p> <ol style="list-style-type: none"> <li>1. Most of what he was going to report has already been done.</li> <li>2. He agrees that the Leadership Camp was really great and we should push for doing another one next year</li> </ol>		

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Treasurer	Mary Ruddell: 1. Financial Reports for September and October were presented and approved		
Age Group Committee	Kyle Kikuta: 1. Met last month to work out issues for Far Westerns, and the All Star Meet 2. Entries for the coming JO's is still open, and the subscription is low - about 250 swimmers		
Sr. Committee	Tony Daly: 1. Winter sectionals will be at Golden West Community College hosted by the Golden West Club 2. Meetings for planning the next sectionals will start January 2022, and we need to select an athlete representative to attend those meetings.		
Registration	Laurie Benton - See Report 1. Registrations for membership are at about the same as those of 2019 at this time. 2. Clubs are reminded that they have to register all swimmers on the team regardless of whether they are going to swim in a meet. Without that registration the team may not be covered by insurance. 3. Clubs and parents are reminded to staple their check to the registration form they are mailing in.		
Report/Recom - Staff	Cindy Rowland: See posted reports and minutes As stated in the reports the staff has been involved in: membership registration, meet sanctions, updates on the website, acquiring awards, finding a source for officials' shirts, starting the use of the meet invoice, submitting documents to USA Swimming regarding Leap, preparing for the pre-audit before the outside audit, and preparing the paperwork required for the employee retention credit		
Consent Calendar	Consent Calendar approved (including all committee reports and minutes)- Officials, DDEI, and Zone 3		
Officials	Phil Grant: 1. November 5-7, a Senior 2 T&F OQM was held. Many officials were nationally certified in numerous positions 2. Pacific Coast All Star Meet - officials have been assigned to this meet 3. There was a Senior Open Meet at the San Benito pool, but attendance was low - about 314 swimmers 4. Zone 3 will be holding a virtual official's clinic, and will follow up with a clinic offering work on deck.		
Diversity, Disability, Equity & Inclusion	Kent Yoshiwara: 1. Interested in hearing from teams that have swimmers with a disability, to find out how the DDEI committee could supply them with support 2. Interested also in hearing from those who have a knowledge base regarding the needs of swimmers with a disability.		

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<b>Zone Reports</b>			
<b>Zone 1N</b>	No report		
<b>Zone 1S</b>	Mark Taliaferro: Would like to thank all those who worked to change the penalty for not turning in the meet invoice reports and funds in a timely manner, such that it no longer impedes the rapid processing of the results from the swim meet on SWIMS data base.		
<b>Zone 2</b>	No report		
<b>Zone 3</b>	Debbi Tucker: Zone 3 now has a bona fide treasurer.		
<b>Zone 4</b>	No report		
<b>Budget</b>	No report		
<b>Old Business</b>	<b>None</b>		
<b>Old Motion</b>	<b>Motion 2002OC01 Official's Reimbursement - Olympic Trials</b> (was tabled during COVID)  This motion was brought back up to be moved from the Appendix of the P&P, to be incorporated in the revised Section V United States Aquatic Sports Convention, Business Meetings, and Workshops (Motion 2111MR01 Changes to Section V of P&P)  Decision:  It was determined not to take it off the table and instead have a new motion presented to the Executive Committee in January, which incorporates the changes in this motion and the motion 2111MR01)		
<b>New Business</b>	<b>Flex Membership Upgrade Issues from Sierra Nevada and Pacific</b> Debbi Tucker reported that in a recent meet the admin had to deal with problems with the flex membership from swimmers in Sierra Nevada and how to handle the upgrades, and the fact that some swimmers had used up their number of "allowable meets" and should have been turned away.  David Cottam was aware of these issues and it was agreed this would be handled off line with him and Ricky Silva who is General Chair of Sierra Nevada		
<b>New Motions</b>	<b>Motion 2111LR01- Hooded Sweatshirts for Athlete Representatives</b> Increase the General Chair's contingency funds by \$3000 to be used to buy Athlete Representatives hooded sweatshirts to acknowledge the hard work the recipients expended this past year.	Passed	

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	<p>Larry Rice, Veronica Hernandez 2nd</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Cost of the sweatshirts will not exceed \$3000.</li> <li>2. The Athlete Committee will determine who should receive these sweatshirts based on criteria they will determine.</li> </ol> <p>Passed</p>		
	<p><b>Motion 2111MR01 Changes to Section V of Policies and Procedures: United States Aquatic Sports (USAS) Convention, Business Meetings and Workshops</b></p> <p><b>Change Section V.A.2c (1):</b>  <b>Full Share Financial Assistance:</b> Individuals or their elected/appointed alternates serving in the following positions: General Chair, <b>Administrative Vice- Chair, Finance Vice-Chair, Program Development Vice-Chair, and Program Operations Vice-Chair</b> -, Senior Chair, Age Group Chair, Coach Representative(s), and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) <b>or others</b> serving on the Board of Directors to receive full funding. A Full Share is:</p> <p><b>Change Section V.A.c.(2)iii</b>  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 <b>50%</b> <del>25%</del> of the cost of the room. These expenses shall be supported by receipts.</p> <p><b>Add Section V.A.c.(5)</b>  <b>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.</b></p> <p><b>Add Section V.A.c.(6)</b>  <b>When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.</b></p> <p>Mary Ruddell</p> <p><b>Purpose:</b>  In 2019 the BOD passed a 1 year change to Policies and Procedures regarding Convention Reimbursement. We need to put a motion before the BOD to incorporate these changes into the Policies and Procedures manual. In addition, since it appears that USA Swimming has at least temporally decided not to participate in annual Aquatic Sports Convention but rather to schedule annual business meetings, we should modify the title to allow for business meetings and workshops offered by USA Swimming. (Note from David Cottam)</p>	Withdrawn	

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	<p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Mary Ruddell wants to incorporate the changes for travel expenses and reimbursements which are in motion 2002OC01 Official's Reimbursement - Olympic Trials</li> <li>2. Mary is withdrawing this motion and will present a new one to the Executive Committee in January which will reflect all the changes to Section V</li> <li>3. In the meantime, Mary will incorporate these changes in creating the budget for 2022-2023 to be presented to the BOD in time to approve for presentation to the HOD in May.</li> </ol> <p>Withdrawn</p>		
	<p><b>Motion 2111DDEIC01 Authorize Funds to Support Companies making Online MEFAP Entries</b>  Motion to authorize payment to Swim Connection and Fast Swims for 75% of the cost to develop MEFAP entry functionality on their platforms. Pacific Swimming's contribution will not exceed \$5000 to each company.  Veronica Hernandez, DDEI Committee</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. The proposal would allow MEFAP entries online when Fast Swims is handling entries, and we would approach Swim Connection to see if they are willing to do it.</li> <li>2. Carlene Takaki anticipates the cost of creating that function will be less than \$5000.</li> <li>3. Processing fees would be charged to the athlete. Mail in MEFAP entries would still be available if the athlete did not want to pay those charges.</li> <li>4. Kent Yoshiwara would like the money to come from the LSC as additional funding and not be taken from the present funds that are budgeted for DDEI programs.</li> <li>5. Leo Lin wondered if that amount of money could be better spent directly on things for the outreach swimmers and the actual MEFAP program rather than on creating a convenience for making on-line entries.</li> </ol> <p>It was decided to table this motion and to take it up at the February BOD</p>	Table and take up in the February BOD meeting.	
	<p><b>Motion 2111CB01 Add MAAPP 2.0 to Pacific Travel Policy</b>  Motion to amend Pacific LSC Travel Policy , for Chaperones, Coaches and Athletes.  Add to section one:  1) Current USA Swimming Rules including the Minor Athlete Abuse Prevention Policy (MAAPP 2.0).  Renummer the remaining items  Clint Benton, Peter McNamara 2nd (P&amp;P, 30 days)</p>	Refer to 2/16/22 BOD	
	<p><b>Motion 2111CVB02 MAAPP 2.0 Reflected in all Pacific Swimming Rules, Regulations, Policies, and Procedures</b>  Motion to be applied to all Policies and Procedures and Rules of Pacific Swimming:  Current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy (MAAPP 2.0) will govern all</p>	Refer to 2/16/22 BOD	

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	rules regulations, policies and procedures under which Pacific Swimming operates Clinton Benton, Jim Morefield 2nd (P&P, 30 days)		
<b>Next Meeting</b>	Exe January 19, 2022, BOD February 16, 2022 at 7:30 pm via Zoom		
<b>Meeting Adjourned</b>	<b>9:02 PM</b>		

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