

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

**Date April 20, 2022**

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

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam at 7:30PM (1930 Hrs)		
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	March 16, 2022 BOD Minutes approved.	Approved	
Minutes from Previous Executive Committee Meetings	No Executive Committee actions to approve.		
Officer's Reports			
Chair	David Cottam 1. No formal report 2. Wish to accomplish 2 things at this meeting: a. Placing the job descriptions of Chair, Administrative Vice-Chair, Program Operations Vice-Chair, Program Development Vice-Chair, Finance Vice-Chair for a vote from the Board of Directors to decide placement of such after the required removal from the mandated update of the Pacific Swimming Bylaws. Choice for placement will be Rules and Regulations or Policies and Procedures. Possible presentation to the May HOD. b. Presentation of proposed budget by Mary Ruddell. Possible presentation to the May HOD.		

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	<ol style="list-style-type: none"> <li>3. SafeSport Presentation on April 19, 2022 by the National SafeSport Committee               <ol style="list-style-type: none"> <li>a. National level currently implementing SafeMeet 360 which involves checking backgrounds on everyone involved with a meet including set-up personnel, etc.</li> <li>b. Committee expressed possibly pushing SafeMeet 360 program down to the LSC level. Working on a presentation to officials proposed to ready approximately June or July.</li> </ol> </li> <li>4. Annual workshop starts April 21, 2022, 3 athletes, Cindy, and Laurie will be attending.</li> </ol>		
Admin Vice-Chair	Leo Lin Not present		
Vice Chair – Program Operations	Veronica Hernandez <ol style="list-style-type: none"> <li>1. Need approval for Code of Conduct documents for an upcoming event. To be presented later in meeting.</li> <li>2. Distance Camp (OTC replacement) is on-hold at this time until a location can be secured.</li> </ol>		
Vice Chair – Program Development	Eric Scalise <ol style="list-style-type: none"> <li>1. Parents are inquiring how the time standards calculations are done. (David C) Age Group or Senior are involved. Specifically regarding Far Westerns and JOs. Who is the contact person? (Mike A Annie Stein reviews and adjusts the time standards for FWs, JOs, and 10 &amp; under champs. This year's standards were not adjusted because COVID caused it to be unknown how many athletes would be qualifying. The goal is to have 4-5 heats in each event, just a general guideline based on the prior year's meet numbers. (Clint B) Information is in Policies and Procedures</li> <li>2. How do I put out information to recruit host families for foreign exchange students/swimmers or swimmers from other areas? Currently, has been looking at website for clubs near the area and putting them in contact with each other. (David C) – depends upon where they are from...ex: from Ukraine – their federation needs to be informed. Laurie Benton needs to be involved, as well as a resource.</li> </ol>		
Finance Vice Chair	Mary Ruddell: <ol style="list-style-type: none"> <li>1. March Financials – Relatively quiet month. Did not meet membership or meet fees budgets. Down \$3000 in profits.</li> <li>2. Sectionals in Carlsbad was well attended. Reminder for attendees to submit travel support applications. Deadline is May 9<sup>th</sup>.</li> <li>3. Officials have started spending more money.</li> <li>4. Despite loss, still up \$330,000.</li> </ol>	Approved.	

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Age Group Committee	Kyle Kikuta Not present		
Sr. Committee	Tony Daly <ul style="list-style-type: none"> <li>1. Time Standards for Junior Nationals have been released and posted.</li> <li>2. Sectional meets sheets for this summer are being approved next meeting and will be posted</li> <li>3. Senior committee will meet to discuss the future of senior meets in Pacific Swimming (trying to schedule dates more appealing and in line to championship season)</li> </ul>		
Registration	Laurie Benton <ul style="list-style-type: none"> <li>1. Report posted</li> <li>2. Different country athlete, country's federation needs notification. It is a process, but not hard to do. If the athlete is with us more than 30 days, they need to complete a registration with us also.</li> </ul>		
Report/Recom - Staff	Cindy Rowland <ul style="list-style-type: none"> <li>1. Minutes posted</li> <li>2. Reminder of October 15 &amp; 16 event in Pleasant Hill. Currently, trying to bring back all things back as well as add some others...coach education pieces, clinics for water safety, extra stuff for athletes. More information to come.</li> <li>3. David C – asking coaches to spread the word and we will need a sign-up procedure in order to forecast number of attendees.</li> </ul>		
Consent Calendar	Consent Calendar approved (including all committee reports and minutes) except Athletes, Officials, and Finance.		
Athletes	Aidan Pflieger		

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	<ol style="list-style-type: none"> <li>At the last meeting, athlete reps completed a survey for the athlete summit planning subcommittee regarding topic ideas for sessions during the summit</li> <li>PacSwim had a tent set up at Far Westerns to allow reps and volunteers/staff to interact with athletes participating in the meet.</li> <li>The committee will be holding its election for Junior rep in early May.</li> </ol>		
Officials	<p>Phil Grant</p> <ol style="list-style-type: none"> <li>Short course Far Westerns was held for the first time in 2 years hosted at Morgan Hill by Quicksilver. The meet had over 1100 athletes competing over 4 days from as far east as Texas and west as Hawaii. Meet Referee, Debby Tucker, and the team leads, Mary Ruddell, Mike Piccardo, and Mark Ryan did an amazing job. The meet was classified as a National Officials Qualifying Meet. Debbie Baldwin from San Diego/Imperial was the National Evaluator conducted mentoring and evaluations at the meet. Officials attendance was more than 50 per day. Olympic Jason Lezak, member of the 2008 4X100 gold medal team, was a speaker. Inspirational speech recalling his anchor leg to beat the French. He spoke of his 10 year son currently competing at the meet.</li> <li>There has been conflicting information regarding the OTS system going down, Legacy system and the Swims 3.0 database. September 2022 OTS system to look up officials, coaches, etc will be gone. USA Swimming is anticipating a return of a new better system that will have top improvements in 2023. There will be a patch, a way to migrate and access to the old system. More information will be forthcoming in July at the next meeting. David C – Leadership call where the information that the system would be scrapped. There was pushback and Denise Thomas pledged that this would not fall through and there will be a method to access the old system.</li> </ol>		
Personnel Committee	<p>David Cottam – Supplemental Report</p> <ol style="list-style-type: none"> <li>First meeting</li> <li>Tasked with creating a job description in Help Wanted ad. Consulted with younger son who does this for a living. Son posted in on LinkedIn about a week ago and there have been no hits.</li> <li>Mary Ruddell inquired as to the individual that the Lins spoke to. Randy Pedersoli is in attendance at this meeting and expressed interest in the Treasurer position. He has over 20 years experience in the finance industry.</li> <li>David Cottam appointed Randy Pedersoli to the Treasurer position.</li> </ol>		

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Finance	<p>Mary Ruddell Estimated 2022-2023 Budget presented</p> <ol style="list-style-type: none"> <li>1. Some items have been deleted as they are no longer valid. They are actually hidden.</li> <li>2. Notes of importance were posted along with the estimated budget.</li> <li>3. Estimated 2022-2023 budget was approved except for items 59300 and 63625. (Veronica Hernandez-motion, Larry 2<sup>nd</sup>)</li> <li>4. Item 59300 – Event Per Diem Allowance – Mary mentioned that the auditor noticed the amounts and stated that they would be appropriate if the coaches were paying for their meals, lodging, and transportation when traveling. But Pacific Swimming is paying for those expenses. Clint questioned who was involved in establishing the amounts. Answer was Age Group Committee. Correction was made to OTC from printed 250 to 500 as orally stated. This is the stipend portion to the coaches; nothing would be coming out of their pocket. Per diems are given to employees; stipends and honorariums are given to non-employees. Auditor from State Fund looking at this in light of AB5 said that the coaches were our employees. Our financial auditor voiced that the State Fund auditor is incorrect. Our auditor states that for Contra Costa County, the amount is about \$165 per day. We are providing the coaches with something in recognition for their time and value. 1099 has a cutoff of \$600. \$599.99 would have to be the limit to avoid a 1099. Many coaches do multiple meets. Zones provide stipends for their coaches for the Zone Challenge meet. Pacific Swimming is all one business so the Zones play into the amounts. All coaches and chaperones are required to fill out a W-9. Larry questioned the \$600 limit and why all fill out the W-9. This is requirement is pre-emptive for the possibility of having to issue a 1099. W-9s are filled out annually. It is another requirement akin to obtaining a DMV certificate in order to drive a vehicle for the event. Veronica states not an issue and no complaints. David states that we have to avoid having the coaches become employees of Pacific Swimming but still be able to encourage them to be at these events. Veronica spoke to Mike and Mark at length about issue. She asked what are the technical issues with calling this an honorarium rather than per diem. Answer: honorarium is one and done. It is given to a speaker. A stipend can be given to coaches doing multiple of these meets. Mike A added that the coaches during these meets are acting as full time parents 24/7 with those parental responsibilities. Drop off to pick up responsibility. There is some direction of the coaches because they are told to be somewhere at a certain time and they are given certain responsibilities and expectations. Cindy stated that stipend fits better since this is a recurring experience. Clint moved to approve. Mike A second. APPROVED</li> <li>5. Item 63625 – Treasurer Office Equipment Purchases – David C inquired if software, printer, etc. were needed for the incoming treasurer. Randy P already has printer. Pacific Swimming already has software. Randy was satisfied for the budgeted amount for any startup costs. Clint moved to approve. Veronica second. APPROVED.</li> <li>6. Mary brought up item 70215 – Other Professional Services - since Randy P is volunteering, the line item \$44,000 for a bookkeeper is being questioned about keeping it in the budget. Cindy</li> </ol>	2023-2023 Budget Approved and will be presented to HOD in May	

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	stated that the new Treasurer does not know the scope of the position. David C stated that the treasure has a job description. Clint recommended that the line item remain even though it might not be used. It will be left in.		
Old Business	MEFAP on-line entries will be pushed to the next meeting.		
	<p>Motion 2203GC01 Revised Rules and Regulations (R&amp;R, 30 day motion)</p> <p>Discussion: David C – The job descriptions were taken out of the Bylaws when USA Swimming wanted standardization and would not allow them to be placed there. Understanding was these were to be placed in Rules &amp; Regs. Last year the BOD approved the specific job descriptions language and were approved by the HOD. He made a request that such be placed in the Rules &amp; Regs as housekeeping. He would like to place a vote before the BOD regarding where the job descriptions should be placed. Mary brought up an issue that this Rules &amp; Regs draft appears different in language, etc than the approved one from HOD. If the BOD votes to put in Rules &amp; Regs, we will copy word for word from the minutes of the HOD. It is noted that all positions have bullets except the General Chair and the Admin Vice Chair. Reformatting can be done easily.</p> <p>Question: Where do these board job descriptions belong?</p> <p>Pacific Swimming Job Descriptions for General Chair, Admin Vice Chair, Operations Vice Chair, Program Development Vice Chair Development &amp; Finance Vice Chair belong in:</p> <ul style="list-style-type: none"> <li>O Rules and Regulations</li> <li>O Policies and Procedures</li> <li>O Board Manual</li> </ul> <p>Clarification: Board Manual not yet created; Bylaws have to approved by HOD and then USA Swimming, Rules and Regulations have to approved by HOD and presented to HOD, Policies and Procedures have to be approved by the BOD.</p> <p>Results: 17 votes</p> <p>Rules and Regulations (41.2% - 7 votes)</p> <p>Policies and Procedures (35.3% - 6 votes)</p> <p>Board Manual (23.5% – 4 votes)</p> <p>Jobs descriptions will be left in Rules and Regulations.</p> <p>Governance Committee submitted Rules and Regulations draft. There are some corrections which are marked in yellow. Adjustments were editing, clarifying, or found to be missing.</p> <p>Line 361-362 – wording missing {pay entry fees double the regular per individual entry fees <u>and</u> per relay event.</p> <p>Line 234 – David C suggest Sanctions Chair. Currently, Sanctions is a staff position, so there is no Chair.</p>		

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	<p>Line 464-465 – Question regarding if fines are already outlined in the P&amp;P. Currently, actions are approved by the Board but not yet published.</p> <p>Line 587 – Mary questioned if we still have Senior Circuit. Currently, Senior Prelims/Finals and Timed finals. Answer: Group decided to leave wording, in the effect it may come back.</p> <p>Line 634 – Questioned naming of the days that the scratch box is in effect. Jim M stated that the group decided to refer to the Meet Announcement since there are so many variations. Suggested removal of statement: "The scratch box will be located at the Scratch Desk at the start of the meet on Saturday until the scratch deadline."</p> <p>Lines 840-867 do not match what was approved at the HOD and David C suggested that this section be cut and pasted exactly as voted upon. Also, needs housekeeping. Clint stated that amendment would be needed to reformat the paragraphs.</p> <p>Motion to approve and recommend presentation to the HOD, the Rules and Regulation with the changes as discussed, word-smithing, word-proofing, the capitalization, and section 13 format with ABC. Jim M moved, Larry R second. APPROVED</p>	Approved and will be presented to the May HOD	
New Business	<p>Veronica Hernandez</p> <p>Western Zones August meet – applications package needs to be completed and ready. There needs to be a Code of Conduct form for athletes, parents, and coaches. Current forms are no longer valid since there is no Board of Review. Adjustments were made to lines that are no longer done. Seeking approval. David C need to delay to executive committee meeting. Clint stated that this can be done on an emergency basis for this year only.</p>		
Closing Comments			
Next Meeting	HOUSE OF DELEGATES MAY 22, 2022		
Meeting Adjorned	MEETING ADJOURNED AT 0900 PM (2100 HRS.)		

RESPECTFULLY SUBMITTED BY

DEBBI TUCKER

AT LARGE– PACIFIC SWIMMING BOARD OF DIRECTORS