

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

**Date:** February 19, 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	X	George Cleveland	X	<b>Zone Reps</b>		<b>Athlete Reps</b>		<b>Guests</b>	
Leo Lin	X	Tom Evers		Tish Steimle		1N - Larry Rice	X	Michela Roan	X	Valerie Rudd	X
Lehla Irwin	X	Rick Beebe		Rick Waterhouse		1S – Mike Picardo	X			Millie Nygren	X
Ron Heidary		Pam Redding		David Cottam	X	2 – David Benjamin	X			Guiselle Morrone	X
Don Heidary	X	Kent Yoshiwara	X	Helen Garcia		3 – Debbie Tucker	X				
Steve Hurko		Peggy Ramirez	X	Phil Harter	X	4 - Jerry Rudd	X				
Marie Lin	X	Clint Benton	X	Veronica Hernandez	X	4 - Jim Morefield	X				
Mary Ruddell	X	Brian Malick		Andre Salles Cunha				<b>Office</b>			
Darryl Woo	X	Marcia Benjamin						Jill Ruppenstein	X		
Jennifer Malick		Judy Siegrist		Joe Woo				Laurie Benton	X		
Danica Burge	X							Jeannete Soe			

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<b>Meeting Called to Order</b>	Meeting was called to order by John Bitter at 7:36PM		
<b>Conflict of Interest</b>	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?</i> <b>No affirmative answers.</b> <i>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>		
<b>Minutes from Previous Meeting</b>	Revised minutes were approved		
<b>Executive Committee Report</b>	Summary: <ol style="list-style-type: none"> <li>Debbie Tucker is new Chair of Governance Committee, and Pam Redding is new Chair of Disability Committee</li> <li>Report from Senior Coach on senior coach offsite meeting – where senior schedule was restructured and time standards were restructured</li> <li>Web site Phase 2 plans discussed</li> <li>OME project - task force includes Leo Lin, Mary Ruddell, and John Bitter who will report back on possibilities for establishing one for Pacific Swimming</li> <li>CSA League Review Task Force established to review and make recommendations regarding this pilot league</li> </ol>		

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	6. Discussed how we will handle the increased dues passed down by USA Swimming – March Executive Committee will develop a recommendation regarding how to proceed with these increases.		
<b>Officer's Reports</b>			
<b>Chair</b>	<p>John Bitter:</p> <ol style="list-style-type: none"> <li>1. There was a staff meeting last week, where a new job position was designed and the plan is to fill it this summer, get the person trained to be ready for September. Some jobs such as handling the OME once it is set up, and sanctioning meets would be included in this job.</li> <li>2. The USA Team came back from Japan and took second place.</li> </ol>		
<b>Admin Vice Chair – Operations</b>	<p>Leo Lin:</p> <ol style="list-style-type: none"> <li>1. USA Swimming informed us in early February that our LEAP (LSC Evaluation and Achievement Program) certification is due by May. This is now a mandatory program. We will need to provide such things as letters of approval for all our by-law changes and a lot of other documents. Leo will provide a list of the tasks that need to be completed or updates that need to be done. The Drop Box can be used to store the documents and Jill Ruppenstein will review which of the old documents should be retained from our previous applications and which need to be updated.</li> <li>2. We are required to have 20% athlete representation on committees based on the number of voting members of a committee, and they must be 16 years old or older. The Officials Committee and Coaches Committee are exempt from this requirement.</li> <li>3. People should read the Gunderson Report regarding recommendations for improving our Safe Sport Program and provide feedback about which recommendations to implement and which ones would be practically problematic.</li> </ol>		
<b>Admin Vice Chair – Programs</b>	<p>Lehla Irwin:</p> <ol style="list-style-type: none"> <li>1. Athletes are working on getting an athlete representative from each club</li> </ol>		
<b>Treasurer</b>	<p>Financial Statements have been presented, reviewed, and approved.</p> <p>Mary Ruddell:</p> <ol style="list-style-type: none"> <li>1. Mary met with Teamworks yesterday to work on closing out 2013, and then moving forward with correct reports for 2014</li> <li>2. Most of the funds we receive are gathered from September through December and we need to make it last through August.</li> </ol>		
<b>Age Group</b>	No Report		
<b>Sr. Committee</b>	<p>Don Heidary:</p> <ol style="list-style-type: none"> <li>1. See report on Senior Coaches meeting on the website, regarding changes in the Senior Meet Schedule and Time Standards</li> <li>2. The 2<sup>nd</sup> year of the Coaches grant helped send 18 Coaches to various coach conferences</li> <li>3. Trying to get a DVD or Manual regarding coaching to each club</li> </ol>		
<b>Registration</b>	<p>Laurie Benton</p> <ol style="list-style-type: none"> <li>1. See report</li> </ol>	Laurie will check with	

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	<ol style="list-style-type: none"> <li>2. There is one new club Soma Aquatics (SOMA)</li> <li>3. There have been two requests for change of names               <ol style="list-style-type: none"> <li>a. Mission San Jose Aquatics (MSJA) may be absorbing EBAT and would like to change their name to East Bay Aquatics Association (EBA). However, if this is a formation of a new team all the swimmers would have to go unattached and the full application for a new team would need to be made. On the other hand, EBAT could dissolve and then the swimmers could join MSJA. In that case no name change should be made and no new club filing would be required.</li> <li>b. Boys and Girls Clubs of SF Starfish Aquatics (STAR) requests change to San Francisco Swim Club (CITY) – approved</li> </ol> </li> </ol>	<p>MSJA and EBAT to determine what they want to do.</p> <p>Name change to CITY approved</p>	
<b>Report/ Rec - Staff</b>	<p>Jill Ruppenstein:</p> <ol style="list-style-type: none"> <li>1. Jill will be producing a Directory with Clubs, Zones, BOD officers etc., similar to the Directory USA Swimming produces</li> <li>2. Presentation regarding Phase 2 Website – see handout, for items and costs: Project Planning, Site Search, Calendar Module, Banner Manager, Social Feed and Icons, Drop-Down to Anchor on Links, Drag and Drop Sort Order in Admin, Add Dynamic Drop Down to Nav, E –Commerce Store, Member Manager, Ticketing – I Frame&gt;AOI, Project Management, Quality Assurance. It was decided that we will not pursue E-Commerce Store, Ticketing, and Social Feeding (will keep Icons) at this point. Jill will try to get a new estimate of what Phase 2 would cost.</li> <li>3. Project Planning and Management fees should go down with the removal of the 2 most expensive items from project plan.</li> <li>4. John Bitter would like to have a “bubble” to highlight changes, as a result of the time standard issues caused by host teams not being aware of the revised time standards.</li> </ol>		
<b>Diversity</b>	<p>Kent Yoshiwara :</p> <ol style="list-style-type: none"> <li>1. Western Zone Diversity Camp applications have been created and are ready for distribution to the LSCs</li> <li>2. They will need to know how many athletes are registered in each of Pacific’s Zones in order to figure out how much each Zone will contribute to help finance this camp.</li> <li>3. Looking for the best way to advertise this camp given the findings from the local diversity camp, where the website did not do sufficient outreach.</li> <li>4. We will be selecting 2 athletes to represent Pacific and 4 alternates. Each LSC can send 2 athletes but if an LSC does not send athletes or only one athlete, the empty slots will be filled by alternates from other LSCs.</li> <li>5. We will need to look for a cut off standard for athlete applications, such as having at least a sectional cut. We will be sending 2 elite swimmers.</li> <li>6. We will also have to pick a Coach to be sent to the camp, as well as a Diversity Representative.</li> <li>7. Deadline for the applications will be in April</li> </ol>		
<b>Camps</b>	No Report		

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<b>Officials</b>	No Report		
<b>Time Standards</b>	See Report – 1. Leo Lin reported that the revised Time Standards had been updated on the website. But this caused problems with having the right standards applied in several recent meets, as host teams were unaware of these revisions. Teams need to be notified of these changes.		
<b>Club Development</b>	No Report		
<b>Disability</b>	Pam Redding has sent in a proposal “Learn to Swim for” for disabled swimmers – see report 1. John Bitter answered some questions since Pam could not be here today. 2. The program is for 15 swimmers with a goal of 10 swimmers completing the program (disabled swimmers are often so fearful the parents decide to stop swim lessons very early in the process) 3. Swimmers will be given lessons once a week 4. See Motion 1402DB1		
<b>Travel</b>	No Report		
<b>Board of Review</b>	No pending cases		
<b>Open Water</b>	No Report		
<b>Finance &amp; Auditing</b>	See Reports Peggy Ramirez: 1. Finance Committee met January 16 <sup>th</sup> , cancelled February 13 meeting and will meet next March 20 <sup>th</sup> – discussion of copays and dues 2. Audit Committee – Letter signed for financials and will be working on filing taxes which will be due in May		
<b>Scheduling</b>	George Cleveland: 1. 6 pm tonight is the deadline for 1 <sup>st</sup> round bids on the 2014/15 meets. The bid package has some new things including Senior Circuit meets, Senior II meets, and Senior Open Meets. 2. The Committee will meet Saturday to determine the assignments. 3. John Bitter will then poll the Executive Committee to get approval of the awards so that the next round of bids can be set up.		
<b>Athlete</b>	Michela Roan: 1. Besides working to get Club Athlete Representatives, graduating seniors are asked to find replacement Athlete Representatives 2. Discussing ideas for the athlete website		
<b>Governance Committee</b>	Debbi Tucker: 1. Met December 18 <sup>th</sup> and February 10 <sup>th</sup> 2. Made recommendations regarding drivers for Pacific Swimming – which includes getting DMV reports, Driver license and Insurance information and having the Team Manager review it. They will consult our legal counsel if there are issues that come up in the DMV report. 3. Continuing discussion of what responsibilities the LSC BOR will have given the new USA Swimming recommendation to have Zone BORs.		
<b>Investment</b>	Mary Ruddell:		

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<b>Committee</b>	1. Met January 28 <sup>th</sup> to review pool grant applications. There were fewer applications this round and the committee is considering not offering a second round this time. Instead they may wish to invest the money for some other new projects.		
<b>Nominating Committee</b>	No Report		
<b>At-Large</b>	No Report		
<b>Adhoc Committees</b>			
<b>Zone Reports</b>			
<b>Zone 1N</b>	Larry Rice <ol style="list-style-type: none"> <li>1. Met on January 13</li> <li>2. Working on meet schedule</li> <li>3. Switched banks</li> <li>4. Preparing for All Star Meet</li> <li>5. Next meeting on March 10<sup>th</sup></li> </ol>		
<b>Zone 1S</b>	Mike Piccardo <ol style="list-style-type: none"> <li>1. Met on January 8<sup>th</sup></li> <li>2. Zone Champs completed and they are evaluating whether to have Zone Champs divided into two venues again</li> <li>3. All Star Team picked – 64 swimmers with 8 &amp; unders being transported by their parents.</li> </ol>		
<b>Zone 2</b>	David Benjamin <ol style="list-style-type: none"> <li>1. Met November 18<sup>th</sup> and January 13<sup>th</sup></li> <li>2. Biddings completed for 2014-2015 meets</li> <li>3. Consolidated bank accounts with Pacific Swimming's banks</li> <li>4. Completed Zone Champs and selected Zone All Star Team</li> </ol>		
<b>Zone 3</b>	Debbi Tucker <ol style="list-style-type: none"> <li>1. Met February 18<sup>th</sup></li> <li>2. Zone Champs completed</li> <li>3. Spent \$1700 on equipment and will now have to buy more equipment as some of the equipment shorted out in the rain.</li> <li>4. Voted in the Minimum Officials rule with the \$100 penalty for each missing official</li> </ol>		
<b>Zone 4</b>	Jerry Rudd – See Report <ol style="list-style-type: none"> <li>1. 17 officials met at a clinic that was held in Zone 4</li> </ol>		
<b>Old Business</b>	None		
<b>Old Motions</b>	None		
<b>New Business</b>	<b>Pacific Coast All Stars Budget:</b> Presentation of the budget allocated for the Pacific Coast All Stars Meet in Olympia Washington and the actual expenses – kept within the budget.		

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	<p><b>ADA Compliance Letter:</b></p> <ol style="list-style-type: none"> <li>1. Reviewed the request that meets are compliant with the ADA requirements for the disabled – acknowledged that there are some remedies to be made at the Morgan Hill site in future (Officials parking should not conflict with designated handicap parking spots.).</li> <li>2. This letter will be passed on to the Disability Committee to review and to make any suggestions for improvement.</li> <li>3. John Bitter will write a response</li> </ol>	Send letter to Disability Committee – Pam Redding	
<b>New Motions</b>	<p><b>1402DB1-Learn to Swim</b> Motion to approve spending the \$4500 budget for Disability on the Learn to Swim Program to take place at the Santa Clara Aquatics facility. (John Bitter, for Pam Redding, Disability Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. The program asks for \$9700 to pay for the lessons for 4 months, for transportation and for equipment</li> <li>2. The board approved the spending of the allocated budget for this program</li> <li>3. Pam is to write a motion to be presented to the Executive Committee to allocate \$5200 further to fully fund the program</li> </ol>	Passed  Pam Redding to present to the upcoming Executive Committee a proposal for the remaining funding	EXE 3/26/14
	<p><b>1402IC1 Pool Improvement Grants:</b> Motion to approve granting the following funds to applicants:</p> <ol style="list-style-type: none"> <li>1. Todd Grove Pool \$2500</li> <li>2. Sonoma Aquatic Club \$0</li> <li>3. Concord Community Park \$5000</li> <li>4. College of Marin \$2500</li> <li>5. Cunningham Pool \$2500</li> <li>6. Morgan Hill Aquatic Center \$4846</li> <li>7. George Haines \$5000</li> <li>8. Idlewild Pool \$2500</li> </ol> <p>Total \$24,846 (Mary Ruddell, Investment Committee) Passed</p>	Passed	
	<p><b>1402TR1-Web Ads Fees</b> Move to increase the fee for web ads from \$25 to \$30 and accept checks and credit cards as a method of payment to be paid before the ad is posted. Effective March 1, 2014 (Mary Ruddell, Treasurer) (R&amp;R, 30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. The fees for a 1 month ad have been \$25 since 2004. It was felt that it was appropriate to raise the fee and request the fee be paid before the ad is posted.</li> <li>2. Leo Lin proposed a friendly amendment that the fee be \$50, which was accepted by Mary Ruddell.</li> <li>3. This is a 30 day motion. Mary Ruddell will prepare the motion to increase the ad fee to \$50, and will bring it to the Executive Committee with revisions to the entire Marketing section of the Rules and Regulations</li> </ol>	30 day motion Referred to EXE 3/20/14	EXE 3/20/14
	<b>1402TR2 – 2014 Budget Adjustments</b>	Passed	

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	<p>Motion to accept the following Budget Adjustments:</p> <p><b>Income Changes:</b></p> <p>Membership :</p> <ul style="list-style-type: none"> <li>• Changed the estimated income using actual number of members (+/-5) Februaruy 2013-August 2013 and September 2013-January 2014</li> <li>• For Annual Athletes and Non-Athletes September-December 2013, increased the PC dues \$2 to cover the increase from USA Swimming. New PC and USAS dues are \$67 and \$52 respectively</li> </ul> <p>Age Group Co-pay</p> <ul style="list-style-type: none"> <li>• Chages reflect a change to 50% co-pay as voted on at HOD</li> <li>• NACC copay was changed to \$\$975. Forty (40) athletes to attend.</li> <li>• WZ co-pay was changed to \$625. Sixty (60) athletes to attend.</li> </ul> <p><b>Expense changes:</b></p> <ul style="list-style-type: none"> <li>• Membership: the same changes listed above are reflected in membership expense</li> <li>• National Senior Program</li> <li>• Decreased the amount of Meet support per Senior Coach Summit</li> <li>• Added CA/NV vs. Japan all-star meet</li> <li>• Age Group adjusted the expense amounts to coincide with changes to number of athletes for WZ and NACC</li> <li>• 56075: Fixed typo. Changed from 1020 to 1000</li> <li>• 58970: Moved officials workshop to 59400 Seminars/clinics</li> <li>• 63400: Fixed typo. Changed from 400 to 5100</li> <li>• 70000: Changed to include additional payroll related expenses</li> </ul> <p>(Mary Ruddell, Treasurer) Budget Adjustments approved</p>		
<b>Closing Comments</b>	None		
<b>Next Meeting</b>	Next BOD meeting will be April 23, 2014		
<b>Meeting Adjourned</b>	Meeting adjourned at 9:30 PM		

RESPECTFULLY SUBMITTED BY,

MARIE LIN

SECRETARY - PACIFIC SWIMMING BOARD OF DIRECTORS