

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

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

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by Leo Lin at 7:30PM (John Bitter is out of town but did call in to be part of the meeting)		
<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? 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>		
<b>Minutes from Previous Meeting</b>	February 19, 2014 BOD minutes amended to include Phil Harter in Attendance – Amended minutes approved		

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<b>Executive Committee Report</b>	<p>Summary:</p> <ol style="list-style-type: none"> <li>1. Review of Proposal regarding Membership Dues, Event Entry Fees, and OME</li> <li>2. CSA Evaluation done and letter drafted but has not been distributed yet</li> <li>3. Passed motion to increase Web Ad fee to \$50</li> <li>4. Reviewed Learn to Swim Program and supported it , but reinstated \$1500 travel funds for swimmer to travel to U.S. Paralympics Spring CanAm long course meet in Miami.</li> <li>5. Senior Committee's Summer Travel expenses approved</li> <li>6. Change in Policy and Procedures for Marketing.</li> <li>7. See motions in old motions section</li> </ol>		
<b>Officer's Reports</b>			
<b>Chair</b>	<p>Leo Lin:</p> <ol style="list-style-type: none"> <li>1. Leo read the message from Ted and Glenda Goode giving their thanks and farewell to Pacific Swimming after their 40 years of service and being part of the Pacific Swimming Community.               <ol style="list-style-type: none"> <li>a) George Cleveland suggests we should respond with some sort of token of appreciation</li> <li>b) Debbi Tucker reported that the Zone 3 Officials presented them with a framed set of quilted hearts with the USAS patch(made by Debbi). The mat signed by many of the officials they worked with (including officials from other Zones)</li> <li>c) It was suggested that the Secretary (Marie Lin) draft a letter or card of appreciation that can be given along with the present that John Bitter will decide on (dinner for 2 at an elegant place, at a place of their choice, etc.)</li> </ol> </li> </ol>	John Bitter to determine the gift of appreciation and Marie Lin to draft a letter/card of appreciation to go with it	
<b>Vice Chair – Program Operations</b>	<p>Leo Lin:</p> <ol style="list-style-type: none"> <li>1. Reports on the Leap Program which had 4 sections with a total of 55 questions or requirements that Pacific Swimming had to answer. – we have completed all but a few parts, and are in very good shape to meet the requirements</li> </ol>		

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<b>Vice Chair – Program Development</b>	<p>Lehla Irwin: Athlete's met last night and athletes were assigned to Committees. If there is a committee that is not listed please let Lehla know.</p> <p>Diversity Committee-Austin Stiver, Zone 1S Athlete Representative Officials- Aric Lang, Zone 3 Athlete Representative Camps- Maddie Jochner, Zone 2 Athlete Representative Time Standards- Corey Gutierrez, Zone 1S Athlete Representative Club Development- Michael Hannigan, Zone 1S Athlete Representative Travel- Maddie Jochner, Zone 2 Athlete Representative Disability- Alexander Chan, Zone 1N Athlete Representative Board of Review- Clara Gray, Zone 4 Athlete Representative Scheduling- Vanessa Rauch, Zone 4 Athlete Representative Open Water- Aric Lang, Zone 3 Athlete Representative Cate MacGregor, Zone 2 Athlete Representative Governance- Corey Gutierrez, Zone 1S Athlete Representative Investment- Michael Hannigan, Zone 1S Athlete Representative Nomination Committee-Michala Roan, Senior Athlete Representative Finance- Holly Burton, Athlete Representative</p>		
<b>Treasurer</b>	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> <li>1. See the reports posted – BOD accepted and approved the Financial Statement presented by the Treasurer</li> <li>2. We have made our budget more realistic than our practice had been in the past – before we budgeted for things that we knew would not be spent</li> <li>3. The Membership numbers are slightly lower than were budgeted for (membership has increased from last year but not quite at the level we had anticipated)</li> <li>4. We did not budget quite enough for sending athletes to the Grand Prix</li> <li>5. However, on the whole we are still doing quite well</li> </ol>		
<b>Age Group</b>	<p>Steve Hurko:</p> <ol style="list-style-type: none"> <li>1. Age Group is working on the splitting of the teams for the dual venue of JOs. Trying to keep team travel to a minimum. Will be meeting on May 18<sup>th</sup>, to finalize this.</li> </ol>		
<b>Sr. Committee</b>	See Report		
<b>Registration</b>	<p>Laurie Benton:</p> <ol style="list-style-type: none"> <li>1. See Report</li> <li>2. 2 new teams - Embarcadero YMCA Tigersharks (YEMB), San Francisco Seals Swim Team (SFSL) – approved</li> <li>3. Swimmers from EBAT and CDST have unattached and joined MSJA. EBAT and CDST will remain on the books for the rest of the year with no swimmers registered. MSJA is petitioning to change their name to East Bay Aquatics Association (EBA) - approved</li> <li>4. NTB observed meet report now required.</li> <li>5. Document and Links posted on website for coaches' requirements.</li> </ol>		

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<b>Report/Recom - Staff</b>	<p>Jill Ruppenstein:</p> <ol style="list-style-type: none"> <li>1. Phase 2 of the website will be done at the end of May</li> <li>2. Request that teams send their logos so they can be included in the meet calendar</li> <li>3. Speedo is finalizing the contract for the Far Westerns – will try to follow the one that USA Swimming has with Arena for the Grand Prix – This may be a 4 or 5 year contract <ol style="list-style-type: none"> <li>a) There were some issues regarding what could be sold during this Far Westerns - Speedo had exclusive rights to selling on the interior meet site. However, Arena had a contract with the host team so there was some issue around where Arena could sell their products. Also other company representatives had to distribute the replacement suits to swimmers from teams they sponsored from outside the venue. (Some of this confusion was because the sponsorship contract with Speedo was signed the night before the meet)</li> <li>b) There needs to be some clarity on those issues before we sign the next (4-5 year contract)</li> <li>c) Some benefits for us were that Speedo supplied all the awards, Official's shirts, and volunteer shirts</li> <li>d) Jill will send Leo and Legal Counsel both a copy of the proposed contract and a copy of the Grand Prix Contract with Arena</li> </ol> </li> <li>4. The October 11, 2014 HOD, Official's Clinic, and Award's Banquet will take place at the Embassy Suites – Milipitas. They are offering good rates.</li> <li>5. The upcoming HOD meeting will take place at the Domain Hotel in Sunnyvale at 7:00 PM., on May 3. It is set up there because a lot of the delegates and BOD members will be involved in the United States Masters National Meet in Santa Clara.</li> </ol>		
<b>Diversity</b>	<p>Kent Yoshiwara:</p> <ol style="list-style-type: none"> <li>1. See Report</li> <li>2. Need a Zone 1N representative.</li> <li>3. Western Zones Camp particulars are being nailed down. However, they will need to get some funding to pay the deposits to reserve rooms, pool, and other things. They will be asking for a release of some of their budgeted funds (for diversity grants) to be used for deposits. The funds will be returned when Diversity receives the revenue from Athlete fees and LSC funds. See motion 1404DV1.</li> <li>4. Would like to have an Open Water event for Diversity</li> <li>5. Diversity grant deadline extended to the end of April.</li> <li>6. Need at least 2 athlete representatives from Pacific Swimming for the Western Zones Camp</li> </ol>		

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<b>Camps</b>	Jennifer Malick: <ol style="list-style-type: none"> <li>1. OTC camp went very successfully</li> <li>2. 11-12 Camp transportation got flipped by the transporter (they sent transportation to the delivery place rather than the pick up place for athletes). Because of this problem they only charged half the rate</li> <li>3. 10 &amp; Under Camp will happen this weekend at the Salinas Aquatic Pool</li> <li>4. JO's is a selection meet for the Leadership Camp</li> <li>5. Camps are well within the budget</li> </ol>		
<b>Officials</b>	No Report		
<b>Time Standards</b>	See Report		
<b>Club Development</b>	No Report		
<b>Disability</b>	No Report		
<b>Travel</b>	No Report		
<b>Board of Review</b>	No cases pending		
<b>Open Water</b>	Jill Ruppenstein: <ol style="list-style-type: none"> <li>1. 2 open water meets approved and sanctioned, at Del Valle</li> </ol>		
<b>Finance &amp; Auditing</b>	See Report		
<b>Scheduling</b>	George Cleveland: <ol style="list-style-type: none"> <li>1. 32 meets scheduled from September, 2014 through August, 2015 completing the switch to the Sept-August cycle</li> <li>2. 25 meets have been awarded – 7 still unbid</li> <li>3. 2nd site for this summer's JOs, CROW hosting</li> </ol>	Contact George if you wish to BID on one of the 7 open meets	
<b>Athlete</b>	Miichela Roan: <ol style="list-style-type: none"> <li>1. Athletes had a conference call where representatives from Zone 3 and Zone 2 attended</li> <li>2. Assigned athlete representatives to committees</li> <li>3. Talked about the Newsletter that will be sent out</li> <li>4. Leo Lin reports that they will need to appoint at least 5 athletes to the BOD. They will have voting rights in the BOD and will be voting delegates to the HOD. It was suggested the representatives include the Senior Representative (Michela Roan), and one representative from each of the 5 zones.</li> </ol>	Athlete Committee to select 5 athletes to represent each of the 5 Zones in the BOD and to be delegates at the HOD	
<b>Governance Committee</b>	See Report		
<b>Investment Committee</b>	Mary Ruddell: <ol style="list-style-type: none"> <li>1. See report</li> <li>2. Report on the funding distributed by the Investment Committee since 2012 <ol style="list-style-type: none"> <li>a) Pool Grants - \$136,800</li> <li>b) Web Site - \$71,515</li> <li>c) Sectionals Pilot Program - \$2,400</li> <li>d) Olympic Travel - \$65,195</li> </ol> </li> </ol>		

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<b>Nominating Committee</b>	Clint Benton: <ol style="list-style-type: none"> <li>Holding off on nominating the off year Board of Review Members until we get defining information from the Governance Committee on the new roles of the LSC BOR, now that USA Swimming has moved to Zone BORs.</li> <li>Accepting nominations for Volunteer of the Year award – Jill Ruppenstein will publish the list of previous recipients</li> </ol>		
<b>At-Large</b>	No Report		
<b>Adhoc Committees</b>			
<b>Zone Reports</b>			
<b>Zone 1N</b>	See Report		
<b>Zone 1S</b>	See Report		
<b>Zone 2</b>	See Report		
<b>Zone 3</b>	Debbi Tucker: <ol style="list-style-type: none"> <li>Meet Schedule through August 2015 completed</li> </ol>		
<b>Zone 4</b>	See Report		
<b>Old Business</b>			

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Old Motions	<p><b>1403TR1: Financial Stability Proposal (Membership Dues, Meet Entry Fees, OME): - split into A,B,C per 1404GC1 motion:</b>  Motion to accept the Proposal presented with the following items summarized:</p> <p><b>A Membership Dues</b></p> <ol style="list-style-type: none"> <li>1. Increase the Athlete annual registration dues \$8 every 5 years, with the option to reevaluate the need for a second increase prior to the 2020 Membership year. This increase goes into effect September 1, 2014 with the 2015 membership year.</li> <li>2. Increase the individual (Non-athlete) registration dues \$8 every 5 years, with the option to reevaluate the need for a second increase prior to the 2020 Membership year. This increase goes into effect September 1, 2014 with the 2015 membership year.</li> </ol> <p><b>B Meet Event Entry Fees</b></p> <ol style="list-style-type: none"> <li>3. Increase the PC meet entry fees as follows: <ul style="list-style-type: none"> <li>• Senior Circuit (Senior III/IV T&amp;F) from \$6.50 to \$7.50</li> <li>• Senior Open/II (Senior I, II, III) from \$5.50 to \$6.50</li> <li>• Senior Relays from \$16.00 to \$20.00</li> <li>• Junior Olympics Championship from \$5.50 to \$7.50</li> <li>• Far Western Championship from \$5.50 to \$10.00</li> </ul> </li> <li>4. Other Sanction Fees <ul style="list-style-type: none"> <li>• Time Trials: Change to a flat \$50 sanction fee for a 1-3 day meet. Eliminate standard entry fee. Team can set time trial entry fee. A 50% fine of all entry fees will be accessed a team if Time Trials are used as an alternate to regular entries.</li> <li>• Grand Prix: Eliminate the fee charged. The Grand Prix is no longer sanctioned or handled by Pacific Swimming.</li> </ul> </li> <li>5. Age Group, non JO or FW, Entry Fees <ul style="list-style-type: none"> <li>• Eliminate the C/B class of meet</li> <li>• Increase the Age Group entry fee from \$2.75 to \$4.00</li> <li>• Hosts of CBA+ and AGO meets could set flat rate or per entry fees to meet team expenses. Pacific would collect the following percentage rates: <ul style="list-style-type: none"> <li>20% 1 Day</li> <li>25% 2 Day</li> <li>30% 3+ Day</li> </ul> </li> </ul> </li> </ol> <p>Percentage charges would include sanction fees.</p> <p><b>C. Investigate Establishing Pacific Swimming OME</b></p> <ol style="list-style-type: none"> <li>6. Online Meet Entry: Pacific Swimming establishes and implements its own OME system. (Mary Ruddell, Treasurer) (30 day motion) If passed it will be brought to the May HOD and if passed by HOD will be effective September 1, 2014</li> </ol> <p>Discussion:</p> <p><b>A: Membership Dues:</b></p> <ol style="list-style-type: none"> <li>1. Leo Lin reports that USA Swimming, at the Convention in September, passed a motion to increase Membership Dues for Year Round Athletes and Non-Athletes, by \$2 annually for the next 10 years. By 2025 dues will have increased by \$20. from what they are today. This was a hotly contested motion which</li> </ol>	<p>1403TR1A, 1403TR1B, 1403TR1C,  Passed - to be referred to HOD 5/3/2014</p> <p>Amendment to change from \$3.00 to \$4.00 passed.</p>	<p>HOD  5/3/2014</p>

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	<p><b>1403AG1: Junior Olympics Awards:</b>  The Age Group Committee moves to amend R&amp;R 4.D:  FW, <b>JO</b>, A Meets - Awards for all finalists. The minimum is three (3) medals or other distinctive awards (something other than a single ribbon) with ribbons for the balance of the finalists.  And add the following:  <b>JO Meets-Award to all finalists ages 14/Under. The minimum is three (3) medals or other distinctive awards (something other than a single ribbon) with ribbons for the balance of the finalists.</b>  <b>Swimmers in the 15-18 age groups shall not receive awards.</b>  (Steve Hurko, Age Group) (R&amp;R) (30 day motion)</p> <p>Discussion:  1. At many of the latest JOs it was found that the 15-18 age group swimmers did not pick up their awards, so it was felt that those awards are not necessary.</p> <p>Passed</p>	Passed	
	<p><b>1403AG2 Pacific Swimming Age Group Time Standards</b>  The Age Group Committee moves that the USA Swimming Motivational time standards become Pacific Swimming's age group time standards effective September 1, 2014.  (Tish Stiemle, Age Group) (30 day motion)</p> <p>Discussion;  1. This follows the pattern that was voted on previously.</p> <p>Passed</p>	Passed	
	<p><b>1403AG3: Far Western Championships</b>  The Age Group Committee would like to add the following to R&amp;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.  <b>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.</b>  (Steve Hurko, Age Group), (R&amp;R), (30 day Motion)</p> <p>Discussion:  There was some confusion regarding the number of individual events.  Tabled – and Age Group will bring this back once they get clarification</p>	Tabled – to be brought back by Age Group	BOD 7/23/2014
<b>New Business</b>	None		
<b>New Motions</b>	<b>1404TS1:2015 Far Western Time Standards</b> : Delete as a motion. This is for informational purposes only. (Tish Steimle, Time Standards)	Informational only	
	<b>1404TR1: 2014 Budget Adjustments:</b> Delete as a motion. Adjustments were approved when the March Executive Committee's actions were approved	Information only	



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	<p><b>1404GC1: Financial Stability Proposal Split into 3 motions:</b>  Split the 6 point Financial Stability Proposal into 3 separate motions in the following way– 1403T1A: Membership Dues, 1403T1B: Meet Event Fees, 1403T1C Investigate establishing Pacific Swimming OME  (Debbi Tucker, Governance Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. The Governance Committee recommends that this proposal which really has 3 very different parts be voted separately, so each section can be discussed and voted on based on each sections merits.</li> </ol> <p>Passed</p>	<p>Passed – 1403TR1 will be separated into A, B, and C.</p>	

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	<p><b>1404GC2: Housekeeping Changes to Bylaws:</b>  <b>Housekeeping Changes to Bylaws</b>            Proposal to make a list of house keeping changes to the Bylaws to (1) update the text with correct citations; (2) delete sections that no longer reflect current practice; (3) change the specific names and contact information for PacSwim BOD members cited in the Crisis Management Plan; (4) Update the table of content to reflect correct page numbers in the current version.</p> <p><b>Section Page Current Change to Rationale</b>  <i>Entire Document</i> all Incorrect section citations in text Changed to reflect current section #s            Conform with addition and deletion of sections  <i>Table of Content</i> all Incorrect page # Changed to reflect current version Conform with current version  <i>SEC 2.2.1 Individual Members</i> 10 Section 9.1 Section 10.1 Conform with addition of section  <i>Sec 4.1.3</i> 14 No reference to Zone Athlete representatives Zone Athlete Representatives selected            according to Section 7.8 will be able to represent their respective Zone Reflect Pacific Swimming current practice  <i>ditto</i> 16 formal hearing pursuant to Section 10.6.1 formal hearing pursuant to Section 12.2.6            Hearing procedure set forth in section of Board of Review  <i>ditto</i> 16 hearing were to be conducted by the Board of Review pursuant to Article 10 hearing were to            be conducted by the Board of Review pursuant to Article 12 Hearing procedure set forth in section of Board of            Review  <i>Sec. 4.4 Duties &amp; Power of HOD</i> 16 reasons set forth in Sec 10.4.7C For violation of USA-Swimming            Bylaws, Code of Ethics, federal law and any other applicable laws Major portion of Sec 10.4 subsections            deleted in 2008  <i>Sec 4.8.1 Nominating Committee</i> 17 Section 6.6.3 shall apply to members Consecutive term limits            shall apply to members Sec 6.6.3 is not correct reference  <i>Sec 9.1 &amp; 9.2</i> 42 Remit minute (9.1) Financial Reports &amp; Federal Income Tax returns to USA-S            Sections 9.1, 9.2 deleted, subsequent sections renumbered USA-S does not want these reports            remitted  <i>11,4 2013/2014 Key Positions</i> 49 List names and contact information for all positions Refer to Policy            and Procedures &amp; website for list Avoid Bylaw changes as personnel changes  <i>Sec, 11,4 Key Positions for Crisis Management Plan</i> 49 List of names and contact information            Refer to Policy and Procedures for current names and contact information. Avoid outdated            information in Bylaws as personnel change  <i>Section 17.2</i> 56 Fiscal year shall correspond to calendar year The fiscal year of Pacific Swimming is            from September 1 until August 31 of the following year Reflect Pacific Swimming current practice  <i>16.1 Office</i> 57 ByLaws Bylaws Grammar  <i>16.2 Staff</i> 57 Admin. Vice Chair(s)'s immediate family Vice Chair Program Operation &amp; Vice            Chair Program Development Vice Chair titles change  <i>ditto</i> 57 Immediate Family "include current spouse" Immediate Family "includes current spouse"            Grammar</p> <p>(Leo Lin, Governance Committee) (Bylaws)</p> <p>Discussion:            Leo Lin reports that as they are cleaning up the Bylaws for the Leap program for USA Swimming it is clear</p>	Passed – to be brought before the HOD 5/3/2014	HOD 5/3/2014

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	<p><b>1404DV1: Release \$15,000 of Diversity Funding for Western Zone Diversity Camp</b> (to be repaid when Athlete and LSC payments received)</p> <p>Proposal to release \$15,000 of the Pacific Swimming Diversity budgeted funds to be used for deposits as the Host LSC for the Western Zone Diversity Camp for room reservations and other required pre-event expenses. These funds will be totally repaid when Athlete and LSC Payments are received.</p> <p>(Kent Yoshiwara, Diversity Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Kent Yoshiwara reports that deposits need to be made to reserve rooms, the pool and other items for the Western Zone Diversity Camp. These monies will be covered by Athlete fees, and LSC fees which they will receive once those registrations, etc. are completed.</li> <li>2. Kent requests that Pacific Swimming advance these funds from the funds that have been approved in the budget for their diversity grant program. These monies will be returned when the fees have been collected for the event.</li> </ol>	Passed	
<b>Closing Comments</b>			
<b>Next Meeting</b>	Next BOD meeting will be July 23, 2014, HOD meeting will be on May 3, 2014 at the Domain Hotel, 1085 East El Camino Real, Sunnyvale 7:00-8:30 PM		
<b>Meeting Adjourned</b>	Meeting adjourned at 10:00 PM		

RESPECTFULLY SUBMITTED BY,  
DEBBI TUCKER  
SUBSTITUTE SECRETARY - PACIFIC SWIMMING BOARD OF DIRECTORS