

Meeting Title: Pacific Swimming BOD Executive Committee Meeting
Date: October 13, 2019

Attendance:

David Cottam	X	Marie Lin	X	Zone Reps		3 - Debbi Tucker	X	Athlete Reps		Guests	
Leo Lin	X	Mary Ruddell	X	1N - Larry Rice	X	4 - Jerry Rudd		Jivana Nagpal	X		
Veronica Hernandez	X			1S - Mark Taliaferro	X	4 - Jim Morefield	X				
				2 - Peter McNamara	X			Office			
								Cindy Rowland	X		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam 11:05 AM		
Approval of Exe Min	Not Done		
Motions	<p>Topic:is the possible renewal of our office rental contract</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. David Cottam reports that our present rental contract for the Pacific Swimming Office will end on December 31. We received notice of a rental increase of over \$400 a month for the new lease. Mary Ruddell negotiated that figure down to an increase of \$80, making the monthly rent of approximately \$1600/month. We need to respond to that offer immediately 2. We have 4 options: a) renew for 1 year at new rate, b) renew for 2 years at new rate, c) do not renew and look for an office elsewhere, d) do not renew and seek other options 3. We have had a Pacific Office for 4 years, the last 3 at this site. 4. Governance and /or a Task Force was approved to do a "needs assessment" to consider other options when the BOD agreed to not renew the contract at the original offer which was an increase of over &400 a month 5. Jim Morefield reminded us that a Task Force was supposed to be formed when we refused the initial renewal offer. David Cottam says he spoke with John King (a realtor) to find an expert on office rental space in this area, and was in the process of forming the Task Force. 6. Cindy Rowland reported she has looked at professional office sites having an inner and outer office (3 rooms) so we could have storage as well, but they have fewer amenities, and the costs appear to be comparable to the new contract offered. She also looked at industrial area offices which have more storage space, but they have less security and would be unfurnished. 7. Peter McNamara raised the issue of evaluating whether we need an office (after using one for 4 years). He addressed Mary Ruddell's memo regarding the use of the office, which was for meetings with the two government auditors (2 times a year - they prefer to meet in place you work), monthly meetings between Mary and Cindy for internal audits and other issues, a few meetings Cindy might have with a 		

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	<p>staff member, using the reception to receive our parcels, a place Cindy would come to do some work 2 or 3 times a week, and limited storage space. Peter indicated that we could rent office space (by the hour for those meetings), we could get a UPS post box which would give an address and receive all packages, and we could rent a larger storage space for storing the material stored in the office presently, for far less than \$1000 a month</p> <p>8. Peter also indicated that the present place does not match our needs (facility characteristics, and appropriate cost), if we were to maintain an office space: adequate space to have staff meetings, adequate space for our BOD meetings, available time 2 to 3 days a week for Cindy to do work outside home, sporadic use of the space for one-on-one meetings with outside auditors and vendors, and convenient storage of some packages and items.</p> <p>9. It was agreed that we do not have enough time to adequately assess what a best solution would be in the time we have left in the present lease. It made sense to renew the lease for one year while doing a thorough "needs assessment" to determine the best options available to us.</p> <p>1910PM1: Office Rental Renewal Rent Office for another year and refer to Governance Committee or Task Force to do a "needs assessment" regarding the office. Peter McNamara, Larry Rice 2nd</p> <p>Passed</p>	Motion passed.	
Next Meeting	Next BOD meeting is November 20, 2019, and next Executive Committee Meeting is October 16, 2019		
Meeting Adjourned	Meeting adjourned at 12:00 noon		

RESPECTFULLY SUBMITTED BY,
MARIE LIN
PACIFIC SWIMMING SECRETARY