

Meeting Title: Pacific Swimming Board of Directors Meeting
Date: January 25, 2012

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	Phil Harter		Gerry Ng	X	Zone Reps	Athlete	Guests
Mike Rianda	X	Rick Beebe	X	Tish Steimle	X	1N - Larry Rice	X Stephanie Scannell	Michael Bryant LMGW X
Lehla Irwin	X	Marie Wise		Rick Waterhouse		1S - Andre Salles-Cunha	X Natalie Tang	Carol Hower Teamwork X
Ron Heidary		Kent Yoshiwara	X	Warren Lager		2 - Clint Benton	X	Millie Nygren X
Don Heidary		Peggy Ramirez		Leo Lin	X	3 - Sybil Baldwin		Joyce Lamphere X
Veronica Hernandez	X	Elias Totah		Izzy Real		4 - Jerry Rudd	X	Marvin Lamphere X
Marie Lin	X	Ken Brown		Darwin Takaki	X	4 - Jim Morefield	X	Debbie Tucker X
Mary Ruddell	X	Brian Malick	X	Fred Volgelgesang	X			Valerie Rudd X
Jennifer Malick		Marcia Benjamin	X	Darryl Woo	X		Office	
Danica Burge		David Benjamin		Joe Woo			Jill Ruppenstein X	
Scott Shea		Judy Siegrist	X				Amy Smith	
Steve Hurko							Laurie Benton X	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by Lehla Irwin at 7:32 PM		
Conflict of Interest	Conflict of interest statement was not read in this meeting		
Minutes from Previous Meeting	Minutes from November 30, 2011 BOD meeting approved		
Executive Committee Report	None		
Officer's Reports			
Chair	Reported by John Bitter: <ol style="list-style-type: none"> 1. Darryl Woo is Chairman of the Board of Review 2. We were unsuccessful in getting the open cases from the previous year's Board of Review 3. If you have open or pending cases please provide the information to Darryl 	Provide Darryl Woo with information on any open or pending cases Darryl will start the process of reviewing and closing those cases	
Admin Vic Chair –	None		

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Operations			
Admin Vice Chair – Programs	None		
Treasurer	<p>Reported by Mary Ruddell:</p> <ol style="list-style-type: none"> 1. Introduction of Michael Bryant from LMGW and Carol Hower from Team Works – who have helped with the 2010 Audit and carrying out the recommendations of that Audit. <ol style="list-style-type: none"> a. Carol explained how we had been doing Cash Accounting in the past and that since October 2011 we have been changing over to Accrual Accounting (where all the finances, both the expenses and the revenues from an event will be reported in the month the event occurred, even though some of the expenses might have been paid months before the event or after the event. Revenues from that event will be handled similarly). This will match expenses with revenues and allow a better picture of our financial state. b. 1st task was to create a Chart of Accounts to be commonly used across the LSC and Zones c. 2nd task has been to start putting the financial data into the Chart of Accounts – and this is in process. This task includes developing the process and procedures to be utilized in using the Chart of Accounts and in the production of Consolidated Financial Statements. d. Mary and Carol are working on removing duplicate recording of expenditures – (for example the Zone reports it has received money from the LSC to pay for background checks and then reimburses the officials, the LSC reports it pays the Zone the money so the Zone can pass through the money to the officials. The financials will now show one transaction, that the LSC paid for the background checks. e. Issues that need to be addressed as we deal with the charting of the Zone activities in this Chart of Accounts, are 1) interpretations of what the Zones did, 2) prior year adjustments, 3) accrual versus cash accounting. f. The next task is for Mary to meet with each Zone to see if the new Chart of Accounts reflects correctly the finances of the Zone and to make adjustments where it is not accurate. Once this task is done, Mary will have a conference meeting with all the Zone treasurers to get agreement on the process to follow in the future. g. Because the books were kept using Cash Accounting, there is a lot of disentangling things from month to month and year to year, and zone to LSC. Once completed we will look to see whether it is better to stay with a Calendar Year for the Financial Year or to move to a September through August Financial Year. h. Jerry Rudd indicates he would like a copy of the Chart of Accounts so Zone 4 can begin to categorize their expenditures and revenues using these new categories. All Zones may follow the document that Mary used to report State of Activities Budget vs. Actual for 2011, but they need to know that there is still work to do in defining, and consolidating the categories. 2. Michael Bryant reviewed the progress made on the recommendations made by LMGW after the Audit of 2010 finances completed in August 2011: <ol style="list-style-type: none"> a. Accounting Procedures and Policies – in the works 	<ol style="list-style-type: none"> c. Mary and Team Works to continue work on the Chart of Accounts and development of the process and procedures e. Mary to work with each of the Zones to review the Chart of Accounts for their Zones f. Review the Financial Year once there is some good data using the new Chart of Accounts 	

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	<ul style="list-style-type: none"> b. Global Policies and Procedures – working on that c. Record Retention – will be using Drop Box, which is in process d. Consolidated Financial Information – we are close to completing that, but need to get all the categories aligned e. Separation of Duties – needing to incorporate that in the policies and procedures and change some of the Zones’ policies which may have the treasurer doing everything. f. Formalizing a policy for capitalizing equipment – that is complete g. Maintaining bank reconciliations – will be incorporated in the policies and procedures h. Zones and LSC review the conflict of interest statements so any transactions that need to be flagged will be reviewed for conflict of interest – in progress. <p>3. Jerry Rudd reminds us that all of this is volunteers doing the job – this is a big job. Carol reports that one of the goals is to simplify the process. Mike Rianda reminds us that once it is standardized it may actually be much easier because there will be a defined procedure and any new person stepping into the treasurer’s job will have something to follow rather than having to create their own method.</p> <p>4. Mary Ruddell – reviews the Treasurer’s Report</p> <ul style="list-style-type: none"> a. Drop Box will make it easier to get to the Pacific Swimming information needed for reconciling accounts and providing the Financial Statements. This is true for a number of other functions, where someone stepping in (in case of illness or a person not being available) will be able to have access to all the important documents necessary to perform the job. Right now the treasurers reports, financial statements, minutes of meetings and some procedures are being placed in the Drop Box b. Individuals with access to the Drop Box are the General Chair (John Bitter), Treasurer (Mary Ruddell), Secretary (Marie Lin), Vice President – Operations (Mike Rianda), Zone Treasurers, and Team Works c. The Treasurers Reports in the future will always be for the previous month (not snapshot for a certain date). This will be more accurate, especially when all the zones are fully online and with all their information in the drop box. d. The report on the Zones activities that was presented is missing some data from some of the Zones. e. Will be trying to narrow down the Chart of Accounts categories f. Pool Grants are open g. Zone 2 has invested some money in the funds. Fred Vogelgesang states that the Purpose of the Funds for Pacific will need to be adjusted to include Zone funds and the Zone Funds need a purpose statement. Clint Benton reports that Zone 2 has a similar purpose to Pacific’s for the funds, including having money for grants that will support Zone 2 swimming. 	<p>d. Zones to work on getting the data into the Drop Box</p> <p>g. Mary Ruddell and Clint Benton will work on the Purpose for Funds statements</p>	
Age Group	<p>Reported by Veronica Hernandez:</p> <ul style="list-style-type: none"> 1. Spring JOs in San Ramon - SC <ul style="list-style-type: none"> a. Meet sheet has not been sanctioned yet b. There will be 2 heats for finals 		

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	2. Summer – Dual Venues JOs – LC – 3 day meet <ol style="list-style-type: none"> a. Awards will be standardized so both venues give the same awards b. One venue will have 8 lanes, and one venue will have 9 lanes c. Bonus finals will occur d. The Venues will be separated by teams that are assigned to each venue, with the ability to move a team from one venue to another if necessary to equalize the number of swimmers e. Age Group will be considering whether to allow Bonus Events 		
Sr. Committee	None		
Registration	Reported by Laurie Benton: <ol style="list-style-type: none"> 1. The report is posted 2. The numbers reported are lower than the actual number of registrations received because some of the coaches' registrations are pending. Some of the coaches submitting registrations did not realize they had to complete the athlete protection training. 	Registrations for pending coaches will be completed as soon as they complete the athlete protection requirement	
Diversity	Reported by Veronica Hernandez <ol style="list-style-type: none"> 1. Diversity will be meeting in a couple months to review the next round of grants 		
Camps	None		
Officials	Reported by Brian Malick: <ol style="list-style-type: none"> 1. The Annual Officials Clinic took place on January 7th with approximately 150 attendees, most of whom stayed until the very end. <ol style="list-style-type: none"> a. Clinics included Admin Ref, Starters, Stroke and Turn, Meet Referee, Positioning, Chief Judge, Sanctions b. Response was very positive c. Thank you to the Board for supporting this Clinic 2. By February 8th changes to a 3 tier system for Stroke and Turns (L1-3) will be completed 3. The Officials Committee is also working on revising the guidelines for receiving financial assistance at national meets <ol style="list-style-type: none"> a. The age limit requirement will be eliminated b. Sectionals will be added to the list of meets eligible for this financial assistance c. The amount of reimbursement will be lower than last year, in order to spread the money around more widely 4. Officials assignments for the Pacific Meets are on the Pacific website 5. See Motions for 1201BM1, 1201BM2, 1201BM3 6. Pacific Officials hats and shirts have come in 	Brian will distribute	
Time Standards	No Report <ol style="list-style-type: none"> 1. Fred Vogelgesang discussed the Deck Pass program that USA swimming is promoting which allows swimmers to earn patches, and our swimmers can join. Fred uses this to request we look at going to National Time Standards rather than our own PC Standard Times 2. Gerry Ng and Andre Salles-Cunha have been discussing whether to move to the National Standards, 		

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	<p>rather than the Pacific Standards and what kind of structure we should be having for the meets.</p> <p>3. Gerry Ng's memo reports a "committee" is looking at Swim Meets which he feels are presently in chaos. He states that USA swimming is looking at their meets as well, especially since Nationals was so large. Gerry would like to consider either changing time standards or eliminating some events to make the length of JOs and Far Westerns much more reasonable.</p> <p>4. John Bitter commissions Meet Management, Time Standards and Age Groups to meet together and review the meets and the time standards and look at whether we should move to National Time Standards, and what kind of meets to suggest for next year's scheduling. It was suggested that Senior Committee be involved as well. They are asked to report back in March with their recommendations for the Board to review.</p>	<p>Meet Management (Gerry Ng), Time Standards (Tisha Steimle), and Age Group (Veronica Hernandez), Seniors (Ron and Don Heidary) and/or members of their committees will get together and make a recommendation about meets, time standards, and new scheduling in March</p>	<p>March 21, 2012 BOD meeting</p>
Club Development	None		
Travel	None		
Disability	None		
Board of Review	Darryl Woo will be the Chair of this Committee	Send any open cases to Darryl Woo	
Open Water	Reported by Marcia Benjamin: Working on the development of the Web Site		
Finance & Auditing	None		
Scheduling	Gerry Ng reminds people that if there are changes in the schedule of meets, they should be reported to Gerry Ng, Rick Beebe, and Jill Ruppenstein. The PDF file will not be changed, but the Pacific website information will be.	Changes in meets should be reported to Gerry, Rick, and Jill	
Athlete	None		
Zone Reports			
Zone 1N	The last meeting took place January 9 th – Zone Championship will be next weekend, Next meeting will be on the 2 nd Monday of March		
Zone 1S	Last meeting was 2 weeks ago –Zone Championships have taken place		
Zone 2	Report Posted – Next meeting is February 13, 2012		
Zone 3	None		
Zone 4	None		

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Old Business	<p>Governance Committee: Report by Leo Lin</p> <ol style="list-style-type: none"> 1. The Governance Committee was authorized by John Bitter as a result of the BOD retreat recommendation 2. The composition is 1 representative from each Zone (the Zone Chair or Zone Chair's designee), Vice Chair of Operations (Mike Rianda) and an at Large-Member (Leo Lin) 3. 1st meeting was a teleconference arranged by John Bitter where he clarified what he hoped the Governance Committee would address, and what he hoped the role of the Governance Committee would be for Pacific Swimming 4. 2nd meeting was a teleconference for members only, where the following things were accomplished and discussed: <ol style="list-style-type: none"> a. Chairman was elected – Leo Lin b. Defined further what the Governance Committees tasks are c. Initially they will focus on looking at the Rules and Regulations, By-Laws, and Policies and Procedures to find the discrepancies, make sure that they are all updated, and that we are functioning in compliance with them d. They will also look at the website information and make sure that it is updated and reflects the present R&Rs, By-Laws and Policies and Procedures e. They will look at the functions and efficiencies of the BOD and the Chairman f. They will develop metrics for measuring effectiveness of the BOD and Chairman g. An athlete representative needs to be appointed to this committee – John Bitter will appoint one 5. Leo has sent out a draft of the roles and responsibilities that will govern the Governance Committee for discussion by the members at the next teleconference. 	<p>Governance Committee will begin work on the delineated activities and report back to the BOD</p> <p>John Bitter to appoint an athlete to this committee</p>	
Motions	<p>1111OEC1 New wording for R&R Section 1B1a(5) regarding Open Events: In order to enter open events at an age-group meet, a swimmer must have met the listed qualifying time or have coach verification for the following events; 200 Back, 200 Breast, 200 Fly, 400 IM, 400/500 Free, 800/1000 Free, 1500/1650 Free (Lehla Irwin) – 30 day motion (Lehla Irwin - Open Events Committee)</p> <p>1201GN1 Motion to Table 1111OEC1: Request that this motion be tabled until the new committee on Meets, time standards and scheduling arrives at some decision regarding time standards (Gerry Ng/2nd Fred Vogelgesang)</p> <p>Discussion Re: 1201GN1:</p> <ol style="list-style-type: none"> 1. Gerry Ng wanted to table this because the time standards are being evaluated and we don't need another point of chaos. He feels that even though USA has events and time standards for 9-10 year olds he doesn't see how we should be running open events based on coach's times. 2. Lehla Irwin reports that currently coaches can verify any time. This is not new. The problem we are running into right now is that with last year's wording the younger swimmers can't swim at all. <p>The vote for tabling 1111OEC1 failed.</p>	<p>1111OEC1 Passed</p> <p>1201GN1 Failed</p>	

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	<p>Discussion Re: 1110EC1:</p> <ol style="list-style-type: none"> 1. Lehla Irwin clarified that the qualifying times to be used would be listed in the meet sheet for each meet, and could vary depending upon the meet and what the host wished to offer. 2. Brian Malick wished to speak to Gerry Ng's statement that passing this motion would create a point of chaos. He is in favor of this motion because he feels that the original rule that was added actually created chaos for age group. This motion will eliminate that rule and the unintended chaos it created and will improve the rule. 3. Clint Benton reports that Zone 2 discussed this motion and is in favor of this rule because it is important that zone meets should be allowed to be configured so that it meets the needs of the swimmers of the zone. The way that the previous rule was worded was highly restrictive and prevented coaches from having the ability to enable some of the swimmers to establish a time in some of these events. 4. Gerry Ng still feels that this will induce chaos because we have not sat down and truly analyzed the time standards. He feels we don't have concrete information to determine the time standards. He feels we are not doing this correctly and just adding patches. 5. Andre Salles-Cunha states that he believes that by opening it up to allow swimmers to swim these events in those meets we will have times that will give us a broader base of data for research so we can make more informed decisions. He believes this provides a good learning experience that will generate more data points to be used in the decision making. 6. Lehla Irwin points out that the way it is presently written, if you have even an open 50 event it requires a far western time. 7. Millie wants clarity for sanction that if it is open it is open. <p>After the discussion the vote was to pass this motion.</p>		
New Business	None		
Motions	<p>1201TS1 Restoring Zone Autonomy over Zone Champs: Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs (30 day motion) (Tisha Steimle - Time Standards)</p> <p>4.A.2. Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition, time trial, or by coach verification. For JO and Q level competition, LSC Championship Meets and Zone Championship meet, times from sanctioned or approved meets only will be acceptable.</p> <p>Motion is to remove Zone Championship meets and the LSC Championship Meet (10 and Under Meet) from the rule.</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Tisha Steimle reports that every zone plans their championship meets to meet the needs of the kids in their zone. In Zone 1N PASA where they have 1000 swimmers, they conduct Time Trials to get times on their kids. These times would be considered coach verified times and should be considered legitimate times for entering the Zone Championship. Moreover, Zone 1N has an A time requirement, while Zone 2 has a B time requirement, and the other zones have no time requirement. There is no 	<p>30 day motion to be voted on in the next BOD meeting</p> <p>Zone Chairs should</p>	<p>March 21, 2012 BOD</p>

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	<p>consistency regarding requirements. As a consequence the Zones should be free to determine what is best for their championship in order to address the specific needs and issues of the zone and for the kids in the zones.</p> <p>2. This is a 30 day motion so the Zones are encouraged to take it back to their Zone Boards to get a sense of what they want.</p>	discuss this with their Zone Boards	
	<p>1201MS1 Funding Swimming World for Far Westerns: Request the LSC provide funding for having Swimming World provide live video cast of the Spring and Summer Far Westerns. Funding request is not to exceed \$5710 for short course, and \$7,200 for long course. (Mark Scannell/2nd Gerry Ng)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Veronica Hernandez presents this request on behalf of Mark Scannel. It is for funding to have Swim World come out. Because Far Westerns is an LSC meet and Pacific should be the sponsor for the broadcast of their LSC meet, not the host team. 2. There was no money put into the budget for it this year. 3. Darwin Takaki reported that last year money was put into the budget to try it out with the thought that we could market advertising and make up the money from that marketing. We were not able to successfully market the advertising so very little money came back to the LSC. We could not get the money back as planned. 4. John Bitter reports that because the return of the investment was negligible last year. As a result we pulled it out of the budget this year. 5. Fred Vogelgesang does not support this motion because it should have been brought up when the budget was discussed and it was not. There is no budget for this now and it would put us \$13,000 over the budget. This was not approved by the HOD. We already have approved spending above this year's budget by voting to provide another \$10,000 for the interzone meet. He recommends that unless the presenters of this request can show where they can cut costs to make up the difference for this request we should not pass it. <p>The motion failed</p>	1201MS1 Failed	
	<p>1201BM1 Request to spend \$1000 of the money budgeted for an Officials Appreciation Barbecue at Far Westerns Short Course (Officials – Brian Malick) Passed</p>	1201BM1 - passed	
	<p>1201BM2 Request to spend \$1300 of the money budgeted for National Evaluators to be used at Far Westerns Short Course (Officials – Brian Malick) Passed</p>	1201BM2 - passed	
	<p>1201BM3 Request to spend \$1520 of the money for lodging of officials for JOs and Far Westerns Short Course (Officials – Brian Malick) Passed</p>	1201BM3 - passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Next Meeting	Next meeting will be on February 22, 2012 at the Courtyard Marriott – Pleasanton on Hopyard Road		
Meeting Adjourned	Meeting adjourned at 8:50 PM		

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