

**Meeting Title:** Pacific Swimming Board of Directors Meeting  
**Date:** February 22, 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	<b>Zone Reps</b>	<b>Athlete</b>	<b>Guests</b>
Mike Rianda		Rick Beebe	Tish Steimle		1N - Larry Rice	X Stephanie Scannell	Millie Nygren X
Lehla Irwin		Marie Wise	Rick Waterhouse	X	1S - Andre Salles-Cunha	Natalie Tang	Joyce Lanphere X
Ron Heidary		Kent Yoshiwara	X Warren Lager		2 - Clint Benton	X	Marvin Lanphere X
Don Heidary	X	Peggy Ramirez	Leo Lin	X	3 - Sybil Baldwin		Valerie Rudd X
Veronica Hernandez	X	Elias Totah	X Izzy Real		4 - Jerry Rudd	X	
Marie Lin	X	Ken Brown	Darwin Takaki		4 - Jim Morefield		
Mary Ruddell	E	Brian Malick	Fred Vogelgesang	X			
Jennifer Malick		Marcia Benjamin	X Darryl Woo	X		<b>Office</b>	
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
<b>Meeting Called to Order</b>	Meeting was called to order by John Bitter at 7:35 PM		
<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? <b>No affirmative answers.</b> 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>	Minutes from January 25, 2012 BOD meeting amended and approved with amendments  <b>Discussion regarding amendments suggested to the minutes:</b> Fred Vogelgesang suggested a number of amendments to the minutes. One amendment was suggested because he was concerned that the minutes seemed to reflect that Zone 2 had a Purpose Statement regarding their funds. He believed Zone 2 neither had a statement nor was he aware of any plans to write one. Marie Lin pointed out that in the recommendation section of the minutes it stated that Clint Benton and Mary Ruddell <u>will</u> work on writing a purpose statement. Clint Benton further responded that Zone 2 discussed what to put in the purpose statement in the last Zone 2 meeting and the completed purpose statement will be presented and voted on by Zone 2 at their next meeting. This statement will then be brought to the Pacific BOD.	Zone 2 will vote on the Proposed Purpose of Funds Statement at their next Zone 2 BOD meeting. 3/19/12  Zone 2 will bring the approved Purpose	3/21/12 BOD

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	<p><b>Discussion Regarding Content of BOD Minutes:</b> Fred Vogelgesang felt the minutes were too detailed and people, such as himself, would not want to speak up if their statements might be quoted in the minutes. This raises the issue of whether people should be identified and accountable for what they say in the meeting in the published minutes. John Bitter and Marie Lin will look at how to address this.</p>	Statement to the Pacific BOD	
<b>Executive Committee Report</b>	Minutes of the February 6, 2012 Executive Meeting posted – John Bitter reports that the moneys allocated to pay for the services of LMGW and Team Works is above what was originally budgeted, but will no impact any of the programs we have budgeted for. We have funds available.		
<b>Officer's Reports</b>			
<b>Chair</b>	<p>Reported by John Bitter:</p> <ol style="list-style-type: none"> <li>1. John introduced his draft of Pacific's Crisis Management Plan, something USA found we had been missing. The draft is patterned after the Crisis Management Plan that USA has. John would like us to review it and send him comments and suggestions so that he can create a final draft to be presented to the BOD for approval. The BOD approved draft will then be presented to the HOD for approval and this will be put into the Pacific by-laws.</li> </ol>	<p>BOD members send comments to John</p> <p>Final draft to BOD , then to HOD on 5/25/2012</p>	<p>3/21/12 BOD 5/25/12 HOD</p>
<b>Admin Vic Chair – Operations</b>	No Report		
<b>Admin Vice Chair – Programs</b>	No Report		
<b>Treasurer</b>	<p>Reports Posted – Mary Ruddell was absent because of an emergency with her mother</p> <ol style="list-style-type: none"> <li>1. Mary Ruddell had indicated that the treasurer would be presenting the financial report for the previous month at each BOD meeting. The Draft Statement of Financial Position as of January 31, 2012 appears to be that report although Mary was not here to confirm that.</li> <li>2. Also included is the draft of Statement of Activities Budget vs. Actual from January 2011 thru December 2011, and draft of Profit and Loss Budget vs. Actual from January 2011 thru December.</li> </ol>		
<b>Age Group</b>	<p>Reported by Veronica Hernandez:</p> <ol style="list-style-type: none"> <li>1. Preparations for JOs is almost done – and both meet sheets are near completion</li> <li>2. Terrapins has decided to run only 8 lanes for finals so that finals will be similar to Orinda's finals.</li> <li>3. We are near agreement on the medals, which will be identical. Pacific is moving towards having medals for Far Westerns and JOs with the same logo, rather than representative of the host team</li> </ol>		
<b>Sr. Committee</b>	<p>Report Posted - Don Heidary reports:</p> <ol style="list-style-type: none"> <li>1. The March 3<sup>rd</sup> - 4<sup>th</sup> meet was originally a Senior III T&amp;F Meet that was to be an indoor pool meet with a \$4000 stipend to offset the expense, but it did not get picked up. As a result, Pleasanton was awarded the meet as a Senior I and the stipend reduced to \$1000.</li> <li>2. Don presented a draft for a Coaches Education Proposal, which basically offers funding for one coach</li> </ol>	Begin accepting	

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	to attend the USAS Annual Convention, two coaches to attend the ASCA World Clinic, and three coaches to attend the Pacific Swimming/NorCal Coaches Clinic (this one will be aimed at coaches newer to the sport). He will try to have the proposal finalized and applications ready by April 1 <sup>st</sup> .	applications by 4/1/12	
<b>Registration</b>	Reported by Laurie Benton – the report is posted:		
<b>Diversity</b>	Reported by Veronica Hernandez: 1. The deadline for applications for the next round of grants will be moved back to either March 15 <sup>th</sup> or April 1 <sup>st</sup> . The committee is still deliberating on the exact date, but because the applications got out later than expected they wanted to make sure teams have ample time to apply.		
<b>Camps</b>	No Report		
<b>Officials</b>	Brian Malick is absent. John Bitter reports that the Officials were wearing and enjoying the new Pacific Caps.		
<b>Time Standards</b>	Tish Steimle is absent - John Bitter reports that Don Heidary, Veronica Hernandez, and Tish have been e-mailing back and forth regarding their charge to look at time standards. They have looked at what other LSCs have done. Because there are too many factors involved they plan to find a time to meet face-to-face to work out some of the issues. They will report back to the BOD next time	Report to BOD next meeting	3/21/12 BOD
<b>Club Development</b>	No Report		
<b>Travel</b>	See motion		
<b>Disability</b>	No Report		
<b>Board of Review</b>	Reported by Darryl Woo: 1. They have 4 to 6 cases they are working on, in order to clean up what was left over from the previous year's Board of Review 2. Darryl has sent out a couple of notices regarding setting up hearings. 3. A reply was sent regarding a complaint about something that occurred in January	Will continue to work on clearing up the old cases and handling new cases expeditiously	
<b>Open Water</b>	Reported by Marcia Benjamin – 1. She continues work on setting up an open water page on the website. 2. There are 9 open water events available this year.		
<b>Finance &amp; Auditing</b>	No Report		
<b>Scheduling</b>	No Report		
<b>Athlete</b>	No Report		
<b>Governance Committee</b>	See Motion Report by Leo Lin: 1. The Governance Committee has drafted a document that establishes the committee's purpose, membership, meetings and roles and responsibilities and is presenting it for adoption by the BOD and then by the HOD (see motion 1202GC1) 2. Much of the proposal is patterned after the USA Swimming Governance Committee with some of the following exceptions: a. This body does not restrict the membership to individuals that are not on the Pacific BOD because of the knowledge base needed to make this committee functional at this time, and the limited pool of volunteers with this knowledge base.		

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	<ul style="list-style-type: none"> <li>b. It does not have a staff liaison who: 1) monitors the relationship of the Board of Directors and other key volunteers with USA Swimming paid staff, and 2) reviews for compliance with the Ted Stevens Amateur Sports Act and the USOC Constitution and Bylaws.</li> <li>3. The Committee is working on defining the responsibilities of the two vice chairs</li> <li>4. Members of the Committee at this time are Sibyl Baldwin (Zone 3 – but a replacement will need to be appointed since Sibyl just resigned), Larry Rice (Zone 1N), Clint Benton (Zone 2), Andre Salles-Cunha (Zone 1S), Jim Morefield (Zone 4), Leo Lin (BOD Member-at-Large), Mike Rianda (Exec. Committee)</li> </ul>		
<b>Nomination Committee</b>	<p>Reported by Clint Benton:</p> <ul style="list-style-type: none"> <li>1. Clint reported that since we have made the HOD (spring-summer) meeting earlier this year (5/5/12), announcing the nominations for the BOD elections at the April BOD meeting would be too late. The nominations need to be brought forward in the 3/21/12 BOD meeting.</li> <li>2. This election, only three positions on the Board of Review are open. Clint has asked one of the members whose term will be up if he is willing to run again and he has agreed. Clint will be asking the other two as well.</li> <li>3. Please notify your Zone representative to the Nomination Committee if you know of someone to nominate, or if someone wishes to run.</li> <li>4. The nomination committee will get together to provide a slate of nominees by the 3/21/12 meeting</li> </ul>	Nominating committee will present their slate of nominees to the BOD 3/21/12	3/21/12 BOD
<b>Zone Reports</b>			
<b>Zone 1N</b>	<p>Reported by Larry Rice</p> <ul style="list-style-type: none"> <li>1. Next Meeting March 12<sup>th</sup></li> <li>2. Zone Championship went very well at the new pool at the College of San Mateo</li> </ul>		
<b>Zone 1S</b>	<p>Reported by Veronica Hernandez:</p> <ul style="list-style-type: none"> <li>1. Next meeting March 14<sup>th</sup></li> <li>2. Zone Championship made money for the Zone</li> <li>3. Working on revising the Zone 1S Policy and Procedures, and procedure for bidding for meets</li> <li>4. Will send list of athlete representatives</li> </ul>	Send Pacific Secretary list of athlete representatives	
<b>Zone 2</b>	Reported by Clint Benton - Report Posted – Next meeting March 19, 2012 at Courtyard in San Ramon		
<b>Zone 3</b>	None		
<b>Zone 4</b>	<p>Reported by Jerry Rudd:</p> <ul style="list-style-type: none"> <li>1. Next meeting March 13<sup>th</sup></li> <li>2. Will submit minutes to Pacific Secretary once they are approved</li> <li>3. Treasurer's reports are being sent to the Pacific Treasurer every month</li> <li>4. Nevada Championship went very well with 29 officials showing up</li> </ul>	Minutes will be sent to the Pacific Secretary after they are approved	
<b>Old Business</b>	None		
<b>Motions</b>	<p><b>1201TS1 Restoring Zone Autonomy over Zone Champs:</b> Amend Section 4.A.2 of Rules and Regulations to Restore Zone Autonomy for Zone champs (30 day motion) ( Tish Steimle - Time Standards)</p> <p>4. A.2. Swimmers are permitted to qualify in any sanctioned or unsanctioned meet such as school competition,</p>	1201TS1 -Tabled till the next BOD meeting	March 21, 2012 BOD

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	<p>time trial, or by coach verification. For JO and Q level competition, <b>LSC Championship Meets and Zone Championship meet</b>, times from sanctioned or approved meets only will be acceptable. Motion is to remove Zone Championship meets and the LSC Championship Meet (10 and Under Meet) from the rule.</p> <p><b>1202Z21 Amend 1201TS1: Remove LSC Championship Meets:</b> Amend 1201TS1 so that only “Zone Championship Meet” is removed from 4.A.2 of Rules and Regulations. (Clint Benton – Zone 2/Larry Rice 2<sup>nd</sup>)</p> <p>Discussion: Since Tish Steimle was absent today, it was suggested that this motion be tabled until the next BOD meeting when Tish would be available, and the amendment to this motion would also have 30 days before voting.</p>	1202Z21 - To be voted on at the next BOD meeting	March 21, 2012 BOD
<b>New Business</b>	<p><b>Evaluation of the Function of this New Board of Directors:</b> Brought up by Fred Vogelgesang</p> <p>Fred Vogelgesang expressed his disapproval regarding the functioning of the new BOD indicating he felt it has done nothing in its first 6 months' tenure. He also was dissatisfied with the lateness of the posting of the documents and the agenda for this meeting which left little time for thoughtful review.</p> <p>John Bitter and other members of the BOD took exception to Fred's statement regarding the functioning of the BOD and disagreed with Fred's assessment that nothing has really been happening. John reported that a number of committees are extremely active in working on issues that need to be taken care of such as the Governance Committee, the Committee on Time Standards, and the Committee on Meet Structure. However, a lot of the work takes time so that the committees are not going to report on activity every meeting. All of these various committees and their charges have been noted in the BOD meetings and minutes so that information has been available to everyone.</p> <p>It was agreed that some of the agenda items and documents for the BOD meeting can be posted earlier and this will be addressed by advising everyone to send in their documents in a much more timely fashion. Those Agenda items we are aware of will be posted ahead of time.</p>	Jill Ruppenstein will draft a letter to be sent out to all BOD and Committee members informing them to send in their documents for the BOD in a timely manner	
<b>Motions</b>	<p><b>1202TC Motion to fund travel for Open Water Nationals, Olympic Trials, Nationals and Junior Nationals:</b> (Rick Waterhouse – Travel Committee) Funding for stipend, and air fare to Fort Myers, FL for Open Water Nationals, Omaha, Nebraska for US Olympic Trials, Indianapolis for US Nationals and Junior Nationals was proposed.</p> <p>Discussion: Rick noted that swimmers must be qualified at the Junior National time standard in the 1500/1650 to receive</p>	1202TC - passed	

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	funding for the US Open Water event. Also if the swimmer is going to both Nationals and Junior Nationals they are eligible for 1 air fare assistance but to both stipends.		
	<p><b>1202GC Motion to accept the Governance committee's statement of Purpose, Membership, Meetings and Responsibilities:</b> (Leo Lin – Governance Committee) Proposed statement of the Governance Committee to be added to the bylaws.</p> <p>Discussion: Fred Vogelgesang suggested that membership should just state one representative from each zone instead of Zone Chairs (or their designee) and that it be made clear that the at large member is a BOD Member-at-Large. Leo Lin agreed to incorporate these changes in the Statement that will be voted on in the next BOD meeting.</p>	30 Day Motion	3/21/12 BOD
<b>Next Meeting</b>	Next meeting will be on March 21, 2012 at the Marriott in San Ramon		
<b>Meeting Adjourned</b>	Meeting adjourned at 8:30 PM		

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