

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

**Date:** May 23, 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		Gerry Ng	X	<b>Zone Reps</b>	<b>Athlete</b>	<b>Guests</b>				
Mike Rianda		Rick Beebe	X	Tish Steimle	X	1N - Larry Rice	X	Stephanie Scannell	X	Millie Nygren	X
Lehla Irwin		Marie Wise		Rick Waterhouse	X	1S - Andre Salles-Cunha		Natalie Tang		Debbie Tucker	X
Ron Heidary		Kent Yoshiwara	X	Warren Lager		2 - Clint Benton	X	Brittney Malick	X	Joyce Lanphere	X
Don Heidary	X	Peggy Ramirez		Leo Lin	X	3 - Sybil Baldwin				Marvin Lanphere	X
Veronica Hernandez		Elias Totah	X	Izzy Real	X	4 - Jerry Rudd					
Marie Lin	X			Darwin Takaki	X	4 - Jim Morefield	X				
Mary Ruddell	X	Brian Malick	X	Fred Volgelgesang	X						
Jennifer Malick	X	Marcia Benjamin		Darryl Woo	X			<b>Office</b>			
Danica Burge	X	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 7:35PM		
<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 April 25, 2012 BOD meeting amended and approved		
<b>Executive Committee Report</b>	None		
<b>Officer's Reports</b>			
<b>Chair</b>	John Bitter: 1. Chair lift requirement for pools has been moved to January 2013		
<b>Admin Vic Chair – Operations</b>	No Report		

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<b>Admin Vice Chair – Programs</b>	No Report		
<b>Treasurer</b>	Mary Ruddell: 1. Diversity grants are going out 2. Pool grants have started to go out – with some enthusiastic notes of thanks received		
<b>Age Group</b>	No Report		
<b>Sr. Committee</b>	No Report		
<b>Registration</b>	Report Posted		
<b>Diversity</b>	Kent Yoshiwara –Report Posted 1. Bob Rodriguez – appointed Zone 3 representative to this committee 2. Wondering how to consider seasonal clubs because they do not get registered until after the deadline for receiving the grant proposal a) Maintain the regular deadline b) Committee should consider setting aside money and a process that is specifically targeted to Seasonal Clubs c) Laurie Benton will send Kent the list of seasonal clubs which consistently register annually	Committee to consider seasonal clubs  Laurie Benton to send list of seasonal clubs to Diversity Committee	
<b>Camps</b>	Jennifer Malick 1. She has two coaches lined up for the next camp and may need a few more		
<b>Officials</b>	Brian Malick – Report Posted 1. Officials had a conference call on April 17 in which they worked on changes for the advancement of stroke and turns, posted standardized minimum level requirements for different types of meets (Far Western, Senior Meets, Age Group, CBA), filled open positions for upcoming Pacific meets (which is a continuing process). 2. Officials Committee will have monthly conference calls every 3 <sup>rd</sup> Thursday of the month		
<b>Time Standards</b>	No Report		
<b>Club Development</b>	Danica Burge – Report Posted 1. Grant Proposal from Helen Garcia Salcedo a) Received a grant proposal from Piedmont Swim Club Coaches who wish to set up a new team at the new site in Albany and is seeking \$14,200 to pay for the first 3 months pool rental get the team off the ground. Danica does not feel that club development has that kind of money to give, and that money given should not to be spent on paying expenses for renting a pool. Her recommendation is not to fund it from Club Development. b) This grant was discussed, and the appropriate place to apply would be to the Pacific Swimming Board of Directors for such significant support of launching a new team. However, it is felt that part of the plan for the new team would require that they have the funding for the pool already worked out, possibility working with the city to waive the fees the first few months. c) Clint Benton will get back to Helen Salcedo Garcia with our feedback and suggestions regarding what they might apply for in terms of support and how to show their viability, in a	Clint Benton will discuss this with Helen Salcedo Garcia	

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	<p>manner that Pacific Swimming could support.</p> <p>d) They may also be eligible for funding from diversity because they have a large base of underprivileged swimmers that fall into the diversity category</p> <p>2. Club Development is working on creating a “swimposium” consisting of LSC coaches presenting on such topics as club leadership, making a club successful, and creating a winning staff, to be open to coaches , club administrators, and officials.</p>		
<b>Travel</b>	No Report – see motion		
<b>Disability</b>	No Report		
<b>Board of Review</b>	No Report –see motion		
<b>Open Water</b>	No Report		
<b>Finance &amp; Auditing</b>	<p>Mary Ruddell</p> <ol style="list-style-type: none"> <li>1) Finance Committee has 5 members and needs several more</li> <li>2) This committee should have a treasurer from the zones – preferably having each zone’s treasurer rotate through <ol style="list-style-type: none"> <li>a) The committee will try a 6 month rotation</li> <li>b) They will start with Zone 1N’s treasurer</li> </ol> </li> <li>3) The committee meets primarily via teleconference and meets once a month</li> <li>4) Functions include: look over the financial reports, review the review of the auditors (this will take place in June), go over procedures for cash advances and petty cash</li> <li>5) Next meeting will be June 5<sup>th</sup> when they will review the review of the auditor</li> </ol>	Larry Rice will speak to Zone 1N treasurer to assess the willingness to start	
<b>Scheduling</b>	<p>Gerry Ng</p> <ol style="list-style-type: none"> <li>1. The schedule and criteria passed by the BOD and HOD to be used for the bidding for next year’s meets is now posted.</li> <li>2. Sanctioning Process <ol style="list-style-type: none"> <li>a) Gerry brought up the fact that clubs should be following the sanctioning procedures as they are delineated in the rules and regulations, and policy’s and procedures.</li> <li>b) Dual meets are sanctioned meets and need to be sanctioned by the zone and then by Pacific</li> <li>c) Approved meets are different and do not go through the sanctioning process – they follow a different approval process (but are restricted primarily to meets that have non-registered swimmers).</li> <li>d) Governance committee to clean up that portion of the Rules and Regulations labeled D. Sanctions, so there is no confusion regarding Approved meets.</li> </ol> </li> </ol>	Leo Lin and the Governance Committee will reword Rules and Regulation Section on Sanctions	
<b>Athlete</b>	<p>Stephanie Scannell and Brittney Malick</p> <ol style="list-style-type: none"> <li>1. Presented the athlete newsletter which is almost ready for distribution</li> <li>2. It has sections on the schedule of meets for the next two months, articles on a diversity swimmer, on the Olympics, on Ryan Lochte, on good nutrition, and is colorful with graphics that are very attractive</li> <li>3. Distribution will include e-mails to the coaches, posting on the Pacific website and they may set up a</li> </ol>	Jill Ruppenstein will help with setting up the	

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	table at Far Westerns where athletes can leave their e-mail addresses so the newsletter can be sent directly to their e-mails when it is ready for distribution	distribution with the athletes	
<b>Governance Committee</b>	<p>Leo Lin</p> <ol style="list-style-type: none"> <li>1. Governance committee has come up with procedures for changing documents such as the by-laws, policy and procedures, and rules and regulations – see motions</li> <li>2. The procedure and the form that documents the changes was presented - see motions</li> <li>3. The committee has decided to meet every other month, and in the “off” months, members forming smaller focus groups will meet to complete the assigned tasks.</li> <li>4. It was suggested that the athletes form a committee so they can get together on a regular basis and become a community. Lehla Irwin will help to oversee this, since that is a program under her oversight.</li> <li>5. Board structure is posted and the Governance Committee is still waiting for feedback.</li> </ol>	<p>Lehla Irwin to work with athletes</p> <p>Board Members to send comments regarding the Organizational Chart to Leo Lin</p>	
<b>Investment Committee</b>	<p>Mary Ruddell</p> <ol style="list-style-type: none"> <li>1. Letters sent out to the grant recipients</li> <li>2. They are getting reports that are put on line from the 2011 recipients</li> <li>3. At least 50% have responded with thank yous.</li> </ol>		
<b>Adhoc Committees</b>			
<b>Alternative Meet Committee</b>	<p>Mary Ruddell</p> <ol style="list-style-type: none"> <li>1. Observed meet – service to USA swimmers – no charge</li> <li>2. Approved Meet - meets with a mixture of registered and non-registered swimmers. Will charge a processing fee: 1 day meet \$35, 2-3 day \$75, 4 or more days \$105.</li> <li>3. Super League or similar type meet - if there are participation, entry or splash fees charged these meets would need to pay Pacific Swim Fees</li> <li>4. All meets need to be posted on the web- even if it is a closed meet.</li> </ol>		
<b>Camps Ad Hoc Committee</b>	<p>Jenny Malick</p> <ol style="list-style-type: none"> <li>1. Does not want to use a stipend as incentive for coaches – this is a motivational camp</li> <li>2. She has 2 coaches signed up and needs only a couple more for the next camp.</li> <li>3. Lelah Irwin suggested that the office send out notices to the coaches, as that was fairly successful in recruiting coaches for Western Zones.</li> </ol>		
<b>Time Standards Ad Hoc Committee</b>	No report		
<b>Zone Reports</b>			
<b>Zone 1N</b>	<p>Larry Rice</p> <ol style="list-style-type: none"> <li>1. Meeting was on May 14<sup>th</sup> and next meeting will be July 9<sup>th</sup></li> </ol>		
<b>Zone 1S</b>	No Report		
<b>Zone 2</b>	<p>Clint Benton:</p> <ol style="list-style-type: none"> <li>1. Met on May 21<sup>st</sup> with about 25 people attending</li> <li>2. Preliminary work on 2013 schedule of zone meets and budget</li> <li>3. If we get agreement on the 2013 schedule and budget at the June meeting we will skip the July</li> </ol>		

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	meeting.		
Zone 3	No meeting because of telephone problem – will meet next week		
Zone 4	No Report		
Old Business	None		
Motions	<p><b>1203BOR1 – Increase penalty for no show on finals from \$25 to \$100</b> – Change to R&amp;R Sect 3, B, 5b(4)(ii) If the No-Show occurs on the last day that the swimmer is entered in an individual even in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$25. The fine will be increased to \$100 if after 30 days of receiving the letter of notification the party has not made the payment. (Darryl Woo – Board of Review) (30 day motion)</p> <p>Discussion: This amendment only states that after 30 days without response the fine will be increased to \$100. There are no other additions</p>	1203BOR1 - passed	
	<p><b>1204Z21 – Out of Zone Team Entry with Priority Entries:</b> Proposal to add wording to R&amp;R Section 2, A, 4 Swim Meet Preparation, Meet Information Sheet so that it reads – 4. Meet entries are due two Mondays prior to the meet. Any Zone sanctioned meets may accept zone entries three Mondays prior to the meet. The host team may invite to be part of the Zone priority, one team outside of the Zone or LSC up to 30 total swimmers. (Clint Benton – Zone 2) – 30 day motion</p> <p>Discussion: It was not clear where this amendment should be placed although it appears it should go in R&amp;R Section 2, A, 4 and also in P&amp;P Section IX 5.0 (5). The Governance Committee will determine the placement and exact wording, including rewording of some sections pertaining to entry priority, but the intent of the motion was voted on. The intent is that in a Zone meet where there is limited priority entry, the host team may invite one out of Zone team of up to 30 swimmers, to enter the meet using the priority entry.</p>	1204Z21 – passed	Governance Committee will see to wording and placement of this amendment
	<p><b>1204GC2 – Conflict of Interest Form:</b> Change the current practice of having Conflict of Interest Policy and the Statement of Principles on Ethical Behavior and Conflict of Interest signed by members of the Board of Directors annually to:</p> <p>Members of the PacSwim Board of Directors shall sign the CONFLICT OF INTEREST POLICY and the STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AN CONFLICT OF INTEREST at the beginning of their term of office and upon any change in status. The signed document will be in effect for their term of office. (Leo Lin – Governance Committee)</p> <p>Discussion: We will see if Laurie Benton is able to create a check box in the registration form to handle the yearly renewal of conflict of interest, provided there are no changes.</p>	1204GC2 – tabled	Laurie Benton to check on adding a check box to registration form

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	<p><b>1204AG1 - Request for BOD Spending Approval for Western Zones:</b> The request to is spend \$158,070 on the Western Zones (Veronica Hernandez – Age Group Committee)</p> <p>No Discussion</p>	1204AG1 - passed	
<b>New Business</b>	<p>Presentation of bid from Web Sight Design by Bryan Levenson VP of Business Development – See handout with line items and anticipated costs</p> <ol style="list-style-type: none"> <li>1. Proposal presented has the primary objective of updating the website and setting up a system that would allow Pacific Swimming personnel, such as Jill the ability to update pages and dynamically create events, new meets without having to create a new HTML page or create some code. The update will be done with a CMS (content management system).</li> <li>2. CMS are easy to use, and it can be done quickly.</li> <li>3. They have created individual modules for every segment the website would need to function, such as meets calendars, descriptions of each club, published results of individual meets, and there could be a click of a button to update. It will also be easy to add pages with the click of a button.</li> <li>4. So Phase 1 is instituting all these modules with these capabilities, and also managing all the content areas with each having different pages, such as rules and regulations, club issues, which the administrator could go in easily to update and modify. The core issue is to streamline the process of using and updating the website and bringing it up to 2012</li> <li>5. The Content Management System they would be using is the PHP Open Source system. The code is open and is used by many so you can get someone else to do things later on. We are not dependent on this company for future additions.</li> <li>6. Discovery is first line item – they'll have a technical project manager meet with whoever is on the committee and learn what they would like and what they don't like, the hang-ups, time constraints, and find out what works and what doesn't work</li> <li>7. Technical Specification – outline of those components and modules that the CMS will consist of.</li> <li>8. Phase 2 we would have several mock ups of the new website presented to us, and we'd provide feedback on color coordination, "put this there", "add a button", etc, and go back and forth four or five times, to make sure that it looks and operates the way we want it to. They suggest we spend money not on branding but on seamless, ease of use website.</li> <li>9. Once we approve the mock ups they would build up the HTML layer, the front end of the website. In the production phase we can make changes in where the buttons and tabs are etc.</li> <li>10. Once we sign off on the shell of the HTML, the next process is tying that into the CMS data base. At that point changes are more expensive. Now the data is populated. We could archive the old data and put it on a CD or something and start forward (which is a savings of thousands of dollars).</li> <li>11. Will look at how much cell phone or handheld devices are used to determine whether to make another format that specifically fits those mobile devices. He suggests at this time we do not do that, but make a site that will fit into the cell phone. Adding the other design would add \$5000 to the cost and if we do not have enough of a percentage of users it would not be worth the cost.</li> <li>12. We could design the website first, find out after seeing what part of the website is being used the most</li> </ol>	<p>Jill Ruppenstein will form the committee to work with Web Design on the discovery phase</p> <p>Update August BOD</p>	8/22/12

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	<p>before considering designing a mobile site. He could look at the usage base to see how many have the capability to do mobile sites and depending on the % it may not be worth the cost at this time.</p> <p>13. E-commerce could be a phase 2 part.</p> <p>14. Suggest the website be hosted on a private server, or we could share a server but all the resources are shared.</p> <p>15. We want to have one website, not multiple websites.</p> <p>16. Ready for us to commit to move forward to start the formal Discovery and Technical Specification for Phase 1</p> <p>See Motion</p> <p>Update will be given at the August 22, 2012 BOD meeting</p>		
<b>Motions</b>	<p><b>1205Z41 – Meet Fee for High Country League Championship:</b> Meet fees \$5 for individual, \$16 for relays, and \$8 splash fee. (Jim Morfield-Zone 4)</p> <p>No Discussion</p>	1205Z41 - passed	
	<p><b>1205AMC1- Approve Meet Processing Fee:</b> Move to require host teams/clubs to pay an “approved meet processing fee” for meets whose participants are USA swimming athletes and non-USA swimming athletes. The fee structure is as follows: \$35 for a 1-day meet, \$75 for a 2-3 day meet, \$105 for a 4+day meet. This fee structure would be effective January 1, 2013 including any meet approved prior to January 1, but held in 2013. (Mary Ruddell – Alternative Meets Committee) (30 days) R&amp;R</p> <p>No Discussion</p>	1205AMC1 – (30day motion) To be voted at next BOD meeting	8/22/2012 BOD
	<p><b>1205AMC2-All Sanctioned and approved meet sheets to be posted on Pacific Web Site:</b> Move to require all sanctioned and approved meet sheets to be posted on the Meet Schedule page on the Pacific Web Site (Mary Ruddell-Alternative Meets Committee)</p> <p>Discussion: There was some concern that all the dual, tri and Super league meets may swamp the system, so that placement for these meets is being addressed with Rick Beebe, the present webmaster to see how this rule can be implemented. Placement will be made in the new website for these meets as well. There was also some discussion of how approved meets get posted since final approval occurs after the meet has occurred. However, those meets must go through a pre-approval process with USA Swimming and Pacific Swimming before the meet takes place, which would allow for posting the meet sheet.</p>	1205AMC2 – (30day motion) To be voted at next BOD meeting	8/22/2012 BOD
	<p><b>1205TC1 – Travel Reimbursement for USA Swimming Convention:</b> Recommend travel assistance to Convention be a reimbursement of up to \$600 to cover actual air fare expenses only (not to include baggage fees, business class or other upgrades). For Convention Delegates: Pacific Swimming can send up to 10 delegates to convention. All delegates who are slated to attend (based upon your position on the BOD) or who are a member at large, need to inform John Bitter by July 1 of your intention of attending the convention. Any others interested in attending the convention should also contact John Bitter by July 1 in case there is an</p>	1205TC1 - passed	

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	<p>opening. The funding for convention includes early registration, airfare allowance as set by the BOD, \$20 per diem and up to 5 nights in a hotel.</p> <p>Discussion: In future Travel Committee will continue to present the various airfares from the different airports. However the BOD will approve one amount, whereby actual air fare expenses will be reimbursed up to that amount (not to include baggage fees, business class or other upgrades).</p>		
	<p><b>1205GC1 – Document Change Procedure:</b> Process for effecting proposed New Language or Wording in Pacific Swimming By-Laws, Policy and Procedure, and Rules and Regulations (referred to as Governing Documents or GD in rest of document).</p> <ol style="list-style-type: none"> <li>1. Introduce motion to PacSwim Board of Director to support the change.</li> <li>2. Motion passed by BOD and House of Delegates (if required)</li> <li>3. Wording: <ul style="list-style-type: none"> <li>• If wording in Motion can be incorporated verbatim into GD, no further editing</li> <li>• If language in Motion needs to be reworded (for clarity, grammar or other non-substantive changes), rewording will be performed by PacSwim Office staff. Reworded statement will be approved by Governance Committee (GC).</li> </ul> </li> <li>4. Exact location in GD where change is to be made or inserted will be identified or confirmed by Office Staff and approved by GC.</li> <li>5. Changes to PacSwim By-laws must be approved by USA Swimming (USA-S Rules 602.7) <ul style="list-style-type: none"> <li>• Office Staff to submit proposed change to Chair, USA-S Rules and Regulation Committee.</li> <li>• Decision from USA-S must be made within 45 days. If no notification or response to PacSwim within 45 days, the proposed change will be deemed as approved by USA-S.</li> </ul> </li> <li>6. Changes, when effected in appropriate GD will have change date noted at the end of inserted changes for 1 year..</li> <li>7. A summary table of changes will be appended at the end of each GD listing the changes, including location of change, effective date and Document Change Number.</li> <li>8. Notice of GD changes will be announced on PacSwim website.</li> <li>9. Document Change will be tracked using the Track Document Changes Procedure and the Document Change Form.</li> </ol> <p>Pacific Swimming Procedure for Tracking Document Changes</p> <p>Any Motion passed by PacSwim BOD and/or HOD that required change in By-Laws, Policy and Procedure, and Rules and Regulations (refer to as Governing Documents or GD in rest of document) will be assigned a <b>DOCUMENT CHANGE NUMBER</b></p> <p>All documents involving the changed will be filed with the <b>Change Number</b></p> <p>All relevant information will be summarized in the <b>Document Change Form</b>.</p> <p>Document Change numbers will be summarized in a Summary Table.</p> <p>The Summary Table of Document changes will be maintained by the Office and all Document Change Files will be maintained by the Office in either hard copy or digital format in perpetuity.</p> <p>Appendix: Document Change Form</p>	<p>1205GC1-(30 day motion) To be voted at next BOD meeting</p>	<p>8/22/2012</p>



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	(Leo Lin – Governance Committee) (30 days) R&R  No Discussion		
	<b>1205GC2 – Document Change Form:</b> This form tracks the change that is made, listing where the change will take place, what other documents the change will affect, what the changes are, when they were done, and when they are affected, and request to USA –S Chair of R&R Committee if this is a by-law change. (Leo Lin – Governance Committee) (30 day motion) R&R  Friendly Amendment to include notification and confirmation of intent by the initiator of the motion.  No other discussion	1205GC1-(30 day motion) To be voted at next BOD meeting	8/22/2012
	<b>1205FV1 –Allocate money to start Discovery and Technical and Specification part of Phase 1 of Website:</b> Motion to allocate up to \$6,500 to do the Discovery and Technical Specification for Phase 1 and release \$1000 as a deposit to start that phase. (Fred Vogelgesang)	1205FV1 -passed	
<b>Next Meeting</b>	Next meeting will be on August 22, 2012 at the Marriott in San Ramon		
<b>Meeting Adjourned</b>	Meeting adjourned at 9:57 PM		

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