

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

**Date:** August 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		Gerry Ng	X	<b>Zone Reps</b>	<b>Athlete</b>	<b>Guests</b>		
Mike Rianda	X	Rick Beebe	X	Tish Steimle	X	1N - Larry Rice	Stephanie Scannel	Geiselle Morrone	X
Lehla Irwin	X	Marie Wise		Rick Waterhouse	X	1S – Mike Picardo	Natalie Tang	Debbie Tucker	X
Ron Heidary		Kent Yoshiwara	X	Warren Lager		2 - Clint Benton	X	Brittney Malick	X
Don Heidary	X	Peggy Ramirez	X	Leo Lin	X	3 – Kevin Twohey		Michala Roan	X
Veronica Hernandez	X	Elias Totah		Izzy Real		4 - Jerry Rudd			
Marie Lin	X			Darwin Takaki		4 - Jim Morefield			
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					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 7:30PM		
<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 May 23, 2012 BOD meeting approved		
<b>Executive Committee Report</b>	None		
<b>Officer's Reports</b>			
<b>Chair</b>	No Report All Committee Chairs are reminded to fill out the CR form and turn it in for the BOD meeting regardless of whether they have anything new to report.		
<b>Admin Vic Chair –</b>	No Report		

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<b>Operations</b>	See Motion		
<b>Admin Vice Chair – Programs</b>	Lehla Irwin: 1. Athletes Representatives had a conference call and many have now been assigned to Pacific Swimming Committees.		
<b>Treasurer</b>	Mary Ruddell: 1. See the financial reports posted for June, July and August, 2012 2. Budget worksheets will be sent out to all the committees by Friday to be filled out and returned by September 4 <sup>th</sup> so the budget can be put together for presentation at the BOD meeting on September 26 <sup>th</sup> . 3. Budget planning meeting will take place the week of September 17 – 22. 4. Requests for reimbursement for travel to Olympic Trials are due by September 4 <sup>th</sup> .	Mary and Peggy to send out the Budget worksheets by Friday  Committee chairs to return budget worksheets by Sept 4 <sup>th</sup>	
<b>Age Group</b>	No Report		
<b>Sr. Committee</b>	No Report		
<b>Registration</b>	Laurie Benton: 1. Registration Reports Posted for June, July, and August 2012 2. 2013 Forms for non-athletes are now available for everyone to fill out 3. Fall Athlete packets have been sent out to the teams. 4. Year-Round Athlete packets will be sent out to the teams in October		
<b>Diversity</b>	Kent Yoshiwara –Report Posted 1. Middle Atlantic LSC will be having a Diversity Conference for Coaches at the end of September 2. Kent may use funds designated to support awareness to send a coach from Pacific to that conference 3. Diversity Committee meeting is set up for tomorrow night		
<b>Camps</b>	Jennifer Malick 1. Junior Leadership Camp has 59 spots out of 60 filled and 5 coaches that have volunteered to do the program 2. Site for this Camp has been moved to Moraga (please note this site is more expensive than the sites in the past) 3. See Motion to approve spending funds for this Camp		
<b>Officials</b>	No Report		
<b>Time Standards</b>	Tish Steimle: 1. Tish presented the 2013 JO, FW –Short Course and Long Course times as calculated using the process approved by this Board. a) JO times remained the same as 2012 times. b) In some cases where there were not 40 swimmers entered in this year’s FW meet she tried to estimate c) In a few cases there needed to be some adjustments to slightly slower times for 15-16, and 17-18 girls times – these changes are shown in the tables. d) There are still issues regarding the percentage of swimmers that make the FW cuts where at the		

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	<p>younger age groups only 3 or 4% of the swimmers make the cuts, whereas in the 15-18 age group over 25% make it.</p> <p>e) John Bitter proposes that the coaches really discuss this at the HOD coaches conference in October and Tish can present the data so that they can understand the issues and help with the solution.</p> <p>2. PRT times are also presented. Time Standards Committee has been calling these times 25<sup>th</sup> place, because that is what they are, and because although they are called Pacific Reportable Times we are not reporting them anywhere.</p> <p>3. See motion to approve the times.</p>	Tish to present this information at the HOD coaches conference	HOD 10/13/12
<b>Club Development</b>	No Report		
<b>Travel</b>	No Report		
<b>Disability</b>	No Report		
<b>Board of Review</b>	No Report –see motions		
<b>Open Water</b>	No Report		
<b>Finance &amp; Auditing</b>	<p>Peggy Ramirez:</p> <ol style="list-style-type: none"> <li>1. See report by Treasurer regarding the Budget worksheets.</li> <li>2. Mary Ruddell and Peggy will be sending the worksheets with information regarding 2012 budget, amounts spent so far and amounts still available for use to the committee chairs by Friday.</li> <li>3. There is an additional line on the budget worksheets to indicate why a budget increase is needed if one is requested.</li> </ol>		
<b>Scheduling</b>	<p>Gerry Ng:</p> <ol style="list-style-type: none"> <li>1. Gerry will step down as Scheduling Chair as soon as a replacement is found</li> <li>2. John Bitter is working on finding a new Chair</li> </ol>		
<b>Athlete</b>	<ol style="list-style-type: none"> <li>1. Stephanie Scannel has moved out of area</li> <li>2. There are a number of athletes that have moved on to areas outside of Pacific to colleges and have resigned as a consequence</li> <li>3. Many of the athletes are now assigned to committees.</li> <li>4. There has been very positive feedback regarding the newsletter and the athletes are encouraged to work on the next issue</li> <li>5. As soon as Lehla has a list of the athlete representatives she should forward them to Marie Lin, Pacific Secretary</li> </ol>	Lehla Irwin to continue to work on list of athlete reps and send the list to Marie Lin	
<b>Governance Committee</b>	<p>Leo Lin:</p> <ol style="list-style-type: none"> <li>1. Governance Committee talked about recruiting Athletes that are older than high school students– students in College or athletes post college. <ol style="list-style-type: none"> <li>a. Larry Rice is contacting the new coach at Stanford to see if some of those athletes are interested.</li> <li>b. Certain committees would benefit from having Athlete Representatives with more maturity and life experience</li> <li>c. The GC has looked at other LSCs who have used college and post college athletes – for</li> </ol> </li> </ol>	The GC will look at recruiting more senior Athlete Representatives and may research this at Convention	

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	<p>example, the Athlete Representatives on the BOR of Southern California are post graduate athletes.</p> <ol style="list-style-type: none"> <li>2. The GC has also looked at the by-laws of 10 other LSCs to see how their BODs are configured. However, By-Laws have really not given a sufficient picture of how the BODs run, so members of the GC will begin to contact these other LSCs directly to gather that information.</li> <li>3. See motions</li> </ol>	The GC will contact other LSCs and report back regarding structures	
<b>Investment Committee</b>	<p>Mary Ruddell</p> <ol style="list-style-type: none"> <li>1. Pool Grants: <ol style="list-style-type: none"> <li>a. 5 teams have completed their projects</li> <li>b. 12 teams have responded to inquiries but have not completed the projects</li> <li>c. 7 have not done anything yet and Napa Valley may have to turn the money back because there are some issues involved which may not be resolvable</li> </ol> </li> <li>2. \$80,000 has been withdrawn from the investment funds to cover the pool grants and the Olympic Trials reimbursements</li> </ol>		
<b>Adhoc Committees</b>			
<b>Alternative Meet Committee</b>	Report Posted See motions		
<b>Zone Reports</b>			
<b>Zone 1N</b>	<p>Larry Rice</p> <ol style="list-style-type: none"> <li>1. Meeting scheduled for September 17<sup>th</sup> where they will be approving their schedule of meets and work on the Zone meet</li> </ol>		
<b>Zone 1S</b>	New Chair is Mike Picardo and Vice Chair is Danica Burge		
<b>Zone 2</b>	<p>Clint Benton:</p> <ol style="list-style-type: none"> <li>1. No meeting in July and August.</li> <li>2. Next meeting will be September 17<sup>th</sup> when the bidding for the Zone meets will take place</li> </ol>		
<b>Zone 3</b>	New Chair is Kevin Twohey and the next meeting will be September 15th		
<b>Zone 4</b>	No Report		
<b>Old Business</b>	<p>Web Site Design Report presented by Bryan Levenson from WebSight Design Inc.</p> <ol style="list-style-type: none"> <li>1. Provided a document with evaluation of our present system and their plan to clean it up, including questions which they need answered to help them with planning to provide what we would like <ol style="list-style-type: none"> <li>a. This website will be visible for Iphones and Ipads, but presently would not be interactive with those systems, as this would be much more expensive to implement.</li> </ol> </li> <li>2. They are working on presenting the section that will allow us to do meet registration. <ol style="list-style-type: none"> <li>a. They are looking at what Swim Connection does and how they are set up to help with the design</li> <li>b. They are also looking at the USA Swimming system</li> <li>c. This is an e-commerce proposal</li> </ol> </li> </ol>		

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	<p>d. There will be a secure system so that payments can be made on credit card, or pay pal.</p> <p>3. Request that they look at the Zone websites and the Committee websites such as the Official's websites to make sure those entities needs are served.</p> <p>4. Approval is needed to move forward with the process and to release money to make the next payment that is due – see motion</p> <p>5. Jill Ruppenstein will be the point person for Pacific Swimming to work with WSD.</p>		
<p><b>Motions</b></p>	<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>Addendum Presented: <b>Statement of Principles on Ethical Behavior and Conflict of Interest</b> that is attached to the back of the Annual Registration form for non-athlete membership, to be filled out and signed annually on registering for USA membership:</p> <p><b>STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST</b></p> <p>All of us who choose to serve USA Swimming and Pacific Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. We must serve without personal gain in order to avoid any institutional loss or embarrassment, and we must behave in a way to enhance the public's confidence and trust in our organizations.</p> <p>These principles require us to disclose any personal financial interests that might be affected by decisions we make on behalf of USA Swimming and Pacific Swimming, and to abstain from participating in those decisions. Any person who accepts the honor of serving USA Swimming and Pacific Swimming must accept the burden of public disclosure and public scrutiny. These principles also prohibit us from using information or data that belongs to USA Swimming or Pacific Swimming for our own personal gain.*</p> <p>Therefore, the following policies apply to all non-athlete volunteers and paid employees of Pacific Swimming:</p> <ul style="list-style-type: none"> <li>• No one shall make or participate in making any decision on behalf of Pacific Swimming that may affect his or her personal financial interests. This includes the award of contracts, the purchase of goods and services, the award or participation in contracts for professional or other services, and the allocation of USA Swimming or Pacific Swimming resources for personal use.</li> <li>• It is the responsibility of every person to publicly disclose any personal financial interests that may be affected by the conduct of his or her duties for Pacific Swimming, and to abstain from making or participating in any decision that may affect those interests.</li> <li>• All members of Pacific Swimming, and all consultants of Pacific Swimming, are prohibited from taking any list of Pacific Swimming clients for the purpose of making a personal or private solicitation of those clients.</li> </ul> <p>At this time, I am an owner, member of the board, or employee of the following organizations which may be affected by decisions I make as a member of Pacific Swimming:</p> <p>_____</p> <p>_____</p> <p>Date: _____ Signature: _____</p>	<p>1204GC2-addendum Passed</p>	

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	<p style="text-align: center;">Print: _____</p> <p>* Please direct any questions you may have regarding this policy to your Zone or Committee Chair.</p> <p>Discussion: This takes the place of the Conflict of Interest Policy and Statement of Principles on Ethical Behavior and Conflict of Interest that has been used previously. This form will be filled out when registering for non-athlete membership to USA Swimming. This is to take effect immediately on being passed by this Board.</p>		
	<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 - Passed	
	<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) (30 days) R&amp;R</p>	1205AMC2 - Passed	
	<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</p>	1205GC1 - Passed	

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	<p>(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 (Leo Lin – Governance Committee) (30 days) R&amp;R</p> <p>No Discussion</p>		
	<p><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&amp;R Committee if this is a by-law change. (Leo Lin – Governance Committee) (30 day motion) R&amp;R</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Clarified that this is just the tracking document to make sure the changes and all the steps are followed.</li> <li>2. Governance Committee will look into how the process of making sure the motions is written up in a manner that matches the intent and the R&amp;R, By-Laws, P&amp;P and legal requirements.</li> </ol>	<p>1205GC2 – Passed</p> <p>GC to develop process to make sure the motions are written appropriately</p>	
<b>New Business</b>	None		
<b>Motions</b>	<p><b>1208CCCC1 – Release money for Junior Leadership Camp:</b> Release \$11,800 of approved funding for Junior Camp (note \$3600 in copay funds required). (Jenny Malick – Camp Committee)</p>	1208CC1 - Passed	
	<p><b>1208BOR1 – Alternate Panel Member for Board Hearing:</b> The Chair of the Pacific Swimming Board of Review may, at their discretion, designate up to two (2) alternate members to a Board of Review panel. These alternate panel members shall be authorized to replace any originally designated panel member(s) who is not present when the Board of Review hearing is called to order, and shall have all of the rights and responsibilities of the original panel member(s). (Darrell Woo – BOR) (30 day motion) By-Law</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. It was clarified that according to USA rules the Chairman already has the right to appoint as many members as he feels necessary. A Full Board has at minimum 7 members.</li> <li>2. It is suggested that the motion be rewritten so that the team can have up to 10 members so the alternates can be included.</li> </ol>	<p>1208BOR1 – 30 day motion to be rewritten and voted on at the 9/22/12 BOD meeting. Then to HOD 10/13/12</p>	<p>BOD 9/22/12</p>

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	<p><b>1208BOR2 – Fees for BOR Rehearing:</b> Should either a Board of Review Petitioner or Respondent, upon notification of the finding by a Board of Review Panel, request the Board of Review to conduct a Rehearing, the requesting party shall be responsible for the costs to Pacific Swimming for the room in which the rehearing is conducted. (Darrell Woo – BOR) (30 day motion) By-Law</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Concern that if the hearing is found in favor of the party requesting the rehearing that the party still must pay the fee. It could be decided in the finding that the fees be returned to the requesting party.</li> <li>2. Consider rewriting this motion to follow the pattern of the National BOR which requires a flat fee for the hearing.</li> </ol>	<p>1208BOR2 – 30 day motion to be rewritten and voted on at the 9/22/12 BOD meeting. Then to HOD 10/13/12</p>	<p>BOD 9/22/12</p>
	<p><b>1208VC1 – Pacific Staff Employee and relationship to General Chair and/or Administrative Vice Chair:</b> Amendment to By-Laws Article 14.2.</p> <p>It is moved that the Pacific Swimming Bylaws be amended by the addition of the statement, "It is prohibited for a person to be employed by Pacific Swimming who is a member of the General Chair or Administrative Vice-Chair(s)'s immediate family. Definitions for purposes of this policy - "Immediate Family" include current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means those employees having a legal marital relationship or a recognized long-term shared living quarters relationship." to Article 14 – Permanent Office and Staff, 14.2 Staff.</p> <p><b>ARTICLE 14 -- PERMANENT OFFICE AND STAFF</b></p> <p><b>14.1 Office</b></p> <p>Pacific Swimming may maintain an office in the Territory for the storage of the books and records and equipment of Pacific Swimming and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with the Bylaws.</p> <p><b>14.2 Staff</b></p> <p>Pacific Swimming may retain paid staff at the Pacific Swimming Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice-Chair. It is prohibited for a person to be employed by Pacific Swimming who is a member of the General Chair or Administrative Vice-Chair(s)'s immediate family. Definitions for purposes of this policy - "Immediate Family" include current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means those employees having a legal marital relationship or a recognized long-term shared living quarters relationship. With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee Chair or coordinator. The power and duties of the paid staff shall be established in Pacific Swimming's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Executive Committee.</p> <p><b>14.3 Appropriations</b></p> <p>The Budget Committee shall include in its proposed budget a line item for the costs of Pacific Swimming's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Executive Committee shall be responsible, together with the General Chair, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential.</p> <p>(Mike Rianda – Vice Chair Operations) (30 day motion) By-Law</p>	<p>1208VC1 – 30 day motion, Vote on at the 9/22/12 BOD. Then to HOD 10/13/12</p>	<p>BOD 9/22/12</p>
	<p><b>1208TS1 – JO, FW, and PRT Times for 2013:</b> Adopt the JO, FW, and PRT spreadsheets for 2013 times with the revisions made, and some alterations in the process for calculation of times where needed. (Tish Steimle –</p>	<p>1208TS1 - Passed</p>	



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	Time Standards)		
	<b>1208L11 – Approval to Spend up to \$50,000 for WebSight to proceed to next process:</b> John Bitter authorized to sign for approval to move forward in the next steps of the Web Design Process. (Lehla Irwin, Rick Waterhouse, 2 <sup>nd</sup> )	1208L1 - Passed	
<b>Next Meeting</b>	Next meeting will be on September 26, 2012 at the Marriott in San Ramon		
<b>Meeting Adjourned</b>	Meeting adjourned at 9:13 PM		

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