

**Meeting Title:** Pacific Swimming House of Delegates Meeting  
**Date:** November 19, 2011

**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	Marie Wise		Darwin Takaki		<b>Athlete</b>	<b>Club Reps</b>	<b>Guests</b>			
Mike Rianda		Elias Totah		Fred Volgelgesang	X	Stephanie Scannell	X	Carol Nip	X	Ellen Woo	X
Lehla Irwin	X	Ken Brown		Darryl Woo	X	Natalie Tang		Mike Davis	X	Les Greenwood	X
Ron Heidary		Brian Malick	X	Joe Woo		Piankhi Gibson		Janet Green	X	Debbie Tucker	X
Don Heidary	X	Marcia Benjamin	X			Keltan Lawler		Jim Aumawn	X	Millie Nygren	X
Veronica Hernandez	X	David Benjamin		<b>Zone Reps</b>		Lucas Lin		Valerie Rudd	X		
Marie Lin	X	Judy Siegrist		1N - Larry Rice	X	Brittany Malick		Paul Stafford	X		
Mary Ruddell	X	Warren Lager		1S - Andre Salles-Cunha		Cassandra Marin		Karyn Kikuta	X		
Susi Jackson		Kent Yoshiwara		2 - Clint Benton	X	Michael Nguyen		Mike Heaney	X	<b>Office</b>	
Jennifer Malick	X	Gerry Ng	X	3 - Sybil Baldwin		Kyle Scalise				Jill Ruppenstein	X
Danica Burge	X	Tish Steimle	X	4 - Jerry Rudd	X	Lauren Van De Hey				Amy Smith	
Scott Shea		Rick Waterhouse	X	4 - Jim Morefield		Rebecca Baxley					
Steve Hurko		Peggy Ramirez	X								
Phil Harter		Leo Lin	X								
Rick Beebe		Izzy Real								Laurie Benton	X

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting called to order at 7:12 PM		
<b>Minutes from Previous Meeting</b>	None Presented Members of the BOD elected at the June 4, 2011, Zone Chairs and appointments to the BOD approved by the BOD in the October Meeting were presented and confirmed by the HOD. (see handout)		
<b>Ratify Actions of BOD</b>	Motion to ratify actions of the BOD since previous meeting on June 4, 2011.	Passed	
<b>Officer's Reports</b>			
<b>Chair</b>	Reported by John Bitter: <ol style="list-style-type: none"> <li>1. Summary of some of the Accomplishments over the last two years <ol style="list-style-type: none"> <li>a. The investment committee spent over \$50,000 in pool renovations</li> <li>b. We hired three office staff</li> </ol> </li> <li>2. Board of Directors retreat took place in October facilitated by Arlene McDonald from USA Swimming where we identified our strengths and weaknesses.</li> </ol>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>a. Areas we have chosen to focus on developing initially are Governance, Volunteers, Communication, and Scheduling and Meet Management</p> <ol style="list-style-type: none"> <li>1) Governance – a Governance Committee is being formed to help with reviewing and revising the By-Laws, and to look at the Board and its functions. It will also review the Policy and Procedures, and Rules and Regulations. This committee will develop and carry out an annual evaluation of the Board’s work, so we can improve, know what we do well and what we need to improve.</li> <li>2) Communications – <ol style="list-style-type: none"> <li>a) We have earmarked \$50,000 to upgrade our website so that it will be more socially effective, be more user friendly, and fan friendly, and will allow us to attract advertisement to generate revenue. John Bitter and Jillian Ruppenstein are researching firms and seeking bids, and this has included a request to Rick Beebe our present webmaster, that he considers sending in a bid if he wishes.</li> <li>b) John Bitter will be putting out a Monthly General Chief Newsletter to the Pacific Swimming Clubs highlighting what Pacific is doing and what the athletes have achieved.</li> </ol> </li> <li>3) Volunteers – we understand that the volunteer situation is changing with the issues in the economy, which affects the pool of available volunteers. We will be looking at strategies to encourage young families, to get involved in Pacific Swimming activities and become engaged in volunteering their services.</li> <li>4) Schedule and Meet Management <ol style="list-style-type: none"> <li>a) Gerry Ng is working with the Zones to get their schedules completed and is looking into how to improve meet management.</li> <li>b) Far Westerns is a Pacific meet for Pacific swimmers – we are looking into ways to make it more useful to Pacific Swimming and Pacific Swimmers. We are looking at ways to publicize it as a Pacific Swimming entity and how we might find ways to market it to generate revenue for Pacific Swimming.</li> </ol> </li> </ol> <p>b. Arlene MacDonald issued a report on Pacific Swimming’s Strategic Plan which includes our new Vision and Mission Statement. We will be providing stickers with these statements that can be easily placed on items. There is a second report which outlines the Strategic Framework and describes the initial steps we felt should be taken to implement these goals effectively</p> <p>2. There is the goal of “branding” Pacific Swimming, making it more visible and having members more informed about the activities and sponsorships that Pacific Swimming finances.</p> <ol style="list-style-type: none"> <li>a. We have ordered shirts that say Pacific Swimming Officials so the volunteer officials are known and acknowledged as Pacific Swimming Officials when they work.</li> <li>b. We continue to support the community pools through our pool grants programs, helping to maintain and improve facilities that support the Pacific Swimming Clubs, swimmers and their</li> </ol>	<p>Jillian Ruppenstein will complete contact with firms and John Bitter and she will review the bids to prepare presentation to the BOD</p> <p>Gerry Ng will work with John regarding the revamp of Far Westerns</p> <p>Contact Jillian Ruppenstein from the office if you want copies of these reports</p> <p>Brian Malick will be distributing these shirts to the Officials.</p>	<p>BOD meeting 1/2011</p>

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>community. This is especially important given that USA reported the close of 3000 pools last year and expects that the same will happen next year, given the economic situation.</p> <ul style="list-style-type: none"> <li>c. We have one of the top diversity programs in the Nation – we are a model for USA Swimming</li> <li>d. We want to show that we are seeking new opportunities, to utilize our resources, and giving back to the sport.</li> <li>e. We will be using investment reserve money this year to support 1) Pacific swimmers travel to Olympic trials, 2) Pacific Swimming community pool renovations, 3) upgrade of the Pacific Swimming website</li> </ul>		
<b>Admin Vice Chair – Operations</b>	No report		
<b>Admin Vice Chair – Programs</b>	No report		
<b>Treasurer</b>	<p>Reported by Mary Ruddell</p> <ol style="list-style-type: none"> <li>1. Transition from Fred Vogelgesang to Mary Ruddell occurred in August and has gone smoothly thanks to Fred's help and his procedure manual.</li> <li>2. The External Audit was done for 2011 for LSC and Zones and we got a good report , and received a number of suggestions for regarding improvement which include: <ul style="list-style-type: none"> <li>a. Develop accounting policy and procedures to be used across the LSC and Zones</li> <li>b. Better record retention</li> <li>c. Financial information needs to be consolidated</li> <li>d. Develop a new Chart of Accounts – which shows the LSC and the Zones use together since we are one entity and file taxes as one entity</li> <li>e. Several suggestions regarding financial practices which will help to protect ourselves and the treasurers (LSC, and Zones). Included is the need to find ways to be more transparent with bank reconciliations.</li> </ul> </li> <li>3. The Audit Firm (LMGW) helped us file the amended tax forms for CA and Federal and will file our next year's taxes and continue to work with us on our audits for next year</li> <li>4. We have hired a bookkeeper firm to help with the records and with the work outlined above</li> <li>5. Financial snapshot <ul style="list-style-type: none"> <li>a. Most of our income comes from Membership and Meet Fees</li> <li>b. Most of our expenses are from Membership and Age Group</li> <li>c. As of October 31, 2011 our Investment Funds = \$1,754,715.12, and Zones= \$32,798.17</li> </ul> </li> <li>6. Currently, as of October 31, 2011 we have some \$77,000 of unspent money in the bank that is in the budget but has not been allocated, Our original budget plan called for being -\$56,000 at the end of the year. However, our fiscal picture will be much better as it is not likely that we will spend \$134,000 between now and the end of December. We will continue to present a well thought out budget, which</li> </ol>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>allocates our money wisely, in ways that will benefit the swimmers.</p> <p>7. Statement of Financial Position by Zones was also presented and this is the format that will be followed for future financial statements</p>		
<b>Age Group</b>	No Report		
<b>Sr. Committee</b>	No Report		
<b>Registration</b>	No Report		
<b>Diversity</b>	<p>Veronica Hernandez reports:</p> <ol style="list-style-type: none"> <li>1. Kent Yoshiwara is at the USA Diversity Summit so Veronica is presenting for him</li> <li>2. The members of the committee were presented. 2 of the athlete representatives have just graduated so they are looking for new athlete representatives.</li> <li>3. The diversity camp hosted 36 kids and Nathan Adrian and Anthony Ervin were there. The kids explored not only their career in swimming but also what their life and career planning might be</li> <li>4. Last year the Diversity Committee granted \$35,000 in grants and they are entertaining new grant proposals now. The reports have been received from all programs that have received grants regarding how they have implemented their program and how it is helping the designated swimmers.</li> <li>5. The Fred Siegrist Diversity Scholarship is available to help swimmers who need help financially to go to All Star Meets by giving them scholarships to pay the co-pays.</li> <li>6. Diversity Committee would like to have a diversity webpage to post pictures and get more people to know about our work.</li> <li>7. Western Zones wants to have a diversity meet, like the one put on by our LSC. We are hoping to be able to host that meet in our LSC.</li> <li>8. Diversity Committee's future goals are to increase multicultural, ethnic, and socioeconomic diversity</li> <li>9. The list of programs that received grants was presented</li> <li>10. Diversity Committee has adopted the USA Swimming's Mission Statement for Diversity</li> </ol>		
<b>Camps</b>	Jennifer Malick reports that the Olympic Trial Camp is filled		
<b>Officials</b>	No Reports		
<b>Time Standards</b>	<p>Tish Steimle reports:</p> <ol style="list-style-type: none"> <li>1. Policy and Procedure for Determining Time Standards <ol style="list-style-type: none"> <li>a. Far Western and JO qualifying times changed to 40<sup>th</sup> place, and no age group time standard can be slower than a younger age group. Times achieved are valid for up to 18 months</li> <li>b. A times are to be 8% off the JO Times but we will move to that in a graduated process, 2012 = 12% off JO, 2013 = 10% off JO, 2014 = 8% off JO.</li> <li>c. B times are to be 10% off A times</li> <li>d. Tish is planning to propose a change in the Pacific Reportable Times (PRT) to make them more meaningful. For the first year of change the PRTs would be the 25<sup>th</sup> place for the 25 yard time for the year. The following year it would be the average for the past 2 years for 25<sup>th</sup> place, and the year after that it would be the average over the past 3 years for 25<sup>th</sup> place. From then the rolling average over the past 3 years for 25<sup>th</sup> place would be used. If the 25<sup>th</sup></li> </ol> </li> </ol>	New A and B times passed in BOD 10/11 and will take effect January, 2012	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>place is slower than the Far Western time Tish would change it so that the PRT time would be faster.</p> <ol style="list-style-type: none"> <li>2. Chart of times were presented</li> <li>3. Tish reports that as of September 1, 14 &amp; Unders presently have 5216 eligible swims for JOs, and we still have one more week of eligibility. Maybe 2/3rds will be swims because some swimmers will not come and some swimmers have more then 9 eligible swims with the entries limited to 9 swims for the entire meet. None the less this will be a large JOs.</li> </ol>		
<b>Club Development</b>	No Report		
<b>Travel</b>	No Report		
<b>Disability</b>	No Report		
<b>Board of Review</b>	<p>John Bitter Reports that he had a phone conference with the Board of Review, and they will clarify who the next Board of Review Chair will be.</p> <ol style="list-style-type: none"> <li>1. The outstanding Board of Review cases will be the first task they will work on, to get the information that has been gathered, review it and close the cases.</li> </ol>		
<b>Open Water</b>	<p>Marcia Benjamin reports:</p> <ol style="list-style-type: none"> <li>1. Goal this year has been to have more open water swims and encouraging coaches to have their swimmers enter open water events</li> <li>2. Will be trying to get a page on the website devoted to open water swims with information such as how to enter, etc.</li> <li>3. Next year there will 3 new events – a 5K, a 10K , and a 2 mile swim that are for kids and masters together</li> </ol>		
<b>Investment Committee</b>	<p>Mary Ruddell reports:</p> <ol style="list-style-type: none"> <li>1. Overview of Investment Funds Activities <ol style="list-style-type: none"> <li>a. This year committee has worked hard at giving the fund more of a purpose rather than its stated purpose which was to be money held in reserve should some catastrophe happen.</li> <li>b. The Committee meets quarterly with the investment adviser Steve Drexler from Wells Fargo, who has done a superb job in preserving our funds during the financial down turn.</li> <li>c. Asset value as of end of last year was \$1,732,417.00, and as of October 31<sup>st</sup> 2011 it is \$1,754,715. All of the gains were from growth since no money was added to the fund and no money was taken from the fund.</li> <li>d. They intend to keep in reserve at least at a minimum, 50% of our operating funds. In this economy we may need to consider keeping 75% of our operating funds in case we have a catastrophe.</li> <li>e. Presently, given the market we have more money liquid in cash then previously.</li> <li>f. They continue to look for ways to use the funds wisely to support Pacific Swimming needs such as the pool grants program to support the renovation and upkeep of pools that are used by Pacific Swimming and Pacific Swimming's communities.</li> </ol> </li> </ol> <p>Fred Vogelgesang reports the following:</p>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<ol style="list-style-type: none"> <li>1. Fred reiterates Mary's report on the purpose for the investment funds, and includes a statement that it is appropriate and legal to have the reserve funds that we have and these reserves will not put our non-profit status in jeopardy.</li> <li>2. Fred states the purpose of the investment Funds is a) to have a reserve for the operating budget, b) have a vehicle for "holding" funds for cyclical demands that are not annual, such as Olympic Trials, and c) be a resource to generate more funds. He emphasizes that the purpose is not to use these funds for normal operating expenses.</li> <li>3. Fred challenges the Zones to have a similar document as the one he just presented which would state the purpose of their retained funds.</li> <li>4. Fred described his vision, which is that the main objective would be to grow this reserve fund so that instead of having \$1.7 million we will have \$10 million, or \$20 million in this fund – he feels that once we have this greater base of funds we will then be able to give grants of larger amount without affecting the principal.</li> <li>5. Fred then described the Pool Grant Program which was to provide assistance to upgrade pools where our Pacific Swimmers compete. He presented the grants that have been given out so far.</li> </ol> <p>Clint Benton raised the question about where we got \$57,000 for the grants this year, since the Investment Funds reported by Mary Ruddell had no movement and it was not taken from general operating funds. Fred explained that we have money in our Checking (\$30,000) and Savings Accounts (\$150,000) in Chase Bank. We were able to use the cash on hand in those accounts to pay for the pool grants and did not need to take money out of the Investment Funds in Wells Fargo. He further explained that this was because we did not spend all the money that was allocated for the general operating expenses, since the All Stars Meet did not cost as much as budgeted and there were other programs that under spent. This explanation caused some further confusion because for some HOD members that seemed to mean we were using general operating funds (left over from unspent funds allocated for general operations), not investment funds to support this program. Mary clarified that because our income and expenses fluctuate, we keep sufficient monies in liquid form in our Chase Savings and Checking Accounts, to manage cash flow and not incur expenses by untimely withdrawal of funds from the Wells Fargo Investment Portfolio. Some of those liquid funds are part of our "investment reserve" and were not reflected in the statement about Investment Funds (those maintained in the Wells Fargo Portfolio) that Mary presented.</p>		
<b>Finance &amp; Auditing</b>	See motion below		
<b>Scheduling</b>	No Report		
<b>Athlete</b>	No Report		
<b>Resolutions and Orders</b>	<b>1111C1 Allocate Funds for Travel to Olympic Trials:</b> Move to use Investment Funds (if needed) to fund travel to Olympic Trials. Estimated reimbursements are \$600 for flight and \$400 stipend (approximately \$65,000). The Olympic Trials are considered extraordinary expense	1111L1 which passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>Discussion: Clint Benton suggested that we not vote on money from "Investment Funds" only because in fact we may use the cash on hand from the savings account. We should just say we are going to fund it. Also, Tish Steimle wanted clarification as to whether Pacific Swimmers who have dual citizenship might be eligible to receive the support for travel to another country's Olympic Trials. It was determined that the intent is to support Pacific swimmers who would represent the US in the Olympics.</p> <p>Amendment <b>1111LI1(2<sup>nd</sup> VH)</b> add <b>USA</b> in front of "Olympic Trials" in the motion</p> <p><b>1111IC1 with Amendment 1111LI1:</b> Move to use Investment Funds (if needed) to fund travel to USA Olympic Trials. Estimated reimbursements are \$600 for flight and \$400 stipend (approximately \$65,000). The USA Olympic Trials are considered extraordinary expense</p>	Passed	
	<p><b>1111IC2 \$50,000 to Upgrade Website:</b> Move to make available funds to assist with the Website Upgrade. The Website upgrade would be a one-time extraordinary expense. Funding from investments not to exceed \$50,000</p> <p>Discussion: John Bitter reports that we will be getting bids from firms to do the website upgrade. The BOD will be presented with 3 bids to vote on. This website will include tabs for each of the zones, for committees, and task forces. All Zones and Committees will have tabs so that there will be uniformity in language and there will only need to be one website instead of numerous independent websites. The Zones and Committees will be able to post whatever specific items they want posted on the websites. However, this will insure that the same formats will be used, and everything will be contained in one site. Bidders have been asked to include fees for maintenance, and consulting for the first year in their bids. Pacific will take over maintenance after the first year.</p>	<p>Passed</p> <p>John Bitter and Jillian Ruppenstein will review Bids and present the 3 best bids to the BOD to vote on selection.</p>	
	<p><b>1111IC3 Second Round of Pool Grants:</b> Move to offer a second round of Pool Grants from earnings in 2012 which will be \$50-60,000.</p> <p>Discussion: John Bitter reports that there is an ADA law that states that you have to have a handicap lift for every pool that is used by the public. 50 meter pools are required to have 2 lifts. This includes all community pools, hotel pools, any pools which are open to public use. These lifts need to be in place by March of 2012, or those pools face being shut down. Those lifts cost anywhere from \$6,000 to \$8,000. Pool grants could be used to help in funding those lifts.</p>	Passed	
	<p><b>1111AC1 External Audit 2011:</b> Moves to accept the 2011 external audit report made by LMGW</p>	Passed	
	<p><b>1108EC1 Change of HOD Dates:</b> Executive Committee requests change of dates of HOD to 1<sup>st</sup> or 2<sup>nd</sup> weekend of October, and 1<sup>st</sup> or 2<sup>nd</sup> weekend of May (Passed by the BOD)</p> <p>Discussion: Goal to change the November meeting to October to occur right after the USA Convention and make it an all day affair. Day meetings will include different educational and informative topics for coaches and</p>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>delegates so they can get education and updates. In the evening the House of Delegates will have the business meeting, including approval of the budget. Putting the second meeting early in May will allow us to get it done before NCS and CCS and avoid having it during June when there are so many meets happening. Clint Benton suggested that the motion not be so narrow with regard to actual time but rather be more flexible by stating the HOD will meet 2 times a year as determined by the BOD.</p> <p>Revised: <b>1108EC1</b> The House of Delegates meeting will take place twice a year, once in the spring and once in the fall, with the dates being determined by the Board of Directors.</p>	Passed	
	<p><b>1109JB1 2012 BOD and HOD Meeting Schedule:</b> Move to accept the HOD and BOD schedule presented to and passed by the BOD</p>	Passed	
	<p><b>1110GN1 Reaffirm BOD 2003 motion to Pay BOD members' USA Swimming Registration Expenses:</b> Reaffirm BOD motion to pay BOD members' USA Swimming Registration Expenses: Pacific Swimming will pay for all BOD members' USA Swimming Registration Expenses (Registration fees, plus background check fees) and this will be a line item under the Chairman's Budget. This policy will be reflected in Policy and Procedures.</p> <p>Discussion: Mary Ruddell stated that Registration fees are budgeted in membership, Background is in background section. So it will not be a line item under the Chairman's Budget.</p> <p>Revised: <b>1110GN1.</b> Reaffirm BOD motion to pay BOD members' USA Swimming Registration Expenses: Pacific Swimming will pay for all BOD members' USA Swimming Registration Expenses (Registration fees, plus background check fees). This policy will be reflected in Policy and Procedures.</p>	Passed	
	<p><b>1111DT1(2<sup>nd</sup> GN) 10% of Reserve funds to available to balance annual budget:</b> To allow Pacific Swimming HOD to use up to 10% of Pacific Swimming reserve funds on August 31 to balance the yearly budget approved at the November HOD</p> <p>Discussion: needs 2/3 vote to bring this motion to the floor. Clint Benton feels this is just a further restriction on the reserve funds and we don't need it at this time.</p>	Failed	
<p><b>Presentation of Annual Budget</b></p>	<p>Peggy Ramirez presented the budget and the following line items were pulled:  11500 Meet Fees  55000 National Senior Program</p> <p>Discussion: Fred Vogelgesang had requested the pulling of both 11500 and 55000 not to challenge to the budgets. Instead he used this as a vehicle to voice his concern that he feels there are certain teams that have taken advantage of the "grey areas" regarding meet fees where they are not specifically spelled out, and these teams have questioned the charging of those fees. He also feels that there are other "grey areas" regarding subsidies for some meets. It should be made clear in the future that only subsidies spelled out in the bidding packages will be given. Fred would like these "grey areas" clearly defined and written and would like a task force created to do this. John Bitter has taken this under advisement and will establish a task force to address</p>	John Bitter will establish a task force to address clarity on when there are stipends, when there will be fees paid to Pacific and what those fees will be	



TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>this.</p> <p>There were no specific questions about the budget.</p>	Budget passed	
<b>New Business</b>	Veronica Hernandez asked about whether we passed a motion regarding running consolation heats at spring JOs at a second pool. That motion was passed. This is an issue she will bring up in the BOD meeting November 30, 2011	Veronica Hernandez will bring up this issue in the next BOD meeting	BOD 11/11
	<p><b>1111MR1 All Star Funding following Age Group Guideline:</b> Motion to accept Darwin Takaki's guideline regarding financing the All Star Meet which would have the LSC pay all the expenses for the All Star Meet including all transportation, all lodgings, etc.</p> <p>Discussion: This was actually passed in the BOD but in the budgeting process it was overlooked. There would be no impact on the budget since the LSC would absorb the expenses rather than subsidizing the Zones to pay the expenses</p>	Passed	
<b>Elections</b>	<p><b>1111EC1 Form Nomination Committee:</b> Motion to form the Nomination Committee for election of Board Members and it should consist of one member from each of the zones and the ex-officio chair Joe Woo</p> <p><b>1111CB1 Composition of Nomination Committee:</b> Zone Chairs will fill the positions on the Nomination Committee unless they appoint another person to replace them, and Joe Woo will serve as chair</p>	<p>Passed</p> <p>Passed</p>	
<b>Meeting Adjourned</b>	Meeting adjourned at 9:15PM		

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