

Meeting Title: Pacific Swimming Board of Directors Meeting
Date: Sep 28, 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	Scott Shea	Mike Metcalf		Athlete	Guests
Mike Rianda	X	Steve Hurko	Kent Yoshiwara	X	Stephanie Scannell	X Millie Nygren X
Lehla Irwin	X	Phil Harter	Gerry Ng	X	Zone Reps	Natalie Tang X Debbie Tucker X
Ron Heidary		Rick Beebe	Tish Steimle	X	1N - Larry Rice X	Valerie Rudd X
Don Heidary	X	Marie Wise	Rick Waterhouse	X	1S - Andre Salles-Cunha	
Veronica Hernandez	X	Elias Totah	Peggy Ramirez	X	2 - Clint Benton X	
Marie Lin	X	Ken Brown	Leo Lin	X	3 - Sybil Baldwin	
Mary Ruddell	X	Carlene Takaki	Izzy Real	X	4 - Jerry Rudd X	
Mike McCombs		Brian Malick X	Darwin Takaki X	X	4 - Jim Morefield	Office
Jennifer Malick		Marcia Benjamin	Fred Volgelgesang		Jill Ruppenstein X	
Linda Nollette		David Benjamin	Darryl Woo		Amy Smith	
Danica Burge	X	Judy Siegrist	Joe Woo		Laurie Benton X	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Called to Order at 7:30 PM		
Minutes from Previous Meeting	Minutes of August 24, 2011 approved with the addition of attendees		
Officer's Reports			
Chair	<ol style="list-style-type: none"> 1. Announcement from USA-S: Ben Sheppard is no longer an employee of USA-S and it is the understanding of USA-S/Pac Swim that his swim club has suspended him. Because this is a personnel issue, USA-S has no further comment on it. While we (USA-S and Pac Swim) cannot discuss the details of any specific case, as a general matter it is USA-S/Pac Swim's policy to investigate all formal complaints and to cooperate with law enforcement agencies. In addition, USA-S has enacted a comprehensive athlete protection program and is committed to its full execution and enforcement. 2. Conflict of Interest and Ethics Statement: These forms are USA-S Forms. Everyone is to sign both sheets and turn them into Laurie Benton at the end of the meeting. A spreadsheet will be created for reference – to avoid any conflicts of interest 3. Laurie Benton also has Non-Athlete registration forms which all should pick up and fill out. 4. Jill Rupperstein introduced: our new full time employee who will be taking on Amy Smith's position as of 	<ol style="list-style-type: none"> 2) Spreadsheet to be created and distributed as appropriate 3) All Board Members register as Non-athlete 	

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	October 15 th . Amy Smith will continue to provide services to the LSC on a contract basis to handle travel, and is in the process of training Jill.	members by 12/31/11	
Admin Vic Chair – Operations	No report		
Admin Vice Chair – Programs	No Report		
Treasurer	Balance Sheet for finances up to Sept 25 th is posted		
Age Group	1. Time standards proposal for JO's will be discussed in the motion 2. Working on Awards Banquet and all winners have been identified. Will be sending out invitations		
Sr. Committee	No report		
Registration	See Report Posted		
Diversity	See Report Posted		
Camps	No report		
Officials	No report		
Time Standards	No report		
Club Development	No report		
Travel	See motion 1109RW1		
Disability	There will be a Disability swim meet this Saturday and Sunday, co-hosted by Santa Clara and Pacific Swimming. There are 78 registered swimmers, twice as many as last year	Invitation to come, help out, and watch	
Board of Review	No report		
Open Water	No report		
Finance & Auditing	Budget Requests are due October 1st	Turn in budget requests	10/1/11
Scheduling	Gerry Ng is working on setting up the 2011 Schedule to be posted on-line. Also sending out the excel spread sheet to all Zones to fill out information about their schedules. It will go out by Friday with instructions regarding what information to provide.	Zones to fill out schedules on spreadsheet	
Marketing	No report		
Athlete	Report by Stephanie Scannell regarding Convention and Athletes experience: 1. Able to offer their opinions on topics 2. Gained an understanding of how meetings run, so they can function better at LSC board meetings 3. Joined focus group for new athletes 4. Times for Scholastic All American Athletes will be changed to correspond to the old Junior National Times		
Zone Reports			
Zone 1N	1. Election of officers – Larry Rice new Zone Chairman 2. Schedule of meets finalized 3. By-laws approved		

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	4. Zone wanted to buy some swim guides, but it will be only electronic		
Zone 1S	1. Formed committee to go over the Zone 1S by-laws		
Zone 2	See Report posted		
Zone 3	Peggy Ramirez reporting for Sybil Baldwin: <ol style="list-style-type: none"> 1. Confirmed all needed support to Lehla Irwin for the 2012 All Star Meet 2. All Star Meet - Committees set up and preparing motions to be put forward to the BOD at the October meet 3. Coaches want to modify rules for distance events for 10 & under 4. Would like to increase entry fees, especially for Long Course meets which run at a deficit 5. Would like guidance regarding having inappropriate people coaching. One coach fired abruptly and some uncertified coaches coaching on deck. John Bitter needs a written report so that this can be acted on immediately. 	5). Zone 3 to turn in a written report to John Bitter ASAP	
Zone 4	<ol style="list-style-type: none"> 1. Elections completed – same officers 2. Discussed how to recruit and retain officials, a difficult situation which still seems to have no solution 3. Scheduled 2 new clinics for officials 		
Old Business			
Motions	1108MR Capitalization Policy – deals with capital equipment that is \$4000 and over. All the equipment we presently have is fully depreciated. This motion will help with equipment moving forward	Passed	
	<p>Change in Time Standards for JOs and Far Westerns: There is still concern about the size of the JOs and Far Westerns. With the present time standards the JOs and Far Western Short Course and Far Western LC meets, (all with one pool venues), will be too long and unwieldy. 1108CB/GC requires that age group come up with a revision in time standards that passes at this meeting. Otherwise we would revert to the time standards in 1104 Time Standard 1 and 1104TS1, which passed the BOD but failed at the HOD 6/11 meeting. The Age Group motion 1109AG1 did not pass, so 1104 Time Standard 1 and 1104TS1 are reinstated with the amendment 1109CB1 which allows for bonus events at the 2012 JOs long course, a dual venue. In the discussion a number of other ideas were brought up for consideration which may be useful to pursue in the future.</p> <p>1109AG1: FW and JOs Time Standards: 1) For 1 pool meet (JO's and Far Westerns) 14 & U change to 40th using the 3 year rolling average (as calculated in 1104Time Standard 1 motion), 15-16, and 17-18 will stay as they are now. (Will include the 18 month window for achievement of time which was already passed.). 2) With 2 pools (JOs LC this summer) maintain the present times with no changes.</p> <p>1104 Time Standard 1 and 1104TS1: Time Standards Calculations: For JO's and Far Westerns calculate standards to 40th place with 3 year rolling average for all events – examine yearly, and time standards are to be no slower than the faster time standards of a younger age group as a swimmer ages up</p>	Age Group and Time Standards should continue to work together to see what other options they can come up with for the JOs and Far Western meets in 2013 and onwards 1109AG1 - Failed 1104Time Standard & 1104TS1 - Reinstated	

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	<p>1109CB1: Bonus events for 2012 Long Course JOs: for 2012 Long Course JOs 2 bonus events will be allowed for each swimmer that has at least 1 qualifying JO time. Time standard for the bonus events will be the current (2011) JO time standard. If local conditions warrant it the Meet Referee and with the concurrence of the Meet Director may require a mandatory scratch down of the bonus events</p>	1109CB1 - Passed	
New Business	<p>John Bitter Reports from Convention:</p> <ol style="list-style-type: none"> 1. New Athlete Protection Education is now up. Needed for renewal of Non-Athlete Membership 2012. It takes about an hour 2. Junior cuts substantially dropped for the summer 3. In 2013 National standards will go to Olympic trials times 4. Nationals C finals will only be 18 and under 5. Summer Nationals will require Long Course qualifying times to enter – they will not accept Short Course times 6. Western Zones All Star Meet has dropped 15 & up. They will need to go to Western Zones Senior Meet which is a Team based meet, not an All Star Meet 7. Sectional Standards are also going to drop for next summer 8. Grand Prix Meets will be capped 	All Board Members and anyone wanting to renew Non-Athlete Membership in 2012, should take Athlete Protect Course by December 2011	12/31/11
	Rick Beebe posted the Privacy Policy passed by USA-S so we are aware of it. It does not change what we need to do for athletes but gives us permission to publish personal information for many types of non-athlete members.	Rick Beebe will address any problems we may have so we are compliant.	
	<p>Limitation of JO's to Pacific Swimmers only</p> <ol style="list-style-type: none"> 1. There is no actual wording in the rules and regulations, policy and procedures, or by-laws which explicitly states that JO's are limited to Pacific Swimmers 2. Since Age Group has functioned with it that way, and put it in the meet sheet, we need to make sure that the actual wording is placed in the appropriate rules and regulations and/or policy and procedures. 	2) Age Group should work with Audit to make sure that the wording is in place or a motion is created to put it in place	
Motions	<p>Outside Auditor's recommendations and Financial Statement</p> <p>Audit was completed and the outside Auditor presented to the Executive Committee, the Audit Committee, Zone Chairs and Zone Treasurers, their recommendations and a Financial Statement. It became clear in the presentation that we need to have more uniform categorization and processes. We will be trying to hire a bookkeeper to help with this process, and with forming a new chart of accounts. Consolidation should be rolled up quarterly. We should have a record retention policy, and separation of duties with a second person having oversight (for protection of the treasurers, the zones and the LSC). A number of the recommendations are in process or already in place: the Capitalization process, the signing of the conflict of interest forms and maintaining them in one place. Pacific Board of Directors, Zone Board of Directors and the Board of Review are covered for D&O insurance under USA –S's D&O policy, as we are an extensions of USA-S</p>		

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	<p>1109AC1a: Outside Auditor's Recommendations: Accept and implement recommendations in the Management letter</p> <p>1109AC1b: Outside Auditor's Financial Statement: Accept the financial statement with the caveat that some of the categorizations may not be completely accurate but that the total incomes and expenses are accurate and we will move forward towards better accuracy in categorization.</p>	<p>1109AC1a - Passed – begin implementation effective immediately</p> <p>1109AC1b - Passed</p>	
	<p>Change of Fiscal Year Budget Cycle: Leo Lin proposes to change the Budget Cycle to start on September 1 through August 31. To change this the first year we would have two budget cycles, 1st Jan through August, and 2nd September through August the next year. One concern Fred Vogelgesang had would be that the budget for the new board would be structured by the old board. However, as it presently stands, the new board has the old board's budget for 3 months. If the old board and new board worked together during the transition period from May (elections) to September (new Board begins) both old and new board members would own the budget. Moreover this process would support a smoother transition of positions. This change would follow USA-S's budget cycle. The plan would be to change the Budget Cycle and once we are familiar with it and if we have adapted well to it we could then go through a legal transaction to change the fiscal year. It would also help to have two budget meetings a year. We presently only have one but we are on track to have two.</p> <p>1109LL1: Amend By Laws Article 15.1 Fiscal Year: Amend Article 15.2 of the By-Laws to have the fiscal year have an annual cycle starting on September 1 through August 31, with 2 budget cycles for the year the changes are to be adopted – 1st: Jan 1-August 31, and 2nd: September 1 through August 31 of the following year.</p>	<p>30 day motion BOD 10/11 Then HOD 11/11/11</p>	<p>10/28/11 11/19/11</p>
	<p>2012 BOD and HOD Meeting Schedules: John Bitter presented a tentative schedule for BOD meetings and HOD meetings. This schedule is subject to HOD approving the changes the BOD approved regarding HOD meeting dates. BOD and budget meetings are listed with contingencies for if the Budget Cycle shifts to a September to August Cycle, or if it retains the January to December Cycle. There are no meetings scheduled in June or July because of the Olympic Trials and Olympics occurring next year. There are also many meets during those summer months, making it very hectic. This means that most summer spending requests should be completed by May.</p> <p>1109JB1: Proposed Board and House of Delegate meetings for 2012: Shifts House of Delegates meetings, requires summer spending requests to be completed by May, and allows coaches and officials to focus on their duties during the two months of June and July where there will be no meeting.</p>	<p>BOD schedule passed HOD schedule to be presented to HOD 11/11</p>	<p>11/19/11</p>
	<p>1109JB2: Consent Motions from USA-S Convention:</p> <p>1. Open Water sanctioned or approved meets: must go to LSC Sanction and USA-S for review and approval</p>	<p>Passed</p>	

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	<p>2. Audio and Visual Recording Devices: All meet sheets include statement: " Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms."</p> <p>3. SWIMS data base access: Anyone with SWIMS access must be an individual member of USA-S</p>		
	<p>Pay Co-Pay for Pacific Swimmer to go the FINA World Cup: USA-S as asked Pacific to consider picking up the athlete co-pay (\$1000) for the Pacific Swimmer selected to attend the FINA World cup meets in Moscow, Russia and Berlin, Germany in October. Pac Swim did this 2 years ago for athletes on the trip to Barcelona.</p> <p>1109JB3: 2011 FINA World Cup meets: Request by USA-S that Pac Swim provides Chelsea Chenault's athlete portion of the payment to attend the 2011 FINA World Cup meets in Moscow, Russia, and Berlin, Germany in October.</p> <p>1109CB2: Amendment to 1109JB3 To cover any other athletes that might become eligible: Should any another athlete be eligible to go we will cover their co-pay.</p>	<p>1109JB3 - Passed</p> <p>1109CB2 - Passed</p>	
	<p>Travel to Nationals and Junior Nationals next year: We have provided support and stipends to swimmers making Nationals and Junior Nationals and this is a request to approve the money for Nationals in Georgia, and Junior Nationals in Texas. A swimmer may qualify for both and get funding for both. There are no limits on the number of meets for which a swimmer can receive support. Coaches have a limit of support of 2 meets per year. We have not covered baggage charges in the past, but now that they are occurring we should look into that as well.</p> <p>1109RW1: Travel for National and Junior Nationals SC 2011: Approve Travel Assistance and Stipend for Nationals and Junior Nationals Short Course 2011. The amounts are Atlanta (Nationals) \$480 +\$200, and (Juniors) \$300 + \$200. Reno flight is \$390 + \$200.</p>	<p>Travel Committee to look into whether Pacific should include coverage for baggage fees – to be considered for the summer meets</p> <p>Passed</p>	<p>Before Summer Nationals, Jr. Nationals, Olympic Trials, etc.</p>
Next Meeting	October 26, 2011		
Meeting Adjourned	Meeting adjourned at 8:38 PM		

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