

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.

Board of Directors	Rick Beebe	Veronica Hernandez	X	Athlete Reps	Club Reps	Mary Malone	X
John Bitter	X Pam Redding	Andre Salles-Cunha		Michala Roan	X Kyle Kikuta		
Leo Lin	X Kent Yoshiwara	Joe Woo		Holly Burton	Cindy Rowland	X	Guests
Lehla Irwin	X Peggy Ramirez			Alexander Chan	James Stretch	X	Joe Barnhart
Ron Heidary	Clint Benton	X	Zone Reps	Clara Gray	AJ Vergara	X	Jay Rowland
Don Heidary	X Brian Malick	1N - Larry Rice	X	Corey Gutierrez	Tammy Hopkins	X	Kelly Crowley
Steve Hurko	Marcia Benjamin	1S – Mike Piccardo	X	Michael Hannigan	Dionne Dunn	X	Millie Nygren
Marie Lin	X Judy Siegrist	2 – David Benjamin	X	Maddie Jochner	Patrick Windschitl	X	
Mary Ruddell	X George Cleveland	X	3 – Debbi Tucker	X	Aric Lange	Josh Senecal	X
Darryl Woo	X Tishw Steimle	X	4 - Jerry Rudd	X	Jake Lin	Brian Fogarty	X
Jennifer Malick	Rick Waterhouse	X	4 - Jim Morefield		Cate MacGregor	Rolandas Gimbutis	X
Danica Burge	David Cottam	X			Vanessa Rauch	Brian Holm	X
Annie Stein	X Helen Garcia				Maxime Rooney	Valerie Rudd	X
Tom Evers	Phil Harter				Austin Stiver	Maryann Nygren	X
						Tracy Benton	X
							Office
							Jill Ruppenstein
							Laurie Benton
							Jeanette Soe

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW UP DATE
Meeting Called to Order	Meeting called to order at 7:06 PM by John Bitter		
Minutes from Previous Meeting	Minutes from October 12, 2013 approved		
Ratify Actions of BOD	Motion to ratify actions of the BOD since previous meeting of the HOD on October 12, 2013	Passed	
Officer's Reports			
Chair	<p>John Bitter:</p> <ol style="list-style-type: none"> 1. Reports that we have accomplished a lot in the last 5 years. 2. Now wanting to explore setting up an OME , to provide Pacific Swimming a service while possibly generating income to off set the increase in membership fees that United States Swimming has mandated (\$2 increase every year for the next 10 years for year round athletes and non-athlete members). The desire is to try and avoid having to pass the entire increase in fees to members. John does not want to always turn to the membership for revenue. 3. John encourages everyone to review the 3 motions which are designed to increase revenue to Pacific Swimming so that we can continue with all the programs we support without unduly burdening our members. (motions 1403TR1A, 1403TR1B, 1403TR1C) 		
Vice Chair – Program	Leo Lin:		

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Operation	<ol style="list-style-type: none"> 1. Reports on the LEAP program required by USA Swimming <ol style="list-style-type: none"> a. 3 levels: Level 1 is the lowest and that is the standard that most of the LSCs (of the 59) have chosen to achieve. Next is Level 2 which 5 LSCs have achieved, and the highest is Level 3 which only 1 LSC has achieved. b. Benefits for achieving the two higher levels are minimal and require a lot of work c. There are 4 areas that the LEAP program assesses which includes a total of 55 items: Business (organization and programs) – 34 items, Developing Volunteers – 6 items, Developing Coaches and Clubs, Developing Athletes. We have completed all but 1 item d. Business – we have completed 33 of the 34 – the one left is updated bylaws which we have almost completed e. Volunteers – all 6 items completed – requires a minimum ratio of officials to athletes of 1%, and we have 3.3% f. Athletes – we have to have 5 athletes on the BOD (because we have 24 voting members). The Governance Committee recommends that the Senior Athlete and 1 athlete from each of the 5 Zones in Pacific be voting members of the BOD g. So far it has taken 2 months of work by Jill Ruppenstein (staff), Laurie Benton (staff), Mary Ruddell (Treasurer), and Leo Lin (Vice Chair Program Operations) to gather all the documents to meet the LEAP requirements. 		
Vice Chair –Program Development	No report		
Treasurer	Mary Ruddell: See all the financial reports and budget documents		
Age Group	No Report		
Sr. Committee	<p>Don Heidary – See Handout</p> <ol style="list-style-type: none"> 1. There was an off site meeting in January which was well attended <ol style="list-style-type: none"> a. Meet schedule revamped, which created a Senior Circuit level of meets b. Established Coaches Grants for attending clinics for coaches c. Will be purchasing educational tapes so that there will be one item given to each of the teams in the LSC. Clubs need to let Don know which video they would like by the end of June d. Senior Travel Support program was created to support athlete travel to Sectionals (\$40k has been allocated). e. Focus on developing education on college swimming – bringing college coaches and speakers to a college seminar for the athletes. 2. Looking into the USA Swimming Mentoring program – we can look into getting mentors for clubs and/or coaches. If interested in this please let Don know. 		
Registration	<p>Laurie Benton:</p> <ol style="list-style-type: none"> 1. Informed Coaches and Athlete members that if you lose your Coaches card or Athletes card you can go directly to USA Swimming with Deck Pass and print out a new card on line. You have to do this on a computer and cannot print it from your phone. 		
Reports/Recommendations of Staff	No Report		
Standing Committees			
Diversity	Veronica Hernandez gave report for Kent Yoshiwara		

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	<ol style="list-style-type: none"> 1. Veronica reviewed a summary of all the activity that the Diversity Committee completed since its inception. 2. Still need a representative from Zone 1N 3. This last diversity camp was the most successful, with 50 athletes attending and a representative from USA Swimming and a USA Athlete also attending. 4. The grant program continues and applications for this round have just closed. The Committee will be reviewing the grants next week 5. Reminded all about USA Swimming's Outreach program which charges only \$5 for registration if swimmer's family meets the criteria for being in the outreach program 6. Fred Siegrist Scholarship Program is available to help diversity swimmers in need attend All Star Programs. 7. Western Zone Camp planning is underway and will take place at Cal State East Bay. Athletes from 10 of the 17 Western Zone LSCs will be attending. There are some LSCs that will not be sending any athletes so there will be some slots available for more Pacific Swimming athletes. Please let Veronica or Kent know if there are athletes who might qualify, 		
Officials	No report		
Camps	No report		
Time Standards	Tish Stiemle: <ol style="list-style-type: none"> 1. Reported on the posting of the updated Far Western Time Standards 2. Tish is wondering if this position needs to be a member on the BOD, since this is primarily a computer function. 3. Motion was raised to have the Governance Committee evaluate this position and make a recommendation to the BOD (see Motion 1405CB1 Time Standards Position) 	Governance Committee to evaluate the Time Standards position	
Club Development	No Report		
Travel	No Report		
Disability	See Posted Report on swimmer attending US Paralympics Spring Swimming Nationals Can Am Meet		
Board of Review	No cases		
Scheduling	George Cleveland: <ol style="list-style-type: none"> 1. See report 2. Successfully transitioned to a Sept-August meet schedule 3. Of 32 meets up for bidding, 25 were awarded 4. Most of the meets not yet bid are Age Group Open meets 5. In November the 2015-2016 meet schedule will be presented to the BOD 		
Open Water	No report		
Investment Committee	Mary Ruddell: <ol style="list-style-type: none"> 1. Value of the portfolio is presently \$2.2 million 2. \$51,000 of this is Zone 2 money. They invested \$32,000 + \$15,000 in two separate deposits and realized a gain of about \$4,000. 3. Since 2012 the Investment Committee has supported Pool Improvement Grants, the creation of the new Website, Sectional travel, and Olympic Trials travel 4. If the BOD agrees to invest in an OME, the Investment Funds will be the source of the monies. 5. 1st quarter reports shows that we fell short of the predicted 2% increase in membership (we had an increase but not quite 2% at this time of the year) 6. We had a significant increase in revenue from meets because of the increase in the number of meets and number of entries (about 16,000 more entries) 		

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	7. There are a number of areas where we have come in under the budget – Jeannette Soe did a wonderful job of finding flights and lodgings for NAAC that came in below the budgeted amount. We also have budgeted for some programs which have not been implemented so we have those funds.		
Finance & Auditing	Mary Ruddell: See report 1. Committee meets 1x a month. They check the financial reports and are a sounding board for new ideas. 2. Committee has found a solution to match membership numbers and the increase that was budgeted for, 3. Peggy Ramirez and Mary Ruddell will be attending the Treasurer's Workshop given by USA Swimming 4. USA Swimming is going to start requiring an internal audit (besides the outside auditing we are doing presently)		
Marketing & Promotion	Jill Ruppenstein: 1. Phase 2 of the website is almost completed. 2. Each Page of the website can have the banner header changed 3. Club logos can be loaded on the website now. 4. Meet schedule will have drop down menus so you can pull down all meets during a certain time, like a certain month, or by type of meet. 5. Same drop down menu will be available for the results section. 6. Option to scroll photos 7. Following committees pages are ready to load up: Committee Page, Athletes Page, all Zone Pages (the Zones will run their own page), Pool Improvement Grants, Senior Page, History Pages (Past Volunteer of the Year Awards, Swimmer Awards).		
Athlete	No report		
Governance	No report		
Nominations	Clint Benton: 1. The nomination committee did not have nominations for the Board of Review members whose terms will end this September. They are waiting on the Governance Committee's redefinition of the LSC Board of Review function now that USA Swimming has chosen to have most cases reviewed by Zone Board of Review. 2. Nominations for Volunteer of the Year: a) Mary Ruddell: Pacific Swimming Treasurer for several years, Chairman of the Investment Committee, setting up linkage with professional bookkeeping and external auditing systems, an Official servicing local meets, and National meets for many years. b) Leo and Marie Lin: Leo: Pacific Swimming Vice Chair Program Operation, Pacific Swimming BOD Member at-large for several years, Chairman of the Governance Committee, Zone 2 Official's Chair and Zone 2 Equipment Chair for many years, Representative of Pacific Swimming at USA Swimming Conventions, and many years as an official servicing local meets, and National meets. Marie: Pacific Swimming Secretary for several years, Zone 2 Sanctions Chair for many years, Representative of Pacific Swimming at USA Swimming Conventions, and many years as an official servicing local meets and National meets. c) Fred Vogelgesang: Pacific Swimming Treasurer for 6 years and many years of service as an official at local meets. d) Peggy Ramirez: Pacific Swimming Auditor of Pacific for several years Zone 3 co-official's chair several years, and an official for many years to Pacific level meets (traveling long distances to do this, from Ukiah to as far as Morgan Hill) as well as National meets.		
Resolutions and Orders	1405CB1 Time Standards Position Motion to have the Governance Committee evaluate the Time Standards position and make a recommendation regarding	Passed	

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	<p>its place on the BOD (Clint Benton, Veronica Hernandez 2nd) See discussion in Time standards</p>		
	<p>1403TR1A: Membership Registration Dues Move to approve an increase in registration dues as outlined below.</p> <ul style="list-style-type: none"> • Increase the Athlete annual registration dues \$8 every 5 years, with the option to reevaluate the need for a second increase prior to the 2020 Membership year. This increase goes into effect September 1, 2014 with the 2015 membership year • Increase the Individual (Non-athlete) registration dues \$8 every 5 years, with the option to reevaluate the need for a second increase prior to the 2020 Membership year. This increase goes into effect September 1, 2014 with the 2015 membership year. <p>(Mary Ruddell, Treasurer)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. If passed it will take effect September 2014. 2. The reason for this proposed increase is that we need to address the fact that USA Swimming passed a motion that requires an increase in year round athlete and non-athlete membership fees of \$2 per year for 10 years. At the end of 10 years USA Swimming will be taking \$20 more than it presently takes from the LSC for each membership. 3. We keep \$15 from each athlete and \$10 from each non-member athlete from registration fees. This is a major source of our income which we use to fund all the regular programs Pacific Swimming supports. We need to maintain that amount if we do not want to cut back on our present programs. 4. Rather than change our fees by \$2 every year it was hoped that by increasing fees by \$8 in September (and reserving the extra monies collected for offsetting the later year's required increases) we will not need to raise fees again for 5 years and possibly by that time we might find other sources of revenue so we will not have to pass through the entire USA Swimming increase to our membership. 5. At year 5, we will evaluate to see what further increase might be required to meet the USA Swimming increase in membership fees. 6. USA Swimming did not increase the seasonal athlete members' dues. This is because there appears to have been a decrease over the past few years in the number of seasonal athlete memberships. USA Swimming thinks that the present fee may have been priced a bit too high, so they do not want to increase it further. <p>Motion passed</p>	<p>Passed – effective September 2014</p>	
	<p>1403TR1B: Event Entry Fees Move to approve changes to event entry fees as outlined below.</p> <ul style="list-style-type: none"> • Increase the PC event entry fees as follows: <ul style="list-style-type: none"> • Senior Circuit from \$6.50 to \$7.50 (previously was named Senior III/IV T&F) • Senior Open/II from \$5.50 to \$6.50 (previously was named Senior I,II, III) • Senior Relays from \$16.00 to \$20.00 • Junior Olympics Championship from \$5.50 to \$7.50 • Far Western Championship from \$5.50 to \$10.00 	<p>1403TR1B with Amendment 1404TR1Bamend– passed Effective September 2014</p>	

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	<ul style="list-style-type: none"> • Sanction Fees: <ul style="list-style-type: none"> • Time Trials: Change to a flat \$50 sanction fee for a 1-3 day meet. Eliminate PC time trial fee. Team can set time trial event entry fee. A 50% fine of all event entry fees will be accessed a team if Time Trials are used as an alternate to regular event entries. • Grand Prix: Eliminate the fee charged. The Grand Prix is no longer sanctioned or handled by Pacific Swimming. • Age Group Event Entry Fees <ul style="list-style-type: none"> • Eliminate the C/B, AA T&F and IMX class of meet (Absorbed into the two options below) • Increase the Age Group event entry fee from \$2.75 to \$4.00 • Hosts of CBA+ and AGO meets could set flat rate or per event entry fees to meet team expenses. Pacific would collect the following percentage rates: <ul style="list-style-type: none"> • 20% 1 Day • 25% 2-3 Day • 30% 4+ Day <p>Flat Fees would include sanction (<i>and splash</i>) fees. (Mary Ruddell, Treasurer)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Explanation of why there is a 50% fine for using the time trials fees for regular events. Mary Ruddell explains that some teams have gotten around paying the regular fees to Pacific Swimming by paying the Time Trials Sanction fee and then running an entire meet as a time trials meet (and not paying Pacific Swimming any other fees). 2. The ability to choose a flat fee for Age Group meets allows host teams to address the problem of differences in expenses for running a meet – such as differences in pool costs. 3. The increase of the event entry fees is set to address the need for host teams to meet the increase in costs in running a meet that continue to occur. 4. Clint Benton proposes and amendment regarding the age group event entry fees <p>Amendment to 1403TR1B- 1404TR1BAmend: Age Group meets regularly scheduled All Age Group meets that are on the regularly scheduled seasonal program for Pacific Swimming or the Zones' Schedules (those meets that are up for bid from Pacific Swimming and from the 5 Zones) shall use the standard fee schedule for event entry fees. Auxiliary meets (invitationals, dual, tri, superleague, etc.) added to the schedule may choose the "flat fee" option or any other fee schedule they choose. (Clint Benton, Lehla Irwin, 2nd)</p> <p>Amendment Discussion:</p> <ol style="list-style-type: none"> 1. Clint Benton and David Benjamin feel that the regularly scheduled meets should be regulated so that parents can have a set expectation regarding the costs for entering their swimmers in most meets. 2. There are concerns regarding the competitive atmosphere that would be engendered by using a market based form of fee setting. 	<p style="text-align: center;">Amendment Passed</p>	

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	<p>3. Mike Piccardo felt the fees would be known because they would be published in the meet sheet, but Marie Lin reminded everyone that the coaches usually prepare their schedule of meets way before the meet sheets are published.</p> <p>4. This amendment still allows for teams putting on invitationals, tri meets, other types of meets using the market based form of fee setting such as a flat fee schedule.</p> <p>Amendment Passed Motion with Amendment Passed</p>																						
	<p>1403TR1C: Investigate Establishing OME Move to approve the OME task force the ability to investigate and plan for the development and implementation of a Pacific owned OME System. (Mary Ruddell, Treasurer)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. This is a request for support to continue the investigation regarding the feasibility of Pacific Swimming to run their own Online meet entry system for all Pacific Swimming Meets. 2. USA Swimming and Statera (the company that created USA Swimming's OME) have already been consulted and USA Swimming would support Pacific allowing us to access the information about their program. 3. We need to get information regarding the cost of setting up the system, the maintenance of the system, and cost of hiring an operator to run the system. We already have good data on the number of meets we run, approximate number of entries, and other marketing issues. 4. We would come to the BOD for approval when we reach the point of needing to draw funds for continuing the process of investigating and setting up this service. The Investment Committee already has agreed to being the source of the funds (from the investment funds used to support new projects) should the BOD approve any expenses later on and in the next budget cycle. <p>Motion Passed</p>	Passed																					
	<p>1404GC2: Housekeeping Changes to Bylaws Proposal to make a list of house keeping changes to the Bylaws to (1) update the text with correct citations; (2) delete sections that no longer reflect current practice; (3) change the specific names and contact information for PacSwim BOD members cited in the Crisis Management Plan; (4) Update the table of content to reflect correct page numbers in the current version.</p> <table border="1" data-bbox="373 1193 1411 1502"> <thead> <tr> <th>Section</th> <th>Page</th> <th>Current</th> <th>Change to</th> <th>Rationale</th> </tr> </thead> <tbody> <tr> <td><i>Entire Document</i></td> <td>all</td> <td>Incorrect section citations in text</td> <td>Changed to reflect current section #s</td> <td>Conform with addition and deletion of sections</td> </tr> <tr> <td><i>Table of Content</i></td> <td>all</td> <td>Incorrect page #</td> <td>Changed to reflect current version</td> <td>Conform with current version</td> </tr> <tr> <td><i>SEC 2.2.1 Individual Members</i></td> <td>10</td> <td>Section 9.1</td> <td>Section 10.1</td> <td>Conform with addition of section</td> </tr> </tbody> </table>	Section	Page	Current	Change to	Rationale	<i>Entire Document</i>	all	Incorrect section citations in text	Changed to reflect current section #s	Conform with addition and deletion of sections	<i>Table of Content</i>	all	Incorrect page #	Changed to reflect current version	Conform with current version	<i>SEC 2.2.1 Individual Members</i>	10	Section 9.1	Section 10.1	Conform with addition of section	Passed	
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<i>SEC 2.2.1 Individual Members</i>	10	Section 9.1	Section 10.1	Conform with addition of section																			

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	<i>Sec 4.1.3</i>	14	No reference to Zone Athlete representatives	Zone Athlete Representatives selected according to Section 7.8 will be able to represent their respective Zone	Reflect Pacific Swimming current practice		
	<i>ditto</i>	16	formal hearing pursuant to Section 10.6.1	formal hearing pursuant to Section 12.2.6	Hearing procedure set forth in section of Board of Review		
	<i>ditto</i>	16	hearing were to be conducted by the Board of Review pursuant to Article 10	hearing were to be conducted by the Board of Review pursuant to Article 12	Hearing procedure set forth in section of Board of Review		
	<i>Sec. 4.4 Duties & Power of HOD</i>	16	reasons set forth in Sec 10.4.7C	For violation of USA-Swimming Bylaws, Code of Ethics, federal law and any other applicable laws	Major portion of Sec 10.4 subsections deleted in 2008		
	<i>Sec 4.8.1 Nominating Committee</i>	17	Section 6.6.3 shall apply to members	Consecutive term limits shall apply to members	Sec 6.6.3 is not correct reference		
	<i>Sec 9.1 & 9.2</i>	42	Remit minute (9.1) Financial Reports & Federal Income Tax returns to USA-S	Sections 9.1, 9.2 deleted, subsequent sections renumbered	USA-S does not want these reports remitted		
	<i>11,4 2013/2014 Key Positions</i>	49	List names and contact information for all positions	Refer to Policy and Procedures & website for list	Avoid Bylaw changes as personnel changes		
	<i>Sec, 11,4 Key Positions for Crisis Management Plan</i>	49	List of names and contact information	Refer to Policy and Procedures for current names and contact information.	Avoid outdated information in Bylaws as personnel change		
	<i>Section 17.2</i>	56	Fiscal year shall correspond to calendar year	The fiscal year of Pacific Swimming is from September 1 until August 31 of the following year	Reflect Pacific Swimming current practice		
	<i>16.1 Office</i>	57	ByLaws	Bylaws	Grammar		

TOPIC	DISCUSSION - CONCLUSION					RECOMMENDATION/ ACTION	FOLLOW UP DATE
	<i>16.2 Staff</i>	57	Admin. Vice Chair(s)'s immediate family	Vice Chair Program Operation & Vice Chair Program Development	Vice Chair titles change		
	<i>ditto</i>	57	Immediate Family "include current spouse"	Immediate Family "includes current spouse"	Grammar		
	(Leo Lin, Governance Committee) (Bylaws) (30 day Motion)						
	Discussion:						
	1. Leo Lin explained that this motion is to						
	a. Clean up sections that did not get changed when the BOD passed changes in related sections of the bylaws.						
	b. So the Bylaws reflect current practice						
	c. Remove requirement to send financial reports to USA Swimming since they no longer want it						
	d. Correction of Disaster Plan that lists specific people's names and information, to listing the positions and their role in the disaster plan (the plan will then not need to be amended each time people holding the positions change.)						
	Motion Passed						
Presentation of Annual Audit	Not due this meeting						
Presentation of Annual Budget	This is a review year.						
New Business	None						
Elections	Volunteer of the Year: Secret ballot vote. Results will be announced at United States Convention in September						
Next HOD Meeting	October 11, 2014						
Meeting Adjourned	Meeting adjourned 8:40PM						

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