

Meeting Title: Pacifica Swimming House of Delegates Meeting
Date: October 18, 2021

Attendance: See at end of minutes

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting called to order at 5:00 PM by David Cottam		
Mission Statement and Conflict of Interest	Meeting Opened with reading of the Mission Statement and 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? 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>		
Minutes from Previous Meeting	Minutes from May 23, 2021 HOD meeting approved		
Ratify Actions of BOD	Motion to ratify actions of the BOD since previous meeting of the HOD on May 23, 2021. - ratified	Approved	
Officer's Reports			
Chair	David Cottam: 1. The 2021-2022 Goals have not changed. a. Teams are returning to the water, and the hope is that all will return soon b. Next item is to complete the revisions to the Rules and Regulations c. Following that, focus will be to complete the revisions to the Policies and Procedures d. We will strive to get all clubs Safe Sport Recognized e. Work on having an athlete representative for each club in the LSC. Right now a little over 50% have at least one athlete representative 2. Athlete Summit was just completed a. The summit had 45-50 attendees b. This was a 5 hour summit with 1 1/2 hours devoted to discussion with 4 college coaches regarding college recruiting (including at least 1 D1 coach, and one JC coach)		
Vice Chair - Admin	Leo Lin: 1. This position is new and mandated by the USA Swimming By-Laws 2. Primary role is to back up the General Chair 3. Focus on issues as they arise in the LSC 4. Worked on smoothing out logistics for the Far Western Short Course which was turned back by Pleasanton and picked up by QSS and it will be held at Morgan Hill 5. The return from COVID still has major issues with regard to having facilities operating at full capacity for meets, and other issues for the clubs - facilities do not have enough staff, life guards are difficult to recruit at some sites, some sites are not open to public use yet, some teams are unable to get a home pool, and the restrictions each facility requires to address COVID requirements has varied		

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	across the board from none to restrictions that render the site impossible to use.		
Vice Chair – Program Operation	<p>Veronica Hernandez:</p> <ol style="list-style-type: none"> 1. Making sure the LSC remains focused on what it is doing 2. Supporting the various committees and their projects 3. Working on a new Mission Statement to lead us forward as we begin our strategic planning 4. Next Strategic Planning meeting will be October 27 at 7:45PM and the full BOD, Athlete Representatives, and all Committee Chairs have been invited. Besides the above individuals this meeting is open to any member of the LSC who is interested. 5. MEFAP has undergone some changes to make it easier for the eligible swimmers to use it <ol style="list-style-type: none"> a. There are 3 ways the eligible athlete can pay their portion of the entry fees: 1)mail in their check for their part, 2)use electronic payment using Zelle 3)athlete's coach submits the check b. Coaches with swimmers using MEFAP would send in 2 checks (one covering MEFAP entries, and one covering the team's regular entries c. Hosts having MEFAP entries will be informed and the invoice will reflect the fact that MEFAP entry fees will not be included in calculations. d. The MEFAP form to be used for MEFAP entries is on the website under Documents (forms) and under the DDEI tab. 6. The Grant from USA Swimming we received will be used to help fund the Leadership Camp on November 6th - Coaches from each club are asked to nominate their athlete representative, plus one athlete alternate to attend the camp (athletes must be 11-16 years old) 		
Vice Chair –Program Development	<p>Eric Scalise:</p> <ol style="list-style-type: none"> 1. Learning about all the committees by trying to attend their meetings 2. He is working on knowing what the programs are and getting advice from Veronica Hernandez, the previous Vice Chair - Program Development 		
Vice Chair - Finance	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> 1. This is a new position which includes leading the Finance and Budget Committee 2. We are looking for a bookkeeper to handle most of the tasks of the Treasurer's position 3. Staff is presently taking on many of the Treasurer's tasks 4. There is a new Meet Finance Invoice which replaces the Meet Financial Report <ol style="list-style-type: none"> a. Mary and the staff worked together to create this new Meet Finance Invoice, with the associated deadline requirements and penalties. b. Host teams should send the registration application and registration check to Pacific Swimming at least 72 hours prior to the open of the competition or else the results from the competition will not be loaded into the SWIMS database c. The Meet Report and the registrations collected at the meet must be received by the Registration/Membership Chair within 72 hours of the end of the meet, and the meet invoice must be paid within 15 days of the end of the meet. 		

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	<p>d. Until all of the above requirements and all the other requirements listed on the Meet Financial Invoice form are met, the meet results <u>will be withheld</u> and <u>will not be posted</u> to the SWIMS database .,</p> <p>5. The Actual and Budget Draft report</p> <p>a. Initially, due to COVID, we expected to have a deficit for the year.</p> <p>b. With the 2 PP Loans (\$53,000, and \$49,000) granted and forgiven and income from meets that have been allowed, we look like we may actually have perhaps \$1000 net income</p> <p>c. Mary showed what we have in reserve which is just short of the recommended 3 million dollars</p>		
Age Group	<p>Kyle Kikuta: (report by David Cottam)</p> <p>1. Because Sarah Gutierrez will not be able to serve her term Kyle Kikuta has graciously agreed to accept the appointment to serve again (and step down from being the Age Group Coach Rep.)</p> <p>2. The coaches will meet after the HOD to vote on a new Age Group Coach Rep</p>		
Senior Coach Rep	<p>Tony Daly:</p> <p>1. New to his role and focused on getting his bearings.</p> <p>2. Attended Western Zones Sectional Meetings – winter sectionals for 2021 will be held at Golden West Community College in Los Angeles (an outdoor 50 meter pool)</p> <p>3. Looking for an athlete to represent the LSC at the Sectional Planning Meeting.- meetings are virtual, Thursday night at 8:00 – 8:45 PM</p>		
Registration	<p>Laurie Benton – See Report</p> <p>1. Coaches need to be aware that USA Swimming is no longer accepting on-line CPR certifications. We are returning to the regular requirement that CPR certification needs to be in a face to face setting</p> <p>2. Packets for teams to register their swimmers will go out next week</p> <p>3. Teams need to register for next year as well</p>		
Secretary	<p>Marie Lin:</p> <p>1. Takes minutes for BOD and HOD minutes , and posting the motions proposed and the resulting decisions whether to pass them.</p> <p>2. Reminding everyone, that items for the agenda of these meetings (BOD, EXE, HOD), such as new business, or motions must be sent in at least 72 hours in advance of the meeting in order to be included in the agenda. Items that are received less than 72 hours in advance, will have to be put to a vote by the BOD/HOD/EXE as to whether they can be considered at that meeting.</p>		
Reports/Recommendations of Staff	<p>Cindy Rowland:</p> <p>1. Reminds clubs and zones that USA Swimming is offering the Zoom license again for \$240/year. Cindy will be reaching out to the clubs individually. Checks must be received by mid November so USA Swimming can pay in December. The license be in effect starting January 1, 2022</p> <p>2. The Conflict of Interest Statement is posted on the website, but Cindy is sending it to each of us on the BOD to download, sign and return.</p> <p>3. We had only 2 Alternative Awards entries. TERA got honorable mention for their power point</p>		

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	presentation and received \$300, and PEAK received the top prize for the video submitted by Katie Hawk and received \$500.		
Standing Committees			
Consent Calendar	Approved		
Diversity/Disability	Kent Yoshiwara: (reported by Veronica Hernandez) <ol style="list-style-type: none"> 1. 5 athletes had been selected to the DEI camp 2. This committee is active and meets once a month 3. Focus on breaking down barriers to the sport of swimming for diverse populations. 		
Athletes	Aidan Pflieger: <ol style="list-style-type: none"> 1. He is the Senior athlete representative and Anika Nagpal is the Junior athlete representative. 2. Worked on the Athlete Committee 3. Worked on Summit Leadership Committee 4. 2nd Leadership Summit included information on Governance, Mental Health, Mindfulness, and the College's Coaches panel. 5. Focus on outreach through social media 		
Officials	Phil Grant: <ol style="list-style-type: none"> 1. At the training yesterday, they had about 400 attendees and about ½ were brand new officials 2. 2nd month of regular meets since the shut down from COVID – things are going generally well. 3. COVID restrictions vary across the board from no restrictions to multiple restrictions 4. Some Zones have allowed pre-seeding during COVID. However, two Zones are prohibiting the use of pre-seeding at their regular meets and requiring deck seeding. 		
Open Water	Led by John Schonder		
Governance Committee	Peter McNamara: <ol style="list-style-type: none"> 1. Governance Committee works to insure that the LSC is following it's mission and vision 2. Everything we do should follow our by-laws. 3. We meet the first Thursday every month via zoom 		
Scheduling	Annie Stein: <ol style="list-style-type: none"> 1. Worked on the 2021-2022 Schedule 		
Club Development	Don Heidary: <ol style="list-style-type: none"> 1. Dormant this past year 2. There is a mentorship program from USA Swimming but there has not been much interest in the LSC to utilize it. 3. Open to any ideas the coaches might have. 		
Investment Committee	Mike Piccardo: <ol style="list-style-type: none"> 1. Works with the Finance Committee and the Wells Fargo adviser 2. Will monitor to see how finances are being handled by the LSC 		
Resolutions and Orders	None		

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Presentation of Annual Audit	None		
Presentation of Annual Budget	Not necessary this meeting		
Motions	<p>Amended 2103GC04b&c Job Description of Finance Vice Chair and Treasurer</p> <p>A Task Force was created at the request of the General Chair to compare the motion put forward by the Governance Committee and review the amendments made by Mary Ruddell. The Task Force has put forward these recommended job description for the position of Finance Vice Chair and Treasurer below.</p> <p>1 FINANCE VICE CHAIR</p> <p>2 The Finance Vice Chair shall be the chief financial officer of Pacific Swimming. The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Pacific Swimming's working capital, funded reserves and endowment funds, and the development and implementation of a marketing and fundraising plan for Pacific Swimming.</p> <p>8 The Finance Vice Chair shall:</p> <p>9 • have charge of and supervision over and be responsible for the funds, moneys, securities, and</p> <p>10 other financial instruments of Pacific Swimming.</p> <p>11 • prepare an annual and quadrennial budget for Pacific Swimming operations and present the</p> <p>12 budget for approval by the Board of Directors and the House of Delegates.</p> <p>13 • cause to be conducted the audit or review required pursuant to Bylaws Article 7.4.2 C (2) & (3).</p> <p>14 • authorize the Treasurer to disburse the funds of Pacific Swimming by checks or drafts, automated debits, or wire transfers upon the authorized depositories of Pacific Swimming and obtain and preserve proper receipts and documents for all moneys disbursed.</p> <p>15 • cause the moneys, securities, and other financial instruments of Pacific Swimming to be deposited in the name and to the credit of Pacific Swimming in such institutions as shall be designated in accordance with Bylaws Article 6.12.</p> <p>16 • have the authority to require from the officers, committee chairs, coordinators, staff or agents of</p> <p>17 Pacific Swimming reports or statements providing information as the Finance Vice Chair may</p> <p>18 deem appropriate with respect to any and all financial transactions of Pacific Swimming.</p> <p>19 • cause to be appropriately segregated any special purpose or restricted fund or accounts.</p> <p>20 </p> <p>21 </p>	Passed	

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	<p>22 • issue regular reports listing the current budget variances by line item, all consolidated</p> <p>23 expenditures and the current fund and account balances for the fiscal year to date,</p> <p> together with</p> <p>24 such other items as the General Chair or the Board of Directors may direct.</p> <p>25 • in general, have oversight of all duties incident to the corporate treasury.</p> <p>29 The Finance Vice Chair is responsible for the adequacy of Pacific Swimming's system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for Pacific Swimming's compliance with Bylaws Article 7.4.2 and Bylaws Article 8. The Finance Vice Chair shall serve as the Chair of the Finance and Budget Committees and shall serve on the Investment Committee. The Finance Vice Chair is authorized to sign on Pacific Swimming Bank and Investment Accounts.</p> <p>Not a new BOD position - Job content change due to addition of Finance Vice Chair to BOD.</p> <p>40</p> <p>41 TREASURER</p> <p>42 The Treasurer is the principal receiving and disbursing officer of Pacific Swimming.</p> <p>43 The Treasurer shall:</p> <p>44 • oversee and ensure the receipt of all moneys, incomes, fees, and other receipts of Pacific</p> <p>45 Swimming and oversee the payment of all bills, salaries, expenses, and other disbursements</p> <p>46 approved by the Board of Directors.</p> <p>47 • cause to be kept, by Treasurer or person authorized in writing by the Treasurer, correct books of</p> <p>48 accounts and other financial records of all Pacific Swimming's affairs and transactions and such</p> <p>49 duplicate books of accounts as the Board of Directors or the Finance Vice Chair shall determine.</p> <p>50 • upon request, cause such books or duplicates thereof, quarterly financial reports and annual</p> <p>51 audited financial statements to be exhibited to any member of the Board of Directors, Pacific</p> <p>52 Swimming or USA Swimming.</p> <p>53 • ensure that all financial statements and supporting documentation of income and</p>		

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	<p>54 payments is stored electronically as specified by the Finance Vice Chair and that originals are stored and kept according to established record keeping requirements. 56</p> <p>57 The Treasurer is an authorized signer on Pacific Swimming Bank and Investment Accounts. The Treasurer shall publish monthly a Consolidated Statement of Financial Position (balance sheet) and Statement of Activities Budget Performance (profit & loss) and submit them to the Finance Vice Chair.</p> <p>Larry Rice, Task Force for Financial Vice Chair and Treasurer</p> <p>Passed</p>		
New Business	None		
Next HOD Meeting	May 22, 2022		
Meeting Adjourned	Meeting adjourned 6:07 PM		

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

ATTENDANCE:

Name (Original Name)	Member Type
D Ainsley Jane Tambling ATH BOD (Ainsley Jane Tambling)	Athlete Delegate
D Anika Nagpal ATH BOD (Anika Nagpal)	Athlete Delegate
D Barrett Lee ATH DDST (Barrett Lee DDST Z4)	Athlete Delegate
D Cherise Wong ATH LO	Athlete Delegate
D Emily Hayashi ATH NVST (Emily Hayashi)	Athlete Delegate
D Ernest Leong ATH (LAMV)	Athlete Delegate
D Gabriel Cueva ATH BOD (Gabriel Cueva)	Athlete Delegate
D Gabrielle Lai ATH SSF (Gabrielle)	Athlete Delegate
D Jamie Jovel Flores ATH PRNA (Jamie Jovel Flores)	Athlete Delegate
D Jay Gulvady ATH QSS (Jay Gulvady)	Athlete Delegate
D Natalie Fearn ATH TIGR (Natalie Fearn)	Athlete Delegate
D Sarah Darzacq ATH AAA (Sarah Darzacq)	Athlete Delegate
D Sebastian Wong ATH SFSL	Athlete Delegate
D Sophie Boeun ATH BOD (Sophie Boeun)	Athlete Delegate

D Steph Anderson ATH PASA DKS (Stephanie Anderson)	Athlete Delegate
D Zackary Caufield ATH TRIV (Zackary Caufield (TRIV))	Athlete Delegate
D Aidan Pflieger ATH BOD (Aidan Pflieger)	Athlete Delegate
D Alyson McKeon SSS (ATH)	Athlete Delegate
N Isabella Pflieger ATH RAC (Isabella Pflieger)	Athlete Guest
N Veronica Vetter ATH SEA (Veronica Vetter)	Athlete Guest
N Jivana Nagpal - ATH (Jivana Nagpal)	Athlete Guest
N Joseph Harris ATH PRNA (Joseph Harris)	Athlete Guest
D Adrian Lohse TFA (adrian lohse)	Delegate
D Alex Silver LAC	Delegate
D Andre Salles-Cunha QSS Coach (Andre Salles-Cunha)	Delegate
D Asher Green NVST (Asher Green)	Delegate
D Benjamin BOD at large (David Benjamin)	Delegate
D Bob Hill (SUNN)	Delegate
D Clint Benton BOD (Clint Benton)	Delegate
D David Cottam GC BOD	Delegate
D Debbi Tucker (she/her) BOD (Debbi Tucker)	Delegate
D Derek Hutchinson MCSD	Delegate
D Dionne Dunn EBSD (Dionne Dunn)	Delegate
D Don Heidary OAPB	Delegate
D E. Peter McNamara - BOD	Delegate
D Erik Scalise BOD	Delegate
D Gaku Ito PSL (Gaku Ito)	Delegate
D Jennifer Thiem- VJO (Jennifer Thiem)	Delegate
D Jim Morefield BOD (Jim Morefield)	Delegate
D Joey Sementelli ALTO (Joey Sementelli)	Delegate
D Julie Corrigan SBA (Julie Corrigan)	Delegate
D Julie Hardt CARS (Julie Hardt)	Delegate
D Kat Matheson DDST (Kat Matheson)	Delegate
D Kenneth Fittro SEA	Delegate
D Lehla Irwin (SSS-coach) (Lehla Irwin)	Delegate
D Leo Lin BOD (leo lin)	Delegate
D Marie Lin BOD	Delegate
D Mark Taliaferro BOD (Mark Taliaferro)	Delegate
D Mary Ruddell BOD (Mary Ruddell)	Delegate
D MaryAnn Nygren Triv (MaryAnn Nygren)	Delegate

D Max Byers - NBA (Max Byers)	Delegate
D Mehrad Zarrehparvar SRBY (Mehrad Zarrehparvar)	Delegate
D Michael Allegretti BOD	Delegate
D Mike Piccardo BOD Z1S UN (Mike Piccardo Z1S UN)	Delegate
D Miriam Benjamin AAA (Miriam Benjamin)	Delegate
D Phil Grant - BOD	Delegate
D Stefan Bill PST (Stefan Bill)	Delegate
D Tammy Hopkins DACA coach (tammy Hopkins)	Delegate
D Todd Tucker RHAC (Todd Tucker)	Delegate
D Tony Daly BOD (Tony Daly)	Delegate
D Veronica Harmon NNA (Veronica Harmon)	Delegate
D Veronica Hernandez BOD (Veronica Hernandez)	Delegate
N Millie Nygren (Millie Nygren)	Guest
N Chris Lam (ALGA (Chris Lam)	Guest
N Doug Reed TERA (Doug Reed)	Guest
N Jay Rowland BSW (Jay Rowland)	Guest
N Jim Stretch. RENO (Jim Stretch)	Guest
N Joyce Lee LGSC (Joyce Lee)	Guest
N Annie Stein (DACA/PC Staff) (Annie Stein)	Staff
N Cindy Rowland (she/her) Staff	Staff
N Diana Fetterman Staff	Staff
N Laurie Benton - Staff (Laurie Benton)	Staff