

**Meeting Title:** Pacifica Swimming House of Delegates Meeting  
**Date:** October 11, 2020

**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.

<b>Board of Directors</b>		<b>Zone Reps</b>		Eden Chuang	X	Olivia Khan	X	Eric Scalise	X	Paul Coleman	X	Mia Guardino	X
David Cottam	X	1N – Laurie Mitchell	X	Elsa Hartley	X	Rhys Edwards	X	Erin Wong	X	Robin Hartwick	X	Rachel Arndt	X
Leo Lin	X	Larry Rice	X	Emma Little	X	Sadie Breen	X	Fred Farley	X	Rolandas Gimbutis	X	Robert Mitchell	X
Veronica Hernandez	X	1S – Mark Taliaferro	X	Ernest Leong	X	Saya Ryan	X	Isabel Ibarra	X	Ryan Evans	X	Sarah Darzacq	X
Daniel Cottam	X	2 – Peter McNamara	X	Ethan Wang	X	Sebastian Wong	X	Jennelle Macedo	X	Sarah Gutierrez	X	Sydney Thompson	X
Kyle Kikuta	X	3 – Kevin Twohey		Gabriel Cueva	X	Sophie Boeun	X	Jennifer Thiem	X	Shad Wojtala	X		
Marie Lin	X	4 – Jerry Rudd	X	Gabrielle Lai	X	Valentina Suarez	X	Jensen Leung	X	Sharon Weiss	X	<b>Guests</b>	
Mary Ruddell	X	Jim Morefield	X	Grecia Davila	X	Zackary Caufield	X	Joey Sementelli	X	Shelbi Oskolkoff-Campbell	X	Chris Lam	X
Kelly Crowley				Gunner Hopkins	X			Jose Bonpua	X	Sonya Shaffer	X	Chris Lai	X
Don Heidary	X	<b>Athlete Reps</b>		Jamie Flores	X	<b>Board Delegates</b>		Joseph Natina	X	Stefan Bill	X	Ethan Hall	X
Mike Allegretti		Jivana Nagpal	X	Katherine Lai	X	Adrian Lohse	X	Judy Wong	X	Steve Morsilli	X	Gaku Ito	X
Carlene Takaki	X	Taylor Rohovit	X	Kristina Mooney	X	Andre Salles Cunha	X	Julie Corrigan	X	Susan Caguyong	X	Kayla Tom	X
Kent Yoshiwara	X	Aidan Pflieger	X	Kyle Tseng	X	Asher Green	X	Julie Hardt	X	Tammy Hopkins	X	Mark Franklin	X
Kelly Schott		Addison Crain	X	Lillian Chau	X	Barbara Titus	X	Karyn Kikuta	X	Todd Tucker	X	Millie Nygren	X
Mike Davis		Aden Li	X	Lily Struempf	X	Ben Chung	X	Kat Matheson	X	Tom Mcrae	X		
John Schonder		Ainsley Tambling	X	Madison Corrigan	X	Bob Hill	X	Lehla Irwin	X	Veronica Harmon	X		
David Benjamin	X	Alisa Zhou	X	Maggie Wells	X	Carol Larson	X	Lisa Rick	X	Victor Wales	X	<b>Office</b>	
Debbi Tucker	X	Alyson McKeon	X	Natalie Fearn	X	Chris Horner	X	Marisa Cozort	X			Cindy Rowland	X
Mike Piccardo	X	Anika Nagpal	X	Nathan Rogers	X	Jim Stretch	X	Mary Ann Nygren	X	<b>Athlete Guests</b>		Laurie Benton	X
Jay Rowland	X	Calvin Ciciarelli	X	Nick Rogers	X	Daria Belova	X	Megan Waters	X	Calista Lynch	X	Diana Fetterman	X
Clint Benton	X	Delaney Brandt	X	Nick Larson	X	Dia Rianda	X	Mike Nichols	X	Cherise Wong	X	Jeanette Soe	
Phil Grant	X	Dominick Wonosaputra	X	Nikolas Powers	X	Dionne Dunn	X	Miriam Benjamin	X	Margaret Wong	X	Annie Stein	X
						Erika Richards	X	Oliver Mackin	X				

**ZAC**

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting called to order at 5:05 PM by David Cottam		
<b>Conflict of Interest</b>	Meeting Opened with reading of 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> Clint Benton and Jay Roland indicated that their spouses		

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	were on staff.		
<b>Minutes from Previous Meeting</b>	Minutes from October 13, 2019 HOD meeting approved		
<b>Ratify Actions of BOD</b>	Motion to ratify actions of the BOD since previous meeting of the HOD on October 13, 2019	Passed	
<b>Officer's Reports</b>			
<b>Chair</b>	<p>David Cottam:</p> <ol style="list-style-type: none"> <li>1. He thanks all who have helped to see us through these difficult times caused, by the various unusual circumstances we had to deal with this year (COVID19, fires).</li> <li>2. As we tighten our expenses, and have had a decrease in certain services needed from staff, we have furloughed Jeannette Soe for now.</li> <li>3. We have passed the new By-Laws required by USA Swimming and will complete full implementation in the Spring of 2021</li> <li>4. We are working hard in getting clubs Safe Sport Certified which we feel is a high priority because it supports the safety of our swimmers.</li> <li>5. We have accomplished great strides in establishing Athletic Representatives in the LSC. 60% of our year-round clubs have an Athlete Rep, with approximately 70 Athletes, and 50% of those just attended the Leadership Conference yesterday and today. This is due to the great efforts of Veronica Hernandez with the assistance of staff.</li> <li>6. The Budget has been reworked to meet the problems raised by COVID19</li> <li>7. We have issued grants totaling approximately \$1 million to assist teams during this COVID 19 crisis.</li> <li>8. Goals for next year include: getting swimmers back into the water and meets, updating Rules and Regulations, and Policies and Procedures, getting all clubs certified for Safe Sport, and getting Athlete Reps for all Year-Round Team</li> <li>9. Executive Committee will meet October 21, to investigate whether it would be useful to allow Flex Membership for just this next year, to help deal with the effects of COVID19 on the sport.</li> </ol>		
<b>Vice Chair – Program Operation</b>	Leo Lin: His report is embedded in all the reports of the Committees he has been involved in.		
<b>Vice Chair –Program Development</b>	<p>Veronica Hernandez:</p> <ol style="list-style-type: none"> <li>1. Most of her work is embedded in all the reports of the Committees she has been involved in</li> <li>2. Some of the accomplishments of the Grant Task Force <ol style="list-style-type: none"> <li>a. Round 1 – 53 clubs received grants totaling \$231,000</li> <li>b. Round 2 – 28 clubs received grants totaling \$221,000 (required that clubs completed Safe Sport Certification)</li> <li>c. Round 3 – 40 clubs received grants totaling \$548,000 (required they have an athlete rep, and that they completed the biweekly survey evaluating where they were at in getting back into the water)</li> </ol> </li> <li>3. Safe Sport Certification <ol style="list-style-type: none"> <li>a. We rank 2<sup>nd</sup> in USA Swimming with regard to # of clubs in the LSC that are Safe Sport</li> </ol> </li> </ol>		

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	Certified (44 clubs) b. We rank 5 <sup>th</sup> in USA Swimming with regard to the % of clubs in the LSC that are Safe Sport Certified (38%)		
Treasurer	Mary Ruddell: 1. Presented a draft of August financials which will be finalized once the annual audit is completed 2. Travel support for the US Open has been changed to reflect the fact that there are 10 sites for smaller US Open meets with two more closely located – Irvine, CA and Portland, OR. The amount for athletes is \$500, \$200 for airfare and \$300 for stipend. Coaches only get \$200 for airfare.		
Age Group	Kyle Kikuta 1. Working on Carlene Takaki regarding awards 2. Working on getting meets up and running again		
Sr. Committee	Dan Cottam - See Report		
Registration	Laurie Benton – See Report		
Reports/Recommendations of Staff	Cindy Rowland: 1. Staff reports are posted, under staff minutes. 2. Staff originally was meeting weekly in June to address COVID19 issues, but now they are meeting regularly every two weeks 3. Zoom licenses that have been offered for free by USA Swimming will continue until the end of December. Clubs that wish to continue in 2021 will be able to purchase a license under USA Swimming for an annual fee of \$120 (which will have all the benefits they have access to now, the higher business license). This must be done through the LSC, so let Cindy know ASAP.		
<b>Standing Committees</b>			
Consent Calendar	Approved with additional oral reports from the following standing committees:		
Diversity/Disability	Kent Yoshiwara: 1. Introduces Kelly Crowley who will be Committee Chair for Disability 2. Recognizes the athletes that worked with the Western Zone – Jivana Nagpal, and Saya Ryan 3. DEI & D received 3 sources of donation – Designated money for MEFAP (\$25,000) from Jean Haley Darling in memory of her sister, a swimmer Ann Haley, money raised from Race For Change from FASTSWIM (Carlene Takaki), and PASA donation 4. DEI & D will be having a silent auction in November to raise money. Contact Laura Mitchell if you have anything to donate.		
Athletes	Jivana Nagpal, Taylor Rohovit, and Aidan Pflieger 1. Athlete Committee has experienced significant growth – 70 Athlete Reps, and they have all been placed on, and active in Pacific Swimming Committees 2. 6 athletes attended Convention via Zoom 3. Western Zone elected Reese Winter as Junior Athlete Representative, and Joan Choy as Senior Athlete Representative. Robert Mitchell, from Pacific was elected to the Athlete Executive Committee 4. At the Athlete Leadership Summit they learned about and discussed: the athlete committee, sharing		

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	<p>of the DEI &amp; D letter written and shared with USA Swimming, and their DEI &amp; D committee. They learned about the Pacific Swimming Committees (by meeting with the Committee Chairs), Club Culture, and Safe Sport – approximately 50 athletes attended</p> <p>5. Athlete Committee formed several subcommittees around: Succession Planning, Athlete Handbook, DEI &amp; D issues, Race for Change (virtual meet) which raised \$2000 for DEI &amp; D, Mental Health issues, increase of collaboration with Coaches (Athlete Rep for each team will meet with the Head Coach to increase communication)</p>		
<b>Club Development</b>	David Cottam reported that Don Heidary did a great presentation and lead a rich discussion with the athletes on Club Culture at the Leadership Summit		
<b>Scheduling</b>	<p>Leo Lin</p> <ol style="list-style-type: none"> <li>1. All LSC Meets have been canceled through the remainder of 2020</li> <li>2. CIF has changed the schedule to move back NCS and CCS to first weekend in June. As a result all the walk on meets will be moved and High School League meets will also move.</li> <li>3. The main issues for running meets during the COVID19 pandemic is finding facilities that will be able to host the meets, and the limitations on the number of individuals that can be in the facility</li> <li>4. Also will be monitoring what will be required for Youth Competitive Sports</li> </ol>		
<b>Nominations (Governance Subcommittee)</b>	<p>David Cottam:</p> <ol style="list-style-type: none"> <li>1. There were only 2 positions (Admin Review Board) that were up for election and the individuals have agreed to stay on till our next elections in May</li> <li>2. Governance Committee which will function as the Nomination Committee (via the new By-Laws) will be taking Nominations for elections in May</li> </ol>		
<b>Resolutions and Orders</b>	None		
<b>Presentation of Annual Audit</b>	Not due this meeting		
<b>Presentation of Annual Budget</b>	<p>Mary Ruddell</p> <ol style="list-style-type: none"> <li>1. Mary presented a 6 month budget modified to include impact of COVID19</li> <li>2. Budget was approved, except for the pulled items 89500 (under 89000 Trial Events, 63000 Office Expenses, and 70000 Staff Expenses</li> <li>3. 89500 - Jay Rowland pulled because Accountant pointed out that we have to include a new line item for the line of credit we just took (we have taken \$475K to handle expenses, rather than liquidating some of our investments in our investment portfolio) We will be paying the interest on the loan which will be approximately \$1330/month. Approval Leo Lin, Clint 2<sup>nd</sup> – Approved</li> <li>4. 63000 Office Expenses and 70000 Staff Expenses together – Peter McNamara just wanted to point out that we need to look at the fact that those items together (which represent administrative costs) are 120% of our income. This is more money then money spent on athletes.</li> </ol>	6-month budget approved	
<b>New Business</b>	<p><b>New By-Laws</b></p> <ol style="list-style-type: none"> <li>1. Last October we approved the new By-Laws we submitted to USA Swimming for their approval</li> <li>2. After much negotiating there are a few changes they have required and we are seeking approval of</li> </ol>	By-Laws Passed	

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	<p>the entire By-Law package with the changes.</p> <p>3. The primary changes had to do with how we select and have our athletes participate in our governance (they did not understand our athlete structure which included dealing with our Zone Structure, and we addressed this with some rewording but no substantive change) and their denial of our proposed length of term for our Admin Review Board, so the terms are the USA determined length of time.</p> <p>Motion: 2010MT <b>Approve Modified New By-Laws</b>  Approve New By-Laws modified with mandated changes from USA Swimming  Mark Taliaferro, Leo Lin 2<sup>nd</sup>  Passed</p>		
	<p><b>Calendar :</b>  Jan 20 – EXE  Feb 17 – BOD  March 17 – EXE  April 21 – BOD  May 20 – EXE  May 23 – HOD  July 21 – BOD  Sept 15 – BOD  Oct 17 – HOD  Oct 20 – EXE  Nov 17 – BOD  Approved</p>		
<b>Next HOD Meeting</b>	May 21, 2021		
<b>Meeting Adjourned</b>	Meeting adjourned 6:40 PM		

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