

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: Wednesday, November 20, 2024

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 guests in attendance are also noted.

Lehla Irwin	X	Kent Yoshiwara	X	Zone Chairs		Zone Reps		Guests		Staff	
Verónica Hernández	X	Marissa Cozort	X	1N – Bob Hill	X	SR – Steph Anderson	x	Mike Piccardo		Cindy Rowland	X
Debbi Tucker	X	Phil Grant	X	1S – Trent Larsen		JR – Aly Cutforth	X	David Cottam		Laurie Benton	X
Kyler Van Swol	X	Traci Benton		2 – Mark Ryan		1N – Paige Griffis		Jerry Rudd		Diana Fetterman	X
Erik Scalise		Larry Rice		3 – Kevin Twohey		1S – Joyce Lee		Valerie Rudd		Annie Stein	X
Asher Green	X	Amy Gonzalez		4 – Jim Morefield	X	2 – Saveta Holunga		Markus Daene		Karen Bair	X
Tyler Long	X	Clint Benton	x	2 – Chris Lam	X	3 – Joseph Harris	x	Mike Davis		Mary Ruddell	X
Amy Chen	X					4 – Bella Pfeiger					
Gracie Goss	X										
Don Heidary	X										
Doug Reed											

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by Lehla Irwin at 7:33 PM		
Conflict of Interest	Meeting opened with the reading of the Conflict of Interest Statement.		
Minutes from Previous Meeting	September 18, 2024 BOD Minutes – Posted K.VanSwol Moved, D.Tucker 2nd	Approved	
Minutes from Previous Executive Committee Meetings	N/A		
Officer’s Reports			
Chair	Lehla Irwin – 1. We still need a Camp Coordinator		
Admin Vice-Chair	Verónica Hernández – Posted 1. Applications for Pac Coast All-Star are still open and will close Dec 8 at the end fo Age Group Champs. 2. Website update to make it ADA compliant is underway. 3. ASCA World Clinic is coming to Pacific Swimming, will be host in Reno, Sept 2025.		
Vice Chair – Program Operations	Kyler Van Swol – 1. Competition coordinator job posted to Swimswam, USAS, ASCA and PC website 2. Preparing for year-end staff reviews		

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Vice Chair – Program Development	Eric Scalise – 1. No report		
Vice Chair - Finance	Debbi Tucker – Posted 1. Statement of Financial Position, Activities Budget Performance (attached) 2. Paid off all summer bills 3. Moved Z4 to Chase Checking and updating them to Quickbooks Online 4. Over budget on Athlete Leadership Summit and Annual Officials Clinic due to cost increases 5. Decrease in memberships and meet fee amounts, so income is decreasing V.Hernandez Moved to approve financial reports, J.Morefield 2nd	Approved	
Age Group Committee	Tyler Long – Posted		
Senior Committee	Asher Green – Posted 1. Moving forward with adding elements of a championship meet to the February Sr Trials and Finals meet.		
Registration	Laurie Benton – Posted		
Report/Recom - Staff	Cindy Rowland – Posted 1. Presentation of 2024-2025 BOD and HOD meeting dates. V.Hernandez moved, A.Green 2nd	Approved	
Consent Calendar	Consent Calendar presented for approval (including all committee reports and minutes) except: J.Morefield Moved, D.Tucker 2nd Pulled: DDEI, Officials, Finance, Safe sport	Approved	
Disability, Diversity, Equity, and Inclusion Committee	Kent Yoshiwara – Posted 1. First combined DEI Camp and Summit held Nov 2 with Sierra Nevada Swimming at Solano College 2. Coaches from both LSC's, Leland Brown III came out from USAS to present, as well as our own Athlete Rep, Oakley Briskman		
Officials Committee	Phil Grant – Posted 1. Junior Officials How-To and FAQ's docs now posted on the website 2. Thanks to Sylvain Flamant for his service as the Z1N Officials Chair and welcome to Brett Shaug.		
Finance Committee	Debbi Tucker – 1. Audit has been submitted and we are waiting for their review selections 2. Equipment inventory by each Zone is being conducted.		
Safe Sport	Marisa Cozort - 1. SS Coordinators training session information was sent to all teams 2. MAAPP has been updated, all teams should have received the update and need to implement it by Jan 1, 2025.		

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	3. There is a Youtube recording covering all of the changes. 4. Electronic communication hours with athletes has been extended to 10:00 PM. 5. Staff to post new policy in the News section of the website and send it out in an email to all teams.		
Budget			
Old Business			
Old Motions	<p>1. 2409OFC02 - Officials Travel Assistance Amendment The Officials Committee moves to amend the Policies and Procedures to include an additional \$50 in assistance for assigned officials in qualifying positions, without an athlete entered in the meet. Section V Travel Expense Reimbursement C. Travel and Lodging Assistance for Officials 4. LSC Meets and National-level Meets held inside Pacific Swimming Boundaries a. Assigned Officials (Meet Referee, Starters, Deck Referees, Lead Chief Judges and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive a lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget. b. Travel Assistance shall be: (1) Meet Referee, Lead Administrative Referee, <u>Head Starter</u>, and Lead Chief Judge shall receive \$100 per night. (2) Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night. c. <u>Assigned Officials working the meet in said qualifying positions without an athlete entered in the meet may claim an extra \$50 per night in lodging reimbursement or subsidy. Assigned Officials working the meet in said qualifying positions without an athlete entered in the meet may instead of lodging choose to be reimbursed or subsidized for mileage at the annual federal rate. Mileage reimbursement or subsidy shall not exceed the per night lodging rate allowance.</u></p>	Approved	
New Business			
New Motions	<p>1. 2411ATH01 - Minimum Athlete Representative Age The Athlete Committee moves to amend the Policies and Procedures to set the minimum age requirement for Athlete Representatives as 13 years of age and enrolled in at least 8th grade, and to introduce a new requirement for Athlete Representatives to complete the USA Swimming Athlete Protection Training course applicable to their age category. SECTION XVIII COMMITTEES AND COORDINATORS C. Athlete Committee 1. Definitions b. An Athlete Representative is any athlete elected or appointed to serve as a representative to the LSC, and who is eligible as defined in Article 14 of the Pacific Swimming Bylaws. <u>Athletes shall be at least 13 years of age and enrolled in 8th grade or above and must complete the USA</u></p>		30-Day 1/15/25

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	<p><u>Swimming Athlete Protection course applicable to their age category to become a representative.</u> c. The Athlete Committee is made up of the athlete representatives elected or appointed to serve as <u>a</u> representative for all athletes competing with the LSC.</p> <p>2. 2411DDEI01 - MEFAP Online Meet Entry The DDEI Committee moves to spend no more than \$5,000 from the DDEI Grant line item for FastSwims to develop an online entry function so that athletes registered with an Outreach membership may enter meets online using the Meet Entry Fee Assistance Program (MEFAP).</p> <p>3. 2411AG01 - R&R Housekeeping Changes The Age Group Committee moves to amend the Rules & Regulations to reflect the name change of Junior Olympics to Age Group Championships. R&R SECTION 6 AGE GROUP COMPETITION A. Meet Formats & Qualifying 2. Junior Olympic Age Group Championships 6. Only times in the USA Swimming SWIMS database shall be acceptable to qualify for Junior Olympics Age Group Championships and Far Westerns level competition and LSC Championship meets. B. Eligibility 1. Individual Eligibility e. Athletes registered in other LSC's may swim in Pacific meets for which they qualify with the exception of Junior Olympics Age Group Championships and 10 & Under Championships.</p> <p>4. 2411AG02 - LSC Championship Meets The Age Group Committee moves to make slight adjustments to the Policies and Procedures to reflect what is already being done in practice and to allow more flexibility for when championship meets are scheduled. P&P SECTION VII LSC AGE GROUP CHAMPIONSHIP MEETS A. Far Western Championships 1. Meet Conduct e. Short Course Far Western Championships shall be held <u>between March-April, on the first full weekend in April, unless there is a conflict with Easter Sunday.</u> A complete sanction and meet announcement shall be made available by December 1. Preliminaries shall start at 9:00 a.m. and finish no later than 1:30 p.m. (including distance timed finals). f. Long Course Far Western Championships should normally be conducted <u>in the summer as the conclusion to the long course season, in the last week in July.</u> A complete sanction and meet announcement shall be available by April 1. Preliminaries shall start at no earlier than 8:30 a.m. 9:00 a.m. and finish no later than 2:30 p.m. (including distance timed finals). B. Age Group Championships 3. Meet Conduct a. Meets shall be no more than 3 competition days <u>and may be held at two venues.</u></p>	Approved	30-Day 1/15/25 30-Day 1/15/25

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	<p>b. The Winter meet shall be held 2 Saturdays after Thanksgiving <u>in December</u>.</p> <p>5. 2411SR01 - Senior Meet Awards The Senior Committee moves to allocate no more than \$500 from the Senior Meet Host Incentive (line item 52075) to provide awards for the Senior Open P&F on February 15-16.</p> <p>6. 2411SR02 - Postponing Senior Meet Eligibility The Senior Committee moves to further postpone implementation of Motion 2408SR03 - Senior Meet Eligibility until September 1 the beginning of Long Course season 2025. A.Green moved to amended, V.Hernandez 2nd</p> <p>7. 2411FVC01 - National Meets Sanctioned by Pacific Swimming The Finance Vice Chair moves to amend the Rules and Regulations to include the sanctioning of National level meets within Pacific Swimming at a rate of 20% on all individual and relay entry fees. SECTION 4 SWIM MEET PREPARATION B. Entry Fees 1. Notes: ... g. The Pacific Swimming fee collected on individual and relay entries <u>for national level meets hosted by Pacific Swimming clubs</u> will be 20% of the designated amount listed in the meet announcement.</p> <p>8. 2411GOV01 - Policies and Procedures Committee Updates Motion to amend the following Pacific Swimming Policies and Procedures, as detailed herein: 1. Section I, Governance, to add provisions to define,streamline, and document non-substantive housekeeping changes to our governing documents. (This includes updating contact information in the Crisis Management & Disaster Recovery Plan, added as new Section XX below.) 2. Section XVIII, Committees and Coordinators, to add a new placeholder section for the Club Development Committee, whose Chair is designated as a member of the HOD by R&R 2.B.3.a. 3. Section XVIII, Committees and Coordinators, to add new policies and procedures for the DDEI, Finance, and Safe Sport committees. 4. Add new Section XX to contain the Pacific Swimming Crisis Management & Disaster Recovery Plan approved by the Board of Directors, with some suggested non-substantive housekeeping adjustments.</p> <p>9. 2411GOV02 - Rules and Regulation Housekeeping Motion to amend the Rules & Regulations to remove references to two obsolete committees, the Nominating Committee (now part of the Governance Committee per our Bylaws), and the Times Recognition Committee. R&R SECTION 1 ZONES K. Zone Representatives 1. Each Zone is responsible for appointing and/or electing Zone representatives to LSC committees such as the Nominating Committee, Officials Committee, Scheduling Committee,</p>	<p>Approved</p> <p>Approved as Amended</p>	<p>30-Day 1/15/25</p> <p>30-Day 1/15/25</p> <p>30-Day 1/15/25</p>

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	<p>Athlete Committees and other standing or ad hoc LSC committees when Zone representation is required or desired.</p> <p>SECTION 13 JOB DESCRIPTIONS</p> <p>C. Duties and Responsibilities of General Chair and Vice Chairs</p> <p>3. Program Operations Vice Chair</p> <p>a. (3) The Program Operations Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Officials Committee, Time Recognition, Zone Chairs, and Governance Committee.</p> <p>10. 2411FIN01 – Annual Club Registration Fee for Existing Clubs The Finance Committee moves to retain the amount charged for the Pacific Swimming Annual membership fee.</p> <p>11. 2411FIN02 – Annual Club Registration Fee for New Clubs The Finance Committee moves to amend the Rules and Regulations, Section 3 A.4. Registration and Membership Fees to add the following:</p> <p><u>j. The membership fee for a New Annual Club shall be the USA Swimming New Annual Club membership fee plus \$25</u></p> <p><u>k. The membership fee for an Outreach Club shall...</u></p>	<p>Approved Opposed: J. Morefield</p>	<p>30-Day 1/15/25</p>
Closing Comments			
Next Meeting	Wednesday, February 19, 2025		
Meeting Adjourned	Adjourned 8:53 PM		

Respectfully submitted by,
Gracie Goss and Amy Chen
Secretary - Pacific Swimming Board of Director