

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: April 21, 2021

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.

David Cottam	X	Michael Allegretti	X	Zone Reps		Athlete Reps		Guests		Office	
Leo Lin	X	Kent Yoshiwara	X	1N – Laura Mitchell		Jivana Nagpal	X	Phil Grant	X	Cindy Rowland	X
Veronica Hernandez	X	Kelly Schott	X	1N- Larry Rice	X	Taylor Rohovit	X	Marcus Daene	X	Laurie Benton	X
Daniel Cottam		Mike Davis	X	1S – Mark Taliaferro	X	Aidan Pfeifer	X	Tracy	X	Diana Fetterman	X
Kyle Kikuta	X	Clinton Benton	X	2 – Peter McNamara	X	Gabriel Cueva	X	Valerie Rudd	X	Annie Stein	X
Marie Lin	X	David Benjamin	X	3 – Kevin Twohey				Lehla Irwin	X		
Mary Ruddell	X	Debbi Tucker	X	4 - Jerry Rudd	X						
Kelly Crowley		Mike Piccardo	X	4 - Jim Morefield	X						
Don Heidary		Jay Rowland	X								
Carlene Takaki	X										

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam 7:30 PM		
Conflict of Interest	Meeting opened with question of any member having a financial conflict of interest. Clint Benton and Jay Rowland reminded us that they have spouses that are staff.		
Minutes from Previous Meeting	March 17, 2021 BOD revised minutes were approved		
Minutes from Previous Executive Committee Meetings	No Executive Committee Minutes to approve		
Officer's Reports			
Chair	David Cottam: <ol style="list-style-type: none"> 1. Goals for this meeting are to get essential changes in Rules and Regulations, that need to go to the HOD this May, reviewed and voted on. The Athlete Committee's motion to incorporate their Handbook Polices and Procedures in Pacific Swimming's Policies and Procedures should also get reviewed and voted on.. 2. USA Swimming is presenting workshops for Officials, LSC Development, Safesport, and DEI to take place this week and the following weeks 		

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	3. USA Swimming outlined some of the changes they have made in their By-Laws <ol style="list-style-type: none"> a. HOD membership is significantly reduced, so they can meet the requirement of having 1/3 of the members be Athletes (who can be up to 10 years out of swimming) b. Grassroots delegates will be significantly reduced and our LSC will get only 3 votes c. At the USA Swimming Zone Meeting the 2021-2022 meet schedule was started 4. Motion 2103GC04 Administrative Vice Chair, Finance Vice Chair, and Treasurer will be split into sections 5. USA Swimming will subsidize Camps and we will try to take advantage of this		
Vice Chair – Program Operations	Leo Lin : <ol style="list-style-type: none"> 1. Scheduling Task Force has created a Series of Virtual Meets for end of Summer “Championships” which includes all sanctioned meets between June 18-August 1. There is a 1 page meet sheet available. Thanks to Carlene Takaki and FastSwim for cosponsoring this “event”. 		
Vice Chair – Program Development	Veronica Hernandez: <ol style="list-style-type: none"> 1. See the two Motions on Email Communications 2. 2104ECTF01 Subscription to FloDesk for Email Communication 3. 2104ECTF02 Email Communication Guidelines 		
Treasurer	Mary Ruddell not present for this section: Review and Approval of financial reports tabled till next meeting of the BOD		
Age Group	Kyle Kikuta: No Report		
Sr. Committee	Dan Cottam: No Report		
Registration	Laurie Benton - See Report <ol style="list-style-type: none"> 1. 527 coaches are on our rolls, but 263 coaches are missing some requirement preventing their complete registration, and ability to work on deck at this time. 2. The lists of their specific coaches will be sent to the Zone Chairs 3. Also Coaches credentials need to be checked at every meet – including all intrasquad meets 		
Report/Recom - Staff	Cindy Rowland: See posted reports and minutes		
Consent Calendar	Consent Calendar approved (including all committee reports and minutes)- Athlete, Governance, Safe Sport and Officials had oral reports		
Athletes	Taylor Rohovit, Jivana Nagpal, Adam Pfeiger:		

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	<ol style="list-style-type: none"> 1. The Mental Health Committee is almost ready to release a second video. This one is about dealing with pressure. 2. Aidan Pfeleiger will assume the role of Senior Athlete Rep in September, as Jivana, and Taylor are graduating. The election process for the Junior Rep will start on Monday, April 26, when applications will begin to be accepted. May 2 is the date for closing acceptance of applications and voting will be May 3. Results will be announced May 23. 3. The Leadership Summit which will take place virtually on the weekend of the October HOD will include topics on Governance, Strategic Planning, and will include a College Coaches Panel 		
Governance	Peter McNamara: <ol style="list-style-type: none"> 1. Governance Committee was given the important task to review and then recommend: a) how much funds Pacific Swimming should keep in reserve, and b) the strategic plan for paying back the loan we have just taken out. 2. After careful review the Governance Committee recommends we keep no less than 50% of our cash in reserve (at this time it would be \$1.75 million) with an absolute minimum of \$1.7 million. 3. After careful consideration of our fiscal responsibility as a non-profit and our primary mission, to provide for swimming, and as a result of significant discussion and review, the Governance Committee recommends we fully repay the loan in 2 years (with an absolute deadline of no more than 5 years). 		
Safe Sport	Kelly Schott: <ol style="list-style-type: none"> 1. USA Swimming has developed a financial incentive for having every LSC to achieve Safe Sport Recognition 2. We are at 50%, and have till July 17 to reach 75% in order to receive the financial incentive 3. USA Swimming has a monthly video that can be accessed to help with this effort 4. Zone Chairs are asked to reach out to all their teams to support this effort 		
Officials	Mike Davis: <ol style="list-style-type: none"> 1. Maggie Wells who was an athlete representative on the Official's committee is retiring from the committee. Thanks for all the work she has done. 2. Jennifer McKenna is moving to Hawaii, and so will step down from her position as co-official chair for Zone 1S. Thank you Jennifer. 		
Zone Reports			
Zone 1N	No report		
Zone 1S	No report		
Zone 2	No report		
Zone 3	No report		
Zone 4	No report		
Budget	Mary Ruddell:	Revised Budget with	Refer to

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	<ol style="list-style-type: none"> 1. The Budget Task Force met 3 times to revise the 2021-2022 Budget Proposal which is posted 2. The Budget is based on the HOD passing the increases in membership fees, and meet fees 3. The plan is to set aside \$50,000 to pay off the loan 4. The following changes were made to the proposed Budget and the budget was passed <ol style="list-style-type: none"> a. 13000 Camp Programs (Income) + \$750 b. 54500 Camp Program (Expense) + \$5000 c. 62100 Marketing (Expense) + \$670 d. 63150 Office Expenses (Expense) + \$250 <p>Revised Budget approved with the above amendments</p>	additions passed	HOD
Old Business	Personnel Committee - Governance Committee - Peter McNamara <ol style="list-style-type: none"> 1. See Motion 2103PC01 Personnel Committee – to place this description in the P&P, 30 day motion 		
	Guidelines and Process for sending emails to families in LSC - Veronica Hernandez <ol style="list-style-type: none"> 1. Procedures and guidelines for e-mail communication developed. 2. The Task Force on E-Mail Notifications and Communications – presents 2 motions a) Request for using FloDesk to manage E-mail Communications, and b) Guidelines (2104ECTF01, and 2104ECTF02) 		
Old Motion	Motion 2101VCPO03 Concussion Education (P&P) Mandate that all Meet Directors and Head Marshals of Pacific Swimming Sanctioned meets have to have taken and passed concussion training (CDC or NFHS) prior to the sanction of the meet. (This will be placed in Pacific's P&P) Leo Lin (Vice Chair Program Operations), Larry Rice (2nd) (30 day , P&P) To be written for insertion to the P&P - Tabled to next BOD	Tabled to next BOD July, 2021	
	Motion 2103PC01 Personnel Committee In compliance with the Pacific Swimming Bylaws passed at the October 2020 House of Delegates the Governance Committee has been working to identify the purpose and identity of the Personnel Committee. After significant deliberation the Governance Committee is recommending the following for the make up of the Personnel Committee. The Personnel Committee should strive to include members with the following backgrounds and/or abilities. <ul style="list-style-type: none"> • Members ideally will have managerial experience. • Members ideally will have participated with Pacific Swimming on a regular basis for at least three (3) years • Experience in facilitating goal setting and performance assessments. • Members responsibilities will include the following: 	Inadvertently left off during discussion - To be voted on in EXE May, 2021	

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	<ul style="list-style-type: none"> ○ Yearly evaluations of staff. ○ Resolution of staff issues to include potential issues of misconduct or other concerns that may reflect negatively on Pacific Swimming. ○ When appropriate and fiscally responsible evaluate potential staff bonus opportunities. ○ Members will serve two (2) year terms with no term limits. ● The makeup of the committee will be as follows: <ul style="list-style-type: none"> ○ One member from the coaching community. ○ One member will be the Program Operations Vice Chair. ○ One member should be one of the Zone chairs. ○ Athlete member of the Committee shall be the immediate past Pacific Swimming Senior Athlete Representative (Ex-Officio), if this individual continues to be a member in good standing with United States Swimming and Pacific Swimming as the individual's home LSC. The individual may represent a secondary school, college or university, wherever located, during the school season, and return to Pacific Swimming at the termination of the swimming season. ○ Should the designated Athlete Representative be unable or unwilling to participate, a replacement will be named by the General Chair with the advice and consent of, Administrative Vice Chair, Senior Athlete Representative and Junior Athlete Representative. Consent is the approval of two of the three named. ● In the event the Personnel committee has a tie on any vote the General Chair of Pacific Swimming (or designee) will break the tie. <p>Peter McNamara (Personnel Task Force) (30 day, P& P) Referred to EXE May, 2021</p>		
	<p>Motion 2103GC01 Zone Autonomy Place the section on Zone Autonomy into the Rules and Regulations:</p> <p style="text-align: center;">ZONE AUTONOMY</p> <ol style="list-style-type: none"> 1. Zone Bylaws - Each zone shall establish its own Bylaws in addition to the LSC Bylaws to better describe or address specific Zone needs. The Zone bylaws shall not be in conflict with the Bylaws of Pacific Swimming and USA Swimming. 2. Each Zone will establish a Board of Directors and conduct meetings. The minutes of these meetings will be reported to the Pacific Swimming Board of Directors and posted to the Pacific Swimming website. The Zone Chairs and Zone Athlete Representative are members of Pacific Swimming Board of Directors. 3. Elections - Each Zone will establish rules for the election of the Zone Officers and the terms for the Zone Officers. 4. Budget – Each Zone shall establish an annual budget to guide the operation of the Zone. Financial 	Passed and Referred to May, 2021 HOD	Refer to HOD 5/21

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	<p>practices by the Zone shall follow generally accepted accounting principles.</p> <p>5. Meets and Sanctions - Each Zone shall define its Zone Meet formats and establish a Zone meet schedule with a defined host assignment process. The Zone shall be responsible for team assignment to meets, team priority for meets, and the meet Sanction requirements that are specific to the Zone.</p> <p>6. Scheduling - Zones shall facilitate the scheduling and awarding of meets within their geographical boundaries except:</p> <ul style="list-style-type: none"> a. on days that are reserved by the LSC for the purpose of holding essential functions. b. Zone meets scheduled on the same weekend as LSC Far Western and JO meets must have a lower time standards i.e. (FW (-) and JO (-). time <p>7. Eligibility of athletes and conduct of meets shall conform to Pacific Swimming Rules and Regulations except as follows:</p> <ul style="list-style-type: none"> a. Zones may restrict entry to residents of the zones in certain meets. b. Meet time standards may be set by the Zone c. Meet format may be set by the Zone d. Zone meets shall be reviewed and approved by the meet referee and Zone Sanction Chair prior to submission to Pacific Swimming Sanction Chair for final approval. e. Zones may make their own policies regarding restrictions to be applied to their athletes. <p>8. Each Zone may set its own requirements for minimum number of officials required per club for Zone meets except that this requirement must meet or exceed the requirement set by USA Swimming Rules and Regulations. Each Zone may determine and enforce a penalty for noncompliance with this policy.</p> <p>9. Zone Representatives - Each Zone is responsible for appointing and/or electing Zone representatives to LSC committees such as the Nominating Committee, Zone Officials Chair(s), Scheduling Committee, Athlete Committees and other standing or ad hoc LSC committees when Zone representation is required or desired. Zone athlete representatives also shall be nominated and approved by the Zone. Zone Officials Chairs shall be appointed by the respective Zone Chairs with the approval of the Zone Board and the concurrence of the General Chair and the LSC Officials Chair.</p> <p>10. Meet and Office Equipment - Each Zone may purchase and maintain office equipment to support Zone functions plus Meet Equipment to support Zone Teams in hosting swim meets.</p> <p>11. Fines and Penalties - Each Zone may determine and levy penalties or fines on Zone Teams and/or members who violate Zone Bylaws, Rules and Regulations and/or agreed upon processes and procedures.</p>		

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	<p>Such fines or penalty shall be clearly established and agreed to by a majority vote of the Zone Board.</p> <p>Leo Lin, Governance Committee (R&R, 30 days)</p> <p>Passed - Refer to May HOD</p>		
	<p>Motion 2103GC02 Staff and Personnel Place Section on Staff and Personnel of old Bylaws (2015) that was removed in the current Bylaws into the Rules and Regulations:</p> <p>A. Staff</p> <ol style="list-style-type: none"> 1. Pacific Swimming may retain paid staff at the Pacific Swimming Office as the Board of Directors may determine to be appropriate or necessary. 2. The power and duties of the paid staff shall be established in Pacific Swimming's Policies and Procedures Manual or by resolution of the Board of Directors, or Executive Committee. 3. The staff shall be under the general supervision of the General Chair who will be advised and assisted by the Personnel Committee. Disputes arising from the actions or directions of the General Chair may be referred to the Personnel Committee for further action or resolution. 4. The Vice Chairs (Administrative, Operations, Program, and Finance) may request staff assistance and support for any program that they supervise. 5. With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee Chair or coordinator. 6. It is prohibited for a person to be employed by Pacific Swimming who is a member of the General Chair or Vice Chair(s)'s immediate family. Definitions for purposes of this policy -"Immediate Family" includes current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means an employee having a legal marital relationship or having registered as a domestic partner in compliance with the statutes of his/her respective Municipality and State of residency. 7. The Budget Committee shall include in its proposed budget a line item for the costs of Pacific Swimming's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential <p>B. Office - Pacific Swimming may maintain an office in the Territory for the storage of the books and records and equipment of Pacific Swimming and for other purposes as may be determined by the House of Delegates</p>	<p>Passed and referred to May, 2021 HOD</p>	<p>Refer to HOD 5/21</p>

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	<p>or the Board of Directors in accordance with the Bylaws Leo Lin, Governance Committee (R&R, 30 days)</p> <p>Passed -Referred to May HOD</p>		
	<p>Motion 2103GC03 General Chair, Program Operations Vice Chair, Program Development Vice Chair</p> <p>Place Section with job descriptions of the General Chair, Program Operations Vice Chair and Program Development Vice Chair of old Bylaws (2015) that was removed in the current Bylaws intended into Rules & Regulations:</p> <p>GENERAL CHAIR The General Chair shall oversee and have general charge of the management, business operations, affairs and property of Pacific Swimming, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees as may be necessary to permit Pacific Swimming to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of Pacific Swimming.</p> <p>PROGRAM OPERATIONS VICE CHAIR The role of the Vice Chair, Program Operations is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Operations Division of Pacific Swimming. The charge of the reporting committees and coordinators is to implement plans and projects related to the conduct of Pacific Swimming's swimming events and programs.</p> <ol style="list-style-type: none"> 1. The Program Operations Vice Chair is a member of the Board of Directors and the Executive Committee. 2. The Program Operations Vice Chair shall assume the duties of the office of the General Chair in the event that the General Chair and the Administrative Vice Chair are absent, or are unable to perform these duties. 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. 4. The Program Operations Vice Chair shall maintain regular contact with the chairs, and coordinators of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis. 	<p>Passed and Referred to May, 2021 HOD</p>	<p>Refer to HOD 5/21</p>

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	<p>PROGRAM DEVELOPMENT VICE CHAIR The role of the Program Development Vice Chair is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Development Division of Pacific Swimming. The charge of the reporting committees is to create, organize, and evaluate programs that will support the development of the athlete membership.</p> <p>The officer's duties shall include the following:</p> <ol style="list-style-type: none"> 1. The Program Development Vice Chair is a member of the Board of Directors and the Executive Committee. 2. The Program Development Vice Chair, shall assume the duties of the office of the General Chair in the event that the General Chair, Administrative Vice Chair, Program Operation Vice Chair are absent, or are unable to perform these duties. 3. The Program Development Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Senior Committee, Age Group Committee, Disability Swimming, Diversity Committee and Athlete Committee. 4. The Program Development Vice Chair shall maintain regular contact with the chairs and coordinators of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis. <p>Leo Lin, Governance Committee (R&R, 30 days)</p> <p>Passed - refer to May HOD</p>		
	<p>Motion 2103GC04 Administrative Vice Chair, Finance Vice Chair, Treasurer</p> <p>Add New Board of Director Positions mandated by USA-Swimming LSC Bylaws (Administrative Vice Chair, Finance Vice Chair) to the Rules and Regulations, and include the change of job description of the Treasurer:</p> <p>ADMINISTRATIVE VICE CHAIR:</p> <p>The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers Pacific Swimming business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of Pacific Swimming's Policies and Procedures Manual. The Administrative Vice Chair shall be custodian of the</p>		

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	<p>records of Pacific Swimming, and attest the execution of all duly authorized instruments. The Administrative Vice Chair shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of Pacific Swimming.</p> <p>FINANCE VICE CHAIR:</p> <p>The Finance Vice Chair is the chief financial officer of Pacific Swimming (PC). 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 PC working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for PC. The Finance Vice Chair shall prepare an annual budget for PC operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit or review required pursuant to Section 7.4.2 and shall review, or shall cause the Audit Committee to review, the annual audit or review report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of PC system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for PC compliance with Section 7.4.2. The Finance Vice Chair shall issue regular reports listing the current budget variances by line item, all expenditures and the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct.</p> <p>The Finance Vice Chair shall:</p> <ul style="list-style-type: none"> • have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of PC; • cause the moneys, securities and other financial instruments of PC to be deposited in the name and to the credit of PC in such institutions as shall be designated in accordance with Section 6.12 or to be otherwise invested as the Board of Directors may direct; • cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts; • cause the funds of PC to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of PC, and obtain and preserve proper vouchers for all moneys disbursed; • cause to be kept in the safe keeping of the Treasurer or person authorized in writing by the Treasurer, correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors or the Finance Vice Chair shall determine; • upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the 		

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	<p>annual audited financial statement to be exhibited to any member of PC or USA Swimming;</p> <ul style="list-style-type: none"> • cause PC to be in compliance with the requirements of Section 7.4.2; • have the authority to require from the officers, committee chairs, coordinators, staff or agents of PC reports or statements giving such information as the Finance Vice Chair (Treasurer) may determine to be appropriate or helpful with respect to any and all financial transactions of PC; • make the books and records available and otherwise fully cooperate with those conducting the annual audit or review of PC accounts and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit or review reports and any federal tax return to the Administrative Vice Chair for posting to the PC website. Additionally, submit these same documents electronically to USA Swimming's national headquarters in accordance with Article 8; • in general, perform all the other duties incident to the corporate treasury <p>Not a new BOD position- Job content change due to addition of Finance Vice Chair to BOD.</p> <p>TREASURER: The Treasurer is the principal receiving and disbursing officer of Pacific Swimming. Except as otherwise directed by Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of PC and pay all bills, salaries, expenses and other disbursements approved by the Board of Directors. The Treasurer shall publish monthly balance sheets and submit them to the Finance Vice Chair. The Treasurer is a non-voting member of the Board of Directors.</p> <p>Leo Lin, Governance Committee, (R&R, 30 days)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1.) Mary Ruddell made extensive changes in her published proposed amendment to the job description of the position of the Finance Vice Chair, and subsequent changes to the Treasurer position. Changes to the Finance Vice Chair job description were substantive: striking out <u>all</u> the delineated tasks and responsibilities for the position, and the processes and reporting structure built in for accountability purposes in the Finance Vice Chair job description. She raised the issue that there was no need of any internal auditing since we had an outside auditor. 2.) Peter McNamara from the Governance Committee stated that Mary's proposed changes would give the Finance Vice Chair tremendous power, especially if, as Mary proposes the FVC is Chair of all the Committees in the LSC dealing with finances. In preparing the Job Descriptions in their motion, the Governance Committee reviewed what was done in the USA Swimming By-Laws and a number of LSCs' governing documents which had robust well written descriptions of the positions. They then framed the positions presented in this motion with the Business Model the 		

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	<p>Governance Committee determined United States Swimming was following, and they used the various governing documents they reviewed as models .</p> <p>3.) Clint Benton proposed that we split this motion into 3 parts a) Administrative Vice Chair, b) Finance Vice Chair, and c) Treasurer. This was seconded by Veronica Hernandez</p> <p>2103GC04a: Administrative Vice Chair</p> <p>Passed - Refer to HOD 5/21</p> <p>2103GC04b, and c: Finance Vice Chair and Treasurer – tabled and referred to a Task Force (Finance Vice Chair and Treasurer Task Force):</p> <ol style="list-style-type: none"> 1. Chair of the task force will be Larry Rice, and members will be Jim Morefield, Mary Ruddell, Clint Benton, David Cottam, Jivana Nagpal, and Aiden Pfeiger 2. They will report back no later than July 21st. 	<p>2103GC04a AVC passed</p> <p>2103GC04b,c FVC. Treasurer – Referred to Task Force</p>	<p>Refer to HOD 5/21</p>
	<p>Motion 2103AC01 Athlete Committee By-Laws Place the By-Laws of the Athlete committee in the Pacific Swimming Policy and Procedures:</p> <p style="text-align: center;">SECTION XVIII COMMITTEES</p> <p style="text-align: center;">I. ATHLETE COMMITTEE</p> <p>A. Definitions</p> <ol style="list-style-type: none"> 1. An athlete is any swimmer registered as an athlete member of USA Swimming. Athlete members must meet be eligible pursuant to USA Swimming and LSC Rules and Regulations. 2. An Athlete Representative is any athlete elected or appointed to serve as a representative to the LSC. An athlete representative must be an athlete at the time of election or appointment. See 102.4 for college athletes 3. The Athlete Committee is made up of the athlete representatives elected or appointed to serve as representatives for all athletes competing within the LSC. 4. Officers of the Athlete Committee include the Senior Athlete Representative, Junior Athlete Representative, and the five (5) Zone Representatives. (Also defined as the LSC Athletes Executive Committee) <p>B. Athlete Committee Composition</p>	<p>Passed</p>	

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	<ol style="list-style-type: none"> 1. The LSC Athlete Committee will consist of the Senior Athlete Representative, the Junior Athlete Representative, Zone Athlete Representatives, and Club Athlete Representatives. 2. If a member of the Athlete Committee cannot fulfill the requirements of their position, an alternate shall fill the vacancy for the remainder of their term, pursuant to procedures established by the Athletes' Committee. 3. The Athletes' Committee may establish written criteria for the internal governance of the Committee. <p>C. Appointments</p> <ol style="list-style-type: none"> 1. The Athlete Committee Senior Athlete Representative and Junior Athlete Representative will, with the consent of the LSC General Chair, appoint at least three (3) at-large members to the Athlete Committee; and 2. Five (5) Zone Representatives, appointed by the Zone Chairs, one for each Zone of Pacific Swimming(PC). 3. Athlete representatives will be selected to each working committee by application to the PC Athletes' Executive Committee, such that a minimum of twenty percent (20%) of each working committee consists of athlete representatives. Applications will be opened in June and selections will be announced in July. 4. There will be a one (1) year term limit for serving on LSC committees. 5. An athlete representative may serve on one (1) committee unless otherwise approved by the Vice Chair of Program Development (VCPD). This does not include subcommittees. <p>D. House of Delegates</p> <ol style="list-style-type: none"> 1. Athletes will constitute a minimum of twenty percent (20%) and maximum of thirty-three percent (33%) of the voting delegates. 2. The Senior Athlete Representative, the Junior Athlete Representative, and the five (5) Zone Athlete Representatives will serve as voting members of the LSC House of Delegates 3. Additional voting Athlete Representatives will be nominated by the Zone Athlete Representatives and approved by the AEC. 4. The number of nominees per Zone will be determined by the number of registered clubs in each Zone by January 31 of the current year. <p>E. Officers</p> <ol style="list-style-type: none"> 1. The Junior Representative will be elected at Spring HOD by the voting athletes 2. Term of Office of the Junior and Senior Representative <ol style="list-style-type: none"> a. Two Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. They shall be referred to as Junior Athlete Representative during the first year of their terms and as Senior Athlete Representative during the second year. b. At the time of election, the Athlete Representative must <ol style="list-style-type: none"> i. be an athlete member in good standing 		

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	<ul style="list-style-type: none"> ii. be at least a sophomore in high school or at least 16 years of age iii. be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by USA Swimming iv. have their place of permanent residence in Pacific Swimming and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). c. The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Athletes Committee, or failing that, at a time and in a manner designated by Board of Directors. d. At least twenty (20) days written notice of the election shall be given to all clubs. The election shall be conducted in accordance with Pacific Swimming Policy and Procedures. <p>3. Senior Athlete Representative responsibilities include:</p> <ul style="list-style-type: none"> a. Creation and sharing of the agenda prior to each meeting b. Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees c. Submission of committee minutes to Board Secretary d. Giving reports from the Board and other committees to the Athlete Committee <p>4. Junior Athlete Representative responsibilities include:</p> <ul style="list-style-type: none"> a. Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees b. Shall perform the duties of the Senior Athlete Representative when the latter is not able to be present at a Board or Committee meetings. c. Other duties as assigned by the Senior Athlete Representative. <p>F. Appointed Members</p> <ul style="list-style-type: none"> 1. Term of Office of the Zone Representatives 2. The five (5) Zone Representatives are appointed by the Zone Chairs with no term limit. <ul style="list-style-type: none"> a. Responsibilities of the Zone Athlete Representative include but are not limited to: <ul style="list-style-type: none"> b. Attending Zone meetings c. Providing a Zone report at Athlete Committee meetings d. Performing other duties as requested by the Zone Board e. Coordinating communications with Club Athlete Representative in their Zone f. Submitting a list of nominees for the HOD to the AEC 3. A Club Representative is appointed by the club Head Coach. Each club may have a minimum of one representative per practice site. Refer to the Athlete Representative Handbook at pacswwim.org for duties and responsibilities. 		

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	<p>G. Ex-Officio Member</p> <ol style="list-style-type: none"> 1. Ex-officio members must be in compliance with LSC eligibility 2. Eligibility <ol style="list-style-type: none"> a. Ex-officio Athlete Committee members shall have been elected or appointed to the LSC Board of Directors as an athlete representative, and shall not be currently a serving Board member. b. Members of USA Swimming National Committees who represent or represented a LSC club team are shall serve as ex-officio Athlete Committee members. 3. Appointment <ol style="list-style-type: none"> a. The immediate past Senior Athlete Representative shall be appointed to the Athlete Committee. b. The Senior Representative may appoint additional past Senior Athlete Representatives to serve on the Athlete Committee at their discretion. 4. Term of Office <ol style="list-style-type: none"> a. The immediate past Senior Athlete Representative may serve a year long term as ex-officio Athlete Committee members or as long as they serve as an Athlete Representative on a National Committee. The Senior Athlete Representative may appoint additional ex-officio members at their discretion. 5. Ex-officio members shall have a voice but no vote on the Athlete Committee. <p>H. Frequency of Meetings</p> <ol style="list-style-type: none"> 1. The Athlete Committee will meet monthly unless the committee agrees to cancel. 2. Any officer may call a special meeting of the AEC at any time. <p>I. Notice of Meetings</p> <ol style="list-style-type: none"> 1. Seven (7) day's notice is required for any meeting and must include the agenda. An email sent to all committee members constitutes notice. 2. Committee members are responsible for keeping their current email address on record. <p>J. Cancellation of Meetings</p> <ol style="list-style-type: none"> 1. At the discretion of the Senior Athlete Representative, meetings may be cancelled due to lack of agenda or lack of committee availability. <p>K. Quorum of AEC</p> <ol style="list-style-type: none"> 1. Five (5) of the seven (7) voting members constitute a quorum for the AEC. 		

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	<p>L. Voting</p> <ol style="list-style-type: none"> 1. In all matters that require the action of the committee a simple majority of those voting members present will determine the committee’s course of action. 2. All teams may have one designated athlete representative participate in the vote, regardless of number of sites or representatives. <p>M. Attendance of Athlete Representatives</p> <ol style="list-style-type: none"> 1. Athlete Executive Committee members shall be present at all scheduled Athlete Committee meetings to maintain eligibility to serve 2. An absence shall be considered unexcused if an appointed member or elected member fails to notify the Senior or Junior Athlete Representative or Vice Chair of Program Development of their absence prior to the time of meeting. An email sent to the Senior or Junior Athlete Representative or Vice Chair of Program Development constitutes notice. 3. Barring uncontrollable and unforeseen circumstances, two unexcused absences over the course of a term shall result in removal from the Athlete Executive Committee and other LSC committees. 4. Barring uncontrollable and unforeseen circumstances, three unexcused absences over the course of a term shall result in removal from the Athlete Committee and other LSC committees. <p>N. Removal from Committee</p> <ol style="list-style-type: none"> 1. The Senior and Junior Athlete Representative may with the advice and consent of the LSC General Chair, remove any member from the Athlete Committee who fails to meet the expectations outlined in the USA Swimming Code of Conduct, LSC Bylaws and Policies or the Athlete Committee Guidelines. <p>Jivana Nagpal, Athlete Committee (P&P, 30 days)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Given the new USA Swimming by-laws two amendments were made to adjust for the increased representation of athletes on committees and the HOD. <ol style="list-style-type: none"> a. D1 “such that a minimum of twenty percent (20%) of each working committee consists of athlete representatives” b. C3 “minimum of twenty percent (20%) and maximum of thirty-three percent (33%) of the voting delegates. <p>Clint Benton, Veronica Hernandez 2nd</p> <p>Passed with the two amendments</p>		
New Business	None		

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New Motions	<p>Motion 2104ECTF01: Subscription with FloDesk for Email communication</p> <p>The Email Communication Task Force moves that the Board of Directors approve the expenditure of funds for a mass email service subscription. The subscription will be with FloDesk at a rate of no more than \$38 per month before tax.</p> <p>Veronica Hernandez, Email Communication Task Force</p> <p>Reasoning: Pacific Swimming has an opportunity to be more transparent and inclusive of our membership. This service will allow PC to better communicate all the services and programs that we provide to our membership as well as communicate any urgent information that affects the membership as a whole.</p> <p>Passed</p>	Passed	
	<p>Motion 2104ECTF02: Guidelines for LSC Email Communication</p> <p>The Email Communication Task Force moves add the following guidelines (highlighted section) on LSC email communication to Policies & Procedures, Section XVI Electronic Communication Policy</p> <p style="text-align: center;">SECTION XVI</p> <p style="text-align: center;">ELECTRONIC COMMUNICATION POLICY</p> <p>A. Electronic Communication Policy</p> <ol style="list-style-type: none"> 1. Pacific Swimming recognizes the prevalence of electronic communication and social media in today’s world. Many of our athletes use these means as their primary method of communication. While Pacific Swimming acknowledges the value of these methods of communication, Pacific Swimming also realizes that there are associated risks that shall be considered when adults use these methods to communicate with minors. 2. All communications between a coach or other adult including but not limited to official, chaperone, manager and athlete shall be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications shall adhere to the USA Swimming code of conduct regarding Athlete 	Refer to July, 2021 BOD meeting	BOD 7/21

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	<p>Protection.</p> <p>For example, as with any communication with an athlete, electronic communication shall not contain or relate to any of the following:</p> <ol style="list-style-type: none"> a. drug or alcohol use b. sexually oriented conversation; sexually explicit language; sexual activity c. the adult’s personal life, social activities, relationship or family issues, or personal problems; and d. inappropriate or sexually explicit pictures e. Note: Any communication concerning an athlete’s personal life, social activities, relationship or family issues shall be transparent, accessible and professional <p>3. Whether one is an athlete, coach, board member or parent, the guiding principal to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board, or other athletes?”</p> <p>4. With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is Transparent, Accessible and Professional (T.A.P.).</p> <ol style="list-style-type: none"> a. TRANSPARENT: All electronic communication between coaches and athletes shall be transparent. Your communication shall not only be clear and direct, but also free of hidden meanings, innuendo and expectations. b. ACCESSIBLE: All electronic communication between coaches and athletes shall be considered a matter of record and part of Pacific Swimming’s records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility. c. PROFESSIONAL: All electronic communication between a coach and an athlete shall be conducted professionally as a representative of Pacific Swimming. This includes word 		

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	<p>choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.</p> <p>If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes shall be appropriate.</p> <p>5. Facebook, Snapchat, Twitter, Blogs, and Similar Sites</p> <p>a. Coaches may have personal Facebook (or other social media site) pages and shall not have any athlete member join their personal page as a “friend.” A coach shall not accept any “friend” requests from an athlete. In addition, the coach shall remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other instant messaging methods.</p> <p>b. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.</p> <p>6. Twitter</p> <p>a. Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.</p> <p>7. Texting</p> <p>a. Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours of 7 AM until 9 PM. Texting only shall be used for the purpose of communicating information directly related to team activities.</p> <p>8. Email</p> <p>a. Athletes and coaches may use email to communicate between the hours of 7 AM and 9 PM. When communicating with an athlete through email, a parent, or another coach of the same team shall also be copied.</p> <p>9. Request to Discontinue All Electronic Communications</p>		

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	<p>a. The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.</p> <p>10. Pacific Swimming shall adhere to the current USA Swimming Electronic Communication Policy.</p> <p>11. It shall be the policy of Pacific Swimming that the following information, and only the following information, shall be acceptable for publication in any form, including but not limited to the world wide web, regarding any Pacific Swimming member without express written authorization from the athlete, if of majority; the athlete’s parent/guardian, if a minor; or the non -athlete member: name, age in years, club affiliation, entered time, time and place achieved in an event, and any awards or honors received by the athlete.</p> <p>12. It shall be the policy of Pacific Swimming that USA Swimming membership numbers and “trouble lists” (either registration or monetary) shall not be published on the web.</p> <p>13. Charitable solicitations shall not be posted on the Pacific Swimming website unless it directly benefits or is endorsed by Pacific Swimming or USA Swimming. Such solicitations may be considered for posting on Pacific Swimming social media by the Executive Committee or Board of Directors.</p> <p>14. Email communications from the LSC directly to the membership is recommended to be done once a month, and will compile all updates that are posted on the LSC website. Additional single item emails may be sent if there is emergency information, or if there is time sensitive information that affects the membership.</p> <p>a. LSC emails to membership should not include information only pertaining to one particular group within PC, information about Zone level meets, nor for advertising goods and services.</p> <p>b. The ability to opt-out/unsubscribe from future email communication should be included in all emails and be prominent and easy to use.</p> <p>Veronica Hernandez, Email CommunicationTask Force (P&P, 30 days)</p> <p>Reasoning: These guidelines are to document the intended use of LSC email communication to the membership, as</p>		

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	well as what the email communication may not be used for.		
	<p>Motion 2104CB01: Cancel Contract with Concord Hilton Cancel the 2 year contract we signed for holding our October HOD, Award's Banquet and Official's Clinic at the Concord Hilton, and request a 100 % refund. Clint Benton, Peter McNamara 2nd</p> <p>Reasoning:</p> <ol style="list-style-type: none"> 1. We signed the contract before the close downs caused by the COVID 19 pandemic. The 2020 October HOD, Awards Banquet, and Official's Clinic were cancelled because of this, and the contract was then extended to cover the 2021, and 2022 October HODs, Award's Banquet and Official's Clinics. 2. The continuation of closures has resulted in the canceling of plans to hold these events this year, 2021 as well. 3. At this point, our financial position is different and we need the flexibility to be able to make alternative plans rather than committing to the Hilton contract and the financial obligation it entails. <p>Passed</p>	Passed	
Next Meeting	Exe May 20, 2021, BOD July 21, 2021 at 7:30 pm via Zoom		
Meeting Adjourned	9:25 PM		

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