

<b>Meeting Title: Pacific Swimming Board of Directors Meeting</b>
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**Date: March 16, 2022**

**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	Clint Benton	X	<b>Zone Reps</b>		<b>Athlete Reps</b>		<b>Guests</b>		<b>Office</b>	
Leo Lin	X	Asher Green	X	1N – Laura Mitchell		Aidan Pflieger	X	Mike Davis		Cindy Rowland	X
Mary Ruddell	X	Michael Allegretti	X	1N- Larry Rice		Sophie Boeun	X	Marcus Daene	X	Laurie Benton	X
Veronica Hernandez	X	Kelly Crowley		1S – Mark Taliaferro	X	Ainsley Tambling	X	Kevin Zacher	X	Diana Fetterman	X
Eric Scalise	X	Kent Yoshiwara	X	2 – Mark Ryan	X	Anika Nagpal		Valerie Rudd	X	Annie Stein	X
Tony Daly	X	Mike Piccardo	X	2- Chris Lam	X						
Kyle Kikuta	X	Kelly Schott		3 – Kevin Twohey							
Marie Lin	X	Phil Grant	X	3- Debbi Tucker	X						
David Benjamin	X	John Schonder		4 - Jerry Rudd	X						
Don Heidry		Peter McNamara	X	4 - Jim Morefield	X						

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by Leo Lin 7:30 PM		
<b>Conflict of Interest</b>	Meeting opened with question of any member having a financial conflict of interest. Clint Benton reminded us that he has a spouse that is staff.		
<b>Minutes from Previous Meeting</b>	February 16, 2021 BOD minutes approved		
<b>Minutes from Previous Executive Committee Meetings</b>	No Executive Committee actions to approve		
<b>Officer's Reports</b>			
<b>Chair</b>	David Cottam, summarized by Leo Lin <ol style="list-style-type: none"> <li>1. Job descriptions for General Chair, Vice Chairs and Treasurer are missing in the draft or the Rules and Regulations</li> <li>2. Looked at staffing and the need to address the Treasurer's duties.</li> <li>3. May HOD will be via zoom</li> <li>4. October HOD will be hybrid: in-person and virtual on-line</li> </ol>		

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Admin Vice Chair	Leo Lin: - besides activities reported by other committees <ol style="list-style-type: none"> <li>1. Monitoring how water is getting more and more difficult to find for our local clubs and for meets.</li> <li>2. Canceling of meets has occurred more frequently due to, facilities unable to provide required staffing, possible facility noncompliance with county requirements, lack of water.</li> </ol>		
Vice Chair – Program Operations	Veronica Hernandez - besides activities reported by other committees <ol style="list-style-type: none"> <li>1. Still working on planning the distance meet (to replace the OTC camp)</li> <li>2. Have not heard back from College of San Mateo about booking the facility for the distance camp and it is becoming too late .</li> </ol>		
Vice Chair - Program Development	Eric Scalise <ol style="list-style-type: none"> <li>1. Pacific has 2 Ukrainian family refugees registering their swimmers and are using the outreach program</li> </ol>		
Treasurer	Mary Ruddell <ol style="list-style-type: none"> <li>1. January and February draft statement of financial position and draft statement of activities budget performance were approved</li> <li>2. We have made our first payment on our line of credit loan</li> </ol>		
Age Group Committee	Kyle Kikuta <ol style="list-style-type: none"> <li>1. Had meeting approximately 2 weeks ago</li> <li>2. Discussed returning the Zone Challenge meet to the name Zone All Star Meet</li> <li>3. Discussed options for Distance Meet</li> <li>4. Affirmed desire to have an Awards Banquet</li> </ol>		
Sr. Committee	Tony Daly <ol style="list-style-type: none"> <li>1. Sectionals at Carlsbad went well, with attendance of about 600 swimmers.</li> <li>2. Sectional Committee is looking to change some of the dates for their Sectionals</li> <li>3. USA is changing dates for Juniors</li> <li>4. The Junior cuts have been published and they are significantly faster - Tony will send them to the coaches</li> </ol>		
Registration	Laurie Benton - See Report <ol style="list-style-type: none"> <li>1. There is an extra step to registering the Ukrainian swimmers. Their Federation needs to be informed</li> </ol>		
Report/Recom - Staff	Cindy Rowland: See posted reports and minutes		
Consent Calendar	Consent Calendar approved (including all committee reports and minutes) except Finance, Officials, and DDEI		
Finance	Mary Ruddell: <ol style="list-style-type: none"> <li>1. It is time to work on the budget for next year</li> <li>2. All committee chairs have submitted their budget requests.</li> <li>3. The first draft of the budget is being put together.</li> <li>4. Mary requests that all committees review their submitted budgets and identify those items that are of the</li> </ol>		

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	<p>lowest priority in preparation for possible requests for cuts in their budgets</p> <p>5. The Budget Committee will meet on April 14th to prepare the final draft. All are welcome to attend. Just let Mary know.</p>		
<b>Officials</b>	<p>Phil Grant:</p> <ol style="list-style-type: none"> <li>1. Welcome to Sylvan Flamant as a new co-Official's Chair for Zone 1N</li> <li>2. Thanks to John Sasono for his service as co-Official's Chair for Zone 1N as he finishes his duties in that position.</li> <li>3. Welcome to new Committee Athlete Rep Joseph Harris (Z3)</li> </ol>		
<b>Diversity, Disability, Equity &amp; Inclusion</b>	<p>Kent Yoshiwara:</p> <ol style="list-style-type: none"> <li>1. Wants to recognize Orinda Aquatics for their donation of \$5000 to Richmond Sailfish to get them up and running again</li> <li>2. The Subcommittee Reviewing USA Swimming Policy 19 on Transgender is working to provide a document that clarifies the issues when requesting a change in status. There are 6 categories to consider with regard to Transgender swimmers: male or female, 12 and under or 13 and over, Elite or Non-Elite. The document needs approval from the whole DDEI Committee before it is presented to the BOD.</li> </ol>		
<b>Senior Coach Rep</b>	<p>Asher Green:</p> <ol style="list-style-type: none"> <li>1. Wants to go to the workshop in April with the purpose of bringing back the information to the coaches.</li> <li>2. Wondering if there is a way he can go in person to Convention. Cindy Rowland will discuss this off-line.</li> </ol>		
<b>Zone Reports</b>			
<b>Zone 1N</b>	No report		
<b>Zone 1S</b>	No report		
<b>Zone 2</b>	No report		
<b>Zone 3</b>	No report		
<b>Zone 4</b>	No report		
<b>Budget</b>	No report		
<b>Old Business</b>	None		
<b>Old Motion</b>	<p>2203CB01 Bring Action on Tabled motion 2111MR01 Pacific Travel Expense Reimbursement Policy</p> <p>Motion 2111MR01 Changes to Section V of Policies and Procedures: United States Aquatic Sports (USAS) Convention, Business</p> <p>A Task Force (David Benjamin, David Cottam, Clint Benton, Mary Ruddell, Mike Allegretti, and Aidan Pfeifer) was</p>	<p>2201CB01 Passed</p> <p>2111MR01 Passed</p>	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>tasked to provide a "clean" and "concise" copy of Section V for the BOD to vote on. It is attached as an appendix to these minutes.  Mary Ruddell, Finance Committee (P&amp;P, 30 days)  Passed</p>		
	<p><b>Motion 2202 FC02 New Membership Category - Administrator</b>  The Finance Committee recommends an addition of the new Administrator Membership Category to Pacific Swimming's Rules and Regulations Section 1 A.4 Registration and Memberships Fees</p> <p>4. Registration and Membership Fees  <b>f. The registration fee for an Administrator shall be the USA Swimming's Administrator registration fee plus \$5</b>  Mary Ruddell, Finance Committee (R&amp;R, 30 days)  Passed</p>	Passed	
New Business	<p><b>Santa Clara International Meet Entry Fees - Kevin Zacher</b></p> <ol style="list-style-type: none"> <li>1. Fees Reviewed</li> <li>2. Entries close on May 31st. However there is a provision for Late entries (June 1-5) The Late Entry Charge will be \$50/person</li> <li>3. All the above fees approved by the BOD</li> </ol>		
	<p><b>Pacific Swimming Meet Schedule 2022-2023 - 1st Round of Bidding - Annie Stein</b></p> <ol style="list-style-type: none"> <li>1. 4 teams bid and the 1st round of awarded meets was approved</li> <li>2. The meet that has fallen on the Superbowl weekend must be bid "as is" until the 3rd round of bidding, when requests can be made to change dates, the class of meet, and other listed criteria</li> </ol>		
	<p><b>Site for the October Official's Clinic, the HOD, Awards Banquet, and Athlete Conference - Cindy Rowland</b></p> <ol style="list-style-type: none"> <li>1. The Pleasant Hill Senior Center and Aquatic Complex was presented as a very viable, cost effective site for all 4 events, and we have tentatively reserved the space for the days we need.</li> <li>2. Marie Lin had been charged to check out the Walnut Creek Presbyterian Church as another possible site, and space was reserved there as well.</li> <li>3. Once Staff has thoroughly evaluated the Pleasant Hill site, and if it meets all our criteria, we will cancel the reservation at the Walnut Creek Presbyterian Church</li> </ol>		
	<p><b>Covering the Treasurer's Duties - Clint Benton</b></p> <ol style="list-style-type: none"> <li>1. Clint Benton wanted to know what was happening with regard to the position that was supposed to be filled to handle the Treasurer's duties.</li> <li>2. Marie Lin reported that the Board had voted to hire an independent contract bookkeeper to handle most of the financial duties of the Treasurer, and that once hired, we were supposed to assess how that configuration was functioning across the first 6 months. However, not even a job description has been created yet.</li> </ol>		

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	<ol style="list-style-type: none"> <li>3. Staff was supposed to work with the Personnel Committee to complete this project</li> <li>4. The newly appointed Personnel Committee members were not aware that they were supposed to bear responsibility, along with staff to complete this hiring.</li> <li>5. Leo Lin, standing in for David Cottam at this meeting, requested that the Personnel Committee assess the status on this project and consider what needs to be done. They should report their findings to the April 20, 2022 BOD</li> <li>6. The Personnel Committee is : Veronica Hernandez, Mike Allegretti, Jim Moorefield, and Aidan Pflieger</li> </ol>	Personnel Committee to report back to the BOD on 4/20/22	BOD 4/20/22
New Motions	<p><b>Motion 2203GC01 Revised Rules and Regulations</b>          Approve the Rules and Regulations Update March 3, 2022          Peter McNamara, Governance Committee (R&amp;R, 30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Members of the Board are asked to review the draft document as soon as feasible, and refer any revisions to Peter so the Governance Committee can incorporate them in a final draft to be posted for all to review before the April 20, 2022</li> <li>2. This is an attempt to limit the number of amendments that might be raised on this 37+ page document in the meeting on April 20.</li> <li>3. Clint Benton suggested the Job Descriptions of Positions on the Board which had been passed to be incorporated in the revised Rules and Regulations, might better be placed in the Policies and Procedures, since the positions are already in the documents. This will allow for more flexibility in changing the job descriptions as needed.</li> </ol>	BOD review document and send revisions to Peter McNamara	BOD 4/20/22
Next Meeting	BOD April 20, 2022 at 7:30 pm via Zoom		
Meeting Adjourned	8:50 PM		

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

## SECTION V

### PACIFIC SWIMMING TRAVEL EXPENSE REIMBURSEMENT POLICY

Expenses incurred by members of the Board of Directors and others traveling as authorized representatives of Pacific Swimming shall be reimbursed in accordance with this policy.

NOTE: This policy does not apply to Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training. They shall be reimbursed as provided for in the Budget.

To be eligible for Financial Assistance or Reimbursement the individual shall meet the following criteria:

- a. Be a member of USA Swimming from Pacific Swimming and

- b. Be approved for Financial Assistance by the General Chair unless otherwise specified in this policy.
- c. Attend the event in its entirety or as specified below
- d. NOTE: Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.
- e. Travel Expense Reimbursement Policy is subject to change due to financial constraints as determined by the Board of Directors.

A. **United States Aquatic Sports (USAS) Convention and USA Swimming Business Meetings**

- 1. Criteria for Financial Assistance: Must attend for a minimum of two (2) days.
- 2. Individuals attending Convention and USA Swimming Business Meetings and approved for Financial Assistance shall be eligible for assistance at one of the following four (4) levels:
  - a. **Full Share Financial Assistance:** Individuals or their elected/appointed alternates serving in the following positions: General Chair, Vice Chair - Administration, Vice Chair - Finance, Vice Chair - Program Development and Vice Chair - Program Operations, Senior Chair, Age Group Chair, Coach Representative(s) and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) or others serving on the Board of Directors to receive full funding. A Full Share is:
    - 1) Early Bird Registration or other Registration Costs
    - 2) Transportation as determined by staff, approved by the Board of Directors and supported by the submission of transportation receipts
    - 3) The cost of a standard double room including all taxes as quoted in Convention and USA Swimming Business Meeting registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.
    - 4) Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Business Meeting but not to exceed seven days.
  - b. **Newcomer Share Financial Assistance:** Individuals who have not attended Convention or USA Swimming Business Meeting previously and express a desire to attend Convention or USA Swimming Business Meeting and share what they have learned with the LSC.
    - 1) Early Bird Registration or other Registration Costs
    - 2) Transportation as determined by staff, approved by the Board of Directors and supported by the submission of transportation receipts.
  - c. **Attendee Share Financial Assistance:** Individual Members of Pacific Swimming who do not serve in any of the roles listed above.

1) Early Bird Registration or other Registration Costs

d. **Pacific Office Staff Financial Assistance:** Pacific Swimming Office Staff approved by the General Chair to attend the Convention or USA Swimming Business Meeting:

- 1) Early Bird Registration or other Registration Costs
- 2) Transportation as determined by the staff, approved by the Board of Directors and supported by the submission of transportation receipts.
- 3) Transportation to and from airports. Transportation includes mileage (IRS annual standard mileage rate) and parking public transportation, or airporter service. These expenses shall be supported by receipts.
- 4) The cost of a standard double room including all taxes as quoted in Convention and USA Swimming Business Meeting registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.
- 5) Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Business Meeting but not to exceed seven days.

3. The Registration Fee shall be paid by the Pacific Swimming Treasurer once the attendees have been approved by the General Chair. The cost of transportation as determined by the staff and approved by the Board of Directors may be advanced upon submission of evidence of payment for transportation. Payment shall be the lesser of either the amount actually paid or the determined cost. Should these amounts differ, final adjustment shall be made when the balance of the Convention or USA Swimming Business expenses is settled. If the applicant fails to attend the Convention or USA Swimming Business Meeting, the registration fee and all advances shall be returned to Pacific Swimming.
4. Individuals, with the exception of the Athlete Representative(s), who attend Convention and receive Financial Assistance from Pacific Swimming, shall submit a written Summary Report of Meetings attended prior to receiving Financial Assistance.
5. Seat Selection Fees: Seat selection fees shall be reimbursed if the total does not exceed the transportation financial assistance as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts.
6. When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.

## B. USA Swimming Workshops

1. Criteria for Financial Assistance

- a. Individuals who are approved by the General Chair or
- b. Approved by Committee Chairs whose budget includes workshop expenses approved by the Board of Directors or House of Delegates as a part of the budgeting process.

- c. Reimbursement will be supported by appropriate receipts
- d. Individuals must attend for the entire duration of the workshop.

2. Financial Assistance shall be as follows:

- a. Pacific Swimming Staff shall determine the most cost-effective travel options based on airfare purchased no later than 21 days prior to departure which shall then be approved by the Board of Directors.
- b. Transportation as determined by staff, approved by the Board of Directors and supported by the submission of transportation receipts.
- c. Seat Selection Fees: Seat selection fees shall be reimbursed if the total does not exceed the transportation financial assistance amount as approved by the Board of Directors and supported by the submission of transportation receipts.
- d. Actual cost of "single room" lodging shall be reimbursed. In case of travel to USA Swimming sponsored events where USA Swimming pays for a "double" room, Pacific Swimming shall pay the additional cost for a single room.
- e. A Per Diem of \$50 shall be paid for the number of days the individual attends the Workshop unless food and a Per Diem is provided by the workshop host. Additional expenses outside of Per Diem that are not essential will not be reimbursed without approval of the Board of Directors.
- f. Pacific Swimming Staff approved by the General Chair to attend USA Swimming workshops shall receive financial assistance as if they were attending the Convention or a USA Business Meeting. (see Section V, A, d above).

C. **Travel and Lodging Assistance for Officials**

1. Criteria for Financial Assistance:

- a. Individuals must be approved for financial assistance by the Chair of the Official's Committee
- b. Receipts shall be submitted to the Officials Chair for approval. Eligible reimbursable expenses include transportation, hotel and meals not to exceed the amount a Club receives for an Athlete

2. **National Meets**



- a. Officials, whose application to officiate at a National, Pro Series, Futures or Sectional meet has been approved by USA Swimming's Officials Committee, shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).
- b. Travel Assistance shall apply only to meets held outside of Pacific Swimming.
- c. An Official shall be eligible to receive Travel Assistance for two meets per year. (September 1 - August 31). An Official may apply for Travel Assistance to:
  - 1) one National/US Open/Junior National Meet and one Pro Series, Futures or Sectional Meet or
  - 2) two Pro Series, Futures or Sectional Meets per year.

### 3. **Olympic Trials**

- a. Officials, who have been invited to officiate at Olympic Trials shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).
- b. Travel Assistance for Olympic Trials shall be in addition to the two meets per year maximum listed above.

### 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, Lead Chief Judge shall receive \$100 per night
  - 2) Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night.
- c. Officials shall attend the LSC Meet in its entirety. Officials Chair may waive this requirement.