

**Meeting Title:** Pacific Swimming Board of Directors Meeting

**Date:** July 17, 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	<b>Zone Chairs</b>		<b>Zone Reps</b>		<b>Guests</b>		<b>Staff</b>	
Verónica Hernández	X	Kelly Schott		1N – Bob Hill	X	SR – Lily Struempf		Sergei Tolkachov	X	Cindy Rowland	X
Debbi Tucker	X	Phil Grant	X	1S – Tony Daly		JR – Steph Anderson	X	Mike Piccardo	X	Laurie Benton	X
Kyler Van Swol	X	Traci Benton	X	2 – Mark Ryan		1N – Paige Griffis		David Cottam	X	Diana Fetterman	X
Erik Scalise		Peter McNamara		2 – Chris Lam		1S – Joyce Lee				Annie Stein	
Asher Green	X	Larry Rice	X	3 – Kevin Twohey		2 – Saveta Holunga				Karen Bair	X
Tyler Long	X	Clint Benton	X	4 – Jim Morefield	X	3 – Joseph Harris				Mary Ruddell	X
Amy Chen	X					4 – Bella Pfeiger	X				
Gracie Goss	X										
Don Heidary											
Doug Reed											

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by Lehla Irwin at 7:31 PM		
<b>Conflict of Interest</b>	Meeting opened with the reading of the Conflict of Interest Statement.		
<b>Minutes from Previous Meeting</b>	April 17, 2024 BOD Minutes – Posted L.Rice Moved, K. Yoshiwara 2nd	Approved	
<b>Minutes from Previous Executive Committee Meetings</b>	N/A		
<b>Officer's Reports</b>			
<b>Chair</b>	Lehla Irwin – <ol style="list-style-type: none"> <li>Request for teams to fill out the Facility Survey from PC to ascertain how many facilities we have available for meets.</li> <li>USAS is proposing an increase to the club registration fee from \$70 to \$275, \$50 of which stays with the LSC.</li> <li>The cost for a new club to register is \$700 each year for the first 3 years during which time USAS would like to provide guidance and assistance for new clubs to be successful.</li> <li>Impact on the LSC budget and what amount the LSC should charge is still unclear. USAS may mandate that the LSC only gets \$50. We need more information on exactly what USAS will provide.</li> </ol>		
<b>Admin Vice-Chair</b>	Verónica Hernández – Posted		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	1. Draft of Vision Statement: To provide opportunities and programs to our communities, so that they can dream big and pursue their goals.		
<b>Vice Chair – Program Operations</b>	Kyler Van Swol – 1. No report		
<b>Vice Chair – Program Development</b>	Eric Scalise – 1. No report		
<b>Vice Chair - Finance</b>	Debbi Tucker – posted 1. New reports format due to new Quickbooks Online 2. Statement of Financial Position, Statement of Activities, and Budget vs Actuals presented 3. Membership down, lots of meets being run, no restricted funds used for DEI camp 4. T.Benton Moved, V.Hernandez 2nd	Approved	
<b>Age Group Committee</b>	Tyler Long – 1. No report		
<b>Senior Committee</b>	Asher Green – posted 1. Looking for more help to run the committee a. Requesting assistance with formal documentation of committee work (Minutes & Motions)		
<b>Registration</b>	Laurie Benton – posted		
<b>Report/Recom - Staff</b>	Cindy Rowland – posted 1.		
<b>Consent Calendar</b>	Consent Calendar presented for approval (including all committee reports and minutes) except: V. Hernandez Moved, J. Morefield 2nd  Pulled: DDEI, Officials, Finance, Zone 1N	Approved	
<b>Governance Committee</b>	Jim Morefield – Posted 1.		
<b>Disability, Diversity, Equity, and Inclusion Committee</b>	Kent Yoshiwara – 1. Thanks to many PC members for helping to make the WZ DEI Camp & Summit possible. 2. The head coach of the camp was Pacific Swimming's Keiichiro Yoshida.		
<b>Officials Committee</b>	Phil Grant – Posted 1. Online clinics available for Admin Officials and Starters will start in Oct 2. JR officials for 16-17 year old athletes will start in Sept, may only Officiate 12 and under sessions, Background Check and APT are not required for Jr Officials 3. October 12 in-person clinics offering Advanced Stroke & Turn, Chief Judge, Starter, Deck Referee, Meet Referee, Admin Official, Hy-Tek Meet Manager and Colorado classes.		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	4. National certifications for all officials should be updated on Officials Tracking System (OTS)		
Finance Committee	<p>Debbi Tucker –</p> <ol style="list-style-type: none"> <li>1. New Treasurer for Zone 4 Malia O'Brien. Thank you Jerry Rudd for you 15+ years as Treasurer.</li> <li>2. We'll be signing up for the IRS Electronic Payment System.</li> <li>3. Formal letter for Treasures to sign for authorized methods of payment. <ol style="list-style-type: none"> <li>a. Only accepted payment methods are: Zelle (with permission from the Staff Treasurer or Fin Vice Chair), Credit Card, ACH or wire transfer.</li> </ol> </li> </ol>		
Z1N Report	<p>Bob Hill -</p> <ol style="list-style-type: none"> <li>1. Zone 1 North is looking for a location to host 2025 ZAM. Fremont will not be available. Looking into Monta Vista or Burlingame.</li> </ol>		
Budget			
Old Business			
Old Motions			
New Business			
New Motions	<ol style="list-style-type: none"> <li>1. <b>2407GOV01 - Amendment to Policies &amp; Procedures</b> To amend the following Pacific Swimming Policies and Procedures, as detailed herein: <ol style="list-style-type: none"> <li>1. Section I, Governance, to align with a proposed change in Section VIII,</li> <li>2. Section VIII, Scheduling, to rename as Meet Scheduling and Meet Bid Awards, and to streamline and align with current practices,</li> <li>3. Section XIII, Camps, to clarify and align with current practices,</li> <li>4. Section XVIII, Committees and Coordinators, to add new policies and procedures for Age Group Committee, Budget Committee, Camps Coordinator, and Senior Committee, and to remove the placeholder subsection for Meet Awards Committee, which is part of the Scheduling Committee responsibilities outlined in Section VIII,</li> <li>5. Section XIX, Leagues Administration, to streamline and align with current practices.</li> </ol> </li> <li>2. <b>2407AVC01 - Suspend Relay of the Year Award</b> To suspend the Male and Female Relay of the Year Award for the 2024 Awards Banquet due to a lack of reports provided by USA Swimming for the competition year of September 1, 2023 to August 31, 2024, unless access becomes available by September 1, 2024. J. Morefield 2nd</li> <li>3. <b>2407OC01 - Officials Travel Assistance</b> To amend the following sections of the Policies &amp; Procedures Section V.C.4.a., b. and c. <ol style="list-style-type: none"> <li>a. Assigned Officials (Meet Referee, Starters, Deck Referees, <del>Lead</del> 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.</li> <li>b. Travel Assistance shall be: (1) Meet Referee, Lead Administrative Referee, <u>Head Starter</u>, and</li> </ol> </li> </ol>	<p>30 Day Motion</p> <p>Approved</p> <p>Tabled</p>	9/18/24

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<p><del>Lead</del> Chief Judge shall receive \$100 per night. (2) Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night.</p> <p><u>c. Assigned Officials working the meet in said qualifying positions without an athlete entered in the meet may claim and 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 federal rate. Mileage reimbursement or subsidy shall not exceed the per night lodging rate.</u></p> <p>P. Grant moved to Table, D.Tucker 2nd</p> <p><b>4. 2407SR01 - Facility Surcharge for LSC Senior Meets</b>  The Senior Committee moves to <u>allow host clubs to</u> implement a facility surcharge not to exceed \$20.00 per athlete <del>facility surcharge</del> for LSC Senior Meets for the next swim year (September 1, 2024 to August 31, 2025). <u>Outreach registered athletes are exempt from the facility surcharge.</u></p> <p><b>5. 2407FC01 - Change to Non-Athlete Registration Fee</b>  Motion to change Rules and Regulations, Section 3 Administration of the Swimming Program A, 4. d. and e., Non-Athlete Registration Fee for Coaches, Officials and Other to the required USA Swimming Non-Athlete registration Fee of \$15.00.</p> <p>d. The Registration fee for a Coach Non-Athlete membership shall be the USA Swimming Non-Athlete registration fee plus <del>\$18.00.</del> <b>\$15.00.</b></p> <p>e. The Registration fee for an Official and Other Non-Coach/Non-Athlete membership shall be the USA Swimming Non-Athlete registration fee plus <del>\$8.</del> <b>\$15.00.</b></p>	<p>Approved as amended</p> <p>Approved</p>	
<b>Closing Comments</b>			
<b>Next Meeting</b>	September 18, 2024		
<b>Meeting Adjourned</b>	Adjourned 8:38 PM		

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