

Meeting Title: Pacific Swimming Board of Directors Meeting

Date July 20, 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	Zone Reps		Athlete Reps		Guests		Office	
Leo Lin	X	Asher Green	X	1N – Laura Mitchell		Aidan Pflieger	X	Marcus Daene	X	Cindy Rowland	X
Mary Ruddell		Michael Allegretti	X	1N – Larry Rice		Sophie Boeun	X	Valerie Rudd	X	Laurie Benton	X
Veronica Hernandez	X	Kelly Crowley		1S – Mark Taliaferro	X	Ainsley Tambling	X	Hon Hiatt		Diana Fetterman	X
Eric Scalise		Kent Yoshiwara	X	2 – Mark Ryan		Anika Nagpa				Annie Stein	X
Tony Daly	X	Mike Piccardo	X	2 – Chris Lam	X						
Kyle Kikuta		Kelly Schott		3 – Kevin Twohey							
Marie Lin	X	Phil Grant	X	3 – Debbi Tucker	X						
David Benjamin		John Schonder		4 – Jerry Rudd	X						
Don Heidry		Peter McNamara	X	4 – Jim Morefield							
Randy Pedersoli											

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam at 7:30PM		
Conflict of Interest	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.		
Minutes from Previous Meeting	April 20, 2022 BOD Minutes approved.	Approved	
Minutes from Previous Executive Committee Meetings	Executive Committee actions from May 20,2022 approved.	Approved	
Officer's Reports			
Chair	David Cottam <ol style="list-style-type: none"> 1. The Revised R&R was presented to the HOD and passed 2. We have been very active with meets in the LSC 3. Zones are requested to ensure they have at least 20% athlete representation on their Boards and are compliant with this USA requirement 4. Because of the number of clubs we have and because 10 of our 35 clubs who had Safe Sport Recognition have allowed it to lapse, all Clubs are reminded to do due diligence to get their Safe Sport Recognition Certification. 		

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	5. The USA Swimming Annual Business Meeting and HOD will take place September 22-24, 2022. Pacific Swimming is allowed to send 4 coaches and 1 non-coach, non-athlete. We will be sending Tony Daly, Kyle Kikuta, Asher Green, Doug Reed, and David Cottam		
Admin Vice-Chair	Leo Lin - All of his activities are reported by the Committees involved		
Vice Chair – Program Operations	Veronica Hernandez 1. Most of her activities are reported by the Committees involved 2. Personnel Committee has met several times to revise the Staff Review Process and Staff Evaluation Criteria, and to consider several options to streamline reports of staff activity.		
Vice Chair – Program Development	Eric Scalise Not present		
Vice Chair - Finance	Mary Ruddell excused. Cindy Rowland presented the reports 1. Statement of Activities Budget Performance for 4-30-22, 5-31-22, and 6-30-22 presented and approved 2. Statement of Financial Position of 4-30-22, and May & June 2022 were presented and approved		
Age Group Committee	Kyle Kikuta Not present		
Sr. Committee	Tony Daly 1. Winter Sectionals have been moved to East LA College, an indoor facility		
Registration	Laurie Benton 1. Report posted 2. Continues to receive and work on updates for the migration of registration on the new SWIMS 3.0 platform being created. 3. Access to Deck Pass for Officials will shut down on September 1, so download and print your records from Deck Pass by August 31. 4. Laurie should have access to set up in the new platform August 8th 5. Clubs should have access to set up in the new platform August 15th 6. Registration of current Athletes are encouraged to wait until October when most of the bugs should be ironed out. 7. Videos about the registration process are posted on the Pacific Website under the Forms tab.		
Report/Recom - Staff	Cindy Rowland 1. Minutes and Staff Reports are posted		

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	<ol style="list-style-type: none"> Staff has been working on various meets, including Age Group Western Zones Meet, and are also involved in the pilot testing of the new registration process. Cindy Rowland was especially commended for her work in acquiring the Employee Retention Credit Grant funds for Pacific Swimming 		
Consent Calendar	Consent Calendar approved (including all committee reports and minutes) except Athletes.		
Athletes	<p>Aidan Pflieger</p> <ol style="list-style-type: none"> Athletes discussed the new FINA ruling regarding transgender swimmers Athletes were given a number of resources regarding DDEI The Athlete Summit Planning Committee is working on their Summit taking place in October. 		
Old Business	None		
Old Motions	<p>Motion 2205FVC02 : New Invoicing System</p> <p>Recommendation to include the new invoicing policy into the Policies and Procedures Section III. (or as determined by the Governance Committee once the P&P are redone) (see appendix for policy)</p> <p>Mary Ruddell, Finance Vice Chair (30 day motion, P&P)</p> <p>See the Document for P&P below</p> <p>Discussion:</p> <ol style="list-style-type: none"> In Pre-meet Requirements section - advised to change "registration checks" to "registration verification file". It was felt that the penalties for non-compliance for Pre and Post Meeting Requirements (not having results posted on SWIMS Data Base) primarily negatively impacted the athletes, not the clubs that were responsible for the non-compliance. Suggestions were that the host team not be allowed to host another meet, or fining the host team \$500, or fining them on an escalating basis (\$500 for the first 10 days, an increase to \$1000 if not complied with in 20 days, \$1500 , etc) It was decided to table this motion, and have the Governance Committee make a recommendation on the content and text to be inserted in the P&P <p>Tabled</p>	<p>Tabled and refer to Governance Committee for update and revisions</p>	
New Business	New Time Standards were presented and will be published in the Pacific Web Site	Post on the Pacific Website	
New Motions	Motion 2207IC01 Line of Credit Extra Payment	Passed	

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	<p>In addition to the planned \$25K payments, \$50K total, scheduled for August and November 2022, the Investment Committee proposes that Pacific Swimming pay an additional \$200K from local funds (savings and checking) by the end of July to reduce our interest payments that have increased substantially beyond our \$1400 per month target. Mike Piccardo, Investment Committee</p> <p>Background and Rationale:</p> <p>Motion proposed by David Benjamin in committee 7/12/2022, seconded by Leo Lin, and approved by the Investment Committee after a slight modification. Rationale: Given the rapid increases of the Fed's benchmark rate since March 2022 and an expected additional increase of .5 to .75 percent in July, the interest owed on the Pacific line of credit with Wells Fargo is increasing and will likely continue increasing rapidly for the near future; significantly exceeding our monthly interest target. After much discussion, the committee decided to recommend to the Pacific BOD a special \$200K emergency paydown of the Pacific line of credit. Rather than selling investments with Wells Fargo in a down market, which would be an example of 'selling low', it was agreed to use local funds in the Pacific checking and savings accounts. As the old saying goes – 'buy low, sell high'. Also, the Finance Committee indicated that our local funds received a big increase in funds from the IRS approval in June of Pacific's Employee Retention Credit (ERC) application in the amount of roughly \$80K. This was a big factor in recommending the \$200K extra payment in July. At the November Investment Committee meeting the committee will determine if another extra payment is necessary. Some argued for a larger paydown amount than \$200K, 22% of our total local funds balance of about \$900K, but others were concerned that using too much of our local funds might hinder future needs for emergency funds should such a need arise. Again, the goal is to avoid selling investments in a down market to payoff the line of credit while maintaining local funds sufficient to support Pacific Swimming's day-to-day operations.</p> <p>Current balance as of June 30, 2022 Loan Amount: \$399,070 Terms/Rate: 4.75% Monthly min.: \$1,650 (interest only)</p> <p>Passed</p>		
	<p>Motion 2207DDEI01 Reopen MEFAP Request Authorize Pacific Swimming to pay to SwimConnection and FastSwims 75% of the actual cost to develop MEFAP entry functionality on their platforms. Pacific Swimming's contribution will not exceed \$5000 to each company.</p>	Tabled	

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	<p>Kent Yoshiwara, Diversity, Disability, Equity and Inclusion Committee</p> <p>Rationale: This email requests the Board to re-open the MEFAP funding request based on the following:</p> <ul style="list-style-type: none"> • We seek to be more inclusive by treating Outreach Athletes and Premium Athletes the same when it comes to the meet entry process. • Treat all of our Pacific Swimming athletes how we would want to be treated. <p>This request seeks approval to contribute and support the modification of a swim meet entry program used by many swim clubs. The program modification would treat swimmers equitably</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. There was expression of concern that we, a non-profit, were spending our money to help a vendor (for profit) to develop a service they would own and provide. 2. There was discussion of how programs which provide financial aid (in our case the meet entry process) almost always require more paperwork than those not requiring financial aid. 3. The registrar expressed concern that we would widen the circle of those who know who is getting financial aid. Presently only our registrar (Laurie Benton) and our meet entry staff (Annie Stein) know their identity. 4. There is some concern if the program is to be attached to SWIMS, this is not the time to implement, as SWIMS is undergoing significant changes of their own. 5. Annie reports the present MEFAP process is fairly simple - athletes can email her the entries and then send a check. She enters them into the meet, or they can mail it in as other athletes do. 6. There have been no complaints from the athletes affected regarding the present process. 7. It was decided to table this issue at the present time <p>Tabled</p>		
	<p>Motion 2207AGC01 Stipend for Western Zone Coaches Provide a per diem of \$650 \$108.33 per coach for the 2022 WZ All-Stars Kyle Kikuta, Age Group Committee</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Clarification that per diem means per day 2. Since the meet is 6 days the figure was changed to \$108.33, which would equal a total of \$650 per coach. 	Passed with amendment	

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	Amendment: Provide a per diem of \$108.33 per coach for the 2022 WZ All-Stars. Passed		
	Motion 2207SC01 Travel Support for the International Team Trials Senior Committee moves to approve travel support in the sum of \$300 for the International Team Trials held in June. Tony Daly, Senior Committee Rationale: This meet would have been eligible for Travel Support pre Covid but was missed during 21-22 Budget Planning. Estimated total is \$1500. Passed	Passed	
	Motion 2207AC01 Scholarship for 1 or 2 Athletes per year The Scholarship Task Force proposes that Pacific Swimming match the \$9000 Donation of a Family of a Pacific Swimmer to be used towards a \$1000 scholarship to be given to 1 or 2 Pacific Athletes annually Aiden Pfeiffer, Scholarship Task Force Discussion: <ol style="list-style-type: none"> 1. The task force has developed parameters for choosing these athletes 2. The proposal is to have Pacific Swimming do a \$9000 donation and to invest the total sum of \$18000 via our investment programs under the Investment Committee and have this as a designated fund for the scholarship 3. There was felt there needed to be more time for discussion as to whether the full sum should be contributed now, rather than annually contributing \$500 for each scholarship (especially given the present market situation). 4. Requested that the Task Force present a more fully described program in the next BOD, and that we allow ample time for discussion Tabled	Tabled The Task Force should present more details regarding how the scholarship will be administered and the rationale for how Pacific Swimming will participate at the next BOD	BOD 9/21/22
Closing Comments	None		
Next Meeting	BOD SEPTEMBER 21, 2022		
Meeting Adjourned	MEETING ADJOURNED AT 0903 PM		

RESPECTFULLY SUBMITTED BY

MARIE LIN

SECRETARY - PACIFIC SWIMMING BOARD OF DIRECTORS

Motion 2205FVC02 Document for P&P

D. Meet Reporting Requirements

PRE-MEET REQUIREMENTS

Registration checks must be submitted to the Pacific Swimming Membership Manager no later than 3 days (72 hours) before the competition. If a registration check does not occur, the results from the competition shall not be loaded into the SWIMS database.

POST MEET REQUIREMENTS

Registrations collected at the meet must be received by the Pacific Swimming Membership Manager by 3 days (72 hours) following the meet. The Meet Registration Report shall be returned even if the non-registered athlete(s) did not swim.

Post meet report completed by the Meet Referee shall be submitted to Pacific Swimming Time Verification Manager for Sanction Only Meets. Once received, meet results will be loaded into SWIMS and posted on the website.

MEET FINANCIALS:

Zone and LSC Meets

The Meet Summary report must be emailed to msr@pacswim.org no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. **Payment is due upon receipt of the invoice.** A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

Sanction Only Meets

PACIFIC SWIMMING SHALL GENERATE AN ELECTRONIC INVOICE FOR THE SANCTION FEE AND EMAIL IT TO THE MEET DIRECTOR WITHIN 3 DAYS. PAYMENT IS DUE UPON RECEIPT OF THE INVOICE. A 10% LATE FEE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED 5 DAYS BEFORE THE START OF THE MEET.

Flat Fee Meet (Dual, Tri, Quad or Closed Invitational Meets)

Athletes are charged one fee to enter the meet. Host Club determines the fee charged to the athletes. The percentage amounts due to Pacific Swimming are outlined in Section III C. The Meet Summary report must be emailed to msr@pacswim.org no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. **Payment is due upon receipt of the invoice.** A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

MEFAP Entries (MEFAP – Meet Entry Financial Assistance Program for Outreach Members)

Meet Management shall provide a summary of any MEFAP entries to the host team prior the meet. The host team may be required to collect and submit any splash fees at the meet. The electronic invoice will reflect a reduction in the amount due to Pacific Swimming due to MEFAP Entries.

