

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: Wednesday, November 19, 2025

Attendance:

Board members attending are noted by an 'X' in the table below; board members not present, but excused are marked with an 'E'. Team representatives and guests in attendance are also noted.

Lehla Irwin	X	Kent Yoshiwara	X	Zone Chairs		Zone Reps		Guests		Staff	
Verónica Hernández	X	Marisa Cozort	X	1N – Bob Hill	X	SR – Aly Cutforth	X	Pat Spellmeyer	X	Cindy Rowland	X
Jeff Raegen	X	Phil Grant	X	1S – Trent Larsen	X	JR – Lily Yung	X	Carol & David Cottam	X	Laurie Benton	X
Kyler Van Swol	X	Larry Rice	X	2 – Chris Lam	X	1N – Orion Phan	X	Kian Tavakoli	X	Diana Fetterman	X
Mike Nichols	X	Amy Gonzalez	X	3 – Kevin Twohey		1S – Aria Pon	X			Annie Stein	X
Asher Green	X	Clint Benton	X	4 – Jim Morefield	X	2 – Monica Warren				Karen Bair	X
Tyler Long	X	Kelly Nathane	X			2 – Alexis Thompson	X			Beau Caldwell	X
Amy Chen	X					3 – Brittney Blair				Morgan Roarty	X
Don Heidary	E					4 - Pulin Muangsiri	X				
Doug Reed											

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by Lehla Irwin at 7:31 PM		
Conflict of Interest	Meeting opened with the reading of the Conflict of Interest Statement.		
Minutes from Previous Meeting	September 17, 2025 Board of Directors Minutes – Posted K. Van Swol moved to approve minutes as presented, L. Rice 2nd	Approved	
Minutes from Previous Executive Committee Meetings	Exec Comm Minutes – None Available		
Officer's Reports			
Chair	Lehla Irwin –	Approved	
Presentation of Audit	1. Approval of appointments of Erik Scalise as Open Water Chair, Pat Spellmeyer as At-Large member. K. Van Swol moved to approve, T. Larsen 2nd		
Admin Vice-Chair	Verónica Hernández –		
	1. The Bylaw updates approved at the HOD have now been approved by USAS and we are now in compliance.		
Vice Chair – Program Operations	Kyler Van Swol –		
	1. Beginning the process of our annual Staff Reviews		
Vice Chair – Program Development	Mike Nichols –		
	1. No Report		
Vice Chair - Finance	Jeff Raegen – Posted	Approved	

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	1. Financial Position, Statement of Activities, and Observation Notes presented J. Morefield moved to approve the financial statements as presented, V. Hernández 2nd		
Age Group Committee	Tyler Long – 1. Discussing Spring AGC and Far Westerns event format in December meeting 2. Working on virtual banners for overall team winners at championship meets		
Senior Committee	Asher Green – 1. SR P&F Dec meet picked up by Diablo Valley College. 2. Senior Meet policies and time standards are being reevaluated to achieve ideal size for meets 3. Travel Support for Sectionals within LSC still undecided. Everyone in favor, but unsure how to equitably distribute funds and stay within budget. 4. Senior Camp are being discussed 5. Committee would like to be part of selection of Senior Coach of the Year award 6. Sectionals date moved to the 23-26 of July to accommodate hotel scarcity due to a conflicting NASCAR race at the previous date		
Registration	Laurie Benton – Posted 1. Membership is still significantly down, but we won't be able to really assess until Jan 2. Note that all athletes must be registered with USA Swimming even if they aren't attending meets or are only attending block party meets.		
Report/Recom - Staff	Cindy Rowland – Posted 1. LEAP should be done next week. We are 1 of 6 LSC's testing the new version of LEAP. 2. We've signed our affiliation agreement for USAS. 3. We are hosting Pac Coast All-Stars this year, so that planning is on schedule. 4. Audit submission paperwork will be complete this week and will be presented at the Feb meeting. 5. LSC Grant application is now open until Jan 20. Beau Caldwell – Posted 1. New number goal is for no athlete to be closed out of a meet because it closes early. 2. Developed a plan with Annie for July 2027 Age Group Champs Senior Champs, Sectionals, and non-qualifying athletes to have a champ meet. 3. Spring AGC and FW have been reformatted for 2026		
Consent Calendar	Consent Calendar presented for approval (including all committee reports and minutes) except: Pulled: Athletes, Officials, Safe Sport L. Rice Moved to approve the consent calendar minus the pulled items, T. Larsen 2nd	Approved	
Athletes	Aly Cutforth – 1. Teams with graduating reps should look into finding replacements soon		
Officials Committee	Phil Grant –		

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	<ol style="list-style-type: none"> 1. Senior 2 meet last weekend qualified to be a National Certification meet, so Chief Judge, Started and Admin evaluations were held, and 4 Stroke and Turn Officials received National 2 evaluations. 2. Official Committee has created 3 new docs to educate people about officiating <ol style="list-style-type: none"> a. PC Apprentice Officials FAQ, aids in consistency across all 5 Zones. b. Stroke & Turn Apprentice Self-Evaluations form (there is a form for each position) c. Stroke & Turn Apprentice Training Progression Plan (there is a form for each position) 		
Safe Sport	<p>Marisa Cozort</p> <ol style="list-style-type: none"> 1. Committee has reviewed input from clubs at the HOD and need to move forward with a plan to encourage teams to become Safe Sport Certified. 2. Discussion on possible incentives for teams that become recognized 3. New ideas welcome on how to get more teams Safe Sport certified 		
Supplementary Oral Reports			
Old Business			
Old Motions	<ol style="list-style-type: none"> 1. Motion 2507FIN01 – LSC All-Star and Camp Coach Travel Support The Finance Committee moves to add language into the Policies & Procedures to clarify travel support given to coaches on staff for LSC All-Star Teams and Camps. SECTION V TRAVEL EXPENSE REIMBURSEMENT F. Coach Travel with LSC All-Star or Camp Teams 1. Travel items already covered by other policies and procedures are not eligible for additional reimbursement. 4. 2. These requirements must shall be met for a coach to request reimbursement for travel expenses incurred to participate on an LSC All-Star Team of or Camp Staff. a. Travel reimbursement currently provided by the Pacific Swimming Travel Expense Reimbursement policy and procedure will not be considered for additional funding. b. The coach must reside farther than 150 miles from the airport that Pacific Swimming has booked for a given event. c. The coach must email a reimbursement request to the travel team's Head Coach and the Finance Vice Chair with the details of the bid for mileage. The coach must obtain written preapproval of expected mileage and lodging from the event's Head Coach and Finance Vice Chair. d. A reimbursement request for not more than \$350 shall be accompanied by the written preapproval. 2. Each individual application will be considered by the Finance Committee and be capped at \$350.00. 		
New Business	<ol style="list-style-type: none"> 1. Discussion on releasing Ripon Aquatics to Sierra Nevada. Ripon has requested to leave PC and submit a request for their team to join SN. They have already begun discussion with SN and 		

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	<p>expect to be approved. The territory that the team is in does not go to SN, just the team. The pool also remains within the territory of PC and PC would need to sanction any meet hosted at that pool.</p> <p>2. 2511ADM01 - Motion from the floor to release Ripon Aquatics from Pacific Swimming to Sierra Nevada LSC. V. Hernandez Moved, T. Larsen 2nd</p>	Approved	
New Motions	<p>1. 2511FIN01 – Unclaimed Property Policy The Finance Committee moved to add language to the Pacific Swimming Policies and Procedures describing our process for and compliance with Unclaimed Property laws. SECTION II BUDGET AND FINANCE <u>11. Pacific Swimming shall comply with all applicable state unclaimed property (UP) statutes. Reports shall be filed in the owner's last known state of residence. If no address is available, property shall be reported to Pacific Swimming's state of domicile. The Finance Vice Chair approves policy and ensures resources for compliance. The Treasurer is the UP Coordinator, maintains compliance calendar, prepares reports, coordinates due diligence, and serves as primary contact with state administrators. LSC Staff and Zone Treasurers are to identify potential unclaimed property and escalate to UP Coordinator, and the Audit Committee provides annual oversight and review of compliance. The annual compliance cycle will be followed. Negative reports shall be filed where required. Any deviation from this policy requires written approval from the Finance Vice Chair and must be supported by applicable legal authority.</u></p> <p>2. 2511AG01 - Championship Podiums Championship Podiums Motions to spend no more than \$1000 to purchase podiums for first through third place and accompanying items to be used at LSC Championship meets. a. Discussion: PC will store the podiums, but champ meet hosts will be responsible for picking up and returning them. b. Potential for podiums to be available to non-champ meet host for a small rental fee.</p>	<p>30-Day motion</p> <p>Approved</p>	1/21/26
Closing Comments			
Next Meeting	Wednesday, November 19, 2025		
Meeting Adjourned	Adjourned 8:53 PM		

Respectfully submitted by,
Amy Chen, Secretary
Pacific Swimming Board of Director
Verónica Hernández, Administrative Vice Chair