

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: September 19, 2018

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 Benjamin	X	Coach Senior		Judy Siegrist		2 – Peter McNamara	X	Ex Officio -John Bitter		Athlete Reps - open	
Debbi Tucker	X	Rick Beebe		Don Bautista		3 – Kevin Twohey					
Veronica Hernandez	X	Pam Redding		Leo Lin	X	4 - Jerry Rudd		Office			
Allison Beebe	X	Kent Yoshiwara	X	Curtiss Kikuta	X	4 - Jim Morefield	X	Cindy Rowland	X		
Kyle Kikuta	X	William Chong		Mike Piccardo	X	Athlete Reps		Traci Benton		Guests	
Marie Lin	X	Invest Chair		Larry Rice	X	Senior -Robert Mitchell	X	Diana Fetterman	X	Millie Nygren	X
Mary Ruddell	X	Governance Chair		Jay Rowland	X	1N--		Laurie Benton	X	Dan Cottam	X
Paul Reidl		Clint Benton	X	John Bitter	X	1S -		Jeannette Soe		Chris Lam	X
Brian Potts	X	Kelly Schott	X	Zone Reps		2 -		Annie Stein	X		
Don Heidry		Open Water		1N - Jim Stretch		3-					
Coach Age Group		Mike Davis	X	1S – Mark Taliaferro	X	4-					

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by David Benjamin at 7:30PM		
Conflict of Interest	Meeting opened with reading of the USA-S Conflict of Interest Statement: <i>Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under Pacific Swimming Conflict of Interest Policy? No affirmative answers. If a board member determines there is to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.</i>		
Minutes from Previous Meetings	The July 18, 2018 BOD minutes were approved		
Executive Committee Report	None		
Officer's Reports			
Chair	David Benjamin: <ol style="list-style-type: none"> Newly appointed Safe Sport Chair :Kelly Schott - Approved We still need to appoint a Senior Coach Rep, and an Age Group Rep to the BOD <ol style="list-style-type: none"> We are taking nominations now and from the floor of the HOD Any nominations received by the Wednesday before the BOD will be listed on the ballot Tasks included for these 2 reps include being on the Awards Committee 	Vice Chair- Programs, Senior Chair, and Age Group Chair will work with coaches to	

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	<p>d. These positions normally alternate in years of appointment - since both occur this time Senior Coach Rep will be appointed for 2 years, and Junior Coach Rep will be appointed for 1 year</p> <p>** Reading of the By Laws results in a correction of the above procedures. These 2 coach representative positions will be voted in by the Coaches. The General Chair will then appoint them and bring them before the BOD for approval. These positions have voice but not vote on the BOD, but will have voice and vote on the HOD. They are not positions that are brought to the HOD for approval.</p>	elect the 2 reps and forward names to the General Chair	
Vice Chair – Program Operations	<p>Debbi Tucker:</p> <p>Working on preparations to get ready for By Laws changes</p>		
Vice Chair – Program Development	<p>Veronica Hernandez</p> <p>No report necessary - working on JO's and Diversity Conferences</p>		
Treasurer	<p>Mary Ruddell - See Reports</p> <p>1. Financial reports all approved</p>		
Age Group	<p>Kyle Kikuta:</p> <p>1. Completed schedule of events for Winter JO's</p> <p>2. Working on schedule of events for Spring JO's and Far Western's</p>		
Sr. Chair	<p>Allison Beebe: See Report</p>		
Registration	<p>Laurie Benton; - See Report</p>		
Report/Recom - Staff			
	<p>Cindy:</p> <ol style="list-style-type: none"> Working on preparations for USA Swimming Convention Received Leap 2 approval 2 weeks ago Everything is set for the Official's Clinic, Awards Banquet and HOD Far Western's recap meeting reviewing financials, income and details which still are incomplete. Next meeting will be end of October to plan for Far Westerns in 2020, 2021 The 2nd Strategic Planning off site will take place March 9th and will be led by Jane Grosser <p>Diana:</p> <ol style="list-style-type: none"> Working on year end records, and year end top times New awards category of top relays, done by age groups has resulted in an increase of 45 invitees New athlete shirts ordered and will be available for Convention Ordered shirts for Convention <p>Annie:</p> <ol style="list-style-type: none"> Long Course Age Group Time Standards have been determined and posted. Reminder to Officials, Coaches, and Meet Directors to be sure all get their registrations updated for 		

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	<p>2019. Meet sheets will not be approved for sanctions for meets in 2019, unless Officials, and Meet Directors have valid 2019 registration. Meet Directors also need to have completed the concussion education.</p> <p>3. Completion of Concussion Education must be completed for Coaches and Official's certifications to be valid. Laurie Benton will try to work on getting a list out to the Official's Chairs of all who have complied with this requirement and will try to work on getting it on Deck Pass and/or OTS</p>		
Standing Committees			
Consent Calendar	All Items Approved		
Oral Reports			
Diversity	<p>Kent Yoshiwara:</p> <ol style="list-style-type: none"> 1. Grant Applications are being accepted for this cycle of Diversity Grants 2. Diversity camp is being worked on 3. Diversity and Inclusion Award winner has been selected for this year - Veronica Hernandez 4. Tickets for Cal Aquatic Day have been obtained for diversity swimmers - however, a new hic cup has occurred. Swimmers 13and over cannot attend as this would be considered a breach of recruiting protocol according to NCAA 5. Kent brings to our attention that the Oakland Athletic League (HS league for Oakland) has cancelled all sports <ol style="list-style-type: none"> a. Outside funding has been found for some of the winter sports so those are being reinstated b. Spring sports do not have funding and presently are not listed c. Expenses for swimming would be about \$32,000 - most of which would be needed for Security and Transportation d. Leo reports that last year many of the leagues scheduled their dual meets together at a single pool and were run simultaneously to save on expense. The Sectional Championship was organized by a coach. 		
Officials	<p>Mike Davis:</p> <ol style="list-style-type: none"> 1. The Official's Newsletter is completed and is being distributed. 2. We have more official's representation at Sectionals and National Meets - 9 officials at Sectional meet at Santa Clara, 3 officials at Junior Nationals, and 2 officials are schedule to go to Austin, Texas 3. Officials clinic will take place on October 13. Cecil Gordon will be the key note speaker 4. Official's committee meeting will take place on Friday October 12. 		
Athlete Representative	<p>Robert Mitchell:</p> <ol style="list-style-type: none"> 1. No meeting has taken place yet in this new Season 2. Meeting will be on Sunday September 23rd 3. Robert Mitchell has been elected the Senior Athlete Rep and Grace Tramack was elected as Junior Athlete Rep. Both will attend the USA Swimming Convention next week 4. The Athlete Newsletter is being worked on 		

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	5. Athlete shirt has been made 6. Athlete Reps will meet prior to the House of Delegates and will have a luncheon after the HOD meeting.		
Camps	Brian Potts: 1. Olympic Training Camp application has been accepted by USA Swimming and will take place either last week in January or first week in February 2. Selection criteria for the OTC camp will be expanded to include times made during the long course season. The Senior Circuit Meet will be one avenue to be used by the selection committee. Senior Chair and Vice Chair - Programs will work on clarifying exactly what process will be used to determine selection.		
Adhoc Committees			
	None		
Zone Reports			
Zone 1N	Larry Rice: 1. Met 2 weeks ago 2. Working on finding a better way to recruit meet officials 3. Working on club champs- will happen end of January 4. Larry reports he is responding to the medication - doing much better health wise		
Zone 1S	Mark Taliaferro: 1. Several committees are working on such items as facilities issues 2. Trying to work a deal with Morgan Hill to reserve the pool for a number of weekends at a discount, and then allowing teams to use it to host the Zone meets 3. Working on club recognition programs 4. Working on ways to recruit more officials		
Zone 2	No report		
Zone 3	No report		
Zone 4	See Report		
Consent Calendar			
	All items approved	Approved	
Consent Agendas Discussed			
Old Business			
Old Consent Agenda	None		
Old Items for Discussion	None		
Old Motions	None		
New Business			

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New Information	<ol style="list-style-type: none"> 1. <u>BOD and HOD schedule</u> posted - will add Strategic Planning meeting on March 9 to the schedule 2. <u>Far Western Report</u> - is posted. There are still many outstanding items 3. <u>Open Water Meet</u> report by Mike Piccardo - Safety is going to be the biggest issue for Open Water events sanctioned by Pacific Swimming. Our swimmers can also participate in many meets sponsored by Pac Masters Swimming. 		
New Motions	<p>Motion 1809SRC1: Full Support for Travel more than 225 miles.</p> <p>Motion: For all meets eligible for travel support, any Pacific team having to travel more than 225 miles receive full support (athlete and coach) in an amount deemed appropriate by Pacific Swimming. Allison Beebe: Senior Committee (P&P, 30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. What this motion is intended to address is our P&P policy of financial support for travel to out of LSC Futures, Sectionals , Nationals type meets offered to coaches and swimmers of Pacific Swimming. No such support is offered if these meets are within the LSC. For teams located in Reno, they have to travel and stay in hotels if the meets are in typical Pacific venues (Santa Clara, Stanford). It is felt that for teams having to travel a significant distance to these meets, even if the venue is in our LSC , they should be eligible for travel support equal to what would be granted if the meets were outside the LSC. <p>Motion is tabled:</p> <ol style="list-style-type: none"> 1. Senior Committee will make proposed revisions in the P&P pertaining to this issue and bring it back to the BOD for a vote 2. The clock for 30 days needed for P&P changes will start today. 	Tabled - bring back motion to BOD 11/18	BOD 11/18
	<p>Motion 1809IC1: Revise Pacific Swimming Statement of Purpose of Investment Funds</p> <p style="text-align: center;">Pacific Swimming Statement of Purpose Investment Funds (Draft Sep 13, 2018 Approved 11-20-13)</p> <p>Pacific Swimming's Board of Directors (BOD), the Investment Committee and its Membership are chartered to conduct the financial matters in a prudent manner. Funds have been retained and invested resulting in a positive reserve. The funds are invested in appropriate investment vehicles under management of a professional advisor following a BOD approved Investment Guideline with a short- and long-term risk portfolio appropriate for the organization.</p> <p>The Investment Advisor reports quarterly to the Investment Committee on the performance of the portfolio and the adherence to the designated asset allocation.</p>	Passed	

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	<p>The purpose of the funds shall be the preservation of the current principalle value but may be used as for the following purposes:</p> <p>The purpose of the funds is as follows:</p> <ul style="list-style-type: none"> • Act as a reserve to the annual operating budget., as approved by the BOD, to replace income and reduce the financial burden on Pacific Swimming members. • Act as a supplementary source of funds, as approved by the BOD, to replace income augment the operating budget as a way to control and reduce the financial burden on Pacific Swimmers Swimming members. • Support annual grant programs as approved by the BOD for the benefit of Pacific Swimming's member clubs/teams • Provide reserves for cyclical needs such as Olympic Trials and possible Age group or Senior travel funding outside of the amounts designated in the annual operating budget • Act as a potential source of funds for major projects approved by the BOD as deemed valuable and integral for the betterment of Pacific Swimming <p>It is not the purpose of the funds to provide normal, ordinary funding of operating expenses or to supplement normal, ordinary sources of income.</p> <p>It is not the purpose of the funds to offset any shortfall due to ordinary day-to-day expenditures or cover any overhead or administrative expenses.</p> <p>Ideally, the funds will be managed and marketed in a manner where outside donations, contributions, estate sharing, and other sources of principal growth will be generated. Mary Ruddell (Investment Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. The history was presented of USA Swimming's decision in 2014 to increase dues by \$2 years each year for the next 10 years, and our strategy to do a one time increase of \$8 every 5 years with review of necessity to do another \$8 increase in dues in (2020). The plan was to bank the excess collected in the first 4 years to be used to offset the loss in income we would start to have in the year 2020 through 2024. We did not want to have to bring an increase of dues by \$2 every year to our membership for the next 10 years. 2. Since 2014 our investment funds have gone from \$2 million, to \$3 million 3. Grant programs which have been the only avenue of releasing funds from the investment portfolio, address 		

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	<p>only a small proportion of the funds which have been collected to support our swimmers and our sport</p> <ol style="list-style-type: none"> This proposal broadens our ability of utilizing these funds for our swimmers and our sport We propose to have the investment funds available to address any losses we may incur in not raising our dues in 2019-2021. <p>Motion Passed</p>		
	<p>Motion: 1809VH1 Place Pacific Swimming Statement of Purpose of Investment Funds</p> <p>Veronica Hernandez, Peter McNamara (2nd) (P&P, 30 day motion)</p> <p>Rationale: This document is not easily found and is dealing with significant usage of our funds. It should be placed in our Policy and Procedures, where it is visible to all members.</p> <p>Discussion:</p> <ol style="list-style-type: none"> This needs to be presented in a manner that will show where the changes will take place in the P&P The clock for a 30 day motion will start today 	<p>Suggest that Mary Ruddell and Veronica Hernandez work on documenting the proposed changes to P&P and present in BOD 11/18</p>	<p>BOD 11/18</p>
	<p>Motion: 1809IC2: Membership Dues Increase Suspension</p> <p>The Investment Committee moves to suspend any increase to membership dues for 2020 and 2021 and replace the reduction in income with proceeds from investment funds and/or savings. Dues will be \$73 and \$68 for athletes and non-athletes respectively through 2021 (See document for explanation of the proposal)</p> <p>Mary Ruddell: Investment Committee</p> <p>Discussion:</p> <ol style="list-style-type: none"> Reviewed supporting document indicating what would happen in both scenarios Reminder that we have set aside funds from the initial monies that were collected in dues over and above what USA Swimming's increase in dues each year would garner (USA increase \$2/per year for 10 years starting in 2015 - in 2015 we increased \$8 per membership "banking \$6 per member, 2016 we banked \$4 per swimmer, in 2017 we banked \$2 per swimmer , this year we will break even). In 2019, where we will lose \$2 per swimmer, we will use the banked money first to make up the deficit, and similarly in 2020 where we will lose \$4 per swimmer we will use the banked money. If our members numbers are higher than previous we can make up the difference from the investment funds, and from our savings account of \$500,000. <p>Motion Passed</p>	<p>Passed</p>	
	<p>Motion 1809IC3: Quad Grant - Year 3 Coach Education Grant</p>	<p>Passed</p>	

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	<p>The investment committee moves to fund the 3rd year part of the Quad Grant as documented. (see document)</p> <p>Mary Ruddell: Investment Committee</p> <p>Passed</p>		
	<p>Motion 1809IC4: Invest Committee Special Project to Purchase Backstroke Wedges</p> <p>The Investment Committee moves to use the \$25,000 Special Project Budget from Investments (Account #89200) to purchase one Backstroke wedge for each annual club.</p> <p>Mary Ruddell: Investment Committee</p> <p>Rationale: The Investment Committee believes that purchasing a backstroke wedge for each annual team will provide a positive impact on both age group and senior athletes</p> <p>Amendment proposed: add, "provided the club is in good standing".</p> <p>Amendment passed</p> <p>New motion: The Investment Committee moves to use the \$25,000 Special Project Budget from Investments (Account #89200) to purchase one Backstroke wedge for each annual club, provided the club is in good standing.</p> <p>Passed as amended</p>	Passed as amended	
Closing Comments	None		
Next Meeting	Next Executive Committee Meeting, October 17, 2018, BOD meeting November 14, 2018, and HOD meeting October 14, 2018		
Meeting Adjourned	Meeting adjourned at 9:15 PM		

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