

Meeting Title: Pacific Swimming Board of Directors Meeting

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

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam 7:30 PM		
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	November 17, 2021 BOD minutes approved		
Minutes from Previous Executive Committee Meetings	January Executive Meeting actions approved		
Officer's Reports			
Chair	David Cottam: <ol style="list-style-type: none"> Governance Committee is making good progress on revision of the Rules and Regulations and preparing to present them in the March BOD meeting USA-intends to honor athlete Members in 59 LSC BODs. Our seven athlete representatives will be honored as a group. You can use the link provided in the General Chairs report to give them a shout out of 		

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	<p>appreciation.</p> <p>3. Bob Griswold has been representing that the Pacific Swimming Board has approved his providing photography above and underwater. We have actually tabled that proposal and have not voted to approve at this time. David will inform Bob that he cannot represent that he has been approved .</p>		
Outside Auditor	<p>Mary Ann Cropper presented the draft of the documents that Cropper Accountancy Corporation produced regarding their Independent Audit of Pacific Swimming</p> <ol style="list-style-type: none"> 1. Audit position was strong, with a good balance sheet, with some very small losses 2. There is a minor issue that we are over the limit of cash insured by an institution (\$250,000) 3. The team is lauded on the fact that there were no required audit adjustments (a rare occurrence) 4. Tax Return was also drafted 5. Recommendations: <ol style="list-style-type: none"> a. We should be asking for the auditors reports for services we use: Quikbooks, Right Works and Wells Fargo b. We should have a plan for fund raising activities such as the auction c. Create a fraud policy <p>All draft reports approved - see Motion 2202FC01 Audit Reports approval</p>		
Admin Vice Chair	Leo Lin: - no report		
Vice Chair – Program Operations	Veronica Hernandez - not present		
Vice Chair - Program Development	<p>Eric Scalise</p> <ol style="list-style-type: none"> 1. Most of what he was going to report has already been done. 		
Treasurer	Mary Ruddell - will present the reports in March		
Age Group Committee	Kyle Kikuta - not present		
Sr. Committee	<p>Tony Daly's written report was presented verbally by Cindy Rowland:</p> <ol style="list-style-type: none"> 1. Senior Committee will meet next week to go over the budget and scheduling 2. FINA has announced that there will be a world championship June 18-July 3 in Budapest Hungary 3. USA Swimming will be selecting their team at the previously planned International Team Time Trials in Greensboro, NC from April 26-April 30 4. There are a few other changes to the USA Swimming National Calendar. However the end of summer championship meets will remain "as-is" (July 26-30 Phillips 66 National Championships in Irvine CA, July 27-20 Futures in Santa Clara, CA, and August 1-5 Junior National Championships in Irvine CA. 		

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	5. Summer Sectionals will remain the same		
Registration	Laurie Benton - See Report 1. Cindy Rowland also posted the historical graph of registrations in February for the past 7 years .		
Report/Recom - Staff	Cindy Rowland: See posted reports and minutes		
Consent Calendar	Consent Calendar approved (including all committee reports and minutes) except Athletes, Officials, and DDEI		
Athletes	Aidan Pflieger: 1. Focus on initiating new committees, making meets more exciting, getting sponsors, and continued work on existing committees 2. 3 athletes will be going to USA workshop 3. Working on this year's Leadership Summit to take place in October (there will be no subsidy from USA Swimming this year.		
Officials	Phil Grant: 1. Zone 1N honored Katherine Ng for her work as Official's Chair of the Zone		
Diversity, Disability, Equity & Inclusion	Kent Yoshiwara: 1. Focusing on issues related to the transgender swimmers, and exploring procedures required for registering. 2. Contacted Leland Brown, from USA swimming, to get information 3. Also will be looking at some other youth sports to find out what procedures they follow		
Investment	Mike Piccardo: 1. Reviewed the report because it had not been posted yet (see posted report now) 2. On February 25, we will pay down \$50K plus interest of the loan 3. Then we will be paying \$25K plus interest every other month 4. Presentation by Financial Advisor from Wells Fargo - aware of the volatility of the market, inflation, and the fact that the market may be impacted by the political situations in Ukraine and Taiwan		
Zone Reports			
Zone 1N	No report		
Zone 1S	No report		
Zone 2	No report		
Zone 3	No report		
Zone 4	No report		
Budget	No report		

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Old Business	None		
Old Motion	<p>Motion 2111DDEIC01 Authorize Funds to Support Companies making Online MEFAP Entries Motion to authorize payment to Swim Connection and Fast Swims for 75% of the cost to develop MEFAP entry functionality on their platforms. Pacific Swimming's contribution will not exceed \$5000 to each company. Veronica Hernandez, DDEI Committee</p> <p>Because Veronica was not here it was tabled to be taken up in March BOD</p>	Tabled - Take up in BOD 3/2022	3/2022
	<p>Motion 2111CB01 Add MAAPP 2.0 to Pacific Travel Policy Motion to amend Pacific LSC Travel Policy , for Chaperones, Coaches and Athletes. Add to section one: 1) Current USA Swimming Rules including the Minor Athlete Abuse Prevention Policy (MAAPP 2.0). Renumber the remaining items Clint Benton, Peter McNamara 2nd (P&P, 30 days) Passed</p>	Passed	
	<p>Motion 2111CVB02 MAAPP 2.0 Reflected in all Pacific Swimming Rules, Regulations, Policies, and Procedures Motion to be applied to all Policies and Procedures and Rules of Pacific Swimming: Current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy (MAAPP 2.0) will govern all rules regulations, policies and procedures under which Pacific Swimming operates Clinton Benton, Jim Morefield 2nd (P&P, 30 days) Passed</p>	Passed	
	<p>2202MR01 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 Meetings and Workshops *(Proposed changes are in red)</p> <p>Section V add in line 3 Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time</p> <p>Change Section V.A.2c (1): Full Share Financial Assistance: Individuals or their elected/appointed alternates serving in the following positions: General Chair, Administrative Vice- Chair, Finance Vice-Chair, Program Development Vice-Chair, and Program Operations Vice-Chair -, 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:.....</p>	2202 MR01 -Passed	

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	<p>Change Section V.A.c.(2)iii iii. Half of the cost of a standard double room including all taxes as quoted in Convention registration forms. Should two individuals from Pacific Swimming share a room, the individual shall receive 50% 25% of the cost of the room. These expenses shall be supported by receipts.</p> <p>Add Section V.A.c.(5) Seat selection fees shall be reimbursed if the total does not exceed the transportation as determined by the Board of Directors and supported by the submission of transportation receipts.</p> <p>Add Section V.A.c.(6) When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room. Mary Ruddell</p> <p>Discussion: Amendment 1: Change Section C. 3 3. Lodging Support for Officials at LSC Meets</p> <p>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..</p> <p>1) The level of subsidy for an Assigned Official shall be:</p> <p>i. Meet Referee, Lead Administrative Referee, Lead Chief Judge shall receive \$100 per night</p> <p>ii. Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night</p> <p>Officials traveling and lodging with their athlete/family are not eligible for a half share of lodging support or subsidy.</p> <p>b. Officials shall attend the LSC Meet in its entirety unless approved by the Officials Chair prior to the start of the meet. Phil Grant , Official's Committee Amendment 1 passed</p> <p>Amendment 2: Remove A1b(2) and renumber following parts of A1b (2) Partial Share Financial Assistance: Pacific Swimming Board of Directors and National Committee members who are not attending Convention or USA Swimming Business Meetings in one of the roles listed above . A Partial Share is: i. Early Bird Registration or other Registration Costs</p>	<p>2111MR01 Amendment 2202 #1 Passed</p> <p>2111MR01 Amendment 2202 #2 Passed</p>	

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	<p>ii. Half of the cost of transportation by staff and approved by the Board of Directors and supported by the submission of transportation receipts.</p> <p>iii. Half of the cost of a standard double room including all taxes as quoted in Convention or USA Swimming Business Meetings registration forms. Should two individuals from Pacific Swimming share a room, Pacific shall pay half the cost of the room. These expenses shall be supported by receipts.</p> <p>iv. A Per Diem of \$25 shall be paid for the number of days the delegate actually attended the Convention or USA Swimming Business Meetings, but not to exceed seven days.</p> <p>Clint Benton, Marie Lin 2nd Amendment 2 passed</p> <p>Because there was no more time in this meeting to complete all changes and vote on the motion, it will be tabled and voted on in the March BOD.</p> <p>*See Addendum to view the entire Section V with all proposed changes in red.</p>	Motion with Amendments Tabled to March 2022 BOD	Amended 2111MR01 3/2022
New Business	None		
New Motions	<p>Motion 2202FC01 Audit Reports Approval</p> <p>The Finance Committee recommends to the Board of Directors the acceptance and approval of the documents: 1) Financial Statements and Report of Independent Auditors, 2) Required Communications, and 3) Informational Returns</p> <p>Mary Ruddell, Finance Committee</p> <p>Passed</p>	Passed	
	<p>Motion 2202 FC02 New Membership Category - Administrator</p> <p>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</p> <p>f. The registration fee for an Administrator shall be the USA Swimming's Administrator registration fee plus \$5</p> <p>Mary Ruddell, Finance Committee (R&R, 30 days)</p> <p>Discussion:</p> <p>1. This refers to such position as, Club Board Members and LSC and Zone Board Members (not requiring Non - athlete memberships as Officials or Coaches)</p>	Referred to BOD 3/16/22	BOD 3/16/22

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>Motion 2202OC01 Increase Official/s Lodging Budget The Officials Committee recommends an increase to the current Pacific Swimming Budget line item #58950 (Officials' Lodging) which is currently \$0 dollars. We request an immediate increase of \$6000. This increase will help incentivize officials to work the remaining 14 LSC major meets for this 2021-2022 season Phil Grant, Officials Committee</p> <p>Justification: Without a lodging budget for selected and qualified officials, staffing the remaining meets are and will continue to be a challenge without any type of financial assistance. With BOD approval, the lodging subsidy will be for officials that travel 50 or more miles to a swim venue. The lodging subsidy will follow the revised PP model of \$100 per night for the lead officials and \$50 for other assigned essential officials. All requests for a lodging subsidy must be accompanied by a valid receipt and approved by the LSC's Officials Chair.</p> <p>LSC major meets are our premier meets showcasing our best athletes. The need for qualified and experienced officials working these meets is paramount. Each official is vetted and selected by their skill set. In previous years, the official's lodging budget ranged from \$5000-\$9000.</p> <p>Passed</p>	Passed	
Next Meeting	BOD March 16, 2022 at 7:30 pm via Zoom		
Meeting Adjourned	9:02 PM		

RESPECTFULLY SUBMITTED BY

MARIE LIN

SECRETARY, PACIFIC SWIMMING BOARD OF DIRECTORS

* Proposed changes are in red.

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.

Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.

Members incurring expenses as Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training shall be reimbursed as provided for in the Budget and are not covered by this policy.

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

- Be a member of USA Swimming from Pacific Swimming and
- Be approved for Financial Assistance by the General Chair or Committee Chair and

- c. Attend the event in its entirety or as specified below

A. UNITED STATES AQUATIC SPORTS (USAS) CONVENTION AND USA SWIMMING BUSINESS MEETINGS

1. Criteria for Financial Assistance Convention and USA Swimming Business Meetings:.

- a. Attend the Convention or USA Swimming Business Meetings for a minimum of two days.
- b. Individuals attending Convention or USA Swimming Business Meetings and approved for Financial Assistance shall be eligible for assistance at one of the following (4) levels:

(1) Full Share Financial Assistance: Individuals or their elected/appointed alternates serving in the following positions: General Chair, **Administrative Vice-Chair, Finance Vice-Chair, Program Development Vice-Chair, Program Operations Vice-Chair,** 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:

- i. Early Bird Registration or other Registration Costs
- ii. Transportation as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts
- iii. The cost of a standard double room including all taxes as quoted in Convention or USA Swimming Business Meetings 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.
- iv. Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Swimming Business Meetings, but not to exceed seven days.

~~(2) **Partial Share Financial Assistance:** Pacific Swimming Board of Directors and National Committee members who are not attending Convention or USA Swimming Business Meetings in one of the roles listed above. A Partial Share is:~~

- ~~i. Early Bird Registration or other Registration Costs~~
- ~~ii. Half of the cost of transportation by staff and approved by the Board of Directors and supported by the submission of transportation receipts~~
- ~~iii. Half of the cost of a standard double room including all taxes as quoted in Convention or USA Swimming Business Meetings registration forms. Should two individuals from Pacific Swimming share a room, Pacific shall pay half the cost of the room. These expenses shall be supported by receipts.~~
- ~~iv. A Per Diem of \$25 shall be paid for the number of days the delegate actually attended the Convention or USA Swimming Business Meetings, but not to exceed seven days.~~

(3) Newcomer Share Financial Assistance: Individuals who have not attended Convention or USA Swimming Business Meetings previously and express a desire to attend Convention or USA Swimming Business Meetings and share what they have learned with the LSC. A Newcomer Share is:

- i. Early Bird Registration or other Registration Cost
- ii. The cost of transportation as determined by staff and approved by the Board of Directors and supported by receipts.

(4) Attendee Share Financial Assistance: Individual Members of Pacific Swimming who are attending Convention or USA Swimming Business Meetings but do not serve in any of the roles listed above. An Attendee Share is:

- i. Early Bird Registration or other Registration Costs
- c. **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.
- d. When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.

The Registration Fee or other Registration Costs 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 staff and approved by the Board of Directors may be advanced upon submission of transportation receipts. Payment shall be the lesser of either the amount actually paid or the determined cost. Should the amount advanced be in excess of the determined amount, an adjustment shall be made dependent upon the total budgeted amount once all expenses have been settled. If the applicant fails to attend the Convention or USA Swimming Business Meetings, the registration fee and all advances shall be returned to Pacific Swimming.

3. Individuals, with the exception of the Athlete Representative(s), who attend Convention or USA Swimming Business Meetings and receive Financial Assistance from Pacific Swimming, shall submit a written Summary Report of Meetings attended prior to receiving Financial Assistance.
4. Staff members who attend Convention or USA Swimming Business Meetings shall receive a full share of expenses. A full share is:
 - a. Early Bird Registration or other Registration Costs
 - b. Transportation as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts
 - c. 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.
 - d. The cost of a standard double room including all taxes as quoted in Convention or USA Swimming Business Meetings 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.
 - e. A Per diem of \$50 shall be paid for the number of days the staff member actually attended the Convention or USA Swimming Business Meetings but not to exceed seven days.

B. USA SWIMMING WORKSHOPS

Expenses shall be reimbursable when they have been approved by the Board of Directors or House of Delegates (budgeted expenses meet this requirement) and the amount is supported by appropriate evidence of the expense.

Reimbursement shall be made upon completion of the travel. When expenses are anticipated to be greater than an amount a member could reasonably be asked to temporarily expend, the member may receive an advance payment as approved by the Finance Vice Chair. This member shall promptly submit evidence of the expenditure and repay all advanced funds not used. Travel from “home” to airport and return shall be reimbursed at the IRS annual standard mileage rate. Actual cost of parking at the airport shall be reimbursed at a rate not to exceed the “long term” parking rate. If no parking cost is incurred, travel shall be reimbursed for two round trips to the airport. Alternative transportation modes may be used, such as taxi, limo, shuttle, etc. with reimbursement not to exceed two round trips by auto or one round trip plus long term parking costs, whichever is the lesser amount.

Pacific Swimming's Staff shall be used to determine the most cost-effective travel options. Airfare shall be purchased no later than 21 days prior to departure to be eligible for reimbursement. Seat selection fees shall be reimbursed if the total does not exceed the transportation cost as determined by staff and approved by the Board of Directors. Reimbursement shall be made upon submission of transportation receipts

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.

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. ~~Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.~~

C. TRAVEL AND LODGING ASSISTANCE FOR OFFICIALS

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.

1. 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 one National/US Open/Junior National Meet and one Pro Series, Futures, or Sectional Meet or two ~~the~~ Pro Series, Futures or Sectional Meets per year.

2. Olympic Trials

- a) An Official invited to officiate at Olympic Trials by the USA Swimming 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 for Olympic Trials shall be in addition to the two ~~meets~~ meets per year maximum listed above.

3. Lodging Support for Officials at LSC Meets

- 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.

(1) The level of subsidy for an Assigned Official shall be:

- i. Meet Referee, Lead Administrative Referee, Lead Chief Judge shall receive \$100 per night
- ii. Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night.

~~Officials traveling and lodging with their athlete/family are not eligible for a half share of lodging support or subsidy.~~

- b) Officials shall attend the LSC Meet in its entirety unless approved by the Officials Chair prior to the start of the meet.

Any expenditures in excess of the budgeted amount shall be reviewed and approved by the Board of Directors.

Travel Expense Reimbursement Policy for the events listed above is subject to change due to financial constraints as determined by the Board of Directors.