

<b>Meeting Title:</b> Pacific Swimming Board of Directors Meeting
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**Date:** July 15, 2020

**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	Michael Allegretti	X	Kelly Crowley	X	<b>Athlete Reps</b>		<b>Guests</b>		<b>Office</b>	
Leo Lin	X	Kent Yoshiwara	X			Jivana Nagpal		Millie Nygren	X	Cindy Rowland	X
Veronica Hernandez	X	Kelly Schott	X	<b>Zone Reps</b>		Taylor Rohovit	X	Christopher Lam	X	Laurie Benton	X
Daniel Cottam		Mike Davis	X	1N – Laura Mitchell		Sophie Boeun	X	Lisa Blackwell	X	Diana Fetterman	X
Kyle Kikuta	X	Don Bautista		1N- Larry Rice	X	Lily Struempf	X	Tim Mak	X	Jeannette Soe	
Marie Lin	X	David Benjamin	X	1S – Mark Taliaferro		Maggie Wells	X	Jane Healy	X	Annie Stein	X
Mary Ruddell	X	Debbi Tucker	X	2 – Peter McNamara	X	Nathan Rogers	X	Markus Daene	X		
William Chong		Mike Piccardo	X	3 – Kevin Twohey		Aidan Pflieger	X				
Don Heidary	X	Jay Rowland	X	4 - Jerry Rudd	X	Carl Garcia	X				
Carlene Takaki	X	Clinton Benton	X	4 - Jim Morefield	X						

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam 7:02 PM		
Conflict of Interest	Meeting opened with question of any member having a financial conflict of interest. Clint Benton and Jay Rowland reminded us that they have spouses that are staff.		
Minutes from Previous Meeting	May 20,BOD minutes approved.		
Minutes from Previous Executive Committee Meetings	Actions of the Executive Committee on June 17, 2020, approved.		
Officer's Reports			
Chair	David Cottam: <ol style="list-style-type: none"> <li>Continued involvement in numerous Zoom Meetings dealing with different aspects of handling the impact of COVID19 on Pacific Swimming</li> <li>Has been meeting weekly, on Thursdays with the 5 California LSC chairs to consider what might be helpful dealing with the COVID19 crisis in California. Focus is on continuing to get California pools open and keeping them open</li> </ol>		

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	<ol style="list-style-type: none"> <li>3. 2nd town hall meeting held this past Monday</li> <li>4. Thanks to all those involved in the biweekly surveys to document progress in our teams returning to the water</li> <li>5. Rules and Regulations are being reviewed by the Governance Committee.</li> <li>6. The Governance Committee is working on ByLaws to allow the HOD to be held virtually via Zoom. USA has made a change in USA ByLaws to allow all LSCs to hold their HODs virtually (because of Covid19). David Benjamin will see if California will allow us to do it.</li> <li>7. Kelly Crowley introduced for approval as Disability chair, to co-chair with Kent Yoshiwara the DEI and Disability Committee - approved.</li> <li>8. Pacific is doing well with regard to social distancing and wearing masks when appropriate while attending practice sessions. However, David wants to remind Coaches to reinforce mask wearing and social distancing in the parking lot before and after practice sessions. "This is where the public sees us and we do not want any of them finding fault with how we are managing, which might result in our getting shut down again." Leo Lin reports that USA Swimming states that if we see something that would be considered a violation we can report that to them and they will handle it so no recrimination falls on the reporter.</li> <li>9. Dr Lisa Blackwell was introduced. She has been working with California County Health Departments to provide advice regarding how to open pools and keep them opened. She is working with the Aquatic Coalition which is monitoring swimming and COVID19. There are no cases where swimmers have gotten Covid-19 from swimming so far, and she is involved in monitoring. Dr. Blackwell is advocating that swimming provides one of the healthy safe forms of exercise during this epidemic. She is available for contact if any questions arise regarding these issues.. Advises that every team should have a plan for handling what they will do if one of their swimmers is found to have Covid 19.</li> </ol>	David Benjamin will find out if California will allow us to have our HOD meeting virtually Kelly Crowley approved	
Vice Chair – Program Operations	Leo Lin: all his information is in the committee reports of the committees he is involved with.		
Vice Chair – Program Development	Veronica Hernandez - all her information is in the committee reports of the committees she is involved with		
Treasurer	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> <li>1. Explained the financial statements</li> <li>2. The financial statements for May were approved</li> <li>3. She reports that 77 of our Clubs received money in the first phase of grants given to assist teams with dealing with the effects of Covid 19</li> </ol>		
Age Group	<p>Kyle Kikuta :</p> <ol style="list-style-type: none"> <li>1. Has had several meetings discussing our future and preparation for meets.</li> <li>2. Considering the appropriate qualifying period for the Pacific Coast All Stars meet</li> <li>3. Discussed and helped develop the Virtual meet set up by the athletes.</li> </ol>		

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Sr. Committee	Dan Cottam: No report		
Registration	Laurie Benton - See Report		
Report/Recom - Staff	Cindy Rowland: See posted report		
Consent Calendar	Consent Calendar approved - With Athlete, Diversity, Governance, Investment, and Officials Committees, and Zone 4 BOD providing supplementary oral reports.		
Athletes	<p>Taylor Rohovit and Aidan Pflieger</p> <ol style="list-style-type: none"> <li>1. Athletes are working on the summit and will meet on Sunday to determine exactly how the summit will work and what they will need</li> <li>2. Athletes have been working on succession plans - this includes an athlete handbook that describes the tasks athletes would have as athlete members of the different committees of Pacific Swimming, work on how to pick a successor, and how to mentor that person.</li> <li>3. They worked to develop the Virtual Meet where most of the proceeds will be donated to the Diversity, Equity and Inclusion Committee. A meet sheet was developed and the events are all nonconforming and swims will take place during team practice under coach supervision. Everyone participating will get a sticker and the hope is that they will have fun while raising money.</li> </ol>		
DEI and D	<p>Kent Yoshiwara:</p> <ol style="list-style-type: none"> <li>1. DEI training and workshop began last Saturday, and there are 2 more sessions (the next 2 Saturdays).</li> <li>2. Attended National and Western Zone DEI Committees</li> <li>3. Introduced Kelly Crowley as Disability Chair. She will co-chair with Kent as Chairs for Diversity, Equity, and Inclusion, and Disability Committee</li> </ol>		
Investment	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> <li>1. Committee worked with Wells Fargo Investment consultant to determine that the best way to handle our finances is to open an equity line of credit for \$1 million backed by the amount of money we have invested</li> <li>2. The interest rate for any money borrowed would be at the prime rate, while our investments are presently giving us a return rate of 7%.</li> <li>3. We would have the flexibility to borrow the exact amount of money we need when we need it, and we would incur no interest on the money not borrowed. We would be able to fund our grants for teams to assist with COVID-19, and Olympic trials when they come up, etc. without impacting our investments.</li> <li>4. The advantages are it increases our flexibility, it does not touch our principal, and it likely will cost less (as it is likely our returns on investment will be higher than the prime rate charged to borrow on the equity line).</li> <li>5. The risk is that there is a possibility that our return on investment may drop below the prime rate</li> <li>6. Motion: 2007IC01: Apply for \$1 Million Line of Credit</li> </ol>		

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Governance	<p>Peter McNamara:</p> <ol style="list-style-type: none"> <li>1. Governance Committee was tasked to investigate our Human Resources needs.</li> <li>2. We have looked at various areas of need Pacific has in HR</li> <li>3. The Governance Committee reviewed 5 firms for HR consultancy.</li> <li>4. Guardian HR came out as the committee's choice. (David Benjamin, Larry Rice and Leo Lin, who were named to the Governance Committee HR Task Force, did an intensive interview with the Guardian HR representative). Guardian will provide an HR audit (on-line), develop an HR handbook for Pacific, provide legal guidance for all laws such as AB5, a dedicated person who we can consult with, and access to attorneys and other personnel if necessary. The fee would be \$3600 for a year of coverage.</li> <li>5. Guardian would initially work with the following contact people - Cindy Rowland, Mary Ruddell, David Cottam, and the Governance Committee HR Task Force.</li> <li>6. See Motion 2007GC01: Approval of Governance Committee Expenditure for HR Services</li> </ol>		
Officials	<p>Mike Davis:</p> <ol style="list-style-type: none"> <li>1. Has been involved in multiple zoom meetings regarding Official's activity</li> <li>2. Official's committee worked on a guideline template for intrasquad meets. Mike is asking for feedback before he does final modifications and then sends them to the coaches</li> <li>3. Continues to work on the minimum number of officials needed to run sanctioned meets where the times will count. (probably 4-6). At this time there should be no problem in providing that number of officials</li> <li>4. The athletes have provided the Official's Committee with 5 athlete representatives: Sophie Boeun - Quiksilver (freshman), Maggie Wells - BSW (senior), Aidan Pflieger - Reno Aquatics (junior), Nathan Rogers - Hills (sophomore)</li> <li>5. Coaches certainly can become officials and USA Swimming also has ways for someone to become a Provisional Official during this time of Covid19. Mike is setting up a Virtual Stroke and Turn Clinic which will be on-line and take place in the first part of August</li> </ol>		
Zone Reports			
Zone 1N	No report		
Zone 1S	No report		
Zone 2	No report		
Zone 3	No report		
Zone 4	<p>Jim Morefield:</p> <ol style="list-style-type: none"> <li>1. Representatives from teams from Northern and Southern Nevada prepared a 2nd letter to be sent to the appropriate government authorities regarding community pools, asking that while they are considering whether to close pools again, they should consider pool use for structured programs differently than for recreation, community, and casino use..</li> <li>2. He got great responses from the clubs in appreciation for what Pacific Swimming is doing to support the teams.</li> </ol>		

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	3. Some clubs indicate that they are finding the Safe Sport Certification requirement (which USA Swimming requires, and which our grant application requires) burdensome.		
Old Business	Phillips 66 Outstanding Service Award Discussion postponed for now		
Old Motions	<p><b>Motion 2005CB01: Underwater Video Recording During Swim Meets</b></p> <p>Video Recording Services</p> <ol style="list-style-type: none"> <li>1. At the discretion of the meet director, a vendor may be authorized to provide video recording services during a sanctioned swim meet.</li> <li>2. Video Recording will be performed in a manner consistent with current MAAPP guidelines taking care to protect swimmers privacy (eg. Password protected access).</li> <li>3. Such videos shall be offered for distribution at the meet or online, for commercial or noncommercial purposes. Distribution service shall be set up such that individualized videos of swimmers shall be accessible only by the swimmer, the swimmer's parents or legal guardians. The swimmer's coach may access the video with the written permission of the swimmer, the swimmer's parents or legal guardians. Any unpurchased individualized video recordings of swimmers shall be destroyed within one year of the swim meet. Storage of videos shall be according to the best commercially reasonable, industry standard security settings to prevent unauthorized access.</li> <li>4. The camera(s) recording the video shall be placed around the pool in such a way so as to not interfere with meet operations. If the cameras are to be located under the water, they shall be placed such that they not interfere with swimmers, either in the normal course of competition or during warm-up/warm-down. By way of example, cameras may be placed along a wall in a buffer space out of the competition course, or in a buffer lane closed to swimmers. Under no circumstances shall cameras be placed in a position that poses a credible SafeSport threat to athlete's privacy, such as behind the starting blocks or in changing areas.</li> <li>5. The cameras shall be in fixed positions and not continually manned by camera operators while competition is in progress. Cameras shall not be connected together by any external wiring in order to minimize any possibility of electrical hazard.</li> <li>6. At any point during the course of the meet operations, the meet director and/or the meet referee shall have the authority to terminate the video recording in whole or part. If the video recording is terminated, the meet referee shall document the reason for this action in his/her referee meet report.</li> </ol> <p>Clint Benton, Veronica Hernandez 2nd (P&amp;P, 30 days) Motion to table: Leo Lin, Jim Morefield 2nd Tabled</p>	Tabled	

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New Business	<p><b>Results of Team Surveys on Return to the Water</b> Cindy Rowland:</p> <ol style="list-style-type: none"> <li>1. 60 teams responded and 60% of those are back in the water</li> <li>2. 39% of those have more than 80% of the team back in the water</li> <li>3. One team reported it has cost them as much as \$6000 more than they originally budgeted for in order to have sufficient access to water (they had to find additional pools, and have smaller number of swimmers in the water at a time)</li> <li>4. There have been no COVID-19 cases reported associated with swimming</li> <li>5. We have some teams that are temporarily closed, but of the reporting teams, 0% report they plan to permanently close</li> <li>6. Most teams reported they do not want to be attending larger meets until next year</li> <li>7. Will add a question to see if teams have found extra space in pools that might be rented by other teams.</li> <li>8. This survey will continue to be repeated every 2 weeks to gather information on trends, areas of difficulty, and successful strategies</li> </ol>		
New Motions	<p><b>Motion 2007IC01 Apply for \$1 Million Line of Credit</b></p> <p>The Investment Committee moves to apply for a \$1 million priority line of credit with Wells Fargo Advisors.</p> <p>Rationale:</p> <ol style="list-style-type: none"> <li>1. The line of credit will be used to fund Round 3 of the Covid-19 Relief Grants, Olympic Trials travel support and general operating expenses. The collateral for the line of credit is the investment account.</li> <li>2. The investment committee recommends this course of action to maintain the interest and dividend earning principal. Historically Pacific's investment portfolio earns 7-8% per year. The interest rate for the line of credit is tied to the Prime which is currently 3.25%. The account earnings should be able to pay the interest on the line of credit.</li> <li>3. A security backed line of credit is an untapped resource.</li> <li>4. The main risks are market decline and interest rate increase</li> </ol> <p>Mary Ruddell (Investment Committee)</p> <p>Passed</p>	Passed	
	<p><b>Motion 2007GC01 Approval of Governance Committee Expenditure for HR Services</b></p> <p>The Board approves the expenditure of \$3,600 by the Governance Committee to Hire Guardian HR</p> <p>Peter McNamara (Governance Committee)</p>	Passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	Passed		
Next Meeting	BOD September 16, 2020 will meet via teleconferencing. HOD meeting in October, 2020		
Meeting Adjourned	<b>8:33 PM</b>		

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