

Meeting Title: Pacific Swimming Board of Directors Meeting

Date November 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	Clint Benton	X	Zone Reps		Athlete Reps		Guests		Office	
Leo Lin	X	Asher Green	X	1N – Laura Mitchell		Anika Nagpal	X	Marcus Daene	X	Cindy Rowland	X
Mary Ruddell	X	Doug Reed		1N – Larry Rice		Lily Struempf		Valerie Rudd	X	Laurie Benton	X
Veronica Hernandez	X	Kelly Crowley		1S – Mark Taliaferro	X	Sovita Holunga	X	Mike Davis	X	Diana Fetterman	X
Eric Scalise	X	Kent Yoshiwara	X	2 – Mark Ryan		Steph Anderson	X	Lehla Irwin	X	Annie Stein	X
Tony Daly	X	Mike Piccardo	X	2 – Chris Lam	X			Amy Gonzales	X	Karen Bair	X
Kyle Kikuta	X	Kelly Schott		3 – Kevin Twohey							
Marie Lin	X	Phil Grant	X	3 – Debbi Tucker	X						
David Benjamin	X	John Schonder		4 – Jerry Rudd	X						
Don Heidry		Peter McNamara		4 – Jim Morefield	X						
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	September 21,2022 BOD Minutes approved.	Approved	
Minutes from Previous Executive Committee Meetings	None.		
Officer's Reports			
Chair	David Cottam		

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	<ol style="list-style-type: none"> Thanks for patience for the SWIMS 3.0 roll out. Everyone should be able to see if they are members in good standing. CANRA is requi5red as of Nov. 3 and Laurie Benton is now able to make sure it is reflected in your membership card within 24 hours. If you have a problem contact her. He is working on appointing people to the Administrative Board of Review to hold that position until the May 20, 2023 HOD when we elect candidates to those positions. He stresses the importance that all our clubs are registered for 2023 by December 31st. It is suggested the clubs get all their paperwork in by December 15, since USA Swimming's office closes on December 23 through January 3, and they need to process the documents to complete the registration,. 		
Admin Vice-Chair	Leo Lin - No report		
Vice Chair – Program Operations	<p>Veronica Hernandez</p> <ol style="list-style-type: none"> Working on Personnel Committee which should complete the Employee Handbook by next month, and Job Descriptions by January 		
Vice Chair – Program Development	Eric Scalise - No Report		
Vice Chair - Finance	<p>Mary Ruddell</p> <ol style="list-style-type: none"> Statement of Activities Budge Performance for October 31, 2022 presented and approved Statement of Financial Position as of October 31, 2022 presented and approved She noticed the September Financials were not reported and will provide them at the January Executive Committee. With membership and meets increasing at a rate better then estimated we are in good financial standing. 		
Age Group Committee	<p>Kyle Kikuta</p> <ol style="list-style-type: none"> JO's this winter is renamed Winter Age Group Championships. Working on defining the mission of the annual banquet Pac Coast All Stars is reverting back to it's normal 2 day format, with overnight hotel stays Co-pay will be \$, and we are hoping to add Sweatshirts to the Athlete's gear.)See Motion 2211AGC01: Sweatshirts added to PAC Coast All Stars Athlete's gifts). 		
Sr. Committee	<p>Tony Daly</p> <ol style="list-style-type: none"> The Senior 2 Trials and Finals at Milpitas meet sheet will be posted in the next 24 hours. The delay was a result of the Meet Director having COVID. 		
Registration	<p>Laurie Benton</p> <ol style="list-style-type: none"> We have successfully registered 7,267 individuals and 22 clubs at this time. 		

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	<ol style="list-style-type: none"> We still have 75-80 Clubs to register, and if they miss the December 31 deadline, all the swimmers from the unregistered clubs will need to be unattached. All Coaches and Board Members need to be in good standing for the registration of the club to go through. Registration can be done online on the USA website and staff can help if Clubs have problems with the process. There also will be a Zoom Meeting scheduled to explain the process. At the last couple of meets 2 swimmers swam unregistered, and some swimmers were deck registered. Unfortunately those swimmers' times cannot be added to the SWIMS data base. All swimmers must be already registered when they go to swim at a meet. There is no longer any deck registering. Athletes and Coaches can look up athlete's times using the website. 		
Report/Recom - Staff	<p>Cindy Rowland</p> <ol style="list-style-type: none"> Staff have been busy with registration issues, helping clubs register and with the updates on SWIMS. Staff got good feedback on the location and facilities used for the HOD, Official's Clinic, the Athletes' Summit, the Coaches Clinic and the Annual Banquet. Most of the responses were very positive. Staff would like to schedule the next year's activities there. (see Motion 2211MR01 - Location for next year's HOD, Clinics, and Banquets in October) 		
Consent Calendar	Consent Calendar approved (including all committee reports and minutes) except Athlete Committee, and Finance Committee		
Athletes Committee	<p>Anika Nagpal:</p> <ol style="list-style-type: none"> At the Athlete Summit 33 athletes attended Saturday, and 25 on Sunday There was an in-water session, scavenger hunt, 5 presenters, college panel, and a Q&A session with Reese Whitley. There are recordings of the sessions. 		
Finance Committee	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> Co-pay for Pac Coast All Stars is \$425. Travel Support for Junior Nationals, Nationals, and Sectionals is posted. We will be using Bill.com, Clubs can get help from staff in setting up Bill.com if they need it. 		
Old Business	None		
Old Motions	<p>Motion 2205VC02 New Invoicing Policy to be in P&P</p> <p>Recommend 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 Document at end of this set of minutes)</p> <p>Governance Committee's recommendation - passed</p>	Passed - Place it in P&P	
	2207AC01 Scholarships for 1 or 2 Athletes Annually Amended	Passed	

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	<p>The Scholarship Taskforce recommends that Pacific Swimming match the total donation of \$9,000 which will be set aside in a restricted fund held in the Pacific Swimming Investment account. The \$9000 will be removed from local funds and transferred to Wells Fargo. The Annmarie Nordberg Scholarship will be awarded to one or two athletes annually. Each will be awarded \$1000, and no more than \$2000 will be removed from the restricted fund annually.</p> <p>Anika Nagpal, Scholarship Task Force</p> <p>Passed</p>		
New Business	None		
New Motions	<p>Motion 2211CB01 Rescind Time Verification Motion 2210VC01 passed by the Executive Committee</p> <p>Rescind the action of the Executive Committee on October 16, 2022, which passed Motion 2210VC001 Penalty for entering a meet with an unverifiable qualifying time.</p> <p>Clint Benton, Marie Lin 2nd</p> <p>Summary:</p> <p>In order to understand the Entry Time Verification problem that now faces Pacific Swimming one should look at it from an Historical perspective in order to realize where we are and the original intent of having an Entry Time Verification process.</p> <p>A review of the Policies and Procedures shows that at one time we had a time verification database that would review all entries before a meet and notify the Meet Officials and teams of those individuals who entered times that they had not yet achieved. Under this procedure the swimmers were either scratched from those events or changed their time to the correct times if they were still able to meet the meet standards. This system no longer exists. Therefore, Pacific Swimming just moved on. What happens now is all our Zone Development meets do not have a verification process. This allows parents to enter their swimmers with times that "could" place them in the wrong Division. We do not have a way to verify these changes, so we just overlook them. As far as meeting the minimum requirements to enter a Zone level meet this can be verified by a coach so impact on a meet is minimal.</p> <p>Now, moving beyond the level of a Zone Scheduled meet to those meets at the level of the LSC: Far Westerns, Pacific Swimming Championships (formally Junior Olympics), Senior Circuit, Senior 2, and Senior Open. To qualify for these meets the swimmer must have achieved the qualifying time in a USA sanctioned, approved, or observed meet (one which has been entered into the USA Swimming Swims Database). According to our</p>	Passed	

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	<p>Policies and Procedures any swimmers who enter one of these meets without a verified qualifying time will not be allowed to check in or swim that event. In order to verify these times, Meet Directors where required to submit the times to our Times Verification person who would then run a program that would check all the times against the times in the USA Swimming Swims Database. Since USA Swimming changed their website in September, we no longer have access to this type of verification. We believe that in the coming months USA Swimming will bring this capability back. However, until they do, Pacific Swimming needs to have an alternative plan to deal with this issue.</p> <p>The Pacific Swimming Executive Committee passed a resolution on October 16, 2022, to deal with this issue</p> <p style="padding-left: 40px;">For each event that an athlete swims (completes) without a verifiable qualifying time, a fine of \$50 will be billed to that athlete's club. This fine will be effective immediately and upheld until such time that USA Swimming has updated Swims to be able to run time verifications electronically prior to meets.</p> <p>This action while well intentioned may cause several additional issues, for example: how will we handle a team not paying the fine? Currently Pacific Swimming does not have an Administrative Review Board. Will the team be fined for every time that the swimmer enters and can not prove their time? I understand that the intent is not to hold the swimmer accountable but the team. This may seem admirable, except that the swimmers are the ones who enter the meet not the team.</p> <p>Passed</p>		
	<p>Motion 2211CB02 Substitute New Time Verification Penalty</p> <p>For any Pacific Swimming LSC level meet that has a stated time standard for any event, any swimmer who competes in an event and does not achieve the stated time standard, must report to the assigned Administrative Official with verification that the swimmer had achieved that time at a prior meet. If they do not do this prior to the close of their next event they will be scratched from that next event even if it is a final. This penalty is applied because the swimmer did not achieve the stated time standard prior to the close of that preliminary event.</p> <p>Clint Benton, Marie Lin 2nd</p> <p>Rationale</p> <p>In reviewing previous actions of Pacific Swimming, it appears that the intent was to hold the swimmer accountable for the times they enter. This places the responsibility on the swimmer to enter a correct time. The swimmer or the coach could provide the proof of time. Our goal should be to not fine teams but to make swimmers accountable for their entries.</p>	Failed	

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	<p>Discussion:</p> <ol style="list-style-type: none"> 1. Much discussion about feasibility of completing the process in a timely manner during a meet. Amy Gonzales, who was Admin for the Senior 2 T&F meet that tried to implement the time verification process made it clear that it requires too much time to check and process all swimmers that did not achieve the qualifying time in their swims 2. After further discussion it was felt that neither Coaches, nor athletes should be penalized for a problem created by USA Swimming and that we should not verify the times until that aspect of SWIMS 3.0 is up and running <p>Failed</p>		
	<p>Motion 2211FC01: Fees - Stopped Checks The Finance Committee recommends the following edit to the Policies and Procedures, Section III, G. Financial Fees Item 2. G. Financial Fees 1. The minimum service charge for checks returned to Pacific Swimming shall be \$25 plus any bank charges. The second offense for a returned check within one year shall be referred to the Pacific Swimming Administrative Review Board. 2. The minimum service charge for a stopped check or to reissue lost or stale dated checks shall be \$25. No fee shall be charged to reissue checks sent to an address other than the one listed on the request form. 3. The Late Payment Fee for clubs who have "A" Medal or Equipment Rental invoices still unpaid after 45 days shall be \$25.00. Pacific Swimming shall, at their discretion, discontinue extension of credit for A Medals or Equipment Rental to clubs with an outstanding balance in excess of 60 days. Mary Ruddell, Finance Committee</p> <p>Reasoning: Bill (formerly bill.com) charges a \$25 fee for stopped checks. The stopped check fee with Chase Bank is \$12.</p> <p>Because of lack of time this motion was tabled to be voted on in the next BOD meeting in February</p>	<p>Tabled To be presented in the BOD February, 2023</p>	
	<p>Motion 2211FC02: Fees for Untimely Club Renewal The Finance Committee moves to charge an hourly fee of \$75.00 to cover the additional work required when a club does not renew their membership prior to the club expiration date of December 31, 2022. Mary Ruddell, Finance Committee</p> <p>Reasoning: If a Club has not renewed their Club Membership by December 31, 2022, they will be considered a "Club Not In Good Standing". They will not have access to their club portal and all athlete and non-athlete</p>	<p>Passed</p>	

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	<p>members (Coaches, Officials, Administrators etc. members will need to become unattached. Athletes' times will only be recognized as an unattached member of Pacific Swimming for their times to be recognized at meet. Making matters worse when the club is finally registered all athletes and non-athlete members will need to be re-attached to the club. The workload for Laurie will at least double and will be very difficult for her to accomplish in Swims 3.0.</p> <p>Passed</p>																																																		
	<p>2211DDEI01: Grant for Oakland Undercurrents Recommend funding a Grant proposal for Equipment and Apparel for the Outreach Athletes at Oakland Undercurrent swim team. The amount of the request is \$7,220 <i>Money will be released once Oakland Undercurrents is appropriately registered for 2023</i> ** Kent Yoshiwara, DDEI Committee</p> <p>Oakland Undercurrent Grant Proposal</p> <table border="1"> <thead> <tr> <th colspan="4">Proposed Program Budget 2022/23</th></tr> <tr> <th>Item</th><th>Quantity</th><th>Per Unit Cost</th><th>Total</th></tr> </thead> <tbody> <tr> <td>Parkas</td><td>20</td><td>\$160</td><td>\$3,200</td></tr> <tr> <td>Goggles</td><td>20</td><td>\$20</td><td>\$400</td></tr> <tr> <td>Caps</td><td>20</td><td>\$12</td><td>\$240</td></tr> <tr> <td>Team swim suit (boys)</td><td>10</td><td>\$45</td><td>\$450.00</td></tr> <tr> <td>Team swim suit (girls)</td><td>10</td><td>\$65</td><td>\$650.00</td></tr> <tr> <td>Team hoodie</td><td>20</td><td>\$55</td><td>\$1,100.00</td></tr> <tr> <td>Team t-shirt</td><td>20</td><td>\$20</td><td>\$400.00</td></tr> <tr> <td>Swimming fins</td><td>20</td><td>\$24</td><td>\$480.00</td></tr> <tr> <td>Equipment storage cart</td><td>1</td><td>\$300</td><td>\$300.00</td></tr> <tr> <td></td><td></td><td></td><td>\$7,220</td></tr> </tbody> </table> <p>DDEI Committee will require a report/receipts and photos, within a month of receiving the product. The money is part of the budgeted money for the DDEI Grant Program. DDEI is looking to have that amount of money approved for release.</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Because Oakland Undercurrents has not always been timely in registering the club, it was suggested that the grant money not be released until the Club has registered for 2023 2. It was agreed to amend the motion. (<i>Money will be released once Oakland Undercurrents is appropriately registered for 2023.</i>) <p>** The statement that is in Italics is the amended statement Amended Motion - Passed</p>	Proposed Program Budget 2022/23				Item	Quantity	Per Unit Cost	Total	Parkas	20	\$160	\$3,200	Goggles	20	\$20	\$400	Caps	20	\$12	\$240	Team swim suit (boys)	10	\$45	\$450.00	Team swim suit (girls)	10	\$65	\$650.00	Team hoodie	20	\$55	\$1,100.00	Team t-shirt	20	\$20	\$400.00	Swimming fins	20	\$24	\$480.00	Equipment storage cart	1	\$300	\$300.00				\$7,220	Amended motion - Passed	
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	Motion 2211AGC01 - Pac Coast All Stars - Sweat shirts	Passed																																																	

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	Add sweatshirts to the gear purchased for Athletes, and Coaches/Chaperones attending the Pac Coast All Star Meet Kyle Kikuta, Age Group Committee Passed		
	Motion 2211MR01 - Site for October HOD, Clinics, and Banquets Approve the Pleasant Hill Rec Center as the location for the Officials' Clinic, Athlete Summit, Awards Banquet, and HOD in October 2023 Mary Ruddell, Clint Benton Passed	Passed	
Closing Comments	None		
Next Meeting	BOD February, 2023		
Meeting Adjourned	Meeting Adjourned at 08:30 PM		

RESPECTFULLY SUBMITTED BY

MARIE LIN

SECRETARY - PACIFIC SWIMMING BOARD OF DIRECTORS

Motion 2205FVC02: 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)

In September 2021, a new invoicing system for collecting meet entry fees was introduced. The new system has been well received by clubs and has saved hours of time chasing down late or incorrect Meet Financial Reports. Minor changes have been made to the original document to smooth out the process. The original document was a step by step set on instructions. The inventory system has been summarized for the Policies and Procedures. (Note: I am leaving it up to Governance to format as they see fit)

D. Meet Reporting Requirements

PRE-MEET REQUIREMENTS

Registration verification file must be submitted to the Pacific Swimming Membership Manager no later than 5 days before the competition. If a registration check does not occur, athletes who participated while not in good standing will not have their times recorded. The host club shall not be eligible to bid on/be awarded further meets for a period of one year.

POST MEET REQUIREMENTS

Post meet report completed by the Meet Referee shall be submitted to the Pacific Swimming Time Verification Manager, and the LSC Officials Chair. Once received, meet results will be loaded into SWIMS and posted on the Pacific Swimming 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 Fee Only Meets (Entry fees and splash fees Shall not be allowed)

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

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)

Pacific Swimming's 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.

Footnote: For additional explanation of meet types refer to Pacific Swimming's website.