

**Meeting Title: Pacific Swimming Board of Directors Meeting**

**Date: April 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	<b>Zone Reps</b>		<b>Athlete Reps</b>		<b>Guests</b>		Marcus Daene	X
Leo Lin	X	Kent Yoshiwara	X	1N – Laura Mitchell	X	Jivana Nagpal	X	Millie Nygren	X	Valerie Rudd	X
Veronica Hernandez	X	Kelly Schott		1N- Larry Rice	X	Taylor Rohovit		Christopher Lam	X		
Daniel Cottam	X	Mike Davis	X	1S – Mark Taliaferro	X			Julie Corrigan	X		
Kyle Kikuta	X	Don Bautista		2 – Peter McNamara	E	<b>Office</b>		Patrick Finn	X		
Marie Lin	X	David Benjamin	X	3 – Kevin Twohey	E	Cindy Rowland	X	Wayne McIntosh	X		
Mary Ruddell	X	Debbi Tucker	X	4 - Jerry Rudd	X	Laurie Benton	X	Erin Livingston	X		
William Chong		Mike Piccardo	X	4 - Jim Morefield	X	Diana Fetterman	X	Jane Healy	X		
Don Heidary		Jay Rowland	X			Jeannette Soe		Phil Grant	X		
Carlene Takaki	X	Clinton Benton	X			Annie Stein	X	Erin Gladding	X		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by David Cottam 7:30 PM		
<b>Conflict of Interest</b>	Meeting opened with question of any member having a financial conflict of interest.		
<b>Minutes from Previous Meeting</b>	February 9, BOD Meeting amended minutes approved. March 25, 2020 and April 2, 2020 Executive Meeting decisions approved		
<b>Officer's Reports</b>			
<b>Chair</b>	David Cottam: <ol style="list-style-type: none"> <li>1. Would like to postpone the HOD to June or July (although we still may need to meet via teleconference) and put in another BOD meeting on May 20, 2020 to discuss the budget and other matters. See motion 2004CB1</li> <li>2. At that time we can also review the revised R&amp;R document that the small Task Force is working on</li> <li>3. We should also have a better understanding of where we are in relationship to the statewide Shelter-In-Place regulations</li> <li>4. There will be a Western Zone Telephone Conference Call this Friday, April 17, at 3:00 PM . Kyle Kikuta will not be able to make it , so Veronica Hernandez will call-in in his place. Leo Lin and David Cottam will also call in.</li> </ol>		
<b>Vice Chair – Program Operations</b>	Leo Lin: <ol style="list-style-type: none"> <li>1. Continuing to work on Open Water Competition Criteria for Sanctions with Marcus Daene and David Benjamin for next year's meets.</li> <li>2. Reviewing the Independent Contractors' Survey, and developing a position paper regarding Pacific</li> </ol>		

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	Swimming's position . Will continue to consult with relevant people regarding setting up Plans A, B, etc. regarding our strategy to deal with AB5, and our Independent Contract Providers, along with any other feedback.		
<b>Vice Chair – Program Development</b>	Veronica Hernandez - Working on various Task Forces and Committees which are reported elsewhere		
<b>Treasurer</b>	Mary Ruddell: <ol style="list-style-type: none"> <li>1. Explained the financial reports</li> <li>2. The financial reports for February and March were approved</li> </ol>		
<b>Age Group</b>	Kyle Kikuta : <ol style="list-style-type: none"> <li>1. Worked on Awards criteria for the Awards Banquet</li> <li>2. Worked on Mixed Relay Records</li> <li>3. Worked on the issue of the ZAM name, so it will meet CIF criteria - See motion 2004AG1</li> </ol>		
<b>Sr. Committee</b>	Dan Cottam: Wondered if we might generate a policy and procedures regarding returning kids safely into the water which could be taken by teams to local entities. <ol style="list-style-type: none"> <li>1. Leo Lin responded that various committees are looking into things that might impact when and how various pools are opened to swimmers</li> <li>2. Some difficulties are the fact that different facilities are located under different entities, which have different criteria for opening - cities, high schools, private facilities, colleges.</li> <li>3. There are also different entities governing the different locations- county, cities, school districts, etc.</li> <li>4. Leo asks that committees continue to consider these issues, and share what they are discovering</li> <li>5. Mark Taliaferro suggested that coaches in each of the zones meet in small groups to work on developing guidance.</li> </ol>		
<b>Registration</b>	Laurie Benton - No report		
<b>Report/Recom - Staff</b>	Cindy Rowland: <ol style="list-style-type: none"> <li>1. Staff report is posted</li> <li>2. Working on the Survey from the Teams</li> <li>3. Working on postponement of Awards Banquet, HOD, and commitment to Concord Hilton</li> </ol>		
<b>Consent Calendar</b>	Consent Calendar approved - With Athlete Report and Finance pulled for Separate Reporting		
<b>Athletes</b>	Jivana Nagpal <ol style="list-style-type: none"> <li>1. Athletes had a meeting over the weekend</li> <li>2. Worked on cutting the budget for the Leadership Summit meeting: one day instead of two, and no swimming attached to it</li> <li>3. Athletes are still interested in going to the Western Zone Meet but understood that if we could not resume swim practice before June 1st, we would not be able to field a team that was competitive. In that case it</li> </ol>		

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	would be in our best interest not to participate. The Athletes decided to wait another month to see where things stand before making a definitive decision regarding this meet.		
<b>Finance</b>	Mary Ruddell: <ol style="list-style-type: none"> <li>1. Pacific is trying to set aside about \$1 million to assist our LSC teams that our in need of financial aid.</li> <li>2. The LSC has a Task Force looking at how to do this in the most effective way and to use the money in a judicious fashion.</li> <li>3. We are aware of needing to do it quickly, but also to do it equitably.</li> </ol>		
<b>Zone Reports</b>			
<b>Zone 1N</b>	Larry Rice : Did not have our scheduled meeting. Working on setting one up.		
<b>Zone 1S</b>	No report		
<b>Zone 2</b>	No report		
<b>Zone 3</b>	No report		
<b>Zone 4</b>	No report		
<b>Old Business</b>	<b>Phillips 66 Outstanding Service Award</b> <ol style="list-style-type: none"> <li>1. David Cottam brought to our attention that Phillips 66 gives out an Outstanding Service Award to each LSC. We have not participated because we have not been aware of it. It can go to a Coach, an Official, or an Administrator.</li> <li>2. David would like us to develop a selection criteria and have the award voted on in the Spring HOD.</li> <li>3. We were asked to consider what criteria to use and bring it back to the Board</li> </ol> We postponed discussing this topic till next BOD meeting	Refer to BOD May 20, 2020	
	<b>Videotaping Swimmers from Underwater for Retail</b> <ol style="list-style-type: none"> <li>1. Bob Griswold would like permission to do underwater videotaping of swimmers during their swims at swim meets .</li> <li>2. This would be a business much like we have now with vendors taking above water photographs of swimmers if the swimmers want to purchase that service</li> <li>3. This request was to be considered by Senior Committee, Age Group Committee, and Athlete Committee. Senior Committee discussed it and felt it was not necessary. Age Group and Athlete Committees will be meeting to discuss this, and to be followed up in the May BOD meeting</li> </ol> Discussion in this meeting: <ol style="list-style-type: none"> <li>1. The Athlete Committee raised concerns about how this might be unfair to swimmers who could not afford this service, and that it might interfere with some swims - none the less, they were in favor of going ahead</li> <li>2. Age Group Committee were also in favor of having it go forward</li> <li>3. Leo Lin reminded everyone that one caveat is that the host team should have the right to decide not to have it at their meet</li> <li>4. Clint reports that this proposal should be brought back with a motion that delineates a policy and</li> </ol>	Refer to BOD May 20, 2020	

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	<p>procedure, such as it has to be located..., it should be placed ...the lane, etc.</p> <p>5. Dave Cottam will work with Bob Griswold to develop that, and bring it back to the BOD in May</p>		
Old Motions	<p><b>Motion: 2002OC01: Officials's Reimbursement - P&amp;P Appendix</b></p> <p>Proposed P&amp;P Change so that an official attending Olympic Trials as a working Official is entitled to an amount equal to the Athlete's amount for travel.</p> <p style="text-align: center;"><b>A.3 PACIFIC SWIMMING TRAVEL EXPENSE REIMBURSEMENT POLICY</b></p> <p>A. 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. 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. 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 Treasurer. 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 approved rate for “Contributions to Charitable Organizations,” one reimbursement per vehicle. 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.</p> <p><del>Actual airfare cost shall be reimbursed at a value not to exceed the 21-day advance fare level. s Flight reservations are expected to be made promptly so the cost to Pacific Swimming is minimized.</del> <b>Pacific Swimming’s Travel Coordinator 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.</b> Reimbursement shall be made upon submission of documentation showing the flight reservation and cost. <del>Payments shall be made to the traveler, not to travel agencies.</del> <b>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 .</b></p> <p>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. Meals and taxi/car rental, etc. shall be reimbursed at actual cost. Expenses not clearly required or avoidable shall not be reimbursed. The purchase of alcoholic beverages is not a reimbursable expense.</p> <p><b>B. Travel Assistance for Officials</b></p> <ol style="list-style-type: none"> <li><b>1. Officials, whose application to officiate at a National, Pro Series 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 A.4 Pacific Swimming Senior Travel Support Guidelines).</b></li> <li><b>2. Travel Assistance shall apply only to meets held outside of Pacific Swimming.</b></li> <li><b>3. An Official shall be eligible to receive Travel Assistance for two meets per year. (September</b></li> </ol>	Tabled	

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	<p>1 – August 31). An Official may apply for Travel Assistance to one National/US Open/Junior National Meet and one Pro Series type meet, Futures, or Sectional Meet or two the Pro Series, Futures or Sectional Meets.</p> <p>4. 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 A.4 Pacific Swimming Senior Travel Support Guidelines). Travel Assistance for Olympic Trials shall be in addition to the two per year maximum listed above.</p> <p>5. Receipts shall be submitted to the Officials Chair for approval. See the guidelines listed above for the type of reimbursable expenses.</p> <p>Mike Davis (Officials Committee) (P&amp;P 30 days)</p> <p>Given our status regarding meets and our budget as a result of the COVID19 crisis the BOD voted to table this item.</p>		
	<p><b>Motion 2002MR01: Senior Travel Guidelines updates- Appendix P&amp;P</b></p> <p>Approve the updated language in Policies and Procedures A.4 Senior Travel Support Guidelines Mary Ruddell, Veronica Hernandez 2nd (P&amp;P, 30 days)</p> <p>Mary withdrew this motion.</p>	Withdrawn	
New Business	<p><b>Budget</b></p> <ol style="list-style-type: none"> <li>1. Reviewed the adjusted budget in light of the loss of revenues from cancelled swim meets, and the savings from events we budgeted to fund that have been and will be cancelled.</li> <li>2. We are also trying to cut back on next year's allocation of funds in order to have money to support our LSC teams in distress</li> <li>3. A Task Force (Dave Cottam, General Chair, Leo Lin VC Ops, Veronica Hernandez VC Dev, all 5 Zone Chairs or their designate, Mary Ruddell, Treas, William Chong, Aud, Larry Rice, Gov Chair, and 2 athletes) will meet to consider the items pulled for further evaluation: National and Senior Program, Age Group, Awards, Far Western (including doing it entirely differently), Treasurer, 59300 Event Per Diem.</li> <li>4. Task Force recommendations will be brought back to BOD meeting in May</li> </ol>	Discuss at BOD May 20, 2020	
	<p><b>Return to Operations - Leo Lin</b></p> <ol style="list-style-type: none"> <li>1. Trying to get ideas from other LSCs regarding how to handle the present issues raised by the COVID19 crisis</li> <li>2. Looking forward to ideas from coaches from their perspectives</li> <li>3. Gathering information on the status of the different facilities in the LSC and what decisions might be being made that would impact our teams and our meets.</li> <li>4. Please forward to Leo, any ideas or issues that might arise in these areas.</li> </ol>		
New Motions	<p><b>Motion 2004CB1 Postpone HOD</b> Postpone HOD to June or July, 2020 with at least 20 days notice of reschedule Clint Benton, Leo Lin, 2nd</p>	Passed	

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	<p><b>Motion 2004VH1 - Cancel of October 2020 Awards Banquet, HOD, Officials Clinic and Athlete Summit</b>  The Awards Banquet, HOD, Officials Clinic and Athlete Summit scheduled for October 2020 at the Concord Hilton will be cancelled and the deposit given to Concord Hilton will be moved to be the deposit for the 2022 Awards Banquet and HOD.  Veronica Hernandez, Larry Rice 2nd</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. We will lose \$5000 of the deposit if we cancel now. However, if we apply that money to a deposit to hold the event there in 2022 we will not lose any money.</li> <li>2. We do not have to have all 4 events at the Concord Hilton next year.</li> <li>3. The Athlete Committee is looking for another venue, less expensive, for the Summit and hope to put that on as soon as we are able to have such an event (once the Shelter-In-Place is sufficiently lifted)</li> <li>4. The Officials Committee is also looking for a less expensive venue and having multiple sites.</li> </ol>	Passed	
	<p><b>Motion 2004AG1 All Star Meet Name Change</b>  Zone All Star Meet will be changed to a new name Pacific Swimming Zone Challenge  Kyle Kikuta (Age Group) (P&amp;P, 30 days)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. CIF was consulted and indicated with the name change to Pacific Swimming Zone Challenge, that meet would no longer be considered in the category of meets that are ALL STAR , so swimmers in the Zone Challenge would be eligible to swim the High School season.</li> </ol>	Refer to May 20, 2020 BOD meeting	
<b>Next Meeting</b>	BOD May 20, 2020 will meet via teleconferencing. HOD meeting in May will be postponed		
<b>Meeting Adjourned</b>	<b>9:10 PM</b>		

RESPECTFULLY SUBMITTED BY

MARIE LIN

SECRETARY , PACIFIC SWIMMING BOARD OF DIRECTORS