

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: September 20, 2023

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 guests in attendance are also noted.

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|--------------------|---|----------------|---|-------------------|---|---------------------|---|---------------|---|-----------------|---|
| Lehla Irwin | X | Kent Yoshiwara | X | Zone Chair | | Zone Reps | | Guests | | Staff | |
| Verónica Hernández | X | Kelly Schott | X | 1N – Bob Hill | X | SR – Lily Struempf | | Markus Daene | X | Cindy Rowland | X |
| Debbi Tucker | X | Phil Grant | X | 1S – Tony Daly | X | JR – Steph Anderson | X | Valerie Rudd | X | Laurie Benton | X |
| Kyler Van Swol | X | Traci Benton | X | 2 – Mark Ryan | | 2 – Saveta Holunga | | Mike Davis | X | Diana Fetterman | X |
| Erik Scalise | X | Peter McNamara | X | 2 – Chris Lam | | 4 – Bella Pfeiffer | | Mike Piccardo | X | Annie Stein | X |
| Asher Green | X | Larry Rice | X | 3 – Kevin Twohey | | 3 – Joseph Harris | X | | | Karen Bair | X |
| Tyler Long | X | Clint Benton | X | 4 – Jim Morefield | X | 1N – Paige Griffis | X | | | Mary Ruddell | X |
| Zach Silverman | X | | | 4 – Jerry Rudd | X | 1S – Joyce Lee | | | | | |
| Gracie Goss | | | | | | | | | | | |
| Don Heidary | | | | | | | | | | | |
| Doug Reed | | | | | | | | | | | |

| TOPIC | DISCUSSION - CONCLUSION | RECOMMENDATION/ ACTION | FOLLOW- UP DATE |
|---|---|---------------------------|--------------------|
| Meeting Called to Order | Meeting was called to order by Lehla Irwin at 7:30PM | | |
| Conflict of Interest | Meeting opened with the reading of the Conflict-of-Interest Statement. | | |
| Minutes from Previous Meeting | July 19, 2023, BOD Minutes Presented | Approved | |
| Minutes from Previous Executive Committee Meetings | No previous meeting to approve | | |
| Officer's Reports | | | |
| Chair | Lehla Irwin 1. Appointed 5 voting members for Western Zone House of Delegates meeting a. Verónica Hernández, Erik Scalise, Doug Reed, Jay Rowland, Steph Anderson 2. Committee Chair appointments presented for approval. a. Added appointment of Clint Benton as Parliamentarian b. Verónica Hernández moved to approve appointments, Erik Scalise 2nd 3. LEAP recertification, due oct 31 2023. See Report | Approved | |
| Admin Vice-Chair | Verónica Hernández 1. Working on summary email from workshop with all notes and docs | | |

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| Vice Chair – Program Operations | Kyler Van Swol – No report | | |
| Vice Chair – Program Development | Eric Scalise – 1. Need new Open Water Committee Chair – volunteers welcome | | |
| Vice Chair - Finance | Debbi Tucker – 1. Presented Draft Statement of Financial Position and Activities Accounts for August 2023 a. Slight discrepancy due to expired checks that were not deposited b. A stop will be placed on those checks. c. Travel meets have been approved by Finance Committee 2. Presented Draft Statement of Activities Budget Performance for August 2023 a. Registration is still down, but more athletes are attending meets 3. Both Financial Document were approved 4. Needs more Athlete Reps for committee 5. Audit documents are being collected for our annual audit 6. Committee Report | Approved | |
| Age Group Committee | Tyler Long – 1. Updated Short Course Age Group Champs times posted 2. Looking to finalize Long Course Far Western qualifying times 3. Still need a host for Spring Age Group Champs a. Contact with suggestions 4. Committee Report | | |
| Sr. Committee | Asher Green – No report 1. Requested formal document of Senior Committee composition | | |
| Registration | Laurie Benton – 1. Helping families and teams figure out how to get registered 2. Still waiting for SWIMS to be able to provide us with more reports | | |
| | | | |
| Report/Recom - Staff | Cindy Rowland – See report 1. Getting ready for the Officials Clinic, Athlete Summit and Awards Banquet a. Summit, Clinic and Banquet registrations are open 2. See minutes of staff meetings if interested | | |
| | | | |
| Consent Calendar | Consent Calendar presented for approval (including all committee reports and minutes) except: DDEI, Officials, Z1N, Z1S, Zone 3, Zone 4 – Pulled Mark Taliaferro Moved to accept, Peter McNamara 2 nd | Approved | |

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| | <p>Z1N – Bob Hill</p> <ol style="list-style-type: none"> 1. Approved the purchase of a laptop for the Zone Treasure 2. Approved motion that starting January 1, 2024 all zone meets need to list a designated spectator area in the meet sheet, and that non-volunteering parents must view the meet from those areas. 3. Started discussion on Zone sponsored Officials Clinics – nothing set up yet 4. Started discussion on changing times standard for 10&Un at Zone Champs to get more swimmers in the meet. 5. Z1N has not had a budget presented in last few years, so a committee will be created to get this done. <p>Z1S – Tony Daly</p> <ol style="list-style-type: none"> 1. New Senior Committee Rep for Z1S, Kevin Zacker 2. Updating Z1S webpage and getting Clubs list up to date <p>Z3 – Debbi Tucker</p> <ol style="list-style-type: none"> 1. Zone bylaws need updated to include Athlete Reps and how they are selected 2. Need a new Z3 Senior Committee Rep and Governance Committee Rep <p>Z4 – Jim Morefield</p> <ol style="list-style-type: none"> 1. Voted to amend Zone bylaws <ol style="list-style-type: none"> a. Some housekeeping b. Starting one year from now (Sept 2024), Z4 will follow Sierra Nevada's Minimum Officials Rule <p>Supplemental Oral Reports: Mike Davis – Presented the issues with the proposed change to the USA-S rules (R9) about the minimum Officials standards to be voted on by the USA-S HOD this coming weekend. Encouraged PC voting delegates to vote against legislation without changes to current proposal being made.</p> <p>Camps Coordinator – Tony Daly</p> <ol style="list-style-type: none"> 1. Goal is to reinstate the 10 & Un Camp 2. Will gradually start to reintroduce other camps over the next 2 years. | | |
| Governance Committee | Jim Morefield – See Report | | |
| Athletes Committee | No report | | |

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| Disability, Diversity, Equity, and Inclusion Committee | DDEI Report – Kent Yoshiwara 1. Grant is open, due Oct 15 2. Disability Swimming Time Standards developed by USA-S being considered by adoption at our Championship level meets. 3. Inclusion Camp to be held Oct 21 in Ukiah 4. Western Zone DEI Camp to be held in Indianapolis, June 14-17, 2024 | | |
| Officials Committee | Officials Report – Phil Grant 1. Oct 14 clinic, reached out to every existing official, contacting club leadership for new officials a. 500+ officials currently, but have officials retiring, so more are needed b. Clinic sign up almost full 2. Changes to Warm-up Procedures a. more lanes to be open for warmup and cool down at all times, no gear can be used b. Should go under policies and procedures c. In officials under meets, and safety on website 3. Gary Arita, Z1S Officials Chair is retiring a. To replace him is Mette Graverson 4. 2309OC01 - Motion to approve the amended Safety Guidelines and Warm-Up Procedures for all Pacific Swimming meets effective immediately. | Approved | |
| Personnel Committee | Kyler Van Swol – No Report | | |
| | | | |
| Budget | | | |
| Old Business | None | | |
| Old Motions | Motion 2309GC01 – Amendment to Bylaws Addressing Treasurer To amend the following Bylaws sections to remove the Treasurer as a voting member of the Board and other housekeeping edits required by USA Swimming. Pacific Swimming Bylaws Article 5 5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of Pacific Swimming, together with those additional members designated in Sections 5.2 and 5.3: .1 General Chair .2 Administrative Vice-Chair .3 Finance Vice-Chair .4 Coach Representatives (2) .5 Senior Athlete Representative .6 Junior Athlete Representative | Approved by the BOD to be moved to the HOD meeting | |

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| | <p>.7 Secretary .8 Treasurer (<u>filled by Staff Treasurer with voice but no vote</u>)</p> <p>Article 6 Officers and Directors 6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates at its annual meeting in odd-years. .1 General Chair .2 Administrative Vice-Chair .3 Finance Vice-Chair .4 Program Operations Vice-Chair .5 Program Development Vice-Chair .6 Secretary .7 Treasurer (<u>filled by Staff Treasurer and not elected by House of Delegates</u>)</p> | | |
| New Business | Proposed Schedule of Meeting for 2024 | | |
| New Motions | <p>Motion – 2309AVC01 TEAM GRANT To grant PRNA \$5,000 to assist the reopening of the team. This amount will not be funded until the team: 1. Pays the \$75 sanction fee from their meet in March of 2023. 2. Provides Pacific Swimming with their current bank statement, PRNA BOD meeting minutes, their current budget, and a plan for how the money will be spent. 3. Be a registered club in-good-standing with USA Swimming.</p> <p>Motion 2309IC01 – GRANT PROGRAM FUNDING The Investment Committee proposes that Pacific Swimming allocate \$35K from local funds (savings and checking) to fund any one of the following three types of grants. A club may seek one and only one type of grant for the current swim year (2023/24). 1. Facility/Meet Grant • Competition enhancement, safety enhancement, facility enhancement, meet hosting enhancement • Examples: starting system, lane lines, custom flags, snack bar necessities (e.g., BBQ), storage, team banners, record board, etc. 2. Athlete Grant • Training equipment, technology, video analysis, dryland equipment/program • Examples: Finis or Speedo training equipment, a Dr. G video session, a consultant, Bridge, med balls, TRX, etc. 3. Coach Education Grant • Clinic reimbursement, education materials, mentorship support, related coursework</p> | <p>Motion to table until 3 requirements are met Tabled</p> <p>Peter McNamara abstains, Motion Passed</p> | Next meeting |

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| | <p>a. Each Zone shall set the co-payment amount for their athlete participants.</p> <p>b. Each Zone shall pay to Pacific Swimming \$70 85 per selected athlete by the deadline established by the Pacific Swimming Travel Coordinator, unless a different amount is approved by the Pacific Swimming Board of Directors.</p> <p>12. Competitive Events, Entries, and Seeding</p> <p>a. The same set and sequence of competitive events shall be conducted each year, as documented in prior meet announcements. All events shall be timed finals.</p> <p>b. Each Zone Team may enter up to 4 athletes per individual event and two (2) relay teams per relay event. Each athlete may compete in up to three (3) individual events per day plus relays.</p> <p>c. Each event shall be pre-seeded, fastest to slowest within each Zone's entries, <u>set-up in Meet Manager as a 3+ team double dual with assigned lanes.</u></p> <p>d. Heats and lanes shall be assigned to each Zone based on the final team ranking from the previous year, in fast to slow order. The previous year's winning Zone shall be assigned the fastest lane in heat 1 of each event, the second-place Zone assigned the next fastest lane in heat 1, and so on, cycling through all of the Zones, lanes, and heats until each Zone has been assigned 4 lanes (2 lanes for relays). Each year's seeding assignments shall be stated clearly in the meet announcement.</p> <p>e. When the meet is conducted in fewer than 10 lanes, it is recommended that individual events be seeded in 7 lanes, and relays in 5 lanes, to provide the most uniform conditions of competition without adding heats.</p> <p>f. Each Zone shall submit a single electronic entry file accompanied by a PDF or hard copy of their entries, pre-seeded per the seeding information in the meet announcement. Each Zone shall seed their entries fast to slow in each event. Submission shall be to the person and by the deadline specified in the meet announcement. Unseeded entries received may be returned or seeded at the meet host's discretion.</p> <p>g. Entries with "no time" (NT) will NOT be accepted. If no previous yards time exists for an entry, a converted or coach-estimated time shall be entered.</p> <p>13. Scoring and Awards</p> <p>a. Individual events shall be scored to 20 places, and relay events shall be scored to 10 places.</p> <p>b. A single team trophy shall be awarded to the highest scoring Zone at the end of the meet.</p> <p>14. Pacific Swimming Travel Coordinator shall:</p> <p>a. Maintain and update the templates for athlete and staff applications, and supply these to each Zone's Head Team Manager or Zone chair by November 15th of each year with appropriate instructions.</p> <p>b. Furnish the previous year's meet announcement and team scores, along with appropriate instructions, to the Meet Director or Zone Chair of the next meet no later than November 15th of each year.</p> <p>c. Establish and enforce deadlines each year for each Zone to submit their co-payments and all needed team information.</p> <p>d. Complete planning, arrangements, and contracts for group transportation, Saturday practices, lodging, and group meals for each of the Zone teams as appropriate, in coordination with the Pacific Swimming Treasurer and with each Zone's designated Head Team Manager and/or Zone Chair.</p> <p>e. Order and arrange for delivery of team sweatshirts, team caps, and bag tags for each Zone.</p> <p><u>f. Conduct a meeting prior to the event for all Zone Team Leaders and the Meet Director.</u></p> | | |

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| Closing Comments | None | | |
| Next Meeting | November 15, 2023 | | |
| Meeting Adjourned | Meeting Adjourned at 09:02 PM | | |

Respectfully submitted by,
Zach Silverman
Secretary - Pacific Swimming Board of Directors