

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

**Date** February 18, 2015

**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.

John Bitter	X	Jon Pallesen		George Cleveland	X	<b>Zone Reps</b>		<b>Athlete Reps</b>		<b>Guests</b>	
Leo Lin	X	Tom Evers		Tish Steimle		1N - Larry Rice	X	Michala Roan	X	Valerie Rudd	X
Lehla Irwin	X	Rick Beebe		Rick Waterhouse		1S – Mike Picardo	X	Aric Lang		Millie Nygren	X
Ron Heidary		Pam Redding		David Cottam		2 – David Benjamin	X				
Don Heidary	X	Kent Yoshiwara	X	Helen Garcia		3 – Debbi Tucker	X				
Steve Hurko		Peggy Ramirez		Phil Harter		4 - Jerry Rudd	X	<b>Office</b>			
Marie Lin	X	Clint Benton	X	Veronica Hernandez		4 - Jim Morefield		Traci Benton	X		
Mary Ruddell	X	Brian Malick	X	Andre Salles Cunha				Jill Ruppenstein			
Darryl Woo	X	Marcia Benjamin						Laurie Benton	X		
Jennifer Malick	X	Judy Siegrist						Jeannette Soe			
Danica Burge				Joe Woo				Annie Stein	X		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by John Bitter 7:30PM		
<b>Conflict of Interest</b>	Meeting opened with reading of the USA-S Conflict of Interest Statement: <i>Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under Pacific Swimming Conflict of Interest Policy?</i> <b>No affirmative answers.</b> <i>If a board member determines there is to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.</i>		
<b>Minutes from Previous Meeting</b>	The November 19, 2014 BOD minutes were approved		
<b>Executive Committee Report</b>	John Bitter: Executive Committee approved the December 2013 – August 2014 Audit report		
<b>Officer's Reports</b>			
<b>Chair</b>	No Report		
<b>Vice Chair – Program Operations</b>	Leo Lin: <ol style="list-style-type: none"> <li>1. Leo Lin brought up the motion (see Motion 1502LL1) that Blue Tide Swim Team be allowed to transfer to Sierra Nevada LSC. Following our approval, it will need to receive 2/3s approval at the HOD in May.</li> <li>2. Now that there will be a High School State Championship meet, unless waived by CIF, the high school swimmers will need to remain unattached through the High School State Championship in order to swim the State Championship. Swimmers should be advised to remain unattached at the Walk-on meets after NCS</li> </ol>		

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	and CCS		
<b>Vice Chair – Program Development</b>	No Report		
<b>Treasurer</b>	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> <li>1. See reports on financials – All Financial Reports were approved</li> <li>2. Memberships are lower than last year</li> <li>3. The planned extra intake from the increased membership dues has been moved to the investment portfolio in the Board Designated Fund to be used when the increase in dues charged by Pacific no longer match the increase in USA membership dues.</li> <li>4. The new budget will be presented in the May HOD meeting so all committee chairs need to be turning in their budget requests.</li> <li>5. Our charitable trust designation has been renewed</li> <li>6. All IRS documents that are due have been turned in</li> <li>7. Because our income no longer has to show the “pass through money” for dues to USA Swimming we are now below the \$2 million income mark that would trigger an annual outside audit. So we will no longer do an annual outside audit</li> <li>8. Zones should also only show “net” income, and not show any “pass through money” as income.</li> <li>9. January finals are still in draft form because they still have to finalize a couple All Star Meet issues.</li> </ol>	Reports Approved	
<b>Age Group</b>	No Report		
<b>Sr. Committee</b>	No Report		
<b>Registration</b>	<p>Laurie Benton:</p> <ol style="list-style-type: none"> <li>1. See Report</li> <li>2. The cost of the Background Checks has been reduced by \$1 to \$2.50 depending on whether they are initial background checks or renewals.</li> <li>3. Meet Directors wanting to move to Officials Status must do a New Background check because their previous ones were level 1 rather than level 2 background checks.</li> </ol>		
<b>Report/Recom - Staff</b>	<p>John Bitter:</p> <ol style="list-style-type: none"> <li>1. Traci Benton has been hired to take over a lot of Jill Ruppenstein’s former tasks</li> <li>2. Jill Ruppenstein is now working part time and will handle the website, and the Awards Banquet</li> </ol>		
<b>Diversity</b>	No Report		
<b>Camps</b>	<p>Jenny Malick:</p> <ol style="list-style-type: none"> <li>1. This weekend the 11-12 year olds camp will be held – all applicants were accepted so we were just a little over the cap of 48 swimmers</li> <li>2. 2 weeks from now the swimmers will go to the Olympic Training Center Distance camp – there were also a few more swimmers than the 48 swimmer cap</li> <li>3. Next year the charge per night at the Olympic Training Center will be \$90/night , an increase from the</li> </ol>		

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	\$45/night we are paying this year.		
<b>Officials</b>	<p>Brian Malick:</p> <ol style="list-style-type: none"> <li>1. Far Westerns is all staffed and Ron Van Pool and Eric Peterson are coming to be OQM Evaluators</li> <li>2. Brian is continuing to schedule for the rest of the Pacific meets. It seems more and more people are waiting till later to sign up for meets, rather than scheduling them way in advance.</li> <li>3. See motion regarding marshals (1502OC1)</li> <li>4. There was a situation at the Pleasanton meet where a person from Antioch came to take videos of the boys during their stretching exercises. Police were called in but could not arrest the person because the city did not have an ordinance to close the pool to the public when the city venue is rented out, and there were no signs at the pool indicating the pool was closed to the public. <ol style="list-style-type: none"> <li>a. When the pool allows, host teams should consider putting up a sign saying the pool is closed to the public when hosting a USA Swim Meet</li> <li>b. Steve Morsilli is going to the city to see if they can pass an ordinance that would allow closure of the Pleasanton pool to the public when hosting a USA Swim Meet</li> <li>c. Brian Malick is drafting a memo for John Bitter to take this issue up to USA swimming</li> </ol> </li> <li>5. The committee is looking at whether to keep the levels of certification for officials in the LSC. Some Zones find it extremely useful to have the distinctive levels, other Zones don't so this will be discussed in the Official's Committee</li> </ol>	Brian Malick to draft a memo that John Bitter will take to Pacific Swimming	
<b>Time Standards</b>	No Report		
<b>Club Development</b>	No Report		
<b>Disability</b>	No Report		
<b>Travel</b>	No Report		
<b>Board of Review</b>	No cases pending		
<b>Open Water</b>	No Report		
<b>Finance &amp; Auditing</b>	Mary Ruddell reminds everyone to get their budget requests in to her and/or Peggy Ramirez	Turn in budget requests	
<b>Scheduling</b>	George Cleveland – See report and Motions		
<b>Athlete</b>	No Report		
<b>Governance Committee</b>	<p>Debbi Tucker:</p> <ol style="list-style-type: none"> <li>1. See report</li> <li>2. See Motion on Pacific Sanctioning Process (1502GC1)</li> <li>3. Working on job description for Office Manager</li> <li>4. Discussion on Senior Athlete Representative Board privileges</li> <li>5. Working on Motion regarding LSC Administrative Board of Review</li> </ol>		
<b>Investment Committee</b>	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> <li>1. See Report</li> <li>2. Zone 1S has also placed some money into the Investment Portfolio of Pacific Swimming and has already made some earnings.</li> </ol>		
<b>Nominating</b>	Larry Rice:	Conference Meeting	

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<b>Committee</b>	1. The committee continues to work on nominations and will have a conference meeting with John Bitter in a couple of weeks	with John Bitter in 2 weeks	
<b>At-Large</b>	No Reports		
<b>Adhoc Committees</b>			
<b>Zone Reports</b>			
<b>Zone 1N</b>	Larry Rice: 1. See Report 2. Last meeting was January 12, 2015 3. Zone Champs went well, and the All Star Team has been selected 4. Next meeting March 9, 2015		
<b>Zone 1S</b>	No Report		
<b>Zone 2</b>	David Benjamin: 1. See Report 2. Last meeting was Monday and some of the coaches voiced a concern about using OME for Far Westerns. John Bitter has already set up a conference call with coaches next week to address this issue		
<b>Zone 3</b>	DebbiTucker: 1. Buffy Patterson is now the Zone 3 Treasurer 2. Zone 3's budget was approved		
<b>Zone 4</b>	See Report		
<b>Old Business</b>	None		
<b>Old Motions</b>	<b>1411SCH1: Bidding Requirements</b> In Policies and Procedures, Section X – SCHEDULING, replace the existing Paragraph 5 with the following Paragraph 5. <i>5.0 Clubs wanting to bid to host Pacific Swimming Awarded Age-Group and Senior meets shall agree to comply with the applicable Requirements For Pacific Swimming Awarded Senior or Age-Group Meets for the upcoming Swim Meet Year documents which are included in the meet bid package.</i> (George Cleveland, Scheduling Committee) (P&P) (30 day motion)	Passed	
	<b>1411SCH2: Meet Drop Penalty</b> In Policies and Procedures Section X – SCHEDULING, Paragraph 9.0 which now reads: 9.0 Any request to the Pacific Swimming Board of Directors or Executive Committee to change the level of a meet shall be a 30-day motion in order to allow comments from the Zone Scheduling Committees.  The motion is to add the following: <i>Should a club which has been awarded a meet by the Scheduling Committee and approved by the Board of Directors or the Executive Committee and announced on the Pacific Swimming website, either cancel or turn back the meet within six months of the start of the meet, the club will be penalized by being ineligible to be awarded any meet during</i>	Passed	

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	<p><i>the initial round of bidding for next swim meet year. Should a club find it necessary to cancel a meet because of extraordinary circumstances, such as limited entries or facility closure, the club may appeal the penalty through the Scheduling Committee Chair and the Board of Directors or Executive Committee.</i></p> <p>(George Cleveland, Scheduling Committee) (P&amp;P) (30 day motion)</p>		
	<p><b>1411SCH3: Authorization on Previously Unbid Meets</b>            In Policies and Procedures, Section X, SCHEDULING, delete Paragraph 13.0, and replace with the following:  <i>The Board of Directors authorizes the Scheduling Committee Chair to accept and award any qualified bids received for any unbid and awarded meet on the current Schedule of Pacific Swimming Awarded Senior and Age Group Meets without action by the Scheduling Committee, Board of Directors or Executive Committee.</i></p> <p>(George Cleveland, Scheduling Committee) (P&amp;P) (30 day motion)</p>	Passed	
New Motions	<p><b>1502SENC1 Senior Swimming Qualifying, Eligibility, and Competition</b>– (to replace Motions 1411SENC1 Bonus Event Eligibility, 1411SENC3- 2015-2016 Senior Qualifying times, and Motion 1411SenC2- Event Cap for Senior Open/Senior II Timed Final - November 19, 2014)</p> <p>Delete and replace the following parts of R&amp;R Section 5 Senior Competition, A Qualifying, B. Eligibility Sections</p> <p><b>A. Qualifying</b></p> <p><del>1. A swimmer will qualify for Senior III (3) or IV (4) competition when he or she has equaled or bettered the published time standard for the event. Thirteen and over swimmers may qualify for Senior level I (1) and Senior level II (2) meets without qualifying times. These events should be entered at the swimmer's best time. 11-12 swimmers must meet Senior level I (1) and Senior level II (2), III (3) and IV (4) meet times to qualify for Senior Competition.</del></p> <p><i>Senior Competitions</i></p> <p><i>a. Senior Circuit</i></p> <ol style="list-style-type: none"> <li><i>1.) The minimum age shall be thirteen years old</i></li> <li><i>2.) Meets to be Trials and Finals and to include Time Trials</i></li> <li><i>3.) Senior Circuit qualifying shall be the applicable year's <b>USA Swimming National Age-Group Motivational Time Standards AAA Minimum for 15-16.</b> For bonus events, USA Swimming National Age-Group Motivational Time standards A Minimum for 15-16 will apply</i></li> <li><i>4.) Bonus events shall be as follows: one qualified event allows three bonus events, two qualified events allow two bonus events, and three qualified events allow one bonus event</i></li> <li><i>5.) The maximum number events allowed for Senior Circuit competition is three per day</i></li> </ol> <p><i>b. Senior 2</i></p> <ol style="list-style-type: none"> <li><i>1.) The minimum age shall be twelve years old</i></li> <li><i>2.) Meets to be either Timed Finals or Trials and Finals and may include Time Trials</i></li> </ol>	Passed – refer to HOD May, 2015	

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	<p>3.) <i>Senior 2 Qualifying shall be the applicable year's <b>USA Swimming National-Age Group Time Motivational Time Standards A for 15-16</b>. For bonus events, USA Swimming National Age-Group Motivational Time Standards BB Minimum for 15-16 will apply</i></p> <p>4.) <i>Bonus events shall be as follows: Qualified thirteen and over swimmers are allowed two bonus events. Twelve year-old swimmers are not eligible for bonus events</i></p> <p>5.) <i>The maximum number events allowed for Senior 2 Timed Final competition is four per day</i></p> <p>c. <i>Senior Open</i></p> <p>1.) <i>The minimum age shall be eleven years-old</i></p> <p>2.) <i>Meets to be Timed Finals only with no Time Trials</i></p> <p>3.) <i>For Senior Open meets, thirteen and over swimmers shall be automatically qualified as there are no minimum standards. Eleven and twelve year-old swimmers must meet the applicable year's <b>USA Swimming National Age-Group Motivational Time Standards BB Minimum for 15-16</b></i></p> <p>4.) <i>No bonus events</i></p> <p>5.) <i>The maximum number events allowed for Senior Open Competition is four per day.</i></p> <p>2. A swimmer may qualify in any sanctioned or approved competition, or in an-observed swim.</p> <p>3. A swimmer who qualifies for Senior competition in a specific stroke and distance will be considered qualified in the same stroke and distance in all courses. For all Senior meets enter your time for the course that you qualified.</p> <p><b>B. Eligibility</b></p> <p>1. Senior Meets</p> <p>a. <del>In all meets with trials and finals,</del> <i>Senior Circuit meets,</i> swimmers are eligible to enter all events in which they have equaled or bettered the listed time standards, but may not swim more than three (3) individual events per day.</p> <p>b. <del>In all timed finals meets,</del> <i>Senior 2 and Senior Open meets</i> swimmers are eligible to enter all events in which they have equaled or bettered the listed time standard, but may not swim more than <del>five (5)</del> <i>four (4)</i> individual events per day.</p> <p>c. Proof of time using the USA SWIMS Database as a standard will be used to verify times for all swimmers entering <i>Senior Circuit and Senior 2 meets, and 12 and under swimmers entering Senior Open meets.</i> <del>these meets.</del> The Time must have been achieved prior to the closing date for entries to the meet. If the time cannot be proven prior to the meet, the swimmer will not be allowed to check-in for the event until the entry time has been proven. When possible the coaches will be notified of their swimmers who have not proven their entry time.</p> <p>d. A swimmer who qualifies for a Senior meet in a specific stroke and distance will be</p>		

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	<p>considered qualified in the same stroke and distance in all courses. If the time was made SCY and it is a SCM or an LCM meet, enter your SCY time. If the time was made SCM and it is a SCY or an LCM meet, enter your SCM time. If the time was made LCM and it is a SCY or SCM meet, enter your LCM time. When entering a meet, if your qualifying time is in yards enter the yards time and put a 'Y' after the time. If the qualifying time is in Short Course meters enter that time with an 'S' after it. If the qualifying time is in long course meters then enter that time with an 'L' after it.</p> <p>e. No time conversions will be accepted.</p> <p>f. <del>Swimmers, thirteen (13) and older will be considered entered in Senior level I (1), II (2) meets without proof of time. These should be entered with the swimmer's best time. Swimmers 11-12 years of age must meet the time standard and will be subject to proof of time per B.1.d. above.</del></p> <p>(Don Heidary, Senior Committee) (R&amp;R – 30 day)</p>		
	<p><b>1502LL1: Blue Tide Swim Team Transfer to Sierra Nevada</b>          Approve Blue Tide Swim Team moving from Zone 2 Pacific Swimming to Sierra Nevada, but home pool remains within Pacific Swimming, and there will be no change in Pacific Swimming boundaries.          (Leo Lin – VP Operations, George Cleveland 2<sup>nd</sup>) (30 day motion – then HOD)</p>	Refer to BOD April 22, 2015, then HOD May 2, 2015	
	<p><b>1502FC1: Change NACC co-pay</b>          Move to change the co-pay for NACC from \$590 to \$480</p> <p>Reasoning: More information regarding the meet has become available. Athletes are staying in dorms and the lodging and food costs are combined. See attached spreadsheet for estimated cost details. A co-pay of \$480 represents a 48% co-pay and allows for additional savings on estimates.          (Mary Ruddell, Finance Committee)</p>	Passed	
	<p><b>1502FC2: Change WZ co-pay</b>          Move to change the co-pay for WZ from \$1235 to \$1150</p> <p>Reasoning: Pacific (aka Jeanette) was able to reserve flights to Hawaii at a \$7000 savings over the original budget. See attached spreadsheet for estimated cost details. Three co-pay options are presented for your consideration.          \$1175 – 50% co-pay  <b>\$1150 – 49% co-pay</b>          \$1125 – 48% co-pay          I believe the co-pay was \$1100 in 2009 (but couldn't find motions stating co-pay in the minutes)</p> <p>This venue is very expensive. There are some items that will be unknown until after applications are issued i.e. swimmer social, WZ dinner and forum and the bus contract.          (Mary Ruddell, Finance Committee)</p>	Passed	
	<p><b>1502SCH1: Second Round Bidding</b>          To approve the award to second round bidders: CARS for Age Group Open meet on 5/27-29/16, and PLS for Senior</p>	Passed	

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	<p>Il meet on 6/4-5/16 (George Cleveland, Scheduling Committee)</p>		
	<p><b>1502OC1: Motion to Require Marshals to be Registered as Members of USA Swimming</b> The official's committee motion to make the following changes <b>In Pacific Swimming's Policy and Procedures.</b></p> <p><b>Change Section IV 3.0 from the following;</b> The following statement shall be placed in the meet information for all meets: "All coaches and deck officials must visibly display their current USA Swimming membership card." <b>TO</b> <i>The following statement shall be placed in the meet information for all meets: "All coaches, deck officials and marshals must visibly display their current USA Swimming membership card."</i></p> <p><b>Change Section IV 12.0 from the following;</b> The following statement shall be placed in the meet information for all meets: "All coaches and deck officials must visibly display their current USA Swimming membership card." <b>TO</b> <i>The following statement shall be placed in the meet information for all meets: "All coaches, deck officials and marshals must visibly display their current USA Swimming membership card."</i></p> <p><b>In Pacific Swimming's Rules and Regulations</b></p> <p><b>Change Section 8.B.3 from the following;</b> All meet directors, referees, starters, and stroke &amp; turn judges serving as officials in a USA-S shall be members of USA-S. <b>TO</b> <i>All meet directors, referees, starters, marshals and stroke &amp; turn judges serving as officials in a USA-S shall be members of USA-S.</i> (Brian Malick, Officials Committee) (P&amp;P, R&amp;R – 30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Brian Malick states that some coaches are asking for this because some Marshals might actually be individuals that should not be marshaling and would not have passed a background check if required.</li> <li>2. George Cleveland and Larry Rice remember when Marshals were required to be members of USA Swimming and we lost the volunteers so this requirement was lifted</li> <li>3. Clint Benton indicated that Marshals have authority over the kids and are sometimes the ones sent into the locker room to check on the kids, so it would seem good to have them go through a background check</li> <li>4. We want to make it as safe as possible for the swimmers</li> <li>5. Maybe we can have the clubs be responsible for the membership fees and the background check</li> <li>6. Zone Chairs will take it back to the Zones and get the sense of what the Zones want</li> </ol>	<p>Refer to April 22. 2015 BOD</p>	



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	<p><b>1502GC1: Pacific Swimming Sanction Process</b>  Replace in P&amp;P Section IX Sanctions and Meet Approval  1.0 The meet information for any PC meet must be reviewed and approved by the Head Referee prior to the meet being sanctioned.</p> <p style="text-align: center;"><b>TO</b></p> <p><i>1.0 Pacific Swimming Sanction Process</i></p> <ul style="list-style-type: none"> <li><i>a. 90 days prior to first day of competition, sanction application must be submitted to LSC sanctions.</i></li> <li><i>b. No meet sheet shall be approved until the sanction application is submitted.</i></li> <li><i>c. 75 days prior to the first day of competition, meet sheet must be submitted to the Meet Referee for review.</i></li> <li><i>d. 60 days prior to the first day of competition, meet sheet must be submitted to Zone Sanction Chair and LSC Sanctions.</i></li> <li><i>e. Any meet sheet received 4 weeks or less before the first day of competition will not be sanctioned.</i></li> <li><i>f. Dual/tri/quad/invitational meet sheets received 3 weeks or less before the first day of competition will not be sanctioned.</i></li> <li><i>g. In emergency circumstances, which are beyond the control of the meet host, meet sheets submitted later than posted deadlines may be considered on a case by case basis.</i></li> </ul> <p>(Debbi Tucker, Governance Committee) (P&amp;P 30 day motion)</p> <p>Discussion:  1. Lehla Irwin pointed out that a shorter turn around is required for the dual/quad/invitational meets because sometimes they are set up when teams get closed out of regularly scheduled meets</p>	Refer to April 22, 2015 BOD	
<b>Closing Comments</b>	None		
<b>Next Meeting</b>	Next BOD meeting is April 22, 2015		
<b>Meeting Adjourned</b>	Meeting adjourned at 8:30 PM		

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