

Hawaiian Swimming
Board of Directors Meeting Minutes – FINAL
January 12, 2014 Chaminade University

Present:

David Coleman, LSC General Chair
Wendy Shigeta, Secretary
Dustin Fukuda, Athlete & Special Program Development
Reid Yamamoto, Maui At Large
Mike Osborne, Big Island At-Large
Jon Hayashida, Senior Vice Chair
Gwenn Tomiyoshi, Registration & Membership Chair
Rebecca Walton, Junior Athlete Rep
Sandy Drake, Officials Chair
Malcolm Cooper, Age Group Vice Chair
Larry Oshiro, Coaches' Rep
Peggy Glasgow, Times Administrator
Lynne Nakamura, Treasurer
Dean Schmaltz, Technical Planning
Theresa Walton, Visitor
Janeen Stack, Visitor
JiaLin Sun, Visitor

Call To Order: Meeting was called to order by LSC General Chair at 10:40 a.m.

A. General Chair Announcements

1. **Informational:** At the last House of Delegates Meeting, the following people were elected to the Board and were welcomed to the Board:

Age Group Vice-Chair – Malcolm Cooper

Treasurer – Lynne Nakamura

Registration Membership Coordinator – Gwenn Tomiyoshi

Club, Athlete, and Special Programs Development Coordinator – Dustin Fukuda

Nominating Committee – Reid Yamamoto

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2. **Informational:** General Chair shared a handout entitled “What does the Hawaiian LSC do for our athletes, parents, coaches, and non-athlete volunteers?” along with an e-mail received from the coach of Mokihana Aquatics. Purpose of the handout is to articulate what the LSC does since people will sometimes ask.

3. **ACTION NEEDED:** Board *should review the hand-out prior to the next Board Meeting.*

E-mail from Mokihana coach reminds us to look at our communication and try to improve on the communication. In particular:

- a. General Chair will try to publish the meeting agendas and post the dates and agendas on the website early and will notify the HOD delegates of the meetings.
- b. Committee Chairs need to communicate their committee meeting dates in advance and allow people to participate if they want to. If people cannot make it to the meeting, arrangements can be made for them to share their feedback prior to the meeting. If the meeting is held via telephone, need to publish the information so that people can participate.
- c. Committee Chairs need to take minutes of their Committee Meetings and submit them for posting.
- d. Committees are encouraged to use as few Board Members to sit on their committees as possible as the intent is to try to get new people involved at the committee level and then they may want to possibly run for or be nominated for a Board position later.
- e. Each Committee Chair needs to submit a list of their committee members and on the Governance page of the website, we should have a list of all committees and their members.
- f. **ACTION NEEDED:** *By next Board meeting, each Committee Chair needs to submit a list of their committee members. Chairs may either e-mail their list of members to Dave or Malcolm or they can bring a list with them to the Board Meeting. The Committees and their members will then be posted on the website.*

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B. Approval of Minutes:

1. Action: Moved to accept the minutes of the Board of Directors Meeting of October 6, 2013. No corrections noted. Motion passed unanimously. Minutes are accepted without correction and will be posted as a final copy.
2. Action: Moved to accept the basic minutes of the House of Delegates Meeting of November 16, 2013 on behalf of the House of Delegates. No corrections noted with the exception of adding members who were present. Motion passed unanimously. Minutes are accepted without correction, but will need to be presented to the House of Delegates for final approval.

C. Conflict of Interest Declaration Forms

1. Action Needed: ***All Board Members are required to complete a Conflict of Interest Declaration form. If you did not complete a form at the Board meeting, please do so ASAP and return to the General Chair.***

D. Proposal by the Senior Committee

1. **Informational:** Because of the large number of swimmers going to regional and national swimming events, we are short about \$8,000. If we prorate, people will only 56% of what the LSC had intended for them to get.
2. **Action:** Motion made to increase the 2013 Senior Swimming budget by \$8,000 (from \$10,000 to \$18,000). Motion was seconded.
3. **Discussion:**
 - Swimmers are currently allowed to go to one Spring sectional and one Summer sectional and there is no limit to other meets (that are listed) that they can go to with a cap of \$1,500 per swimmer per year.
 - Question as to whether we should limit the swimmers to choosing either Sr. Zones or Sectionals. Feel this is a separate issue that may need to be addressed in committee.
 - Concern is that since Sr. Zones is not “Team Hawaii,” but swimmers are going with Clubs it is hard to estimate how many swimmers will be going.
 - Western Zones budget was \$10,000, but only spent \$2,000, so there is room in the budget to shift money from Western Zones to the Senior Reimbursement fund.

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- This proposal is requesting a change for the 2013 budget.

- 4. Action: *Motion to increase 2013 Senior Swimming budget for travel by \$8,000 (from \$10,000 to \$18,000). Motion passed unanimously.***

E. Requests from parents for reimbursement due to change in 2013 Short Course States dates

1. **Informational:** 3 requests have been made by parents of swimmers as they contend that the dates of the 2013 Short Course Age Group State Championships was changed from December 20 – 23, 2013 to December 19 – 22, 2013. Age Group Chair shared that the updated dates were posted in mid July (July 27th). Tentative dates were posted earlier and noted as “draft” on the website.

2. Discussion:

- According to LSC rules, changes can be made up to 60 days prior to the event and even within the 60 days if it is due to facilities, etc.
- There were issues with the Hawaii county and that is why the date was changed
- Are there more families who may later request reimbursement? If we approve the reimbursements for these three families, if others come forth later with similar circumstances, we would likely have to reimburse them as well.
- We should make it clear to parents that changes can be made to the posted schedule.
- We should also put “Draft” or “Subject to Change” on schedules if it is not finalized.

3. Action: *Motion to reimburse the three parents who submitted requests due to change in posted dates for 2013 Short Course States. Motion defeated.*

4. Action Needed: General Chair will write a letter to these parents notifying them of the Board’s decision and reasons.

F. Treasurer’s report

1. **Informational:** Gone through the statements through September. Will go through the rest of the statements at the next meeting.
2. **Informational:** Need to change the signers on the checking account since Ron

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Iwamoto is no longer on the Board. Recommended that the signers now be:

Jon Hayashida
Malcolm Cooper
Dean Schmaltz
Dustin Fukuda
Larry Oshiro
Wendy Shigeta

3. **Action: *Motion to approve the above six people as signers on the checking account. Motion passed unanimously.*** Jon, Malcolm, Dean, Dustin, Larry, and Wendy will be the signers on the checking account.
4. **Action Needed: *At the next meeting, Treasurer will bring the signer cards and have the six people sign. Signers need to bring a copy of their license with them to the meeting.***
5. **Informational:** Brenda Hamane from Warrior Aquatics is helping the Treasurer with Meet Financial Reports.

E. Registrar's Report

1. **Informational:** As of 1/11/2014:

Total Athletes - 2408 (of which 38 are outreach)

Total Non-Athletes – 254

Individuals – 213

Family 1 – 20

Family 2 – 20

Life Member – 1

Clubs & Organizations – 29

27 Clubs (waiting on Kaneohe & University of Hawaii)

2 Organizations

2. **Informational:** Reminders:

- **All coaches and officials to check their Athlete Protection expiration date. Need to take the test or they won't be issued a card.**
- **Need to make sure that background checks are current.**

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- Anyone serving on a LSC Committee needs to be registered as a Non-Athlete Member and needs to take the Athlete Protection Test
- Club Registrars need to remember that Non-Athlete applications need signatures on the form.

F. Nomination and Appointment of Athlete Members

1. **Informational:** The Athlete Representatives have been asked to surface two other athletes that can serve on the Board. Also need at least 10 athletes to be part of House of Delegates. Athletes can still serve on the Board or as members of the House of Delegates even if they have graduated from high school as long as they are still members and are available to attend meetings. The Athlete Representative reported that the two current Athlete Representatives have been talking to athletes and have some preliminary names.
2. **Action Needed:** ***By the next Board of Directors Meeting, the Athlete Representatives will present names to the Board for the two additional Athlete Representatives to be appointed to the Board and also ten athletes that will serve as members of the House of Delegates.***
3. **Informational:** A proposal was made at the last HOD meeting to increase the number of Athlete Representatives on the Board of Directors, but there was discussion on the number and how these athletes would be elected. The proposal was tabled to the Board of Directors and we will address this at the next Board meeting.
4. **Action Needed:** ***Technical Planning Chair will e-mail the Secretary statistics regarding the number of athletes on each island for the Board to consider as one way to designate the number of Athlete Representatives to be elected. Another suggestion was to elect Athlete Representatives based on geography.***

G. Crisis Management Plan

1. **Informational:** Sr. Committee Chair is working on updating the Crisis Management Plan, but recently received information from USA Swimming, so needs more time to review and incorporate pertinent parts of the USA Swimming plan into our Crisis Management Plan. Will finish it and it can then become part of our Policies and Procedures.

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H. Western Zones Age Group Cut-Off Date

1. Informational: Age Group Committee recommends:

- That Team Hawaii consist of 36 swimmers – 6 from each age group and gender
- Everyone who makes it by May 31st will automatically qualify. After that, will use HiTek Point or IMX scores to determine other athletes to fill out the team.
- Try to get commitments and payments by June 10th.

2. Action Needed: *By the next Board Meeting, the Age Group Committee will present a formal proposal to the Board*

I. Proposed change in format for State Age Group Championships to 14 and under

1. Informational: Took a vote of coaches at the Short Course Championships with the following results:

- 16 coaches voted NO to the proposed change
- 6 coaches voted YES to the proposed change
- 10 coaches did not submit votes

2. Informational: Will stay with the current format of having 18 and under at State Age Group Championships. Age Group Committee will look at other options to manage the time constraints. Looking at possibly having some events be timed finals, doing chase starts, and/or limiting swimmers to 6 events. Also looking at possibly adding the 200 strokes and 500 for 11-12 year olds.

3. Discussion:

- Question as to whether time standards would also be looked at. Time standards will also be looked at in August per our Rules and Regulations. However, it should be kept in mind that if we are trying to encourage swimmers to continue, especially the younger swimmers, we don't want to make it too difficult for swimmers to be able to make it to States.
- Request from the floor for the Age Group Committee to also consider adding the 800 Relay to another meet at least for the older age groups since it is a regular event at National and Regional meets and currently teams only have one chance to qualify a relay team per short course and long course season. Would

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need to figure out when would be a good time to hold that relay. Suggestion that it be done at States, but right now there is a relay every day so would have to have two relays on one day.

- A parent shared gratitude to Hawaiian Swimming for giving her son opportunities and shared personal experience that having the older swimmers at the State Championships is important to encourage the younger swimmers to keep swimming as they have role models to look up to.

4. Action Needed: *By the next Board Meeting, the Age Group Committee will write up a proposal of any format changes to Age Group States to present to the Board for approval.*

J. LSC Staff Person

1. Informational: Nothing new to report regarding a possible LSC Staff Person. Request made that General Chair provide a handout of the spreadsheet that was presented at the last HOD Meeting regarding the financial feasibility of adding a Staff Person.

2. Action Needed: *General Chair to send out the spreadsheet regarding the Staff Person for the Board to look at.*

K. LSC Equipment on Oahu

1. Informational: Ruthie is no longer the manager at VMAC. However, she was working with Ken Suenaga on a storage space for Hawaiian Swimming to use to store pads and other equipment. A separate storage shed was being discussed.

2. Discussion: Question as to who would maintain the equipment. Will need to address this later as it is important to not only store the equipment, but also to maintain it.

3. Action Needed: *Technical Planning Chair will check with Ken Suenaga on the storage at VMAC to see if storage is still possible and will also contact Fred Tester to work on a suitable timeline for getting the equipment from his home.*

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L. Quadrennial Plan

1. Informational: In the midst of a Quad Schedule. Need to work on a tentative budget that goes with the Quad Schedule. Under the USA Swimming LEAP program must have a Quadrennial Plan that includes a schedule and corresponding budget.

2. Action Needed: *Age Group Chair* will post Quad Schedule on the website under calendar. *General Chair* will work with Treasurer and Finance Chair on a Quad Budget to present to the Board at the next meeting

M. Budget

1. Informational: General Chair presented a proposed 2014 Budget.

2. Discussion: Reviewed the proposed 2014 Budget.

3. Action Needed: *General Chair* will send the corrected proposed 2014 Budget to the Treasurer and Board for further review. *Treasurer* will also complete the December draft and will compare it to budget with notations as to rationale why things were over/under budget.

N. Update to Contact Information

1. Action Needed: *General Chair* will check the website e-mail list to make sure that the group list for Board Members is correct.

2. Action Needed: *All Board Members* are requested to send any changes to their contact information to the Secretary. The *Secretary* will compile a directory and send it out. This directory will only be for Board use.

O. Convention Reports

1. Action Needed: *Everyone who went to convention* needs to file a report with the Secretary as soon as possible.

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P. Other Questions from the floor

1. Oceania: When can athletes be expected to be notified? Sr. Committee chair is working on this. Cut-off for times in March 31st. Will use same powerpoint process. Hope to get all confirmations in early April as Oceania will be May 20 – May 23, 2014.

2. Officials Subsidy: Officials were given a \$50 if they worked a minimum of 4 sessions. Clarification that this amount is not meant to cover all expenses for the officials, but is just a “thank you,” but you do need to present a receipt of more than \$50 and it is only for officials who have travelled from another island.

Next Board Meeting: February 9, 2014

House of Delegates Meeting: April 13, 2014

Adjournment: The meeting was adjourned at 1:50 p.m.

Minutes respectfully submitted by Wendy Shigeta, Secretary

Minutes were unanimously accepted without changes on 2/9/2014 by the Board of Directors

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