

M E E T I N G M I N U T E S

Hawaiian Swimming LSC Board Meeting

Sunday, October 16, 2011 . 10:30 AM . Chaminade University
 Meeting called to order at 10:47 AM

CONSENT AGENDA ITEMS REQUIRING ACTION	PRESENTER	TIME	ACTION
FINANCIAL STATEMENTS			
BOD approval for draft financial statements – January to June 2011	Lynne Nakamura	15 minutes	Request HOD Approval
Discussion: Income statements should be set for final. Balance sheet is in draft form because Lynne Nakamura needs CPA's Depreciation entry for 2010 in order to balance and make the final entry. All other financial entries are done. Income and Expense figures will not change for 2011, just the Balance Sheet will change once the Depreciation entry is made. ACTION: 1) BOD to review and email questions to Lynne Nakamura before HOD meeting on November 20, 2011. Lynne will update Financial Statements to the month of October in preparation for the HOD meeting. Hold Financial Statements until HOD meeting for approval. 2) Peggy to contact CPA. 3) Western Zones Financial report needs to be finalized and requires the following information: a) Uniform costs to be clarified and identify additional items that were for sale. b) Chaperone, Coaches, Swimmers costs need to be broken down by Adele Wada. c) Need receipt from hotel. Adele aware of this requirement. d) Lynne requires this information before finalizing report.			
CONSENT AGENDA ITEMS: BOD RECOMMENDATIONS TO HOD			
RULES AND REGULATIONS			
1) New Section 4.04 Open Water Sanction Applications 2) New Section 9.11 requirements of Membership	Dave Coleman	20 minutes	Request BOD recommendation to HOD
Discussion: Pulled New Section 4.04 for discussion. See New Business. ACTION: 1) Open Water Sanction Applications need to go to local sanction first and then USA Swimming. 2) Since these Sections are revisions to USA Swimming R&R, need to include this in local R&R.			
CONSENT AGENDA ITEMS: REQUIRING BOD POSITIVE VOTE			
POLICIES AND PROCEDURES MANUAL			
<ul style="list-style-type: none"> • New Section 14.04.b • New Section 14.03.h 	Dave Coleman	15 minutes	Request BOD Positive Vote
Discussion: Pulled New Section 14.03.h for discussion. See New Business. ACTION: 1) Need to add to local governance document.			

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CONSENT AGENDA ITEMS: BOD RECOMMENDATIONS TO HOD	PRESENTER	TIME	ACTION
BYLAWS			
Recommend revisions to the following Sections: 1) 604.1.2 – Non-Athlete At-Large House Members 2) 604.1.3 – Athlete Representatives 3) 605.2 – At-Large Board Members 4) 607.3 – Members and Ex-Officio Members of Standing Committees	Dave Coleman	20 minutes	Request BOD recommendation to HOD
Discussion: ACTION: Motion to recommend these revisions into Sections 604.1.2, 604.1.3, 605.2, and 607.3. Seconded. Approved. 1) All Non-Athlete At-Large House Members must be 2) Clarification to this section. Need to recruit four more athletes to HOD so they represent 20% of the membership. Athletes can be appointed. Would like representation from every island and spread out through different teams. Can make candidate recommendations. 3) Athletes would be selected. To participate at BOD and HOD meetings. 4) Every Committee must have 20% athlete representation.			

Old Business:

- 1) No items discussed.

New Business:

- 1) **Pulled Consent Agenda for Discussion - New Section 4.04 Open Water Sanction Applications**
 - a) **ACTION:** Motion to recommend to HOD. Seconded. All Approved.
 - b) **ACTION:** Dave will email link to Malcolm. Dean to pdf the package and send to USA Swimming.
 - c) 45 days prior to event – paper work should be submitted to USA Swimming.
 - d) **ACTION:** Malcolm will follow up with Kathy Durantz for specifics.
- 2) **Pulled Consent Agenda for Discussion – New Section 14.03.h – Discussion of Camera Safe Zones**
 - a) **ACTION:** Motion made to adopt new Section into Policies & Procedures. Seconded. All Approved.
 - b) **ACTION:** Identify camera safe zones in Meet Notices.
 - c) No camera zones:
 - i) Behind starting blocks when area used as a start area
 - ii) In Restrooms
 - d) **ACTION:** Need to update Meet Notices wording to match USA Swimming recommendations. If wording in Policy & Procedures is not consistent, then BOD needs to make a recommendation to revise.
- 3) **Audit Committee looking into seeing if investing some money into a CD makes sense.**
 - a) Committee met last night. Jon, Peggy, and Dave present. Report in Dropbox and as a hand out.
 - b) **ACTION:** Teams need to use new Hawaii Registration Summary.
 - c) **ACTION:** Teams need to list all swimmers by name they are registering.
 - d) Reimbursement for National travel is in place for Athletes and Officials.
 - i) Currently there is no documentation to prove an Official worked at a national level meet.
 - ii) Official needs to provide documentation with reimbursement paper work.
 - iii) Out of state swimmers transferring – need documentation attached to confirm the right amount is collected.
 - (1) USA Swimming card needs to be attached if charging the \$5 fee.
 - iv) Looking at reconciling meet registration.
 - v) Require all receipts with proper documentation to qualify for reimbursement.
 - e) **ACTION:** Peggy will email reimbursement form to USA Swimming.
 - f) **ACTION:** Need to bring up Registration process at HOD meeting to explain the process and documentation required. Registration of swimmers will be rejected if all required paper work is not in place the first time Registrar receives documents.
- 4) Financial items are critical to keep updated and Dave asked BOD to help make sure this information is timely.

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- 5) **Confirmation appointment of Ron Iwamoto to BOD.**
- a) **ACTION:** Motion to accept Ron Iwamoto onto the BOD as Club, Athlete, and Special Program Development position. Seconded. All Approved.
 - b) Ron is Coach member of Pearl City Aquatics, Deck Official, involved with Team Hawaii as Lead Chaperone.
- 6) **Annual Social for Athletes**
- a) **ACTION:** Motion to fund athletes' meal and music budget of \$6,000 - \$8,000 for this event. Seconded. All Approved with the following items to research:
 - i) Additional discussions required to decide if social event open to all Coaches, Officials, Team Chaperones, and Parents of Athletes.
 - ii) Additional discussions required to decide who gets charged and how much, since \$6,000 - \$8,000 budget is only enough to cover Athlete's food and dinner music expenses.
 - b) Planning Committee proposing to hold the athlete's social on Sunday night of the SCY State Championship meet at a pavilion 200 yards away from the pool.
 - c) Intend to keep social event simple to dinner and music while eating to allow swimmers to get together with friends on other teams.
 - d) **ACTION:** Coaches Committee to notify coaches that we are trying to plan this event and Planning Committee is sensitive to a curfew. Would like to receive feedback from coaches to determine if teams will participate and if social event should be open to all team members and family members for a fee.
- 7) **Hospitality Reimbursement for Host Teams**
- a) **ACTION:** Motion to raise host team hospitality reimbursement to \$2,000 maximum in lieu of \$1,000 maximum and teams need to provide receipts. Seconded. All approved to raise hospitality reimbursement to \$2,000 and will follow up to collect data.
 - b) Current hospitality reimbursement - \$2.50/person/day reimbursement for hospitality seems low to provide meal, snacks, and beverages/day.
 - c) Is there a reason why this amount doesn't work?
 - i) In the past - Meet host used to make shirts and a meet programs (high profit) with sponsorships and donations to cover the low hospitality reimbursement fee given.
 - d) **ACTION:** Teams need to track actual costs for their teams to provide appropriate hospitality to determine if the \$2.50 reimbursement fee is too low.
 - i) Receipts and donation (cash and in kind) amounts need to be provided by host team to determine amount of appropriate reimbursement.
 - e) **ACTION:** Dave will get together with Lynne to see what has been done in the past.
 - f) **ACTION:** Malcolm will look at MAGSA data and share findings with BOD.
- 8) **Committee Document Requirements**
- a) **ACTION:** Committee Chairs need to send the following documents to Dave Coleman:
 - i) Roster
 - ii) Conflict of Interest form
 - iii) Need to schedule meetings during the Committee month and let Dave know so it can be included in the calendar. This is an open meeting to allow the general membership to participate.
 - iv) Chairpersons should provide an email address so general membership can contact them with questions.
 - v) Agendas and minutes need to be posted. Need to distribute the information to the general membership and HOD.
- 9) **Meet Entry Corrections to NTV**
- a) **ACTION:** Teams need to ensure the Meet Manager database is correct and make the following revisions:
 - i) One more step required by team registrars to ensure all swimmer names are listed correctly, i.e. middle initial missing or birth date incorrect.
 - ii) Teams need to correct errors in database with team registrar and update the Meet Manager database file.
 - iii) Teams need to check reconciliation report to revise errors identified.
 - b) **ACTION:** Peggy, Lynne, Gwenn, and Malcolm to get together and identify recurring errors and develop instructions on how to correct information and report to HOD for follow up with their meet entry person.
 - c) **ACTION:** Dave, Marcelle, Lynne to get together to identify who is working the Oahu meets – Meet Director, Referee, Officials, etc.
 - d) **ACTION:** Need to standardize meet document information posted on the website across islands.

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Committee Reports:

1) General Chair Report

- a) Convention Update
 - i) Certification of Officials
 - (1) National concerned about status of our local officials.
 - (2) Executive Committee reviewed and letter sent to Officials Committee Chair, Marcelle Arakaki.
 - (a) Method of informing new and current officials about the developmental path.
 - (b) Tracking progress. Use of OTS system that has an LSC module in it.
 - (c) Schedule uniform training clinics throughout the year for Officials.
 - (d) Need to establish an evaluation process and identify LSC Evaluators.
 - (e) **ACTION:** Recommendation that a meet evaluation form be established for coaches, athletes to provide feedback. This will assist Officials and Meet Director to get a pulse on how they are performing the service. Dave Coleman will work with Marcelle Arakaki to develop. Dave will email out pdf of a sample. Need Officials Committee and Coaches Committee to get together and discuss.

Meeting adjourned at 12:24 PM.

Next Meeting:

- HOD – Sunday, November 20, 2011 @ 10:30 AM, Chaminade University - Henry Hall 107
- HOD Elections – Saturday, December 17, 2011 @ SCY State Championship Meet
- Executive Committee – Sunday, January 15, 2012 @ 10:30 AM, Chaminade University - Henry Hall 107
- Committee Meetings – January 2012

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