

**Hawaiian Swimming**  
**Board of Directors Meeting Minutes**  
**January 11, 2015**  
**Chaminade University – Henry Hall**

**Present:**

Kenny Chew, General Chairman  
Alexa Heiss, Secretary  
Lynne Nakamura, Treasurer  
Gwenn Tomiyoshi, Registration Coordinator  
Dean Schmaltz, Administrative Vice-Chairman  
Reid Yamamoto, Senior Vice-Chairman  
Malcolm Cooper, Age Group Vice-Chairman  
Dave Coleman, Finance Vice-Chairman  
Larry Oshiro, Coaches' Rep Sr.  
Sandy Drake, Officials Chairman  
Mike Osborne, Big Island At-Large Rep

**Call To Order:** Meeting was called to order by LSC General Chairman at 10:34 a.m.

**A. Approval of HOD Minutes of November 23, 2014**

**Action Taken: *Reviewed and approved unanimously without correction the HOD Minutes of November 23, 2014***

**B. Treasurers Report**

**1. Financial Statements**

**Informational:**

- Financial statements from January through May of 2014 have been revised with expenses. Treasurer will work on completing June through December statements ahead of the upcoming budget meeting.
- A back up of the QuickBooks financial records was given to the Finance Chairman so a person other than the Treasurer has a copy of these records.

***Action Needed: Treasurer will send the updated financial statements to the Board via email.***

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### **3. Signers for checking account**

#### **Informational:**

- A check signer was lost due to a board resignation.
- The current signers are the Admin Vice-Chair, Coaches' Rep Sr, and Club, Athlete & Special Program Development are signers residing on Oahu. Other signers are the Coaches' Rep Jr from Hawaii Island and the Age Group Vice-Chair from Maui.
- The General Chairman and Finance Vice-Chair cannot be signers.

#### **Suggestion:**

- It was suggested by the Treasurer that another signer would be convenient. This is something to think about and a decision can be made at a later date.

### **4. Hawaiian Swimming Bank total as of 12/31/14**

- Checking \$166,786.13
- Money Market \$50,446.54
- CDs \$55,000.00
- Total \$272,232.67

## **C. Registrar's Report**

### **1. Registration numbers through 1/10/2015**

#### **Informational:**

- The following registration numbers were reported for 2015:  
( 1/11/2014 numbers are in parentheses)

**Year-Round Athletes: 2445 (2370)**

**Outreach: 30 (38)**

**Athletes Total: 2475 (2408)**

**Individual Non-Athletes: 288 (213)**

**Family 1: 21 (20)**

**Family 2: 21 (20)**

**Lifetime: 1 (1)**

**Non-Athlete Total: 331 (254)**

**Clubs: 31 (27)**

**Organization: 1 (2)**

**Total Clubs & Organizations: 32 (29)**

- There are 2 clubs and 1 organization that still need to register (UH, North Shore and Big Island Swimming). The Athlete total is expected to increase as several registrations still need to be inputted.

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## **2. Coaches Membership Requirements**

### **Informational:**

- The coaches membership requirements and approved safety certification requirements have been posted on the website. There is also a membership requirement checklist for coach members.

### **Suggestion:**

- A suggestion was made that the coach section of the website should be maintained by the Coaches' Rep. Jon is familiar with Team Unify and has editing privileges. It was suggested he go through and clean-up the coaches section.

## **D. Old Business**

### **1. Ballots from previous election**

***Action Taken: Moved and seconded that the ballots from the previous election be destroyed. Approved unanimously without correction.***

### **2. Budget Committee Report for 2015**

#### **Informational**

- The Budget committee has not yet held a meeting. The goal is to have a budget to present at the 2/8/15 BOD meeting.
- The Finance Vice-Chair will contact the budget committee members to arrange a mutually convenient date and time for the budget meeting in January. The meeting may take place online using Google Hangouts if this works. It is helpful to have a Gmail account for ease of use. Other meeting options are face-to-face or by email.
- It was noted that budgets frequently appear tight when drafted only to have excess funds at year end. It is a goal of the Budget Committee to determine the cause for the recurrence of excess funds.
- It was noted that a HOD meeting is not needed to approve the Budget. The Budget can be approved by the BOD and then must be reviewed by the HOD. The plan is to have the HOD review an approved budget at the 4/12/15 meeting

#### **Suggestion**

- It was suggested that the 2014 financial statements, although helpful, do not need to be completed in order to draft a 2015 budget. The completion of the 2014 financials should not be the reason a 2015 budget is not completed.

***Action Needed: Budget Report will need to be reviewed and approved by the Board of Directors prior to the HOD meeting in April. The Budget Committee will meet in January. The treasurer will send out a blank spreadsheet with 3 previous years expenses to the BOD for review and to give feedback for the 2015 Budget.***

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**E. New Business**

**1. Future Meetings**

- A proposed list of monthly meeting dates was presented by the General Chair. The list was reviewed and input was given by all. It was agreed to hold meetings on the following dates 2015 .

Jan. 11, 2015 - Board of Directors

Feb. 08, 2015 - Board of Directors

Mar. 08, 2015 - Board of Directors (at VMAC 2PM after JAG session)

Apr. 12, 2015 - House of Delegates

May 2015 - Committee Meetings

Jun. 20, 2015 - Board of Directors (during Senior Championship break)

July 2015 - Committee Meetings

Aug. 30, 2015 - Board of Directors

September 2015 - Committee Meetings

Oct. 11, 2015 - Board of Directors

Nov. 22, 2015 - House of Delegates (Elections)

December 2015 - Committee Meetings

***Action Taken: The above meeting dates were scheduled and agreed on by all in attendance.***

**Informational:**

- It worked well to have a meeting during the break at Sr. Champs because attendance was good.
- It was noted that 2 meetings per year should be HOD meetings as stated in the by-laws. The HOD meetings are usually held in April and November. The April is to approve on the budget. The November HOD meeting is for elections.
- It was agreed to postpone planning 2016 meeting dates until the 2015-2016 meet schedule is done.
- The Big Island and Maui need meeting dates. There was a discussion about the meeting process for the outer islands.

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## **2. Donations of Funds for Facility Enhancements**

### **Informational:**

- The following requests are to use some accumulated LSC funds to enhance facilities that host Age Group Championship meets. This is in part to "match" the spending the LSC has put towards equipment on Oahu at VMAC.
  - a. Maui Scoreboard** - A motion was made by the AG VC to donate \$10,000 from the LSC accumulated reserves for scoreboard support to Maui County in Kihei.
  - b. Kona Diving Blocks** - A motion was made by the AG VC to donate \$10,000 from the LSC reserves towards the purchase of new diving blocks and other improvements for the Kona Aquatic Center.
  - c. VMAC Water Cooling Sprayers**- A motion was made to use approximately \$6,000 of LSC reserves as a donation to purchase (2) 120V water cannons for cooling at VMAC. The system can be viewed at [www.livingwatersaeration.com](http://www.livingwatersaeration.com).

***Action Taken: Reviewed and approved unanimously without correction the donations of LSC reserve funds for the above mentioned facility improvements.***

- The treasurer stated she will need letters supporting the request for the funds and letters acknowledging receipt of the funds.

***Action Needed: The AG Vice-Chair has drafted the Maui letter and will get it to the Treasurer. The Big Island Rep will get a letter for the Kona donation. The AG Vice-Chair will work on the letter for VMAC.***

## **F. Reports**

### **1. Administrative Vice-Chair - no report**

### **2. Finance Vice Chair**

#### **a. Bank Statements**

***Action needed: The secretary needs to send a letter to the bank requesting to replace the name of the Finance Vice-Chair as the person that receives bank statements.***

#### **b. Financial Statement Audit**

##### **Informational:**

- An audit meeting was held and the 2014 January through July statements were audited. No problems were identified. All records appear accurate.
- Another Audit meeting should be scheduled when then 2014 financial statements are completed.

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### **3. Age Group Vice Chair**

#### **a. Age Group State Championship Meet**

##### **Informational:**

- Hospitality expenses have been submitted to the treasurer.
- A meeting has been scheduled with the Mayor of Maui County to discuss vendor issues ahead of the Western Zone Meet in August.
- The Age Group Championship Meet ran smoothly. The wireless connection didn't work initially and the start of the meet was delayed for 1hr 15minutes. This was the only issue noted. Officials worked well together. Several records were set.
- Now that the order of events has been in place for a year the AG committee will review the event list to look at possible suggestions for improvements/changes.

#### **b. Age Group Committee Members**

##### **Informational**

- The AG committee needs a new member due to Dean moving up to Admin. Joe Glenn, Maverick Donahue, Dan Britzman, Reid and Jon were suggested as the AG committee members. This mix would represent Oahu, Kauai, Maui, Big Island, Senior Swimming and athletes. They are also looking for a swimmer from Oahu to give input to the AG committee as well. KSC was asked if a swimmer would volunteer. No names have been received yet.

#### **c. Upcoming Meet Schedules and Meet Notices**

##### **Informational:**

- Kauai has given the meet information to the AG Vice-Chair
- Hawaii Island has not given meet information to the AG Vice-Chair
- Maui is reviewing the AG meet schedule and may change the SCY meets.
- Dean and Joe Glenn will be doing the meet notices for the AG meets on Oahu.

#### **d. Western Zone Team Hawaii**

##### **Informational:**

- We are looking to coordinate a Team Hawaii for the Western Zone AG Meet. Dustin Fukuda has stated he would be willing to head Team Hawaii if no one else comes forward.
- The treasurer informed us that 1 person still has not paid from 2014 WZ Team Hawaii. It was mentioned to be mindful what Team Hawaii is offering as last year there were discrepancies between what the chaperone and WZ Coach stated. This led to people paying for items they did not receive and then extra work reimbursing them.

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**Suggestion:**

- It was suggested that documents should go out this month to give participants adequate planning time.

***Action Needed: A meeting should be set up to discuss WZ Team Hawaii with Lynne, Malcolm and Dustin. Costs from the 2014 Team Hawaii should be reviewed. The goal is to have a meeting in January.***

**e. General**

**Suggestion:**

- The Treasurer requested that when a meet is cancelled it be noted as such on the website. The website meet listing is used to track which teams have submitted financial reports for meets.

**4. Senior Vice Chair**

**a. Senior Meet Venues**

**Informational:**

- The venues for Sr. meets may change. UH is difficult to hold meets at due to the extensive paperwork involved. The alternate site would be VMAC.
- HHSAA is encountering similar difficulties hosting meets at UH. This year's HHSAA Championship will be held at VMAC.

**b. Senior Vice Chair Exchange**

**Informational:**

- Jon sent a report and passed information from UH to VMAC

**c. Senior Meet Expenses/Budget**

**Informational:**

- The first senior meet is scheduled for April. The treasurer has sent list of meets to the Senior Vice-Chair and the Senior Vice-Chair has sent the futures back. The Sr. Committee needs to decide how much reimbursement they want for each meet. The reimbursement info is often requested by clubs so they know what they will be reimbursed for at each meet.

**d. Mainland Senior Meets Eligible for Reimbursement**

**Suggestion:**

- It was proposed that mainland meets eligible for reimbursement from the LSC should have a minimum time standard equal to a sectional time. The concern was that without this limit the amount of meets eligible for reimbursement could be too many. The treasurer expressed concern that just using a time standard would make it difficult to track which meets were eligible for coverage.

**Informational**

- Currently meets eligible for reimbursement include Nationals, Jr Nationals, Open Water Championships, Grand Prix series and Speedo Sectional series. Currently

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swimmers can enter sectional meets out of their zone and get reimbursement from the LSC.

**5. Club, Athlete, and Special Events Coordinator** – not present; no report

**6. Technical Committee**

***Action Needed: The General Chair will formally make an announcement on the website to get a nomination or appoint a new Technical Planning Committee Head now that Dean has moved up to Admin.***

**a. Team Manager/Meet Manager Software**

**Discussion:**

- There was a discussion on who has the Hy Tech software discs. Lynne has the Meet Manager Software for VMAC and UH. It was agreed that Peggy may have the Team Manager Software. There was a suggestion to purchase online software next time instead of CDs to avoid having to locate the CDs. It was a concern that the online software has an expiration date. The renewal is set for May 2015. The AG VC agreed to be the contact person for the software. Site for license will be VMAC. It was agreed not to get a license for UH unless we will be holding meets there. We should know if meets will be held at UH prior to the May renewal.
- Teams thought to be currently holding licenses are Manoa, Aulea, KSC, Iolani, BOWS, HAQ, Maui Swim Club and Maui Dolphins. Some of these clubs hold only partial licenses.

**7. Times/SWIMS Coordinator** – not present; no report

**8. Athlete's Representatives** – not present; no report

**9. Coaches' Representatives**

**a. Election**

**Informational:**

- An election for a new JR. Coaches' Representative was held at the SCY Age Group State Championships and Jon Hayashida was elected.

**b. Email lists for coaches**

**Informational**

- The Senior Coaches Representative has a list of head coaches so currently emails should be sent to him for distribution.

**Suggestion:**

- It was suggested to start a Coaches email list on the Hawaiian Swimming Team Unify site so that it would be easier to send emails and information to all of the coaches. It was also suggested that we could obtain organizational email accounts

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- for the board. The Finance VC agreed to do this and has been waiting for the Tax ID info to move forward. The tax ID info was sent by the treasurer.
- Gwenn and Larry can set up a list of emails for the head coaches and assistant coaches.

## **10. Officials Chair**

### **a. Election**

#### **Informational:**

- An election for new Officials Representative was held at the SCY Age Group State Championships. Sandy Drake was elected.

### **b. Western Zones**

#### **Informational:**

- Sandy Drake will be the meet referee for the upcoming WZ meet in August. She needs to have an evaluator come to assess our readiness. The transportation and lodging will be at the expense of the LSC. It was decided to create a separate WZ budget and to include the evaluator's travel expenses in the WZ budget. The Evaluator will be Paul Jones. He is not affiliated with our zone and should be able to provide good input.

### **c. Website**

#### **Informational:**

- The Google Docs issue has been worked out. and the whole year of official sign ups has been put up on the website.
- It was noted that everyone has access to edit this area

### **d. General**

#### **Suggestion:**

- It has been suggested to move up more officials from stroke and turn to starter and referee in order to begin filling in the other roles needed to host a meet.

#### **Informational:**

- The officials are not yet in place for the upcoming JAGS meet. The officials Chair plans to ask Ruth.
- It was noted that JAGS, LCM R. Champs and LCM AG Champs will all be on Oahu.
- Val is now a certified Referee.

### **e. HHSAA meets for times**

#### **Informational:**

- High School meets were discussed. It was noted that a meet must be "observed" to have swimmers' times count for USA. Currently JV Champs, Varsity Champs, Kalani Invitational and HHSAA Champs count as observed meets. The observer need only be a USA swimming official, not a referee. We should let Peggy know who the observer was.

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**c. Tracking the number of timers/officials**

**Informational:**

- A review of the number of officials for the start of the swim year shows an increased number of officials. It was mentioned that coaches have been very helpful in obtaining new officials

**Suggestion:**

- It was suggested that the LSC begin tracking the number of timers and officials each club provides at the swim meets. Since there is a rule that clubs must provide a certain number, the LSC should track this data in the event that the LSC wants to begin enforcing the rule.
- It was suggested that the AO could be responsible for collecting this data. The AO could keep the timer sheets and scan and send them to Dean or Val for record keeping.
- It was mentioned that the timing sheets may not be accurate due to switching out of timers during meets.

**11. Big Island - no report**

**12. Maui**

**a. MAGSA Representative**

- The Maui at large Rep position is currently vacant. The AG VC nominated Dain Kane to fill this position. Malcolm will approach Dain to see if he will accept the appointment.

**G. Announcements**

**1. Club barred from competition.**

- The General Chair received a forwarded email from Mokihana about a list of clubs being barred from competing. It was clarified that clubs cannot be barred unless they are not in good standing. Currently there are no club that are not in good standing. If there was a club not in good standing, a swimmer could still compete by swimming unattached. The General Chair stated he would investigate the details surrounding the email.

**2. Thank you**

- A suggestion was made to give a formal Thank You to Linda and Wendy for serving on the BOD. The General Chair volunteered to get Thank You cards.

**3. Tie**

- There was a tie during the last Senior Championship Meet and the order was made. Dean will follow up on this.

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***Action: Motion for adjournment. Motion passed unanimously.***  
**Meeting adjourned at 12:15 p.m.**

**NEXT MEETING: The next meeting is a Board of Directors Meeting on February 8, 2015.**

**Respectfully submitted, Alexa Heiss, Secretary**

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