

**Hawaiian Swimming**  
**Board of Directors Meeting Minutes**  
**February 8, 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  
Larry Oshiro, Coaches' Rep Sr.  
Mike Osborne, Big Island At-Large Rep  
Dustin Fukuda, Club Diversity  
Victoria Zukeran, Junior Athlete Representative  
Dain Kane, Maui At Large Representative  
Jon Hayashida, Coaches Representative Jr.  
Rebecca Walton, Senior Athlete Representative  
Theresa Walton, KSC Representative  
Valerie Zukeran, Official

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

**A. Approval of BOD Minutes of January 11, 2015**

**Action Taken:** *Reviewed and approved unanimously with corrections the BOD Minutes of January 11, 2015*

**B. Treasurers Report**

**1. Financial Statements**

**Informational:**

- Financial statements for 2014 through have been completed and sent to the board for review. The December 2014 statement is in draft form and will become final once the CPA has added in the depreciation.

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- Program Statements for Senior, Age Group and Zone Championship Meets were sent out for review. If anyone would like a report on another program or meet they can email the Treasurer to request one.
- The books are ready for another audit when the Audit Committee is ready to review them.

***Action Needed: The Audit Committee needs to arrange for a review of the books.***

## **2. Outstanding 2014 Revenue and Expenses**

### **Informational:**

- The Treasurer requests a letter from VMAC be turned over regarding the donation made in 2014 to purchase touch pads and brackets. Dean stated he would get this letter.
- Reimbursement is still expected from the 2014 Oceania Meet. Jon is the contact for this and will follow up on the status of the reimbursement.
- Financial reports are needed from the June 1st, 2014 meet hosted by Sunshine aquatics.

## **4. Team Hawaii**

### **Informational**

- The Treasurer requested to be involved in the planning for Team Hawaii. Malcolm is currently working on estimating the cost for swimmer's to attend this meet.

## **5. 2015 Budget**

### **Informational**

- A draft budget was sent to the BOD. The budget was populated by the Finance Chair and will be reviewed in a Budget Committee meeting to follow today's BOD meeting.

***Action Taken: Moved and seconded that the Treasurer's Report be accepted. Approved unanimously without correction.***

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

### **1. Registration numbers through 2/06/2015**

#### **Informational:**

- The following registration numbers were reported for 2015:  
(2/8/2014 numbers are in parentheses)  
**Year-Round Athletes: 2619 (2555)**  
**Outreach: 44 (43)**  
**Athletes Total: 2663 (2598)**

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**Individual Non-Athletes: 313 (248)**  
**Family 1: 26 (24)**  
**Family 2: 26 (24)**  
**Lifetime: 1 (1)**  
**Non-Athlete Total: 366 (297)**

**Clubs: 32 (28)**  
**Organization: 2 (2)**  
**Total Clubs & Organizations: 34 (30)**

- There is 1 club that still needs to register (UH). Dean stated he would send a reminder to UH.

## **2. Coaches Membership Requirements**

### **Informational:**

- Jon states he would put the updated coaches' certification requirements on the website and replace the old information.

## **3. Seasonal Clubs**

### **Request:**

- The registrar presented a request she had received for a new club that wants to register as a seasonal club. There was a discussion about whether we can allow seasonal clubs and what differences and implications this type of registration would have. It was decided that since seasonal clubs are supported by USA they should be supported by the LSC as well.
- A seasonal team would be able to participate from May 1 through August 31. If the club wanted to participate during the rest of the year they would have to register as a year round club.
- The swimmers belonging to this club would be seasonal swimmers. There was a question on whether our by-laws included seasonal clubs.

***Action needed: Dean stated he would look into the by-laws to see if there is wording on seasonal teams. Dean will also prepare the rules and regulations document so it is ready to be given to new clubs with their registration packets***

## **4. Club Membership**

### **Discussion:**

- It was agreed that the BOD would like to have a say in club development. Once a club is approved by USA there is no longer a chance for the BOD to give input. Things to consider are issues that may arise from a team's name, practice location or previous concerns with the coaching staff. Although not to be used in a

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discriminatory way, the name of the applicant is important for the BOD to know prior to moving the application forward to USA.

- The current process is that a club contact the Registrar first. She makes sure there is no conflict of name. The club is sent a packet of info, including our rules and regulations to sign. Once the packet is received back completed, the Registrar forwards the application on to USA. It was suggested that LSC concerns could be sent to USA with the application. It was mentioned that once sent to USA it would be approved and those concerns would not be looked at .
- It was suggested that if the LSC has concerns they should deny the application and send it to USA with their denial decision and let USA review it.
- It was decided that a seasonal club registration should be allowed as it is allowed by USA Swimming. Other decisions about seasonal clubs and club development were deferred until more information is obtained.

***Action Taken: Moved and seconded that the Registrar's Report be accepted. Approved unanimously without correction.***

#### **D. Old Business**

##### **1. Thank you**

- The General Chair stated he will still get the Thank You cards discussed at the last meeting.

##### **2. Tie**

- Dean is still following up on the trophy order

##### **3. BOD communications**

- Kenny stated he will follow up with Dave on the progress of setting up the Google Hangouts for meetings and for setting up organizational email accounts.

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

###### **Informational:**

- A budget committee meeting was held as part of the BOD meeting. The 2015 budget was reviewed line by line. There was extensive discussion for every line item. Figures from previous years projected and actual expenses and revenues were used to complete the 2015 Budget. Figures for each area were agreed upon by all in attendance.

***Action Needed: The 2015 Budget will be sent to the Finance Chair. A Budget Committee meeting should be set up to discuss the 2015 Budget further as well as to plan a 4 year Budget.***

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## E. New Business

### a. Seasonal Teams

See previous discussion under Registrar's report.

***Action Taken: Motion to approve the establishment of a seasonal club in the Hawaiian LSC; and for that club to follow our higher Hawaiian Swimming LSC seasonal registration schedule. Motion approved and seconded. Motion passed unanimously after earlier discussion.***

### b. Heat Sheet Allowance

#### **Motion:**

- A motion was made to change the current standard of giving 2 heat sheets per team at no charge regardless of the number of coaches. The proposal was made to instead give each registered coach of a participating team a heat sheet at no charge.

#### **Discussion**

- There was agreement that coaches need a heat sheet to perform their role. The current practices were reviewed; Oahu gives 2 per team and Maui gives 3 per team.
- It was noted that heat sheets are sometimes available on meet mobile. It was also suggested to make the heat sheets available as a pdf. There was concern that teams raise funds by selling heat sheets. There was also concern that someone in the clerk of course office would need to check coaches credentials and track these heat sheets.

***Action Taken: Motion approved and seconded to give each registered coach of a participating team a heat sheet at every meet, at no charge. Motion passed unanimously after discussion.***

***Action Needed: Dean will update the meet notices to state that heat sheets will be given to each registered coach of a participating team. He will also make clubs aware of this change in practice.***

## F. Reports

### 1. Administrative Vice-Chair

#### a. Policies and Procedures

- The Administrative Vice Chair plans to look at how leading LSCs have their policies and procedures organized. He is looking for ways to reduce sections in the current policies and procedures document. For example, there are currently 15 pages of safe sport regulations that are identical to the safety requirements from USA. He is looking to see if our policies and procedures can say "refer to USA" as a line item to avoid having to approve these each year.

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- It was mentioned that the by-laws may have to be reviewed each year regardless of changes.

**2. Finance Vice Chair-** not present, no report

**3. Age Group Vice Chair**

**a. 2015/2016 Meet Schedule**

**Informational:**

- A draft of the 2015/2016 Schedule of Meets has been sent to the Age-Group Committee for review. This schedule will include all meets from 9/1/2015 through 8/31/2016. There has been no feedback give yet. The next step is to send the schedule to the LSC BOD for review. The schedule should be ready for review at the upcoming HOD meeting in April. Input for changes to the schedule should be brought up at the 3/8/15 BOD meeting.

**Action Needed: The 2015-2016 schedule will be sent to the LSC BOD for review by Malcolm.**

**b. High School Results**

**Informational**

- High School results will be posted and the Team Manager files will be up for each league championship meet.

**c. Meet Notices**

**Informational:**

- The Meet Notice for Junior Age Group Championships has been posted.

**d. Review of the Schedule of Events for Age Group Championships**

**Informational:**

- There was a suggestion from a Hawaii Coach to use an alternate format for the events at Age Group Championships. The format was similar to senior championship meet orders. The Age Group Vice Chair stated this order would not work for an age group meet.
- There was a question of whether there has been feedback from offering the 800 freestyle relay. No feedback, negative or positive, has been received regarding the addition of this event.

**4. Senior Vice Chair**

**a. Senior Vice Chair exchange**

- Reid has been acclimating to his new position. Dean and Jon have been filling him in on duties and expectations. Reid may not be present at all of the Senior Meets for the year.

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**b. Senior Championships**

**Informational:**

- There is a question of whether Senior Meets in the fall of 2015 should be LCM meets as 2016 is an Olympic year. There has been mention from 1 coach requesting this so far. There is not a venue that will be set for LCM that time of year. Dean will ask VMAC if they will consider moving the bulkhead for Senior Meets. The coaches should be surveyed to see if this is a common request. Reid asked 5 coaches and 1/5 requested LCM, the others gave no response.
- Maui is a possible venue for this meet. There is concern that the club with the most Senior entries may not participate if the meet is held on Maui.
- It was suggested to have a committee set up for Senior Championships. Individuals would be in charge of set-up, hospitality, awards etc.

**c. Senior Meet Hosts**

**Informational:**

- Currently Senior Meets are hosted by the LSC. Concern was expressed that there is typically not much help available at these meets. Officials may not be signing up for these meets because they typically have to stay late due to lack of help.
- Teams are currently appointed to take care of certain duties. Team responsibilities need to be somehow better executed
- Suggestion

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

**Suggestion:**

- It was suggested not to lower the current reimbursement for travel meets.  
***Action needed: Reid will get the Senior Committee together for a meeting to discuss the above items and to create a list of senior meet reimbursable expense for the treasurer.***

**5. Club, Athlete, and Special Events Coordinator**

**a. Team Hawaii**

- It was clarified that although Zone Championships are considered special events, the Age Group Chair will be coordinating the Age Group Zone Team Hawaii and the Senior Chair will be coordinating the Senior Zone Team Hawaii.
- Senior Zones will be in Clovis California.
- Malcolm is working on Maui hotel costs/reservations for Team Hawaii. All Team Hawaii members will be staying together at the hotel chosen regardless of their island of residence.
- Dustin has been working out cost for shirts, cap and vans.

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- Costs for Team Hawaii are not expected to be much different than previous years even though the meet is in Hawaii. The decreased airfare costs will be offset by increased car and hotel costs.
- Dustin, Lynn and Malcolm will be arranging a meeting to discuss Team Hawaii soon. The meeting may be done on Google Hangouts.
- The information documents for Team Hawaii should go out once the costs are established.

**Action Needed: Dustin, Malcolm and Lynn will meet to discuss Team Hawaii costs.**

## **6. Technical Committee**

### **a. New Technical Chair Person**

- The BOD is still looking for a Technical Chair.

### **b. Backstroke Ledge**

- There are backstroke ledges that LSC members saw at the last convention.
- It was suggested to look into purchasing 1 set of backstroke ledges for use at Championship Meets. This would be a mobile set that would travel to the different meets.
- Jon spoke with someone who can create this item for us at a savings if we can get the specs.
- Concern was expressed that there are not enough officials to pull the ledges out after the start of the race. It was suggested that timers could perform this task.
- This will be passed on as part of an action item list to the new Technical Chair.

### **c. Cooling System for VMAC Pool**

- The check for the cooling system was signed today and the order will be placed soon. These cooling systems will be set-up to run overnight during meets. The cooling systems are thought to be able to bring the water temperature down to the regulation temperature for meets.
- A policy and procedure will be put in place to use the cooling system ahead of the next championship meet.

## **7. Times/SWIMS Coordinator**

### **a. Times not counting**

- The General Chair decided not to count the times from the Kalani Invitational as the touch pads went out during the meet and a manual timing system was used. Some times obtained seemed too fast according to his conversations with swimmers and coaches. This decision was not challenged.
- Times from Prelims at ILH Championships will not count because that session was not observed.

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## **8. Athlete's Representatives**

### **a. Fundraising**

- Athlete Representative expressed interest in fundraising to support a Kauai swimmer needing help with medical expenses. She is interested in selling t-shirts and donating profits to the family of the swimmer. She asked if this would be any conflict of interest or not allowable under her title as Athlete Representative. The BOD agree there is no rule to prohibit selling the t-shirts or raising money. Rules against selling are venue specific not organization rules.

## **9. Coaches' Representatives**

### **a. Harness Equipment**

- The Coaches' Representative notified the board of a missing LSC harness and button cable from VMAC. These items were last seen in November.
- There is an older set of harnesses that Dean is looking at to see if it is cost effective to send to Colorado for repair.

### **b. Awards Stands**

- Dean has the awards stands and they are currently being refurbished. The awards stands will be ready by the JAG Championship meet in March.

### **c. General**

- Everything that is needed to run the upcoming High School Championship this month is at VMAC. The above mentioned items are not needed.

## **10. Officials Chair**

### **a. Official's Conference**

- The official representative would like to send Dar to the conference in May, in her place. The BOD unanimously agreed this was fine. It was noted that the officials' representative did not need board approval to make this decision. These types of decisions fall under the scope of her position.

***Action Taken: Motion made and seconded to send Dar to the May officials conference in Sandy's place. Approved unanimously after discussion.***

**11. Big Island** - no report

**12. Maui** - no report

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**G. Announcements**

**1. Opening of Hosting Team Bids for LCM Age Group Championships**

**Discussion:**

- A discussion was had about the timeline for opening bids, and the deadline for bids, to host the July Championship meet.
- It was noted that bids should be ready for a vote at the April HOD meeting.
- It was agreed that bids should open now and close by 3/8/15.

***Action: Motion for adjournment. Motion passed unanimously.***

**Meeting adjourned at 1:58 p.m.**

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

**Respectfully submitted, Alexa Heiss, Secretary**

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