

**Hawaiian Swimming**  
**Board of Directors Meeting Minutes**  
**March 8, 2015**  
**Veteran's Memorial Aquatic Center**

**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 Representative  
Dustin Fukuda, Club Diversity  
Jon Hayashida, Coaches Representative  
Ken Suenaga, Safety Chair

**Call To Order:** Meeting was called to order by LSC General Chairman at 2:34 p.m.

**A. Approval of BOD Minutes of February 8, 2015**

**Action Taken: *Reviewed and approved unanimously with corrections***  
***the BOD Minutes of February 8, 2015.***

**B. Treasurer's Report**

- The Treasurer had no report other than follow up on action items from the last meeting.

**C. Registrar's Report**

**Registration numbers through 3/06/2015**

- The following registration numbers were reported for 2015:  
(2/8/2014 numbers are in parentheses. There was no March report in 2014 as there was no meeting)

**Year-Round Athletes: 2827 (2555)**

**Outreach: 49 (43)**

**Athletes Total: 2876 (2598)**

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**Individual Non-Athletes: 325 (248)**  
**Family 1: 28 (24)**  
**Family 2: 28 (24)**  
**Lifetime: 1 (1)**  
**Non-Athlete Total: 382 (297)**

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

- There is still one club that hasn't registered (UH). Dean reported that the UH Head Coach was not going to register as a club until his athletes needed to swim.

## **D. Reports**

### **1. Administrative Vice Chair**

#### **a.) Seasonal Teams**

- The by-laws were reviewed to determine if any wording changes would be necessary to accommodate the addition of seasonal team registrations. Not many changes are anticipated. ***If there are any wording changes needed they will be completed and ready for a vote at the April HOD.***

#### **b.) Current documents on the website**

- The current By-Laws are posted.
- The Policies and Procedures/Rules and Regulations documents are not current. Some of the changes made at the November HOD meeting have not been updated on the website yet. This task is in progress. It was mentioned to check the documents section to check if the information was linked correctly.

#### **c.) Time Standard Proposal**

- A proposal was made to introduce a top ten age group recognition time standard. This item is further discussed under the New Business heading.
- This proposal would require changes to the Policies and Procedures manual under the time standards section and therefore need HOD approval.

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## 2. Financial

### a.) Travel Endowment

- The 2015 budget includes at \$15,000 travel endowment expense. This budget item was explained in detail. The general idea is to build up a fund to help provide financial support to our athletes traveling to the mainland to compete. Hawaii swimmers face geographical challenges and incur great costs when attempting regional and national level competition. A travel fund could help offset costs to these swimmers and help assure that no swimmer cannot attend Nationals due to cost.
- A \$5 per swimmer increase in the annual registration fee would be enough revenue to even out this expense.
- The Board would need to decide where to put the money and how to operate the endowment. We could set up our own trust or go with the USA Swimming trust. The endowment might have a better rate of return in a brokerage account as opposed to CDs, which have very low returns. CDs earn about 0.5% and USA Swimming endowments earn 16. 5% A conservative estimate is to expect a 4% rate of return. Over time the endowment would become self-sustaining. Financial consultants/stock brokers and possibly an attorney may need to be consulted to help set up the endowment.
- The idea of a travel endowment has come up frequently in the past. A long term goal would be to build the fund up over 10 years and ideally have \$1,000,000 in the fund. The Board would need to make decisions on how swimmers would qualify to receive endowments. Would there be an application? Would it be limited to Olympic trials or Nationals, or could it be used for outer island travel to States Championship meets?
- The goal is to have this in place for the 2015-2016 swimming year. The Registrar notified the Board that registration fee increases for next year need to be disclosed to USA Swimming by May.
- ***This budget item will be reviewed at the April HOD meeting.*** If we decide to move forward, a detailed proposal should be drafted by October and ready to be voted on, and put in place, at the November HOD meeting.
- The first year \$15,000 contribution could be taken from budget reserves if the dues increase is not set up yet.

### b.) Quarterly or Calendar Year Reporting vs. Swimming Year Reporting

- A discussion was had about the difficulty interpreting numbers when the registration data is reported following the swimming year vs following the calendar year. It was suggested to report the data quarterly. The rationale for

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quarterly reporting is that the number may be easier to look and identify trending patterns in registration.

- This was countered by saying that the data is clear now that the previous year's YTD registrations are listed side by side with the current year's number on the meeting minutes.
- We have 20 years of registration data available to us. The Hawaiian LSC registrations have been following USA Swimming trends within a 2% margin. The trends that have been identified are a 5-8% increase in registration after an Olympic year, 3-5% year 2, 1% year 3, and a slight drop the next year.

**c.) Senior Meets Negative Revenue**

- There was discussion on why Senior Meet revenues and expenses do not balance. The expenses are chronically higher than the revenues. Age Group and Jr. Age Group Championship meets balance.
- It was pointed out that the Senior Program was not intended to make money but rather to help take older swimmers to the next level. The Age Group swimmers can support Senior Development because they will hopefully be there one day and be supported in the same way.
- It was pointed out that the Oceania Meet is a large expense for only 8 swimmers and makes no revenue. Team Hawaii Zone travel meets also have expenses only and no revenue.
- The following possible causes for not balancing were suggested;
  - I. There is a lower number of participants so entry fee revenue is lower. An estimated 150-200 swimmers compete in Senior Championships.
  - II. Travel reimbursement for outer island swimmers are included in Senior Championship expenses, but the surcharge that cover the reimbursement is not part of Senior Meet revenues.
  - III. The same amount of officials and timers are needed regardless of fewer participants so hospitality costs are not lower.
  - IV. Costs to fly officials in are higher.
  - V. Senior participation is lower because they can choose between Age Group Championships and Senior Championships
- Ways to keep costs down were suggested;
  - I. Have a virtual meet simultaneously on different islands.
  - II. Increase the entry fees for Senior Championships.

***Action Needed: The Senior Committee will review the revenues and expenses for Senior meets and determine if changes would be beneficial.***

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**d.) Team Hawaii**

- The budget line item for Team Hawaii is an expense only. The swimmer payments from the meet would wash with their expenses. The only expense should be coach and chaperone travel costs.

**e.) Select Camp**

- There is an expense budgeted for a Select Camp in 2015. There was a discussion that this should be planned now or removed from the budget. The camp has not been held in 4 years. Reid and Dustin stated they would like to run the camp. Encouragement was given to begin planning now. It was suggested that the event, although previously held in the summer, could also take place over a weekend or during fall break.

**3. Age Group Vice Chair**

**a.) 500 Freestyle Entrant Age**

- A recent meet was mistakenly sanctioned to allow a 9 year old to enter and swim the 500 yd freestyle. The question was raised whether this was against our policies and procedure. No policy was thought to be violated. Currently 10 year old swimmers, aging up soon, swim this event. It was agreed that there should be a time standard for time management purposes and that a coach should not be entering a swimmer incapable of swimming the standard. This event can be sanctioned and determined on a case by case basis by the Age Group Chair. It is up to the Age Group Committee to determine what is reasonable.

**b.) Swimming Out of Class**

- A recent meet had entries of swimmers swimming out of class. There was a question of how to determine the fine and who should issue the fine, the LSC or the TIMES coordinator. It was decided the TIMES coordinator should issue the fine because the LSC would not be aware of it.
- The fine is \$25 per swimmer, per meet.
- If out of class entries are noted ahead of time they should be scratched. Otherwise, fines will be issued and the times will not count. Entries can be made with a coach verified time. Swimmers entered with coach verified times must swim the meet time standard or a fine for swimming out of class may be imposed.

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**c.) Inventory and Donation Forms**

- Inventory was completed on touch pads. Donation forms were received for the lane lines from 2 years ago and water cannons recently purchased. A donation letter is still needed for the pads and items purchased in the fall. Counted what we had donated. We may need a few more to store offsite for meets like the Manoa Invitational.

**d.) Water Cannons**

- The water cannons have arrived. They have not been used yet. The plan is to use them on a regular basis ahead of the Championship meets this summer. Two \$425 carts are needed to use them properly. The carts will hold the water cannons and allow them to be rolled up to the side of the pool and operate safely.

***Action Taken: Motion made to use LSC reserve funds to purchase two water canon carts, at \$425 each. Moved and seconded. Motion approved unanimously after discussion.***

**e.) Team Hawaii**

***Action needed: A meeting still needs to be held to determine the costs for Team Hawaii. The costs need to be determined before forms go out. Usually a deposit is requested by mid-May.***

**f.) 2015-2016 Meet Schedule**

- A draft of the 2015-2016 proposed meet schedule was presented and reviewed. This draft will be presented for input and approval at the upcoming HOD meeting in April. The following events/dates were discussed in detail.
  - I. It was proposed that the first meet in September be a pentathlon meet on each island. Kauai and Hawaii Island still need to agree.
  - II. HHSAA Champs may be 1 week earlier. This date won't be decided until June. If it is 1 week earlier, all subsequent meets may move up by 1 week as well.
  - III. There is a conflict of dates for the Sparky Meet and JAGS. Each meet organizer would like to run their meet on the same weekend, the first weekend in March. After discussion, it was decided to have Sparky on that weekend as planning has already begun, a reservation and deposit

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was already made, and the meet has always fell on those dates. Alternate dates for JAGS will be determined. We would like to avoid Sectional meet dates because club coaches are usually gone and it might be difficult for clubs to have enough coaches at both meets.

**IV.** October 10-11 does not have a meet scheduled to allow time for a coaches workshop summit.

**V.** The December Age Group Championships will be in Kona. The meet is scheduled for Friday-Monday (12/18-12/21), but it could possibly be moved to Thursday-Sunday (12/17-12/20), if the HOD votes to change the dates. Pros for starting on the 18th is no conflict with school. Pros for starting on the 17th are ending farther from Christmas and therefore cheaper lodging costs. Larry will check pool availability for both sets of dates.

**VI.** There is a Senior Meet scheduled for 10/31. If this date remains on the meet schedule then UH would not be a possible venue. The UH coach asked that no meets be held there on 10/31 due to excessive activities on campus on that day.

**VII.** The Senior Chair expressed the desire to continue to hold Senior Meets at UH regardless of the increased paperwork requirements. He will take responsibility of obtaining release forms for coaches, officials and swimmers. Everyone agree to continue to have UH as a possible venue as long as requirements are clear and we can meet them on time.

**VIII.** There was a suggestion to have the Manoa classified meet 1 week later in hopes that there would be a better turnout as more swimmers would be back from winter break vacations.

**IX.** There was a suggestion to reduce the number of meets held on Sundays. All of the meets could be on Saturdays if venues were available. It was mentioned that Saturdays may not be available at VMAC due to water polo season. A suggestion was made to run 2 separate meets on the same day i.e.; a morning meeting with half of the clubs and 1 set of officials then an afternoon evening meet with the rest of the clubs and a different set of officials.

**X.** There are 2 BC meets scheduled for the year. It would be helpful to see if they could be hosted at venues other than VMAC. Aulea could possibly host one.

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***Action Taken: Motion made to approve the 2015-2016 Draft Schedule of Meets. Moved and seconded. Motion approved unanimously after discussion.***

**4. Senior Chair**

**a. ) Senior Committee Topics**

- A discussion about senior meet expenses was had and notes are under the Finance Chair Report. The senior committee will meet to discuss the schedule and take a look at expenses.
- The Senior Committee will also begin planning Senior Zone Team Hawaii and a Select Camp.

**5. CASEC- present, no report**

**6. Times/Swims- not present**

**a.) Meet Results**

- All results have been uploaded. The corrected Kalani Invitational results were also uploaded.

**7. Athlete Representatives- not present, no report**

**8. Coaches Representatives- present, no report**

**9. Official's- see agenda**

**a.) Recognition**

- An Official thank you to Dar for going to the upcoming Official Convention, to Marcel for covering State Championships and to Peggy for covering Jr. Age Group Championships.

**E. Old Business**

1. The delinquent Sunshine Aquatics issue has not been resolved. The Administrative Vice Chair is still working on it.
2. The senior meet reimbursement issue has been resolved. The Treasurer has everything she needs for this.

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3. Team Hawaii planning for age group and senior zone meets has not progressed.
4. Dave is looking into the Hawaiian Swimming gmail accounts. He will have more information available by the end of March.
5. The duplicate trophy was ordered and received, however it was recently used for another meet. Dean will order another trophy again.

#### **D. New Business**

##### **1.) Time Standards**

- A proposal was presented to include AAA and AAAA times in our Hawaii Time Standards. USA Swimming and many other LSCs use this format. The AAA would represent our current "Q" times. B and A times would remain the same. The AAAA would represent a top ten recognition time.
- The AAAA time would be calculated by averaging the top 10 times per age group/per event over the previous 4 years. The AAAA time would be for motivational purposes.
- The recognition would be developed by the Admin Vice-Chair with input from the Athlete Representatives. Swimmers achieving AAAA times could be recognized on the Hawaiian Swimming website and receive a certificate or pin.

***Action Taken: Motion made to propose a " Top-10" recognition program for the Hawaiian Swimming Age Group Program for each age group/gender, in both SCY and LCM seasons, commencing with the 2015-2016 swimming year. Motion moved and seconded. Motion approved unanimously after discussion. The proposal will move forward to the HOD for review.***

#### **Announcements:**

##### **Team Manager Software**

A suggestion was made to purchase Team Manager for the LSC. This software is used to determine records and for time standard development. The opinion was that If we need to upgrade to get a copy then we should do it. Meet Manager is due in the beginning of June for VMAC.

##### **General LSC**

Safety Chairman and General Chairman will be going to their respective upcoming conferences. LSC goals for the year include completing Leap II. Having a leadership summit in 2015 is also part of the goals. The summit would follow what was done in Colorado Springs and require input and help from the Board members.

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**Officials' Budgeted Items**

An official asked if they may begin using budgeted expense money to purchase officials' uniforms. Although the budget still needs to be approved, officials may begin using the allocated funds for their needs.

**Sportsmanship Award**

A question was raised if we have ever had a sportsmanship award and whether we would be open to one. Hawaii has never had an award like this before. There has been a team sportsmanship award at Zone Championships. No one objected to the idea of a sportsmanship award. Val will write up a proposal and present it to the Board.

***Action Taken: Motion for adjournment. Motion passed unanimously.  
Meeting adjourned at 4:50pm.***

**Next Meetings**

4/12/15 HOD meeting

6/20/15 BOD meeting during Senior Championships

**Respectfully submitted, Alexa Heiss, Secretary**

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