

Hawaiian Swimming
Board of Directors Meeting Minutes
June 18, 2016
Veteran's Memorial Aquatic Center

Present:

Dean Schmaltz, Administrative Vice-Chairman, Jenny Lopez, Treasurer, Gwenn Tomiyoshi, Registration Coordinator, Alexa Heiss, Secretary, Dave Coleman, Finance Vice-Chair, Dustin Fukuda, Club, Athlete Special Events Diversity, Larry Oshiro, Coaches Rep Jr., Reid Yamamoto, Senior Vice-Chairman, Joseph Glenn, Age Group Vice-Chairman, Malcolm Cooper, Technical Planning, Mike Osborne, Big Island At-Large Representative, Jon Hayashida, Coaches' Representative Sr., Sandy Drake, Official Chair, Noah Kimura, Big-Island Athlete Representative, Ken Suenaga, Safety, Kysha Altura, Maui Athlete Representative, Victoria Zukeran, Sr. Athlete Representative, Meghan Twiel, PAQ Head Coach, Eric Nagoshi, PAQ Coach

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

A. Approval of HOD Minutes of April 17, 2016

Action Taken: Reviewed and approved unanimously with corrections the HOD Minutes of April 17, 2016.

B. Reports

1. Treasurer's Report

a. Financial Statements

- The financial statements for April and May of 2016 were presented for review by the Board. Question as to why the Junior Age Group Championship meet revenue increased from last year. The meet had more participants and one more entry per swimmer.

Action taken: Motion to accept the 2016 April and May financial statements. Seconded. Approved unanimously.

b. Revenue from prior years

- Going through old checks that were never cashed. The teams are being contacted for new checks or they are being voided. Question as to where on the budget to enter revenue on old items. For example, \$732 was received for 2009 Zones. Enter as misc in a separate revenue area, i.e. debt recovery or other appropriate category title.

The Vision and Mission of Hawaiian Swimming

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c. Accounting Software

- A decision was made to purchase the QuickBooks desktop version instead of the online version.

2. Registrar's Report

a. Registrations

- The following are registration totals as of 6/16/2016:

Athlete: 3116

Athlete Season 1: 39

Outreach: 69

Athletes Total: 3224

Individual Non-Athletes: 351

Family 1: 34

Family 2: 34

Lifetime: 1

Non-Athlete Total: 420

Clubs: 31

Organization: 2

Total Clubs & Organizations: 33

- Registration comparison from May 31, 2015 to May 31, 2016 is 3220 to 3167 (down 53).
- The Times Coordinator requested for UH swimmers previously registered for UH to be moved to UNA-HI.

b. Club Delegate

- Each Club Delegate should be designated upon registration. The registrar has updated the registration form to include the Club Delegate designation. If a delegate is not designated then the Club's President will be the delegate.

Action Needed: Gwenn will send out the updated registration form to the BOD for review prior to the August Board meeting.

c. Coaches Cards

- Another reminder was given that coach cards will not be used next season. Coaches should use Deck Pass on their mobile device.

3. Admin Vice-Chair

a. Board of Directors Elections

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- A list of positions that will be up for election this November will be sent out.
- b. JAG Host Reimbursement - See attached JAG Host Reimbursement Proposal**
- A request was made to approve a one time reimbursement of \$1,410.36 to Splash Aquatics for compensation of meals for coaches, timers and officials.
- Splash was given \$500/day for hospitality expenses. (\$1,000 total)
- Splash was told they must use the VMAC vendor for lunches at a cost \$5 per lunch. \$2,410.36 was spent on lunches and hospitality.
- An outside T-shirt vendor was denied last minute. This revenue was expected to be \$2000+. Outside vendors are not allowed. However, outside lunches may be brought in, but cannot be similar to what is offered on site. Event specific items may be sold as long as it does not benefit the vendor more than the organization. Splash was not told this information.

Action Taken: Motion was made to approve reimbursement of lunch expenses in the mount of \$1,410.36 to Splash Aquatics. Moved and seconded. Approved unanimously.

Action Needed: Joe will write a proposal for lunch expenses for host teams. Joe will send a copy of the concession requirements to the Board.
- Future meet directors should review the concession application and meet with Ingrid to clarify information when planning their meets.

4. Age Group Vice-Chair

a. 7/9/16 B/C Meet

- There is no host for this meet. Jobs will be assigned to attending teams.

b. 2016-2017 Meet Schedule

- All but 3 meets have been assigned for the 2016/2017 primary schedule. All teams that bid for meets got either their 1st or 2nd choice.
- KSC will be hosting the 2016 December State Championship Meet.
- HSC and KSC have requested to add their meets to the schedule, the Hawaii Invitational and the Oahu Grand Prix respectively.
- HHSAA Championship is Feb 3-4, 2017. The meet moved up 2 weeks. The change was to avoid overlap with water polo. The Age Group committee will review the schedule to see if any changes should be made.
- Dates for league championships are not known yet. The Times Administrator requested these dates to put in the application for observed meets.
- Outer island meet notices are posted.

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Action Needed: Joe will send out the dates for the meets that have been requested to be added to the 2016-2017 schedule, to the BOD for review.

5. Senior Chair

a. Oceania

- The Oceania Team is currently in Fiji. The team is doing well.

6. Technical Planning

a. Timing System

- New timing system has been working well since January in Maui. Went to Hilo to demonstrate the system.

b. Equipment

- LSC equipment may need to be purchased soon for VMAC and MAGSA. Some items are lane lines, pads, harness, and a PA system. May need to adjust equipment fees by September 1st.

Action Needed: Malcolm will create a list of equipment needs for VMAC and MAGSA.

c. Meet Notice Format

- Looking at Meet Notice format to see what updates and wording changes are necessary to have the information required by USA Swimming and Hawaiian Swimming.

7. Club Athlete and Special Events Chair

a. Diversity Camp

- Kenny is currently at Diversity Camp with our 2 athletes, Jasmine from HSC and Nick from KSC.

b. Zones

- Joe and Jenny are helping Dustin with Team Hawaii planning. 39 applications have been received.
 - 10& under girls - 12, 5 have zone times
 - 11-12 girls - 8, 5 have zone times
 - 13-14 girls - 9, 2 have zone times
 - 10& under boys - 5, 3 have zone times
 - 11-12 boys - 5, 3 have zone times
 - 13-14 boys - zero

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- Malcolm, Dustin and Joe will meet to fill Team Hawaii roster with applicants. The names need to be finalized soon for the airline tickets.
- The selection process laid out in the Hawaiian Swimming LSC Policies and Procedures will be used to fill the relay spots. Criteria used will be relevant and clear. Current thoughts are to take a team of 30 swimmers.
- Coaches and chaperone positions will be filled using the same selection process.

c. Safe Sport - See attached Leadership & Safe Sport Report

- A summary of the Safe Sport Convention information was given to the General Chair. The information was included with the agenda. USA will be having Safe Sport Club certification coming up. Teams may choose to obtain this certification.

Action Needed: Dustin will send out the summary of Safe Sport information to the Board.

8. Times Administrator

a. General information

- Coaches should alert the Times Administrator if their athletes attend other types of meets so that their times can be pulled.
- All times have been entered through the last meet.

9. Athlete Representatives

a. Jr. Representative Voting Process- See attached Athlete Representative Selection Proposal

- A proposal was submitted to change the voting process for the Jr. Rep position. The proposal would give a certain number of votes to teams based on the size of the club. The rationale is that most swimmers are not currently voting and this may give better representation to clubs. This would require a By-Law change.
- Investigation needs to be done based on what is allowed per USA guidelines. The timeline for this change would be to have a complete proposal ready to vote on at the November HOD meeting. The details of how teams can use their votes needs to be clarified.
- Currently less than 20% of athletes participate in Jr. Rep voting.
- There is currently no way for nominated athletes to campaign and get their information out to swimmers prior to the vote.

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- Suggestion to put candidate statements up on our website under the athlete tab. The ballot could also be on the website and online voting could be considered.

Action Needed: Dave and Dean will work with Tori to investigate possibilities of the proposal to change the Jr. Athlete Rep voting process.

b. At Large Athlete Representatives

Noah Kimura is the new At-Large Athlete Rep for the Big Island.

10. Coaches Representative

a. Deck Pass

- Deck Pass will now be used instead of coach cards. A smart phone can be used to get access to the meets, which isn't an issue in Hawaii because there is a database of coaches, but will be an issue at mainland meets . Coaches are encouraged to get smart phones if they don't already have one. Another option is to print the card from their laptop or tablet.

Action Needed: Jon will send a note to the coaches to remind them about using Deck Pass for obtaining the coaches cards. He will include the options on how this can be done.

11. Official's Representative

a. Junior Pan Pacific Championships

- Those officiating at the Junior Pan Pacific Championships must now be M3 stroke and turn certified. A letter was sent to the 8 officials that have this certification and all agreed to officiate at this meet.
- A request was sent to make Age Group State Championships an N2 & N3 certification.
- There is a referee clinic in October. A Big island official will attend.
- Sandy and Dave will be attending a mentoring clinic.
- Age group zones has a mentoring program. 2 officials will be attending, 1 CJ position and 1 Stroke and Turn position.
- 2 officials' names have been submitted for the Sr. Zones mentoring program.
- Thank you Dave for getting kukui nut lei to take to Olympic Trials and hand out to all of the officials.
- Susan Waser from Safe Sport will have 2 representatives out here for a swimposium. They will be planning presentations on Maui and the Big Island for athletes, parents and coaches.

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12. Maui Representative

a. Meet Schedule

- MAGSA meets have been assigned through the fall.

b. Kihei Pool Update

- The plaster is bubbling and there are deck drainage issues. The pool is still closed at this time.

13. Big Island Representative - present, no report

14. Finance Vice-Chair

a. Travel Endowment - See attached Finance Vice-Chair Update

- A document was presented showing financial planning for the endowment. Projections with an investment of \$24,000 per year, earning 4% would reach our goal quicker. USA Swimming's endowment earns approximately 6-8%.
- Better to invest monthly as to one lump sum annually to avoid market fluctuations. Once fully funded at \$1,000,000, we should be able to draw \$40,000 per year.
- Currently \$15,000 per year is allotted for investment into the travel fund. This amount may need to be increased if the Board wants to be fully funded quicker. Documents will be prepared and presented at the August Board meeting.

Action needed: Dave will have a report and the documents for the Travel Endowment ready for review by the Board at the August Board Meeting.

b. Audit Committee

- Next audit meeting is scheduled for August.

C. Old Business - none

D. New Business

1. Convention

Question as to who is available to go to convention. The by-laws designate certain positions to be considered first. Request for the Times Administrator to be considered, as there is a big section presented relevant to this position. Six rooms have been reserved for the convention.

Action Needed: Dean will contact Kenny to send an email to those being considered to attend Convention.

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2. LEAP 2

Goal to complete by the end of the year.

Action Needed: A summary of what is needed to complete LEAP 2 requirements will be sent to the Board.

E. Announcements: none

***Action Taken: Motion for adjournment. Motion passed unanimously.
Meeting adjourned at 1:59pm.***

Next Meeting

8/28/16 BOD meeting at Chaminade University

10/23/16 BOD meeting at Chaminade University

Attachments

Attachment 1 JAG Host Reimbursement

Attachment 2 Leadership & Safe Sport Report

Attachment 3 Athlete Representative Selection Proposal

Attachment 4 Finance Vice-Chair Update

Respectfully submitted, Alexa Heiss, Secretary

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Request for March 2016 JAG host additional LSC reimbursement

Request:

Approve reimbursement of lunch expenses in the amount of \$1,410.36 to Splash Aquatics. This is in addition to the standard \$500 per day LSC championship meet reimbursement.

Rational:

Unexpectedly, during the week prior, the C&C denied the request to sell custom T-shirts on-site during the meet. Expected net profits for the host team for this line item was estimated at \$2,000. This unexpected denial was NOT the fault of the host team. The host team's profit, WITHOUT the additional reimbursement was \$259.

LSC Income for the meet:

- Budgeted: \$8,000
- Actual: \$11,298
- Surplus over budget: \$3,298

LSC expenses for the meet:

- Budgeted: \$5,250
- Actual: \$4,492
- Surplus over budget: \$758

LSC Net Income OVER budget:

\$4,056

2016 LSC Leadership & Safe Sport Workshop Registration Report
(April 22-24, 2016 Denver, CO)
Submitted by Kenny Chew & Dustin Fukuda

4/23/16 8:30am Dena Samuels

What you don't know you don't know: Unpacking our biases and behavior

Cultural inclusiveness, heart work (hard work)

Implicit/Unconscious bias

We cannot change biases until we know what they are.

Bias is activated automatically (without intent), quickly and effortlessly, most times not aware of activation nor impact.

Often based on stereotypes.

Harvard university's project implicit (www.implicit.harvard.edu)

Consider results - what did you expect your results to be? Reaction to results? What can/will you do with that information about yourself?

Consequences of implicit bias

Overcoming implicit bias

It is changeable, and first step is knowing about it and developing strategies to deal with it.

Microaggressions

subtle words, cues, and/or behaviors that insult, invalidate, or exclude others

Often cue stereotypes, labeling some as outsiders

Perpetuation of systems of power (keeps those in power, in power)

Summary

Understand that we all have biases. We need to work to include others and break down biases that we have. It's never ending. Continue to work to build a diverse and inclusive sport. Be aware of what we are saying, doing, treating others. Whether it be color, race, sexual preference, etc the biases that we hold affect our actions, speech, decisions because of this unconscious bias.

4/23/16 1:00pm Bruce Lesley

Recommend that meetings start on time. Informally or formally.

1. What would the benefits be if we were even better?
2. What are we doing really well?

Board decisions should predominantly be:

1. ends vs. means
2. executive limitations, i.e., what is unacceptable

3. Board-staff linkage
4. Governance process

Generative concepts

Discover and frame new realities, opportunities, and broad strategies

Framing decisions still are primarily 'policy' decisions

Creates a new covenant between board and ceo/volunteer leaders

Summary

Generative thinking. Possibly figure out a way to incorporate this generative concept idea to the Board Meeting. This is a good idea, but not sure how it fits into our Board meeting.

4/24/16 9:00am Athlete Executive Committee

Athlete Liason Program

Senior Chair - Liason for athlete reps.

Athlete mentoring - pick specific members of committee to mentor, develop a project to work on, explain process, teach leadership skills, guide the athlete through the process of learning to be an effective member

Ask coaches, volunteers, officials. Advertise (heat sheets?). Look at Athlete's Committee.

Summary

This was a preview of what will be rolled out at Convention. Will be a great resource for the Athlete Reps and help in the formation of an athlete's committee. Idea from small groups included, allowing athletes to report first and before HOD have athlete's caucus in a separate room to discuss legislation, etc.

4/24/16 10:00am WZ General Chair Meeting

3rd sectional meet for WZ. All 3 meets will be same weekend in March 2017.
Open water swimming championship - August 2016.

Sr. Zone Championship. 8/2-6/16, Clovis, 2 pools, 5 finals for events 50/100

Meet information will be on WZ website

Plea for Officials

High resolution image of LSC logo To Utah for Age Group Zones. May 23 conference call.

Convention 2016. Election for Coach Zone Director, Athlete Rep. Appointments - Officials Coordinator, Disability Coordinator, Historian.

Take online leadership course. Make all Board members take this course.

Zone Official Mentoring Program.

Zone Board of Review.

Safe Sport Workshop

Safe sport can't affect someone's ability to participate while someone is under review-
Team can...USA Swimming can't

its a law-cant suspend without due process (clubs can)

Under 5% of safe sport cases are false allegations. Misunderstood report isn't a false allegation.

Spectrum of intervention-
appropriate behavior (acknowledge it)
Team Policy violation (reinforce team procedures)
usa swimming code of conduct policy
Criminal activity

Safe sport goals 2016

1. to increase in number and empower safe sport champions
2. to encourage and support club leadership to embrace safe sport
3. to activate swim meets as parent engagement opportunities

eventually going to have "safe sport certified clubs"-dont want to make it a negative..no plans for punishment

"hear something, see something, say something"

Currently meet marshals don't need a background check, and on manual it is asked of them to walk in locker room to check out bullying, cell phone camera usage..etc....recommend a usa swimming member to check as they should be aware of safe sport rules.

coaches or parents no phones in bathroom

4/24 safe sport topics
pyramid=
Safe Sport Committee
Safe sport Zone chairs
Safe sport LSC chairs
Safe sport Club contacts

three contacts per team-coach, president, safe sport contact

hear something, see something, say something program-quarterly scenarios sent out to clubs with discussion points....takes 10 minutes

Introduce coaches to safe sport-meeting in person or conference calls
talk about policies-remind clubs to post online-policies clubs have may have to adjust to specific club situations (small clubs traveling, locker rooms shared)

big goal-make sure teams have policies, make sure teams know who you are and you are there for information

discussion points:

Travel policies, electronic communication, bullying, locker room, photography
ask what issues, if any, have arisen that need addressing

send updates to coaches as we learn them
biggest issue arising is bullying

Idea*-bagtags for age group states promoting safe sport-recommend a budget for products to raise awareness on safesport.

Table discussion:

#1 objective-increase awareness

training examples-steal from website, show videos and talk about scenarios

#2 meet in person with a coach from every club...spread awareness on safe sport and hope it trickles down

#3 overload with information on LSC website....once every 2-3 months send out applicable articles and scenarios

Athlete Representative Selection (V. Zukeran) - Bylaw change

Proposal: In the simplest form, my proposal would be to change the "all athletes can vote" system to a system where each individual team will get an amount of votes based on the size of their team. For example, teams with 0-50 swimmers would get one vote. Teams with 51-100 swimmers would get two votes. Teams with 101-150 swimmers would get three votes. And so on.

Rationale: The athlete rep voting system is how it is because it "should be based on the voices of the athletes." However, after having watched and been in the voting process myself, I've noticed many athletes do not vote (especially if they are uninterested, do not know who is running, their friend(s) is/are not running, etc.) while athletes who do vote are those who have friend(s) who are running or know the nominees. I have also had feedback from one swimmer in particular who should have run the same year as me but had decided against it because of the voting system (the way the athletes vote and the fairness in the voting system). Also, because the voting is done at States, even more athletes are left out if they do not qualify for States or choose not to go.

A voting system like the one I'm proposing may not necessarily rely on the athletes to choose their next junior reps. But it seems to me to be a more "fair, across the board" type of voting. It would give all the nominees an even chance at becoming junior reps and it's possible more swimmers will try run for the title.

Finance Vice-Chair Update

Date	balance	change	% change	Money Market	misc	Balance
1-Jan-16	\$ 197,644.87					\$ 303,254.24
1-Feb-16	\$205,444.54	\$ 7,799.67	3.95%	\$105,615.63		\$311,060.17
1-Mar-16	\$196,093.74	\$ (9,350.80)	-4.55%	\$105,621.49		\$301,715.23
1-Apr-16	\$204,066.27	\$ 7,972.53	4.07%	\$105,627.75		\$309,694.02
1-May-16	\$172,845.51	\$ (31,220.76)	-15.30%	\$105,633.81	\$495.00	\$278,974.32
1-Jun-16	\$185,878.44	\$ 13,032.93	7.54%	\$105,640.07		\$291,518.51

Date	balance	change	% change	Money Market	CD 1	CD 2	Balance
1/1/2015	\$ 166,786.13						
2/1/2015	\$ 162,031.29	\$ (4,754.84)	-2.85%	\$ 50,460.79	30,000.00	25,000.00	\$ 267,492.08
3/1/2015	\$ 152,382.80	\$ (9,648.49)	-5.95%	\$ 50,474.79	30,000.00	25,000.00	\$ 257,857.59
4/1/2015	\$ 146,862.22	\$ (5,520.58)	-3.62%	\$ 50,487.90	30,000.00	25,000.00	\$ 252,350.12
5/1/2015	\$ 142,424.56	\$ (4,437.66)	-3.02%	\$ 50,502.07	30,000.00	25,000.00	\$ 247,926.63
6/1/2015	\$ 176,523.01	\$ 34,098.45	23.94%	\$ 50,515.94	30,000.00	25,000.00	\$ 282,038.95
7/1/2015	\$ 169,771.49	\$ (6,751.52)	-3.82%	\$ 50,530.11	30,000.00	25,000.00	\$ 275,301.60
8/1/2015	\$ 218,255.19	\$ 48,483.70	28.56%	\$ 50,543.99	30,000.00	25,000.00	\$ 323,799.18
9/1/2015	\$ 208,701.11	\$ (9,554.08)	-4.38%	\$ 50,558.25	30,000.00	25,000.00	\$ 314,259.36
10/1/2015	\$ 172,872.07	\$ (35,829.04)	-17.17%	\$ 50,572.42	30,000.00	25,000.00	\$ 278,444.49
11/1/2015	\$ 178,238.85	\$ 5,366.78	3.10%	\$ 50,586.30	30,000.00	25,000.00	\$ 283,825.15
12/1/2015	\$ 187,618.06	\$ 9,379.21	5.26%	\$ 105,603.09	closed	closed	\$ 293,221.15
12/31/2015	\$ 197,644.87	\$ 10,026.81	5.34%	\$ 105,609.37			\$ 303,254.24

Hawaiian Swimming LSC Inc.	
Investment Policy Goal	
Investment corpus goal	\$1,000,000.00
Current (Starting Principle)	\$130,000.00
Monthly Addition	\$2,015.00
Years to Grow	20
Interst Rate	4.00%
Compound monthly	
Annual Return 4%	\$40,000.00
Reinvest	\$24,000.00
Applied to operational travel funding	\$26,000.00
Recover operational investment funds	\$24,000.00
Total addition to operational travel funds	\$40,000.00