

Hawaiian Swimming
House of Delegates Meeting Minutes
April 13, 2014
Chaminade University – Henry Hall

Present:

David Coleman, LSC General Chair
Wendy Shigeta, Secretary
Lynne Nakamura, Treasurer
Gwenn Tamayoshi, Registration Coordinator
Linda Lileikis, Finance Vice-Chair
Kenny Chew, Administrative Vice-Chair
Malcolm Cooper, Age Group Vice-Chair
Jon Hayashida, Senior Vice-Chair
Larry Oshiro, Coaches' Rep
Dustin Fukuda, Club, Athlete, & Special Program Development
Kevin Frifeldt, Senior Athlete Rep
Rebecca Walton, Junior Athlete Rep
Anson Tam, Athlete Rep
'Aukai Lileikis, Athlete Rep
Reid Yamamoto, Maui At-Large Rep
Mike Osborne, Big Island At-Large Rep
Dean Schmaltz, Technical Planning
Margaret Glasgow, Times Administrator
Ken Suenaga, Safety Officer
Ryan Muraoka, SPL
Jialin Sun, SUN
Theresa Walton, KSC
Marcelle Arakaki, HSC

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

A. Introduction

1. All attendees introduced themselves

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

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B. Approval of HOD Minutes

Action Taken: *Reviewed and approved unanimously without correction the HOD Minutes of November 16, 2013*

C. Approval of BOD Minutes

Action Taken: *Approval of BOD Minutes of February 9, 2014 tabled to the end of the meeting or until the next Board Meeting*

D. Treasurers Report

1. Profit & Loss Budget vs Actual – January through December 2013

Informational:

- 1) Still a draft until the Accountant has a chance to review give depreciation expense. Once the depreciation expense is added, it will be finalized.
- 2) \$44,776.75 in the positive
- 3) Assets: \$328,984.13

Question: Why do we have to do depreciation expenses instead of just writing items down as expenses?

ACTION NEEDED: Finance Vice-Chair will check on whether we have to do depreciation expenses

Action Taken: *Profit & Loss Budget vs. Actual – January through December 2013 was reviewed and accepted unanimously.*

2. Profit & Loss Prev Year Comparison for February 2014 presented

Action Taken: *Profit & Loss Budget vs. Actual – February 2013 accepted unanimously*

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E. Registrar's Report

1. Informational:

- 1) Currently we have the following registered:

Athletes Total: 2856

Non-Athlete Total: 321

Clubs/Organizations Total: 30 Clubs, 2 Organizations

(Organizations are MAGSA & Big Island Swim)

- 2) **Question:** Previous years we had a lot of swimmers registering in January and February, but this year, it doesn't appear to be that way. Is it because most of the athletes registered early?

Discussion: Yes. This may affect our budgeted income for this year. Expected budget may need to be adjusted as previously a lot of registration income came in at the beginning of the year. May need to adjust the budget to anticipate a bulk of registration income to come in from September – December.

- 3) **Question:** What was the outcome of the fine to the non-Hawaii club?

Discussion: They have not paid it yet. Until the fine is paid, they should not be allowed to swim at any meets. Just be cautious that we cannot keep a USA Swimming Registered athlete out of a meet. The Club can be kept out of a meet, but a swimmer may still swim. If their Club is barred, the swimmer could swim unattached and be assigned a coach from the hosting Club.

F. Bylaws Revision

1. Informational:

- 1) We need to have at least 20% athlete representation on the Board of Directors according to USA Swimming. The number of athletes needed to achieve 20% representation would be 3.5 athletes, so we need 4 athlete reps rather than the 2 that we currently have.
- 2) The following revisions were proposed to the Bylaws:

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604.1.3 ATHLETE REPRESENTATIVES

~~Four~~ ~~Two~~ ~~(4)~~ ~~(2)~~ Athlete Representatives shall be elected, ~~two~~ ~~one~~ each year, for a two- year term, or until their respective successors are elected. At the time of election, the Athlete Representative must (a) be an Athlete Member in good standing, (b) be at least sixteen (16) years of age or at least a sophomore in high school, (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by Hawaiian Swimming or another LSC and (d) have his or her place of permanent residence reside in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The election meeting of the Athlete Representatives shall be conducted annually during Hawaiian Swimming’s Long Course Age Group Swimming Championship, or other regularly scheduled meet designated by the Board of Directors.

604.1.3.1 Elections Process for Athlete Representatives

The election process for the Athlete Representatives shall be conducted in a manner consistent with Section 606.2.1 in the Bylaws, except that only Athlete members in good standing are eligible to vote for the Athlete Representatives. The Senior Athlete Representatives will conduct the elections and all ballots shall be returned to the Senior Athlete Representatives in order to be counted at the designated meeting for the elections. Only Athlete Members who are present at the designated meeting will be eligible to vote in case of a tie in the balloting. The two athletes who receives the most votes of the ballots cast and counted for the respective office through this process shall be elected.

- 3) For this first year of implementation, the two current athlete representatives will serve on additional year and be designated as the Senior Athlete Reps. Two new Athlete Reps would be elected this summer and be designated as Junior Athlete Reps.

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- 4) Election of the Athlete Rep are usually done during Age Group Long Course Championships, but the Athlete Reps were reminded that the Bylaws does allow for electronic ballots and that it would be best if ballots were available to all athlete members so even those not going to Age Group Championships can vote. You can then count your vote at Age Group Championships and if there is a tie, then those present at the meet can vote to break the tie.
- 5) Suggestion was to set up polling places on the different islands if it is anticipated that the electronic balloting may be too overwhelming. The Senior Vice-Chair is willing to discuss this idea more with the Athlete Reps if they are interested.
- 6) Suggestion was made to ensure neighbor island representation by requiring that one of the three Athlete Reps be from a neighbor island. General Chair explained that it is probably better to allow the athletes to elect who they want and if there is not representation from the neighbor islands, an At-Large Athlete Rep can be appointed by the Board.
- 7) Suggestion was made to limit the number of Athlete Reps coming from the same Club since there is a limit for the regular Board Members. Currently the Bylaws state that no more than three Board Members can be from the same team, so could this apply to the Athlete Reps as well? Or could the athletes themselves set a limit? General Chair shared that Federal Law dictates that since this organization is set up for the benefit of the athletes, the athletes should control their own representation. But the General Chair will ask USA Swimming their opinion.
- 8) Question as to the number of athletes on each island. Technical Planning Chair provided this at the last Board of Directors' meeting. He will post it so everyone can see it.

Action Taken: *Moved to accept the Bylaws change as presented.*
Bylaws change was approved unanimously.

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Actions Needed: General Chair to check with USA Swimming on placing restrictions on the number of athlete representatives coming from the same club

G. 2014 Budget

1. Informational:

1) Big Island At-Large Representative presented a document he prepared in conjunction with information provided by the Treasurer. The document compares previous budgets and actual and includes a “trending budget” and as suggested budget. The “trending budget” reflects the direction the actual income/expenses appear to be going.

2. Discussion

- 1) Clarification: this document is not the proposed budget that was previously presented to the Board. The document presented by the Big Island At-Large Representative is to assist the HOD in making any needed changes to the proposed budget.
- 2) Add \$300 to the Background Check for Officials
- 3) Add new budget item: Western Zones Diversity Camp which is a requirement to send 2 athletes and 1 coach and the Diversity Chair. This will be the first year. Treasurer will create a new line item. Agreed to budget \$4,000 for Western Zones Diversity Camp.
- 4) May be in violation of the software agreement. Technical Planning, Age Group Vice-Chair and Times Administrator will work together to figure out what is needed in order to be compliance with the license agreement.
- 5) Meet Equipment – change budget from a total of \$1500 to \$7400 with the following breakdown: \$2400 for equipment, \$4000 for maintenance of current equipment, and \$1000 for software
- 6) Ribbon costs may be going up because Kauai ordering their own, so shipping costs will go up. Increase budget to \$8000.

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- 7) Because the USA Swimming Convention will be held in Jacksonville this year, the airfare should be increased to \$8000. Hotel expenses to \$4000.
- 8) Sport Promotion – USA Swimming is doing a promotion and Hawaii is one of the selected LSCs to automatically receive a promotional kit if requested. Starting May 1st, USA Swimming will be doing promotional ads, etc.. Leave budget at \$500. Can be adjusted later as needed.
- 9) Special Events and Activities – Senior Championships keep at \$7500 each. Short Course Age Group Championships change to \$11,000 since it will be in Kihei and there is no facility rental charge like on Oahu.
- 10) Inter-island Travel Board – Have tried to lessen the number of Board meetings to reduce travel expenses and have moved toward the LSC being governed mainly by Committees. Committee Chairs are reminded to again post their Committee Meetings and allow for participation by members either in-person or electronically via e-mail or conference calls. There is a section on the website that allows Committee Chairs to post their meeting announcements and agendas.
- 11) Committees are listed under the Governance tab and members are listed under each committee.
- 12) No formal Board of Review any more due to the bylaw change made at the last HOD meeting. If there is an administrative policy disagreement, members can bring it to any of the Board Members. The Board can then appoint a committee to look at the policy and come to a decision. If the parties are not satisfied, they can petition to the Western Region Board of Review. If it is an alleged Code of Ethics violation, it goes automatically to the Western Region Board of Review. There is also a list of violations listed in the USA Swimming Rules and Regulations that would go directly to the National Board of Review. General Chair will talk to USA Swimming to see if a local Board of Review is needed or if these procedures are adequate.

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- 13) IT/Web Expenses – Add \$500 for WiFi for Oahu
- 14) Also need to work on a Quad Budget. We are currently in the 2nd year of the Quad. New Quads start after Olympics. Will put together a committee to do this

Action Taken: Moved to accept the 2014 Budget with the changes presented. Motion to accept the 2014 Budget with the changes discussed was passed unanimously.

Actions Needed: 1) Technical Planning Chair, Age Group Chair, and Times Administrator will discuss what is needed to be in compliance with the software licenses; 2) General Chair to check with USA Swimming regarding the need for a local Board of Review; 3) Board of Directors should take a closer look at the budget and why we are running a \$50,000 deficit and recommendations on how to address this as we cannot keep taking from reserves to cover budget deficits. This should be done prior to the next HOD meeting in November 2014.

H. Nomination Committee

1. **Informational:** The Nomination Committee is chaired by the Administrative Vice-Chair. It sets the slate for the election in November. There is currently only one other member. The role of the committee is to try to surface names across the LSC for Board Members. The Treasurer volunteered to serve on the committee. There cannot be a majority from the Board so the rest must come from non-Board members. 20% should be athletes. Athlete representatives will find two athlete reps. The representative from KSC volunteered. If there are any other volunteers, please let the Administrative Vice-Chair know. Would like to get someone from the Big Island and Kauai if possible.

Currently the Nomination Committee consists of: Kenny Chew, Administrative Vice-Chair and Chair of the Nomination Committee; Reid Yamamoto, Lynne Nakamura, and Theresa Walton.

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Action Needed: Athlete Reps need to find at least two athletes to serve on this committee; If anyone knows of anyone else that would be interested, forward the name to Kenny Chew. Try to find people from the Big Island and Kauai if possible.

- I. **Document: “What does the Hawaiian LSC do for our athletes, parents, coaches, and non-athlete volunteers?”**
1. **Informational:** The document came about when there were a series of questions to the Board. The General Chair wrote the document and got feedback from the Board of Directors. Would like to post it on the website under “About Us.”
 2. **Discussion:**
 - 1) Should clarify that the “LSC” is everyone, not just the Board. Maybe in the opening line add a statement that says the Hawaiian Local Swim Committee is all of you.
 - 2) The document is also a good reminder to the Board and HOD as to the things we should be doing.

Action Needed: The Board of Directors will make a final decision on the document since it’s an administrative text.

J. **The 2015 Swim Calendar**

1. **Informational:** 2015 Swim Calendar presented by Age Group Vice-Chair. Patterned after last year’s schedule. Will add a disclaimer that dates can change and that there is a risk if you make reservations too early. Due to the school calendar, it looks like the high school State Championships will likely be a week later. Calendar swaps the venues for the Short Course and Long Course Championships, so Short Course will be on Maui and Long Course will be on Oahu next summer. This is due to Maui hosting the Western Zones just a few weeks after Long Course Championships and it’s a little difficult to handle both in a short time and Maui hasn’t had a chance to host Short Course Championships in awhile since it’s been going to the Big Island.

2. **Discussion**

1) Age Group meet originally on the calendar for February 21 & 22 will be changed to February 28 and March 1 due to HHSAA probable championships held on February 20 – 21.

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- 2) Bill Smith Invitational dates are wrong. Changed to October 24 & 26 (Saturday & Sunday) rather than Oct 26 –27 currently listed on the calendar which is a Sunday & Monday
- 3) Concern about having half the clubs swim on Saturday and half swim on Sunday is that certain clubs end up swimming on Sundays more and some of the swimmers cannot swim on Sundays due to religious reasons. The Technical Planning Chair clarified that the number of Saturday meets and number of Sunday meets were equal for all clubs for the duration of the calendar. The KSC representative shared that over the course of the calendar it may be equal, but for some swimmers, they may not be able to swim for a long period of time due to KSC being scheduled for back to back Sundays. For example, in the current calendar being proposed, KSC swims on a Saturday in November and then there is not another BC or Classified meet on a Saturday until May 2nd.
- 4) Part of the difficulty is that we need to work around high school swim meets and then high school girl's waterpolo.
- 5) Suggestion that swimmers be allowed to swim on a Saturday even if their club is scheduled to swim on Sunday if it is due to religious reasons. However, if you offer an exemption to one, you'd have to offer it to all.
- 6) Another option is to find another pool that could host meets on Saturdays instead of Sundays when VMAC is not available. Or we could host concurrent meets on Saturdays if we could possibly find a pool (maybe some of the high school pools) and can find enough officials.
- 7) May also need to look at the formats of meets to see if there may be other formats that would address the concerns.
- 8) Another suggestion is to look at adding a BC meet in January at VMAC on a Saturday during high school season if it is available.
- 9) Question as to why the Long Course and Short Course Championships were swapped. The trade was done because Maui is hosting Western Zones in the summer. December is a difficult time to travel and holding it on Maui means that the bulk of the swimmers and clubs would have to travel. The cost of airfare, rental cars, and hotel rooms is more expensive at that time of the year. Plus Oahu teams just traveled this past December to the Big Island. The venue

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for Short Course Championships has not been confirmed, so clubs will be advised not to make travel arrangements yet.

10) Question as to whether the Short Course Championship meet can be moved Thursday – Sunday to allow for more time before Christmas. Need to consider the school calendar and it is also difficult to find officials on Thursday and Friday. Officials seem more willing to volunteer Friday through Monday. Age Group Committee will consider.

11) Proposal made by the Club, Athlete, & Special Program Development Chair on behalf of the KSC Coach. The KSC coach had an idea to move Age Group Long Course Championships to June and to have an International Meet in July that would give opportunities for swimmers coming back from college to swim over the summer. The Senior Committee Vice-Chair can work with the KSC Coach to see if this new meet might be possible.

12) The question about moving Age Group Long Course Championships to June has been brought up many times, but the coaches have always voted 60% for July for the past three years. The dates can always be looked at. Coaches can bring it up to the reps for another poll. The dates have always been left up to the coaches. If there is a need for a prelim/final meet in June, another meet can be added.

Action Taken: *Proposed schedule with changes discussed approved unanimously.*
Short course championships venue and dates are still pending. Clubs should not make reservations yet.

K. Age Group Championship Format Schedule

1. Informational:

1) Looking at adding Western Zone events into the Age Group C Championships. This includes adding 11-12 200 stroke and 400 IM and the 800 Free Relay. Looked at several formats: A) Using the Western Zone format; B) Using the current schedule and just adding Western Zone events; C) Using a Current Modified Schedule. Also, looked at doing

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10 and unders as timed finals. Coaches were e-mailed by the Coaches' Rep, but no real responses. Committee recommends the Current Modified Schedule.

2. Discussion

1) 800 Free Relay – This is really a senior event, not an age group event, so why was it added back to the Age Group Championships? Reason is that a number of coaches requested it. Age group records are maintained for the 800 Free Relay and if they swim it at Senior Meets, they often cross age groups so there are limited opportunities to break the age group relay record. Concern is that people will complain that the swimmers have to swim the 800 Free Relay and a distance event. Coaches just have to be aware when entering their swimmers.

Action Taken: *Proposed that the Age Group Championship format schedule be changed to the Current Modified Schedule. Motion passed unanimously*

3. Discussion on 10 and under Timed Finals

1) Another proposal is to change the 10 and under swimmers to Timed Finals. This would allow 10 and unders to be finished in the morning session. Age Group Sectionals is Timed Finals. Western Zones is prelim/finals for 10 and unders. A majority of the coaches present at the meeting were for Timed Finals. Athletes feel that the 10 and unders like the prelim/finals format because it's exciting and you feel part of the team.

Action Taken: *Proposed that the Age Group Championship format be changed to 10 and under Timed Finals. Hand vote: 9 were for Timed Finals; 8 were for keeping it prelims/finals; 2 abstentions. Abstentions go with the majority so the official vote is 11 for Timed Finals for the 10 and unders and 8 were for keeping it a prelim/final format for 10 and unders.*

These changes to the Age Group Championships will take effect with this upcoming Long Course Championships in July.

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L. Senior Team Hawaii

1. **Informational:** Proposal is to develop a Senior Team Hawaii to go to Senior Western Zones. If a Senior Team Hawaii is established, swimmers going with their Club (and not Team Hawaii) would not be reimbursed for travel. If we take a Team Hawaii, will need to staff and it will cost \$9,000 - \$11,000. LSC cannot afford to take a Team Hawaii and still reimburse swimmers going with their individual clubs. Swimmers would have to go with Team Hawaii in order to be eligible for the \$300 travel reimbursement.

Action Taken: *Proposal to establish a Senior Team Hawaii to go to Senior Western Zones and only athletes that are part of Team Hawaii would be eligible for the established travel reimbursement through the LSC. Hand vote taken: 14 in favor of the proposal; 1 opposed; 2 abstentions. Abstentions go with the majority, so the official vote is 16 in favor of the proposal and 1 against.*

M. Quad Plan

Informational: The Quad Schedule is done, but still need to work on the Quad Budget

N. Crisis Management Plan

Informational: Will be posted

O. Club Officials Quota

1. **Informational:** The Club Officials Quota was already passed, but it was not placed in the Rules and Regulations. This sets a quota of officials each club needs to provide based on the number of competitive athletes within the club. Current quota set at 1 active certified official per 20 competitive athletes. Clubs will be assessed a fee of \$250 for each active official a club is short of the calculated quota.

Action Taken: *Proposal to include the Club Officials Quota in the Rules and Regulations. This proposal was passed unanimously*

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2. Discussion:

- 1) How is competitive athlete calculated? In Team Manager can find how many athletes have a best time in any event per club. This list will be forwarded to the Officials Chair who will compare the list to the number of active certified officials through the Officials Tracking System. Teams and individuals should also be keeping track of the meets that officials officiate at in case of discrepancies.
- 2) How many Officials Clinics will there be? Technical Planning Chair will work with the Officials Chair to put Officials Clinics on the calendar. Hope to have several clinics a year to accommodate training the anticipated large number of new officials.
- 3) Currently the Rules and Regulations say a official must officiate at least 10 sessions, but on the Big Island there are not as many meets and many are single session meets. We may need to re-look at this 10 session requirement if many officials have difficulty fulfilling the requirement.

Action Taken: *Proposal on adding the Club Officials Quota to the Policies and Procedures Manual passed unanimously.*

P. Finance Chair

1. **Informational:** Audit Report was presented. Audit showed that people are not always providing receipts or adding things up correctly with tax. Remind people that if they are requesting reimbursements to include the proper receipts and to add things up correctly. Other concern is not using the proper registration forms and the fees may not be added up correctly or errors in type of registration with different fees.

2. Discussion:

- 1) Question as to whether the Audit Report should be posted. We normally don't post the Audit reports as they are internal documents that is used to work with the Treasurer for checks and balances. The Audit Report will not be posted

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Q. Oceania

Informational: Senior Committee Vice-Chair will meet with the Oceania Committee to finalize the list of athletes and will be contacting the athletes shortly.

R. Western Zones

1. **Informational:** Some parents have already expressed interest.

2. **Discussion:** Question about what kind of ground transportation should be used. Most economical way for ground transportation appears to be asking parents to help transport rather than renting a bus. Western Zones Coordinator will consider this.

Action: Motion for adjournment. Motion passed unanimously.

Meeting adjourned at 2:34p.m.

NEXT MEETING: The next meeting is a Board of Directors Meeting on June 21, 2014 following morning preliminaries at the Senior LCM Championships at UH.

Respectfully submitted, Wendy Shigeta, Secretary

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