

**Hawaiian Swimming
House of Delegates Meeting Minutes
November 23, 2014
Chaminade University – Henry Hall**

Present:

Kenny Chew, Administrative Vice-Chair (presiding officer)
Wendy Shigeta, Secretary
Lynne Nakamura, Treasurer
Gwenn Tamayoshi, Registration Coordinator
Malcolm Cooper, Age Group Vice-Chair
Jon Hayashida, Senior Vice-Chair
Larry Oshiro, Coaches' Rep
Reid Yamamoto, Maui At-Large Rep
Mike Osborne, Big Island At-Large Rep
Dean Schmaltz, Technical Planning
Ken Suenaga, Safety Officer
Sandy Drake, Officials Chair
Kiri Allen, Maui Athlete At-Large Rep
Maia Petrides, Jr. Athlete Rep
Theresa Walton, KSC
Joe Glenn, Aulea

Call To Order: Meeting was called to order by LSC Administrative Vice-Chair at 10:47 a.m.

A. Approval of HOD Minutes of April 13, 2014

Action Taken: *Reviewed and approved unanimously without correction the HOD Minutes of April 13, 2014*

B. Treasurers Report

1. Depreciation Expenses

Informational:

- 1) Tax papers have been filed and mailed
- 2) Treasurer now has the depreciation expenses and will revise the financial statements for this year

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3) Treasurer will send the updated financial statements to the Board via email.

2. Next Audit (January – June) needs to be scheduled

C. Registrar's Report

1. Informational:

1) Currently we have the following registered:

Year-Round Athletes: 1604

Outreach: 25

Athletes Total: 1629

Individual Non-Athletes: 218

Family 1: 16

Family 2: 16

Lifetime: 1

Non-Athlete Total: 251

19 Clubs out of 33 have registered so far

1 Organization has registered so far

Total Clubs & Organizations: 20

2) New Clubs

Discussion: Currently the process is that a new club will send the registrar its information. The registrar looks over the information, signs off, and sends it to USA Swimming. USA Swimming reviews the information and will then notify the new club and the registrar that the club has been accepted. The registrar would then bring it before the Board to accept the new club. USA Swimming has notified the registrar that this process is not correct. Once the registrar signs off and sends the paperwork to USA Swimming and USA accepts the club, the club is then deemed official. There is no Board approval at that point. When the new club first applies, the LSC can check the club name and acronym to make sure that there is no conflict or the acronym is not too close to an existing club. The only other thing that the LSC can ask is that the new club conform to any existing requirements (i.e. officials, etc.)

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Suggestion: A suggestion was made that we have new clubs sign off in writing that they have read all of the LSC Rules & Regulations and Bylaws which includes things like the hosting requirements and officiating requirements.

Informational: There is one new club that was recently accepted by USA Swimming. They are called “Blue Fish Swimming” and they are practicing out of the Pahoia Pool on the Big Island.

Suggestion: Recently a Kihei Swim Club was added and will go by the acronym KSC-Maui which is very close to the current acronym for the existing Kamehameha Swim Club. This may cause confusion. Since they have already been approved by USA Swimming, there is nothing we can do at this point, but going forward, the Board should take some time prior to sending in the paperwork to USA Swimming to review a new club’s application.

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

D. Old Business

1. Compliance on HiTech Software Licenses

1) **Informational:** Big Island Swimming sent in the information and it was approved by HiTech, so there is no compliance issues at this point.

2. Nominating Committee: Nominations

1) Review of voting members

Informational: Confirmed that there are currently only 9 athlete delegates (there is supposed to be 10) because Tori Zukeran was moved to a Jr. Athlete Rep. Need to find one more Athlete Delegate.

There are 21 voting members of the Board which includes 6 Athlete Reps (2 Senior Reps, 2 Junior Reps, and 2 At-large Athlete Reps). Kiri Allen is the Maui At-Large Athlete Rep. The other At-Large Athlete Rep is supposed to be Kate Machorek.

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Informational: Review of current clubs

- Academy
- Aloha
- Aulea
- HISC
- HSC
- Hickam
- Hilo Aquatics
- Iolani
- Island Aquatics
- Kaneohe
- Kamehameha
- Kona Dolphins
- Kona Aquatics
- La'a
- Lahaina
- LLSC
- Manoa
- Maui Dolphins
- Maui Swim Club
- Mokihana
- North Shore
- Punahou
- Pearl City
- Rainbows
- Schofield
- Splash
- Swim Kauai
- Sunshine
- Warrior
- West Oahu
- UH
- KSCM
- Blue Fish Swimming

TOTAL: 33 current clubs

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2) Nominations and Elections

a) **Action Taken:** Nominations from the floor opened for General Chair. No nominations from the floor. Moved and seconded to close the nominations for General Chair. Motion to close the nominations for General Chair approved unanimously. Kenny Chew is the only nominated candidate. ***Kenny Chew is appointed the new General Chair by Proclamation.***

b) **Action Taken:** Nominations from the floor opened for Administrative Vice Chair. No nominations from the floor. Moved and seconded to close the nominations for Administrative Vice Chair. Motion to close the nominations for Administrative Vice Chair approved unanimously. Dean Schmaltz is the only nominated candidate. ***Dean Schmaltz is appointed the new Administrative Vice Chair by Proclamation.***

c) **Action Taken:** Nominations from the floor opened for Senior Vice Chair. No nominations from the floor. Moved and seconded to close the nominations for Senior Vice Chair. Motion to close the nominations for Senior Vice Chair approved unanimously. Reid Yamamoto is the only nominated candidate. ***Reid Yamamoto is appointed the new Senior Vice Chair by Proclamation.***

d) **Action Taken:** Nominations from the floor opened for Finance Vice Chair. No nominations from the floor. Moved and seconded to close the nominations for Finance Vice Chair. Motion to close the nominations for Finance Vice Chair approved unanimously. David Coleman is the only nominated candidate. ***David Coleman is appointed the new Finance Vice Chair by Proclamation.***

e) **Action Taken:** Nominations from the floor opened for Secretary. Alexa Heiss was nominated and accepted the nomination. No other nominations from the floor. Moved and seconded to close the nominations for Secretary. Motion to close the nominations for Secretary approved unanimously. Alexa Heiss is the only nominated candidate. ***Alexa Heiss is appointed the new Secretary by Proclamation.***

f) **Action Taken:** Nominations from the floor opened for the Nomination Committee. An email was received by the Treasurer nominating: Kenny Chew, Dean Schmaltz, Reid Yamamoto, and David Coleman. Theresa Walton was also nominated from the floor.

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Clarification: As new Administrative Vice Chair, Dean Schmaltz will be the chair of the Nominations Committee. General Chair cannot be on the Nomination Committee. Need a total of 5 on the Nomination Committee with at least one being an athlete. Also, there can be no more than 2 Board Members or Executive Committee Members (which would include any athlete Board members).

Action Taken: *Moved and seconded to table the nominations for the Nomination Committee.* Hand vote on the motion to table the nominations for the Nomination Committee. 6 voted in favor of the motion. 8 opposed the motion. *The motion to table was defeated.* Continued with the nominations for the Nomination Committee.

Action Taken: *Dean accepted as Chair of the Nomination Committee. Reed accepted as the second Board member. Theresa accepted as a non-Board member.*

Action Needed: *Need to find one more non-Board member to serve on the Nomination Committee and one more non-Board athlete to serve on the Nomination Committee.*

3) Budget Committee Report for 2015

a) **Informational:** No report has been submitted yet.

b) **Action Taken:** Budget Report tabled unanimously

c) **Action Needed:** *Budget Report will need to be reviewed and approved by the Board of Directors in January or February. Budget Committee will need to meet in December.*

E. New Business

1) Progress on Election for Athlete Representatives

a) **Action Taken:** Maui athletes voted and nominated Kiri Allen. Drew Holloway was nominated for the Big Island At Large Athlete and Kate Machorek had been previously nominated from Kauai. *Motion made to accept the at-large athlete nominations for the Board of Directors. Motion passed unanimously.*

2) Changes to Policy and Procedure Manual

a) **Action Taken:** 4 changes proposed:

1) Amend Section 4.02 Time Standards (attachment 2)

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- 2) Amend Section 4.03(c) Types of Meets – Invitational Meets (attachment 3)
- 3) Amend Section 4.03 (l) Types of Meets – Senior Meets (attachment 4)
- 4) Amend Section 14.01 & 14.09 – Club Official Quota (attachment 5)

All 4 proposed changes to the Policy and Procedure Manual taken as a group and approved unanimously.

b) Action Taken: Proposed change in the Rules and Regulations

- 1) Amend Section 7.01 Responsibility to Obtain Officials for Meets (attachment 1)

Discussion: This proposed change taken separately and discussed. Question raised as to who will monitor compliance as to whether clubs are providing officials and timers commensurate with their number of athletes entered. If there are problems, they should be reported to the Board so that Clubs can be monitored. The numbers needed will vary depending on the meet. Warm-up reports can be sent out prior to the meet notifying each club the number of timers and officials they will need based on the number of athletes entered. Another concern raised that “not in good standing” needs to be better defined and made more consistent. Suggestion that a subcommittee be put in place to investigate whether we have procedures for dealing with “not in good standing” and, if not, propose some generic procedures that can be used with any situation in which a Club is tagged “not in good standing.” Another suggestion was that the Administrative Vice-Chair write up all the changes to the Rules and Regulations and Policies and Procedures that are passed and to email the changes directly to all of the delegates.

Action Taken: *Motion to accept the changes to Section 7.01 passed unanimously*

3) Dates for upcoming Board Meetings

January 11 – BOD meeting

February 8 – BOD meeting

March – Committee meeting

April 12 – HOD meeting

F. Reports

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1) Administrative Vice-Chair

Informational: Would like to have a 2 days/1 night Leadership Summit in March or April for Head Coaches and Club Presidents for all teams. Will bring this up as a budget item at the next Board Meeting. The goal will be to get more people involved both at the LSC level and at the Club level.

2) Financial Vice Chair – not present; no report

3) Age Group Vice Chair

1) **Informational:** For the upcoming Age Group State Championships, will not be able to have a vendor sell suits and goggles due to Maui County Code. Can only sell items that have the event logo.

2) **Informational:** Conflict with May 8th Senior Meet and the HHSAA Girls' Water Polo Championships. Action Needed: Jon will work with Dean and Reid on possibly rescheduling.

3) **Informational:** Malcolm and Dean will be meeting with new VMAC Pool Manager. Will be transferring ownership of the 8' pads to VMAC.

4) **Question and Discussion** - raised regarding whether anything has been done on a method to cooling the VMAC pool down. It has been investigated and it looks like it would be about \$1500 - \$2000 to make a system and about \$6000 to purchase.

5) Action Needed: A cooling system for VMAC does appear worth getting, but it is not currently in the budget, but will try to get it into the 2015 budget.

4) Senior Vice Chair

1) **Informational:** Had a Senior Committee meeting. One suggestion is to get the assignment for responsibilities out sooner. It is difficult because have to wait for all the entries to go in which is typically 4 days before. Can make the deadline earlier, but there are plusses and minuses. Teams should be aware that duties cannot be assigned until the entry deadline and that they will be getting assignments just a few days prior to the meet. Should try to split up the duties and officials requirements and send to the teams with the warm-up report e-mail.

2) **Informational:** Finishing up the write-up for the Western Zone Policies & Procedures and will submit to the Board.

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

6) Technical Committee – Nothing to report

7) Times/SWIMS Coordinator – not present; no report

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8) Athlete's Representatives

- 1) **Informational:** The athletes have submitted their Convention Report
- 2) **Question:** What is the difference between the Senior & Junior Reps and the At-Large Reps? The athletes elect the Senior & Junior Reps and the At-Large Reps are appointed. The Senior & Junior Reps go to Convention. But all the athlete reps are voting members of the Board.

9) Coaches' Representatives

- 1) **Informational:** Election for new Coaches' Representatives will be at the SCY Age Group State Championships

10) Officials Chair

- 1) **Informational:** Senior Champs had more officials than usual and all officials got breaks. There were a lot of brand new officials due to new quota.
- 2) **Informational:** Election for new Officials Chair will be elected at the SCY Age Group State Championships. Ballots will be sent through e-mail. Will include a clarification of who can be the Officials Chair (anyone who is a certified official in good standing; do not have to be certified as a referee)
- 3) **Action Needed:** *Technical Committee Chair will be working on the athlete count for the officials' quota. Will send the teams an email letting them know how many swimmers they had in 2014 and a reminder that they should have had so many officials based on that count and that they need to make sure they get that number of the 2015 year. The 2015 swimming year starts in September.*

G. Announcements

- 1) New General Chair will be working with the Athlete Representatives on Safe Sport Training. Athletes need to hold their own workshops using the USA Swimming Videos, etc. Susan Woessner willing to come to Hawaii to help with the training. The New General Chair will be contacting the athlete reps.

Action: Motion for adjournment. Motion passed unanimously.

Meeting adjourned at 12:31 p.m.

NEXT MEETING: The next meeting is a Board of Directors Meeting on January 11, 2015.

Respectfully submitted, Wendy Shigeta, Secretary

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Attachments:

Attachment 1: Proposed Amendment to Section 7.01 Responsibility to Obtain Officials for Meets

Attachment 2: Proposed Amendment to Section 4.02 Time Standards

Attachment 3: Proposed Amendment to Section 4.03(c) Types of Meets – Invitational Meets

Attachment 4: Proposed Amendment to Section 4.03 (l) Types of Meets – Senior Meets

Attachment 5: Proposed Amendment to Section 14.01 & 14.09 – Club Official Quota

Attachment 6: Convention Report from the Athlete Representatives

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