

**Hawaiian Swimming**  
**Board of Directors Meeting Minutes – FINAL**

**February 9, 2014 Chaminade University**

**Present:**

David Coleman, LSC General Chair  
Wendy Shigeta, Secretary  
Dustin Fukuda, Athlete & Special Program Development  
Reid Yamamoto, Maui At Large  
Mike Osborne, Big Island At-Large  
Jon Hayashida, Senior Vice Chair  
Gwenn Tomiyoshi, Registration & Membership Chair  
Malcolm Cooper, Age Group Vice Chair  
Larry Oshiro, Coaches' Rep  
Lynne Nakamura, Treasurer  
Kevin Frifeldt, Athletes' Rep  
Kenny Chew, Administrative Vice Chair

**Call To Order:** Meeting was called to order by LSC General Chair at 10:44 a.m.

**A. Approval of Minutes:**

**Action Taken:** Moved to accept the minutes of the Board of Directors Meeting of January 12, 2014. No corrections noted. Motion passed unanimously. Minutes are accepted without correction and will be posted as a final copy.

**B. Treasurer's report:**

**Informational:** October, November, and December 2013 financial statements were e-mailed to the Board. December report still a draft pending CPA review. Nothing unusual to report.

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**B. Registrar’s Report**

**Informational:** As of 2/8/2014:

Total Athletes - 2598 (of which 43 are outreach)

Total Non-Athletes – 297

Individuals – 248

Family 1 – 24

Family 2 – 24

Life Member – 1

Clubs & Organizations – 30

28 Clubs (North Shore & University of Hawaii still have not registered)

2 Organizations

**Discussion:**

- Suggestion from the floor that a comparison report be presented at the Board meetings comparing the numbers month to month so we can tell if the LSC is growing or declining in membership.
  
- Information can be accessed through the LSC Club Portal, but not sure who can access this. Later found out that only those with the LSC administrative password can access the LSC Club Portal.

**Informational:** A lot of coaches have registered, but haven’t completed the Athlete Protection program. They cannot be issued a card without taking the course.

**Action Needed:** *Registrar will send an e-mail reminder to the coaches who need to take the Athlete Protection course.*

**C. Old Business**

**1. Nomination and Appointment of Athlete Members:**

**Action Taken:** The Senior Athlete Representative presented to the Board the names of two athletes who they recommend be appointed to the Board of

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Directors until an election can be conducted in the summer. The two recommended at-large athlete representatives are: **Leahi Camacho from the Big Island (Kona Dolphins) and Kate Machorek, Kauai (Swim Kauai).**

***Action Taken: The Senior Athlete Representative also presented to the Board names of 10 athletes who will be part of the House of Delegates:***

- Jonah Hu, Maui Swim Club***
- Mika Kane, HSC-Maui***
- Anson Tam, Sunshine***
- Dongjin Hwang, Manoa Aquatics***
- Tambrina Fairbanks, Swim Kauai***
- Kysha Altura, HSC- Maui***
- Cody Hamane, Warrior Aquatics***
- Victoria Zukeran, Splash Aquatics***
- Aukai Lileikis, Punahou Aquatics***
- Phoenix Hauanio, Kona Aquatics***

***Action Needed: These HOD Athlete Reps will be posted on the website and have been appointed to attend the April meeting. Senior Athlete Representative will send the names to the General Chair and to the Secretary.***

***Action Needed: By the summer, an election should be held to elect the 4 athlete reps to serve on the Board and the Athlete HOD reps can be put on a slate.***

**Discussion:** Can the athlete reps still be on the Board if they have already graduated? Do they have to be in Hawaii? It is up to the athletes to elect whoever they choose. It may be better if they were in Hawaii, but it is up to the athletes. The athletes may want to also consider UH swimmers. If an athlete wants to serve and they are on the mainland, as long as they can figure out a way to communicate and carry out their duties it is up to the athletes to elect whoever they wish.

## **2. Crisis Management Plan**

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**Informational:** Sr. Committee Chair completed a draft of the Crisis Management Plan.

**Action Needed:** *Board Members should look at it and let the Sr. Committee know of any questions or suggested changes. A draft will be posted as part of the Minutes. Committees should also look at it in March.*

### **3. Nomination Committee**

**Informational:** No new names for the Committee at this point.

**Action Needed:** *If there are any suggestions for people to serve on the Committee forward the names to the Administrative Vice Chair. Hope to be able to present the Committee to the HOD in April for confirmation.*

### **4. Review of document “What the LSC Does”**

**Informational:** General Chair did not receive any suggested changes. Would like to post it on the website to let people know what the LSC does, but will present it first to the HOD.

### **5. Update on Membership Numbers to consider for Athlete Representation**

**Informational:** Technical Chair sent an email of 2013 Competitive Athlete Count. Big Island sent some corrections to the Technical Chair.

**Discussion:**

- The Athlete Rep shared that when they developed their list of suggested representatives, they were trying to get people from as many different teams as possible involved.
- Agree that this may be the best as it encourages people to get involved and participating. If you set a specific number from each island, what if no one wants to serve? How can you force someone to serve just to follow the bylaws?

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- Suggestion that there be a “suggestion” in the bylaws to try to include a diverse group of representatives from different clubs and islands. After the election, the Board could look at the representatives and could try to balance it with an “at large” representatives if needed.
- Current athlete representatives will be extended another year and will be considered the “senior” reps and the newly elected reps will be the “junior” reps to serve for the next two years.

**Action Needed: *If there are any suggestions on the wording for the change in the bylaws in regards to the number of athlete representatives, please let the General Chair know. General Chair will then send out a proposed change to the Board via e-mail and the vote will be conducted via e-mail by March 10, 2014 so that it can be presented to the HOD in April.***

## **6. Western Zone Deadlines and Team Selection Criteria**

**Informational:** Still working on it in Committee

## **7. Updated Meet Schedule**

**Informational:** Still working on it as the DOE school schedule just came out this week. There will be some changes to the schedule with the Western Zones being on Maui as we don't want to have Long Course Age Group Championships two weeks before Zones. So will discuss with the Age Group Committee about possibly having the next 3 Long Course Championships on Oahu.

## **8. Upcoming and Future Age Group Championship Format**

**Informational:** Looking at possibly doing a 4-day meet, similar to the Western Age Group Zones schedule. Looking at starting earlier on the first day and adding the 800 Free Relay. In order to keep a schedule that includes enough rest time, looking at possibly using 10 lanes for prelims when at VMAC or reducing the maximum number of event entries per athlete to 6 or 7 or tightening up time standards with bonus events.

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**Action Needed: Age Group Chair will try to get the documents on Western Zones, Updated Meet Schedule, and Championship Format posted on the website as “drafts” at least 20 days prior to the HOD meeting to provide people an opportunity to review it prior to the meeting.**

## **9. Committee Meetings**

**Informational:** Committee Chairs are reminded to post their committee meeting dates, agenda, and format (if it will be via e-mail, phone, at a physical location, etc.) to allow people an opportunity to provide input. Also, Committees should post meeting minutes. March is set aside for Committee Meetings.

**Action Needed: *By March 1<sup>st</sup>, Committee Chairs if you are having a meeting, post a meeting agenda. If you don't have the ability to post onto the website, send it to the General Chair, Administrative Vice Chair, Technical Planning Chair or Age Group Chair and they can post it on the website.***

## **10. LSC Quadrennial Plan (LEAP Two)**

**Informational:** Treasurer and General Chair still in the process of working on a Quadrennial Budget. Technical Planning Chair e-mailed a Quadrennial Schedule and just need to tie in the Budget to the Schedule for the Quadrennial Plan.

**Action Needed: Treasurer and General Chair will work on a draft of the Quadrennial Budget & Plan for the HOD in April.**

## **11. LSC Equipment Storage on Oahu**

**Informational:** Have been given permission to store equipment at VMAC, but will need to provide a container. Currently have been given permission to put the container on the deck in the back near the current storage area. The area can fit a container around 8' by 8'. That might not be big enough as the pads are 9 feet. Will probably need at least a 10 foot container. It appears that the Fred

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Tester, who is currently storing the equipment at his house, uses an area about 10' by 10'. Is it possible to have a larger storage unit placed outside of the gate?

**Action Needed:** *By summer (or earlier if possible) need to figure out a plan for storing the equipment and get it moved from Fred's house. If not at the pool, then to a temporary location. Technical Planning Chair should figure out how much space is needed and what the options are.*

## **12. Job Description for possible LSC Staff person**

**Informational:** Nothing further has been worked on at this point.

## **13. Oceania Championships**

**Informational:** Sr. Committee Chair passed out previous selection procedures and the 2014 Order of Events. Will be posted on the website.

## **14. Western Senior Zones**

**Action:** Proposal made by the Senior Committee Chair to establish a Team Hawaii to compete at the Western Zone Senior Championships (WZSR).

### **Discussion:**

- Put in the proposal that teams may continue to attend the WZSR, but wouldn't be eligible for the partial travel reimbursements. This is to encourage swimmers to attend WZSR as part of Team Hawaii. It would be difficult to financially support both Team Hawaii and individual teams going.
- The "all star" concept is used by other smaller states who may not have large enough teams to send to the WZSR or even if they had a large team, they may not be competitive in the relays. The all star team would allow for more competitive relays and a more competitive team overall.
- However we choose to do it, as long as you notify people ahead of time, it should be fine. But people should know up front that they will or will not be reimbursed if they go with their own individual team.

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- Proposal suggests 12 males and 12 females (24 swimmers total). If there are more than that, may need to add on additional staff (coaches and chaperones).
- If this proposal is passed, will need to change the reimbursement form.
- Should get coaches' feedback to see if there is interest. If there is no interest and most teams just want to go on their own, then maybe we should not pursue this proposal because you won't be able to get the athletes to participate.
- Also get feedback from the coaches on the number of athletes to be selected for Team Hawaii. Is 24 reasonable or should it be larger (36)? Need to consider that the timing is at the start of the DOE school year, so some athletes may not be able/willing to go. But also want to make sure that we include enough eligible athletes that want to go so that those who don't make Senior Sectionals will have a season-ending meet.
- Also included in the budget is MedEx insurance which should be considered for any LSC travel as it covers transportation back to Hawaii after any catastrophe (i.e. air ambulance). Minimal cost (\$3/day). Suggestion from USA Swimming.

***Action Needed: Will send out the proposal to the coaches and get feedback. If most agree (or don't respond), will be sent out to the Board via e-mail to vote for approval along with the Bylaws change for the number of Athlete Representatives. The General Chair will send this e-mail vote to the Board by March 10, 2014 so that the e-mail vote can be taken and, if passed, can be presented to the HOD in April.***

## **D. New Business**

### **1. Proposed 2014 Budget presented**

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**Discussion:**

- Question as to why the proposed revenues going down when the number of swimmers has been increasing. Agreed that the revenue estimate should be increased, especially since SCY and LCM Championships will be on Oahu. Increased AG LCM Championships be increased to \$15,000 and AG SCY increased to \$16,500. Meet surcharge increased Meet Surcharge to \$45,000 and Facility Surcharge (Oahu Age Group) increased to \$10,000 (and also increase Facility Surcharge Expenses to \$10,000).
- Senior Meet Expense budget increased to \$5000 because facility rental will be more since it will return to UH and will be 1 ½ days (last year it was 1 day at VMAC)
- Meet Equipment Expenses increased to \$4000 to account for maintenance and storage.
- Ribbons budget will remain the same since there are ribbons on hand.
- Increase the Interisland Travel for LSC Board Members to \$8500 to account for the additional neighbor island athlete reps.
- Senior LCM Championships had a digit missing as it was listed at \$740. Agreed to increase both the LCM & SCY Sr Championships \$7500.
- If someone comes in because it is a National Qualifying meet, whose budget does it come out of? If it is coming out of the Sr Meet or AG Championship budget, the chairs need to know ahead of time so it can be budgeted. Will discuss this further with the Officials Chair to see where in the budget it should go.
- Age Group Championships seem to be more expensive on Oahu than on the neighbor islands. This is because on Oahu if there is no host, the LSC has to pay for additional expenses, but keeps the revenues while on the neighbor islands, there are hosts who pay for some of the expenses and then keep some of the revenue.
- Agreed to increase both the AG LCM and SCY Championships to \$13,000 each (total of \$26,000) since in 2012 when both championships were on Oahu, the actual expenses were around \$25,000 for the two championships.
- Question as to why the revenue for Other Hosted Meets is projected to go down this year. This is because this year all of the Oahu Meets will be hosted (last year the LSC had to run about ¾ of the meets).

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**Action:** Motion to approve the proposed 2014 budget as amended. Motion passed unanimously.

**Action Needed:** ***Treasurer will put in all the changes and re-check the numbers and will send the revised draft to the Board to review prior to the HOD meeting. If there are any additional changes or corrections, let the Treasurer or General Chair know and amendments can be made. By the middle of March, the proposed 2014 budget should be posted for the HOD Delegates to review prior to the meeting.***

## E. Committee Reports

1. **Administrative Vice-Chair:** Not present. No report.

2. **Financial Vice-Chair:** Not present. No report.

### 3. **Age Group Vice Chair**

#### **Informational:**

- Submitted a list of committee members:

Malcolm Cooper (Chair, Maui)

Dan Britzman (Kauai)

Jon Hayashida (Big Island)

Dean Schmaltz (Oahu)

Kevin Frifeldt (Athlete; Oahu)

- A couple of changes have been made to swim meet dates. These have been posted

- For the February meets, distance events have been added for athletes that are trying to qualify for Northwest Age Group Sectionals or Senior Sectionals.

- Technical Planning Chair is working with VMAC on the permits.

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#### **4. Senior Vice Chair**

##### **Informational:**

- Submitted a list of committee members:
  - Jon Hayashida (Chair, Big Island)
  - Jeff Meister (Oahu)
  - Reid Yamamoto (Maui)
  - Theresa Walton (Oahu)
  - Sandy Drake (Maui)
  - Dong Jin Hwang (Athlete; Oahu)
  - Kate Machorek (Athlete; Kauai)

##### Consultants:

- Victor Wales (Previous Chair; Oahu)
- Dean Schmaltz (Technical Planning Chair)
- Malcolm Cooper (Age Group Chair)
- Dave Coleman (General Chair)

#### **5. Club, Athlete, and Special Events Chair**

##### **Discussion:**

- Newly elected chair not sure of his responsibilities. Did confer with the previous chair who had some ideas of possibly doing a Swim Camp in which the top 10 – 12 swimmers come together for training.
- Duties for the Chair is listed in the bylaws, but main responsibility is to help with Club Development and development of athletes, including diversity and disabled athletes. Major responsibility is the Swimposium, but that is held every two years and we just had one last year.
- May want to bring in Bill Crumb to help with Club Development.
- Annual Awards Dinner is the responsibility of the Administrative Vice Chair. It is in the bylaws, but haven't held it annually. In the past, have done it in conjunction with age group championships.

**6. Technical Committee Chair:** Not present. Submitted the Quad Schedule via e-mail.

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**7. Times/SWIMS Coordinator:** Not present.

**Informational:** General Chair did report that for the ILH Championship meets, only the freestyle and butterfly events will be submitted to SWIMS because the backstroke and breaststroke final results were inadvertently lost and they cannot be reconstructed.

**8. Athlete's Representatives:** Nothing else to report

**F. Announcements:**

**1. Western Zone Newsletter** has been posted on the website. Good resource for coaches and swimmers.

**2. Next Meetings:**

**Committee Meetings: March**

**House of Delegates: Sunday, April 13, 2014 at 10:30 a.m.**

**Committee Meetings: May**

**Board Meeting: Saturday, June 21, 2014 at Senior Champs during the break at UH.** Notify everyone that they should request a receipt from the Parking ticket attendant and bring the receipt to the meeting and they can get an immediate refund. Try to limit the meeting to one hour by providing as much information as possible prior to the meeting.

**Adjournment:** The meeting was adjourned at 1:36 p.m.

***Minutes respectfully submitted by Wendy Shigeta, Secretary***

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