

**Hawaiian Swimming
Board of Directors Meeting Minutes
February 17, 2013 Chaminade University**

Present:

David Coleman, LSC General Chair
Lynne Nakamura, Treasurer
Gwenn Tomiyoshi, Registration & Membership Chair
Sandy Drake, Officials Chair
Ken Suenaga, Safety Chair
Ron Iwamoto, Club, Athlete & Special Program Development
Linda Lileikis, Finance Vice Chair
Jacob Urbano, Senior Athlete Rep
Dean Schmaltz, Technical Planning
Dustin Fukuda, Coaches' Rep
Kenny Chew, Administrative Vice Chair
Jon Hayashida, Senior Vice Chair
Charlie Camacho, Big Island At-Large
Reid Yamamoto, Maui At Large
Malcolm Cooper, Age Group Vice Chair
Wendy Shigeta, Secretary
John Flanagan, Guest
Theresa Walton, Guest

Call To Order: Meeting was called to order by LSC General Chair at 10:08 a.m.

A. Approval of Minutes:

Board of Directors Meeting Minutes of January 27, 2013

Action: Reviewed and following corrections needed to the minutes:

- Typographical error on #2 under Treasurer: should be "Treasurer submitted a letter of resignation (not "recognition")"
- Typographical error on #1 under Senior Committee: should be "It was agreed that the proposal to appropriate \$2,000 (not \$2,0000)..."

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- **Clarification on meeting dates:**
 - Board of Directors Meetings: March 24, 2013; June 2, 2013; October 13, 2013
 - House of Delegates Meetings: April 14, 2013 and November 10, 2013
 - Committee Meetings: during May, July, and September

Action: Charlie Camacho moved to accept the minutes of January 27, 2013 with stated corrections. Reed Yamamoto seconded the motion. Motion passed unanimously. **Minutes are accepted with corrections and will be posted to the website as a final copy.**

House of Delegates Meeting Minutes of November 11, 2012

Action: Meeting minutes had been reviewed by the Board of Directors at the last meeting. Dave Coleman moved that we accept the minutes on behalf of the House of Delegates. The House of Delegates will have an opportunity to also review the minutes at their next meeting in April. Motion passed unanimously. **HOD Minutes are accepted as is.**

B. General Chair:

1. **Action:** Dave proposed that the March 24, 2013 Board of Director's meeting be cancelled and that committees meet in March. There was no disagreement and the **Board agreed to cancel the March 24, 2013 BOD meeting. Committees will meet in March.**
2. **Informational:** If there are any proposals that need to be presented to the House of Delegates, it should be given to the Executive Committee who can act on it on behalf of the Board of Directors.
3. **Informational:** reviewed the use of dropbox.com.
4. **Action Needed:** Documents and committee minutes and reports should be saved in dropbox. If you don't have access to dropbox, e-mail Dave and he will give you access.
5. **Informational:** LEAP Documents in dropbox. Hard copies of portions of LEAP 1 & LEAP 2 requirements were passed out, but the entire document is very long and in

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- dropbox. LEAP 1 submission is due 11/1/13. Reviewed the requirements. Seem to have most of the documents, just need to update and submit. The only exception may be #9 Sample meet announcement for an approved meet. Suggestion was that the Aloha State Games be used as the approved meet.
6. **Action Needed:** Age Group Chair was asked to create a Meet Announcement for the Aloha State Games that could be submitted with the LEAP 1 documents.
 7. **Informational:** LEAP 2 requirements matrix presented for the Board to begin to review. There is a financial incentive of approximately \$2,000 from USA Swimming to complete LEAP 2.
 8. **Action Needed:** Committees should take a look at the LEAP 2 documents during their March meetings to figure out which area would come under their responsibilities, then the chairs can sign up for the various sections to complete. Chairs should be ready to sign up for various responsibilities by the Executive Committee meeting in mid-March so that it can be presented to the House of Delegates in April. Goal is to try to get both LEAP 1 and LEAP 2 in place by November.
 9. **Informational:** Reviewed the Bylaws to clarify the procedures to undertake with the resignation of the Treasurer. Procedures are outlined in Article 606.8 RESIGNATIONS and 606.9.3 OTHER OFFICES. Plan is to post the resignation and call for nominees for the position on the website in March and an election can then be conducted at the next House of Delegates meeting in April.
 10. **Informational:** There will be a Strategic Planning Meeting in the summer for the Board. It will likely either be a full Saturday (9:00 a.m. – 5:00 p.m. followed by dinner) or a Friday night and Saturday.
 11. **Action Needed:** General Chair will contact USA swimming to see when a facilitator may be available for the planning meeting. Possible dates for a Planning Meeting are: 7/13/13 or 6/29/13.

C. Treasurer's Report

1. **Informational:** Profit and Loss Previous Year Comparison sheets distributed for December 2011 – December 2012. Bottom line is that the deficit is not as great as anticipated. Anticipated budget was -\$59,460.00, but actual net income through December 2012 was -\$31,232.73. In addition, USA Swimming is supposed to give us

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\$12,000 for Oceania and it has not yet been received. Once it has, it will reduce the deficit even more.

2. **Action Needed:** Committees are asked to look at the budget from last year and their needs and see if they can come up with a more accurate estimate for the budget this year.
3. **Informational:** Discussed that currently some of the equipment is not coming out as an expense because it becomes an asset and only the depreciation of the equipment is an expense. Generally, equipment worth over \$300, the CPA will list it as an asset and calculate a depreciation.
4. **Action Needed:** Finance Chair will ask the CPA what the options are in regards to equipment and whether listing the equipment as assets with depreciation is needed. Finance Chair was asked to make a report at the next Board of Directors Meeting.
5. **Informational:** Reviewed December ending Balance Sheets over the years:
 - 2012: \$293,262.33
 - 2011: \$309,881.56
 - 2010: \$284,040.14
 - 2009: \$243,010.54
 - 2008: \$187,700.43

Any committee can ask the Treasurer for an individual report for their committee.

D. Registrar's Report

1. **Informational:** Report will be submitted at a later date.
2. **Informational:** Reminder: background checks are taking awhile to process, so remind coaches and officials that if they are due in February or March, they should probably submit their background check already as it may take awhile to complete.
3. **Action Needed:** New requirements for coaches should be published on the website. Age Group chair agreed to post it.

E. New Business

1. **Action:** John Flanagan motioned that the dates for the Long Course Age Group Championships be changed from the current dates of July 18 – 21 to June 6 – 9, 2013. Lynne Nakamura seconded the motion.

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Discussion:

Pros:

- Avoid a conflict with Senior Sectionals. Coaches would like to see swimmers swim at both the Age Group Championships as well as Sectionals as Age Group Championships is a huge benefit as swimmers tend to swim very fast times there, but Sectionals is also important as it gives swimmers an opportunity to swim on the mainland.
- If the faster swimmers have to choose and elect to go to Sectionals and not swim at Age Group Championships, Age Group Championships would not be as strong.
- More planning time for Zone committee
- Works better for summer school. Many schools are in the middle of summer school by July and kids sometimes cannot swim all the days of the meet because they cannot miss summer school.
- Some kids play waterpolo in the summer and the earlier the championships can be, the more likely these kids will participate.
- Better for families as they can travel after the Age Group Championships (they really cannot go on vacation prior since they are training and school in Hawaii starts in late July or early August so there is not enough time to travel after Age Group Championships now).

Cons:

- To change the date at this late time would be very hard as some teams may have started to make reservations and if they have, the LSC may be obligated to pay for any penalties incurred for changing their travel arrangements.
- Venue has already been reserved. Not sure if the venue is available in June.
- Some coaches are concerned that some of the girls are just coming out of waterpolo season in May and won't have much time to train if Age Group Championships are in June.
- Some families have expressed concerns that they have already made vacation plans for June thinking that Age Group Championships would be in July.
- Having the meet in July gives kids longer to make Zone times.
- Keeps kids swimming through the summer.

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Other things to consider:

- Is there a "season ending" meet for all levels of swimmers?
- Traditionally, the Board of Directors has left the decision on the dates of the Age Group Championships up to the coaches
- Not much difference in participation when it was held in June as opposed to July

Action: Call for a vote. Motion was defeated unanimously. Coaches and/or Athletes can bring this issue for further consideration, possibly for this year if they can provide information to the Age Group Committee or to the Executive Committee prior to the House of Delegates Meeting in April or for the 2013-2014 schedule.

2. **Action:** John Flanagan made a second motion to change the dates for Long Course Age Group Championships to July 25 – July 28, 2013. Lynne Nakamura seconded the motion.

Discussion: These dates would, again, avoid a conflict with Senior Sectionals and summer school. However, swimmers might miss qualifying for Western Zones.

Action: Call for a vote. Motion was defeated unanimously.

F. Age Group

1. **Informational:** Draft of Combined Meet Schedule for 2013 – 2014 presented. The draft will be in dropbox.
2. **Action Needed:** Everyone is asked to look at the draft of the meet schedule. If there are any changes, concerns, suggestions, contact the Age Group Chair or the Senior Chair. The Executive Committee will review it in March and will pass in on to the House of Delegates as a draft for them to consider during the House of Delegates meeting in April.
3. **Informational:** The use of the University of Hawaii pool appears to be problematic for the foreseeable future due to the need for the Chancellor and Board of Regents to approve all facility use. The UH is currently trying to get new procedures and policies in place for rentals and rates.
4. **Informational:** All Senior Meets have been moved to VMAC for now.

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5. **Informational:** The SCM lane lines have been ordered and anticipate that they will arrive in April. VMAC will move to long course configuration on April 12, 2013.
6. **Informational:** Clarified that currently Short Course Age Group Championships alternate between the Big Island and Oahu and that Long Course Age Group Championships alternate between Maui and Oahu as there is no warm down pool on the Big Island in Long Course configuration.
7. **Informational:** Dean will be working on developing a document that outlines the responsibilities of a Meet Director and hopes to get it posted soon. This document would be a checklist that would help Clubs that host meets to plan what needs to be done and will outline which responsibilities are the hosting clubs responsibility and which tasks will be done by the LSC.

G. **Administrative Vice Chair** – nothing to report

H. **Finance Vice Chair**

1. **Informational:** has started the transition process with the previous Finance Vice Chair.

I. **Senior Vice Chair**

1. **Informational:** Reimbursement forms coming out
2. **Action:** Would like the Board to reconsider the request for a laptop to be used for Senior meets. At the last meeting, this request was tabled due to the uncertainty of using the UH pool. Clarification: the laptop would be purchased for the Senior Program and not specifically for the UH Pool. Jon Hayashida moved that we ***vote to allocate money to purchase a laptop for use during Senior Meets.*** Malcolm Cooper seconded the motion. ***The motion passed unanimously.***
3. **Action Needed:** Discussed the possibility of sending a Team Hawaii All-Star Team to Senior Zones. Agreed that the Senior Chair will identify qualifiers for Senior Zones and will send an e-mail to coaches to see about how many of these athletes would be interested in going to Senior Zones as a Team Hawaii All-Star team. Another option would be for athletes to go with their own Clubs.

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If there is enough interest, we can pursue putting together a Team Hawaii Senior team.

4. **Action Needed:** Coaches are asked to encourage more of their swimmers to go to the Age Group Zones (14 and under).

J. Club, Athlete, Special Event Coordinator

1. **Informational:** Swimposium has been confirmed for Saturday, May 4, 2013 at VMAC (Oahu) and for Sunday, May 5, 2013 at Kihei, Maui. There will be 4 Tracks: one for Parents, one for Coaches, one for Officials, and one for Athletes. Current scheduled speakers are: Bill Crumb for the Parents; Scott Colby for the Coaches; Joe Black for the Officials, and Chad LaTourette (5/4/13) and Kate Zeigler (5/5/13) for the Athletes. Time schedule still being worked on, but tentatively it will be around 8:00 a.m. – 4:00 p.m. with registration starting at 7:30 a.m.
2. **Action Needed:** Coaches Reps will be e-mailed a list of about 20 coaching topics and they should ask the coaches which topics they would like to see covered. The Officials Speaker will work directly with the Officials Rep to select topics.
3. **Informational:** A “Save the Date Notice” will be posted on the website.
4. **Action: *Proposed that the LSC allocate funds for reimbursement for Big Island and Kauai participants to travel to either Oahu or Maui to attend the Swimposium.*** Discussion: Traditionally, the LSC has allotted reimbursement for 1 person’s airfare per club to attend the Swimposium. There are currently 6 Big Island Clubs and 2 Kauai Clubs. Discussed that instead of reimbursement of airfare, the LSC set a maximum amount per Club that they can use. That way, if they can get a good deal on airfare, they may be able to send more people. ***Proposed that the LSC allot \$400 per Big Island and Kauai Clubs to use to attend the Swimposium with the stipulation that no more than \$200 be used for any individual person and the recommendation is that each Club send at least two people.*** The motion was seconded by multiple people and ***approved unanimously.***

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K. Athletes Rep

1. **Informational:** Currently working on a new medal design. Currently trying to get a group together through FaceBook. Will be asking for people to submit medal designs.
2. **Informational:** Clarified that the Athlete Rep does have a budget of \$250.00. Some of this budgeted money can be used for an incentive for the medal design.

L. Officials

1. **Informational:** Still working on the recruitment and retention strategies. Working on the "Stand By Me" concept.
2. **Informational:** Reviewing a 2010 document that Dean had written which proposed an active official quota for clubs. The Officials Committee will work on reviewing and refining this proposal so that there is a pool of officials.
3. **Informational:** there is a new official position, "Administrative Official." Currently working on the paperwork for this position.
4. **Informational:** Also working on parameters for reimbursement for officiating at national meets.

M. Coaches

1. **Action Needed:** Coaches Rep is asked to talk to the coaches to see if they have any goals for the 2013-2014 season.

N. Safety

1. **Nothing to report**

Adjournment: Jon Hayashida moved to adjourn the meeting. Reid Yamamoto seconded the motion. The meeting was adjourned at 12:50 p.m.

Next Board Meeting: June 2, 2013

Attachments to the Minutes: Sign-in sheet; Monthly Profit & Loss Prev Year Comparison (December 2011 – December 2012)

Minutes respectfully submitted by Wendy Shigeta, Secretary

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