

Executive Committee Meeting

January 15, 2012

Minutes

Action Item: New Signatory for LSC Checking Account

It was moved and seconded that Ron Iwamoto shall be a signatory and that Kenny Chew will be deleted from the list of signatories. Motion passed unanimously.

The signatories will be Ron Iwamoto, Dean Schmaltz, Linda Lileikis, and Malcolm Cooper. On behalf of the Senior Committee, Jon asked if a fifth signatory can be designated from among the Senior Committee members to facilitate their meet planning and implementation. This will be clarified with the bank.

Action Item: Develop language for Policy and Procedures that indicates that two signatories will be on the same island as the Treasurer for presentation to the Board.

Discussion ensued on several topics:

The LSC is governed through its committee structure. The General Chair will prepare a listing of the committees, their chairs and purpose for the Board meeting in February. Some of these are set in the Bylaws, others have been assumed from the beginning of January 2011 without being recorded in the Policy and Procedures and/or Rules and Regulations. Under the changes passed in November, athlete membership for each of the committees is required.

For the committees in the Bylaws, it was asked that Vice-Chairs and coordinators have their committee members identified for the Board meeting in February.

Action: Place the committee listing on the site, giving the committees' job descriptions, chairs and members. Post a sign up for volunteers to apply for committee positions.

Appointments are made by the General Chair upon recommendation by the respective Committee Chairs. The Bylaws mandate membership in some of the standing committees and Board committees. Identify why a committee is needed, how it comes into being and how/when it can be dissolved. What is the athletes' representation for the committee?

Action: Develop Policy and Procedures language that gives the committee structure a basis in our governance structure as soon as possible.

Compliance with USA Swimming on Financial Procedures

The Committee read Lynn Liu's draft proposal on hiring an outside Accountant to prepare taxes for the LSC on an annual basis. The document was from October 14, 2007. The proposal was accepted at the time and is the current practice. However, she went on explain why, citing information from the annual convention and changes that USA Swimming was bringing forward on its Crime Insurance Coverage for the LSCs. Among them were four requirements for compliance to be eligible for this coverage. She wrote:

1. Require dual signatures on checks \$5,000 or more (we currently require 2 signature (sic.) on checks \$200 or more).
2. USA Swimming also recommends that NO debit cards should be issued from an LSC account.
3. The person who *issues checks* CANNOT be the same person that balances the monthly bank statement. The Bank statements should be mailed to a separate address from the person who *issues the checks*. [emphasis mine]
4. Audit committee must be formed to review the LSC books at least semi-annually and it cannot be the person who issues the checks or the person who balances the bank statements.

The Hartford insurance will deny any claims if these are not in place.

In regard to these requirements, we continue to require two signatures on any LSC checks of \$200.00 or more. We do not issue any debit cards from our checking accounts. Consistent with the Bylaws, the treasurer is not a member of the Audit Committee, though she prepares the books for the audit as required by the Bylaws.

Our current practice is that the Treasurer issues checks in response to bills and reimbursement requests. We discussed whether "issues" applies as she is not a signatory. Although we are asking for a clarification from USA Swimming, we did come to a general agreement that the Treasurer currently "issues" the checks. We agreed that we do want the checks to come from only one source and that the Treasurer is that source. We also agreed that she obviously is the primary recorder of this process and is responsible for balancing the books using that information and the monthly bank statements. Therefore, we do not appear to be in compliance with #3 in Lynn Liu's listing.

Action: We will ask that two copies of the statements be sent out, one to the Treasurer and one to the Finance Vice-Chair. If two copies cannot be sent, then the address for the report will be changed to the Finance Vice-Chair and she will send a scan/copy to the Treasurer on receipt.

Action Item: The Financial Vice-Chair will clarify with USA Swimming whether signatories can serve on the Audit Committee as long as they are not chairing the committee.

Action: Develop Policy and Procedures Language that will record this process for presentation to the Board.

This was Lynn Liu's recommendation in the October 17, 2007 memo, but it did not appear in the minutes, nor was it included in either the Policy and Procedures Manual or our Rules and Regulations documents.

Observed Swims for 2012

Despite some information to the contrary, the LSC can only observe the final championships at the league level. This means that JV and Varsity Championships of the various leagues can be observed. (The East/West Championships in the OIA are not league-competition ending championships and are NOT eligible.) ILH observations will be reported by Dave Coleman. Sandy needs to make sure that the other leagues are set up. Reports of DQs go into Peggy and Fred with a copy to the Officials Chair.

Hawaiian Swimming Website

We are working with Team Unify to put our members on the site so that we utilize the email functions. We looking into Office/role emails for the LSC. (e.g., generalchair@hawaiianswimming.org) that will be available to the public. Because these do connect to the personal emails we have study how this will impact personal emails. More discussion at the Board meeting.

Age Group met last week...

- Finalizing the spring schedule
- Quad Plan: coaches' survey: December and July are clear preference for coaches for the state championships. Work is going forward on developing a full four year projection of meets.
- In concert with the changes at the Zone level, the committee is working on a presentation of a new structure for the championships: Senior Championships (12 and above eligible); Age Group Championships (14 and below).
- Meet notices: The AG chair is working on refining the sanction process: venues are defined and dates are generally known. These will be posted with the schedule and the meet announcements will be posted as drafts as the information is collected. The meet of must have all of the required information before it can run, but the process will hopefully encourage a

more robust dialogue between the Committee and the Meet Hosts. Events are also generally known, and TM files can be prepared based on the known shell for the meet. In this way, we hope that the teams will know the place, time, and events, and be able to download the TM file well before the deadlines. The running of a meet will require a completed sanction application prior to the meet.

USA Swimming is in contact with us on the Junior Pan Pacs. They will do a site visit on February 19 – 20. Ken Suenaga, Malcolm Cooper, Jon Hayashida, and David Coleman will attend the briefing.

The 2012 Budget draft has been published by the Finance Vice-Chair. All Board members need to look it over and be prepared to discuss it at the Board meeting in February.

Respectfully submitted,

David Coleman
General Chair