

HISI BOD Meeting

October 19, 2025

Attending: David Coleman (Chair); Jon Hayashida; Stephanie Monahan; Joseph Glenn; Malcolm Cooper; Eugene Drzymala; Cristina Gervais; Deborah Christian; Kona Flanagan; Russell Iwamura; Joyce Follis; Barbara Kopra; Eddy Brattin; Aika Swanson; Brandon Lin; Saint-Marie Gough

Uncertain: Olivia Wong; Johanna Zeebe; Emma Nakamoto

Excused: Gwenn Tomiyoshi; Ryan Muraoka; Jasmine Mau

1. Call to Order 9:34am
2. MISSION MOMENT: Board Responsibilities
3. Review Minutes of July 27, 2025 and September 22, 2025 (Attached)
 1. Action: Accept the minutes Accepted unanimously with correction to
4. Treasurer's Report (see attached reports)
5. Registrar's Report (see attached data report)

OLD BUSINESS/ACTION ITEMS:

1. Committee membership and scheduling update.

NEW BUSINESS:

1. Confidentiality of athlete birthdates: TM files and results pdf. USA Swimming is reminding us that birthdates for athletes shall not be posted on LSC or Club websites. Discussion on the issue and how we can move forward. (Jon and Malcolm)
2. Election Ballot Recommendation (Governance Committee)
 - A. Technical Planning: Malcolm Cooper
 - B. Registrar: Gwenn Tomiyoshi
 - C. Treasurer: Deborah Christian

There were no other nominations from the Board.

Non-Board Members may nominate individuals for inclusion on the official ballot by contacting Jon Hayashida before October 26, 2025.

The ballot will be sent out to delegates by October 28, 2025.
3. Senior Committee Motions
 1. MOTION: Senior Committee moves that the Senior Championships (Fall (November) and Summer (July) will rotate among all the islands according to the following schedule beginning in Fall 2025
 - a. 2025/2026- OAHU/MAUI
 - b. The remainder of the schedule will be worked on by AGC and Senior Committee.

Motion passed.

2. MOTION: Addition to the Policy and Procedures 7.0.1.4. Adding new subsection (3):

3. The general bid process for scheduled Senior Meets is:

- **Bids for scheduled Senior Meets will open the first week of November.**
- **Bid winners will be announced on Saturday at the Fall Senior Champs during a coaches meeting.**
- **Ideal locations for meets:** Sprint Pentathlon and Knockout 50s (UH), Distance Pentathlon (Maui or Kona), LC Sprint Pentathlon (open), Senior Spring Invite (UH)
- **Criteria for winning a bid for Senior Champs:**
 - **Working with local hotels to secure good rates for traveling clubs**
 - **Able to secure pool venue for the scheduled dates**
 - **Provide pool time the day before the meets to traveling teams**

Motion passed.

C. Oceanic Meet Update: Negotiations are beginning with USA Swimming. Ideal team size would be six males and six females. If agreement is reached, selection would be made in April through a qualifying meet on Oahu.

4. USA Swimming Annual Summit 2025 Reports
 - A. Motions from the Convention if needed.
 - B. General Chair Education Session Report (see attachments)
 - C. Officials Chair Summit Report (see attachments)

REPORTS:

1. Administrative Vice-Chair
2. Financial Vice-Chair
3. Senior Vice-Chair (Report attached; Motions under New Business)
4. Age Group Vice-Chair
5. Technical Committee Chair
6. Times/SWIMS Coordinator
7. Athlete's Representatives
8. Coaches' Representatives

9. Officials Representative
10. Officials Chair (Report attached; 2025 USAS Annual Summit Report Attached; USAS Officials Quarterly Call summary attached)
11. Safety (Operational Risk) Chair
12. SafeSport Chair
13. Neighbor Island Representatives

Quick recap

The board meeting covered financial updates, membership status, and administrative matters including the approval of minutes and reports from various committees. The group discussed championship meet scheduling, data management protocols, and policy changes related to officials and event hosting procedures. The conversation ended with discussions about meet structure changes, entry fees, and future planning for swimming events across different islands.

Next steps

- Committee Chairs: Submit committee member lists to be posted on the website
- Malcolm: Send information to all meet directors on how to export Team Manager files without birthdates
- Malcolm: Create a secure directory on Google Drive for past meet backups with restricted access for authorized personnel
- Malcolm: Delete old TM files with birthdates from the website
- Malcolm: Contact Keith to ensure he does not post or distribute any files containing athlete birthdates
- John: Finalize and send out election ballot by end of the week
- Age Group and Senior Committees: Work together to finalize the rotation schedule for championship meets and present at next meeting
- Age Group and Senior Committees: Determine appropriate dates for championship meets
- Senior Committee: Clarify and finalize naming for the UH Spring meet
- Senior Committee: Provide updates on Oceania negotiations with USA Swimming at next meeting
- Joe: Follow up with Joel Sheinfeld regarding USA Swimming support for Oceania trip
- Joe: Review last Oceania budget file to identify all necessary budget items
- Operational Risk Committee : Develop facility and safety checklist proposals for next meeting based on officials committee recommendations
- Operational Risk Committee : Pull out and adapt meet director section from committee manual for board approval
- Senior Committee and Age Group Committee: Review and create checklist for meet directors and hosting requirements
- Officials Committee: Clarify whether junior officials can work at championship meets
- Age Group and Senior Committees: Research and analyze the 15-18 age group that doesn't qualify for senior championships to determine if additional meet opportunities are needed
- Athletes Committee: Survey the 15-18 age group swimmers who don't qualify for championship meets to understand their needs
- Gwen : Pull statistics on the 15-18 age group that doesn't qualify for senior or age group championships

- David: Contact Jasmine about coaches representative election and determine if it will be run during championships or if board needs to create ballot
- Malcolm: Ensure Joyce has the form for observed meets and confirm it's available on the website
- Debra: Post new meet financial summary form by November 1st
- All Teams: Submit entry fee summary reports along with payment checks
- Island Association Representatives: Fill out spring 2026 meets on the all-island schedule calendar
- Malcolm: Review and confirm the meet calendar extends through end of year with all scheduled meets
- David: Schedule meeting with DOE representative to discuss multiple items
- Hawaiian Swimming: Generate donation acknowledgment letter for \$1,000 donation from Kailua Masters Swim Club
- Board: Research and clarify P&P rules regarding meets scheduled within one week of championship meets
- David: Send out board formation materials regarding director responsibilities and fiduciary duties

Summary

Board Meeting: Finances and Membership

The board meeting covered several key topics, including the approval of minutes from July 27th and September 22nd, with a correction needed for Russell's name in the July minutes. The treasurer's report showed a cash balance of \$381,138.43 and a net income of 99,253.63 as of September 30, though some Team Hawaii payments were still pending. The registrar's report indicated slow recovery in membership numbers since the COVID-19 pandemic, with committee chairs reminded to submit their members for posting on the website. There was a discussion about Team Manager files, with USA Swimming requesting removal of sensitive athlete information from past meets files and explaining how to create files without birthdays for future meets.

Data Management, Senior Championships Rotation, and 2025 Elections

The meeting discussed several key topics related to data management and event scheduling. All Team Manager files which report the results of the swim meets should be sent without birthdates to teams for posting on their websites, and emphasized the importance of ensuring that sensitive information like birthdates is not publicly shared.

The group also addressed the rotation of Senior Championships between islands, with a proposal from Senior Committee to hold the fall championships on Oahu in November and the summer championships in July, though some flexibility in the exact dates was noted to avoid conflicts with high school swimming.

Additionally, the election process was briefly discussed, with the Governance Committee recommending Malcolm Cooper for Technical Planning, Gwenn Tomiyoshi for Membership Coordinator, and Deborah Christian for Treasurer. There were no nominations from the floor, Additional nominations from the members may be made to be included on the ballot by October 26th by contacting Jon Hayashida. Ballot to be published on October 28.

Championship Meet Scheduling and Rotation

The Board members discussed the scheduling and rotation of championship meets, raising concerns about the proximity of championship events in July and the potential impact on teams and revenue. David suggested that the rule could be rewritten to allow for late qualifiers without fines, and the **group agreed to modify the motion to support the principle of rotation while leaving the exact schedule to be determined by the age group and senior committees.** The group also discussed a new bid process for senior meets, including criteria such as working with local hotels, securing venues, and providing pool time for traveling teams.

Swimming Meet Policy Updates

The group discussed updates and decisions on several key topics related to swimming meets and policies. There was a discussion on changes to policies and procedures, including the selection of officials and the bid process for senior meets. The group agreed to remove specific language about preferring local island officials for the meets, and said the focus should be on finding hosts who are eager to organize great meets.

The group also discussed negotiations with USA Swimming for potential sponsorship and funding of participation in the Oceania Meet, including a proposal to raise \$25,000 locally through various means. They considered creating new opportunities for 14-and-under swimmers, such as an all-star meet in 2027.

The officials committee provided recommendations based on the 2025 long course meets, highlighting issues with facilities and equipment. The group discussed potential solutions, including creating a checklist for bidding hosts to ensure safe and suitable facilities. They also touched on the need for ongoing communication with facility managers to address safety concerns.

Enhancing Meet Hosting Safety

The Board discussed issues with meet hosting and safety protocols. The Operational Risk Committee will develop a checklist to help improve meet director responsibilities and safety measures, including a checklist for hosting championship meets. The group discussed the need for better communication with venue directors and the importance of addressing facility issues before events. They also touched on the need for improved hospitality coordination at meets.

Rule Changes and Recognition of Athletes at Championships Updates

The meeting focused the importance of public recognition and awards ceremonies for athletes in the context of championship formats. The officials' report highlighted new rule changes, such as the athlete must remain in the lane they start in throughout the race,, adjustments to the backstroke start jurisdiction, and updates to the junior officials program.

It was emphasized that committee chairs are responsible for holding public meetings and submitting summaries or minutes to ensure transparency and communication

Swimming Rules and Certification Updates

The quarterly officials zoom with USA Swimming includes a variety of updates: changes to swimming session restrictions, certification processes, and new rules for backstroke starts. Officials need to order rulebooks by December 1 to receive them for free, and USA Swimming Officials ID cards will be reintroduced in the first quarter of next year. Review the specific

measurements for backstroke ledges as there are now legal levels for both fixed and retractable versions, with allowances of 1.5 inches above or below the water surface..

Additionally, the athletes' Annual Summit report highlighted the outcomes of strengthened leadership skills, new ideas for athlete engagement, and improved communication.

The Chair explained the process for a vote for reconsideration (in regard to the changes to the standards and format for the AG championships) according to Roberts Rules, noting that the motion must be made by a member who voted For the original motion, that the Board had not acted on the substance of the motion and that $\frac{2}{3}$ of the body concur on the reconsideration. There was no motion brought to the floor. They explored the possibility of creating a prelims-finals meet for 15-18 year olds who don't qualify for senior championships. The AG and Senior Committees will look into this possibility.. The board also addressed entry fees for Kona Dolphins Senior Invitational meet, confirming that while regular meets follow a standard fee schedule, invitationals can charge higher fees with prior approval.

The Board agreed to allow for a Big Island High School Invitational meet to be observed with reception of the appropriate paperwork by AGC. AGC reminded the island associations to post their meets on the LSC calendar - contact Malcolm for assistance as needed.