

PACIFIC NORTHWEST SWIMMING - Board Meeting Minutes November 9, 2020

CALL TO ORDER: 7:02 P.M. via Zoom Video Conference

In Attendance:

Bob Keller - General Chair
Lesleigh Watson - Safe Sport/Risk Mgt. Coordinator
Lorraine Masse – Treasurer
Colleen Buchanan – Registrar
Laurae Briggs – Secretary
Emily Murray – Diversity, Equity & Inclusion
John Gagliardo - Officials Chair
David Orr – Age Group Vice Chair
Suzanne Rychlik – Program Ops Vice Chair (past GC)
Ken Spencer – Senior Vice Chair
Nick Chevalier - Program Dev. Vice Chair
Rick Cox – At Large Rep

John Skroch - Admin Vice Chair
Dave Leonard – At Large Rep
Grace Brown – Athlete Rep
Kieran Watson – Athlete Rep
Lauren Rhode – Athlete Rep
Alice Godfred - Coach Rep
Iris Yang – Athlete Rep
Linda Vicik - Sanction Chair
Dave Baer – Finance Vice Chair
Carolyn Ackerley - At Large Rep

Absent:

Wendy Neely – Coach Rep
Kiko VanZandt – Disability Swimming

APPROVAL OF MINUTES:

9-14-2020 BOD Meeting

MSA with correction/clarity that John G. submitted a report which was not reflected in meeting minutes. Amended minutes to incorporate.

OFFICER REPORTS

Treasurer's Report - Lorraine Masse, see attached.

Membership Report – Colleen Buchanan, see attached.

- Some clubs missed the November 1st deadline for club registration.
- Do we want to waive the \$50 penalty? Will discuss in New Business.

Officials Report – John Gagliardo, see attached.

- Change in treatment of Dolphin timing system. Contact John G. for additional information.
- If anyone needs officials for meets, please use roster on website and/or reach out to him.

Age Group Report - David Orr – no report

Senior Report – Ken Spencer - no report

Program Operations Report – Suzanne Rychlik - no report

Program Development Report – Nick Chevalier - no report

Admin VC Report – John Skroch - no report

Athlete Report – Grace Brown

- Meetings planned for November 22nd

Coach Report – Alice Godfred

- Meeting every two weeks, sharing lots of ideas.

Safe Sport Report - Lesleigh Watson – no report

Finance Report – Dave Baer, see attached.

- Still wrapping up last year.
- We must file IRS 990 in mid-January.

- Believe this will be first year we have to have external review. Will double check. If yes, will have to provide USA Swimming with 990 and independent review by end of January.
- This year's income compared to last year and 3-year average.
 - Last year our income flattened out due to loss of meets.
 - Current year income is considerably behind our income in September and October. Did not receive meet tap income as years past.
 - We are about 35K behind where would normally be.
 - Expenses are also considerably less.
 - We will continue to have a reduction in our meet tap income.
 - For budget planning in the future, USA Swimming will move athlete registrations online and not run them through LSC's. This change will mean that the LSC's will receive the athlete registration monies later, changing the timing of cashflow.

Diversity Report – Emily Murray - no report

Disability Report – Not in attendance - no report

OLD BUSINESS

- March PNS BOD Meeting Schedule – Keep this open business
- DE&I Training Proposal – Follow up to September meeting. We requested that they come back with more detailed proposal.
 - How would the coach attendees be selected to participate? Anyone who is interested is invited to attend. We would add more sessions to accommodate additional attendees, but it would be additional cost. The fee will be adjusted based upon the actual number of attendees.
 - The cost is for zoom type meeting.
 - Is PNS paying for this or would teams pay to send their coaches? We want to make open to all teams, even if some do not have money to pay. Proposed we charge teams a nominal fee.
 - This is not currently a part of the DE&I budget; therefore, the money will come out of reserves. Cost appears to be approximately 12K this fiscal year.
 - Motion to approve expenditure of 12K this fiscal year to start the program. Not seconded. Motion failed.
 - Some concerns about conflict of interest and if clubs will participate.
 - Committee was asked to come up with a plan for education. They did research to come up with a serious plan which met the content the board wanted to address.
 - Motion we authorize up to \$10,900 and any applicable sales tax to fund the first three foundational workshops through June of next year.

MSA

- Nominations for Governance Committee – Bob Keller - Still seeking candidates.
- 2020/2021 Budget
 - Registration Fee
 - \$100 or \$300? – We are striking this. Club registrations have already begun.
 - What about \$50 late fee? We are going to continue to charge the fee.
- 2020-21 Meet Calendar – Suzanne Rychlik
 - Bellevue Club will be hosting the 18U Championship.
 - We are concerned with rising Covid numbers.
 - KCAC closed through December 18th.
 - There will be little if not meets through the spring.

- Meet tap income will be very low.
- Age Group Regionals might need to be canceled.
- USAS Zoom License
 - We will be purchasing PNS license.
 - Any club who is interested needs to reach out to Colleen.
 - Only three clubs have confirmed interest to date.

NEW BUSINESS

- By-Law Updates Approval (USAS HOD @ Convention) – John S.
 - Rules and Regulations which were approved at HOD – virtual meetings PNS already implemented.
 - All changes that were mandatory PNS had already put forth in June.
 - No action required.
- Further Club Assistance Study Proposal – Dave Baer
 - Do we need to look at further club assistance?
 - First round of assistance was super helpful to clubs.
 - Motioned to have PNS form a committee to evaluate if we need to offer another club assistance package.
 - Committee – David Baer, Ken Spencer, Suzanne Rychilik, Lauren Rhode, Nick Chevalier, Carolyn Ackerly

MSA

- Motion to reimburse Alice for hiring the lobbyist – \$3,500, motion amended below.
 - Discussion – The lobbyist was great.
 - Motion to reimburse Alice for \$3,500 for hiring the lobbyist and approve executive committee to authorize further engagements/expenditures for the lobbyist should we need to.

MSA

No further topics were proposed

Next Meeting:

Jan. 11, 2021 Location: Video Conference

MOTION TO ADJOURN

MSA

Meeting adjourned at 8:30 pm.

Treasurer's Report

Pacific Northwest Swimming

BALANCE SHEET

As of October 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	638,061.67
Fidelity Investment	251,988.51
Total INVESTMENT INCOME	890,050.18
	Pending, 10/2020 statement not received as of 11/4/2020
WF Checking	172,287.45
WF Savings	10,468.43
Total Bank Accounts	\$1,072,806.06
Accounts Receivable	
Accounts Receivable (A/R)	2,937.50
Total Accounts Receivable	\$2,937.50
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	7,337.00
Total Other Current Assets	\$7,337.00
Total Current Assets	\$1,083,080.56
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
Total Furniture & Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$1,083,080.56

Pacific Northwest Swimming

BALANCE SHEET

As of October 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	407.05
Total Accounts Payable	\$407.05
Credit Cards	
AMEX	0.00
WF CC AgeGroup	0.00
WF CC Office	0.00
WF GC Credit Card	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-555.40
Federal Taxes (941/944)	1,073.84
WA Paid Family and Medical Leave Tax	119.16
WA SUI Employer	16.47
WA Workers Compensation	372.94
Total Payroll Liabilities	1,072.34
Pre Paid Expenses	16.79
USA-S Registration	962.00
Athlete - Annual	92,898.00
Athlete - Outreach	-175.00
Athlete - Seasonal	-90.00
Club	-735.00
Dual Membership Credit	1,432.00
Flex Athlete/USA	1,247.50
Flex Upgrade to Premier/USA	3,610.00
Non-Athlete Family	0.00
Non-Athlete Individual	6,920.00
Total USA-S Registration	108,069.50
Total Other Current Liabilities	\$107,158.83
Total Current Liabilities	\$107,565.88
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	13,174.00
Total Long-Term Liabilities	\$13,174.00
Total Liabilities	\$120,739.88

Pacific Northwest Swimming

BALANCE SHEET

As of October 31, 2020

	TOTAL
Equity	
Net Assets	547,257.77
Retained Earnings	421,950.86
Net Income	-6,867.75
Total Equity	\$962,340.88
TOTAL LIABILITIES AND EQUITY	\$1,083,080.56

Pacific Northwest Swimming

BUDGET VS. ACTUALS: FY2020-21 - FY21 P&L

September 2020 - August 2021

	TOTAL	
	ACTUAL	BUDGET
Income		
ADMINISTRATION		
Club Penalties	100.00	1,200.00
Total ADMINISTRATION	100.00	1,200.00
AMEX opensavings.com	3.66	500.00
OFFICIALS		
Donations		500.00
Officials Clinics	665.00	2,800.00
Total OFFICIALS	665.00	3,300.00
PROGRAM DEV		
Sponsorships/Grants	0.00	20,000.00
Total PROGRAM DEV	0.00	20,000.00
PROGRAM OPS		
Meet Tap	4,175.90	145,000.00
Sanction Fees	320.00	4,300.00
Total PROGRAM OPS	4,495.90	149,300.00
USA-S REGISTRATION/PNS		
Athlete - Annual	42,450.00	90,000.00
Athlete - Seasonal		7,000.00
Athlete - Transfer Fee	1,070.00	150.00
Club	7,420.00	1,500.00
Flex Athlete	1,900.00	1,900.00
Flex Upgrade to Premier	10.00	7,500.00
Non-Athlete - Individual	2,348.00	8,900.00
Total USA-S REGISTRATION/PNS	55,198.00	116,950.00
Total Income	\$60,462.56	\$291,250.00
GROSS PROFIT	\$60,462.56	\$291,250.00
Expenses		
ADMINISTRATION		
Athlete Activities		1,500.00
Board Enhancement/Workshop	-401.79	
Clean Sport		500.00
Governance/Swimposium	41.12	
Hall of Fame		1,000.00
HOD Meeting	89.00	500.00
Safe Sport		2,000.00
Taxes & Licenses		50.00
Total ADMINISTRATION	-271.67	5,550.00
AGE GROUP		
All-Star Meet		7,909.00
Zone Championship		18,720.00

Pacific Northwest Swimming

BUDGET VS. ACTUALS: FY2020-21 - FY21 P&L

September 2020 - August 2021

	TOTAL	
	ACTUAL	BUDGET
Total AGE GROUP		26,629.00
DISABILITY		
Disability Travel Funding		5,694.00
Paralympic Trials Funding		4,219.00
PNS Disability Camp		1,635.00
Total DISABILITY		11,548.00
DIVERSITY & INCLUSION		
Heidloff Outreach Program	86.00	6,000.00
LGBTQ+ Initiatives		1,200.00
NW Diversity Select Camp		3,000.00
Promoting Inclusion		1,200.00
Team Training Support	5,551.06	20,600.00
USA-S Outreach Registration	160.00	800.00
Western Zone D&I Select Camp		1,200.00
Women in Leadership		3,100.00
Workshop USA or Other		1,289.00
Total DIVERSITY & INCLUSION	5,797.06	38,389.00
FINANCE & MARKETING		
Accountant		4,000.00
Bank Charges		200.00
Payroll - Bookkeeping	35.20	1,000.00
Total FINANCE & MARKETING	35.20	5,200.00
OFFICIALS EXPENSES		
Officials Championship Meet Travel		8,000.00
Officials Equipment Rental		1,500.00
Officials Evaluator Visits		2,000.00
Officials Workshop Travel		1,600.00
Total OFFICIALS EXPENSES		13,100.00
Paid & Unpaid Employees		
Compensation		66,000.00
Mileage		200.00
Per Diem		4,600.00
Taxes		5,150.00
Total Paid & Unpaid Employees		75,950.00
Payroll Expenses		
Taxes	744.60	
Wages	8,980.00	
Total Payroll Expenses	9,724.60	
PNS OFFICE		
Internet Services	180.50	1,200.00
Office Rent	800.00	5,000.00

Pacific Northwest Swimming

BUDGET VS. ACTUALS: FY2020-21 - FY21 P&L

September 2020 - August 2021

	TOTAL	
	ACTUAL	BUDGET
Office Supplies	126.48	2,000.00
PNS Storage Unit & PO Box	81.00	1,200.00
Postage		500.00
Repair & Maintenance		500.00
Telephone	87.82	1,100.00
Total PNS OFFICE	1,275.90	11,500.00
PROGRAM OPERATIONS		
PNS Meet Awards		19,947.00
Scheduling		53.00
Total PROGRAM OPERATIONS		20,000.00
QuickBooks Payments Fees	25.00	
SENIOR SWIMMING		
LC Senior Championship		1,318.00
Open Water		527.00
Season 1		10,547.00
Season 2		3,955.00
Season 3		7,910.00
Season 4		52,731.00
Season 5		1,055.00
Senior Training Practices		1,371.00
Senior Zones		10,546.00
Total SENIOR SWIMMING		89,960.00
Uncategorized Expense	77.78	
Total Expenses	\$16,663.77	\$297,826.00
NET OPERATING INCOME	\$43,796.79	\$ -6,576.00
Other Income		
Gain/Loss on Investment	-47,316.45	
Interest Income	0.18	
Other Miscellaneous Income	77.78	
Total Other Income	\$ -47,238.49	\$0.00
Other Expenses		
Miscellaneous	-10.46	
Total Other Expenses	\$ -10.46	\$0.00
NET OTHER INCOME	\$ -47,228.03	\$0.00
NET INCOME	\$ -3,429.24	\$ -6,576.00

Membership Report

REGISTRATION/MEMBERSHIP – Colleen Buchanan

2021 YTD Registration

ATHLETES – 3142 TOTAL

- Premium – **2915** (287 NEW / 2628 RENEW)
- Flex – **194** (35 NEW / 159 RENEW)
- Outreach – **33** (1 NEW / 32 RENEW)

NON-ATHLETES – 285 TOTAL

- Individual - **276** / Life Members **9**

CLUBS – 34

Organization - 2

2 clubs ceased operations – Evergreen Swim Club (ESC) and Puget Sound Aquatics (PSA)

6 clubs “may” renew when affiliations (YMCA, City, Parks Dept.) re-evaluate budget, etc.

- Bremerton YMCA Swim Team (BYST),
- Haselwood YMCA Hammerheads (HFY),
- Port Townsend Red Fins (PTRF),
- SAC’s Team Hydra Swim Team (SAC),
- Washington Athletic Club (WAC),
- West Seattle YMCA Dolphin Swim Team (WSY)

10 club renewals were not received by Nov. 1 deadline of which 1 will submit when facility opens, 4 “forgot” and will mail this week and 5 assuming will reply to my reminder sent Wednesday or send.

Officials Report

OFFICIALS COMMITTEE – John Gagliardo

During 'normal' times, we would be seeing a plethora of Officials Clinics (both recertifications and new/novice training). This fall the PNS Officials Committee has chosen to suspend new/novice classes chiefly because, given the restricted numbers of officials allowed on decks in the COVID-19 environment, those novices would be significantly challenged to find any time on deck. We will reevaluate this suspension early next year. Recertification efforts are continuing for all affected officials.

The National Rules & Regulations Committee, after first issuing a ban, has now issued a waiver for the use of the Dolphin system as a semi-automatic timing system. Please see the Officials tab or contact the PNS Officials Chair (officials@pns.org) if you need further information.

As teams are starting to arrange for intra-squad meets, if you need assistance with finding a Meet Referee or officials, please reach out to me (again at officials@pns.org) and I'll put the word out to our officials. Alternately, teams and Meet Directors can utilize the Rosters of Officials (under the Officials tab of the PNS website) and contact officials directly.

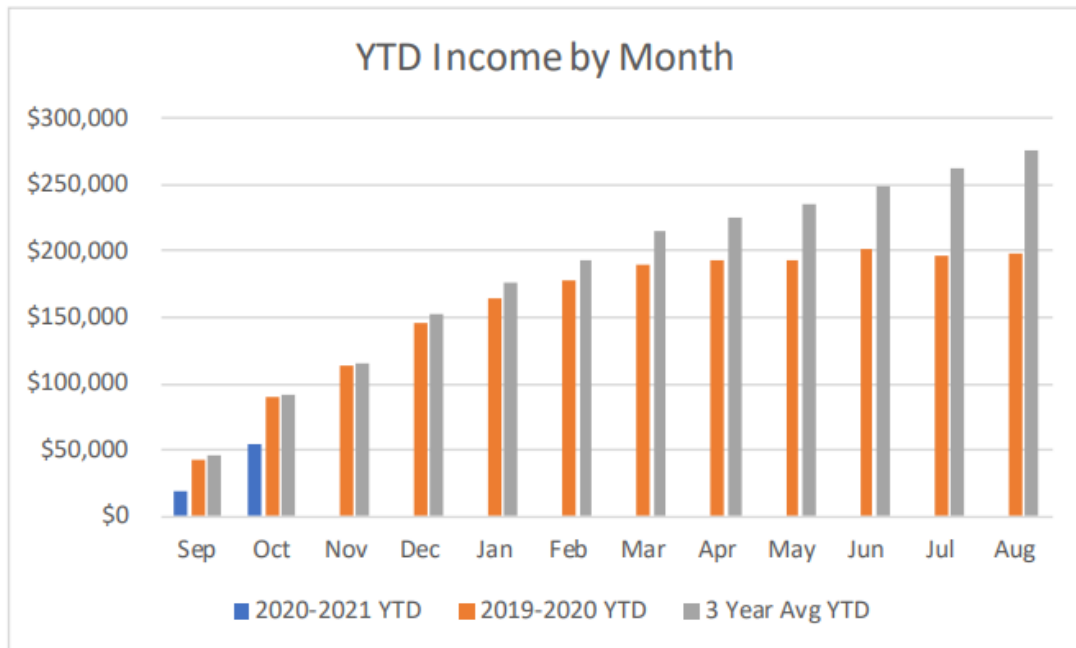
Finance Report

FINANCE – Dave Baer

IRS 990 report for 2019-2020 is due in January as our fiscal year end is August 31.

As our net assets exceed \$200K, USA Swimming requires we have an annual audit or independent financial review performed. We are expected to provide both a copy of our IRS 990 and the Audit/Independent Review to USA Swimming by January 31, 2021.

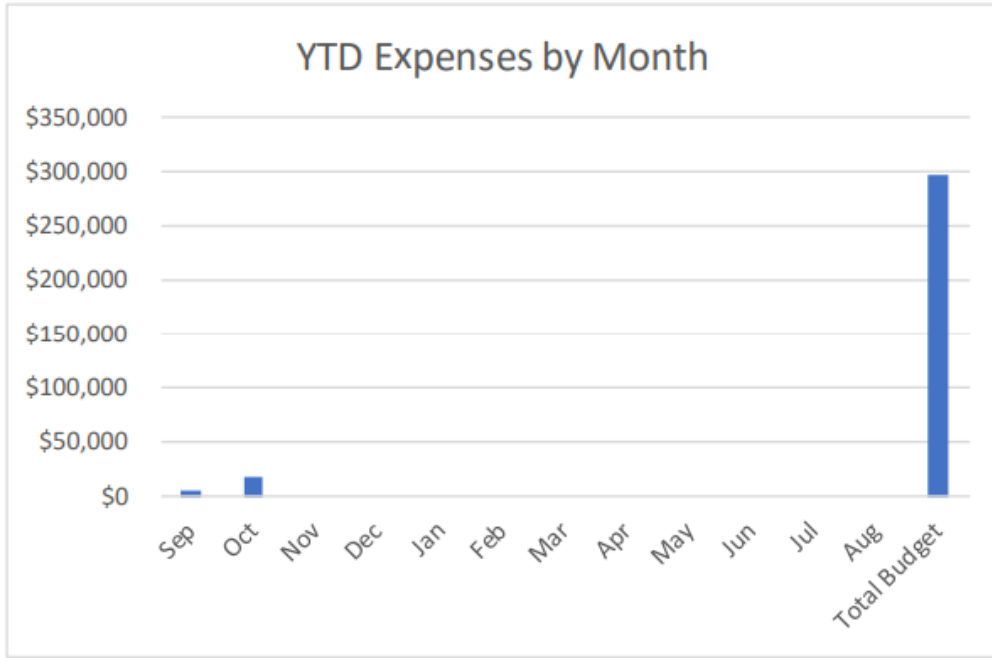
Pacific Northwest Swimming



2020-2021 YTD	\$19,048	\$55,022										
2019-2020 YTD	\$42,790	\$89,562	\$114,355	\$145,221	\$164,206	\$177,165	\$190,577	\$192,709	\$192,807	\$201,033	\$196,043	\$197,451
3 Year Avg YTD	\$46,131	\$91,796	\$115,891	\$152,735	\$176,442	\$194,035	\$215,185	\$224,861	\$236,256	\$248,360	\$262,231	\$276,048

11/5/2020

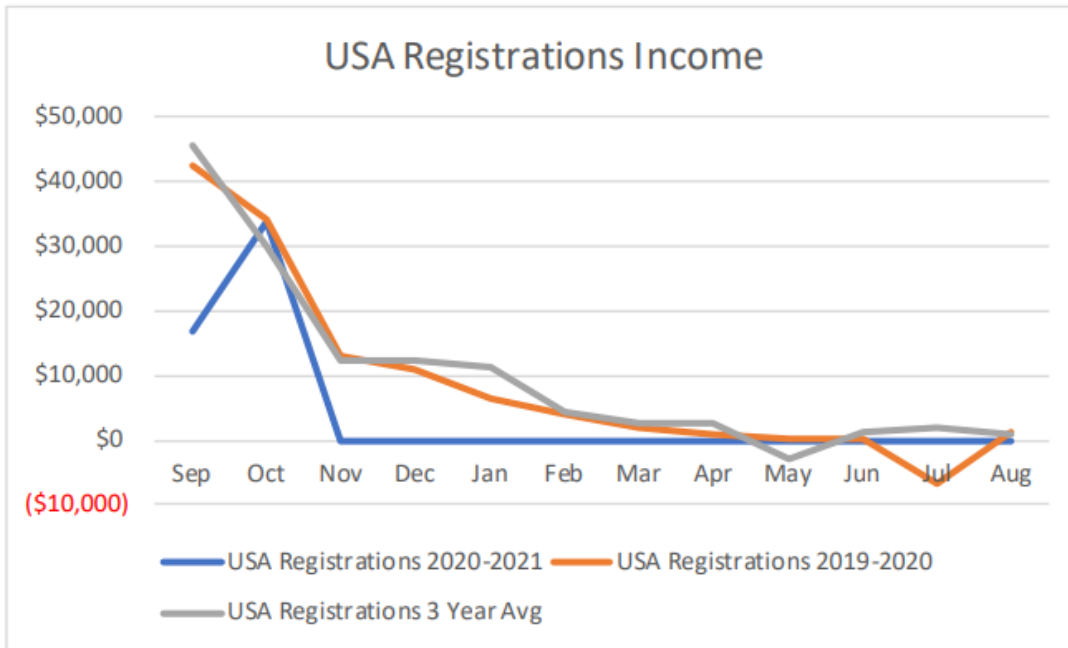
Pacific Northwest Swimming



Total Expenses	\$6,431	\$17,777																		\$297,826
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11/5/2020

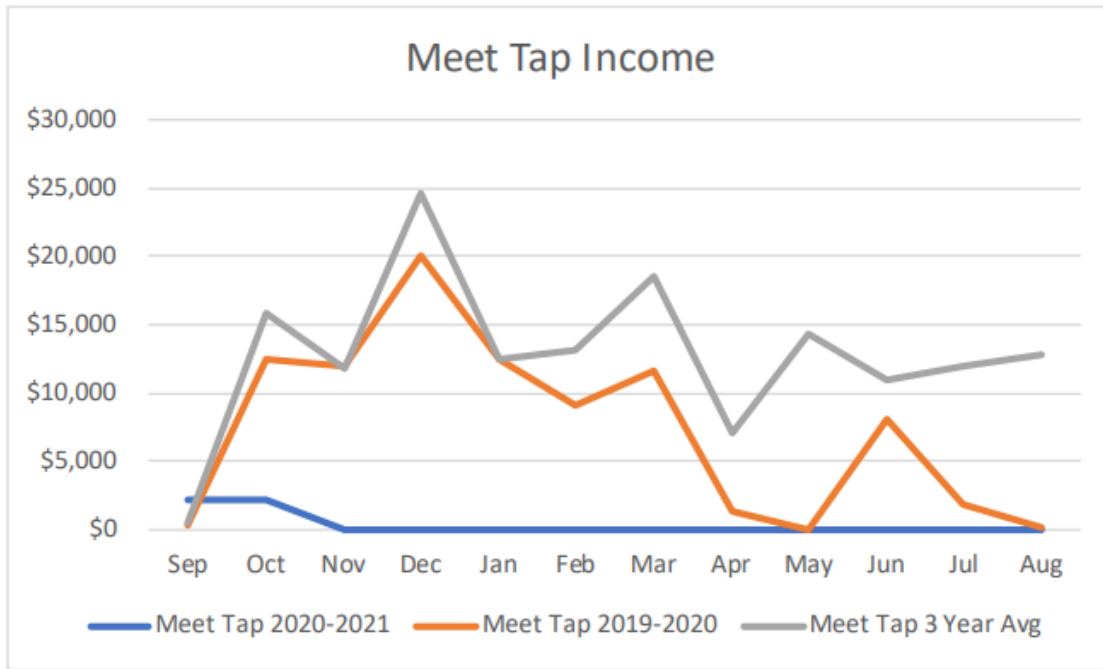
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USA Registrations 2020-2021	\$16,865	\$33,846	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
USA Registrations 2019-2020	\$42,498	\$34,358	\$12,852	\$10,785	\$6,466	\$3,959	\$1,840	\$883	\$98	\$186	(\$6,826)	\$1,243
USA Registrations 3 Year Avg	\$45,767	\$29,888	\$12,250	\$12,168	\$11,205	\$4,490	\$2,623	\$2,658	(\$2,879)	\$1,144	\$1,911	\$1,000

11/5/2020

Pacific Northwest Swimming



Meet Tap 2020-2021	\$2,183	\$2,128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Meet Tap 2019-2020	\$292	\$12,414	\$11,941	\$20,081	\$12,519	\$9,000	\$11,572	\$1,249	\$0	\$8,040	\$1,836	\$165	
Meet Tap 3 Year Avg	\$364	\$15,777	\$11,845	\$24,676	\$12,502	\$13,103	\$18,527	\$7,018	\$14,274	\$10,959	\$11,960	\$12,817	

11/5/2020