

**PACIFIC NORTHWEST SWIMMING ASSOCIATION**  
**PO Box 2235**  
**Auburn, WA 98071**

Board Meeting Minutes April 25, 2022

CALL TO ORDER: 7:35 P.M. via Zoom Video Conference

In Attendance:

Bob Keller - General Chair	David Orr - Age Group Vice Chair
Laurae Briggs – Secretary	Molly Cady
Suzanne Rychlik – Program Ops Vice Chair (past GC)	Nathan Lee – Athlete Rep
Ken Spencer – Senior Vice Chair	Dave Leonard
John Skroch - Admin Vice Chair	Kiko VanZandt - Disability Rep
Grace Lindberg – Athlete Rep	Carl Baber - Safe Sport
Justin Wang – Athlete Rep	Justin Wang – Athlete Rep
Alice Godfred - Coach Rep	Chad Winkle
Linda Vicik- Sanction Chair	
Dave Baer – Finance Vice Chair, Treasurer	

APPROVAL OF MINUTES:

March 7, 2022 BOD Meeting

**MSA**

OFFICER REPORTS

- Treasurer's Report – Dave Baer - Report attached
  - Will need to pull from reserves
- Membership Report – No report
- Officials Report - John Gagliardo - Report attached
- Age Group Report - David Orr – No report
- Senior Report - Ken Spencer
  - Funding for Senior travel in process
- Program Operations Report - Suzanne Rychlik
  - Bids for next season are in process
  - Working to secure parking for meets
- Program Development Report - No report
- Admin VC Report - John Skroch – No report
- Athlete Report – Justin Wang, Nathan Lee, Grace Lindberg
  - Guest speaker – date has been set for Megan Jendrick
  - Athlete representatives attended Zone Workshop and have some ideas they would like to implement
- Coach Report – Alice Godfred
  - Coaching certification process will be changing
- Safe Sport Report – Carl Baber – Report attached
  - Meet Marshalls are not required at this time to be USA Swimming Non-Athlete members
- Finance Report – Dave Baer - Report attached
- Diversity Report – Emily Murray – Report attached

- Planning for a camp for next season
- Disability Report – Kiko VanZandt
- Working on coach certification education

#### OLD BUSINESS

- 2022 (Q1 – Q2) Meet Calendar
  - Things are well covered

#### NEW BUSINESS

- DEI AD-17-01 Modification Proposal – See attached
- Motion to table and have Emily go back to committee and redraft the proposal for the June meeting.  
**MSA**
- Motion to move deadline for DEI Team Travel Support from March 15<sup>th</sup> to May 15<sup>th</sup>  
**MSA**
- 2022 – 2023 Budget
  - Motion that we approve the Quad YR 3 Budget  
**MSA**

#### Next Meetings:

HOD May 7, 2022 8:55 AM, Zoom Virtual

BOD June 1, 2022, 7:30 PM, Zoom Virtual

#### MOTION TO ADJOURN

8:53 pm **MSA**

# Finance/Treasurers Report

## TREASURER AND FINANCE REPORT

The PNS balance sheet remains strong despite the ongoing impact of COVID-19 on Registrations and Meet tap income.

I am continuing to solicit feedback on the draft budget which will be presented at the BOD meeting on April 25. I will send out the budget to BOD members on Saturday for their review prior to the meeting.

# Pacific Northwest Swimming

## Balance Sheet Summary

As of March 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	1,003,304.82
Accounts Receivable	0.00
Other Current Assets	0.00
<b>Total Current Assets</b>	<b>\$1,003,304.82</b>
Fixed Assets	0.00
<b>TOTAL ASSETS</b>	<b>\$1,003,304.82</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Credit Cards	-267.27
Other Current Liabilities	-4,067.39
<b>Total Current Liabilities</b>	<b>\$ -4,334.66</b>
Long-Term Liabilities	12,682.00
<b>Total Liabilities</b>	<b>\$8,347.34</b>
Equity	994,957.48
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,003,304.82</b>

# Pacific Northwest Swimming

Budget vs. Actuals: FY2021-22 - FY22 P&L

September 2021 - March 2022

	TOTAL	
	ACTUAL	BUDGET
Income		
ADMINSTRATION	136.00	
Club Penalties	720.72	700.00
<b>Total ADMINSTRATION</b>	<b>856.72</b>	<b>700.00</b>
OFFICIALS		
Donations	597.50	291.69
Officials Clinics	2,892.81	1,691.69
<b>Total OFFICIALS</b>	<b>3,490.31</b>	<b>1,983.38</b>
PROGRAM DEV		
Donations to Heidloff Outreach Fund	5,000.00	
Sponsorships/Grants		17,500.00
<b>Total PROGRAM DEV</b>	<b>5,000.00</b>	<b>17,500.00</b>
PROGRAM OPS		
Meet Tap	46,919.11	84,641.69
Sanction Fees	1,698.44	2,333.31
<b>Total PROGRAM OPS</b>	<b>48,617.55</b>	<b>86,975.00</b>
Unapplied Cash Payment Income	66.05	
Uncategorized Income	71,000.00	
USA-S REGISTRATION/PNS	90.00	
Athlete - Annual	76,023.97	54,398.75
Athlete - Seasonal	8.00	218.75
Athlete - Transfer Fee	1,263.01	991.69
Club	9,184.28	875.00
Flex Athlete	8,346.04	4,515.00
Flex Upgrade to Premier	245.00	58.31
Non-Athlete - Individual	7,303.49	5,454.19
<b>Total USA-S REGISTRATION/PNS</b>	<b>102,463.79</b>	<b>66,511.69</b>
<b>Total Income</b>	<b>\$231,494.42</b>	<b>\$173,670.07</b>
GROSS PROFIT	<b>\$231,494.42</b>	<b>\$173,670.07</b>
Expenses		
ADMINISTRATION		
Athlete Activities		525.00
Board Enhancement/Workshop	448.00	1,137.50
Clean Sport		175.00
Convention	227.19	4,725.00
Gifts	94.00	29.19
Governance/Swimposium		2,887.50
HOD Meeting		525.00
Safe Sport		466.69
Taxes & Licenses		29.19
<b>Total ADMINISTRATION</b>	<b>769.19</b>	<b>10,500.07</b>

	TOTAL	
	ACTUAL	BUDGET
AGE GROUP		
All-Star Meet	4,280.63	3,179.19
Swim Camps		1,166.69
Zone Championship	2,769.54	7,875.00
<b>Total AGE GROUP</b>	<b>7,050.17</b>	<b>12,220.88</b>
DISABILITY		
Disability Think Tank		2,012.50
Disability Travel Funding		991.69
Paralympic Trials Funding		554.19
<b>Total DISABILITY</b>		<b>3,558.38</b>
DIVERSITY & INCLUSION		962.50
Heidloff Outreach Program	5,103.55	2,129.19
LGBTQ+ Initiatives		350.00
NW Diversity Select Camp		1,050.00
Promoting Inclusion		116.69
Team Training Support		5,395.81
USA-S Outreach Registration	440.00	320.81
Western Zone D&I Select Camp		525.00
Women in Leadership	660.40	641.69
Workshop USA or Other		612.50
<b>Total DIVERSITY &amp; INCLUSION</b>	<b>6,203.95</b>	<b>12,104.19</b>
FINANCE & MARKETING		
Accountant		2,625.00
Bank Charges	92.67	116.69
Marketing	100.00	
Payroll - Bookkeeping	53.95	641.69
<b>Total FINANCE &amp; MARKETING</b>	<b>246.62</b>	<b>3,383.38</b>
OFFICIALS EXPENSES	1,539.26	
Officials Championship Meet Travel		6,825.00
Officials Equipment Rental	1,277.16	
<b>Total OFFICIALS EXPENSES</b>	<b>2,816.42</b>	<b>6,825.00</b>
Paid & Unpaid Employees	844.20	
Compensation	714.20	38,500.00
Mileage		116.69
Per Diem		1,575.00
Taxes		3,033.31
<b>Total Paid &amp; Unpaid Employees</b>	<b>1,558.40</b>	<b>43,225.00</b>
Payroll Expenses		
Taxes	4,903.34	
Wages	54,485.75	
<b>Total Payroll Expenses</b>	<b>59,389.09</b>	
PNS OFFICE		
Internet Services	455.00	700.00
Office Rent	2,400.00	2,916.69
Office Supplies	4,221.03	875.00
PNS Storage Unit & PO Box	507.00	700.00
Postage		291.69
Repair & Maintenance		291.69

	TOTAL	
	ACTUAL	BUDGET
Telephone	626.78	641.69
<b>Total PNS OFFICE</b>	<b>8,209.81</b>	<b>6,416.76</b>
PROGRAM DEVELOPMENT		
Club Development Meetings		29.19
Diversity Inclusion Workshop	1,000.00	
<b>Total PROGRAM DEVELOPMENT</b>	<b>1,000.00</b>	<b>29.19</b>
PROGRAM OPERATIONS		
PNS Meet Awards	8,905.03	12,541.69
Scheduling		408.31
<b>Total PROGRAM OPERATIONS</b>	<b>8,905.03</b>	<b>12,950.00</b>
QuickBooks Payments Fees	1,323.35	
SENIOR SWIMMING		
LC Senior Championship		641.69
Open Water		350.00
Season 1		13,329.19
Season 2		1,166.69
Season 3		1,691.69
Season 4		23,450.00
Season 5		641.69
Senior Training Practices		1,429.19
Senior Zones		3,937.50
<b>Total SENIOR SWIMMING</b>		<b>46,637.64</b>
Special Programs		
Special Advocacy Expenditures	30,000.00	23,333.31
<b>Total Special Programs</b>	<b>30,000.00</b>	<b>23,333.31</b>
Unapplied Cash Bill Payment Expense	15,705.58	
Uncategorized Expense	6,000.00	
<b>Total Expenses</b>	<b>\$149,177.81</b>	<b>\$181,183.80</b>
NET OPERATING INCOME	<b>\$82,316.81</b>	<b>\$ -7,513.73</b>
Other Income		
Interest Income	0.08	
Other Miscellaneous Income	1,460.00	
Reimbursed Expenses	-270.37	
<b>Total Other Income</b>	<b>\$1,189.71</b>	<b>\$0.00</b>
Other Expenses		
Miscellaneous	-13,958.42	
<b>Total Other Expenses</b>	<b>\$ -13,958.42</b>	<b>\$0.00</b>
NET OTHER INCOME	<b>\$15,148.13</b>	<b>\$0.00</b>
NET INCOME	<b>\$97,464.94</b>	<b>\$ -7,513.73</b>

# Officials Report

## Officials Committee Report to PNS Board

In early April, the Officials Committee completed a refresh of the PNS Officials Policy [OF-97-01], making several significant changes. The updated policy has been posted to the Officials page. However, it should be noted that changes to this policy are not subject to HOD approval.

The Annual Meeting of Officials was held on 19 April 2022. In addition to discussing several topics relevant to our officials, we conducted a selection of 4 At Large positions for the Officials Committee to fill some expiring terms. Rick Cox, John Gagliardo, and Nick Siripipat were re-elected, and Ed Lesnick will be joining the Officials Committee at our next meeting in May. Per the updated Officials Policy, the Officials Committee will be selecting the Committee Chair and Vice Chair at our next meeting (10 May).

I would like to specifically thank Kathy Robertson, nee Tamura, for her work on the Officials Committee. Her term was expiring and, due to other non-swimming commitments [gasp!], she chose not to run again. Ed will be filling her vacancy. Thank you, Kathy and best wishes!

Submitted by John C. Gagliardo, Officials' Committee Chair



## Safe Sport Report

To All Clubs: Meet Marshals **DO NOT** need to be Non-Athlete Members at this time.

# Meet Marshal Non-Athlete Membership Requirement Update

by USA Swimming



As previously communicated to all USA Swimming members, in order to comply with U.S. Center for SafeSport requirements, the USA Swimming Board of Directors approved expanding Corporate Bylaw 2.6.6, which set forth those who must be non-athlete members of USA Swimming. This expansion included

requiring meet marshals be registered non-athlete members of USA Swimming effective January 1, 2022.

Specifically in reference to requiring non-athlete membership of meet marshals, USA Swimming received a significant amount of member feedback. As a result of that feedback, USA Swimming requested a specific review from the Center regarding the role of a meet marshal and whether it meets the threshold of a volunteer who interacts directly and frequently with athletes or has authority over athletes as a regular part of their duties. **We recently received confirmation from the Center that the role of a meet marshal does not rise to the level of contact with or authority over athletes significant enough to require non-athlete membership of these volunteers.** The Board of Directors acted quickly to approve amending Corporate Bylaw 2.6.6 to remove the requirement for meet marshals to register as non-athlete members of USA Swimming. Concurrently, the Operational Risk Committee has worked to standardize the role of a meet marshal and developed [Meet Marshal Standards](#). The Committee has also developed a standard meet marshal training program, which will be released in 2022

**Please note, this change is only in reference to meet marshals, and all other communicated categories will still be required to become non-athlete members of USA Swimming no later than January 1, 2022.** These individuals include:

- Adult employees of USA Swimming, Local Swimming Committees (LSCs) and member clubs;
- Adults serving on the board of directors of USA Swimming, LSCs and member clubs;
- Individuals in a position of oversight over the operations of a member club;
- Adults with an ownership interest in a member club;

- Referees, starters, administrative officials, chief judges, as well as stroke and turn judges; and
- Other volunteers who interact directly and frequently with or have authority over athletes (as defined in the SafeSport Code for the Olympic and Paralympic Movement) as a regular part of their duties.

Thank you for your continued support to make USA Swimming the best-in-class organization it is today. For further questions, please reach out to [safesport@usaswimming.org](mailto:safesport@usaswimming.org).

# DEI Report

## PNS DEI Committee Report

April 25, 2022

### Homeless Swimmers

There have been a few homeless swimmers who are not with their parents in need of outreach, we do not need to change the policies in order to have them be outreach swimmers.

### Team Training Support

The DEI Committee is suggesting that we change the rules for Team Training Support to allow for a smoother process, and more accessibility.

Proposed policy:

#### . Training Offsets (Team Training Support)

- a. Teams may apply for PNS Training Fee Stipend to help offset training fee compensation they provide outreach swimmers. Teams must submit a completed "Form C" for each offset athlete applicant by March 15 for the short course season, and by August 15 for the long course season. There should be no expectation that full reimbursement will be provided by PNS.
  - i. Athletes must:
    1. be members in good standing.
    2. attended 60% of all workouts provided for their training group.
    3. participated in a minimum of two (2) competitions for that season.
  - b. Provide proof of all amounts paid by applicant that were applied to their training fees.
  - c. Provide proof of the cost of the training group the applicant participated in paid by other athletes on the team during the same time period.
  - ii. Fulfillment of Criteria under i, including attendance data and meet attendance, will be managed at the discretion of the team. PNS may request proof of fulfillment at any time. If teams cannot provide sufficient proof, PNS may not provide that team training offsets.

Each Full Offset Athlete applicant meeting the above criteria will be awarded one (1.00) offset share for each dollar the team supplemented (calculated by ii(i) above subtracted from ii(2) above for that athlete. Each Partial Offset Athlete applicant meeting the above criteria will be awarded a three-quarters (.75) offset share for each dollar the team supplemented (calculated by ii(1) above subtracted from ii(2) above) for that athlete. Teams will be reimbursed per share, the lesser of either: The total amount budgeted for Team Training Support for that season divided by the total number of shares from all qualifying athletes; or \$1.00.