

Pacific Northwest Swimming Association
PO Box 841
Maple Valley, WA 98038

Board Meeting Minutes, June 12th, 2023

Call to Order: 7:36PM via Zoom Video Conference

In Attendance:

John Skroch – General Chair
Suzanne Rychlik – Meet Scheduling
Carl Baber – Safe Sport Operational Risk Char
Teresa Winterstein – Secretary
Deb Soper – Finance Vice Chair
Rick Cox – Governance Committee
Melissa Stiner – Membership/Registration
Nick Sripipat – Officials Committee Chair
Kara Forbis – Age Group Vice Chair
Alex Reed – At-Large Rep
John Gagliardo – Admin Vice Chair
Linda Vicik – Meet Sanctioning

Chris Coghill – Coach Rep
Nick Chevalier – Coach Rep
Emily Murray – DEI Vice Chair
Dave Baer – Treasurer
Justin Wang – Athlete Rep
Nathan Lee – Athlete Rep
Ellie Wang – Athlete Rep
Bob Keller – Ex-Officio
Molly Cady – Governance Committee
Garrett McCaffrey – Senior Vice Chair
Alice Godfred – Program Development Vice Chair
Ken Spencer – At-Large Rep

APPROVAL OF MINUTES

A motion was made, seconded, and voted on to approve the May 1st, 2023 BOD minutes as posted.

OFFICERS REPORTS

Treasurer Report: Dave Baer

Balance Sheet and Budget vs. Actuals posted.

Remaining budget has \$126,000. Most in senior swimming, likely due to officials' expenses under wrong category. IRS 990 report due July 15th.

Membership Report: Melissa Stiner

Reports posted online.

Officials Report: Nick Sripipat

No report. Next meeting June 13th.

Age Group Report: Kara Forbis

No report. Zones applications due tonight (June 12th) at 11:59PM. Coaches will select team once applications are in. Announce team June 24th/25th. Working on travel logistics.

Senior Report: Garrett McCaffrey

No report. Q2 senior travel funding done, checks going out soon.

Program Operations Report: Suzanne Rychlik (Chad Winkle absent).

Report posted online. Chad and Suzanne meeting for transition of position.

Program Development Report: Alice Godfred

No report.

Administrative Report: John Gagliardo

Report posted online. HOD updated policies, but not updated on the website yet. General Chair says website policies to be updated this week.

Athlete Report: Justin Wang

No report. Working on athlete raffle. However, lots of logistics to manage and proving difficult. Trying to update athlete committee format, summer meeting a good time to change.

Coach Report: Chris Coghill

First coach committee meeting June 19th.

Safe Sport/Op Risk Report: Carl Baber

No report. First 2023-24 season meeting for Safe Sport on June 27th.

Finance Report: Deb Soper

Working on meet tap and section money that has not been turned in for 21-22 and 22-23 seasons. Teams cooperating with process. Auditing what was done previously, tracking new progress. May have to amend taxes based on when the money from previous year comes in. Fidelity count in good standing, increased \$34,321 last month. Put together 22-23 Budget to Date. Quickbooks actuals incorrect with budget items in the wrong place. New report more accurate for where budget is at. Deb wants to look at the late fee policy for tap fees and potentially make changes. New Business discussion to follow.

Diversity Report: Emily Murray

No report.

Disability Report: Kiko VanZandt

No report.

OLD BUSINESS

None

NEW BUSINESS

1. Land Acknowledgement Statement:
Proposed by the Disability chair. After a brief discussion, moved, seconded, and approved to table till September to allow for clarification with Kiko in attendance and time for members to research online.
2. LC Championship Fees:
Overview by Suzanne. With two LC meets, 14&U oversubscribed by 300-400 swimmers. Technical planning decided to move 13-14s to SR LC Champs. Due to the limiting structures of the meet, LC meets and AG Regionals have less splashes, so the fees need to be higher. Proposed to charge the same meets fees between SR and AG champs meets and AG Regionals to assure costs covered by meet fees. Proposed, seconded and approved. Linda will add to changes in 12&U meet announcement update.
3. Governance Appointment:
John Gagliardo finished term. Teresa Winterstein nominated for 4-year term on committee by General Chair. Proposed, seconded and approved.

4. Meet Tap Fee Policy:

Continuation from Finance report. Current policy presents a 10% fee for not paying within 20 days of a meet. Finance looking for a potential update to the policy to address current backlog of overdue fees.

Suzanne suggests only instituting fines if teams don't work with PNS on late fees. Against making anything more difficult for teams to host.

Nick points to issues with communication and against a fee when communication lines not in place.

Deb says they will pay more attention to fees, create a system of communication for future.

Alice says difficult to collect fees from participating teams. Suggests payment timeline should be based on the kind of meet.

Dave suggests PNS creating an invoice for teams rather than waiting for self-reporting.

Task force proposed for further research, which Deb will put together.

2015/2012 last policy update.

5. Time Standards Development Update:

John Skroch potentially passing off creation responsibility to Alex Reed.

6. Hall of Fame Recognition Update:

In November, recognition ceremony and luncheon moved to SR LC Champs. 2 classes of inductees, 2021 (5) and 2023 (3). Bob Keller planning to work with IST to accommodate the recognition ceremony.

Issue raised regarding changes in meet structure preventing space in the timeline for up to 60 minutes of meet stoppage. Question to revisit the specific meet selection for ceremony.

Suggested options included December SR Champs or 12&U LC Champs (before finals). Bob will take suggestions and report back.

NEXT MEETINGS

Future Meeting Dates:

BoD Meetings:

- September 18th, 2023
- November 20th, 2023
- January 22nd, 2024
- March 4th, 2024
- April 29th, 2024

HOD Meeting:

- May 11th, 2024

A motion was made, seconded, and approved to adjourn the meeting at 8:38PM.

Teresa Winterstein
Secretary

Treasurer's Report:

Due in July is the annual Washington State corporate registration and filing of the IRS 990.

The tax accountants have reached out requesting more information to prepare the IRS 990 and I will be working with the office and Finance Vice Chair to provide the necessary updates.

Attached is the balance sheet and a fiscal year to date budget versus actuals report.

Pacific Northwest Swimming

Balance Sheet

As of June 8, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	465,935.39
Fidelity Investment	332,683.44
Total INVESTMENT INCOME	798,618.83
Non-Athlete Individual	-200.00
WF Checking	142,485.54
WF Savings	10,470.16
Total Bank Accounts	\$951,374.53
Accounts Receivable	
Accounts Receivable (A/R)	20,136.50
Total Accounts Receivable	\$20,136.50
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	736.50
Total Other Current Assets	\$736.50
Total Current Assets	\$972,247.53
Fixed Assets	
Furniture & Equipment	37,527.61
Accumulated Depreciation	-37,527.61
Total Furniture & Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$972,247.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	900.00
Total Accounts Payable	\$900.00
Credit Cards	
AMEX	0.00
WF CC AgeGroup	-7,362.24
WF CC Office	-120.64
WF GC Credit Card	-2,199.08

Pacific Northwest Swimming

Balance Sheet

As of June 8, 2023

	TOTAL
Total Credit Cards	\$ -9,681.96
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-931.75
Federal Taxes (941/944)	1,453.15
WA Paid Family and Medical Leave Tax	235.88
WA SUI Employer	130.40
WA Workers Compensation	648.67
Total Payroll Liabilities	1,581.68
Pre Paid Expenses	0.00
USA-S Registration	1,382.00
Athlete - Annual	-14,432.00
Athlete - Outreach	-215.00
Athlete - Seasonal	360.00
Club	-9,385.00
Dual Membership Credit	1,432.00
Flex Athlete/USA	2,127.50
Flex Upgrade to Premier/USA	12,000.00
Non-Athlete Family	0.00
Non-Athlete Individual	-1,056.00
Total USA-S Registration	-7,786.50
Total Other Current Liabilities	\$ -6,204.82
Total Current Liabilities	\$ -14,986.78
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	12,682.00
Total Long-Term Liabilities	\$12,682.00
Total Liabilities	\$ -2,304.78
Equity	
Net Assets	717,683.14
Retained Earnings	119,404.52
Net Income	137,464.65
Total Equity	\$974,552.31
TOTAL LIABILITIES AND EQUITY	\$972,247.53

Pacific Northwest Swimming

Budget vs. Actuals: FY2022-23 - FY23 P&L

September 2022 - August 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
ADMINSTRATION	-6.00		6.00
Club Penalties	900.00	1,200.00	300.00
Total ADMINSTRATION	894.00	1,200.00	306.00
OFFICIALS			
Donations		500.00	500.00
Officials Clinics	2,259.47	2,900.00	640.53
Total OFFICIALS	2,259.47	3,400.00	1,140.53
PROGRAM DEV			
Donations to Heidloff Outreach Fund	5,000.00		-5,000.00
Sponsorships/Grants	6,250.00	30,000.00	23,750.00
Total PROGRAM DEV	11,250.00	30,000.00	18,750.00
PROGRAM OPS			
Meet Tap	109,021.55	145,100.00	36,078.45
Sanction Fees	2,586.55	4,000.00	1,413.45
Total PROGRAM OPS	111,608.10	149,100.00	37,491.90
Unapplied Cash Payment Income	379.00		-379.00
USA-S REGISTRATION/PNS			
Athlete - Annual	95,025.12	102,000.00	6,974.88
Athlete - Seasonal		375.00	375.00
Athlete - Transfer Fee	20.00	1,700.00	1,680.00
Club	7,590.00	1,500.00	-6,090.00
Flex Athlete		7,740.00	7,740.00
Flex Upgrade to Premier		100.00	100.00
Non-Athlete - Individual		9,350.00	9,350.00
Total USA-S REGISTRATION/PNS	131,566.32	122,765.00	-8,801.32
Total Income	\$257,956.89	\$306,465.00	\$48,508.11
GROSS PROFIT	\$257,956.89	\$306,465.00	\$48,508.11
Expenses			
ADMINISTRATION			
Athlete Activities	700.70	1,500.00	799.30
Board Enhancement/Workshop	0.00	3,200.00	3,200.00
Clean Sport		500.00	500.00
Convention	-223.71	13,300.00	13,523.71
Gifts		100.00	100.00
Governance/Swimposium		8,100.00	8,100.00
HOD Meeting		1,500.00	1,500.00
Safe Sport		1,300.00	1,300.00
Taxes & Licenses	728.50	50.00	-678.50
Total ADMINISTRATION	1,205.49	29,550.00	28,344.51
AGE GROUP			

Pacific Northwest Swimming

Budget vs. Actuals: FY2022-23 - FY23 P&L

September 2022 - August 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
All-Star Meet	12,436.71	7,500.00	-4,936.71
Swim Camps		2,500.00	2,500.00
Zone Championship	446.28	20,000.00	19,553.72
Total AGE GROUP	12,882.99	30,000.00	17,117.01
DISABILITY			
Disability Think Tank		2,000.00	2,000.00
Disability Travel Funding		2,300.00	2,300.00
PNS Disability Camp		800.00	800.00
Total DISABILITY		5,100.00	5,100.00
DIVERSITY & INCLUSION			
Age Group Subsidies - All-Stars	-3,100.00		3,100.00
Heidloff Outreach Program	19,330.63	3,650.00	-15,680.63
LGBTQ+ Initiatives		1,000.00	1,000.00
NW Diversity Select Camp		3,000.00	3,000.00
Promoting Inclusion		300.00	300.00
Team Training Support		15,200.00	15,200.00
USA-S Outreach Registration		900.00	900.00
Western Zone D&I Select Camp		1,500.00	1,500.00
Women in Leadership		1,800.00	1,800.00
Workshop USA or Other		1,700.00	1,700.00
Total DIVERSITY & INCLUSION	16,230.63	31,750.00	15,519.37
FINANCE & MARKETING			
Accountant	172.50	4,500.00	4,327.50
Bank Charges	-12.20	200.00	212.20
Payroll - Bookkeeping		1,100.00	1,100.00
Total FINANCE & MARKETING	160.30	5,800.00	5,639.70
OFFICIALS EXPENSES			
Official's Clinics	-100.00		100.00
Officials Championship Meet Travel	0.00	8,000.00	8,000.00
Officials Equipment Purchases		2,500.00	2,500.00
Officials Evaluator Visits	3,011.81	2,400.00	-611.81
Officials Workshop Travel		1,000.00	1,000.00
Total OFFICIALS EXPENSES	4,236.43	13,900.00	9,663.57
Paid & Unpaid Employees			
Compensation		66,000.00	66,000.00
Mileage		200.00	200.00
Per Diem		2,700.00	2,700.00
Taxes		5,200.00	5,200.00
Total Paid & Unpaid Employees		74,100.00	74,100.00
Payroll Expenses			
Taxes	4,194.37		-4,194.37
Wages	48,499.92		-48,499.92

Pacific Northwest Swimming

Budget vs. Actuals: FY2022-23 - FY23 P&L

September 2022 - August 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Total Payroll Expenses	52,694.29		-52,694.29
PNS OFFICE	302.96		-302.96
Internet Services	2,437.16	1,200.00	-1,237.16
Office Supplies	309.54	1,500.00	1,190.46
PNS Storage Unit & PO Box	992.35	1,320.00	327.65
Postage	55.92	500.00	444.08
Repair & Maintenance		500.00	500.00
Telephone	669.74	1,100.00	430.26
Total PNS OFFICE	4,767.67	6,120.00	1,352.33
Prior Year Expense recorded in current Year	82,857.93		-82,857.93
PROGRAM DEVELOPMENT			
Club Development Meetings		100.00	100.00
Total PROGRAM DEVELOPMENT		100.00	100.00
PROGRAM OPERATIONS			
PNS Meet Awards	11,947.89	21,500.00	9,552.11
Scheduling		700.00	700.00
Total PROGRAM OPERATIONS	11,947.89	22,200.00	10,252.11
QuickBooks Payments Fees	683.26		-683.26
Reimbursements	5,094.78		-5,094.78
Officials Championship Travel paid by Western Zone or USA Swimming	4,546.00		-4,546.00
Total Reimbursements	9,640.78		-9,640.78
SENIOR SWIMMING			
LC Senior Championship		1,800.00	1,800.00
Open Water		1,000.00	1,000.00
Season 1	22,528.01	37,600.00	15,071.99
Season 2	1,122.50	3,300.00	2,177.50
Season 3	0.00	4,800.00	4,800.00
Season 4	0.00	66,100.00	66,100.00
Season 5	2,325.00	1,800.00	-525.00
Senior Training Practices		4,000.00	4,000.00
Senior Zones	0.00	11,100.00	11,100.00
Total SENIOR SWIMMING	25,975.51	131,500.00	105,524.49
Special Programs			
Special Advocacy Expenditures	0.00		0.00
Total Special Programs	0.00		0.00
Unapplied Cash Bill Payment Expense	0.00		0.00
Uncategorized Expense	81.53		-81.53
Total Expenses	\$223,364.70	\$350,120.00	\$126,755.30
NET OPERATING INCOME	\$34,592.19	\$ -43,655.00	\$ -78,247.19
Other Income			
Gain/Loss on Investment	83,731.46		-83,731.46

Pacific Northwest Swimming

Budget vs. Actuals: FY2022-23 - FY23 P&L

September 2022 - August 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Reimbursed Expenses	3,788.20		-3,788.20
Total Other Income	\$87,519.66	\$0.00	\$ -87,519.66
NET OTHER INCOME	\$87,519.66	\$0.00	\$ -87,519.66
NET INCOME	\$122,111.85	\$ -43,655.00	\$ -165,766.85

				LSC Fee		USA Swimming Fee			
				Members	Amount	Members	Amount		
2023 (9/1/2022 - 8/31/2023)	Club Registration	Organization	Renew	3	\$0.00	3	\$210.00		
		Year-Round Club	Renew	40	\$0.00	40	\$2,800.00		
		Total		43	\$0.00	43	\$3,010.00		
	Member Registration	Administrator	Cancel		(1)	(\$1.00)	(1)	(\$30.00)	
			New		22	\$22.00	22	\$660.00	
			Renew		32	\$32.00	32	\$960.00	
		Apprentice Official	New		49	\$0.00	49	\$0.00	
			Renew		11	\$0.00	11	\$0.00	
		Coach	Cancel		(8)	(\$55.00)	(8)	(\$340.00)	
			Life Upgrade					2	\$2,000.00
			New		39	\$396.00	39	\$2,312.00	
			Renew		255	\$2,750.00	255	\$16,932.00	
			Renew - Life		6	\$0.00	6	\$0.00	
			Upgrade		13	\$0.00	13	\$0.00	
		Flex Athlete	Cancel		(4)	(\$40.00)	(4)	(\$80.00)	
			New		662	\$6,620.00	662	\$13,240.00	
			Renew		273	\$2,730.00	273	\$5,460.00	
		Junior Coach	Cancel		(8)	(\$88.00)	(5)	(\$340.00)	
			New		11	\$121.00	11	\$408.00	
			Renew		36	\$385.00	36	\$1,428.00	
		Official	Cancel		(3)	(\$22.00)	(3)	(\$136.00)	
			New		83	\$836.00	83	\$5,168.00	
			Renew		331	\$3,454.00	331	\$21,352.00	
Renew - Life				3	\$0.00	3	\$0.00		
Upgrade				22	\$242.00	22	\$1,496.00		
Other		Adjustment		1	\$11.00	2	\$136.00		
	Cancel		(8)	(\$88.00)	(8)	(\$544.00)			
	New		89	\$891.00	89	\$5,440.00			
	Renew		76	\$627.00	76	\$3,944.00			
	Renew - Life		6	\$0.00	6	\$0.00			
Premium Athlete	Adjustment					4	\$272.00		
	Cancel		(73)	(\$1,101.50)	(79)	(\$4,720.00)			

		New	1,499	\$23,984.00	1,499	\$101,864.00
		Renew	4,200	\$67,200.00	4,200	\$283,560.00
		Upgrade	139	\$914.50	139	\$6,222.00
		Upgrade Overpay Adj.	1	(\$8.50)	1	(\$30.00)
	Premium Athlete- 2023 Outreach Athlete	New	31	\$0.00	31	\$155.00
		Renew	70	\$0.00	70	\$350.00
	Season 1 Athlete	Cancel	(2)	(\$17.00)	(2)	(\$60.00)
		New	86	\$731.00	86	\$2,580.00
		Renew	35	\$297.50	35	\$1,050.00
	Season 2 Athlete	New	75	\$637.50	75	\$2,250.00
		Renew	16	\$136.00	16	\$480.00
	Total		8,065	\$111,596.50	8,069	\$473,439.00

LSC MONTHLY PAYOUT CHECK				
YEAR	MONTH	LSC AMOUNT COLLECTED	4% TECH FEE	USA/S PAYOUT AMOUNT
2022	SEPT	\$49,268.72	\$1,970.72	\$47,297.28
	OCT	\$12,237.00	\$489.48	\$11,747.52
	NOV	\$9,039.50	\$361.58	\$8,677.92
	DEC	\$13,656.50	\$546.26	\$13,110.24
2023	JAN	\$14,783.50	\$591.34	\$14,192.16
	FEB	\$4,519.50	\$180.78	\$4,338.72
	MARCH	\$3,130.00	\$125.20	\$3,004.80
	APRIL	\$1,874.50	\$74.98	\$1,799.52
	MAY	\$2,427.00	\$97.08	2,329.92
	JUNE	\$661.00	\$26.44	634.56
	JULY			
	AUG			
TOTAL				\$107,132.64

as of 6/12/23

Program Ops Report (June)

Agenda Additions

- 1) Meet Fees for LC Champs and AGRs – we need to move to SR Champs Meet Fee structure for these meets to help ensure teams are able to make money hosting.
- 2) LC Champs –
 - a. Board covers Wednesday of SR Champs since the added day is due to LSC
 - b. Change in Days

Report

Sorry for my absence at the meeting and thank you Suzanne for filling in for me and covering everything (and for all the help in the new role).

October Challenge Meets – Sent out one last call for hosts. High probability we will be turning that meet into an Open Weekend. That decision will be made on Tuesday morning and communication to teams will follow.

LC Champs Meets – Email was sent out on Friday. Shortly put, combining 13-14's with the SR Weekend, and the following weekend will be 12&Unders only. This ensures that we don't lower cuts on kids, while creating a timeline that is manageable. Highlights are listed below.

13&Over Weekend Changes: July 19th-22nd

- Added Wednesday for the 1500 Free
- Rearranged the order of events to utilize the timeline better (all individual events are on the same day except for the 1500 which is now Wednesday and the 800 free which is now Saturday)
- Dropped the 800 Free Relay
- all 400 relays to the end of finals
- All 200 relays will be swum in prelims
- Relays will be swum as either 13-14 or Open
- Individual Events will swim 13-14 or 15 & over
- For events 200 and below, there will be two heats of finals for 13-14 and 3 heats of finals for 15 & over
- For the 400 free and 400 IM, 13-14 will have 1 heat in finals and the 15 & over will have 2 heats of finals.
- Bonus events will be for athletes with 3 or less cuts.
- Late qualifying period added for 13-14 swimmers (this will be NEW qualifiers only, not additional swims)

12&Under Weekend Changes: July 28th-30th

- Condense the meet to 3 days with the 1500 moving to Sunday
- Remove the 400 Free Relay and 400 Medley Relay from the weekend.
- Breaks will be added to finals as needed to help give athletes rest (as a reminder, we already added in 10 & unders to finals)
- Beyond that the meet will run pretty standard to usual.

Upcoming Meets – AGI's is set with hosts but the rest of the year will be an uphill battle. I would expect a lot changes to Open Weekends for this year based on the number of open meets.

Administrative Vice Chair Report:

At the HOD meeting on 13 May 2023, the following items were ratified and have been provided to the PNS Office for posting:

- PNS By Laws
- AD-97-01 Registration, Rules, and Procedures
- AD-05-01 New Club Membership
- AD-23-05 PNS Officials Travel Reimbursement [new]
- AD-97-05 PNS Travel Fund
- AD-97-06 Meet Announcement
- AD-97-08 Meet Eligibility and Times
- AD-97-07 Conduct of Meets

Respectfully submitted by John Gagliardo, Administrative Vice Chair