

PACIFIC NORTHWEST SWIMMING -- Board Meeting Minutes June 11, 2018

CALL TO ORDER: 7PM at the Bellevue Club

Welcome new board members – Bob Keller (new member not in attendance, Dave Baer, Emma Hyunh, Katie Cross)

In Attendance:

Bob Keller - General Chair

Lisa Vetterlein – Secretary

Audra Messaggee-Evans - Treasurer

John Gagliardo - Officials Chair

Max Byers – Age Group Vice Chair

Kevin O’Shea – Senior Vice Chair

Nick Chevalier - Program Dev. Vice Chair

Kyle Falkner – Athlete Rep

Victoria Truswell – Athlete Rep

Alice Godfred - Coach Rep

Dave Leonard – Coach Rep

Cory Keller - Safe Sport/ Risk Mgt. Coordinator

Rick Cox – At Large Rep

Carolyn Ackerley - At Large Rep

Dane Wolfrom – Diversity & Inclusion

Kiko VanZandt – Disability Swimming

Suzanne Rychlik – Past Chair

Colleen Buchanan – Registrar

Summer Truswell

APPROVAL OF MINUTES:

John Gagliardo motioned to accept. Victoria Truswell seconded.

Minutes approved.

OFFICER REPORTS

- Treasurer’s Report – Audra Messaggee-Evans – in packet
- Membership Report – Colleen Buchannan - in packet
- Officials Report: John Gagliardo – no report
- Age Group Report – Max Byers – no report
- Senior Report – Kevin O’Shea
 - need to resolve funding for senior zones – see old business
- Program Operations Report – no report
- Program Development Report – Nick Chevalier – no report
- Admin VC Report – Bob Keller (all items under old or new business)
- Athlete Report – no report
 - all busy with school as school year comes to a close.
 - Working on setting up 2nd Athlete Committee meeting.
- Coach Report – Alice Godfred, Dave Leonard – first meeting – no report
- Safe Sport Report – Cory Keller
 - *Safe Sport for “meets”*, tools for meet directors/ meet referees available online – these materials may be used to support “Safe Sport” at a meet.
- Finance report – Dave Baer – no report, Bob Keller – Dave Baer working with Dane Wolfrom and Dave Coddington (prior Finance Vice Chairs) regarding his new BOD position.
- Diversity Report – Dane Wolfrom
 - moving forward, thumbs up from Dane.
- Disability Report – Kiko VanZandt – no report
- USA swimming Liaison Reports – Ron VanPool (Bob Keller for RVP)
 - USAS and USOC taking strong stance regarding Safe Sport – more to come.

OLD BUSINESS

- 2018-19 BOD Meeting Schedule
 - Monday Sept. 10th
 - Monday Nov 5th,
 - Monday Jan. 14th, 2019
 - Monday March 4th
 - Monday April 29th
 - HOD - Saturday May 11th
 - Monday June 3rd

- Flex Membership By-Law modification approval
 - Next admin VC (position currently vacant) – will update the By-Laws to include Flex Membership. Kevin O’Shea will provide input to Admin VC regarding an athlete swimming a third meet would be automatically updated to a full membership, and the associated club billed for such.
- Diversity Campaign Review / D&I Budget item approval
 - Posters campaign: Letters drafted to be sent to clubs; some poster examples viewed at meeting. There is money in the Diversity & Inclusion budget to cover.
 - Alice Godfred moved to approve \$1200 budget line item for the Inclusion Posters Campaign Suzanne Rychlik seconded.

Motion passed

- Coach cards – For 2017-18 swim season, only 7 LSCs were printing Coach cards (including PNS). It has been brought up again, to have coaches print their own cards. Kevin O’Shea moved to continue to print coach cards for the 2018/2019 swim season, Nick Chevalier seconded.
Discussion: credentials showing while on deck, water environment/printer ink making them illegible, placards on lanyards to be on deck
Motion approved (While more research is done on how other LSC’s are implementing)
- Retreat Results (Mission, Vision, Core Values - Update) The governance workshop group prepared the following:
“PROVIDE OPPORTUNITIES FOR EXCELLENCE IN COMPETITION SWIMMING AND BEYOND”
“SUCCESS THROUGH SWIMMING”
“DIVERSITY, INCLUSION, INTEGRITY, COLLABORATION, LEADERSHIP”

Question posed by Bob Keller, do we adopt these or continue to work on them?

After a discussion of ideas/changes, A task force created: Dave Leonard, Carolyn Ackerley, Victoria Truswell, and Kiko VanZandt to review and bring feedback.

- Senior Zone Meet –
 - Kevin O’ Oshea moved that we fund Senior Zones at 50% of Futures allocation for the 2018 summer meet (would fall under season 4 travel policy). Suzanne Rychlik seconded. Discussion ensued about travel policy and time standards. Outcome...wait for it...
- KCAC has booked a one-day Saturday event in June of 2019 which impacts the PAC Coast meet – Friday and Sunday will be the only two days available for this meet. Suzanne Rychlik moved to waive the Meet “tap” fee for SRST whom hosts the PAC Coast meet in 2019, to aid the financial and technical issue this last minute brings to meet that was already bid and accepted. Kevin O’Shea seconded.

Motion approved

NEW BUSINESS:

- Vacant board positions:
 - Program Operations Vice Chair: Bob Keller nominated Suzanne Rychlik, Alice Godfred seconded. Suzanne accepted the appointment for the remaining year of the vacated position.
- Administrative Vice Chair: Bob nominated John Skroch to complete vacated position, Cory Keller seconded. John (absent but had stated he would fill position for the remaining year of the vacated position.

Motion approved

- Board membership By-Law Change Approval
Kevin O'Shea moved to "remove" the "non-athlete" requirement for the At-Large Position in our By-Laws. Victoria Truswell seconded.
Motion approved
- HOD Attendance Guidelines and Exception Process
Clubs may run into traffic including Ferry dependent issues keeping them from attending the HOD meeting and receiving a partial reimbursement for annual club fees. The BOD does not want to mete reasons for clubs who have some to no attendance in reference to reimbursement.
- 2018 Convention
Express an interest if you want to attend. Applications to attend for athletes and non-athletes will be on the website June 12. Respond by June 22.
Victoria Truswell moved to allow up to 4 athletes to attend convention. John Gagliardo seconded.
Motion approved
- LSC Governance LEAP 3 items
 - Consent Agenda - no discussion
 - LSC Evaluation – September BOD meeting, BOD to review what, and how, we are doing.
 - Lifetime Membership Procedure
 - As per the LEAP 3 meeting over the 2018 HOD meeting, the following was drafted, and Lisa Vetterlein moved to adopt as written, John Gagliardo seconded;
Draft for Inclusion in Pacific Northwest Swimming Policies & Procedures
X.X.X USA Swimming Life Member
A Life Member is an individual who is a member of USA Swimming and who resides, formerly resided or participated in the sport of swimming in the geographic territory of Pacific Northwest Swimming and who is in good standing as a member of Pacific Northwest Swimming and USA Swimming. The LSC may choose to award one Life Membership annually to a member who has been a member of the Pacific Northwest Swimming LSC for a minimum of 10 years. Prospective nominees must hold or have held a leadership position within Pacific Northwest Swimming as a member of the Board of Directors, active committee member, or other such position as deemed appropriate by the Board of Directors. Award nominations will be solicited at a time determined by the Board of Directors.
- PNS Team Code of Conduct –
 - Want to have in place for summer PNS travel meets:
 - Athletes Version
 - Suggested 2 versions for coaches, 1, attending with athlete responsibilities., 2, attending without athlete responsibilities.
 - All updates must be sent to John Skroch (above voted in as Admin Vice Chair) by end of this week (June 15). He will send out policy revision via email for BOD approval.
- Sounders S2 Tacoma – no discussion

MOTION TO ADJOURN – John Gagliardo, Kevin O'Shea seconded
Motion Approved!! - Meeting Adjourned PM 9:03