

**Pacific Northwest Swimming**  
**HOD Meeting – Zoom Virtual Meeting**

**11 May 11, 2024**

**Meeting Minutes**

Call To Order 9:36 a.m.

- 1) Roll Call (by sign in to ZOOM)
  - a. 101 Attendees on the ZOOM call. John Skroch and/or Melissa Stiner can provide a roster if needed
- 2) Opening Comments
  - a. None
- 3) Reading, Corrections, & Approval of 13 May 2023 HOD Minutes
  - a. Moved, Seconded, and Approved (MSA) as written
- 4) Report of Officers
  - a. Administrative Vice Chair (John Gagliardo)
    - i. Report to HOD posted on PNS website. Nothing further to add.
  - b. Finance Vice Chair (Deb Soper)
    - i. Some minor cleanups needed on Expense categorization. (For example, Outreach Voucher are shown in Program Ops line items, Coach wages are reported in “Paid & Unpaid Employees.”) These postings will be corrected.
  - c. Program Development Vice Chair (Alice Godfred)
    - i. Nothing to report
  - d. Program Operations Vice Chair (Chad Winkle)
    - i. Surveys will be sent out this summer regarding meet hosts, etc.
  - e. Senior Vice Chair (Garrett McCaffrey)
    - i. Nothing to report
  - f. Age Group Vice Chair (Kara Forbis)
    - i. Report to HOD posted on PNS website. Nothing further to add.
  - g. Coaches Representatives (Chris Coghill)
    - i. Coaches have been meeting “semi-regularly” via ZOOM. Any coaches not included in the ZOOM call should reach out to Chris to be added.
  - h. Athletes Representatives (Jerry Chen)
    - i. Report to HOD posted on PNS website. Nothing further to add.
  - i. Outreach/Diversity (Emily Murray)
    - i. Report to HOD posted on PNS website. Nothing further to add.
- 5) Reports of Committee/Coordinators
  - a. Treasurer (Lorraine Masse)
    - i. Report to HOD posted on PNS website. Nothing further to add.
  - b. Membership (Melissa Stiner)
    - i. Report to HOD posted on PNS website. Nothing further to add.
  - c. Officials (Ed Lesnick)
    - i. Report to HOD posted on PNS website. Nothing further to add.
  - d. Safe Sport/Risk Management (Carl Baber)
    - i. Nothing to report
  - e. Disability (Kiko Van Zandt)
    - i. Report to HOD posted on PNS website. Nothing further to add.
- 6) Old Business – None

7) New Business

- a. Coaches & Athletes Candidate Selection Meetings (Break – 25 Minutes)
  - i. Athlete Junior Rep – Megan Song
  - ii. Athlete At Large Rep – Jocasta Xie
  - iii. Coaches Rep – Chris Coghill
- b. Amendment of the PNS By-Laws (John Gagliardo)
  - i. Legislation Item #1 – The LSC By-Law template was amended at the 2023 USAS Annual Business Meeting necessitating several edits (e.g., ‘athlete members’ were changed to ‘athlete representatives’). While the PNS Board approved all changes, the PNS HOD must ratify changes to Article 5.4 Limitations (on Board Members). Proposed wording changes were as follows in 5.4.1:

No more than 3 Members of any Group Member shall serve [as voting members] on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Representatives and Non-Athlete Members.

- ii. Legislation Item #2 – Due to recent vacancies in the Secretary and Treasurer positions, a proposed change to Article 5 Board Members to allow for these two positions, if unfilled, to be assigned to staff positions and will be Ex-Officio (non-voting) positions until such time as a volunteer is assigned. The proposed changes would affect the wording in Article 5 Members (specifically 5.1.8 Secretary and 5.1.9 Treasurer), 5.3 Ex Officio Members, and adds Article 5.4 Secretary or Treasurer as Staff or Contracted Position. Subsequent subheadings in Article 5 would be renumbered. [Note: the renumbered Article 5.5 Limitations incorporates the language as proposed by Legislation Item #1 above.]
    - iii. Legislation Item #3 – Adoption of PNS Policy Changes to AD-97-07 Rules and Policies for The Conduct of Meets
  - c. Elections
    - i. The following were nominated

General Chair	Chad Winkle
Treasurer	No Nominations received
Secretary	George Minkel
Finance Vice Chair	Ken Spencer
Program Development Vice Chair	Alice Godfred
Age Group Vice Chair	Kevin Viliunas
At Large Representative	Alex Reed

- ii. Voting Break

HOD approved all three Legislation Items and the nominated candidates.
    - d. Approval of 2024-2025 Fiscal Year Budget (Deb Soper) – MSA
    - e. Meet Calendar 2024-2025 (Suzanne Rychlik)
      - i. Calendar is posted on the PNS website (both under the HOD meeting materials and at “Meet/Results – Meet Ops – 2024-2025 Meet Calendar”)
      - ii. November AGI has some hosts, but since Technical Planning has suggested the use of SILVER time, these meets might be pretty big. Therefore, looking for 1 additional meet host
      - iii. Need 2 meet hosts for Spring AGI
      - iv. Need 3 meet hosts for Spring Showdowns

No further business. Meeting Adjourned 11:32 a.m.

Meeting minutes respectfully submitted by John Gagliardo (filling in for Teresa Winterstein)