

PACIFIC NORTHWEST SWIMMING ASSOCIATION
PO Box 841
Maple Valley, Washington, 98038

Board Meeting Minutes, Monday, November 14, 2022

Call to Order: 7:35 PM via Zoom Video Conference

In attendance:

John Skroch, General Chair
Carl Baber, Safe Sport Vice Chair
David Baer, Treasurer & Acting Finance Chair
Jerry Chen, Athlete Representative
Kara Forbis, Age Group Vice Chair
David Guffey, Officials Committee Chair
John Gagliardo, Administrative Vice Chair
Bob Keller, Past General Chair
Nathaniel Lee, Athlete Representative
Alex Reed, At-Large Representative
Ken Spencer, Senior Chair
Deb Soper, Finance Vice Chair
Melissa Stiner, PNS Administrator
Kiko Van Zandt, Disability Vice Chair
Linda Vicik, Sanction Chair & Secretary
Justin Wang, Athlete Representative
Chad Winkle, Coach Representative

APPROVAL OF MINUTES

A motion was made, seconded, and voted upon to approve the September 26, 2022, BOD minutes as posted.

OFFICERS REPORTS

Treasurer/Finance: Report attached

- The stock market is down
- The switch to SWIMS 3.0 has caused about a 30-day lag in our receipt of registration revenues, and many clubs appear to be waiting until year-end to renew.
- Registration numbers are still low, likely due to SWIMS 3.0's complexities.
- Not all expenses have been booked: DEI athlete support, Zone coach payments

Membership: Report attached – only 16 of our 42 member clubs have renewed

Officials Report: Officials training clinics so far this year should give us 158 new Stroke & Turn and Administrative Officials. Referees have been selected for both December championship meets which will be Officials Qualifying Meets offering N2 certification.

Age Group:

- All-Star applications are due December 15
- A marketing committee is looking into an athletes' camp
- Everyone is welcome to submit designs for the summer 2023 Zones team items

Senior: No report

Program Operations: Suzanne unable to attend. John S: The November AGI meets were all under-subscribed so an additional bonus opportunity was added; changing the time standards would not have been practical on such short notice.

Program Development : No report

Administrative Vice-Chair: The change of the 120-day transfer window to 60-days will require changes in PNS policies citing that rule. The Sanction Chair said that our policy regarding an unregistered swimmer competing at a meet will have to be also require a change to reflect SWIMS 3.0.

Athlete Report: They are looking into a high performance training camp. Ken said that's been done in past Olympic years so the model exists.

Coach Report: Looking into coaches clinics: ASCA? High school coaches?

Safe Sport Report: Looking into an in-person coach & club board president seminar in the new year; USA Swimming would send someone out to lead it.

Diversity: No report.

Disability: No report

OLD BUSINESS

AD 97-05 Travel Reimbursement:

Ken: We do not have sufficient funds to continue the current program. It will be necessary to limit payments to Futures and above, excluding Sectionals and Zones, perhaps with a lump-sum amount per meet that would be divided among the athletes. The reimbursement application time window will probably be shortened.

David: The new officials policy should be out soon.

NEW BUSINESS

Hall of Fame

Bob: We have not held a HOF Induction Ceremony since 2012, but five individuals were named in 2020. It was moved, seconded, and approved to approve funding (See attached proposal.) for a ceremony during next summer's long course champs. The senior meet might be the best in terms of national meet conflicts. A December 2022 date might not provide enough notice to honorees, and winter travel is always an issue.

- The PNS HOF recognizes athletes, coaches, and contributors.
- It is possible that additional individuals could be recognized by next summer.

Senior Funding

Ken: Should senior funding be need-based or performance-based? It is currently performance-based, it is highly likely that most parents would send their athletes to high-level meets independently of funding. Additional information is attached.

The next meeting dates are:

January 9, 2023

March 6, 2023

April 24, 2023

A motion was then made, seconded, and voted upon to adjourn the meeting at 8:30 PM.

Respectfully submitted,
Linda Vicik
Secretary

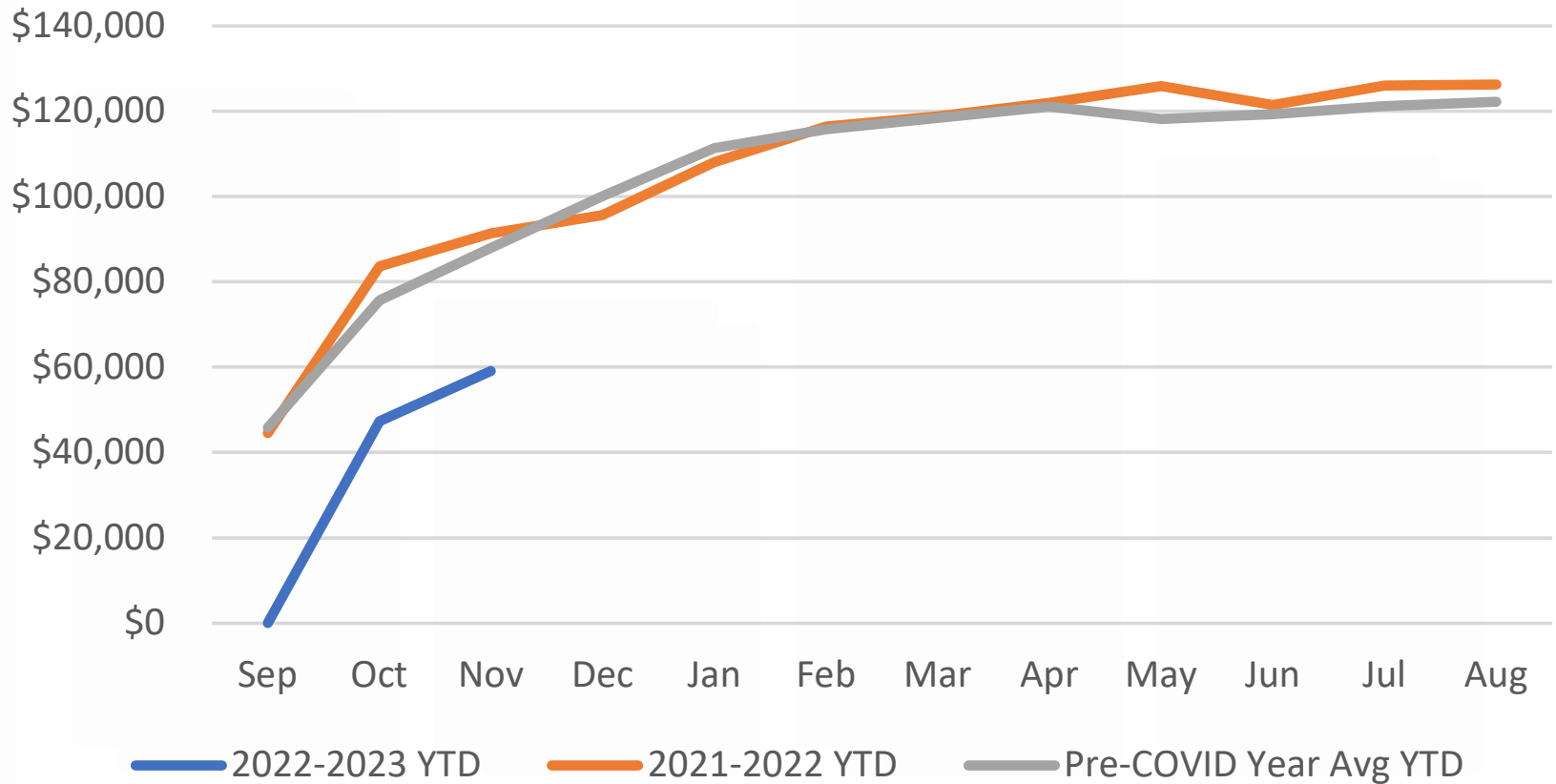
Finance Report:

We are reconciling and closing the books for last fiscal year in preparation for filing our IRS 990 and Finance review. We are cash positive as our most significant expenses are athlete and coach travel support for the short course and long course seasons - these are payable after April and August. Attached are charts showing our income and expenses year to date.

Treasurer's Report:

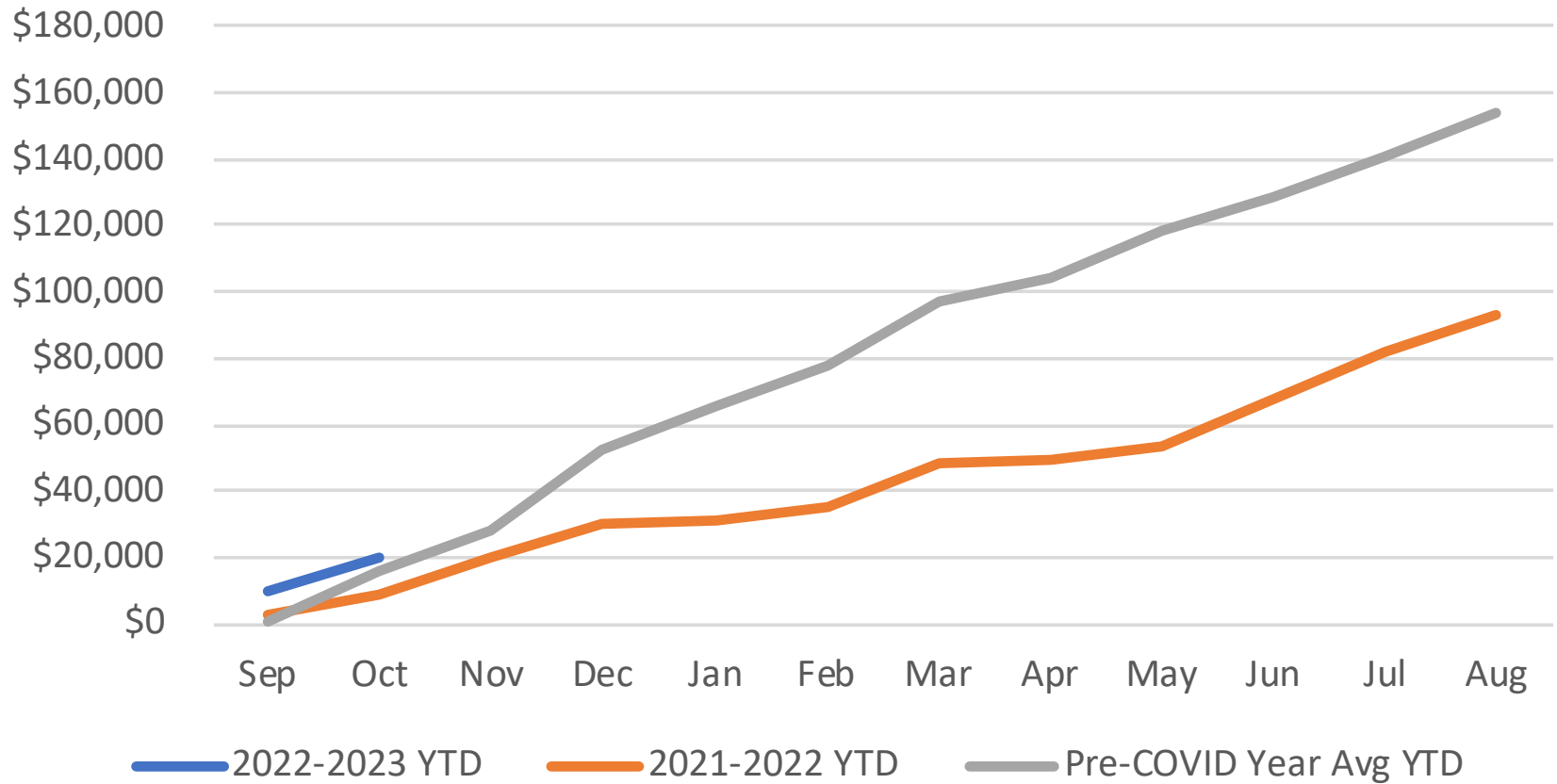
The value of our reserve account held in our Fidelity stock market account has dropped as the broader stock market has declined. The PNS balance sheet is attached.

YTD USA Registrations

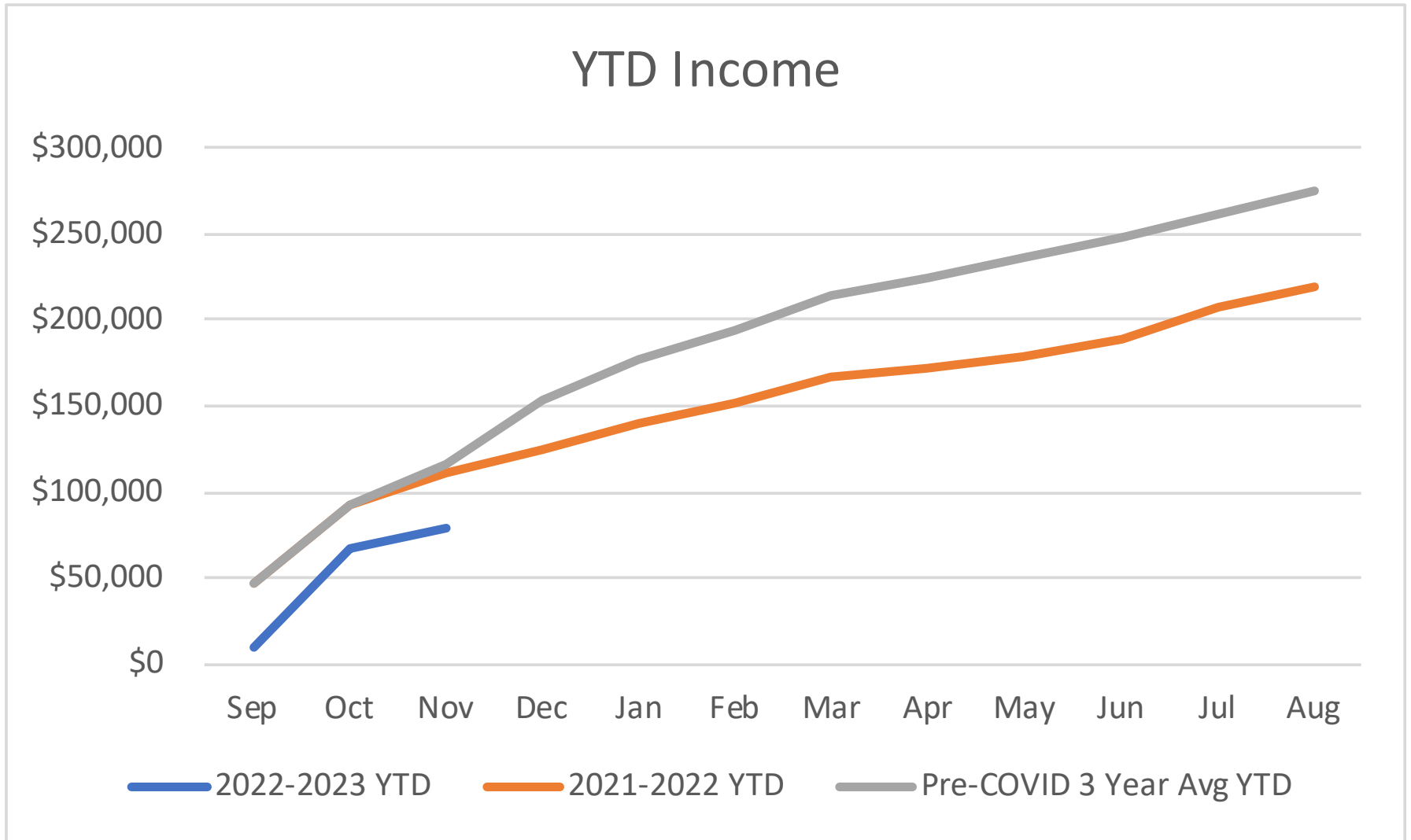


USA Registration process introduced a 30 day delay

YTD Meet Tap

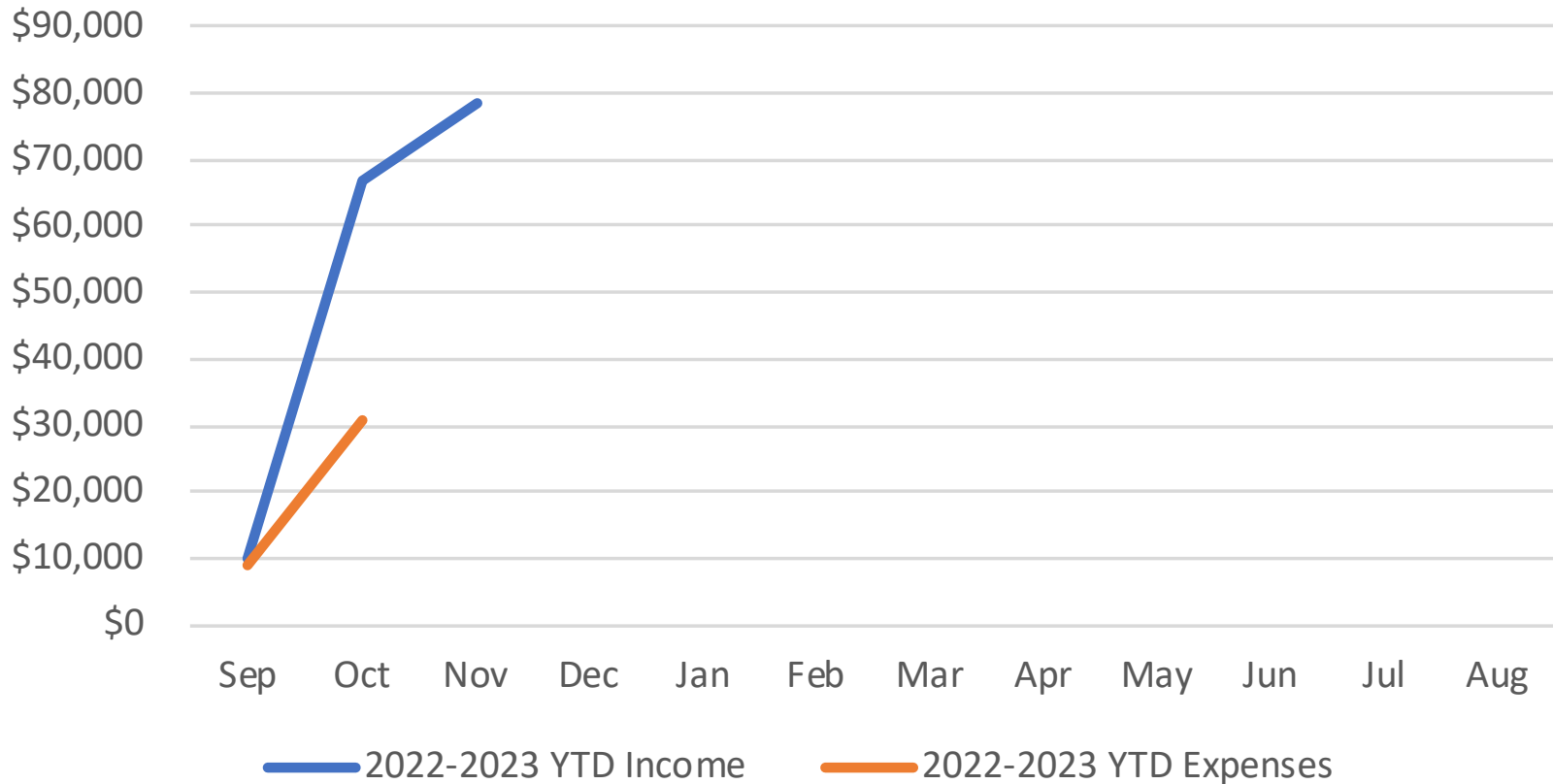


September Meet Tap income up



Cash Flow impacted by USA Registration process

Income vs Expenses YTD



Major expenses are incurred in April and August



Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Expense	Total Budget
Administration		\$256											\$256	\$29,550
Age Group														\$30,000
Disability														\$5,100
Diversity & Inclusion	\$992	\$12,286											\$13,278	\$31,750
Finance & Marketing	\$510	\$72											\$582	\$5,800
Officials														\$13,900
Total Payroll	\$5,250	\$8,630											\$13,881	\$74,100
PNS Office	\$84	\$415											\$499	\$6,120
Program Development														\$100
Program Operations	\$2,217												\$2,217	\$22,200
Senior Swimming														\$131,500
Special Programs														
Unapplied+Uncategorized														
Club Assistance Grants														
Total Expenses	\$9,053	\$21,659											\$30,711	\$350,120

Pacific Northwest Swimming

Balance Sheet

As of October 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	465,935.39
Fidelity Investment	183,763.51
Total INVESTMENT INCOME	649,698.90
WF Checking	91,359.86
WF Savings	10,470.08
Total Bank Accounts	\$751,528.84
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	198.50
Total Other Current Assets	\$198.50
Total Current Assets	\$751,727.34
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
Total Furniture & Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$751,727.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Credit Cards	
AMEX	0.00
WF CC AgeGroup	-3,866.51
WF CC Office	0.00
WF GC Credit Card	-1,805.12

	TOTAL
Total Credit Cards	\$ -5,671.63
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-964.02
Federal Taxes (941/944)	3,526.61
WA Paid Family and Medical Leave Tax	244.10
WA SUI Employer	133.19
WA Workers Compensation	667.95
Total Payroll Liabilities	3,653.16
Pre Paid Expenses	0.00
USA-S Registration	1,382.00
Athlete - Annual	-15,026.03
Athlete - Outreach	-215.00
Athlete - Seasonal	335.30
Club	-3,085.02
Dual Membership Credit	1,432.00
Flex Athlete/USA	1,627.52
Flex Upgrade to Premier/USA	11,551.99
Non-Athlete Family	0.00
Non-Athlete Individual	-1,038.62
Total USA-S Registration	-3,035.86
Total Other Current Liabilities	\$617.30
Total Current Liabilities	\$ -5,054.33
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	12,682.00
Total Long-Term Liabilities	\$12,682.00
Total Liabilities	\$7,627.67
Equity	
Net Assets	383,335.85
Retained Earnings	453,639.83
Net Income	-92,876.01
Total Equity	\$744,099.67
TOTAL LIABILITIES AND EQUITY	\$751,727.34

2023 (9/1/22-11/8/22)			LSC Fee		USA Swimming Fee	
			Members	Amount	Members	Amount
Club Registration	Year-Round Club	Renew	11	\$0.00	11	\$770.00
	Total		11	\$0.00	11	\$770.00
Member Registration	Administrator	New	33	\$33.00	33	\$990.00
	Apprentice Official	New	27	\$0.00	27	\$0.00
	Coach	Cancel	(1)	\$0.00	(1)	\$0.00
		New	30	\$297.00	30	\$1,768.00
		Renew	97	\$1,067.00	97	\$6,596.00
		Upgrade	2	\$0.00	2	\$0.00
	Flex Athlete	New	364	\$3,640.00	364	\$7,280.00
		Renew	95	\$950.00	95	\$1,900.00
	Junior Coach	New	16	\$176.00	16	\$612.00
		Renew	2	\$22.00	2	\$68.00
	Official	New	49	\$506.00	49	\$3,128.00
		Renew	138	\$1,452.00	138	\$8,976.00
		Upgrade	1	\$11.00	1	\$68.00
	Other	Cancel	(3)	(\$33.00)	(3)	(\$204.00)
		New	44	\$385.00	44	\$2,380.00
		Renew	19	\$187.00	19	\$1,224.00
	Premium Athlete	Cancel	(15)	(\$240.00)	(15)	(\$1,020.00)
		New	1,366	\$21,856.00	1,366	\$92,684.00
		Renew	2,028	\$32,448.00	2,028	\$137,564.00
		Upgrade	14	\$104.50	14	\$622.00
		Upgrade Overpay Adj.	1	(\$8.50)	1	(\$30.00)
	Premium Athlete-2023 Outreach Athlete	New	32	\$0.00	32	\$160.00
		Renew	10	\$0.00	10	\$50.00
	Season 1 Athlete	New	91	\$773.50	91	\$2,730.00
		Renew	1	\$8.50	1	\$30.00
	Total			4,441	\$63,635.00	4,441

September Membership Amount

Pay to the Order of: Pacific Northwest \$ 47,297.28

For: September Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$49,268.00	\$1,970.72	\$47,297.28

October Membership Amount

Pay to the Order of: Pacific Northwest \$ 11,747.52

For: October Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$12,237.00	\$489.48	\$11,747.52

November Membership Amount

Pay to the Order of: Pacific Northwest \$ 2,044.80

For: November Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$2,130.00	\$85.20	\$2,044.80

Points that will be discussed are below:

- Reminder: All Star applications due Dec 12th after PNS champs
- LSC Camp: Marketing committee update
- 2023 Zones: Apparel design

Hall of Fame Inductee Proposal

December, 2022

Background

Formal PNS Program

Selection Process by Committee

Recognition Categories: Athletes

Coaches

Contributors

Induction Ceremony with an associated recognition “banquet”

Hall of Fame Exhibit in North Hall of Spectator Stands

History

Last Induction was in 2012

Driven by available Athlete Candidates

2020 Candidates:

Athletes: Ariana Kukors Smith

Helen Silver

Kathy Smith

Contributors: Kiko Van Zandt

Teri White

Induction Ceremony Proposal

Prior to Saturday Finals at:

PNS 14&U Champs Or

Washington State Senior Champs

Dinner to Follow in the Banquet Hall

Inductees and the award presenter

PNS Board of Directors

Catered Buffet

Select caterer (nominations?)

Cost Estimate

Facility Rental	\$ 500
Recognition Plaques	1250
Photographer (nominations?)	250
Catering	800
Service	<u>500</u>
Total	\$3300

Next Steps

Board Approval of Funding and Schedule

Sign Contract with KCAC

Develop Menu

Nominate and Confirm Presenters

Issue Invitations

Incorporate Function into Meet Planning and Timelines

Senior Swimming Budget

\$79500.00

Senior Meet Funding

Meet	Season	Season 1 Budget	Est Numbers	
US Open	1			Due Dec 31
Winter Juniors	1			Due Dec 31
US Para Nationals	1	20000	50 = \$400	Due Dec 31
TYR Pro - Choice	2			Due May 31
Open Water Nationals	2	5000		Due May 31
National Champs	4			
Futures	4			
Juniors	4	51500	130 = \$396	1 week after final Season 4 meet.
Open Water Nationals	5	3000		

Not currently funding Senior Sectionals & Zones

Need based procedure:

Going to back burner until January – Philosophy on Senior Funding

- Do we care?
- If so – how do we determine?