

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

Board Meeting Minutes, Monday, September 26, 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  
Troy Buglio, At-Large Representative  
Molly Cady, Governance  
Jerry Chen, Athlete Representative  
Rick Cox, Governance Committee  
Chris Coghill, Coach Representative  
Kara Forbis, Age Group Vice Chair  
David Guffey, Officials Committee Chair  
John Gagliardo, Administrative Vice Chair  
Nathaniel Lee, Athlete Representative  
Grace Lindberg, Athlete Representative  
Emily Murray, DEI Vice Chair  
Alex Reed, At-Large Representative  
Suzanne Rychlik, Program Operations Vice Chair  
Ken Spencer, Senior Chair  
Deb Soper, Finance Vice Chair  
Kiko Van Zandt, Disability Vice Chair  
Linda Vicik, Sanction Chair & Acting Secretary  
Justin Wang, Athlete Representative  
Chad Winkle, Coach Representative

#### APPROVAL OF MINUTES

A motion was made, seconded, and voted upon to approve the June 13, 2022, BOD minutes as posted.

#### OFFICERS REPORTS

Treasurer: Report attached

- Cash situation ok
- Switch to SWIMS 3.0 will result in about a 30-day lag booking registration revenues

Membership: Report attached

Officials Report: Looking to recruit more officials and to encourage Stroke & Turn officials to become Starters.

Age Group: The PNS team was fourth at Age Group Zones. Swimmers enjoyed and benefited from the bonding experience of sitting together at the meet, so team travel will be planned for next summer's meet, August 2-3, 2023, in Boise, Idaho.

The 2023 Pacific Coast All-Star meet will be held January 7-8 at the Snohomish Aquatic Center. The meet has been sanctioned; Aline Bensen will be the Meet Referee; Lorraine Masse will be the Meet Director. A proposed budget was presented (and is attached). Teams indicated a preference for their own dinners Saturday evening rather than a joint dinner. The budget estimates may be high, especially

for hospitality and it may not be necessary to pay timers. There are no meet entry fees; thus, no anticipated revenue.

Additional information is in the attached report.

Senior: Funding numbers reflect funding each athlete for only one meet per season, but funding coaches on a meet-by-meet basis. Questions were raised about setting a maximum dollar amount per individual or for a season (then divided by the number of applicants), ensuring that funding is getting to the athletes, better uses of available monies, and avoiding any sense of entitlement.

Program Operations: KCAC may be available more weekends this summer due to rescheduling of other events. USA Swimming approached PNS about hosting Winter Juniors again in 2024.

Program Development : No report

Administrative Vice-Chair: USA Swimming's 2022 Annual Business Meeting resulted in several legislation changes, summarized below.

Athlete Report: The newsletter is now via Instagram. They are still working on a banquet.

Coach Report: The coaches will meet in October to review/discuss policies as needed.

- Teresa Winterstein/IST was the only coach who applied for the Women in Coaching Program, a multi-week on-line program that ends with an in-person working in Colorado Springs. Funding will be needed to cover her airfare and one or two nights in a hotel.

Safe Sport Report: Reminder that all 18&O swimmers must be current in their Athlete Protection Training.

Finance: Income is improving but is still under target; i.e., pre-covid. Collection of registration fees lags due to SWIMS 3.0's on-line registration and payment through Colorado Springs and returning swimmers and officials not needing to register for 2023 until later in the year. More revenue is expected later in the fall.

Diversity: No report.

Disability: No report

## OLD BUSINESS

Logo update still in the works.

AD 97-05 Travel Reimbursement: David said officials are working on their end; Ken and Chad will get priorities from coaches. The plan is to keep the budget for this year, perhaps with some reallocation, and then think about priorities. Questions were raised about funding from a diversity standpoint as half of the recent funding went to two clubs which were not the biggest area of financial need.

## NEW BUSINESS

Annual Business Meeting:

- Effective January 1, 2023, there must be at least one Meet Marshal per gender at all meets.
- Effective immediately, the "unattached" window for a transferring swimmer has been reduced from 120 days to 60 days.
- Effective January 1, 2023, all LSC HOD members must be members of USA Swimming.

- The term “Junior Olympics” may not be used in a meet name without authorization from the USOC, which is not likely to happen.

Washington State Senior Short Course Champs: There is still no meet host. USA Swimming’s requirement for an annual LSC-wide short-course 18&U championship leaves the following options:

- Combine the meet with the 14&U meet, tightening time standards due to timeline constraints and then finding at least one more Fall Divisional meet host.
- Find a host
- Piece-meal hosting by a consortium of clubs and individuals

Clubs will have until October 15 to offer to host or co-host the meet, with a final decision to be made no later than October 30.

Women in Coaching funding: A motion was made, seconded, and voted upon to approve Teresa Winterstein’s airfare and hotel reimbursement up to \$1,500.00

Safe Sport, Marshals, SSRP: USA Swimming’s 2022 ABM’s proposed R-15, which would have required each meet to have an “approved quality control system” to ensure the absence of anyone on any of the banned lists, was withdrawn.

Governance Appointment: Since David Orr has moved out of the LSC, a motion was made, seconded, and voted upon to appoint Ash Milad to the Governance Committee.

All-Star Budget: A motion was made, seconded, and voted upon to approve \$13,000.00 for the 2023 Pacific Coast All-Star Meet.

The next meeting dates are:

November 14, 2022  
January 9, 2023  
March 6, 2023  
April 24, 2023

A motion was then made, seconded, and voted upon to adjourn the meeting.

Respectfully submitted,  
Linda Vicik  
Secretary

## TREASURER and FINANCE REPORTS

Attached are the charts for the year end summary:

1. Budget vs Actuals through the August fiscal year end. We are still waiting on some 2022 expenses to be processed (specifically the Officials Travel expenses) which will be paid out this month.
2. August fiscal year-end balance sheet
3. Balance sheet as of September 21 which includes payments made in September that are 2021-2022 expenses, so this gives a better view of our current cash position

# Pacific Northwest Swimming

Balance Sheet  
As of August 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	567,456.38
Fidelity Investment	183,763.51
<b>Total INVESTMENT INCOME</b>	<b>751,219.89</b>
WF Checking	120,264.75
WF Savings	10,470.08
<b>Total Bank Accounts</b>	<b>\$881,954.72</b>
Accounts Receivable	
Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	198.50
<b>Total Other Current Assets</b>	<b>\$198.50</b>
<b>Total Current Assets</b>	<b>\$882,153.22</b>
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
<b>Total Furniture &amp; Equipment</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$882,153.22</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Credit Cards	
AMEX	0.00
WF CC AgeGroup	-3,866.51
WF CC Office	0.00
WF GC Credit Card	-1,805.12

	TOTAL
<b>Total Credit Cards</b>	<b>\$ -5,671.63</b>
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-964.02
Federal Taxes (941/944)	4,095.14
WA Paid Family and Medical Leave Tax	245.62
WA SUI Employer	177.80
WA Workers Compensation	806.64
<b>Total Payroll Liabilities</b>	<b>4,406.51</b>
Pre Paid Expenses	0.00
USA-S Registration	1,382.00
Athlete - Annual	-14,828.03
Athlete - Outreach	-215.00
Athlete - Seasonal	395.30
Club	-3,085.02
Dual Membership Credit	1,432.00
Flex Athlete/USA	1,767.52
Flex Upgrade to Premier/USA	11,551.99
Non-Athlete Family	0.00
Non-Athlete Individual	-972.62
<b>Total USA-S Registration</b>	<b>-2,571.86</b>
<b>Total Other Current Liabilities</b>	<b>\$1,834.65</b>
<b>Total Current Liabilities</b>	<b>\$ -3,836.98</b>
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	12,682.00
<b>Total Long-Term Liabilities</b>	<b>\$12,682.00</b>
<b>Total Liabilities</b>	<b>\$8,845.02</b>
Equity	
Net Assets	383,335.85
Retained Earnings	350,234.77
Net Income	139,737.58
<b>Total Equity</b>	<b>\$873,308.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$882,153.22</b>

# Pacific Northwest Swimming

## Balance Sheet

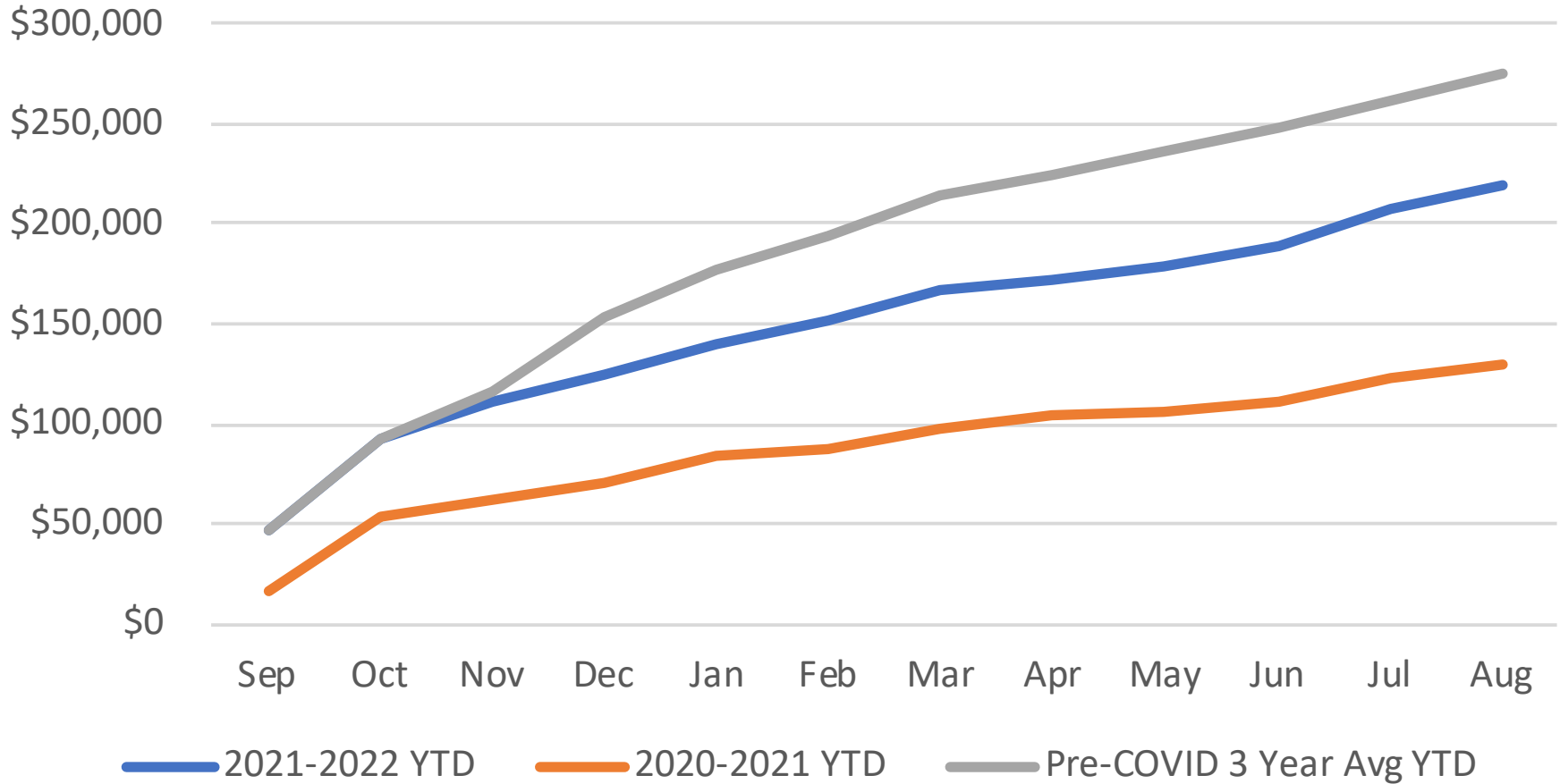
As of September 21, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	567,456.38
Fidelity Investment	183,763.51
<b>Total INVESTMENT INCOME</b>	<b>751,219.89</b>
WF Checking	57,521.19
WF Savings	10,470.08
<b>Total Bank Accounts</b>	<b>\$819,211.16</b>
Accounts Receivable	
Accounts Receivable (A/R)	4,021.00
<b>Total Accounts Receivable</b>	<b>\$4,021.00</b>
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	198.50
<b>Total Other Current Assets</b>	<b>\$198.50</b>
<b>Total Current Assets</b>	<b>\$823,430.66</b>
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
<b>Total Furniture &amp; Equipment</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$823,430.66</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	900.00
<b>Total Accounts Payable</b>	<b>\$900.00</b>
Credit Cards	
AMEX	0.00
WF CC AgeGroup	-3,866.51
WF CC Office	0.00
WF GC Credit Card	-1,805.12

	TOTAL
<b>Total Credit Cards</b>	<b>\$ -5,671.63</b>
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-964.02
Federal Taxes (941/944)	0.00
WA Paid Family and Medical Leave Tax	245.62
WA SUI Employer	135.46
WA Workers Compensation	702.62
<b>Total Payroll Liabilities</b>	<b>165.01</b>
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	-3,085.00
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
<b>Total USA-S Registration</b>	<b>-1,486.50</b>
<b>Total Other Current Liabilities</b>	<b>\$ -1,321.49</b>
<b>Total Current Liabilities</b>	<b>\$ -6,093.12</b>
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	12,682.00
<b>Total Long-Term Liabilities</b>	<b>\$12,682.00</b>
<b>Total Liabilities</b>	<b>\$6,588.88</b>
Equity	
Net Assets	383,335.85
Retained Earnings	492,225.69
Net Income	-58,719.76
<b>Total Equity</b>	<b>\$816,841.78</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$823,430.66</b>

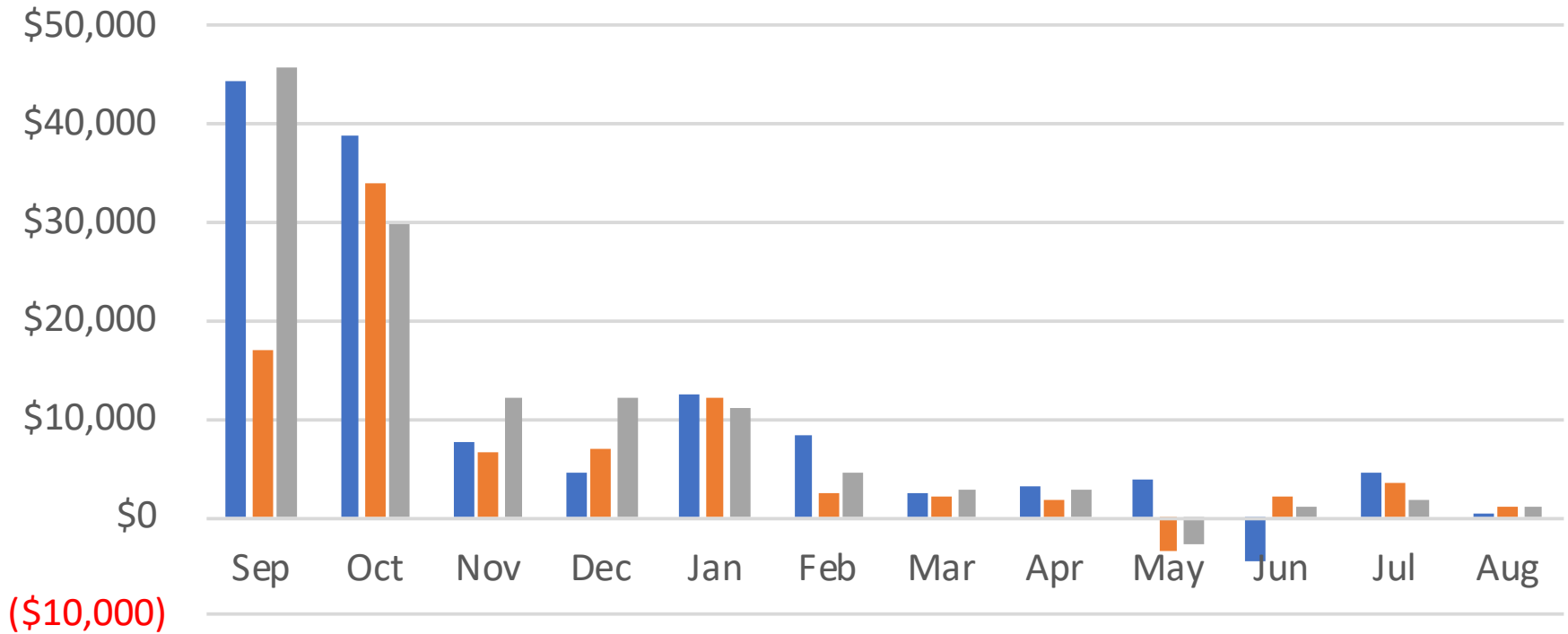


## YTD Income



Total Income improving but under target

# USA Registrations by Month



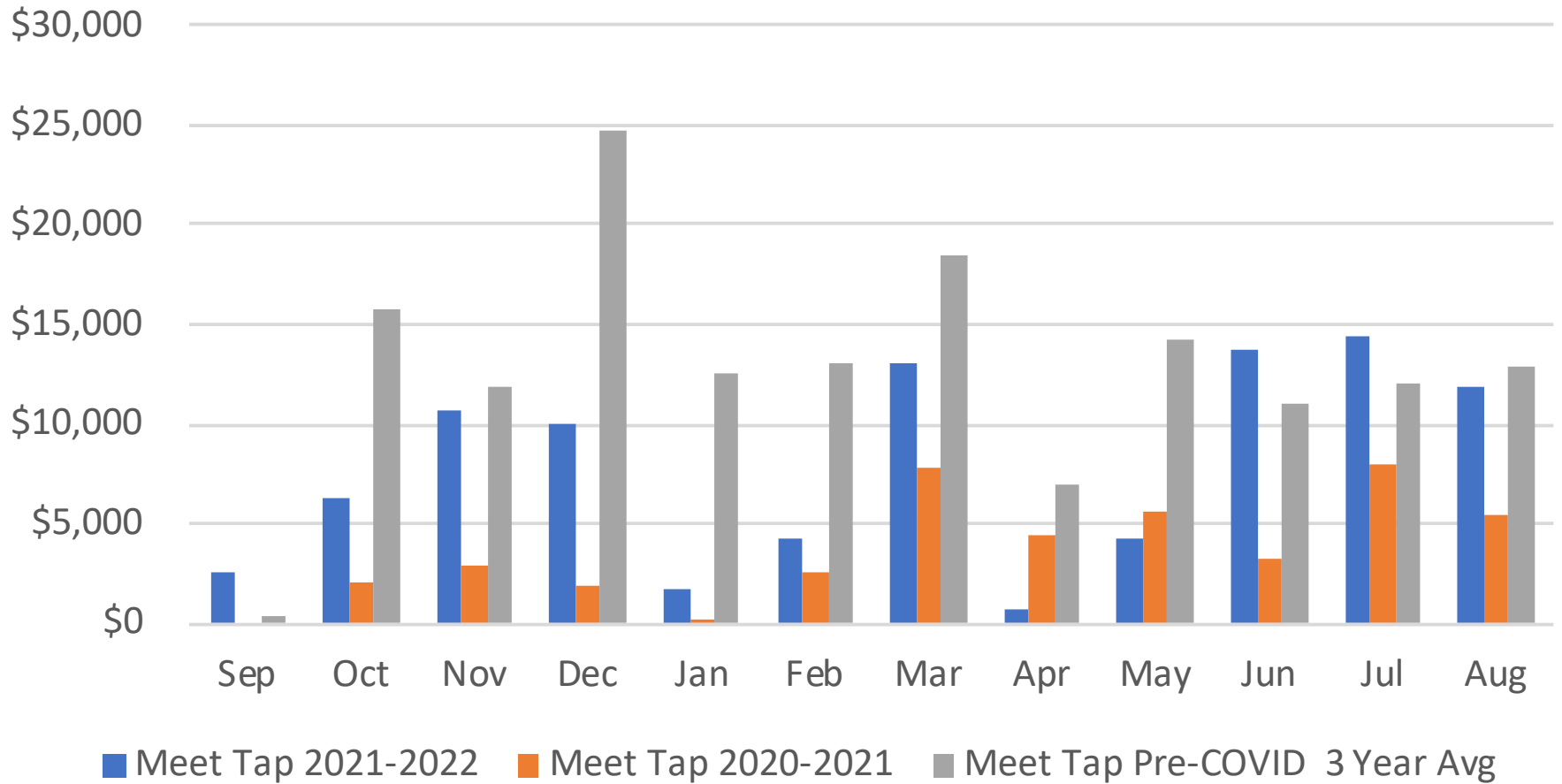
■ USA Registrations 2021-2022

■ USA Registrations 2020-2021

■ USA Registrations Pre-Covid 3 Year AVG

Early Registrations almost to pre-Covid income

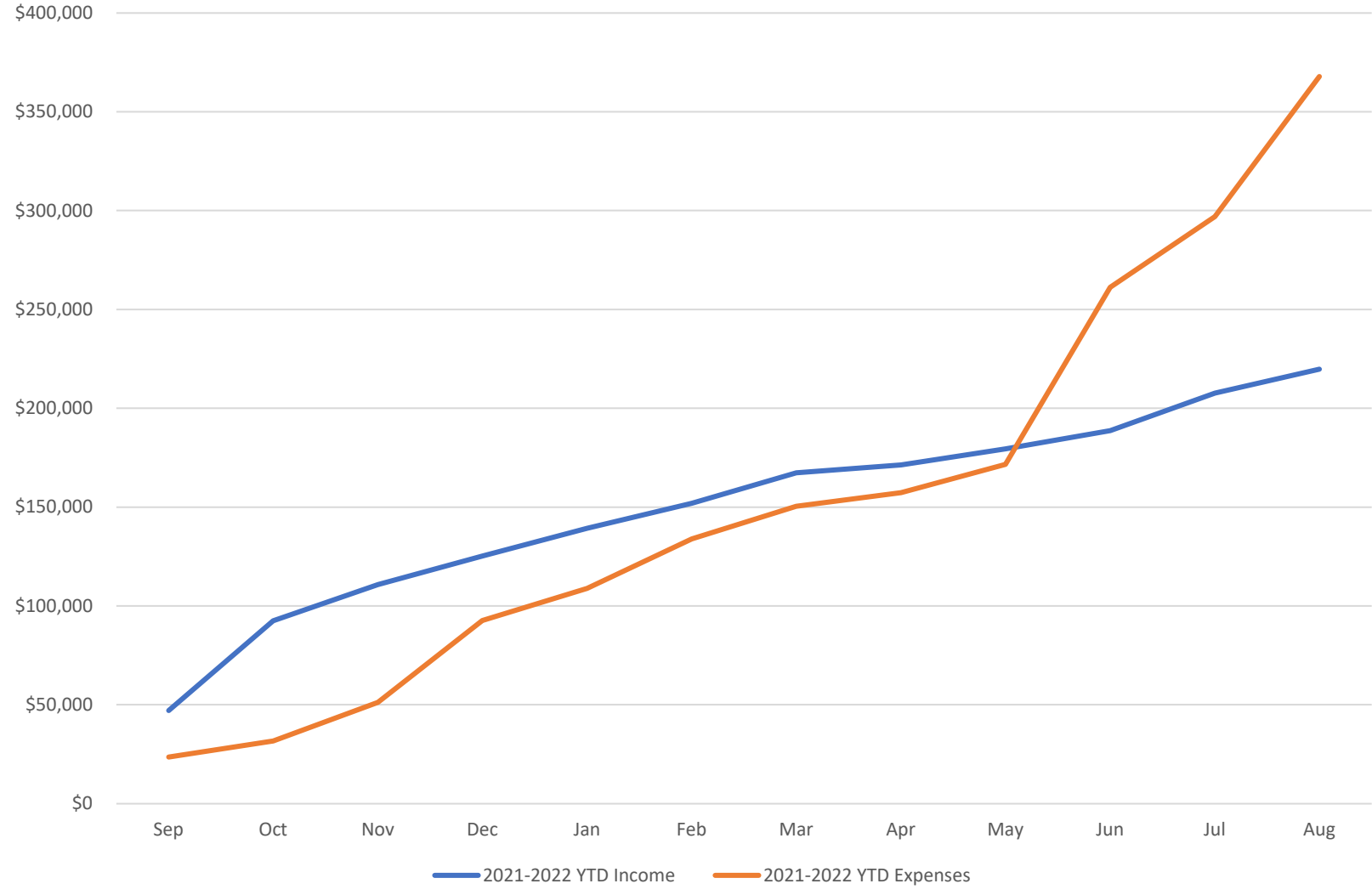
## Meet Tap Income by Month



Meet Tap Income remains down as compared to Pre-COVID



### Income vs Expenses YTD



Actuals Overrun due to BOD approved increases



# Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Expense	Total Budget
Administration	\$448	\$94								\$1,100	\$1,728	\$20	\$3,390	\$18,000
Age Group			\$2,770		\$4,687	\$1,746	\$2,314				\$14,715	\$3,798	\$30,029	\$20,950
Disability										0	0	0		\$6,100
Diversity & Inclusion	\$430	\$296	\$2,033	\$1,018	\$397	\$562	\$1,469	\$15	\$683	\$8,135	\$1,619	\$1,204	\$17,860	\$20,750
Finance & Marketing	\$314	\$418	\$237	\$165	\$196	\$87	\$153	\$131	\$44	(\$176)			\$1,569	\$5,800
Officials		(\$35)			\$396		\$1,539	(\$25)	\$1,664	\$578			\$4,117	\$11,700
Total Payroll	\$5,145	\$7,164	\$10,301	\$7,464	\$5,158	\$15,944	\$8,213	\$5,155	\$5,156	\$5,165	\$11,154	\$9,312	\$95,332	\$74,100
PNS Office	\$792	\$184	\$4,200	\$1,022	\$565	\$700	\$484	\$577	\$447	\$56	\$830	\$84	\$9,941	\$11,000
Program Development														\$50
Program Operations				\$1,787	\$4,726		\$2,392	\$1,018			\$4,826	\$38	\$14,787	\$22,200
Senior Swimming										\$64,635	\$897	\$56,404	\$121,936	\$79,950
Special Programs				\$30,000						\$10,000			\$40,000	\$40,000
Unapplied+Uncategorized	\$16,453					\$6,000			\$6,387				\$28,840	
Club Assistance Grants														
<b>Total Expenses</b>	<b>\$23,581</b>	<b>\$8,122</b>	<b>\$19,541</b>	<b>\$41,455</b>	<b>\$16,125</b>	<b>\$25,039</b>	<b>\$16,564</b>	<b>\$6,872</b>	<b>\$14,381</b>	<b>\$89,494</b>	<b>\$35,768</b>	<b>\$70,860</b>	<b>\$367,800</b>	<b>\$310,600</b>

### LSC Transaction Summary Report

			LSC Membership Fee		USA Swimming Membership Fee	
			Members	Amount	Members	Amount
2023 (9/1/2022 - 8/31/2023)	Administrator	New	14	\$14.00	14	\$420.00
	Apprentice Official	New	1	\$0.00	1	\$0.00
	Coach	New	20	\$209.00	20	\$1,224.00
		Renew	69	\$759.00	69	\$4,692.00
	Flex Athlete	New	263	\$2,630.00	263	\$5,260.00
		Renew	80	\$800.00	80	\$1,600.00
	Junior Coach	New	7	\$77.00	7	\$204.00
		Renew	2	\$22.00	2	\$68.00
	Official	New	5	\$55.00	5	\$340.00
		Renew	69	\$726.00	69	\$4,488.00
	Other	Cancel	(3)	(\$33.00)	(3)	(\$204.00)
		New	27	\$253.00	27	\$1,564.00
		Renew	14	\$143.00	14	\$952.00
	Premium Athlete	Cancel	(7)	(\$112.00)	(7)	(\$476.00)
		New	1,085	\$17,360.00	1,085	\$73,644.00
		Renew	1,494	\$23,904.00	1,494	\$101,456.00
		Upgrade	11	\$82.00	11	\$508.00
	Premium Athlete-2023 Outreach Athlete	New	10	\$0.00	10	\$50.00
		Renew	3	\$0.00	3	\$15.00
	Season 1 Athlete	New	61	\$518.50	61	\$1,830.00
Renew		1	\$8.50	1	\$30.00	
<b>Total</b>			<b>3,226</b>	<b>\$47,416.00</b>	<b>3,226</b>	<b>\$197,665.00</b>

Age Group Agenda - 9.26.22

**AG Zones:**

2022 Age Group Zones - Recap

2023 Age Group Zones - Boise, ID

**2023 All Stars:**

PNS Hosting (Snohomish) - Jan 7th & 8th

Meet Specifics

Operating Budget

Application

**MISC**

Apparel Design

Age Group Committee - Need Athletes

LSC Camp 2023

## Age Group Recap - 9.26.22

### AG Zones:

#### 2022 Age Group Zones

- PNS placed 4th
- Numerous event winners
- Team dinner on Tuesday night was great bonding
- All around a great experience again for our age groupers

#### 2023 Age Group Zones - Boise, ID

- <https://wagzones2023.com>
- August 2nd - 5th
- Will be team travel

### 2023 All Stars:

#### PNS Hosting (Snohomish)

- January 7th afternoon session
- January 8th morning session
- Each LSC will do their own event/team dinner on Saturday night

#### Meet Specifics

- Lorraine Masse - meet director
- Aline Bensen - meet ref

#### Operating Budget

- Need approval

#### Application

#### Proposed budget:

Meet Items	Cost
Pool Rental - Snohomish - Jan 7th & 8th	\$7,250
Saturday PNS Event ~ 40 pp (athletes, coaches, misc)	\$2,000
Coaches & Officials Hospitality - 2 days	\$1,000
Timers - 2 days (D1 ~ 5 hours, D2 ~ 4 hours), \$15/hr	\$2,200
MISC	\$550
<b>Total</b>	<b>\$13,000</b>

### MISC

#### Apparel Design

- Looking to move away from PNS focused design for All Stars 2023
- Anyone with a designer background/interest, feel free to contact me

#### Age Group Committee - Need Athletes

- Have coaches interested, but need to have athlete representation

#### LSC Camp 2023

- Want to host a USA Swimming LSC camp in 2023; potentially April



John Gagliardo's report from the September 2022 USAS Annual Business Meeting (aka, House of Delegates):

- There have been more than 9,000 sanctioned meets since September 2021. Competition is back after the pandemic!
- Membership Report -- There are:
  - 339,305 Athlete members in USAS (this is up more than 57,000 from last year),
  - 39,416 non-Athlete members, and
  - 2,699 Clubs (down about 70 from last year).
- The following items of legislation were passed, are effective immediately, and most directly impact PNS:
  - Rule 105.3, Figure 1 and 2 [showing hand signals for Deaf or Hard of Hearing athletes] to insert a raised hand for when the 'stand' command is given
  - Rule 203.3 (page 69) and 203.9.2 (page 70) changes the 120-day rule regarding transferring athlete to 60-days
- The following items of legislation were passed and are effective immediately but are (in my opinion) administrative issues with little to no direct impact on PNS:
  - Updating the Glossary to define a 2-year athlete
  - Removal of 102.16 Recorder of Records
  - Revisions to Article 4 (pages 53-56 in the 2022 Rule Book) related to swimming records
  - Article 207.6.2 (page 78) changes the development of qualifying time standards (set by the USAS Senior Development Committee) from one year in advance to 10 months in advance of national level meets (Nationals/US Open, Juniors, and Futures)
  - Articles 401.1-410.5 are amended to remove the National Board of Review procedures from the Rulebook as they are found in the USAS website and within the USAS Operating Policy Manual.
  - Article 501.1.1(B) now specifies the Chair of the [National] Athletes' Advisory Council must be selected from the voting members of the AAC

- Article 501.1.2(A)(2) now specifies that one-half of the athlete representatives on the [National] Coach Advisory Council must meet the definition of a 10-year Athlete
- Article 501.1.4(A)(5) now specifies the Chair of the [National] Senior Development Committee may designate a member of the SDC to serve as an ex-officio to the National Team Steering Committee
- Article 501.1.2(A)(2) specifies the athlete representative on the [National] Selection Procedure Approval Committee must meet the definition of a 10-year Athlete
- Corporate Bylaws 6.1 specifies that half of the 10-year and 10-year + Athlete reps in the [USAS] HOD must have obtained eligibility through competing in an event that at the time of the election/selection is on the USOPC Delegation Event program.
- Rule 102.23.2 removes the National Eligibility Appeal Panel
- Officials Glossary, Rule 201.1.2 and Rule 205.8.1 eliminates the use of "Junior Olympics" [as these were in conflict with Rule 202.4.5 which prohibits the use of the words "Olympic" and "Paralympic" (or derivations thereof) in any sanction without the written approval of USA Swimming]
- Rule 202.4.11M has been updated to reflect terminology used by the US Center for SafeSport [strikes the words "applicable" and "the policy" (amending the latter as simply 'MAAPP')] -- If you need the specific wording, please let me know.
- Rule 202.4.13 reflects that the USAS President/CEO (not the USAS Board) establishes the sanction fee for national and international meets
- Rule 206.1.2 changes the name of the long course/end of summer National Championship meet to "USA Swimming Summer Championship" (formerly called 'US Open')
- Rule 207.12.2D updates the name of Phillips 66 (formerly Conoco Phillips)
- Rule 302.1.2B is removed (National Eligibility Appeal Panel)

Respectfully submitted,  
John

[John C. Gagliardo](#)

[Pacific Northwest Swimming \(PNS\) Admin Vice Chair](#)

[A proud supporter of swimming -- the only competitive sport that inherently provides a life-saving skill.](#)