

**Pacific Northwest Swimming  
Board of Directors Meeting  
June 12, 2006**

Roll Call: x = present

General Chair	Andy Hathaway	x	Senior Vice Chair	Jay Benner		At-Large	Melinda Giovengo	
Admin. Vice Chair	Scott/Kathy Haase	x	Senior Coach Rep	Casey Murphy	x	Officials Chair	Ken Breiding	x
Finance Vice Chair	David Coddington	x	Junior Coach Rep	Sean Hutchison	x	Disability Swimming Chair	Kiko VanZandt	x
Treasurer	Jody Woodruff	x	Safety Chair	Bob Regan	x	PNS Office Administrative Assistant Colleen Buchanan		x
Secretary	Gayle Crawford	x	At-Large	Deborah Keane	x	USA Swimming Representative	Ron Van Pool	
Program Operations Vice Chair	Linda Chapman	x	At-Large	Klaas Schenk	x	Guest	Dick Hannula	x
Program Development Vice Chair	Lyle Campbell	x	At-Large	Kimo Streeter	x	Guest	Mark Prothero	x
Age Group Vice Chair	Bruce Richards	x	At-Large	Ash Milad	x			

Meeting called to order by General Chair, Andy Hathaway at 7:07 PM

**1. Opening Remarks:**

- a. Andy Hathaway thanked board members for coming.
- b. Related his overview of mission and purpose of the organization
- c. Questions put forth
  - i. “how do we grow the sport, especially in light of the competition we have for a finite number of talented athletes”
  - ii. “how do we regulate and administer our sport so that we retain the best families and swimmers to stay in the sport”
  - iii. “how do we provide stable financial base so that we can provide a competitive opportunity for our swimmers”
- d. The Board is first and foremost a policy making organization. The board is given the power to act on behalf of the organization and act on other major matters affecting the organizing body.
- e. Necessary for the BOD to be working on policies that will take place in the future. As a group we should be addressing items today that will take place at a minimum in the next competitive season and beyond
- f. It is Andy Hathaway’s hope that the great majority of matters brought before the PNS BOD have the actual details fully fleshed out in committee.
- g. The committee report should contain a recommendation for the BOD to consider.
- h. A committee report should not come before this group without a recommendation.
- i. Good legislation and policy should be written in the positive.
- j. We are here to lead not police. To lead we must provide direction. Direction is given by listing the desired behavior.
- k. The secretary is to record motions specifically and who makes and seconds those motions.
- l. Goal is to work through our meetings in 2 hours or less.
- m. In closing – no one can do this job alone – it will take us all and if we get that type of contribution it shouldn’t be an overwhelming burden.

**2. Approval of Minutes:**

- a. April 24<sup>th</sup> minutes were approved without amendments
3. Lyle Campbell, Program Development Vice Chair, made a point of order that the board needed to approve the appointed board members.
- a. *M/S/C: To approve Erika Brunner, Jr. Athlete Rep, Jay Benner as Senior Vice Chair*

#### 4. Treasurer Report:

- a. Figures not in from Nationals. Questions posed regarding when all the financial information will be in.
- b. \$2200.00 on Accounts Receivable was most likely ribbons
- c. \$1221.00 loss on investments was an adjustment suggested by the auditor.
- d. Questions posed regarding keeping track of expenditures in budgeted areas. It was pointed out that the current treasurer report shows income and expenses to date but not a comparison to the budget. A concern was expressed regarding not overspending in budgeted areas. A response was that the committees should be keeping track of their budget. The treasurer pays bills and does not oversee the micro management of the budget line items
- e. Current expense accounts are reported each month
- f. Budget is based upon previous years expenses
- g. Task: Dave Coddington, Jody Woodruff, Scott Haase will work as a committee to examine a procedure on how the Treasurer Report is reported to the board.
- h. *M/S/C: to accept the Treasure's Report as submitted.*

#### 5. Audit:

- a. Jody Woodruff suggested an internal committee to review the books. The audit took 1 ½ years and was very expensive. A cover letter and the review needs to be sent to USA Swimming.
- b. ***Task: Andy Hathaway will work with David Coddington to establish an internal review committee.***

#### 6. Budget:

- a. Main budget meeting is July 24<sup>th</sup>
- b. ***Task: Andy Hathaway and David Coddington will work on getting budget information out.***
- c. The 4 year plan is still together
- d. Two meetings between now and the fall HOD, 7/24 and 9/25

#### 7. Age Group Vice Chair:

- a. Bruce Richards presented a 6 page summary of zone planning (attachment handed out)
- b. Andy Hathaway asked the board if they had any questions regarding the 2006 Zone trip.
- c. Question posed regarding the fixed costs and what will happen if the swimmer numbers are down. The reply was one coach was already removed and adjustments will be made by reducing another coach and chaperones if needed.
- d. Thanks given to Bruce Richards for his hard work with Kelly McDermott on the zone trip planning.

#### 8. Senior Vice Chair:

- a. Jay Benner not able to be present. Dick Hannula representing Jay Benner
- b. Coach Hannula will be taking on a commitment to spearhead publicity for PNS.
- c. As for Public Relations he is interested in pathways to explore and use to promote PNS
- d. With enough publicity kids will get motivated and expand the base of the sport
- e. Start with:
  - i. Press conference with swimmers with OT cuts; potential theme "Road to Beijing"
  - ii. Build on this theme over the next two years
  - iii. Get our local past Olympians involved

- iv. High School swimming used to be televised. Work with WIAA and try to get a one hour condensed version of the Boys and Girls State meet highlights. – again an opportunity to expand the base.
- v. Press releases of the highlights of our big LSC meets
- vi. All publicity is good
- vii. Try to communicate with the “low person on the totem pole” in the local sports departments as they might be interested in reporting on stories that the higher up reporters would pass on.
- viii. Sectionals, possibly a one hour program
- f. It was suggested that the best place for a press conference would be WKCAC and start before nationals, end of July, segue into Pan Pac’s as that meet will be in Victoria.
- g. It was asked if there was a public relations committee and the need to have a media kit to send out to the press.
- h. Jody Woodruff Treasurer stated that there is a \$5000.00 publicity budget.
- i. **Task: Andy Hathaway, Bruce Richards, Dick Hannula, Jay Benner, Sean Hutchison will comprise the Public Relations Committee and will report back to the board on 7/24/2006 at the board meeting.**

#### **9. Administrative Vice Chair:**

- a. Bylaws: Review is in progress, there are editorial issues and 3 larger issues.
- b. Would like to call 2 meetings and get a task force together. Get recommendations for changes to the bylaws to the board, then to HOD, then to USA Swimming
- c. Will verify email addresses to be used by board
- d. Organization chart will go out to the board
- e. Policy updates are forthcoming
- f. Question arose as to if we have a copy of the language of the motions from the Spring HOD. It was responded to that this is coming in the minutes from the outgoing PNS Secretary Grace Wong.

#### **10. Officials Chair Report:**

- a. 6/13/2006 there was an Officials Committee meeting
- b. New Official’s Treasurer Cliff Roussell
- c. There will be a clinic on or about 6/19 on the eastside.
- d. Questions were solicited
- e. A question arose regarding if Referee’s post reports to the committee. The response was yes they do. These reports utilized by the committee to deal with officials’ training and maintenance and are proprietary and remain within the Officials Committee.

#### **11. Athlete’s Committee:**

- a. Casey Murphy Senior Athlete Rep. reported as Banquet Committee chair, that there is not total support from all teams who had athletes awarded of the PNS Banquet. Asking for feedback and if the same format should be maintained.
- b. It was commented upon that our senior awarded athletes need to make an appearance as they are getting PNS support and are idols to many younger swimmers.
- c. The slide show was deemed a favorable attraction at the banquet
- d. Budget is \$8500.00

## 12. Program Operations:

- a. No report

## 13. Program Development:

- a. Lyle Campbell reported on behalf of Technical Planning Committee
- b. 6/9-10/2007 KING submitted a request to host a long course meet at WKCAC.
- c. ***M/S/C: To approve KING to host long course meet on the weekend of 6/9-10, 2007***
- d. November Challenge, Division 9, ESC has submitted a bid to be the host for that meet.
- e. ***M/S/C: To approve ESC to host the Division 9 November 2007 Challenge Meet.***
- f. Regarding the March 10<sup>th</sup> and 11<sup>th</sup>, 2007 Challenge Meets: seven meets are still projected to be under 2000 average splashes and searches to find another host have not been successful.
- g. ***M/S/C: To approve eliminating the Division 8 March 10-11, 2007 Challenge Meet***
- h. No hosts for the distance meets after the Girls and Boys State Meets (November 12 and February 18, 2007, respectively) and the January 28, 2007 1000/1650 have been found.  
***Task: The solution is to be determined by Technical Planning.***
- i. IMX participation: 610 PNS athletes participated representing 12% of PNS swimmers.
  - i. NWAC 37% of swimmers made an IMX score
  - ii. PAC 29% of swimmers made an IMX score
- j. USA Swimming working with more filming now
- k. Working on Nationals to make more saleable
- l. Mutual of Omaha Swim 100 for 9-12 year olds, 25 yards of each stroke. Combine times, this is for talent identification.
- m. Club Recognition now in beta test. September it should be out.
- n. LSC workshop will be offered to have LSC s learn more about USA Swimming programs. It will be in Colorado Springs. LSC would pay for plan fare. It was suggested that our PNS Office Administrative Assistant, Colleen Buchanan attend.
- o. The USA Swimming Parent Education CD has gone out to clubs. Colleen Buchanan would like one for the office.
- p. Toyota Virtual Club Championships for 11-18 year olds. KING is 13<sup>th</sup> in the nation.

## 14. Safety Chair

- a. Bob Regan reported that there should be a safety chairperson from all clubs. Colleen indicated that listing a club safety chair is part of the club registration process each fall or when that person changes during the year.
- b. A safety committee is to be formed from all the club representatives.

## 15. Athlete Representative:

- a. Kim Harada will contact Trent Staley and find out what he was working on.

## 16. Old Business:

- a. **Spring Championships**
  - i. Deborah Keane meet director reported that the totals are not in yet. Will be expecting about \$15,000.00 back from USA Swimming. Pool bill from WKCAC not paid yet as waiting for the funds from USA Swimming. Overall expenses less than budgeted. Expenses will be finalized by next board meeting. Expecting about \$3600.00 in profit from the meet. 10% of the net profit will go to WKCAC.
  - ii. Waiting for the CD of pictures from NW Sport Photography, then will send in report to USA Swimming.

- iii. Deborah Keane will be putting together a binder for future meet directors to pass along the information she gleaned from working on this meet.
- b. **Scholarships:**
  - i. Will defer to next board meeting
- c. **USAS Convention:**
  - i. USAS Convention delegates application is on the PNS web.
  - ii. PNS Deadline is June 30<sup>th</sup> for those interested in attending.
  - iii. \$50.00 deposit required.
  - iv. Budget for convention is \$8000.00
- d. **Spring 2007 HOD Date:**
  - i. Three options presented by Scott Haase (attachment submitted to the board )
  - ii. *M/S/C: The Spring HOD will be on Wednesday, May 9<sup>th</sup>, 2007 with the other dates for board meetings being, 6/11, 7/23, 9/24, 11/12 and the 2007 Fall HOD on 9/29 and the Fall 2007 Banquet being on 10/7.*
- e. **Zones 2008 New Mexico:**
  - i. Bruce Richards presented the idea of blocking a set of rooms in New Mexico for Zones 2008. Discussion centered around if PNS was even going to sponsor a 2008 Zone team and what would be the financial ramifications of blocking rooms this far in advance.
  - ii. It was commented upon that with regards to the current zone planning that the age group committee was not consulted in forming the current zone document. It was stated by the General Chair that this was an ad hoc meeting to seek input regarding zones and an apology was made for not including others.
  - iii. *M/S/C: Create a non binding financial agreement to book a block of rooms in Farmington, NM for the Zone 2007 team.*
- f. **LSC Committees:**
  - i. The current committees will be expiring with the end of the season
  - ii. **Task: Lyle Campbell will work with Andy Hathaway and Scott Haase on this**
- g. **Olympic Training Camp:**
  - i. Sean Hutchison reported that it went well, though had to change head coaches at the last minute.
- h. **Back Ground Checks:**
  - i. PNS LSC background checks are not going to be initiated as a pilot project as previously reported by Ron Van Pool. Only those LSCs who have a person on the USA Swimming Membership Committee will pilot the background checks.

Meeting adjourned at 9:12 PM

Respectfully submitted by  
Gayle Crawford  
PNS Secretary

## Items submitted with minutes

1. Agenda
2. Minutes April 24, 2006 PNS BOD Meeting
3. Minutes: May 13, 2006 HOD
4. Opening Remarks by General Chair
5. Treasurer's Report
6. Travel Plans for Western Zone Meet in August 2006
7. Administrative dates for meetings, HOD, banquet in 2006-2007
8. 2006-2007 PNS Senior and Age Group Calendars (Approved)
9. Spring Championships Expense and Income Sheet
10. IMXtreme Participation Short Course 2005-2006
11. Challenge Series Totals 2005-2006
12. Membership Numbers