

Hawaiian Swimming LSC Board Minutes
November 4, 2007
Chaminade University

Present: Jon Hayashida, Gwenn Tomiyoshi, Larry Oshiro, Lynn Liu,
Tammy Miyashiro, Pat Takeshita, Kekoa Taparra, Dave Coleman,
Dean Schmaltz, Kenny Chew, Marcelle Arakaki, Ken Suenaga,
Lynne Nakamura, Kenny Chew, Lynne Nakamura, Victor Wales

Meeting called to order at 10:30 a.m. by Jon Hayashida.

I. Announcements (None)

II. Reports:

A. General Chair - Reports

1. Secretary Minutes of October 14, 2007 were approved with approved with the amendment that Harry Canales' meeting was held on November 3 (not October 3).
2. Treasurer Report – The Treasurer's Report was approved. Lynne Nakamura reported that on October 16, the September 16 swim meet and Long Course Championship of June 7-10 reports were distributed. The October swim meets report will be sent after the bank statements are in.
3. Fred Tester issued 2 fines for swimming out of classification totaling \$250. \$125 has been collected to date. Reminders for delinquent fines will be sent to the respective teams.
4. Gwenn Tomiyoshi reported two teams were fined a total of \$200 for unregistered swimmers and swimmers competing for a new team without submitting transfer requests forms.
5. New Equipment and Registration forms have been created for bank deposits.

6. Membership/Registration Report

As of November 2, 2007, Hawaiian Swimming has registered for 2008:

Athletes	788
Ocean Swim single meet	3

Total Athletes	791
Non-athletes	57
Family 1 and 2	25

	83
Clubs	10

B. Administrative Vice Chair

1. The Board was informed that the current Hawaiian Swimming website contracted with Aloha Computers was due for renewal on December 31,

2007. A new proposal from the company required a monthly increase to \$300 flat fee per month. A discussion concerning the Hawaiian Swimming website and possible changes was discussed. The discussion started with a presentation to the Board that addressed the following questions:

1. Is the current one website broken?
2. Can the current website be repaired?
3. Do we know what we want our website to look like and what functions and facilities are necessary?
4. Do we expect someone to do it for us?

The discussion identified that the webmaster should have a swimming background and knowledge to understand what information is important to our membership. Critical requirements identified included control over the website, assurance of security of the contents on the website, and a facility that was “swimming” friendly and easy to use. Dean Schmaltz proposed that a new website replace the current website managed by Aloha Computers. Dean explained that the website should have content, and design that is familiar and user friendly to Hawaiian Swimming members.

Dean provided a short demonstration of a Hawaiian Swimming website that he developed. The demo showed the website to be very similar to other websites LSC within the Western Zone and also to the USA Swimming website. Jon Hayashida presented information provided by Kilauea Web Works (KWW) as an alternative website host. KWW currently hosts many non-profit organizations including various sports such as canoe paddling and soccer. The site proposed would allow updates by multiple members from remote locations. KWW would also be available to support Hawaiian Swimming with Web design, hosting, and online marketing for a reasonable cost. The website would use CMS Made Simple software that is available free of charge.

2. Discussion favored the demo by Dean Schmaltz since the website could be ready immediately and Dean had knowledge and more understanding of swimming than someone not in the sport. The Board approved to allow Dean to establish the website for Hawaiian Swimming (8 yes, 3 oppose, 1 abstained). The Board stipulated that the following would be required:
 - Website would be overseen by the General Chair and Administrative Vice-Chair.
 - Control of the website’s content and facilities would be subject to Board approval.
 - A committee (with members possessing advanced website capabilities and knowledge) will be formed to manage the website (committee would be defined at the next meeting).
 - A written contract will be completed detailing ownership, assurance of security of the contents, and control of the website.

C. Senior Vice Chair

Victor Wales presented proposals identifying meets that will be eligible for subsidy starting January 1, 2008. The maximum number of meets a swimmer may be reimbursed within a calendar year is four (4) not to exceed \$2000.00. The reimbursements for eligible meets are shown below:

- Grand Prix Meet \$250
- Senior Sectionals \$250
- Junior Nationals * \$500
- Senior Nationals * \$550
- Grand Prix Meet \$750

*Athletes attending both Senior Nationals followed Junior Nationals may request for reimbursement for \$500 plus \$50 per day for Junior Nationals with the total amount of reimbursement not to exceed \$750.00. The subsidy will require travel to initiate from Hawaii and is subject to the Senior program budget established and approved by the Board for each calendar year. It was noted that the Nationals will be held in Atlanta in November due to the Olympic year. Therefore the current subsidy plan would continue through the end of the 2007 year. It was also noted that identifying all the meets for the year allows coaches and swimmers to better plan for the season. The proposal was approved by the Board. The meet info will be sent to the Treasurer to allow applicable amendments to be completed.

D. Age Group Vice Chair

1. A request by Mokihana Aquatics to waive the \$3 per swimmer meet fees per day for the inter-squad meet in October was approved. The reason for the request was the new fees were not formally in place, minutes of the change were not available for review as requested by Mokihana Aquatics, and the sanction was initially approved without the fees. The Board approved the waiver request and the Treasurer was requested to refund or return the check for the swimmers fees to Mokihana Aquatics.
2. A sanction request to hold a double rough water event on Sunday, December 16, 2007 on Oahu was approved (10-yes; 2-no; 2-abstain). A proposal to automatically approve future sanction requests for this expected annual event failed.
3. Kekoa Taparra requested that the 800 Free Relay be included in the event list for the State Championship. Kenny Chew replied that this event may be added to the event list, but will not be included in the short course championship.
4. It was clarified that coaches who are currently registered will be allowed in the coaches' area at the December 2007 championship.
5. A suggestion was made that all host teams provided temporary barriers to designate the coaches' area for all meets.
6. Pat Takeshita thanked everyone on behalf of KSC who helped at the Bill Smith Invitational on October 28-29, 2007.

7. It was noted that the "HIAA" Championship meet is schedule to be held on July 19-20, 2008 on the Big Island.

E. Finance Vice Chair

1. The Audit committee (Dave Coleman, Jon Hayashida, and Lynn Liu) is auditing Hawaiian Swimming accounts for 2004, 2005, and 2006 as required by the IRS and USA Swimming. The 2004 and 2005 990 returns and financial reports have been completed. The Audit committee anticipates completion of the audit by November 11, 2007. Starting 2008 the Board will begin using Quicken Books for not-for-profit standards for its reporting requirements. It was noted that all members of the Board are responsible for insuring the accuracy and timely filing of all financial reports.
2. While attending the USA Swimming Convention, it was learned that all LSC Boards should maintain financial control which includes that the Treasurer and anyone on the Audit Committee cannot have the authority to sign checks.
3. It was recommended that all Hawaiian Swimming member teams follow the same requirements noted above for financial control.

F. Peer Elects – Swimmers, Coaches & Official Representative

1. Official's Report:

- An Officials' Clinic was held on November 10, 2007 in Kamuela, HI on the Big Island. Twelve people attended including four new officials who shadowed during the meet. There was good discussion during the clinic and the meet was run well.
- A clinic for officials will be held on Kauai on November 17, 2007.
- Another clinic for officials will be held on Oahu on November 18 (two sessions). The first session will involve a roundtable discussion on concerns and issues related to inter-training of others on the timing console, clerk of course, and the console interface. Stroke and turn training will be held in the afternoon. Maui and Big Island officials are encouraged to attend.
- All officials need to be re-certified every two years for stroke and turn. USA Swimming also requires approximately a minimum of two years experience to become a referee.
- There is a new national tracking system that tracks testing requirements and the attendance at meets. This system will be used by the Hawaiian Swimming Officials committee. Teams are encouraged to support more officials on deck at every meet to improve overall consistency in officiating.
- It is the host team's responsibility to obtain all officials for their meets. The Official's Chair will appoint the Referee and Starter. The Official's Rep is regularly working with the host teams when they need additional help in getting officials for their meet.

- Audrey Kagawa will be officiating at the State champs representing Big Island Swimming.
- 2. Swimmers' Report (No Report)
- 3. Coaches (No Report)
- G. Club, Athlete, and Special Programs Coordinator (No report)
- H. Technical Planning (See new website under Administrative Vice Chair)
- I. At-Large Reps:
 - 1. Big Island (No Report)
 - 2. Maui
 - Ray Orikasa and Kelsey Kawano reported that the Maui teams have met and they are preparing for the State Championships in December.
- J. Special Committee Reports
 - 1. LSC Times Administrator (Absent)
 - 2. Team Hawaii Administrator
 - Oceania Championship in late June or July 2008 will be in Christchurch, New Zealand. USA Swimming informed Hawaiian Swimming that they will be sponsoring four girls and four boys and coaches/managers for the 2009 championship.
 - 3. Special Events Administrator (Absent)
- III. Old Business:
 - Elections of state champs will be held on Saturday December 15, 2007 immediately following the finals session. A location will be determined and information provided to the teams prior to the elections. A proposal to change the bylaws on how Hawaiian Swimming will conduct elections will be presented at the next house of delegates meeting in January 2008.
- IV. New Business
 - Teams desiring to bid to host the State Age Group LC Championship will be accepted until December 14, 2007 with preference to Oahu Teams. HSC has submitted a bid to host the L.C. Championship meet.

The meeting was adjourned at 2:09 p.m.