

PACIFIC NORTHWEST SWIMMING - Board Meeting Minutes June 14, 2021

CALL TO ORDER: 7:00 P.M. via Zoom Video Conference

In Attendance:

Bob Keller - General Chair
Carl Baber - Safe Sport/Risk Mgt. Coordinator
Lorraine Masse – Treasurer
Colleen Buchanan – Registrar
Laurae Briggs – Secretary
John Gagliardo - Officials Chair
Suzanne Rychlik – Program Ops Vice Chair (past GC)
Ken Spencer – Senior Vice Chair
John Skroch - Admin Vice Chair
Dave Leonard – At Large Rep

Grace Lindberg – Athlete Rep
Justin Wang – Athlete Rep
Alice Godfred - Coach Rep
Linda Vicik- Sanction Chair
Dave Baer – Finance Vice Chair
Regan Rowe – Athlete Rep
Emily Murray – Diversity, Equity & Inclusion
Andrew Nguyen - At Large Rep
David Orr - Age Group Vice Chair
Molly Cady

APPROVAL OF MINUTES:

April 26 BOD Meeting **MSA**

OFFICER REPORTS

- Treasurer's Report - Lorraine Mass - see attached.
- Membership Report - Colleen Buchanan - no report.
 - 2022 Membership Year (begins Sept. 1, 2021) Premium athlete and Non-athlete USA Swimming Fee will increase by \$2 (as has been done for the past several years).
- Officials Report - John Gagliardo
 - We have officials representing at Olympic Trials and Paralympic Trials.
- Age Group Report - David Orr
 - Looking to open Age Group Zones up to more athletes.
- Senior Report - Ken Spencer
 - Looking at including Senior Sectionals to travel funding.
- Program Operations Report - Suzanne Rychlik - no report.
- Program Development Report - Nick Chevalier - no report.
- Admin VC Report - John Skroch
 - All bylaws and policies are updated on the website.
- Athlete Report
 - Hosted townhall meeting with Oregon LSC.
 - Nathan Lee volunteered to be athlete rep on Investment Committee.
- Coach Report – Alice Godfred
 - Coaches are continuing to meet on a regular basis. Lobbyist has been joining in the meetings.
- Safe Sport Report – Carl Baber - see attached.
- Finance Report – Dave Baer - see attached.
 - Completed 990.
 - Financial review is expected to be completed by the end of this week.
- Diversity Report – Emily Murray - no report.
- Disability Report – Kiko VanZandt – no report.

OLD BUSINESS

- Summer Meet Plans – see attached.
 - KCAC will not be available this summer for meets.
 - Working to put together end of season meets.
 - Motion to approve change in meet fees effective for summer season (effective July 1 through August 31, 2021) up to \$20 surcharge and up to \$7.50 per prelim final event and up to \$6.00 for timed final.

MSA

NEW BUSINESS

- Travel Reimbursement Proposal
 - Motion to invoke Financial Crisis Funding Policy AD 97-05.
MSA by Executive Committee
 - Motion to amend Travel Policy to include Senior Sectionals as Season 4 meet for the 2020-2021 season.
MSA by Executive Committee
 - Motion to allocate \$190 per athlete/coach.
MSA by Executive Committee
- PNS Delegates for USAS Special HOD
 - June 30th
 - We have 6 delegates representing PNS.
- Motion to allow DEI to create a Pride logo for PNS, final approval of logo will be made by Bob Keller.
MSA
- John Skroch has implemented new version of TeamUnify for the PNS website, thank you John. We now need to create a task force to update, review and rework our website.

No further topics were proposed.

Next Meeting:

Motion for next meeting to be September 20, 2021.

MSA

Location: VideoConference

Colleen has announced her retirement. Congratulations Colleen!!! We will miss you and appreciate all you have done for PNS.

MOTION TO ADJOURN

MSA

Meeting adjourned at 8:37 pm

Treasurer's Report

Pacific Northwest Swimming

Budget vs. Actuals: FY2020-21

September 2020 - May 2021

	TOTAL	
	ACTUAL	BUDGET
Income		
ADMINISTRATION		
Club Penalties	275.00	900.00
Total ADMINISTRATION	275.00	900.00
AMEX opensavings.com	3.66	375.03
OFFICIALS		
Donations	505.00	375.03
Officials Clinics	805.00	2,099.97
Total OFFICIALS	1,310.00	2,475.00
PROGRAM DEV		
Donations to Heidloff Outreach Fund	5,000.00	
Sponsorships/Grants	22,050.00	15,000.03
Total PROGRAM DEV	27,050.00	15,000.03
PROGRAM OPS		
Meet Tap	27,714.76	108,749.97
Sanction Fees	2,290.00	3,224.97
Total PROGRAM OPS	30,004.76	111,974.94
USA-S REGISTRATION/PNS		
Athlete - Annual	61,425.00	67,500.00
Athlete - Seasonal	637.50	5,249.97
Athlete - Transfer Fee	1,335.00	112.50
Club	4,520.00	1,125.00
Flex Athlete	4,920.00	1,424.97
Flex Upgrade to Premier	115.00	5,625.00
Non-Athlete - Individual	6,403.00	6,675.03
Total USA-S REGISTRATION/PNS	79,355.50	87,712.47
Total Income	\$137,998.92	\$218,437.47
GROSS PROFIT	\$137,998.92	\$218,437.47
Expenses		
ADMINISTRATION		
Athlete Activities		1,125.00
Board Enhancement/Workshop	-471.81	
Clean Sport		375.03
Governance/Swimposium	0.00	
Hall of Fame		749.97
HOD Meeting	0.00	375.03
Safe Sport		1,500.03
Taxes & Licenses		37.53
Total ADMINISTRATION	-471.81	4,162.59
AGE GROUP		
All-Star Meet		5,931.72

Pacific Northwest Swimming

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	TOTAL	
	ACTUAL	BUDGET
Zone Championship		14,040.00
Total AGE GROUP		19,971.72
DISABILITY		
Disability Travel Funding	1,494.00	4,270.50
Paralympic Trials Funding		3,164.22
PNS Disability Camp		1,226.25
Total DISABILITY	1,494.00	8,660.97
DIVERSITY & INCLUSION	386.80	
Heidloff Outreach Program	2,296.00	4,500.00
LGBTQ+ Initiatives	948.00	900.00
NW Diversity Select Camp		2,250.00
Promoting Inclusion	6,190.31	900.00
Team Training Support	10,000.00	15,450.03
USA-S Outreach Registration	315.00	600.03
Western Zone D&I Select Camp		900.00
Women in Leadership	250.00	2,324.97
Workshop USA or Other		966.78
Total DIVERSITY & INCLUSION	20,386.11	28,791.81
FINANCE & MARKETING		
Accountant	150.00	2,999.97
Bank Charges	33.89	150.03
COVID-19	218,960.00	
Marketing	295.00	
Payroll - Bookkeeping	297.14	749.97
Total FINANCE & MARKETING	219,736.03	3,899.97
OFFICIALS EXPENSES		
Officials Championship Meet Travel	961.43	6,000.03
Officials Equipment Rental		1,125.00
Officials Evaluator Visits		1,500.03
Officials Workshop Travel		1,199.97
Total OFFICIALS EXPENSES	961.43	9,825.03
Paid & Unpaid Employees		
Compensation		49,500.00
Mileage		150.03
Per Diem		3,449.97
Taxes		3,862.53
Total Paid & Unpaid Employees		56,962.53
Payroll Expenses		
Taxes	3,604.64	
Wages	41,660.00	
Total Payroll Expenses	45,264.64	
PNS OFFICE		
Internet Services	812.35	900.00
Office Rent	3,200.00	3,750.03
Office Supplies	273.32	1,500.03
PNS Storage Unit & PO Box	750.00	900.00
Postage	67.75	375.03
Repair & Maintenance		375.03

	TOTAL	
	ACTUAL	BUDGET
Telephone	595.43	825.03
Total PNS OFFICE	5,698.85	8,625.15
PROGRAM OPERATIONS		
PNS Meet Awards		14,960.25
Scheduling		39.78
Total PROGRAM OPERATIONS		15,000.03
QuickBooks Payments Fees	228.32	
SENIOR SWIMMING		
LC Senior Championship		988.47
Open Water		395.28
Season 1	10,640.00	7,910.28
Season 2		2,966.22
Season 3		5,932.53
Season 4		39,548.25
Season 5		791.28
Senior Training Practices		1,028.25
Senior Zones		7,909.47
Total SENIOR SWIMMING	10,640.00	67,470.03
Special Programs		
Special Advocacy Expenditures	10,000.00	
Total Special Programs	10,000.00	
Uncategorized Expense	15,500.00	
Total Expenses	\$329,437.57	\$223,369.83
NET OPERATING INCOME	\$ -191,438.65	\$ -4,932.36
Other Income		
Gain/Loss on Investment	92,883.24	
Interest Income	0.78	
Other Miscellaneous Income	-120.00	
Total Other Income	\$92,764.02	\$0.00
Other Expenses		
Miscellaneous	158.00	
Total Other Expenses	\$158.00	\$0.00
NET OTHER INCOME	\$92,606.02	\$0.00
NET INCOME	\$ -98,832.63	\$ -4,932.36

Pacific Northwest Swimming

Balance Sheet
As of May 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	778,257.69
Fidelity Investment	69,988.51
Total INVESTMENT INCOME	848,246.20
WF Checking	33,101.15
WF Savings	10,469.03
Total Bank Accounts	\$891,816.38
Accounts Receivable	
Accounts Receivable (A/R)	4,631.50
Total Accounts Receivable	\$4,631.50
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	2,640.50
Total Other Current Assets	\$2,640.50
Total Current Assets	\$899,088.38
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
Total Furniture & Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$899,088.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	520.94
Total Accounts Payable	\$520.94
Credit Cards	
AMEX	0.00
WF CC AgeGroup	0.00
WF CC Office	0.00
WF GC Credit Card	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-861.37
Federal Taxes (941/944)	1,138.85
WA Paid Family and Medical Leave Tax	163.79
WA SUI Employer	84.36

	TOTAL
WA Workers Compensation	601.72
Total Payroll Liabilities	1,172.68
Pre Paid Expenses	0.00
USA-S Registration	1,032.00
Athlete - Annual	-2,208.00
Athlete - Outreach	-205.00
Athlete - Seasonal	750.00
Club	-2,805.00
Dual Membership Credit	1,432.00
Flex Athlete/USA	1,127.50
Flex Upgrade to Premier/USA	4,852.00
Non-Athlete Family	0.00
Non-Athlete Individual	520.00
Total USA-S Registration	4,495.50
Total Other Current Liabilities	\$5,668.18
Total Current Liabilities	\$6,189.12
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	25,856.00
Total Long-Term Liabilities	\$25,856.00
Total Liabilities	\$32,045.12
Equity	
Net Assets	547,257.77
Retained Earnings	418,618.12
Net Income	-98,832.63
Total Equity	\$867,043.26
TOTAL LIABILITIES AND EQUITY	\$899,088.38

Safe Sport Report

Page 1 of 1

Safe Sport Recognition – Clubs Statistics

5/31/21

Started and Completed Counts by Zone

	Eastern	Southern	Central	Western	Total
Started Safe Sport Recognition	219	184	240	254	897
Safe Sport Recognized	180	194	154	190	718
Total Combined (Started + completed)	399	378	394	444	1615

Top 10 LSCs (Ranked by count of clubs Safe Sport Recognized)

Rank	# Clubs Safe Sport Recognized	LSC(s)
1	50	FL
2	45	PC
3	34	NC NE
4	32	MD
5	26	IL
6	25	PV
7	24	MN
8	23	GA IN
9	22	SN
10	21	FG ST

Top 10 LSCs (Ranked by % clubs Safe Sport Recognized)

Rank	% Clubs Safe Sport Recognized	LSC(s)
1	75.00	MD
2	63.33	IA
3	60.00	SR
4	56.82	PV
5	52.38	SN
6	50.00	UT
7	49.06	FL
8	47.73	ST
9	47.37	PC
10	46.75	NC

1st let me start with saying thank you for the opportunity to join PNS and that I am excited to take another step forward in supporting the swimmers here at PNS and USA Swimming.

In doing some homework already with USA it looks like the first main project is SSRP, and an update of MAAPP.

All Clubs must be updated with the new MAAPP 2.0 by Sept 1, 2021.

A Zoom is being produced for MAAPP 2.0 Transition:

- June 29th 3:00-4:00 pm
- July 14th 11:00-12:00 pm
- Aug 9th 6:00-7:00 pm
- Aug 26th 5:00-6:00 pm

Updated Minor Athlete Abuse Prevention Policy (MAAPP) Requirements

USA Swimming member,

USA Swimming's top priority continues to be creating healthy and positive environments free from abuse for all its members. As part of its commitment to safeguard athletes, USA Swimming has released an updated [Minor Athlete Abuse Prevention Policy](#) (MAAPP) applicable to all USA Swimming Adult Participants, Zones, Local Swimming Committees (LSCs) and member clubs. These required updates come from the [U.S. Center for SafeSport](#) (the "Center"). USA Swimming's updated MAAPP document has been approved by the Center and is required to be fully implemented by USA Swimming, its Zones, LSCs and member clubs. USA Swimming has set a deadline for those organizations to implement the policy in full no later than September 1, 2021; all organizations are encouraged to implement the MAAPP prior to the September 1 deadline.

To help prepare USA Swimming members, there are new resources available:

- Four informative, hour-long webinars, with varying dates and times, to maximize membership participation.
- A editable MAAPP 2.0 document for organizations to download and customize.
- Educational documents to help guide and assist all USA Swimming member clubs.

For more information about MAAPP 2.0, please click the link below or visit usaswimming.org/MAAPP.

SSRP

SSRP will be the larger project. As of June 1, 2021 USA has a report that reads we have 61% recognized one report has 40%. I am waiting to hear back from Trish Hughes on which is correct and who has actually has completed the SSRP.

We do have 4 clubs that have over 50 pts. towards being finished, and 3 clubs over 40.

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Local Swimming Committees (LSCs) with the following percentages of member clubs achieving Safe Sport Club Recognition within the stated timeframes will receive the financial incentive and Match-Up Promotions coupon codes detailed below*:

- 50% of member clubs in the geographic territory achieve Recognition by June 15, 2021: \$2,000 and \$300 Match-Up coupon code.
- 75% of member clubs in the geographic territory achieve Recognition by July 1, 2021: \$2,500 and \$400 Match-Up coupon code.
- 100% of member clubs in the geographic territory achieve Recognition by September 1, 2021: \$3,000 and \$500 Match-Up coupon code.

Wondering how to get started? View the Safe Sport Club Recognition FAQs [here](#), then follow [these](#) easy steps to add an additional user to your club portal.

To read more about these incentives, click the link below.

*Seasonal USA Swimming Registered Clubs are not required to become Safe Sport Recognized for LSCs to achieve the total percentages and receive the incentives. However, if LSC's have seasonal clubs that are Safe Sport Recognized, those clubs will count towards the required percentage.

<u>INCENTIVES</u>

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I hope we can achieve the 75% without too much of a challenge, of course 100% may be tough, but will support those two or three clubs as we can.

*One question that I did find is that some LSC's are making clubs be SAFE SPORT RECOGNIZED before they can host meets in the future. Have we looked at that in the past?

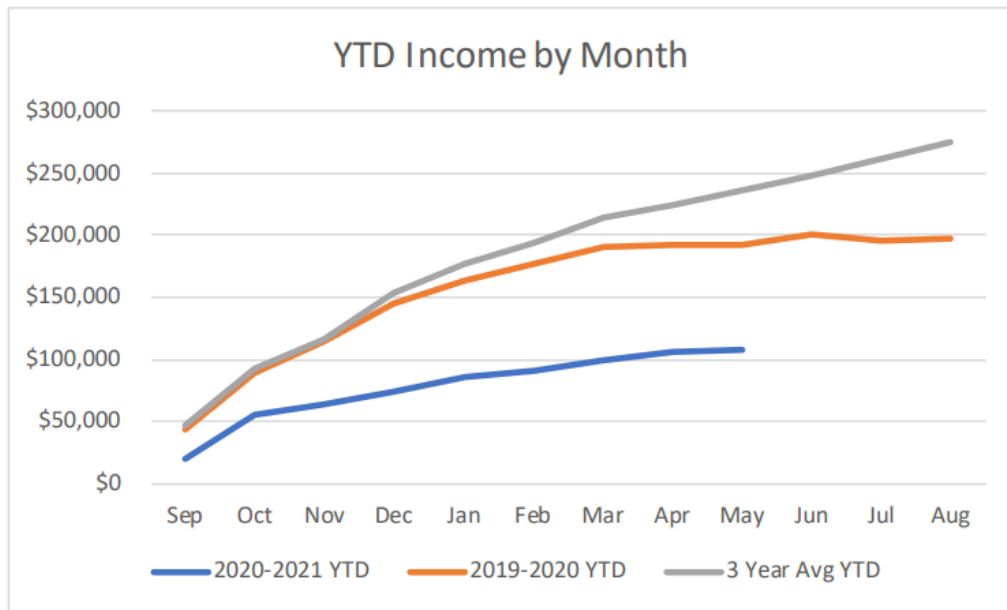
Finance Report

The 990 filing is ready for submission to the IRS. We expect the financial review required by USA Swimming to be completed next week (by Friday June 18).

The Investment Committee will be meeting this month to determine how much to draw from reserves to fund athletes, coaches and officials travel for the remainder of the year.. Attached is the year to date report of income versus expenses.

David Baer
PNS Finance Vice Chair

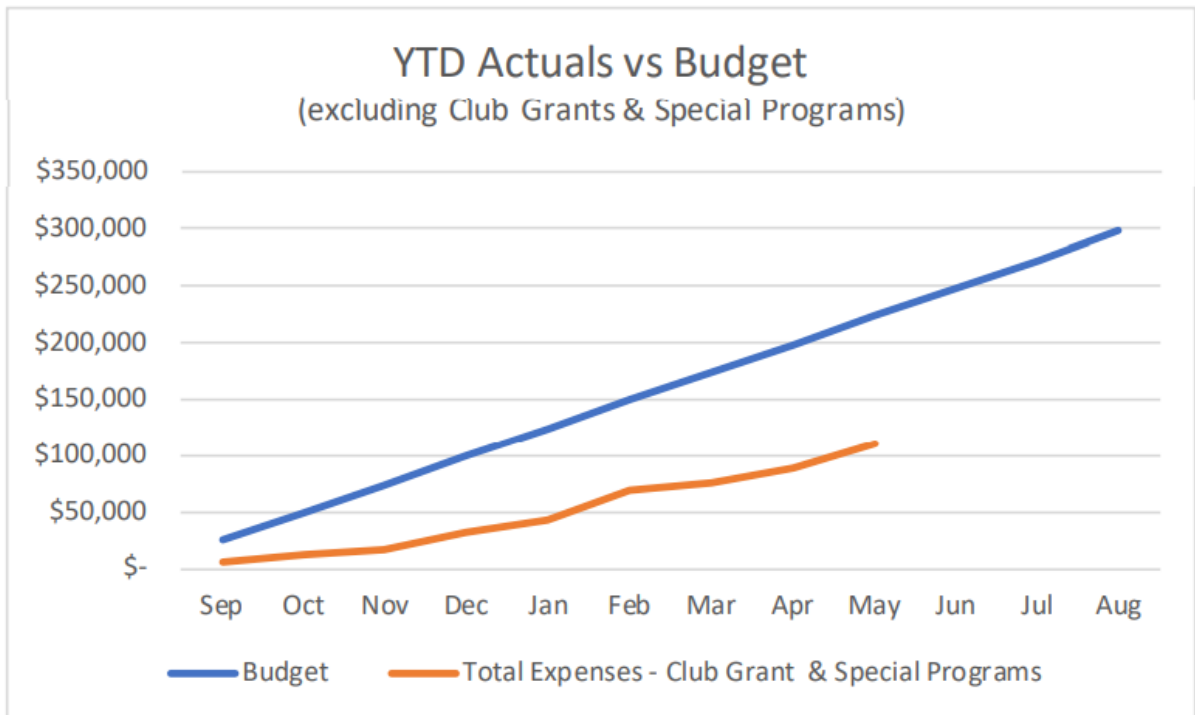
Pacific Northwest Swimming



2020-2021 YTD	\$19,048	\$55,022	\$64,432	\$73,110	\$85,033	\$89,976	\$99,672	\$105,770	\$108,490			
2019-2020 YTD	\$42,790	\$89,562	\$114,355	\$145,221	\$164,206	\$177,165	\$190,577	\$192,709	\$192,807	\$201,033	\$196,043	\$197,451
3 Year Avg YTD	\$46,131	\$91,796	\$115,891	\$152,735	\$176,442	\$194,035	\$215,185	\$224,861	\$236,256	\$248,360	\$262,231	\$276,048

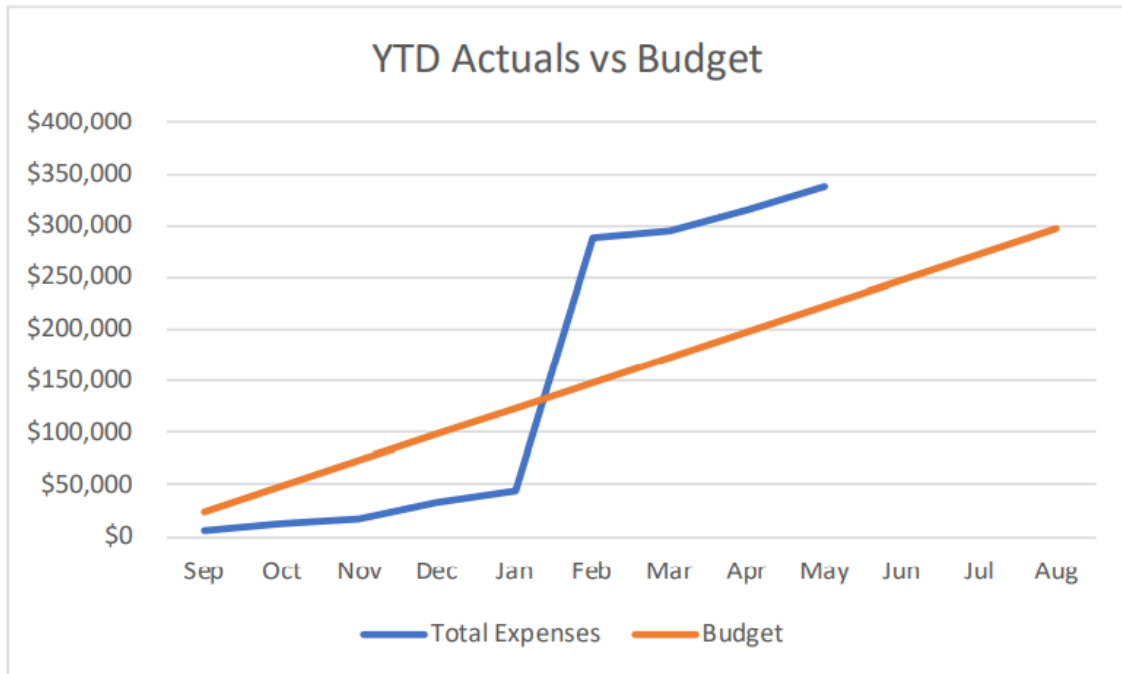
6/3/2021

Pacific Northwest Swimming

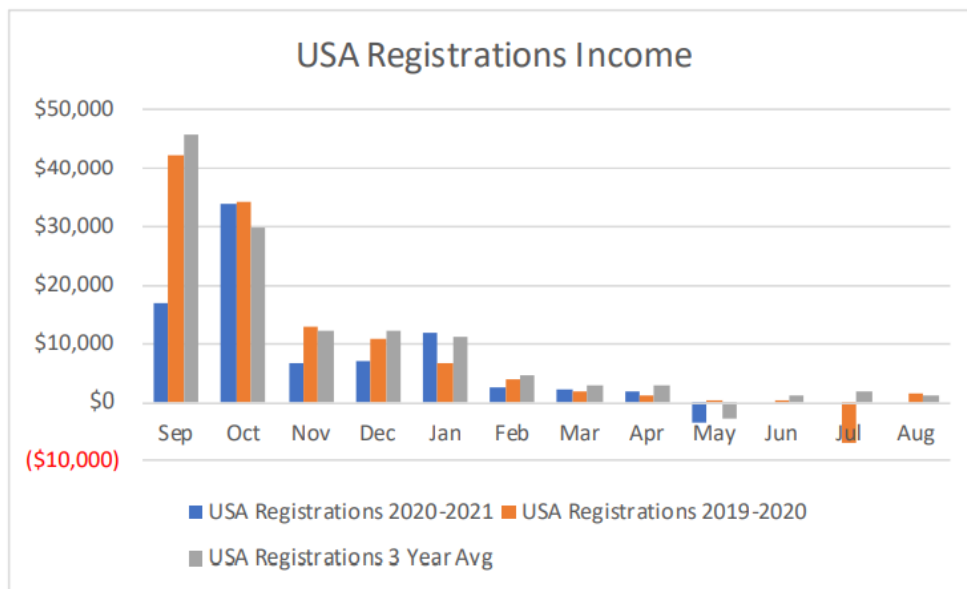


6/3/2021

Pacific Northwest Swimming



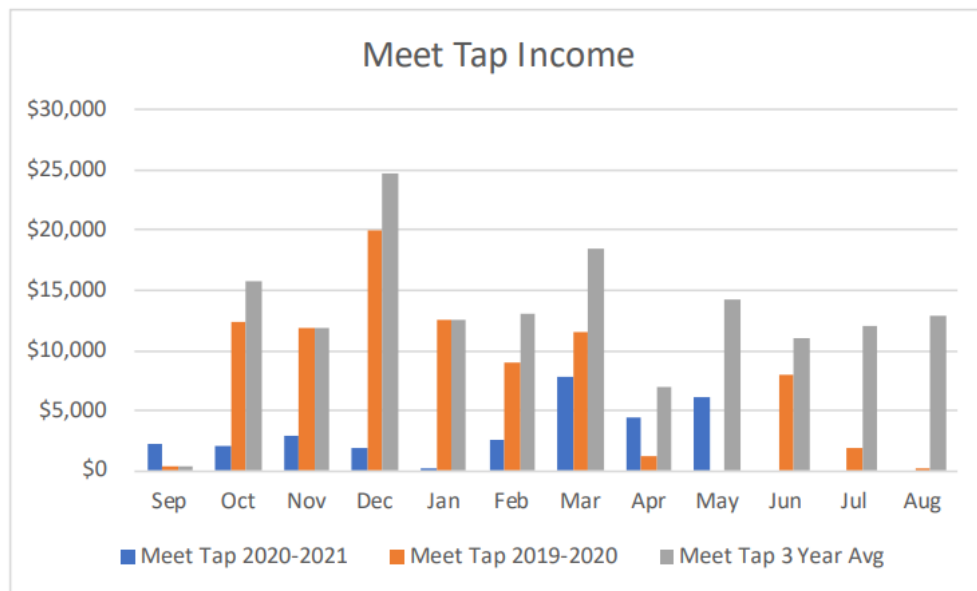
Pacific Northwest Swimming



USA Registrations 2020-2021	\$16,865	\$33,846	\$6,553	\$6,870	\$11,749	\$2,394	\$1,957	\$1,684	(\$3,355)	\$0	\$0	\$0
USA Registrations 2019-2020	\$42,498	\$34,358	\$12,852	\$10,785	\$6,466	\$3,959	\$1,840	\$883	\$98	(\$6,826)	\$1,243	
USA Registrations 3 Year Avg	\$45,767	\$29,888	\$12,250	\$12,168	\$11,205	\$4,490	\$2,623	\$2,658	(\$2,879)	\$1,144	\$1,911	\$1,000

6/3/2021

Pacific Northwest Swimming



Meet Tap 2020-2021	\$2,183	\$2,128	\$2,857	\$1,809	\$174	\$2,548	\$7,740	\$4,414	\$6,074	\$0	\$0	\$0
Meet Tap 2019-2020	\$292	\$12,414	\$11,941	\$20,081	\$12,519	\$9,000	\$11,572	\$1,249	\$0	\$8,040	\$1,836	\$165
Meet Tap 3 Year Avg	\$364	\$15,777	\$11,845	\$24,676	\$12,502	\$13,103	\$18,527	\$7,018	\$14,274	\$10,959	\$11,960	\$12,817

6/3/2021

Pacific Northwest Swimming

Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Budget
Administration		41					-472						5,550
Age Group													26,629
Disability									1,494				11,548
Diversity & Inclusion	115	131	163	555	5,420	239	1,255	1,243	11,128				38,389
Finance & Marketing	35	25	35	35	150	4	65	411	79				5,200
Officials				912					49				13,100
Total Payroll	4,862	4,862	4,862	4,886	4,888	5,428	5,158	5,159	5,159				75,950
PNS Office	796	495	590	981	413	657	584	665	286				11,500
Program Development													
Program Operations													20,000
Senior Swimming				3,952		6,688							89,960
Special Programs						10,000							
Unapplied+Uncategorized	866	-317	51	3,565	88	2,997	-68	6,000	3,000				
Club Assistance Grants						218,960		7,210					

6/3/2021

	2021-2022
	BOD Approved Budget
Income	
ADMINISTRATION	\$1,200
OFFICIALS	\$3,400
PROGRAM DEV	\$30,000
PROGRAM OPS	\$149,100
Total USA-S REGISTRATION/PNS	\$114,020
Total Income	\$297,720
Expenses	
ADMINISTRATION	\$18,000
AGE GROUP	\$20,950
DISABILITY	\$6,100
DIVERSITY & INCLUSION	\$20,750
FINANCE & MARKETING	\$5,800
OFFICIALS EXPENSES	\$11,700
PAID & UNPAID EMPLOYEES	\$74,100
PNS OFFICE	\$11,000
PROGRAM DEVELOPMENT	\$50
PROGRAM OPERATIONS	\$22,200
SENIOR SWIMMING	\$79,950
Special Programs	\$40,000
Total Expenses	\$310,600
Net Operating Income	(\$12,880)

6/3/2021

2021 PNS End of the Season Meets:

July 23-25th: Weekend TWO: North: Snohomish (IST host), South: Curtls(Metro/UPAC host)

Timed finals all sessions:

3 sessions per day: 11-12, 13-14, 15 & over

Dequal times: 11-14 champs meet, 15 & over: senior zone: 1 event from Senior Zone disqualifies

Qual times: 11-12 (silverish), 13-14 (silver to gold), 15 & over: (gold/silver)

2 day schedule (still working on a potential half day for the distance events)

July 30th/July 31/August 1st: North: Snohomish (CSC host), South: Curtls(Metro/UPAC host)

Up to 4 sessions per day: 11-12 Prelims, 13-14 prelims, 10 & under timed finals (Pentathlon? girls one day, boys the other (spring divisionals), Finals

11-14 year old Prelim/Final: time standards: Between 2019 Champs/Gold

10 & under timed final Pentathlon: Silver Standard

Friday: distance events timed finals, Saturday/Sunday: Prelim/Finals with 10 & under pentathlon in middle.

***Technical Planning will be meeting on Tuesday to discuss order of events, entry limit, etc for the two meets listed above.

***John is working on time standards for capacity control

August 8/9th: Snohomish (SMAC meet)

Senior Prelim/Final Meet-no dequal standards

Time standards somewhere between Senior Zone/Gold Time

Action from PNS board:

Accept using the following fees for the meets above:

\$20 surcharge

\$7.50 per event for Prelim/Final

\$6.00 per event for timed final

Travel Funding Proposals:

Olympic Trials:

Funding proposal from PNS works with the current budget.

Season 4 funding:

Where we sit right now -

Futures, Zones and Speedo Champs (Nats) are a part of the budget and are named season 4 meets by PNS. Per PNS funding bylaws each athlete may apply for funding for one of those meets. Senior Sections is not currently on that list. In a survey 12/13 teams responding indicated they thought that SS should be included as a funded meet.

The current method of funding isn't feasible based on budget as there is more travel and we will far exceed the \$70K remaining after Trials. Based on the attached survey, we have an estimated 370 swimmers/coaches who will travel to 1 or more of the season 4 meets. If we divide the 370 swimmers by the 70K we have, each swimmer & coach will be allocated \$190. This can be applied to a single Season 4 meet.

The 370 is an estimate assuming most of the Senior Sectional swimmers will then attend on of the other meets.

I propose the following at the board meeting:

- Add Senior Sectionals to the Season 4 funded meets for the 2021 season only.
- We allocate \$190 per athlete to be applied to the season 4 meet of their choice.

Asking for additional funding is an option. Please consider the amount of funding (nearly 400K at this point) that PNS has put into clubs, lobbyists, insurance and other avenues to support clubs and athletes.

I'm open to input.

Thank you
Ken