

PACIFIC NORTHWEST SWIMMING ASSOCIATION
PO Box 2235
Auburn, WA 98071

Board Meeting Minutes January 10, 2022

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

In Attendance:

Bob Keller - General Chair
Carl Baber - Safe Sport/Risk Mgt. Coordinator
Melissa Stiner – 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
Grace Lindberg – Athlete Rep
Justin Wang – Athlete Rep

Alice Godfred - Coach Rep
Linda Vicik- Sanction Chair
Dave Baer – Finance Vice Chair, Treasurer
Regan Rowe – Athlete Rep
Emily Murray – Diversity, Equity & Inclusion
Chad Winkle - At Large Rep
David Orr - Age Group Vice Chair
Molly Cady
Nathan Lee – Athlete Rep
Kiko Van Zandt – Disability Rep
Nick Chevalier

APPROVAL OF MINUTES:

November 15, 2021 Meeting **MSA**

OFFICER REPORTS

- Treasurer's Report – Dave Baer - see attached.
- Membership Report –Melissa Stiner - see attached.
 - Report is still being updated
 - To date: 5,588 Athletes, 628 Non-Athletes, and 40 Clubs
- Officials Report - John Gagliardo
 - New Zoom account established for PNS Officials, will be utilized to reduce the strain on the main PNS Zoom account
- Age Group Report - David Orr
 - Pacific Coast All Star meet went well; SoCal 1st, Pacific Swimming 2nd, PNS 3rd, Oregon 4th
- Senior Report - Ken Spencer - no report.
- Program Operations Report - Suzanne Rychlik - no report.
- Program Development Report - Nick Chevalier - no report.
- Admin VC Report - John Skroch - no report.
- Athlete Report – Regan Rowe, Justin Wang, Nathan Lee, Grace Lindberg
- Athlete Committee has 6 members and working on building up increased participation
- All athletes felt Champs meets were well received and well run
- 2 PNS records were broken/set, athletes to be recognized via social media
- Recruitment to support other Committees is proceeding
- Reminder that there is a budget for their Committee should any expenses be necessary (e.g., an upcoming Guest Speaker, etc.)
- Coach Report – Alice Godfred
 - Coaches meeting tomorrow (11 January 2022]. Alice has talked to the Lobbyist who stated that at this time we're expecting Governor Inslee to have pools/teams use self-governance (v. State mandated) adherence to COVID guidelines.

- Safe Sport Report – Carl Baber
 - USA Swimming is no longer requiring Meet Marshalls to be non-athlete members (directive was to go into effect 1 January), although this may change in the future.
- Finance Report – Dave Baer - see attached.
 - PNS in good financial shape
 - \$250K was taken out of Reserves in 2021, but thanks to a favorable stock market, net Reserves increased in the year.
 - Meet Tap is (understandably) lagging past year averages (fewer meets due to COVID)
 - Fiscal Year to Date Income is ~\$125K
 - “Special Programs” refers to PNS Board approved donations to SplashForward and Whidbey Island pool initiatives
- Diversity Report – Emily Murray - no report.
 - Alice noted that Tatiana provided a report from her attendance at a Women in Leadership workshop; she learned a lot and highly recommends sending others if presented in the future
- Disability Report – Kiko VanZandt - no report.

OLD BUSINESS

- April Zone Workshop
 - Formerly the Zone Workshop, will be 21-24 April 2022 in Denver and will utilize virtual committee meetings
 - September HOD (at USA Swimming level) will be primarily virtual
 - PNS needs to select how many to send to Denver; so far we have Alice, David O., John S., and Chad
- 2022 (Q1 and Q2) Meet Calendar – see “Swim Meet Information and Bid Deadlines” from the 6 January What’s PNeu -- https://www.teamunify.com/pnws2/UserFiles/File/BODHODMinutes/pns-meet-information-january--july-revised-010622_095119.pdf
 - Western Senior Sectionals moved from KCAC to Phoenix in March
 - Washington State Age Group Champs (in lieu of Age Group Sectionals) 18-20 March, a meet for 11–18-year-olds; time standards have been established, Swimmers who qualify for Senior Sectionals may not participate in this meet
 - Spring Fling 26-27 March – for those who have not qualified for Senior Sectionals or Washington State Age Group Champs; time standards have been established
 - Hosts are needed! Encourage all teams to submit bids for these and other meets; Alignments for spring meets should be out in late February
 - KCAC is actively working to hire more lifeguards
- Team Selection Process Task Team
 - Board needs to pull information (regarding the selection processes) to share at HOD; David O. has been tasked to do this. HOD does not need to approve, but rather Board wants to ensure HOD members are aware of the processes used

NEW BUSINESS

- Nominating Committee
 - January starts the process to formulate selection of candidates to replace outgoing Board members
 - Nominating Committee is generally comprised of Governance Committee members.
 - Need help in identifying candidates as some of the Board positions are term-limited.
- Parliamentary Support
 - Some LSC’s are creating or utilizing a Parliamentary position to ensure proper use of Robert’s Rules of Order for Board meetings, etc.; some use professional consultants (~\$100-500/hour).
 - No specific action for PNS Board at this time, but do we want to plan/prepare for it in the future?

Next Meeting:

Motion for next meeting to be March 7, 2022

MSA

- It was noted that several coaches have challenges making it to the PNS Board meetings on time due to practice end times
- Motion change start time from 7 p.m. to 7:30 p.m. for this and future Board meetings

MSA

Location: VideoConference

MOTION TO ADJOURN

MSA

Meeting adjourned at 8:53 pm

Registration/Membership Report

LSC: PN

USA Swimming, Inc.
USA Swimming, Inc.

1/8/2022 3:51:50 PM

Club	Athletes	Flex	Outreach	Seas 1	Seas 2	Indiv Season	Single Meet	Other NA	Coaches	Officials	Total
BBST	119	0	5	0	0	0	0	6	6	11	145
BC	293	0	0	0	0	0	0	2	8	46	347
BDST	25	105	0	0	0	0	0	0	2	0	132
BISC	113	0	2	0	0	0	0	6	4	10	135
BYST	9	56	15	0	0	0	0	0	2	3	85
C	153	0	0	0	0	0	0	6	6	12	177
CSC	375	0	21	0	0	0	0	4	16	23	439
EAST	81	0	0	0	0	0	0	0	1	7	89
FAST	86	0	0	0	0	0	0	1	3	5	94
GAC	128	0	0	0	0	0	0	3	2	2	135
IST	290	25	0	0	0	0	0	10	14	18	357
KING	152	27	4	0	0	0	0	1	12	9	205
MAB	10	27	2	0	0	0	0	1	4	1	45
MMSC	51	0	1	0	0	0	0	2	0	6	60
NWAC	20	0	4	0	0	0	0	0	1	0	25
OCA	177	0	0	0	0	0	0	3	6	17	203
OST	2	75	0	0	0	0	0	2	3	1	83
PAC	3	0	0	0	0	0	0	3	3	6	15
PASC	61	0	1	0	0	0	0	0	1	0	63
PDST	262	3	0	0	0	0	0	1	5	3	274
PPST	27	14	2	0	0	0	0	5	4	3	53
PRO	186	0	0	0	0	0	0	2	5	7	200
PSSC	8	22	0	0	0	0	0	3	2	0	35
RFST	51	0	0	0	0	0	0	1	3	0	55
SA	58	0	7	0	0	0	0	1	1	1	68
SEAL	24	17	0	0	0	0	0	1	3	0	45
SHAD	4	9	0	0	0	0	0	4	4	1	22
SMAC	644	1	15	0	0	0	0	18	24	32	734
SRST	180	1	0	0	0	0	0	2	2	11	196
SSCD	86	0	0	0	0	0	0	2	5	4	96
SVYA	38	0	0	0	0	0	0	3	2	2	45
TAC	87	0	1	0	0	0	0	7	3	9	106
TOSC	78	0	0	0	0	0	0	4	5	2	88
UN	23	0	0	0	0	0	0	6	11	22	61
UPAC	95	0	4	0	0	0	0	6	6	9	118
VAST	170	0	0	0	0	0	0	0	1	5	176
VSST	1	0	0	0	0	0	0	1	2	0	4
WAVE	349	0	0	0	0	0	0	2	6	21	378

LSC: PN

USA Swimming, Inc.
USA Swimming, Inc.

1/8/2022 3:51:50 PM

Club	Athletes	Flex	Outreach	Seas 1	Seas 2	Indiv Season	Single Meet	Other NA	Coaches	Officials	Total
WEST	99	0	0	0	0	0	0	0	6	11	116
WSC	1	0	0	0	0	0	0	0	3	0	4
XCEL	155	348	0	0	0	0	0	0	3	2	508
Total	4774	730	84	0	0	0	0	119	200	322	6216

USA Swimming, Inc.

1/8/2022 3:47:57 PM

Year To Date Statistics

LSC: PN

Athlete	
Athlete	4774
Athlete Flex	730
Athlete Outreach	84
Total:	5588
Non-Athlete	
Individual	619
Life	9
Total:	628
Clubs	
Club	37
Organization	3
Total:	40

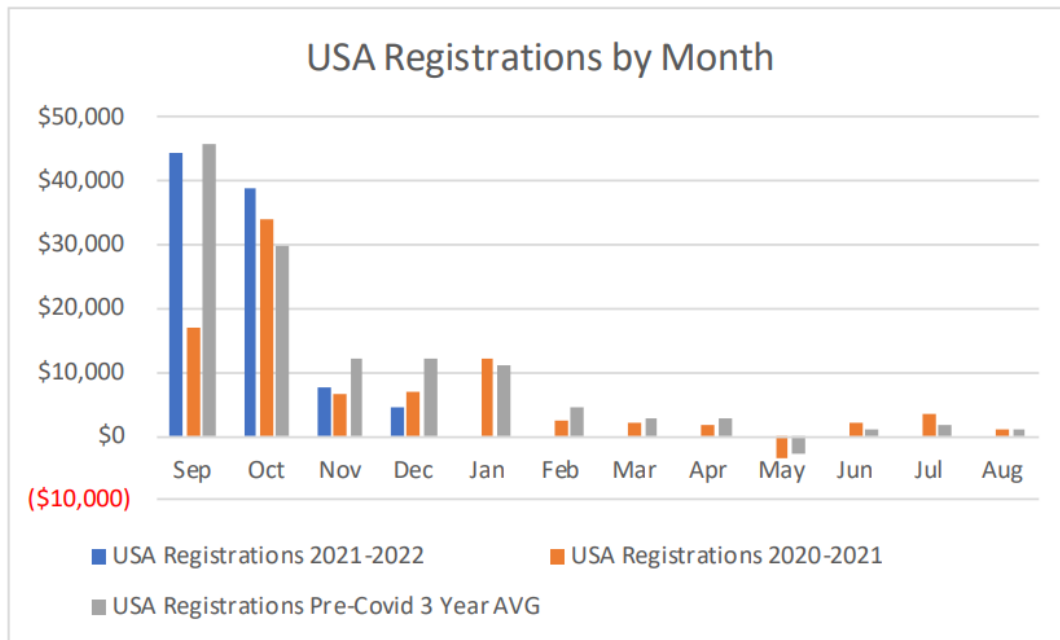
Finance/Treasurers Report

Treasurers Report

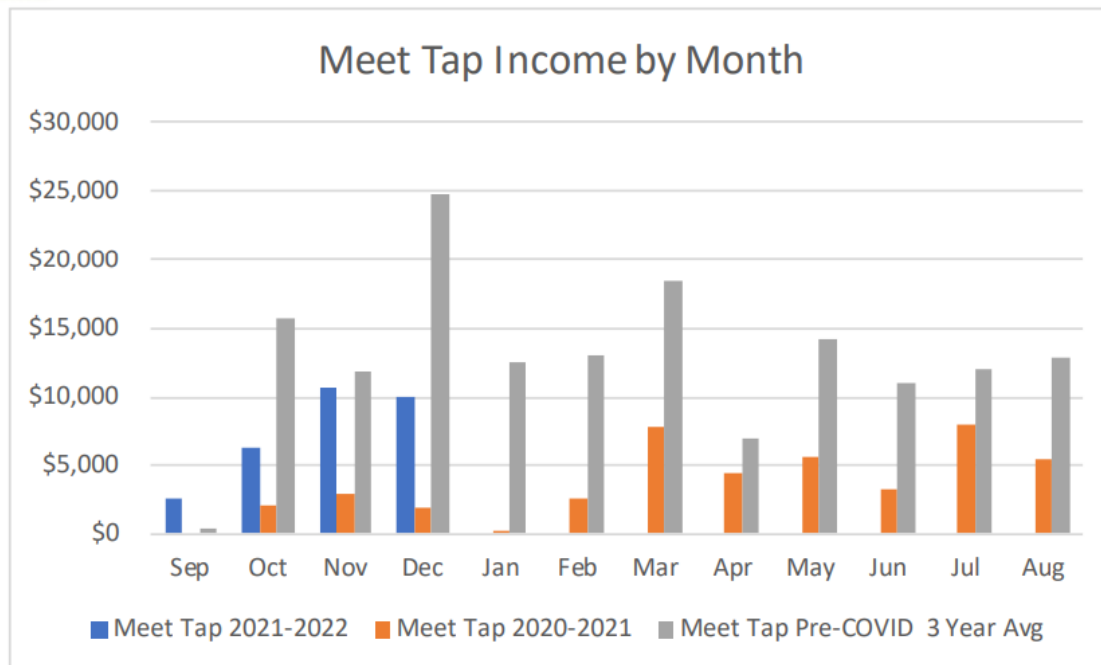
I am coordinating with the accountants to prepare and file our required IRS reports. As our total assets exceed \$200K, we are required to have a financial review performed and provided to USA Swimming. Both actions are planned to be complete before the HOD meeting in May and will be available for BOD review as we prepare for the HOD.

Finance Report

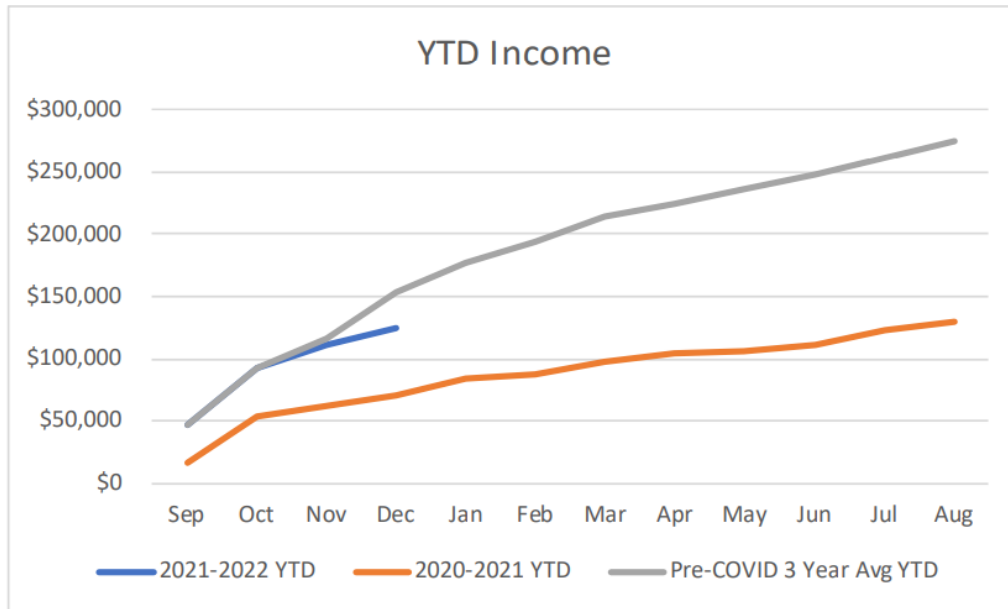
Ending December, PNS is in good financial shape. While meet tap income is reduced, USA Registration income is almost fully recovered. Despite significant withdrawals from the reserve accounts (\$243K), the stock performance of our portfolio has been excellent and we had a net increase in reserves.



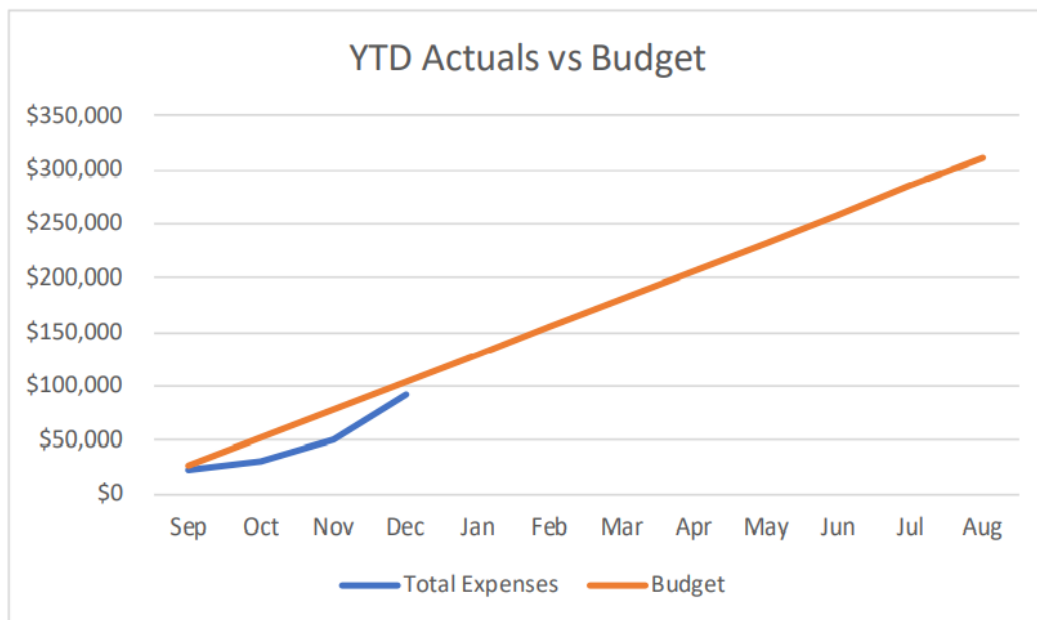
Early Registrations almost to pre-Covid income



Meet Tap Income significantly down as compared to Pre-COVID



Total Income improved



Actuals tracking to expense profile



Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Expense	Total Budget
Administration	\$448	\$94											\$542	\$18,000
Age Group			\$2,770										\$2,770	\$20,950
Disability														\$6,100
Diversity & Inclusion	\$430	\$296	\$2,033	\$1,018									\$3,777	\$20,750
Finance & Marketing	\$314	\$418	\$237	\$165									\$1,133	\$5,800
Officials		(\$35)											(\$35)	\$11,700
Total Payroll	\$5,145	\$7,164	\$10,301	\$7,464									\$30,074	\$74,100
PNS Office	\$792	\$184	\$4,200	\$1,022									\$6,198	\$11,000
Program Development														\$50
Program Operations				\$1,787									\$1,787	\$22,200
Senior Swimming														\$79,950
Special Programs				\$30,000									\$30,000	\$40,000
Unapplied+Uncategorized	\$16,453												\$16,453	
Club Assistance Grants														
Total Expenses	\$23,581	\$8,122	\$19,541	\$41,455									\$92,698	\$310,600

Pacific Northwest Swimming

Balance Sheet

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	845,153.30
Fidelity Investment	69,988.51
Total INVESTMENT INCOME	915,141.81
WF Checking	97,038.36
WF Savings	10,469.38
Total Bank Accounts	\$1,022,649.55
Accounts Receivable	
Accounts Receivable (A/R)	35,496.05
Total Accounts Receivable	\$35,496.05
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	2,331.00
Total Other Current Assets	\$2,331.00
Total Current Assets	\$1,060,476.60
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
Total Furniture & Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$1,060,476.60

Pacific Northwest Swimming

Balance Sheet

As of December 31, 2021

	TOTAL
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	0.00
WF CC Office	261.55
WF GC Credit Card	0.00
Total Credit Cards	\$261.55
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-964.02
Federal Taxes (941/944)	1,927.58
WA Paid Family and Medical Leave Tax	280.43
WA SUI Employer	167.53
WA Workers Compensation	808.31
Total Payroll Liabilities	2,265.16
Pre Paid Expenses	0.00
USA-S Registration	1,312.00
Athlete - Annual	21,736.00
Athlete - Outreach	-265.00
Athlete - Seasonal	360.00
Club	-3,085.00
Dual Membership Credit	1,432.00
Flex Athlete/USA	1,727.50
Flex Upgrade to Premier/USA	8,416.00
Non-Athlete Family	0.00
Non-Athlete Individual	9,712.00
Total USA-S Registration	41,345.50
Total Other Current Liabilities	\$43,610.66
Total Current Liabilities	\$43,872.21
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	12,682.00
Total Long-Term Liabilities	\$12,682.00
Total Liabilities	\$56,554.21

Pacific Northwest Swimming

Balance Sheet

As of December 31, 2021

	TOTAL
Equity	
Net Assets	547,257.77
Retained Earnings	334,347.29
Net Income	122,317.33
Total Equity	\$1,003,922.39
TOTAL LIABILITIES AND EQUITY	\$1,080,476.60

Pacific Northwest Swimming

Budget vs. Actuals: FY2021-22 - FY22 P&L

September - December, 2021

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
ADMINISTRATION			
Club Penalties	575.00	400.00	-175.00
Total ADMINISTRATION	575.00	400.00	-175.00
OFFICIALS			
Donations	587.50	166.68	-420.82
Officials Clinics	1,967.81	966.68	-1,001.13
Total OFFICIALS	2,555.31	1,133.36	-1,421.95
PROGRAM DEV			
Donations to Heidloff Outreach Fund	5,000.00		-5,000.00
Sponsorships/Grants		10,000.00	10,000.00
Total PROGRAM DEV	5,000.00	10,000.00	5,000.00
PROGRAM OPS			
Meet Tap	27,218.55	48,366.68	21,148.13
Sanction Fees	1,110.00	1,333.32	223.32
Total PROGRAM OPS	28,328.55	49,700.00	21,371.45
Uncategorized Income	71,000.00		-71,000.00
USA-S REGISTRATION/PNS	90.00		-90.00
Athlete - Annual	68,850.00	31,085.00	-37,765.00
Athlete - Seasonal		125.00	125.00
Athlete - Transfer Fee	1,083.00	566.68	-516.32
Club	8,330.00	500.00	-7,830.00
Flex Athlete	6,990.00	2,580.00	-4,410.00
Flex Upgrade to Premier	135.00	33.32	-101.68
Non-Athlete - Individual	5,790.00	3,116.68	-2,673.32
Total USA-S REGISTRATION/PNS	91,268.00	38,006.68	-53,261.32
Total Income	\$198,726.86	\$99,240.04	\$ -99,486.82
GROSS PROFIT	\$198,726.86	\$99,240.04	\$ -99,486.82
Expenses			
ADMINISTRATION	0.00		0.00
Athlete Activities		300.00	300.00
Board Enhancement/Workshop	448.00	650.00	202.00
Clean Sport		100.00	100.00
Convention		2,700.00	2,700.00
Gifts	94.00	16.68	-77.32
Governance/Swimposium		1,650.00	1,650.00
HOD Meeting		300.00	300.00
Safe Sport		266.68	266.68
Taxes & Licenses		16.68	16.68
Total ADMINISTRATION	542.00	6,000.04	5,458.04
AGE GROUP			

Pacific Northwest Swimming

Budget vs. Actuals: FY2021-22 - FY22 P&L

September - December, 2021

	TOTAL		
	ACTUAL	BUDGET	REMAINING
All-Star Meet		1,816.68	1,816.68
Swim Camps		666.68	666.68
Zone Championship	2,769.54	4,500.00	1,730.46
Total AGE GROUP	2,769.54	6,983.36	4,213.82
DISABILITY			
Disability Think Tank		1,150.00	1,150.00
Disability Travel Funding		566.68	566.68
Paralympic Trials Funding		316.68	316.68
Total DISABILITY		2,033.36	2,033.36
DIVERSITY & INCLUSION		550.00	550.00
Heidloff Outreach Program	2,625.50	1,216.68	-1,408.82
LGBTQ+ Initiatives		200.00	200.00
NW Diversity Select Camp		600.00	600.00
Promoting Inclusion		66.68	66.68
Team Training Support		3,083.32	3,083.32
USA-S Outreach Registration	350.00	183.32	-166.68
Western Zone D&I Select Camp		300.00	300.00
Women in Leadership	660.40	366.68	-293.72
Workshop USA or Other		350.00	350.00
Total DIVERSITY & INCLUSION	3,635.90	6,916.68	3,280.78
FINANCE & MARKETING			
Accountant		1,500.00	1,500.00
Bank Charges	52.00	66.68	14.68
Marketing	100.00		-100.00
Payroll - Bookkeeping	53.95	366.68	312.73
Total FINANCE & MARKETING	205.95	1,933.36	1,727.41
OFFICIALS EXPENSES			
Officials Championship Meet Travel		3,900.00	3,900.00
Total OFFICIALS EXPENSES		3,900.00	3,900.00
Paid & Unpaid Employees			
Compensation		22,000.00	22,000.00
Mileage		66.68	66.68
Per Diem		900.00	900.00
Taxes		1,733.32	1,733.32
Total Paid & Unpaid Employees		24,700.00	24,700.00
Payroll Expenses			
Taxes	2,388.23		-2,388.23
Wages	27,685.74		-27,685.74
Total Payroll Expenses	30,073.97		-30,073.97
PNS OFFICE			
Internet Services	361.08	400.00	38.92

Pacific Northwest Swimming

Budget vs. Actuals: FY2021-22 - FY22 P&L

September - December, 2021

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Office Rent	1,200.00	1,666.68	466.68
Office Supplies	4,179.45	500.00	-3,679.45
PNS Storage Unit & PO Box	81.00	400.00	319.00
Postage		166.68	166.68
Repair & Maintenance		166.68	166.68
Telephone	376.13	366.68	-9.45
Total PNS OFFICE	6,197.66	3,666.72	-2,530.94
PROGRAM DEVELOPMENT			
Club Development Meetings		16.68	16.68
Total PROGRAM DEVELOPMENT		16.68	16.68
PROGRAM OPERATIONS			
PNS Meet Awards	1,786.80	7,166.68	5,379.88
Scheduling		233.32	233.32
Total PROGRAM OPERATIONS	1,786.80	7,400.00	5,613.20
QuickBooks Payments Fees	927.42		-927.42
SENIOR SWIMMING			
LC Senior Championship		366.68	366.68
Open Water		200.00	200.00
Season 1		7,616.68	7,616.68
Season 2		666.68	666.68
Season 3		966.68	966.68
Season 4		13,400.00	13,400.00
Season 5		366.68	366.68
Senior Training Practices		816.68	816.68
Senior Zones		2,250.00	2,250.00
Total SENIOR SWIMMING		26,650.08	26,650.08
Special Programs			
Special Advocacy Expenditures	30,000.00	13,333.32	-16,666.68
Total Special Programs	30,000.00	13,333.32	-16,666.68
Total Expenses	\$76,139.24	\$103,533.60	\$27,394.36
NET OPERATING INCOME	\$122,587.62	\$ -4,293.56	\$ -126,881.18
Other Income			
Interest Income	0.08		-0.08
Reimbursed Expenses	-270.37		270.37
Total Other Income	\$ -270.29	\$0.00	\$270.29
Other Expenses			
Miscellaneous	0.00		0.00
Total Other Expenses	\$0.00	\$0.00	\$0.00
NET OTHER INCOME	\$ -270.29	\$0.00	\$270.29
NET INCOME	\$122,317.33	\$ -4,293.56	\$ -126,610.89

Safe Sport Report

Safe Sport PNS Board Meeting Monday Jan 10th

- Delay for Meet Marshals for being “certified” as non-USA members.
- Does not change the individuals that must be certified.
 - “Specifically in reference to requiring non-athlete membership of meet marshals, USA Swimming received a significant amount of member feedback. As a result of that feedback, USA Swimming requested a specific review from the Center regarding the role of a meet marshal and whether it meets the threshold of a volunteer who interacts directly and frequently with athletes or has authority over athletes as a regular part of their duties. We recently received confirmation from the Center that the role of a meet marshal does not rise to the level of contact with or authority over athletes significant enough to require non-athlete membership of these volunteers. The Board of Directors acted quickly to approve amending Corporate Bylaw 2.6.6 to remove the requirement for meet marshals to register as non-athlete members of USA Swimming. Concurrently, the Operational Risk Committee has worked to standardize the role of a meet marshal and developed Meet Marshal Standards. The Committee has also developed a standard meet marshal training program, which will be released in 2022

Please note, this change is only in reference to meet marshals, and all other communicated categories will still be required to become non-athlete members of USA Swimming no later than January 1, 2022. These individuals include:

- Adult employees of USA Swimming, Local Swimming Committees (LSCs) and member clubs;
 - Adults serving on the board of directors of USA Swimming, LSCs and member clubs;
 - Individuals in a position of oversight over the operations of a member club;
 - Adults with an ownership interest in a member club;
 - Referees, starters, administrative officials, chief judges, as well as stroke and turn judges; and
 - Other volunteers who interact directly and frequently with or have authority over athletes (as defined in the SafeSport Code for the Olympic and Paralympic Movement) as a regular part of their duties.
- I do see this potentially taking place for meet marshals for next season(I hope). The Operational Committee is working on a training program that is well delayed and has not been approved by the USA board & Safe Sport. The level of the program is supposed to use with testing for Meet Marshals.
- I would like to attend the April Zone Workshop meeting to continue Safe Sport Work. **Old Business**