

PACIFIC NORTHWEST SWIMMING ASSOCIATION
PO Box 2235
Auburn, WA 98071

Board Meeting Minutes March 7, 2022

CALL TO ORDER: 7:33 P.M. via Zoom Video Conference

In Attendance:

Bob Keller - General Chair	Regan Rowe – Athlete Rep
Melissa Stiner – Registrar	David Orr - Age Group Vice Chair
Laurae Briggs – Secretary	Molly Cady
John Gagliardo - Officials Chair	Nathan Lee – Athlete Rep
Suzanne Rychlik – Program Ops Vice Chair (past GC)	David Guffey
Ken Spencer – Senior Vice Chair	Nick Siripipat
John Skroch - Admin Vice Chair	Deb Soper
Grace Lindberg – Athlete Rep	Nick Chevalier
Justin Wang – Athlete Rep	Rick Cox
Alice Godfred - Coach Rep	Dave Leonard
Linda Vicik- Sanction Chair	
Dave Baer – Finance Vice Chair, Treasurer	

APPROVAL OF MINUTES:

January 10, 2022 BOD Meeting **MSA**

February 2, 2022 Executive Committee Meeting

MSA

OFFICER REPORTS

- Treasurer's Report – Dave Baer
 - USA Swimming Registrations on track
 - Meet tap income is low
 - Will need to pull from reserves
- Membership Report – Melissa Stiner – Report attached
- Officials Report - John Gagliardo - Report attached
- Age Group Report - David Orr – No report
- 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
 - Guest speaker – Megan Jendrick
 - Will have athlete representatives at Zone Workshop
- Coach Report – Alice Godfred
 - Continue to meet every other month
- Safe Sport Report – Carl Baber – No report
- Finance Report – Dave Baer

- Financial Review and 990 are in process
- Diversity Report – Emily Murray – No report
- Disability Report – Kiko VanZandt – No report

OLD BUSINESS

- 2022 (Q1 – Q2) Meet Calendar
 - KCAC is still low on staff
 - Parking will be a challenge
 - We need clubs to host meets

NEW BUSINESS

- PNS Logo Proposal
 - Proposal to form a committee to work with USA Swimming to design a new logo for PNS and clarify the history behind our current logo. **MSA**
 - Motion to table the issue. Motion does not pass.
- Officials Committee Policies Proposal – See attached
 - The Officials Chair shall be selected by the Officials Committee following the House of Delegates in accordance with PNSA Officials Policies and Procedures. **MSA**
- Finance Policies Proposal – See attached
 - Motion to approve Returned Check Policy AD 22-03. **MSA**
- Do we want to continue contract with lobbyist? Want to keep her on for now.

Next Meetings:

Apr. 25, 2022, 7 PM, Zoom Virtual

MOTION TO ADJOURN

9:01 pm **MSA**

Finance/Treasurers Report

Treasurer and Finance Report:

We are working with the accountants to prepare the IRS 990 filing and conduct a financial review. Both are expected to complete prior to our April meeting.

Preparation of the 2022-2023 budget will take place during March to have a budget ready for review at the April BOD meeting.

As Meet Tap income was expected to recover when the 2021-2022 budget was prepared, beginning in April, we will be withdrawing from our reserve funds to cover operational expenses for the remainder of the year. I am reviewing our cash flow and will offer an estimate of the amount required from reserves at the BOD meeting.

David Baer
PNS Finance Vice-Chair

Pacific Northwest Swimming

Balance Sheet
As of February 28, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	845,153
Fidelity Investment	69,989
Total INVESTMENT INCOME	915,142
WF Checking	86,126
WF Savings	10,469
Total Bank Accounts	\$1,011,737
Accounts Receivable	
Accounts Receivable (A/R)	24,375
Total Accounts Receivable	\$24,375
Other Current Assets	
Payroll Corrections	0
Undeposited Funds	0
Total Other Current Assets	\$0
Total Current Assets	\$1,036,112
Fixed Assets	
Furniture & Equipment	34,445
Accumulated Depreciation	-34,445
Total Furniture & Equipment	0
Total Fixed Assets	\$0
TOTAL ASSETS	\$1,036,112

Pacific Northwest Swimming

Balance Sheet
As of February 28, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0
Total Accounts Payable	\$0
Credit Cards	
AMEX	0
WF CC AgeGroup	899
WF CC Office	0
WF GC Credit Card	-389
Total Credit Cards	\$510
Other Current Liabilities	
Direct Deposit Payable	0
Payroll Liabilities	45
Dept of Labor and Industries	-964
Federal Taxes (941/944)	4,241
WA Paid Family and Medical Leave Tax	225
WA SUI Employer	160
WA Workers Compensation	696
Total Payroll Liabilities	4,404
Pre Paid Expenses	0
USA-S Registration	1,312
Athlete - Annual	-440
Athlete - Outreach	-220
Athlete - Seasonal	360
Club	-2,875
Dual Membership Credit	1,432
Flex Athlete/USA	2,078
Flex Upgrade to Premier/USA	9,592
Non-Athlete Family	0
Non-Athlete Individual	2,112
Total USA-S Registration	13,351
Total Other Current Liabilities	\$17,754
Total Current Liabilities	\$18,265
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	12,682
Total Long-Term Liabilities	\$12,682
Total Liabilities	\$30,947

Pacific Northwest Swimming

Balance Sheet

As of February 28, 2022

	TOTAL
Equity	
Net Assets	547,258
Retained Earnings	334,347
Net Income	123,561
Total Equity	\$1,005,166
TOTAL LIABILITIES AND EQUITY	\$1,036,112

Pacific Northwest Swimming

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

September 2021 - August 2022

	TOTAL	
	ACTUAL	BUDGET
Income		
ADMINSTRATION	24	
Club Penalties	721	1,200
Total ADMINSTRATION	745	1,200
OFFICIALS		
Donations	598	500
Officials Clinics	2,733	2,900
Total OFFICIALS	3,330	3,400
PROGRAM DEV		
Donations to Heidloff Outreach Fund	5,000	
Sponsorships/Grants		30,000
Total PROGRAM DEV	5,000	30,000
PROGRAM OPS		
Meet Tap	34,233	145,100
Sanction Fees	1,340	4,000
Total PROGRAM OPS	35,573	149,100
Unapplied Cash Payment Income	66	
Uncategorized Income	71,000	
USA-S REGISTRATION/PNS	90	
Athlete - Annual	74,526	93,255
Athlete - Seasonal	8	375
Athlete - Transfer Fee	1,232	1,700
Club	9,184	1,500
Flex Athlete	7,953	7,740
Flex Upgrade to Premier	215	100
Non-Athlete - Individual	7,043	9,350
Total USA-S REGISTRATION/PNS	100,250	114,020
Total Income	\$215,964	\$297,720
GROSS PROFIT	\$215,964	\$297,720
Expenses		
ADMINISTRATION		
Athlete Activities		900
Board Enhancement/Workshop	448	1,950
Clean Sport		300
Convention	227	8,100
Gifts	94	50
Governance/Swimposium		4,950
HOD Meeting		900
Safe Sport		800
Taxes & Licenses		50
Total ADMINISTRATION	769	18,000

PACIFIC NORTHWEST SWIMMING
 Budget vs. Actuals: FY2021-22 - FY22 P&L
 September 2021 - August 2022

	TOTAL	
	ACTUAL	BUDGET
AGE GROUP		
All-Star Meet	1,967	5,450
Swim Camps		2,000
Zone Championship	2,770	13,500
Total AGE GROUP	4,737	20,950
DISABILITY		
Disability Think Tank		3,450
Disability Travel Funding		1,700
Paralympic Trials Funding		950
Total DISABILITY		6,100
DIVERSITY & INCLUSION		1,650
Heidloff Outreach Program	3,650	3,650
LGBTQ+ Initiatives		600
NW Diversity Select Camp		1,800
Promoting Inclusion		200
Team Training Support		9,250
USA-S Outreach Registration	430	550
Western Zone D&I Select Camp		900
Women in Leadership	660	1,100
Workshop USA or Other		1,050
Total DIVERSITY & INCLUSION	4,740	20,750
FINANCE & MARKETING		
Accountant		4,500
Bank Charges	93	200
Marketing	100	
Payroll - Bookkeeping	54	1,100
Total FINANCE & MARKETING	247	5,900
OFFICIALS EXPENSES		
Officials Championship Meet Travel		11,700
Officials Equipment Rental	1,277	
Total OFFICIALS EXPENSES	1,277	11,700
Paid & Unpaid Employees	844	
Compensation	714	66,000
Mileage		200
Per Diem		2,700
Taxes		5,200
Total Paid & Unpaid Employees	1,558	74,100
Payroll Expenses		
Taxes	3,990	
Wages	47,186	
Total Payroll Expenses	51,176	

Pacific Northwest Swimming

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

September 2021 - August 2022

	TOTAL	
	ACTUAL	BUDGET
PNS OFFICE		
Internet Services	549	1,200
Office Rent	2,400	5,000
Office Supplies	4,221	1,500
PNS Storage Unit & PO Box	426	1,200
Postage		500
Repair & Maintenance		500
Telephone	543	1,100
Total PNS OFFICE	8,139	11,000
PROGRAM DEVELOPMENT		
Club Development Meetings		50
Diversity Inclusion Workshop	1,000	
Total PROGRAM DEVELOPMENT	1,000	50
PROGRAM OPERATIONS		
PNS Meet Awards	6,513	21,500
Scheduling		700
Total PROGRAM OPERATIONS	6,513	22,200
QuickBooks Payments Fees	1,177	
SENIOR SWIMMING		
LC Senior Championship		1,100
Open Water		600
Season 1		22,850
Season 2		2,000
Season 3		2,900
Season 4		40,200
Season 5		1,100
Senior Training Practices		2,450
Senior Zones		6,750
Total SENIOR SWIMMING		79,950
Special Programs		
Special Advocacy Expenditures	30,000	40,000
Total Special Programs	30,000	40,000
Unapplied Cash Bill Payment Expense	16,606	
Uncategorized Expense	6,000	
Total Expenses	\$133,938	\$310,600
NET OPERATING INCOME	\$82,026	\$ -12,880
Other Income		
Interest Income	0	
Other Miscellaneous Income	720	
Reimbursed Expenses	-270	
Total Other Income	\$450	\$0

Pacific Northwest Swimming

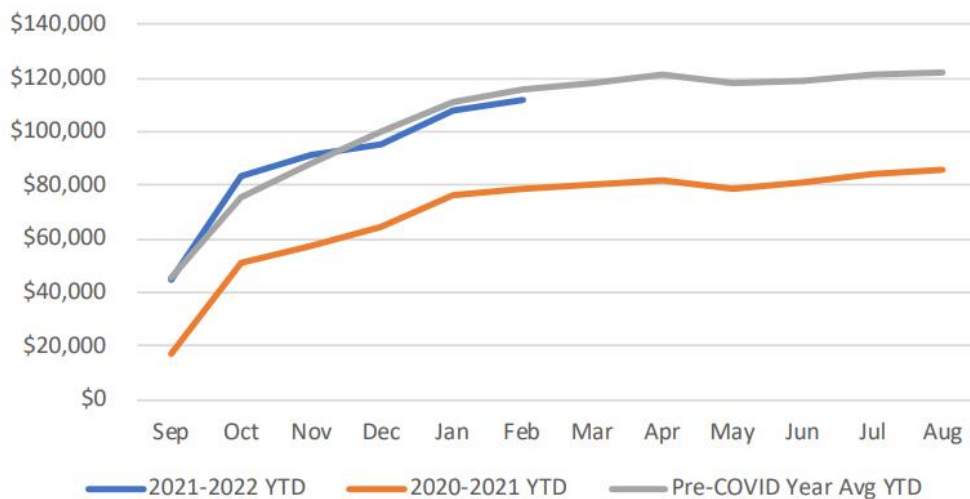
Budget vs. Actuals: FY2021-22 - FY22 P&L

September 2021 - August 2022

	TOTAL	
	ACTUAL	BUDGET
Other Expenses		
Miscellaneous	-14,000	
Total Other Expenses	\$ -14,000	\$0
NET OTHER INCOME	\$14,450	\$0
NET INCOME	\$96,476	\$ -12,880



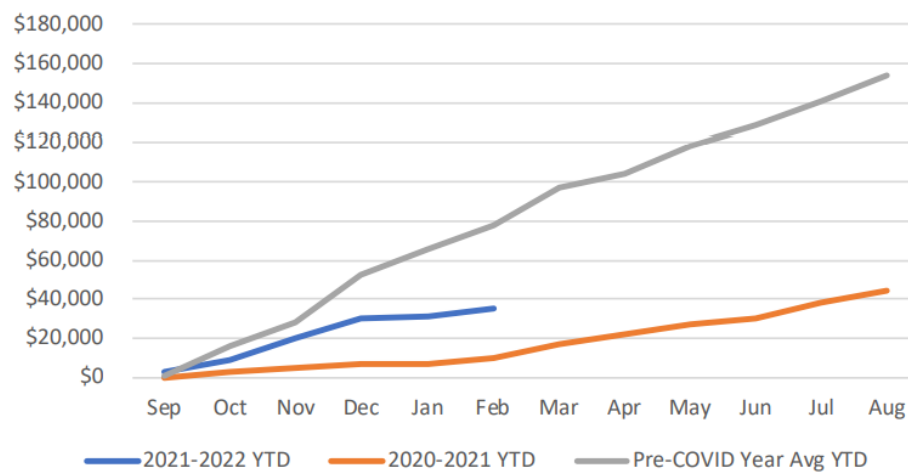
YTD USA Registrations



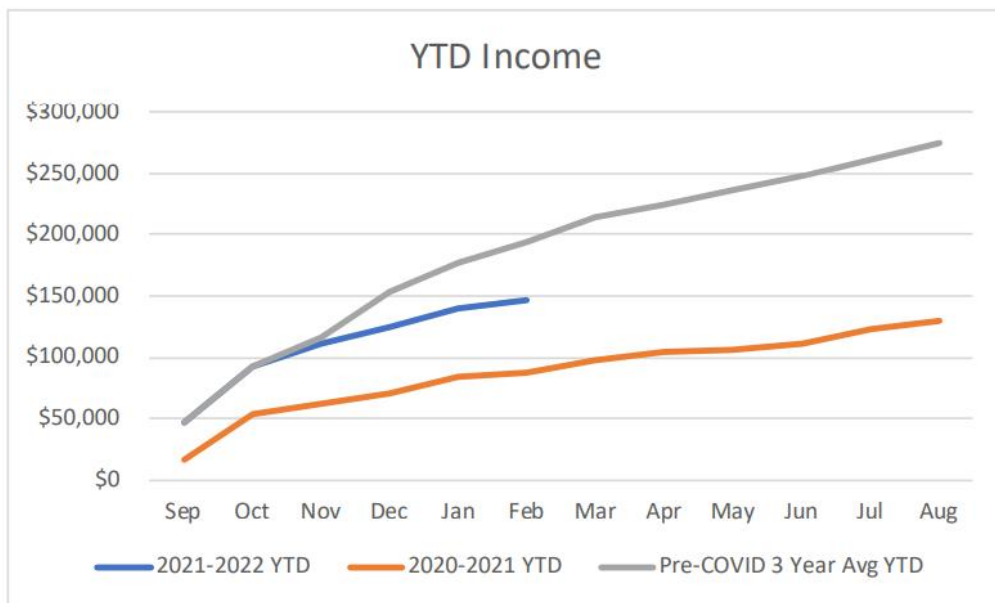
Registrations tracking with pre-Covid income



YTD Meet Tap



Meet Tap Income significantly down as compared to Pre-COVID



Meet Tap Income has not recovered



Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Expense	Total Budget
Administration	\$448	\$94				\$227							\$769	\$18,000
Age Group			\$2,770		\$4,687	\$3,200							\$10,657	\$20,950
Disability														\$6,100
Diversity & Inclusion	\$430	\$296	\$2,033	\$1,018	\$397	\$1,562							\$5,735	\$20,750
Finance & Marketing	\$314	\$418	\$237	\$165	\$196	\$111							\$1,441	\$5,800
Officials		(\$35)			\$396								\$361	\$11,700
Total Payroll	\$5,145	\$7,164	\$10,301	\$7,464	\$5,158	\$17,502							\$52,734	\$74,100
PNS Office	\$792	\$184	\$4,200	\$1,022	\$565	\$1,113							\$7,875	\$11,000
Program Development														\$50
Program Operations				\$1,787	\$4,726								\$6,513	\$22,200
Senior Swimming														\$79,950
Special Programs				\$30,000									\$30,000	\$40,000
Unapplied+Uncategorized	\$16,453					\$6,000							\$22,453	
Club Assistance Grants														
Total Expenses	\$23,581	\$8,122	\$19,541	\$41,455	\$16,125	\$29,716							\$138,539	\$310,600

Does not include \$50K authorized for Senior Swimming Season 1 Sectionals

Officials Report

As of 1 March 2022, we have 352 officials across all certification levels. These numbers, while down from pre-COVID times, they are up from the last two years.

Additionally, since early Fall 2021, we have conducted 34 clinics.

Thank you to all teams who have encouraged their parents to consider officiating as a way to provide volunteer support to our LSC athletes!

Submitted by John C. Gagliardo, Officials' Committee Chair

Registration/Membership Report

USA Swimming, Inc.

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YTD

LSC: PN

Athlete

Athlete	5202
Athlete Flex	806
Athlete Outreach	91
Total:	6099

Non-Athlete

Individual	750
Life	8
Total:	758

Clubs

Club	42
Organization	3
Total:	45

USA Swimming, Inc.
YTD Club Stats

<i>Club</i>	<i>Athletes</i>	<i>Flex</i>	<i>Outreach</i>	<i>Seas 1</i>	<i>Seas 2</i>	<i>Indiv Season</i>	<i>Single Meet</i>	<i>Other NA</i>	<i>Coaches</i>	<i>Officials</i>	<i>Total</i>
BBST	128	0	5	0	0	0	0	6	6	12	155
BC	297	0	0	0	0	0	0	7	8	49	359
BDST	28	130	0	0	0	0	0	0	2	0	160
BISC	120	2	2	0	0	0	0	7	4	12	147
BYST	11	58	16	0	0	0	0	0	2	3	90
C	162	0	0	0	0	0	0	6	6	13	187
CSC	427	0	21	0	0	0	0	6	17	29	500
EAST	82	0	0	0	0	0	0	0	1	7	90
FAST	90	0	0	0	0	0	0	1	3	5	98
GAC	131	0	0	0	0	0	0	3	2	2	138
HAC	38	0	0	0	0	0	0	0	3	0	41
IST	289	25	0	0	0	0	0	11	16	20	361
KING	154	28	4	0	0	0	0	9	13	12	220
MAB	1	0	0	0	0	0	0	0	0	0	1
MET	24	51	7	0	0	0	0	2	5	1	90
MMSC	53	0	1	0	0	0	0	2	4	7	67
NSC	0	0	0	0	0	0	0	0	1	0	1
NWAC	23	0	4	0	0	0	0	0	2	0	29
OCA	194	0	0	0	0	0	0	4	6	17	221
OST	3	75	0	0	0	0	0	2	3	1	84
PAC	60	0	0	0	0	0	0	3	3	6	72
PASC	83	0	1	0	0	0	0	4	3	4	95
PDST	262	4	0	0	0	0	0	1	6	6	279
PPST	35	15	2	0	0	0	0	5	4	3	62
PRO	185	0	0	0	0	0	0	2	5	7	199
PSSC	12	22	0	0	0	0	0	3	2	0	39
RFST	55	0	0	0	0	0	0	1	3	0	59
SA	67	0	7	0	0	0	0	1	3	1	79
SEAL	28	27	0	0	0	0	0	1	6	0	62
SHAD	4	9	0	0	0	0	0	4	4	1	22
SMAC	676	1	16	0	0	0	0	22	25	37	777
SRST	192	1	0	0	0	0	0	2	4	14	212
SSCD	93	0	0	0	0	0	0	2	5	5	104
SVYA	40	0	0	0	0	0	0	3	2	2	47
TAC	87	1	1	0	0	0	0	8	5	10	111
TOSC	97	0	0	0	0	0	0	4	5	2	107
UN	31	1	0	0	0	0	0	7	9	26	73
UPAC	110	0	4	0	0	0	0	7	7	9	135

LSC: PN

USA Swimming, Inc.
YTD Club Stats

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<i>Club</i>	<i>Athletes</i>	<i>Flex</i>	<i>Outreach</i>	<i>Seas 1</i>	<i>Seas 2</i>	<i>Indiv Season</i>	<i>Single Meet</i>	<i>Other NA</i>	<i>Coaches</i>	<i>Officials</i>	<i>Total</i>
VAST	188	0	0	0	0	0	0	0	4	10	202
VSST	1	0	0	0	0	0	0	1	2	0	4
WAVE	370	0	0	0	0	0	0	6	7	31	414
WEST	99	3	0	0	0	0	0	0	6	14	122
WSC	1	0	0	0	0	0	0	0	3	0	4
XCEL	171	353	0	0	0	0	0	0	12	2	538
Total	5202	806	91	0	0	0	0	153	239	380	6857

6.2

.3 COMMITTEE CHAIRS /AT-LARGE BOARD MEMBERS

A. The following committee chairs / at-large Board members shall be elected as follows:

(1) The Officials Chair shall be selected by the Officials Committee following the House of Delegates in accordance with PNSA Officials Policies and Procedures.

Returned Check Policy AD 22-03

1. After notice by Pacific Northwest Swimming:

a. An athlete member has 15 days to replace a returned check plus service fee. After 15 days the athlete shall be suspended from competition until receipt of the sum due.

b. A non-athlete member has 15 days to replace a returned check plus service fee. After 15 days the non-athlete shall be suspended from USA Swimming activity.

2. Upon receipt of bank notification of a returned check issued by an PNSA Club (i.e., a USA Swimming, Group Member), the PNS Office Manager shall notify the Club that such Club will be on the agenda of the next Executive Committee Meeting to determine whether any disciplinary action should be taken. Regardless of whether the Executive Committee determines that disciplinary action is appropriate, such club shall reimburse PNS for PNS's costs incurred as a result of a returned check. If such Club fails to reimburse PNS of its costs or fails to make payment of (if any) other amounts determined by the Executive Committee, such Club's USA Swimming membership shall be terminated.

3. PNS Returned Check Policy for checks written by teams or for team entry: First returned check: \$50 fine, probation for three years (may continue to use team checks) Second returned check (within three year period): double face amount of check (minimum \$50), extension of three year period from date of second check and requirement to pay by secured funds (ex: cashier's check or money order) for three years. After three years without a returned check, a team may use team checks to pay for fees and start over on returned check policy.