

Meeting Title: Pacific Swimming BOD Executive Committee Meeting
Date: January 8, 2015

Attendance:

John Bitter	X	Steve Hurko	X	Zone Reps				Athlete Reps		Guests	
Leo Lin	X	Marie Lin	X	1N - Larry Rice	X	3 - Debbie Tucker	X	Michela Roan	X		
Lehla Irwin	X	Mary Ruddell	X	1S - Mike Picardo	X	4 - Jerry Rudd					
Ron Heidary				2 - David Benjamin	X	4 - Jim Morefield		Office			
Don Heidary	X										

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by John Bitter at 7:37 PM (Teleconference)		
Minutes from Previous Meeting	No Previous Minutes Presented		
Old Business	None		
Old Motions	None		
New Business	<p>Pacific Swimming Financial Statements and Independent Auditors' Report (Periods ending August, 31, 2014, and December 31, 2013"</p> <p>Mary Ruddell presented the Auditors' Report and clarified the following things:</p> <ol style="list-style-type: none"> 1. The Financial Statements end on August 31, 2014 because we have changed the fiscal year 2. Steve Hickson, Pacific Swimming Treasurer, sent out a letter indicating that the legal opinion is that the LSCs only have to report the amount they retained from the collection of membership dues (instead of including the portion that was collected on behalf of USA Swimming which the LSC does not keep). For Pacific this changes the amount of revenues from Membership from over \$1 million to around \$333,000 (the latter amount being what revenues Pacific actually retains). This also drops our gross revenue below \$2 million. Anything above \$2 million automatically triggers a requirement from the IRS to have an annual exterior audit. 3. We will now have a gross revenue below that \$2 million mark so an annual exterior audit will no longer be required for Pacific Swimming 4. 2014's cash and cash revenues are smaller than those reported for 2013 because 2014 only covers 8 months instead of 12 months, and it does not contain the months of September and October where we make most of our revenue from renewed memberships 5. Payroll is smaller for 2014 in comparison to 2013 for the same reason. We budgeted for \$150,000 for 12 months but will probably only spend \$125,000. However, the amount will be larger for next year because we will be hiring a new position of Office Manager - maybe \$175,000. 		

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	Financial Statement and Audit Report is approved by the Executive Committee		
	<p>Office Personnel Changes: John Bitter reports the following changes:</p> <ol style="list-style-type: none"> 1. Traci Benton will now be handling Pacific phone calls and has taken over Jill Ruppenstein's phone. Traci will be handling all the phone calls and the Conference calls. Her email is tracib@pacswim.org 2. Jill has moved to part time because she now has another full time job – Jill's work will be limited to being the webmaster, the Awards Banquet, and working on the contract with Speedo for Far Western's and JO's. 3. Leo Lin will be creating an excel spreadsheet regarding any corrections and fixes that need to be made on the website. All such corrections should be sent to Leo, and he will then assign them to Jill to fix. 4. Larry Rice indicated that the Zone 1N webmaster would like to have some expanded access to the Zone 1N website. That kind of request should go directly to Jill, but Leo should be cc'd so that he can track those requests as well 	Direct website corrections to Leo Lin	
	<p>Permanent Office for Pacific Swimming:</p> <ol style="list-style-type: none"> 1. John Bitter reports that he, Mary Ruddell and Leo Lin met to discuss identifying a location for a permanent office for Pacific Swimming 2. Leo has contacted John King, a realtor, to begin that search using the parameters set up by John, Mary, and Leo. John King has already set up the process to have their Commercial Real Estate Team begin the search 3. This will be completed before the Permanent Office Manager position is filled 		
	<p>Athlete Representatives: Lehla Irwin reports that just recently the Athlete Representatives met in a Conference Call:</p> <ol style="list-style-type: none"> 1. Of all the Representatives listed on the website only Michala and Eric were in on the Conference Call. None of the others responded to that call or other phone calls. 2. Except for Michala and Eric, none of the other Athlete Representatives that called in to the Conference Call were listed on the website. 3. Lehla has asked the Zones to please send her the list of their new Athlete Representatives, and which athletes are no longer representatives, but has had no response. 4. It was suggested that Lehla take the list of those who called in on the recent conference call, and inform the Zone Chairs of the athletes that were named to represent their Zones. The Zone Chairs can then, acknowledge them, make corrections and send in the names of those representatives that may not have been able to be part of the conference call 5. Lehla will send the corrections for the website to Leo Lin so that he can place them on the spreadsheet and track the completion of the changes. 	Lehla to inform the Zone Chairs of the names of the Athletes that are presenting themselves as the Zones' Athlete Representatives	
	<p>Far Westerns Entries:</p> <ol style="list-style-type: none"> 1. Far Westerns is being uploaded in OME and Jill Ruppenstein will get Annie Stein access to this. 2. By using USA Swimming's OME system it will allow us to use the USA Swimming Data Base to get the 		

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	time verifications.		
New Motions	None		
Next Meeting	Next meeting of BOD is February 18, 2015 at Marriott in San Ramon at 7:30 PM Next meeting of the Executive Board is March 25, 2015 (will notify whether teleconference or at Marriott in San Ramon) at 7:30 PM	Notify Executive Committee members of site of next Executive Board Meeting	
Meeting Adjourned	Meeting adjourned at 7:57 PM		

RESPECTFULLY SUBMITTED BY,
MARIE LIN
PACIFIC SWIMMING SECRETARY