Hawaiian Swimming
House of Delegates Meeting Minutes
April, 17 2016
Chaminade University
Present:
Kenny Chew, General Chairman, Dean Schmaltz, Administrative Vice-Chairman, Jenny Lopez, Treasurer, Gwenn Tomiyoshi, Registration Coordinator, Dave Coleman, Finance Vice-Chair, Malcolm Cooper, Technical Planning, Reid Yamamoto, Senior Vice-Chairman, Larry Oshiro, Coaches' Representative Jr., Jon Hayashida, Coaches' Representative Sr., Dustin Fukuda, Club Athlete Special Events Diversity, Sandy Drake, Official's Chair, Lia Foster, Jr. Athlete Representative, Jeffrey Collins, Jr. Athlete Representative, Victoria Zukeran, Sr. Athlete Representative, Maia Petrides, Sr. Athlete Representative, Mike Osborne, Big Island At-Large Representative, Joe Glenn, Age Group Vice-Chairman, Theresa Walton, KSC Delegate, Meghan Theil, PAQ Delegate, Cagla Brennan, Iolani Delegate, Cameron Lyon, Aulea Delegate , Kysha Altura, Maui Athlete Representative, DJ Hwang, Manoa Delegate

Call To Order: Meeting was called to order by General Chairman at 10:40 a.m.

Establishment of a quorum: 17 HOD members are needed to have a quorum, there are 20 present. A quorum was officially established.

A. Approval of HOD Minutes of November 22, 2015 and BOD Minutes of February 22, 2016.

Action Taken*: Reviewed and approved unanimously without correction the HOD Minutes of November 22, 2015.*
Action Taken*: Reviewed and approved unanimously with 1 correction the BOD Minutes of February 21, 2016.*

B. Reports

1. Senior Vice-Chair- see report attached

a. Report

Action Taken: Motion to accept the Senior Vice-Chair Report. Moved and seconded. Approved unanimously.

2. Treasurer's Report

a. Financial Statements

- The 2016 January, February and March financial statements are complete and were sent to the BOD for review.

b. QuickBooks

- Request to buy QuickBooks online for ease of accounting. The program is about $400/year. The program would allow for up to 5 users.
  Action taken: Motion to purchase QuickBooks. Moved and seconded. Approved unanimously.

c. Online banking

- Question as to why online banking has not been set-up. No reasons noted. An authorized signer must set-up the account. Online banking would allow the treasurer to view transactions and begin working on reports without waiting for the monthly bank statements to be mailed.
  Action needed: Dean will set up the online banking account.

3. Registrar's Report

a. Registration numbers through 4/16/2016

- The following registration numbers were reported:

  Year-Round Athletes: 2959
  Outreach: 59
  Athlete Total: 3018
  Non-Athlete
  Individual Non-Athletes: 329
  Family 1: 31
  Family 2: 31
  Lifetime: 1
  Non-Athlete Total: 392

  Clubs: 31
  Organizations: 2
  Total: 33

- One club still has not registered. UH is having their swimmers enter unattached.
- March comparison from 2015 to 2016 is 2985 vs. 2978.

b. Coaches Cards

- 2017 is the last year coaches cards will be provided from USA Swimming. Beginning with the 2018 season coaches will be required to use Deck Pass.

4. Admin Vice Chair

a. Policies & Procedures and By-Laws changes

P&P have been updated from the changes at the last BOD meeting. The latest By-Laws are not on the website. So the changes were posted as a second bullet item.

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5. Technical Planning

a. New Timing System

- A new system, SST (Superior Swim Time), was purchased for Oahu as an alternative to buying a new Colorado Timing system. The cost was $1299 vs. $6000. The system can run with or without a scoreboard. A computer is needed to run it.

  Action needed: We need to set up a time to train dry side officials on the new system. A suggestion was made to do the training on June 5th.
- BIS is also interested in a training session on SST.

b. Water safety training for coaches

- A Coach from KSC requested coach safety training. Malcolm is certified and willing to come to Oahu to do the in water training. Coaches Must do online portion first. KSC should set up the pool time, date and contact other coaches as Malcolm would fly over if training more than 1 coach. The pool must have a deep end of at least 7 feet, and a shallow end. Malcolm would need reimbursement for the flight.

c. Backstroke Ledges

- Maui looking at this for Jr. Pan Pacs. They are expensive. They would need to be purchased for all lanes in the pool. Official Chair said a rule may be proposed in the future that Age Group swimmers could have toes on the gutter for backstroke starts.

6. Finance Vice-Chair Report

a. Audit - see summary

- The audit committee, Dane, Jon, Gwenn, and Dave, met with the current and past Treasurers. The entire 2015 year was audited.
- Reimbursements require receipts. If a receipt is not available then something to support the expense must be provided. The person making the reimbursement request should be listed on the requestor line.
- Should premium seating charges be covered for airfare reimbursements? Need to clarify our policy to cover this.
- 13 items that require a review by the treasurer. There was a $533.18 discrepancy of money that may need to be paid back to clubs, There is a $69 discrepancy of money that may need to be collected.

  Action needed: Treasurer needs to review discrepancies noted by the audit committee.

b. USA Swimming Statement

- This was completed.

c. State of Hawaii annual non-profit report

- Board members are listed with addresses. Athletes addresses were withheld.

d. 2016 Budget

- An updated 2016 budget was provided after the modifications were made from The February BOD meeting. The budget is now projected $1,800 in the black for 2016. The 2015 ended $20,000 in the black after the initial projection ending in the red. Bank statements and opening and ending balances were reviewed.

e. Travel endowment

- Waiting for the investment statement to be finished so that money can be invested. There is $130,000 waiting to be invested into this fund. The goal is to get this fund up towards a million and then begin to draw 4% a year to be spent on swimmer's travel.

6. Age Group Vice-Chair

a. Host for Summer States

- A request for bids to host Summer States was sent to all teams. No bids were received. Aulea is planning to host this meet.

b. Coaches Survey for Warm-up schedule

- Plan to do a survey of coaches opinions on scheduled warm up times for prelims sessions. Goal is to gather interest in having separate warm-up times for 12 & under and 13 & over.

c. 2016-2017 Meet Schedule

- The schedule is finalized and has been posted on the Hawaiian Swimming website. Meets can still be added.
- A few dates were changed as invitational dates were updated.
- A virtual all-island pentathlon meet is scheduled for September 10th. This is an A+ meet where each swimmer enters a 50 of each stroke and 100im. There will be one high-point award for each single age from all the combined meets.

d. Zones

- Airline tickets have been reserved for 45 passengers for Team Hawaii. We must commit to the number of tickets this week to secure the rate $685 per ticket. Names do not need to be provided until 6/24/16. If we end up with less participants than the reserved amount, ticket prices will be $150 more

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per ticket. If there are more participants than the reserved amount, we will pay face value for the extra tickets.

- The number is based on expecting 36 swimmers, 4 coaches and 4 chaperones.
- Once lodging and ground transportation is secured, the application with total excepted cost per swimmer, will be provided.

  Action needed: Joe and Dustin will decide on a final number of seats to reserve and finalize expenses. They will distribute the application for Team Hawaii soon.

e. December States

- The dates for this meet are 12/16/16-12/19/16. This will conflict with the last week of school, however the following weekend is Christmas.
- KSC requested an update on their bid to host December States. Bids were not being considered for this meet until after the planning for Summer States was complete. A request must be sent to all teams before assigning a host. If more than one team requests to host then it goes to committee. The policy for accepting bids to host meets was reviewed.

  Action needed: Within 30 days of approving the schedule, the Age-Group Vice Chair will send a request for bids to host all open meets, including December States.

  Action needed: Dean and Malcolm will review the policy for the timeline and procedure to request bids for States. The process of what to do when more than one team bids will also be reviewed.

f. Grand Prix

- Question as to when this meet will be added to the schedule. It will not be on the preliminary schedule for 2017. Still waiting for the permit to show the venue is secured to add this meet to the 2016 schedule.
- Question as to how a meet becomes part of the primary schedule. A meet needs to be part of the progression of meets leading up to a State Championship Meet and follow the LSC standard age-groups.

  Action Taken: A motion was made and seconded to approve the 2016-2017 Meet Schedule. Motion passed unanimously.

g. Kauai as a future venue

- Kauai has gotten approval to purchase a bulkhead. They may be interested in hosting a Championship Meet one day, if they get a scoreboard.

h. Sanction Form

- New sanction form is on the website. All future requests for meet sanctions should be submitted using the new form.

8. Club Athlete and Special Events Chair

a. Team Hawaii

- Flights have been secured. A plan is in place for lodging and transportation. Applications will be available with an accurate cost soon. Due date is planned for Rainbow Invitational weekend. A spot can be secured with a $100 refundable deposit.

b. Diversity Camp

- Forms went out to every head coach. Targeting swimmers about to enter 9th or 10th grade.

9. Athlete Representatives

a. Swimmer survey - see old business

10. Coaches' Representatives

a. Insurance coverage issue

- A complaint was made regarding practices being held with USA registered swimmers and non-USA registered swimmers practicing in the same lanes, at the same time.
- USA Swimming's position is that they make the coaches aware of the rules. If the rules are not being followed then the insurance provided by USA Swimming is not in effect and the LSC is liable because they are aware of the issue.
- This is mainly an issue during High School practices. There must be a separate coach and a separate lane for registered and non-registered swimmers.
- Question raised if team registration can be held for teams knowingly violating this rule. Can the team be immediately suspended?

  Action needed: Jon will draft a letter to coaches explaining the rule and the consequences of not complying.

11. Official's Chair

a. Updates

- Timing adjustments and rule changes are effective May 1st. Meets starting on April 30 will follow the old rules throughout the meet.

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- Online testing and certification is currently deactivated due to updates. Reactivation will be May 1st, 2016.
- A referee clinic will be held 10/21/16-10/23/16 in Phoenix. Sandy will be deciding on 1 person to send.
- An evaluator workshop will be held. The LSC can send 2 people. Dave and Sandy would like to go and come back to mentor others with their new skills.
- Officials count: 99 Wet side officials of which 25 can be referees, 40 dry side officials. Some of these are crossover.
- OTS shows several meets where referees have not inputted their officials. These should be inputted to help teams fulfill their quotas.

  Action needed: A formal vote for the Official's Representative will be held at the Age Group championship Meet in July.

b. Pan Pacific Championships

- There is a chance that this year will be the last year that Pan Pacs will be held on Maui. The meet may go to Irvine in 2018. The change would happen because of a fee increase from $200 per athlete to $300 per athlete.
- Officials wanting to work at Pan Pacs must have MP3 certification as stroke and turn official.

12. Maui At Large

- Molokai meet was successful.
- Kihei update - Repairs are in progress. The pool has been closed since 1/1/16.

13. Big Island At Large- present, no report

C. Old Business

1. Entry limit change from 8/6 events at Age Group State Championship Meets

- This topic is not up for a vote, however time was given to allow the swimmers to present their view. The head coaches had previously voted to change the individual entry limit to 6. The BOD previously voted to uphold the coaches decision.
- Athlete Reps have been collecting data on swimmer preferences regarding 6 individual entries vs. 8 individual entries at the Age Group State Championship Meet. The swimmers have created a survey asking for swimmers to sign their name if they prefer having 8 events at states. Athlete reps are asking for reconsideration of the entry limit if 200 swimmers voice this preference. 127 swimmers have declared this preference so far.

- Question if the survey is only open to active Hawaii swimmers. Yes, however Zone members have asked to be involved if the change is limiting the swimmers' chances to make zones.
- Swimming 8 events at states allows a swimmer to explore which events they can swim best in a prelims and finals setting, prior to spending thousands of dollars to travel and swim them at a larger meet on the mainland.
- The reason 6 events was chose was for meet management, and to not have the cuts get faster and possibly exclude 50 swimmers.

  Action needed: The athlete reps should complete their survey and bring back the data with a breakdown of how many votes were collected from each team. Athlete reps should include all types of swimmers in their survey, including novice swimmers aged 12 & under.

D. New Business

1. Group Member Representative- proposal withdrawn

2. BOD/HOD meeting dates

- September committee meetings
- October 23rd BOD
- November 20th HOD/Elections
- December committee meetings

E. Announcements:

- Safe Sport meeting in Denver this weekend which Kenny will be attending.

  Action Taken: Motion for adjournment. Motion passed unanimously. Meeting adjourned at 2:29pm.

Next Meetings

6/18/16 BOD meeting at Senior Championships
8/21/16 BOD meeting at Chaminade University

Attachments

attachment 1 Senior Vice-Chair Report
attachment 2 Audit Committee Report
attachment 3 2016 Budget, updated

Respectfully submitted, Alexa Heiss, Secretary

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04.17.16 LSC MEETING

SR CHAIR REPORT

Oceania Team

Team Manager	Sakovich, Willem D.
Head Coach	Borowski, Steve S.
Medical Officer	Gerber, Randall G.
Chaperone	Gerber, Darlene K.

FEMALE SWIMMERS

Lawson, Maile A.
Brennan, Cagla A.
Lileikis, Nohea M.
Pound, Legrand S.

MALE SWIMMERS

Lee, Sung Je
Lee, Albert Meng Jer
Petrides, Michael T.
Kawakami, Tyler S.

Lodging/transportation secured - Novotel Hotel, Lami Fiji
Flights secured - see attached sheet

Breakfast at hotel - according to the meet booklet
Will ask contact in Fiji about meals on the NON swim days

Steve will get uniforms - $150 per person budgeted

Currently checking on baggage fee/checking on invoice for rooms for Bill

Carry on baggage should weight 7kgs (15lbs) or less
Checked in baggage should weigh at the most 23kgs (50lbs) per person
An extra piece of baggage weighing 23kgs will cost USD170.00 per piece

ROOMS:
Bula Reid
Confirming rooms confirmed as following:
3 single King size rooms
4 rooms with 2 queen size beds

Bula

Yes the rooms will be ready
It will actually cost you extra for the night and will billed accordingly
The package only covers the flwg nights [7 nights]
In 19th June
Out 26th June

ECT:

Water - maybe better to drink bottled water - will ask Pitila
Showering - don't drink water

QUESTIONS FOR ANSWER

Also, how do I handle the hotel reservations for Honolulu for the Big Island people. Can I make reservations and you send them a check, can Lynne or someone call and give them a credit card number?

And, will Steve or I have any spending money for lunches especially while in Suva? and while on the bus from Nadi to Suva? and maybe some incidentals such as water???

Please advise soonest?