

Meeting Title: Pacific Swimming BOD Executive Committee Meeting
Date: August 4, 2021

Attendance:

David Cottam	X	Marie Lin	X	Zone Reps		3 –Debbie Tucker	X	Athlete Reps		
Leo Lin	X	Mary Ruddell	X	1N - Larry Rice	X	4 - Jerry Rudd		Jivana Nagpal	X	
Veronica Hernandez	X	Mike Allegretti	X	1S – Mark Taliaferro		4 - Jim Morefield	X	Taylor Rohovit		Office
Daniel Cottam		Carlene Takaki		2 – Peter McNamara	X			Adam Pfeiger	X	Cindy Rowland
Kyle Kikuta		Clint Benton	X							

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam at 7:30 PM via Zoom		
Conflict of Interest	Conflict of interest statement was read and Clint Benton indicated that his spouse was on the staff		
Approval of Exe Min	Executive Committee Meeting minutes - June 16, 2021 minutes amended were approved, and July 22, 2021 minutes were approved		
New Business	<p>David Cottam</p> <ol style="list-style-type: none"> 1. Earlier this year at a tri-meet TERA, LAC, and PLS a coach threw a lane cone at a swimmer in the water.)This meet was being live-streamed and recently a clip of the incident is circulation on TikToK and Twitter. 2. When this incident occurred it was responded to immediately and the meet referee, addressed the coach and swimmer and followed protocol which included reporting it that afternoon to Pacific Swimming's Safe Sport Coordinator and USA Swimming Safe's Sport. 3. Apparently the incident was videotaped and recently it has been circulating on Tik Tok and Twitter. 4. David is preparing a statement to address this issue and it will be posted on the Pacific Swimming website as soon as it is completed. 		
Motions	<p>Motion 2107VH01 Hire a New Staff to Replace Treasurer Hire a new Pacific Swimming Staff employee who will handle the duties of the Treasurer, including all bookkeeping tasks and other tasks which may be determined at a later date Veronica Hernandez, Larry Rice 2nd</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. It was agreed that whatever solution we arrive at, we will give it a 6 month trial with collection of data, and adjustments made, in preparation for determining a more permanent solution. 2. Marie Lin presented her recommendation that we contract an Independent Contract bookkeeper to handle the bookkeeping functions, distribute the other tasks among the present staff, and have the Finance Vice Chair pick up those of the former Treasurer's position that now fall under the description of the Finance Vice Chair's duties. Some advantages mentioned in her rationale document include, 	Failed	

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	<p>having a professionally skilled person handling our financial accounts (likely to increase efficiency and effectiveness over those tasks), minimal training required for start up (bookkeeper already knows bookkeeping, and present staff understands swimming), flexibility in managing the different tasks, and it would be significantly easier to hire and fire with this configuration.</p> <ol style="list-style-type: none"> 3. Mary Ruddell advocated that it makes more sense to hire a new part time staff, since Mary states she works 40 hours a week on the Treasurer position tasks, the present staff had to absorb Tracy's work when that position was eliminated several years ago, and now will have to handle Jeannette's job which supported the All Stars Meet that will be coming up this season. 4. Leo Lin Informed us, and reminded Mary, that Jeannette's job (travel and accommodations) was rigorously analyzed and it was determined that that job's tasks would be best served by an independent contract hire who would handle each event discreetly. As a result that staff position has been discontinued 5. Staff experienced a decrease in income during the early phase of the Covid-19 pandemic because of the significant decrease in business activities. Tasks increased as various pandemic related activities in Pacific Swimming were encouraged and implemented. 6. There was discussion regarding how we need to streamline, be more selective in what we ask staff to do, and eliminate such tasks, which during this period of deficits, can be seen as luxuries which we could afford before, but are not essential or necessary. Selling Official's clothing was given as an example (it is a nice option, but does not add value to the swimmer's programs, and uses staff time maintaining inventory, ordering, taking orders, etc). 7. Staff time is different from volunteer time. We can tolerate from volunteers less efficiency, learning curves (how to handle accounting of funds generated by auctions, a bread-and-butter task for a bookkeeper handling non-profit accounts, but new for Pacific Swimming), daily processing, instead of weekly or monthly batch processing of paper work depending on the task, (as their time is totally free) but in our present circumstances where we are "squeezing" the budget we need to get as much programmatic value as we can from staff time. 8. There was a discussion of having "a new set of eyes" to help in reviewing and improving processes, to increase efficiency and maximize productive use of staff time. A professional bookkeeper would bring knowledge of the most effective and efficient way of keeping the books (which is why we would be paying more but likely to get more value per cost than from hiring a general staff with QuickBook skills). A contract employee also makes it much easier to end services should we have a volunteer step up to the Treasurer's position. 9. During this 6 month period we should be seeking ways to use staff time more effectively (such as generating more invoice processes, to decrease amount of question and answer activity staff have to attend to) <p>Failed</p>		

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	<p>Motion 2107ML01 Contract an Independent Contract Bookkeeper, and distribute the rest of the Treasurer's tasks among Staff Contract an independent contract bookkeeper to perform all bookkeeping and accounting tasks, distribute, the rest of the Treasurer's tasks among staff, and do this as a trial for 6 months (gathering data for analysis for a longer term solution). Marie Lin, Mike Allegretti 2nd Passed</p>	Passed	
	<p>Motion 2103GC04b and c amended: Job Description of Finance Vice Chair and Treasurer Because of the lateness of the hour this motion will be moved to the regular September BOD meeting</p>		
Next Meeting	Next regular Executive Committee Meeting: October 20, 2021		
Meeting Adjourned	Meeting adjourned at 9:10 PM		

RESPECTFULLY SUBMITTED BY,
 MARIE LIN
 PACIFIC SWIMMING SECRETARY