

**Minutes of CCSF Board Meeting  
October 18, 2009**



# Minutes

## CCSF Board Meeting

Sunday October 18, 2009

Scheduled for 9:00 AM

Jolly Rodger Restaurant, Dana Point, CA.

Call to Order, 9:28.

### **I. Roll Call**

Linda Bamford, John York, Carol Sing, Paula Selby, Forrest Nelson, David Clark, Don Van Cleve. LB, JY, CS, PS, FN, DC, DV respectively in these minutes. Webmaster Margaret Clark; MC.

### **II. Approval of Minutes**

Moved DC, second FN that the minutes of the previous meeting be approved as submitted. Vote: All in favor.

### **III. Vice President's Report: JY**

1. Considerations discussed regarding scholarship eligibility, application and approval process for Dottie York Scholarship Fund monies.
  - a. Create a system of verification of financial need so that award is not given to those who can easily afford the costs
  - b. Create a review to verify swimmers are adequately prepared
  - c. Decision will preferably be made without requiring financial statements. Note essay.
  - d. PS noted because of year-ahead planning required for many swims, criteria and \$ amount should be determined for next season.
  - e. Create a form to document Training Schedule of applicant
  - f. Create an Application Form
  - g. Rather than using Scholarship dollars and option would be to waive CCSF Fees; CCSF costs incurred would be reimbursed by scholarship fund to working capital account.

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- h. Boat negotiations would continue to be the responsibility of the swimmer. DC
  - i. Consider suggested we consider establishing a maximum and minimum amount for scholarship awards. \$500 - \$1000 or other. LB
  - j. CS, JY In addition to the application swimmer should be required to write an essay as to why swimmer deserves scholarship. It should include an explanation of financial hardship.
  - k. FN – payment or benefit could be split up rather than lump sum.
  - l. PS suggestion: waived fee and reimbursement if \$500 upon filing of observer's report.
  - m. DV successful swim required? Or simply credible attempt? Timely filing of observer reports mentioned.
  - n. Questions and issues: LB – how is scholarship application approved?
  - o. What is the deadline for filing?
  - p. PS – Number of scholarships directly related to the number of swims contributing.
  - q. LB – applications filed, swim approved first, then scholarship final approval based upon JY interview with prospective recipient.
  - r. Qualifying swims briefly discussed.
  - s. It is suggested that Scholarship form to be submitted with swim application with (May 1?) deadline.
2. Board agrees to make a general announcement at the Banquet and to finalize details at their February pre-season meeting. Mention during scholarship announcements at banquet the tax deduction \$150 for the portion of regular applications devoted to scholarship.

**IV Report of Treasurer: CS**

See attached report of income and expense submitted.

- 1. Brief discussion regarding the continuation of the services by Michael DiSabatino, CPA for Registered Agent, accounting and tax services. Moved DV, second DC to continue the services of Michael DiSabatino as accountant. Vote: All in favor.
- 2. Moved DV, second FN to maintain average balance of \$10,000 in account. Vote: All in favor.

**V. Secretary – per President**

- 1. Reconfirmed Secretary will be keeping membership roster. Discussed differences between e-mail roster and membership roster. DV hopes to have updated membership roster by February meeting.

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2. Secretary and JY to arrange meeting at bank in Manhattan Beach to be added as a signor to the Dottie York Scholarship Fund account.
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**VI. Support Services:**

1. Discussions followed on the following points:
  - a. PS, FN – Appreciation for excellent support response this year.
  - b. Plans to present Observer gift; DC suggested LED waterproof flashlight.
  - c. Kayakers will also receive LED waterproof flashlight.
  - d. LB – Brian Cohen Cohenmkg.com has logo bags and hats for banquet.
  - e. DC, JY suggested logo pens / led pens for a future gift.
  - f. Webmaster recognition was proposed and assured for banquet.
  - g. PS – USMS and CPR copies should be on file with CCSF; these will be noted in procedure manual to be written by February.
  - h. Noted: the need for more USA Observer memberships.
    - a. USMS or USA athlete designation and sanction is swimmer's choice.
    - b. USMS only requires athlete official.
    - c. USA requires that a coach status individual be present.
  - i. All Observer for CCSF must have active CPR card and either USMS athlete membership or USA coach membership
2. Moved DV, second DC that all observers shall receive membership in CCSF for the year free of charge. Vote: All in favor.
3. Invitation to training will ask all participants to bring USMS card, USA card if any, and CPR certification card. All training participants will fill out a registration which includes who to contact in case of emergency.
4. Changes occur in CPR constantly. PS and DC will be doing research on latest development in this area. CCSF makes a commitment to adhere to the latest training by our certified instructors.

**Break: 10:55 to 11:16**

**VII. Website:**

1. The importance of updating website software is noted. Frontpage is no longer supported by developer.
2. Discussion of website included the possibility of setting up private access by board members to specific work-area pages.

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3. LB mention of open source Joomla development software is free and offers an abundance of functional extensions
4. MC currently enters swims upon call after swim. LB questions the policy of frequency and inconvenience to webmaster. JY points out the swim is not official until it is recognized by CCSF and might be best posted after Annual Banquet where each swimmer is recognized.
5. JY said he would talk to Anne Cleveland about Facebook for posting the results of swims prior to the formal recognition by the Federation.
6. Other procedural questions about who collects the information on new swims and how resulted in the following motion tabled until February.

**VIII. Expansion of voting membership.**

1. It is suggested that voting membership additions should be in even numbers to maintain odd number in total voting body. Jim Fitzpatrick and Anne Cleveland were the primary names considered.
2. The primary purpose of adding members is to increase the pool of possible Board members and to elect Board members. It was agreed to keep the current board and officers for the coming year.
3. A final list of names will be decided upon in February, and content of a letter to invite them to membership will be developed.

**IX. Open Water Safety**

1. LB proposed use of substantial balance of funds to promote safety, a principal mission of the Federation.
  - a. The purchase of an AED for one or both of our primary boats was the primary proposal.
  - b. JY – invite the skippers to participate in the safety and CPR training.
  - c. DC brought up issue of use of AEDs by other parties if left on the boats.
  - d. “Zole” mentioned as only AED without excessively priced proprietary battery. Prices were noted from AED “Superstore”.
  - e. First aid kits also considered. (PS noted she may be a Kaiser discount available and will update Board in February)
2. Moved DV, second JY, CCSF will announce the purchase of AEDs to be kept on the 2 primary escort vessel at the 2009 banquet. Vote: all in favor.
3. Discussion of training:
  - a. PS was hopeful we could have two trainings, one North and one South.
  - b. The size of the last training and detail included discussed. JY: suggestion about splitting training sessions split between observer and CPR groups which then switch places. There was further discussion of written material provided by CCSF in training particularly about CCSF experience

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applicable to swimmer safety and handling. Concerns: authority, liability, shared knowledge and experience.

**X. February 2010 Meeting.**

1. To be scheduled later for a date in February, 2010.
2. It will be important for all members to submit a procedure manual for their department and duties for future members to follow. LB request that all make notes on Procedural Manual by completed prior to attending the 2010 meeting.

**XI. Additional Discussion Topics addressed include:**

1. In the context of the Palfrey swim from Santa Barbara Island, Cindy Cleveland's swim around Catalina, and at least one relay around the island; possible recognition on pages separate from CCSF channel swims.
2. DC: Phantom Relay in 90s. Will research number of unrecorded crossings, talk to Anne Cleveland. Report in Feb.
3. Nadadores: want an under age 18 record (check time). Note previous qualifying unclassified swims faster.
4. JY: Terranea resort. Possibilities for display / sign. Too expensive for yearly banquet.
5. Discussion of John Pitman second boat purchase.
6. Moved: JY. To expressed thanks to LB for all her organizational work, second DC, applause and acclamation.

**XII. Adjournment:**

JY moved, FN second to adjourn. All in favor: 12:41.

Respectfully submitted,

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Donald R. Van Cleve, Jr.  
Secretary, CCSF