



# Minutes

## Special Board Meeting of the Catalina Channel Swimming Federation

**March 20, 2010, 11:30 AM**

**Location: The Beach House, Laguna Beach.**

The Spring Board Meeting of the Catalina Channel Swimming Federation was called to order by Linda Bamford, President at: 12:30 PM.

Secretary (or acting secretary): Don Van Cleve.

### **I. ROLL CALL**

Members present: Linda Bamford, John York, Carol Sing, Paula Selby, David Clark, Forrest Nelson, Don Van Cleve. (LB, JY, CS, PS, DC, FN, DV)

### **II. Approval of Minutes of Previous Meeting.**

1. Motion to accept minutes of the Annual Meeting of 10/18/09 was made by DC, seconded by CS. Vote: all in favor.

### **III. Review of Financial Records.**

Financial records were distributed for review by board members.

### **IV. Policies and Procedure - Round Table discussion.**

LB expressed concern at the delays in producing manuals for the various offices and functions of CCSF. Without the record and instructions of such manuals the work and experience that has gone into the formation and functions of the Corporation does not have the ensured continuity that is one of the express purposes of the current CCSF board. Various details of manual content were discussed.

Several manuals or drafts were submitted.

### **V. Dottie York Scholarship.**

Several practical aspects of the Scholarship were discussed, including qualification and the acceptance of eligible candidates.

1. Discussion of acceptance of candidates will occur among JY, CS, and LB and will include issues of athletic credibility and financial need. Applicants must be citizens of the US. Approval is entirely discretionary.
2. The filing deadline will be 120 days prior to the swim. All documentation for the swim should be in place along with the application for the scholarship in order for it to be considered. However due to the current date's proximity to the season all complete applications will be considered in this, the inaugural, year without strict adherence to the 120 day limit.
3. JY suggested that caveats about the incentives offered by the scholarship, and any necessary changes should be considered next year with the experience of the coming season to inform them.

#### **VI. Training Program – Duplication of Binders and format.**

Per LB's agenda, in consideration that we may have the opportunity to train and assist other organizations beyond Santa Barbara various aspects of such training were discussed. "Let's keep it simple but effective."

1. The observer training to be offered is the same as ours. In the event we are invited to Santa Barbara binders for the training will be produced for their board members only and sent in advance of the training date. We will not provide our documents in electronic form since the documents they will use should be tailored to their own procedures and organizational requirements.
2. It was noted by CS that the Santa Barbara group has no operating revenue and thus no provision for training. LB pointed out that it is consistent with the safety mission of CCSF to expend some funds on such training. Provision for payment of set expenses for CCSF members visiting Santa Barbara for this purpose was discussed.
3. Expense and time requirements of First Aid, CPR, and Observer Training were discussed. FN mentioned additional training options at Steve Menetones's workshop \$35 charge.
4. Noted: CPR dates and locations. May 1 at Carol Sing's house. May 15 at John York's house.

#### **VII. Discuss current AED.**

In accord with the safety mission of CCSF and previous meeting's discussions JY moved and DC seconded a motion to authorize the purchase of another defibrillator, an additional supply of patches (which are single use) and enlarged cases for both defibrillators. Motion passed unanimously.

#### **VIII. Other Business.**

1. It was determined that the board was not prepared to discuss additional voting memberships at this meeting and the issue was informally tabled.
2. CCSF current and future presence on Facebook and the involvement of Anne Cleveland in such publicity will be discussed with Anne by JY. Contacting of

- swimmers upon completion of their swims and inclusion in a gallery of pictures, publicity procedures and promotion of membership will be further developed.
3. Website: CCSF continues to evaluate website options. JY mentioned a swim oriented site he uses, too expensive for CCSF, but which has desirable posting features to seek out for our use and he will send a template to LB. FN referred the board to the NYC (round the island) website.
  4. PS reminded the board of the desirability of a password protected forms library online. Version control (LB) central accessibility and protection of important documentation and records from loss or electronic corruption and the like are needed.
  5. Board members interested in USA Coach qualification should call PS about "Safety Training for Swim Coaches". There is some urgency to qualify more observers for USA considering the impending early entry deadline.
  6. FN spoke of items to be included in the March newsletter later in the week: Details about the Dottie York Scholarship and application, USA coach training, the May 1 early entry deadline, and observer CPR training. He also spoke of the posting of an archive of newsletters on the CCSF website by Margaret Clark and suggested links to blogs, news stories, and websites.. The newsletter appears about once a month; slightly less in winter.
  7. DV handed out a list of names of life-time members of CCSF, and of past membership for review and correction. DC provided one correction to the lifetime list immediately.
  8. A review of pricing for double and triple crossings was briefly discussed without conclusions as an agenda item for the annual meeting later in the year.

**IX. ADJOURNMENT**

The meeting was adjourned with a unanimous vote at 2:17 PM

Respectfully submitted,

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Donald Van Cleve  
Secretary, CCSF