



Minutes

Annual Board Meeting of the Catalina Channel Swimming Federation

**October 11, 2010 10:00 AM
La Jolla, CA**

On Oct. 11 the Annual Board Meeting of the Catalina Channel Swimming Federation was called to order by Linda Bamford at: 10:03 AM.

Secretary : Don Van Cleve

I. ROLL CALL

Members present: Linda Bamford, John York, Carol Sing, Paula Selby, Forrest Nelson, David Clark, Don Van Cleve. Members are abbreviated in the body of the minutes as LB, JY, CS, PS, FN, DC and DV respectively,
Members Absent: None.

II. Approval of Minutes of Previous Meeting. Previously approved.

III. Discussion of Operations Guide.

The newly completed Operations Guide was discussed by the board prior to the Board Meeting. Various corrections and additional inclusions were discussed and proposed. Changes to the Operations Guide will be added by DV for update of all copies at the banquet.

IV. Current Business, Meetings, Bylaws, February Agenda

Various matters were added to an agenda for the board meeting in February. Expense and fee policies, safety issues of repeat attempts after an unsuccessful swim, multiple crossing swims, the number of swimmers and observers on tandem swims, pace swimmer policies, and types of relays were discussed and upon motions duly made resolutions were passed as follows. Policy Resolutions will be added to the Appendix of the Operations Guide under Board Approved Policies.

1. Policy Resolutions and Guidelines, Unpublished.
 - a. RESOLVED: That the charge for a second attempt following an unsuccessful swim within 30 days, subject to availability of boat and observer, based upon committee approval, will be \$360.
 - b. RESOLVED: No donations, discounts or scholarships will be provided for charity or benefit swims.
 - c. RESOLVED: That no more than three swimmers will be allowed for tandem individual swims. This rule will not be published in order not to invite applications for such swims.

2. Policy Resolutions and Guidelines, Published.
 - a. RESOLVED: That three observers will be required for events with more than one swimmer. Tandem swims are by default considered tier two swims requiring additional review.
 - b. RESOLVED: That the fees for multiple crossing swims and relays will be \$360 for each additional crossing per swimmer.
 - c. RESOLVED: Pace swimmers will be allowed to swim no more than one hour at a time, and for no more than a total of three hours total.
 - d. RESOLVED: A minimum age of fourteen is required for anyone on the boat during a swim.
 - e. RESOLVED: Any multiple crossing is by default considered a tier two swim requiring additional review.

- f. RESOLVED: The following statement shall be added to item six of the official rules to be read by observers: Failure to follow the observer's directions by any swimmer, pace swimmer, paddler or other support crew member will result in disqualification.
- g. RESOLVED: Tandem swimmers are required to stay together. It is recommended that there be no separation greater than 10 meters.
- h. RESOLVED: CCSF will not utilize Twitter.
- i. Additions to Facebook page in the Operations Guide were agreed upon. FN suggested Lynn Kubasek as a monitor for the site. Lynn Kubasek and Ann Cleveland will be approached by JY about monitoring the Facebook page posting as themselves, not as representing CCSF. A draft disclaimer concerning the content of the page will be produced by DV and he will also seek legal review of the disclaimer. It was noted that a desirable function of the page would be to share information and tips on training, feeding, support and events.

3. Expense Resolutions.

- a. RESOLVED: That the president is authorized up to a \$500 travel and out of pocket expense account.
- b. RESOLVED: Board of Directors insurance shall be acquired. The vendor for said insurance shall be determined by the date of the banquet.
- c. RESOLVED: To reimburse DC for the cost of throw bags and floatation tube's to add to on-board safety equipment for both boats.

4. February Agenda.

The February Board meeting was set for February 19 at Carol Sing's residence. Several agenda items were proposed for the meeting.

- a. DV agreed to produce a draft of an observer waiver to be considered at the meeting.
- b. The Observer Tool Kit will be reviewed for additions, particularly the observer waiver.
- c. The financial statements of CCSF will be revised to include additional details of operations and will be reviewed and approved in February.
- d. JY will produce an application form for new voting members.
- e. LB will present a game plan for establishing a merchant account on the website for accepting credit payment. PDF forms will be considered and discussed with website developers.
- f. Dates for kayak and safety training will be set at the February meeting.
- g. The inclusion of a medical card in the sealed envelope mentioned on page 208 of the Operations Guide will be considered.

- h. Further discussion of PS's mention of fields on the medical form for insurance information. Boat does not leave without this. Discussion of good Samaritan law vs. inclusion of a 'consent to treatment.'
- i. With reference to item IV-2-a the number of tandem relay teams allowable will be considered.
- j. Regarding item IV-2-j above: In the event of Facebook problems, what are the guidelines for board notification and involvement?

5. Meetings, Bylaws.

Upon motion duly made, seconded and carried it was

- a. RESOLVED: That the 2011 board meeting will held on October 1.
- b. RESOLVED: That the board will meet briefly after the banquet to consider additional matters forwarded from this meeting.
- c. RESOLVED: That the addition of the word "Lifetime" to the Qualifications for voting Membership on page 405 of the Operations Guide shall be added to the by-laws of the corporation.

V. Additional Business

- 1. JY will generate an application for voting members from questions collected during this meeting.
- 2. LB outlined an announcement she will make at the banquet to encourage new voting memberships.
- 3. LB will bring a cross section of CCSF Café Press merchandise to the banquet for hands on consideration by the guests.
- 4. All safety equipment will be brought to next year's training, including AEDs, throw bags and floatation tubes.
- 5. A notice will be included in next year's training session alerts that the duration of the training will be 8 AM to 5 PM.
- 6. JY will list possible additional safety equipment. Reflective thermal blankets and ear plugs that allow communication with the swimmer were mentioned.
- 7. A safety equipment checklist will be developed to add to the observer tool kit in the Operations Guide and also to be affixed to the AED on the boats.
- 8. A description and guide to feeding technique from kayak and from the support boat will be developed by DC and FN.
- 9. Page for kayak training and safety to be included in the 300s pages of the Operations Guide.
- 10. It was noted that payment, in the event that a swim requires tier 2 review, precedes approval or disapproval, and is refunded in the latter case.

11. The Dottie York Scholarship Committee will contact Penny Dean concerning her involvement in the interview process for swims requiring additional review as discussed by the board.
12. LB noted that the name swimcatalina.com is not taken and could be reserved for very low cost.
13. After acceptance the forms for a swim are sent to support by the application processor. How will observers get their forms? Email of scanned forms and establishing an online forms system were discussed.

VII. Election of Officers

The following persons were nominated for continuing terms: C: Linda Bamford, President; John York, Vice President; Carol Sing, Treasurer; Don Van Cleve, Secretary.

A vote of directors was taken and the nominees were elected officers of the corporation.

VIII. ADJOURMENT

The Annual Meeting was adjourned with a unanimous vote at 12:48 PM

Respectfully submitted,

Donald R. Van Cleve
Secretary, CCSF Board

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