

P.N.A. BOARD MEETING AGENDA - October 21, 1975

- I. MINUTES - Secretary, Audrey Gilbert
- II. OLD BUSINESS
 - A. Operation of Press - Jack Miller
 - B. Finance Committee Goals - Jack Miller
 - C. Committee Chairman List - Audrey Gilbert
 - D. New Member List for Newsletter - Vikki Davis
 - E. Letter on Liability - Jim Miles
 - F. Use of City and County Pools - Mel McElroy
 - G. Logo Sketch - Wally Hampton
 - H. Team Member List - Vikki Davis
 - I. Report on Contact with Region Chairpersons - Steve Engel
 - J. Proposal on National Travel Fund
 - K. Red Shield Meet - Mel McElroy
 - L. Questionnaire for Team Representatives - Wally Hampton
- III. COMMITTEE REPORTS
 - A. Membership - Tom Foley
 - B. Publicity - Tony Canlis
 - C. Records, Tabulations, Rules & Questionnaires - Janet Russell
 - D. Samena Meet - Mel McElroy
 - E. New Committees - Steve Engel
 - F. Newsletter - Lois Keller
- IV. NEW BUSINESS
 - A. Agenda Deadline - Steve Engel
 - B. Organizational Function and Inneraction Flow Chart - Steve Engel
 - C. Newsletter Articles by Committee Chairpersons - Steve Engel
 - D. MISCELLANEOUS

NOTES:

THE meeting, held at the down town YMCA, was opened by Steve Engel at 7:00 PM. Those present were Lois Keller, Jack Miller, Shirley Lehman, Tom Foley, Janet Russell, Vikki Davis, Wally Hampton, Audrey Gilbert and Steve.

Minutes were read and approved after adding two Action Items as follows:

1. Work-out times at local pools to be submitted for newsletter - Team Reps.
2. Consider national travel fund and bring proposals - Board members.

OLD BUSINESS

1. Operation of Press: Jack Miller and Shirley Lehman indicated that the newly purchased press was now working satisfactorily.

2. Finance Committee Goals: Jack Miller provided copies of financial report and projections for the following year. He also listed equipment which the PNA might wish to purchase. The goal of the Finance Committee for the ensuing year is to operate in the black AND keep costs low.

3. Committee Chairmen List: Audrey Gilbert had mailed lists to all board members. These were updated to add the following two names under Special Committees:

- a. Chris Scott, Stroke and Training. Duties as follows:
 1. Submit articles to newsletter on strokes.
 2. Organize and oversee clinics (2 or more per year).
 3. Coordinate and submit entries for Nationals and Regionals.
- b. Ron Taylor, Medical Advisor. Duties as follows:
 1. Submit articles to newsletter on medical aspects of Masters Swimming.

4. New Membership List: Vikki Davis passed out new updated membership lists. This new list contains both active and inactive members.

5. Letter on Liability: Wally Hampton read a report from Dave Webber, attorney, who made the following suggestions:

- a. PNA incorporate as a non-profit organization.
- b. Consult an insurance broker for information on basic liability coverage.

Jim Miles had added his suggestion that pools be checked out in advance of meets for safety features. Wally will ask Dave and Jim to check further and to report back to the board next month on costs of incorporating, etc.

The Board made the suggestion that Mel McElroy, as Meets Chairman, delegate a person previous to each meet to check out safety features.

6. Use of City and County Pools: Mel McElroy held a meeting with Bruce Prescott, of King County, regarding use of county pools for PNA meets. Bruce agreed to the following proposal and will submit it to his superiors for an OK.

- a. Instead of paying an hourly rate, PNA will pay the sur-charge fee to the County for rental. This will go to the Parents Group, which will disburse the funds.
- b. Parents Groups from each pool used will run the meet and the concession, PNA to provide meet chairman.

7. Logo sketch: Wally has contacted local artists and he will bring sketch to November meeting.

8. Team Member List: Vikki has completed current list. All team reps are to contact her one week before each meet with an update. (852-5283)

9. Report on Contact with Region Chairpersons: Steve contacted Oregon and Inland Empire. They will send copies of meet information to Shirley Lehman(246-1372) several weeks before their meets. Anyone wishing information can contact her.

Steve asked for support in sending delegate to the national Masters meeting Dec. 3. Harry Lewis committed \$15.00 from Inland Empire, and Connie Willson will notify Steve after making her decision.

10. Proposal on National Travel Fund: After much discussion on the feasibility of such a fund, a motion was passed to drop consideration of the National Travel fund for one year.

11. Delegate for National Convention: Several persons are willing to represent PNA at the national Masters convention Dec. 3. A decision will be made by the November meeting. The following issues are of interest to PNA members:

- a. Rules change to allow 20-24 year olds to compete at the national level within Masters organization if they are not actively participating in AAU age group or school team competition.
- b. Contamination clause -- 25 year and over age group must choose between Masters and open competition. They can no longer compete in both.

Motions were passed by the board to instruct the delegate to vote affirmative on "a" and negative on "b". Connie Wilson, Portland and Harry Lewis, Inland Empire concur.

COMMITTEE REPORTS

1. Membership: (Tom Foley) The membership committee held two recent meetings (Sept. 28 and Oct. 5) with Vikki Davis, Wally Hampton, Russ Hall and Tom in attendance. These meetings addressed the organizational aspects of the committee's near term activities, primarily the membership registration task at the October 11 meet. The highlights of actions taken are summarized in the following:

- . Add occupation optional to member information card.
- . Will get new members' names to newsletter.
- . Have requested several hundred '76 AAU forms.
- . Prepare current team rosters for meets committee.
- . Organized member signup for Red Shield meet.
- . New member effort
 - a) Gathering list of all area pools (public and private)
 - b) Update Master's info sheet.
 - c) Mail meet info occasionally to out of town pools.
 - d) List of organized master teams with workout times and fees.
 - e) Picture Book for new member contact

Recommended Board Action:

1. All new members are automatically in PNA without fee until next renewal date (October). It would be a good inducement to new members and avoids the initial \$5.00 fee shock.
2. At each October renewal, everyone gets a single bill for \$7.50 which is used by the PNA to pay the costs of their AAU registration, newsletter mailings and other overhead costs.
3. Initiate a second non-PNA surcharge at each meet sufficiently high (e.g. \$3.00 non-PNA and \$1.00 PNA) so a person would be better off to join PNA. The higher surcharge would be levied only against PNA area swimmers who don't have a PNA card. Thus, new members who get a PNA card free for most of the first year are exempt.
4. Persons from other associations (e.g. IE) would pay the higher surcharge in a manner similar to now where they pay the higher entry fee.

Advantages of PNA Membership:

1. Cheaper overall if attend several meets a year.
2. Receive mailings
 - a. Meet information.
 - b. Master's news.
 - c. Health and training tips.
 - d. Annual awards banquet.
 - e. Bumper stickers and window decals.

Phone Committee:

We have evaluated the idea of a phone committee and have concluded it would be an important asset to PNA masters. It is an important function and involves a major effort. Rather than have it suffer neglect as part of a busy membership committee, we recommend it be set up as a separate committee reporting to the Board.

Jack Miller will study the financial aspects of the above proposals and report back next meeting. Since there have been queries regarding dispensation of AAU membership fee, Steve will follow through on this. Phone committee chairman will be appointed by Steve and submitted at next meeting.

2. Records, Tabulations, Rules and Questionnaire: (Janet Russell) New entry cards have been received and were displayed. Team trophy standings will be tabulated at meets on a separate form. Janet proposed a policy change to allow no late entries after meet starts. Mel will study the proposal and make recommendations at November meeting.

Regarding the questionnaire on membership information, Janet requested input from Board members two weeks prior to next meeting. She will bring completed questionnaire at that time.

3. Samena Meet: (Mel McElroy) Date changed to Sunday, November 23. This is a 25 meter pool and no official times will be taken.

4. Newsletter: (Shirley Lehman) The following deadlines for information to be printed in the newsletter were requested:

- a. All of the next meet information should be turned into Shirley at or by the time the meet preceding it is run.
- b. Minutes should be mailed in as fast as the secretary completes them.
- c. Meet results should be submitted at least within seven days following the meet (Sooner if they are not typed on a stencil).
- d. Articles of interest will be printed in the subsequent news letter if they are submitted the day of a meet. Please write neatly or type exactly as the writer wishes them to be printed.
- d. PNA new members or additions to mailing list only - two days after meet.

All suggestions will be warmly received for consideration with regard to the content and mailing of the Wet Set. Shirley will run off heat sheets if the meet director gets the information in at least one day before a meet.

5. Finance: (Jack Miller) The following proposals were made:

- a. Drop team membership fee of \$5.00 as funds not needed at present.
- b. Keep PNA membership at \$5.00 for the year.
- c. Start purchasing needed equipment for the club.

After discussion, these proposals were tabled until next meeting and board members were requested to study the financial statement and bring suggestions.

NEW BUSINESS

1. Board meeting Agenda deadline: (Steve Engel) Please submit any items you wish to discuss at the next meeting at least one week in advance of the date.

2. Miscellaneous:

- a. Steve has received several letters from Bob Jacobs with various suggestions for the group. These were assigned to separate committees for their consideration.
- b. Mel McElroy suggested holding Board meetings every six weeks now that the meets are following that schedule. This was discussed and tabled til next meeting.

The meeting was closed at 10:00. Next meeting date November 18, Tuesday, at the down town YMCA, 4th and Madison, at 7:00 PM.

Respectfully submitted,
Audrey Gilbert, Secretary

Action Items:

1. Wally Hampton - Follow through on liability and insurance information by requesting that Dave Webber and Jim Miles get more facts regarding costs involved in incorporating, etc.
2. Mel McElroy - After another meeting with Bruce Prescott regarding use of city and county pools, discuss again.

Study Janet's proposal on no late entries after a meet starts and bring recommendations.

3. Steve Engel - Contact AAU requesting info on dispensation of membership fees.

Set up phone committee.

4. Sue Dills - Contact Jack Miller and Lyle Campbell and check into price of metal mold to make our own awards.
5. Team Reps - Contact Vikki Davis one week before meet to update team member lists.
6. Janet Russell - Bring completed questionnaire to next meeting.
7. Board Members - Send suggested questions to Janet for above. - any information you would need that could be put on the questionnaire. Two weeks prior to Nov. mtg.
8. Audrey Gilbert - Mail postcards reminding all board members of Nov. 18 meeting several days prior to date.
9. Board Members - Study the financial statement and be prepared to make some decisions at the next meeting regarding dispensation of overage at present time.

PNA Masters
Financial Projection
October, 1975

Initials	Date
Prepared By	
Approved By	

TODD COMPANY DIV. Form H553

	(1)	(2)	(3)
Cash Balance @ 10-20-75	# 650	(incl. 400 in Savings)	
Sources:			
PNA Dues (120 x 5)	600		
Meet Profits (7 x 25)	175		
T-Shirt, AAU rebate, etc.	75		
<u>Total Cash available</u>	<u># 1500</u>		
Uses:			
Working Capital	# 400		
Equipment (per below) *	730		
General overhead	200		
other contingencies	120	(incl. lobby activity)	
<u>Total Cash Uses</u>	<u># 1450</u>		
Unencumbered Cash Balance	<u># 50</u>		

* Equipment Detail

Megaphone (1 x \$100)	# 100	} 1st priority
Starting gun (2 x \$40)	80	
Lap counters (6 x \$25)	150	} 2nd priority
Calculator timer (1 x \$400)	400	
<u>Total</u>	<u># 730</u>	

Note: Swimathon fund-raising event not in above figures

Proposal

- 1) drop team award fees
- 2) keep PNA dues @ \$5 level through 1976
- 3) commitment to lower meet costs - support "no award" option + larger event fee differential between PNA members & non-PNA members.

gm 10/28

MEMBERSHIP COMMITTEE MINUTES

September-October, 1975

The membership committee held two recent meetings (September 28 and October 5) with Vikki Davis, Wally Hampton, Russ Hall and Tom Foley (Chairman) in attendance. These meetings addressed the organizational aspects of the committee's near-term activities, primarily the membership registration task at the October 11 meet. The highlights of actions taken are summarized in the following:

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 - d) List of organized master teams with workout times and fees.
 - e) Picture Book for new member contact.

Recommended Board Action

Make PNA/AAU a joint, not separate, entity. This action would simplify record keeping and permit one set of entry fees. The proposal is as follows:

1. All new members are automatically in PNA without fee until next renewal date (October). It would be a good inducement to new members and avoids the initial \$5.00 fee shock.
2. At each October renewal, everyone gets a single bill for \$7.50 which is used by the PNA to pay the costs of their AAU registration, newsletter mailings and other overhead costs.
3. Initiate a second non-PNA surcharge at each meet sufficiently high (e.g. \$3.00 non-PNA and \$1.00 PNA) so a person would be better off to join PNA. The higher surcharge would be levied only against PNA area swimmers who don't have a PNA card. Thus new members who get a PNA card free for most of the first year are exempt.
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Respectfully submitted by
the Membership Committee