

Please review for approval

Minutes of the PNA Board Meeting, July 22, 2003

The following motions were tentatively approved. However, a quorum was not present. Therefore, the actions will need to be approved at the August meeting.

- **Minutes from June 25 as corrected**
- **Treasurer's report**
- **Champs to be hosted by Federal Way Masters at the Aquatic Center on April 9-10, 2004 (Friday & Saturday only)**
- **Anacortes will host a short course yards meet on January 18th 2004.**
- **Membership policies as amended**
- **Financial policies as amended**
- **Jerry Plunkett as at-large member**

Details for these motions can be found below. Motions are shown in bold.

I. Call to Order:

A. The meeting was called to order at 7:03 by President Jeanne Ensign at the Seattle Parks and Recreation Office. Board members present included Sarah Welch, Hugh Moore, Jane Moore, Arni Litt, Lee Carlson, Chaya Amiad, and Ross Linderman. Jerry Plunkett was also present.

B. President's Report. Jeanne will arrange for name tags for board members at meets.

C. Minutes. MSA minutes from June 25 as corrected

D. Treasurer's Report. MSA Treasurer's report. A request for reimbursement for flowers for an ill board member was tabled until next month so that the exact amount will be known and a quorum will be present.

II. Board Meeting Focus

A. LCM Zone Meet organization. Jeanne has taken care of the insurance endorsements. Lee will organize a meeting with the Aquatic Center Director. Lee will draft an email request for timers that will be distributed to board members.

B SCM Zone Meet Host. A host for the meet is still needed.

C. 2004 Meet Schedule. The Aquatic Center reserves the same weekend each year for organizations that host annual events. Unfortunately the weekend reserved for 2004 is Easter weekend. **MSA FWM as host for PNA Champs on April 9-10. MSA Meet at Anacortes on January 18th, 2004.**

D. Policy Review: MSA revisions to membership policies. MSA revisions to financial policies. The adopted policies are attached. Meets policies will be reviewed at the August board meeting.

III. Old Business

A. Coordination of USMS Promotional Booth: We gave away approximately 10 brochures at Fat Salmon. Few participants had questions. The booth will be shipped to us on August 10th for use at the Danskin Triathlon and Emerald City Open Water. Sarah will help at Emerald City, but we still need more staffing and copies of relevant information for Emerald City Open Water.

IV. Committee Reports

A. Newsletter. The deadline for submitting articles for the September issue of the WetSet will be August 20th **B.Membership:** We have 1094 members, including 2

members residing in Canada, 1 in Russia, and 1 in Japan. Arni will draft a letter reminding coaches of insurance requirements. The letter will be reviewed by officers,

then distributed to coaches and team reps. **C.** Lee announced that all four coaches who applied for USMS support to the ASCA clinic were approved. **D.** LD

V. New Business.

MSA to appoint Jerry Plunkett as At-large Representative

VI. Next Meetings

The next meeting will be at the Federal Way Regional Library. A review of Convention issues will be on the agenda. Future meetings include Tuesday, September 23rd at Seattle Parks and Tuesday, October 28th at Bellevue Club

VII. Adjourned at 9 pm.

PNA STANDING POLICIES

MEMBERSHIP

- R-1 Membership chair shall use the electronic database to enter and correct registration information.
- R-2 The membership chair shall have access to email.
- R-3 Membership Chair shall send an updated membership list with name, registration number, and date of birth to the meet director approximately 1 week before each meet.
- R-4 PNA mailing list shall not be given out for commercial purposes; it shall only be used for official PNA business.
- R-5 Requests for use of the PNA membership list shall be presented to the board for approval on a case-by-case basis.
- R-6 Transfers from other LMSCs or within the PNA shall be charged the applicable USMS transfer fee plus a handling fee of \$1.50.
- R-7 Annual registration fee for PNA membership shall be the required USMS registration fee plus \$15.00 per person or plus \$5.00 per person for those aged 65 and over and for needs based requests. A reduction in the total fee to \$20 shall be effective beginning September 1st for the current year. If an amount is overpaid the excess shall be transferred to the Wiggin Fund, although it can be refunded at the discretion of the membership chair.
- R-8 Membership fee for non-US residents shall be \$40.00 per person per year.
- R-9 There may be a \$5.00 charge for faxed and/or duplicate registration cards. 9/28/02
- R-10 Registration records shall be retained for xxxx years.

FINANCE

- F-1 Team fees shall be \$10.00 per year.
- F-2 All bills that are presented for payment must come complete supporting documentation for protection of PNA non-profit status.
- F-3 PNA checking account shall be maintained at a large regional bank with many different branches for ease of transacting PNA business.
- F-4 President and Treasurer shall have authority to sign checks.
- F-5 Upon receipt of a notification of a NSF check for membership, a letter shall be sent to the check writer. The payer shall have 30 days from the date of the letter to respond at which time the payer shall be notified of being dropped from the LMSC membership.
- F-6 PNA fiscal year shall be the calendar year.
- F-7 The Board must approve any expenses over \$25.00 prior to payment or reimbursement.
- F-8 PNA shall contribute \$0.25 per swimmer as of May 1st to the NW Zone fund.

- F-9 PNA has always depended on volunteers. If the Board determines that a task may be paid for because of its scope, then it must be subject to proposal, budgeting, and Board approval prior to undertaking the task.
- F-10 PNA will fund relay fees for national meets and postal competitions.