

Please review for approval

Minutes of the PNA Board Meeting, February 24, 2004

Motions Approved are shown in bold and noted with MSA (Moved, Seconded, Approved).

I. Reports

A. Call to order and Introductions: President Jeanne Ensign called the meeting to order at 7:03 at the Federal Way Regional Library. Board members present included Steve Peterson, Sarah Welch, Hugh Moore, Kathy Casey, Tom Foley, Jane Moore, Lee Carlson, Jan Kavadas, and Arni Litt. **B. President's Report:** Jeanne announced numerous meets and open water events. **C. Minutes:** MSA December minutes as written. MSA January minutes as corrected. **D. Treasurer's Report: MSA Final 2003 Financial report with corrections.** The board reviewed the financial report dated Feb. 22. Corrections will be submitted next month. **MSA reimburse Lee \$371.78 for 30 Minute Swim expenses.** Jeanne submitted state of Washington Dept of Revenue Excise tax and Federal Form 990. **MSA \$80 for city of Seattle Business License.**

II. Board Meeting Focus.

A. Champs Planning & Budget. The PNA officers recommended fees of \$16 swimmer surcharge and \$1 per event for PNA Champs. This action was taken in late January so that the entry form could be printed in the February WetSet. The budget has some risk since it is difficult to estimate the number of swimmers who will attend on Easter weekend and since the Aquatic Center has once again raised its fees. **MSA to ratify the recommendation of the officers for fees. MSA \$800 for budget for timers for Champs.** **B. Website Content Review Committee MSA PNA Information Technology Policies** (attached).

III. Old Business

A. 30 Minute Swim: Congratulations are in order for Lee Carlson. Lee coordinated the successful inaugural USMS 30-minute Fitness swim. The Fifty-two participants received a certificate and optional T-shirt. The event netted a \$579 profit. **B. Coaches Meeting:** A coaches meeting will be held at 7:30 am prior to warm-ups at Champs. Steve and Lee will organize the meeting. Lee will draft a letter inviting coaches, but won't be available for the meeting. Breakfast will be provided. The goal of the meeting is to enhance communications among coaches. Subjects to be discussed will include PNA funding for ASCA, how coaches and PNA can enhance each other, and Website resources.

IV Committee Reports

A. Membership: Arni reported that 888 swimmers are registered for 2004. **B. Meets** Jeanne noted the NW Zone Short Course Yards Championship meet in Corvallis on May 1-2. Mike Dunwiddie has notified us that the Aquatic Center is available for a meet July 16-18. After discussion, the board declined to run a Long Course Meet at the Aquatic Center. The SCM Zone meet is open for bids. The board agreed to not bid. Lee noted that the Mercer Island meet may be in the red due to unexpected fee increases. Recent meets at S. Kitsap, Bainbridge Island, and Anacortes all showed reasonable profit. There is a wide variation in pool rental fees that is making it more difficult to budget properly.

V. New Business

A. 2004 LCM Zone Meet: It is our turn to run the LCM Zone meet this summer. Steve will check with Puget Sound Swim Club to see if they are interested in running the meet at South Kitsap. Swim Seattle is interested in bidding for a 2006 postal swim. **B. Lifetime Memberships:** tabled.

VI. Next Meetings

March 23, April 28, and May 25, Seattle Parks & Rec

VII. Adjourn at 8:53.

INFORMATION TECHNOLOGY POLICIES

IT-1 The mission of the PNA website shall be to effectively permit and encourage the flow of information to PNA members from swimmers, coaches, event organizers, the PNA Board of Managers, the Northwest Zone, and United States Masters Swimming.

IT-2 Goals of the PNA website shall be to:

1. Help PNA members achieve the overall goals and objectives as set out in the USMS Rule Book.
2. Provide information about PNA in a timely manner.
3. Encourage PNA members and others to participate in PNA activities.

IT-3 The Webmaster's duties shall include:

1. Maintain the PNA website at www.swimpna.org.
2. Update PNA website pages (calendar, results, newsletters etc.) and post (upload) them to the server in a timely manner.
3. Manage all PNA related web files on the server.
4. Check PNA website for broken links and repair as necessary.
5. Forward emails, which come by way of the website, to the appropriate person.
6. Check with the President before posting items not listed in IT-4.

IT-4 The Website may include items of general interest to swimmers including, but not limited to:

1. Calendar of upcoming events: meets, meetings, clinics, etc.
2. PNA pool & open water event entry forms.
3. PNA event results or links to posted results.
4. PNA Records.
5. Places to Swim in the PNA
6. PNA teams list.
7. PNA membership list.
8. General information about the PNA.
9. PNA Team Handbook including the constitution, by-laws, and policies.
10. History of the PNA.
11. PNA board member contact information.
12. PNA registration Forms - individual and team.
13. PNA newsletter subscription form.
14. Current and past WetSets.
15. Current and past PNA board meeting minutes.
16. Links to other sites (USMS, NW Zone, near-by LMSCs for example) as approved.
17. Articles about PNA swimmers or links to information regarding PNA swimmers.
18. Dawn Musselman award winners' names and biographical information.
19. Coach of the Year award winners' names and biographical information.
20. Current PNA meet bid packet.
21. List of officially measured pools in the PNA.

IT-5 Other items may be added following approval of a majority of PNA officers.

IT-6 PNA shall provide the Webmaster with the resources necessary to maintain the website.