

Minutes: PNA Board Meeting, December 8, 2009

I Warm Up

A. Call to Order & Introductions. After an excellent potluck dinner, President Steve Peterson called the meeting to order at 7:05 PM in the Seattle home of Sarah Welch. Present were Lee Carlson, Kathy Casey, Lisa Dahl, Sally Dillon, Jeanne Ensign, Arni Litt, Hugh Moore, Jane Moore, Steve Peterson, Walt Reid, Hallie Truswell, Sarah Welch and guest Mary-Jane Man, a recent graduate of Western Washington University.

B. President's Report. Steve Peterson reported that USMS has hired Lisa Dahl as Northwest & Pacific Region Club Development Coordinator—one of three regional coordinators reporting to Mel Goldstein. Steve also announced that he would retire from his job at Raytheon in January, 2010.

C. Minutes. Minutes of the October 27 Board meeting were approved as corrected.

D. Treasurer's Report. Jeanne presented PNA Financial Statements through November 30 and predicted an operating deficit of about \$2,900 for 2009—significantly below the budgeted deficit of \$10,700. Jeanne also requested that all expense reimbursement claims be submitted directly to her for processing and check preparation. **MSA: To approve the November financial statements.**

II Main Set (Current Action Items)

A. Board Meeting Schedule. An ad hoc committee—Sarah, Jeanne & Sally—recommended the PNA Board hold seven meetings in 2010:

January 26 at Sarah Welch's home in Seattle;

March 20 at Sally Dillon's home in Issaquah (half-day retreat);

May 25 at Sarah's home;

June 29 at Jan Kavadas's condo in Edmonds;

August 24 at a location TBD;

October 30 at Sally's home (full-day retreat);

December 7 at Arni Litt's home in Seattle (potluck & budget meeting).

Sarah explained the committee's belief that meetings in members' homes are more relaxed and productive—thanks for hosting, Sarah, Sally, Jan and Arni!—and that scheduling two longer, retreat-style meetings will allow more creative brainstorming time and strategic planning.

MSA: to accept the 2010 Meeting schedule as presented.

B. PNA Budget for 2010. Jeanne reviewed the Draft 2010 Budget (appended by reference to these Minutes and posted to the PNA website) in line-by-line detail, noting that PNA's Membership Registration income will decrease slightly because PNA did not increase all local registration fees in tandem with the increase in USMS national fees. After considerable discussion of a \$3,000 line item for website design, Hugh Moore agreed to coordinate a review of the website design and content, and requested Board members send suggestions to him. Jeanne explained that the 2010 Budget projects a small operating deficit, continuing a planned drawdown of the surplus earned by the 2007 USMS Short Course Nationals in Federal Way.

MSA: To approve the 2010 Operating Budget, including Revenue of \$30,045, Expenditures of \$34,016, and a Deficit of \$3,971.

III Technique (New Action Items)

A. Donation. At the suggestion of Arni Litt, MSA: **To donate \$100 to the University of Washington Fisheries Department, site of the October 27 Board Retreat.**

IV Sprint Set (Committee Reports)

A. Meets. As recommended by Meets Co-Chair Lee Carlson, MSA: **To approve a Base Entry Fee of \$14.50 for the Briggs YMCA meet on February 6, 2010, plus \$1 per event.**

B. Rules. Kathy Casey reported that the swimsuit rule in effect on January 1, 2010, will apply for the duration of the One-Hour Postal Swim in 2010.

V Warmdown (Next Meetings)

January 26: 6:45 PM at Sarah Welch's Home

March 20: 9:00 AM—1:00 PM at Sally Dillon's Home (half-day retreat)

After Board members applauded Jeanne for the clarity, thoroughness and precision of the 2010 Budget, the Meeting was adjourned at 9:20 PM.

**Pacific Northwest Association of Masters Swimmers
2010 Budget - FINAL**

	2008 FINAL	2009 BUDGET	2009 FINAL	2010 BUDGET
INCOME				
Registration Fees				
Online	2,430	16,658	16,795	17,275
Paper	50,183	16,405	15,270	12,675
One Event	3,128	2,120	2,500	3,320
Less USMS Portion	<u>(34,097)</u>	<u>(12,339)</u>	<u>(11,492)</u>	<u>(11,367)</u>
Total Registration	21,644	22,844	23,074	21,903
Team Registration	588	700	564	660
Meet Income, Local	1,701	1,750	1,711	1,988
Awards	173	150	397	400
Clinics Income	4,345	7,500	760	4,650
Interest, General	1,328	1,200	653	420
Interest, Wiggin Fund	81	-	53	12
Misc: LMSC Donation	28	-	43	-
Misc: WetSet Subscription	12	-	12	12
TOTAL INCOME	<u>29,899</u>	<u>34,144</u>	<u>27,266</u>	<u>30,045</u>
EXPENSES				
Administrative				
Bank Service Charges	15	-	191	20
Licenses & taxes	349	300	116	40
Postage	581	-	861	700
Printing & Copies	-	-	143	-
Reregistration Statements	419	400	84	60
Registration - LMSC	30	30	30	30
Software and Website	-	-	-	3,000
Supplies	423	-	276	300
Swimmer Surcharge - Zone	306	320	332	700
Other	<u>-</u>	<u>1,000</u>	<u>150</u>	<u>500</u>
Total Administrative	2,122	2,050	2,182	5,350
Awards	370	2,000	1,995	290
Board Expense	1,118	1,500	1,127	450
Charitable Contributions	-	-	300	-
Clinic Expense	4,808	8,500	1,096	5,200
Convention	5,069	7,725	5,937	6,800
Meet Expense, Local	863	-	-	860
Nationals Support				
Coaches	3,386	3,825	2,794	1,480
Relays	1,002	1,000	708	970
Postal Pool Rental	<u>150</u>	<u>200</u>	<u>200</u>	<u>200</u>
Total Nationals Support	4,538	5,025	3,702	2,650
Rule Books	583	990	715	846
Safety Equipment	-	100	-	200
Swimmer Support				
New Swmr Goodie Bags	-	1,300	1,949	2,730
Team & Coach Development	<u>-</u>	<u>1,500</u>	<u>945</u>	<u>2,040</u>
WetSet				
Postage	2,694	2,500	1,762	800
Preparation	1,578	1,700	1,482	800
Printing	<u>10,685</u>	<u>10,000</u>	<u>8,242</u>	<u>5,000</u>
Total WetSet	14,958	14,200	11,486	6,600
TOTAL EXPENSES	<u>34,427</u>	<u>44,890</u>	<u>31,433</u>	<u>34,016</u>
NET INCOME	<u>(4,528)</u>	<u>(10,746)</u>	<u>(4,167)</u>	<u>(3,971)</u>