

# Minutes: PNA Board Meeting, January 26, 2010

## I Warm Up

**A. Call to Order & Introductions.** President Steve Peterson called the meeting to order at 6:50 PM in the home of Sarah Welch. Present were Kathy Casey, Lisa Dahl, Sally Dillon, Jeanne Ensign, Jan Kavadas, Arni Litt, Jim & Maggie McCleery, Steve Peterson, Walt Reid, Ron Rhinehart, Hallie Truswell and Sarah Welch. Hugh Moore and Lynn Wells attended by phone.

**B. President's Report.** Steve deferred his report.

**C. Minutes.** Minutes of the December 8 Board meeting were approved as corrected.

**D. Treasurer's Report.** Jeanne presented PNA Financial Statements through January 24, 2010, reporting that revenue and expenses were in line with the 2010 Budget, and PNA had a cash balance of approximately \$44,000 with no accounts payable.

**MSA: To approve the January 24 Financial Statements.**

Jeanne reviewed the "Budget vs. Actual" Profit & Loss report for 2009, noting PNA's actual operating deficit of \$4,167 was significantly below the budgeted deficit of \$10,746.

## II Main Set (Current Action Items)

**A. Open Water/Long Distance Policies.** Sally listed her contacts concerning open water events, including Zena Courtney (5k Swim & Run); Jonathan Hoskins of Total Health Events (Lake Samish Triathlon & Open Water Swim); and Kathy Morrisson (Raise the Bar swim in Lake Meridian, near Kent). Sally reported that co-sanctioning of events by PNA and USA Triathlon is not currently possible because of USMS insurance restrictions.

Sally presented proposed revisions to PNA's Open Water/Long Distance Policies.

**MSA: To approve the Open Water/Long Distance Policies revisions as presented.**

**B. Meet Sanctions. MSA: To confirm previous sanction by e-mail of the Lake Washington Masters meet at Juanita Aquatics Center in Kirkland (February 21), and the ORCA Meet at Helene Madison Pool in Seattle (March 13).**

**C. Clinics.** Sarah requested that the Board sanction two Karlyn Pipes-Neilsen freestyle clinics at the Evans Pool in Greenlake on March 7: a morning clinic for up to 18 swimmers without video (fee \$95), and an afternoon clinic for up to 12 swimmers with video (fee \$135). PNA should break even financially. **MSA: To sanction the Pipes-Neilsen Clinics as requested.**

**D. Champs.** Hugh reported on plans for the 2010 PNA Champs Meet, April 10 & 11 at the Weyerhaeuser King County Aquatic Center in Federal Way. Online entries (using Club Assistant software) will be encouraged. Champs earned a surplus of \$3,700 in 2009 (350 swimmers, \$24 meet surcharge, \$2 per event), compared to a \$1,300 surplus in 2008. Hugh recommended (a) increasing the surcharge to \$27 in 2010, but maintaining the \$2 per event fee; (b) Amending PNA Policy CH-6 to require that Champs mail entries be postmarked no later than 17 days before the meet, and Online entries be submitted no later than 14 days before the meet, to reduce stress for the Meet Committee, allow coaches to plan relays and make it easier to prepare the meet program. **MSA: To increase the Champs surcharge to \$27. MSA: To adopt the recommended entry deadlines. MSA: To Sanction the 2010 Champs Meet.**

**E. New Meet Director's Comments & Recommendations.** Jim McCleery reported on his experience as Director of the Whidbey Island SCM Meet in Oak Harbor on November 22, 2009. Jim noted that of 147 swimmers who registered for the meet, fewer than 12 did not have e-mail contact information, and suggested offering online heatsheets as a way to encourage online registration. Additional recommendations:

- Keep split-notification request forms in the Meet Director's box.
- Maintain an online Meet Directors web page with tips & guidelines.
- Open additional space on paper meet entry forms, which are cramped.
- Encourage Meet Directors to e-mail pre-meet info to all swimmers.

**F. Online Meet Entry Progress.** The Online Task Force—Walt, Sarah & Lisa, appointed at the October Board Retreat—recommends that PNA adopt Club Assistant software as the preferred program for online entries at PNA sanctioned meets. Club Assistant is already utilized by USMS for online registrations, maintains a comprehensive database and offers reliable security. The Task Force recommends making Club Assistant optional for the remainder of the 2009-2010 meet schedule, and strongly encourages use of Club Assistant by meet sponsors in the 2010-2011 season. (A centralized online entry system—such as that used in Oregon—may be considered in the future.) The Task Force also recommends a fee of \$3 per swimmer, to help meet sponsors defray the cost of Club Assistant software.

By consensus, Board members agreed PNA should move toward adopting Club Assistant for online meet entries in 2010-2011. Walt Reid volunteered to assist 2010 Champs meet organizers in utilizing Club Assistant for online entries.

**G. Team Ads in The WetSet.** The Board discussed the distinctions between paid advertising and editorial material and agreed that PNA teams/workout groups should be encouraged to submit articles and announcements for publication in The WetSet without charge. Board members agreed that The WetSet Task Force—editor Ron Rhinehart and board members Lisa, Jeanne and Herb—should review advertising and editorial policies.

**H. Club Development/Coaches Clinic.** Sarah and Lisa proposed a Coaches Clinic on March 7 at Greenlake Community Center, featuring:

- A presentation by USMS Club & Coach Services Director Mel Goldstein and Regional Coordinator Lisa Dahl;
- Presentations by PNA Board and Coaches Committee members;
- A free skill instruction segment by Karlyn Pipes-Neilsen.

**MSA: To increase the Club Development Budget by \$400 to defray the costs of the Coaches Clinic.**

**I. PNA ByLaws.** Arni reported that PNA members approved PNA's Revised ByLaws by a vote of 601 For to 6 Against, with 350 Abstentions. The Board applauded Jane Moore for her hard work, patience and insight in developing the Revised ByLaws over the past two years.

### **III Sprint Set (Committee Reports)**

**A. Membership.** Arni reported membership at 1,015 as of January 24.

### **IV Warmdown (Next Meetings)**

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

MAY 25: 6:45 PM at Sarah Welch's Home in Seattle

The Meeting was adjourned at 9:05 PM.