

**Pacific Northwest Association of Masters Swimmers
Board Meeting
Sally Dillon's Residence meeting room
October 26, 2013**

Minutes

PNA Vice Chair Mike Grimm called the meeting to order at 9:10 AM. Also present were Herb Cook, Linda Chapman, Jim Davidson, Sally Dillon, Jeanne Ensign, Jan Kavadas, Arni Litt, Hugh and Jane Moore, Steve Peterson and Sarah Welch (by phone). Arriving later were Kathy Casey (before the lunch break) and Lisa Dahl (after the break).

MORNING SESSION

- A. Minutes:** It was **MSA to approve the minutes of the August 27 meeting.**
- B. Treasurer:** Jeanne reviewed the profit and loss reports. Our total income is just under \$26,000, right within budget. Income in the next few months will include meet fees, registration and donations. As usual, some line items are under budget, which is typical. Overall we are \$7000 under last year's budget. Our balance sheet shows \$36,000 in cash and this time of year is our lowest point. It was **MSA to approve the treasurer's report.**
Jeanne also reported that in October we paid \$2000 to the National Office for insurance for the last 2 open water swims. The total paid for the year is \$5000. Herb mentioned that we managed to transfer more than \$17,000 to the two clubs in PNA this year yet our balance decreased by only \$9,000. He also praised Jeanne by saying that in his many years of working with volunteer organizations, he has never seen financial statements as clean and easy to track as Jeanne's have been.
- C. Membership:** Arni reported that PNA membership stands at 1636 and we are very balanced with 825 men and 811 women. 2013 membership closes on October 31 and last year we were at 1652.
- D. Registration fees for 2014:** Arni reported that the USMS portion of registration would increase by \$2 in 2014 as it has for the last few years. The registration will continue to rise by \$2 for each of the next 5 years. PNA has absorbed part of the increases for a few years, e.g. dues for 2013 were \$46 with \$33 going to USMS and \$13 going to PNA. A number of scenarios were discussed and it was **MSA that the 2014 dues be \$50 total (\$35/\$15) and that the Board commits to holding the same fee amount in 2015.** It was also **MSA that the senior registration fee be \$40 (\$35/\$5) and the end of the year rate be \$35 (\$30/\$5) and the Board will also hold those fees for 2015.**
- E. Workout Group registration fees:** At the annual USMS convention held in September, USMS passed legislation to allow workout groups (locally called "teams") to register individually for a fee of \$25. USMS will no longer recognize workout groups on their website nor provide services to workout groups unless they pay the \$25 fee. The fee will entitle the group to receive more services from USMS and the National Office. This is only an option, not mandatory, but one that the PNA board encourages. Swimmers whose workout groups (teams) do not register will not see their workout group listed when they register online for 2014. In PNA, all workout groups are a subset of Puget Sound Masters (PSM) club. Members of unregistered workout groups will need to enter their workout group's name in a text box and Arni (PNA Registrar) will have to standardize the expected variations. The Board discussed and agreed that our previous annual fee of \$12 to support awards at PNA Champs is insignificant enough that the LMSC can absorb it. It was **MSA that PNA not charge an additional registration fee for workout groups.** We will no longer provide rulebooks because they are one of the benefits of USMS registration. Other benefits include a team banner and coach and club services.
Regarding team competition at the PNA Championship meet – any USMS-registered workout group will qualify. Swimmers entering whose workout group has not registered will need to type in their workout group name when registering by the meet deadline to qualify for team points. Wording for the championship meet entry will be worked out at a later date. It was agreed that this new system would likely cause some confusion. We recommend that all teams register with USMS to benefit from the services that will come directly from the National Office though they are not required to do so.

F. Meets: Linda reported on a number of issues:

1. PNA Championships "title": BWAQ suggested to Linda that the "Steve Engle Memorial Meet" no longer carry Steve's name in the title. Steve was the founder of PNA in 1972 and he passed away 20+ years ago. The consensus of the group is to drop the meet title. Linda suggested that we might develop a PNA Hall of Fame – a project for the future that was supported by most everyone.
2. PNA Championship scoring: Linda prepared a document examining various methods of scoring, which she hoped would help eliminate the differences in team size that occur within each of the three divisions (large, medium, and small teams). Generally speaking the order of finish is based on team size. Linda looked at various ways to assign points in an effort to make the divisions more balanced. She noted that most events (defined as each age group and gender within a competitive event) have fewer than 4 swimmers and often only 1. Current scoring has been to 12 places making it very rare that points are given that far in any age group. There was considerable discussion about the various scoring scenarios presented. There was concern that swimmers and coaches might try to beat the system by using unfair practices. It was pointed out that the USMS Rule Book recommends scoring 8 places for an 8-lane pool (such as our Federal Way pool). After all opinions were heard, it was **MSA that we score PNA Championships to 8 places, assigning 9, 7, 6, 5, 4, 3, 2, and 1 points accordingly.**
3. PNA Championship start times: Linda expressed concern that there was not enough "down time" between Saturday's finish and Sunday's start – especially for swimmers who did not live within close proximity of KCAC. She suggested various start/finish scenarios and it was agreed that we should do a survey to see if the membership would support a change in meet start times. Linda will prepare and send out the survey by email.
4. Meet schedule: Linda distributed a pool meet schedule for 2014. It was **MSA to approve the meet schedule as provided.**

G. Open Water/Long Distance: Sally reported that three of the five sanctioned events have submitted financial reports and two have submitted all necessary fees. Reminders have been sent to those who haven't complied. All events went very well. The Last Gasp was an excellent event, one that would be suitable as a National Championship. It offers a fine lake with facilities, parking, and a nice park – perfect for spectators. There is a hotel just a block or so away so out-of-towners could actually fly in for the event without need for transportation. Sally has encouraged the race director and others to consider bidding for a national championship next year. The Open Water High Point winners have been determined and Sally is in the process of getting bids for the swim caps. They'll be ordered in the next week and will be mailed to each of the 31 winners.

Sally thanked GLAD for sharing their pool time and PNA for budgeting funds so our swimmers could use the Colman pool for the 5K & 10K national championship postal swims. Four swimmers attempted the 10K and five the 5K. Swimmers who entered the national championships did quite well with a PSM relay taking 1st (25+ men) and PSM individuals garnering three 2^{nds}, one 3rd, and one 4th. One swimmer from BWAQ completed the 5K and finished 8th.

H. Coach Certification Training and Swimmer Clinic in 2014: Sarah explained that USMS charges \$170/swimmer for a Level 1-2 clinic and \$225/swimmer for a Level 3 clinic. She recommended that PNA schedule at least one clinic in 2014 and requested that funds budgeted for coaching support offset the cost of attending clinics for our coaches. USMS requires a minimum class size of 20. Discussion regarding which level clinic to request led to Sarah agreeing to survey PNA coaches to gather information before budget proposals are due in a month. Oregon has a Level 3 clinic coming up in November that Shannon Singer from Mt. Vernon plans to attend. Sarah proposed that we provide funds now to support PNA coaches wishing to attend the Oregon Clinic. It was **MSA to provide \$175 toward Shannon's clinic registration as well as funds for up to nine others who may wish to attend the same clinic.** Sarah will send a notice to our coaches, informing them of the opportunity.

I. Treasurer position: Jeanne announced her resignation at our August meeting and asked us to review what progress has been made to replace her. An email has been sent to all team reps and it was agreed that an email also should be sent to the entire membership as well. Jeanne estimates that she spends approximately 5-6 hours each month and that since she has all of the PNA materials on her work computer, she can put in time regardless of where she might be. The next task for the treasurer is to prepare the PNA budget for review and adoption at the December meeting. Sarah suggested that we could separate the budget work from the financial report and

she volunteered to spearhead the budget process (only). A number of suggestions for finding a new treasurer were discussed including 1) checking the local CPA registration list to see if we recognize any to be members of PNA and 2) contacting board member's own workout groups through email or Facebook to announce the opening. Jeanne proposed that she could finish out the year as treasurer and would continue until she returns for tax season in February. We need to have a volunteer(s) in place to take over and be trained. Jeanne has prepared a mostly-complete document on what has to be done, that she will finish. All of the historical information is in place. The day-to-day treasurer tasks were discussed and Jeanne explained the process. Going forward checks will be directed to the PNA postal box (PO Box 12172, Seattle, WA 98102-0172), rather than Jeanne. Arni will pick up the mail, make deposits as needed, and send copies of paperwork to Jeanne or others who should be included, depending on the situation. Mike agreed to spearhead the search for a new Treasurer with a target replacement date of Feb. 1.

Break for lunch . . .

- J. The WetSet editor position:** Steve reported that he would be working on Sunday to finish up the November-December issue so it can be published in a timely manner. There was some confusion as to whether Chericka has resigned as Editor or intends to come back after a break to produce the January-February Issue. Many of us were under the impression that she had resigned but Lisa thought otherwise. It was agreed that we didn't want to force someone to hold a position. There was general discussion about the need for nurturing our volunteers but that we also need to be able to depend on them to follow through with the responsibilities of the position. Problems with the newsletter in recent months were discussed. Steve said he is willing to be the first-line editor but he would like the designated editor to be more self-sufficient in gathering content. Lisa will contact Chericka about her status as editor. She will include the board's expectations of setting and sticking to deadlines, gathering information, assembling materials, and submitting the draft to Steve as the first-line editor before it is distributed to proofreaders. Jane noted that we should refer to the newsletter policies. Finally, Herb suggested that we might investigate firms that do professional newsletter editing for associations. We might consider going to an online-only newsletter and use the funds saved for a professional editor.
- K. Governance:** The PNA Governance Committee (Hugh, Herb, Mike, Jane, and Steve) provided a multi-page report, which Hugh reviewed section by section. The objectives for changes to PNA governance are to bring our board into compliance with Washington State law and to reduce its size. In the forty years since PNA was founded, the board has grown significantly and there are currently over 40 eligible board members. It's an unwieldy number and one, according to state statute, which would require 14 members present for a quorum. Historically, team reps have been invited to all board meetings and provided with the necessary agenda and other materials. But it is rare that a rep attends unless also holding an elected or appointed board position or having a specific issue to present.
- The first item discussed was the potential makeup of the new board. The committee recommended a 16 member board and all agreed that the number was acceptable. Considerable discussion involved how to determine the 16 members. The elected officers were obvious as members but the question of which appointed members should be included and how we would fill the other positions was more difficult to agree upon. Most wanted club representation but the method for selecting the club representatives was highly debated. In the end, it was **MSA that the PNA Board recommends to the PNA membership the following structure of the board: 16 voting members: those elected (President, Vice President, Secretary, Treasurer, two at-large, and the Immediate Past President serving Ex Officio), appointed (Chair of Club and Team Development, Meets Coordinator, Membership Coordinator, Bylaws Coordinator, and Open Water Coordinator), 2 board-appointed directors, and 2 directors representing clubs and voted upon by the board.**
- Non-voting board members were discussed and it was **MSA that the board recommends to the PNA membership that non-voting members of the board will be club reps, team reps, coaches, committee chairs, coordinators, and other appointed positions.** The non-voting members will receive all meeting announcements, etc. and as with all members of PNA, they are welcome to attend any board meetings with voice but no vote.
- The quorum for a meeting was discussed and it was **MSA that a quorum constitutes a majority.**

The next step is to present our proposals to the team reps and ask for their vote. It was **MSA that we proceed beyond that if, and only if, we get a 2/3-majority vote**. After the vote concern was expressed that we need to avoid delay in getting these bylaw changes approved so we can be compliant with Washington State quorum requirements. A point of order noted that someone asked to speak but was not acknowledged before the vote was taken. It was **MSA to reconsider the vote**. It was **MSA to amend the motion to say that we will proceed if we get a simple majority**. It was **MSA to approve the motion as amended**. We will proceed beyond the team rep's vote if, and only if, we get a majority vote in favor of the recommendations.

Further discussion of the governance issues was deferred to the December meeting. Hugh will prepare a summary.

- L. **Open Water and Long Distance Coordinator position:** Sally is stepping down from the coordinator position and the new coordinator volunteer, Jim Davidson, would prefer to serve as the open water coordinator only. Sally noted that the "Long Distance" part of this position handles the postal swims for PNA. Now that the two clubs are handling their own postal entries, the postal tasks for the PNA coordinator include securing pool time for the 50-meter competitions and writing occasional articles in *The WetSet* to promote the postal events and report results. A bylaws change would be required to separate the two aspects of this position so it was agreed that Jim could assign the Long Distance tasks to another volunteer.

With the issue resolved, Sally resigned as the PNA Open Water and Long Distance Coordinator. Lisa appointed Jim Davidson and it was **MSA to approve Jim's appointment**.

- A. **2014 Board Meeting Schedule:** A meeting schedule for 2014 was presented. Its approval was deferred to the December meeting so board members could consult their calendars. It was **MSA to approve Tuesday, January 21 for the first meeting of the year**. The location is TBA.

It was **MSA to adjourn the meeting** at 4:14 PM.

Minutes prepared by PNA Secretary, Sally Dillon