

**Pacific Northwest Association of Masters Swimmers
Board Meeting
Hugh and Jane Moore's Residence
July 8, 2014**

PNA President Lisa Dahl called the meeting to order at 6:52 PM. Board members present were Linda Chapman, Jim Davidson, Jeanne Ensign (phone), Arni Litt, Jane Moore, Guila Muir, and Steve Peterson. Also attending the meeting were Kim Boggs, Hugh More, Sarah Welch, and Judy Williams.

I. Warm-up

A. President's report: Lisa did not have a report.

B. Minutes: It was MSA to approve the minutes of the May 20, 2014 meeting. Subsequent that meeting the Board approved via email the following PNA delegates for the 2014 USAS Convention: Linda Chapman, Lisa Dahl, and Steve Peterson. Their information has been submitted to the National Office. **It was MSA to confirm this vote.**

Jane reported that she will arrive late to convention and will not be present for her Sports Medicine committee meeting, nor will she be the committee's representative. **It was MSA to appoint Jane Moore as PNA's fourth delegate.**

C. Treasurer's report: Jeanne did not have a report.

D. Membership: Arni reported that PNA had 1589 members as of July 7, about 50 members fewer than last year's total at this time. Arni also reported that USMS has adopted new 30-day trial membership forms with a new waiver. The form must be completed by anyone who is not officially registered with USMS and can be used only once in a lifetime. A different form for "out of country" swimmers who hold registration with a non-US federation, allows them to swim for 30 days, but after that, they must register with USMS using the "out of country" form. Another change is that the September through end-of-year membership is being reduced by \$5. Those registering at that time will also be offered a 16-month membership option that carries through December of the following year, but the price is yet to be determined. Arni will send out an email describing these changes to coaches for whom she has information and she will draft an article for *The WetSet* as well.

II. Main Set

A. PNA Treasurer Position: Lisa reported that she is still working on this vacancy and has yet to contact the person we designated for follow up.

B. PNA Board – filling vacant positions:

1. Club Directors – BWAQ and PSM nominated Kim Boggs and Sarah Welch respectively. Guila asked whether the PNA Board should solicit bio's from potential Board members. Discussion revolved around whether such a practice would be helpful to the Board. The Board took no action on this discussion. **It was MSA to approve Kim and Sarah as the two Club Representatives representing all clubs.**
2. Board-Appointed Directors – Board members were asked to look at our membership for people who have been "robust" contributors. **It was MSA to appoint Hugh Moore to one of the Board-Appointed Director positions.**
3. Club and Team Development – After some discussion, Lisa and Sarah agreed to write a job description for the Club and Team Development position. Discussing further, Jim recommended that coordinators draft position descriptions and he agreed to lead off this effort with a job description for the Open Water Coordinator. He will send it with next month's agenda for Board approval prior to publication.

C. PNA Board Transition – policy review: Hugh provided an outline for Board consideration on the new PNA Board structure. Actions taken:

It was MSA to delete Policy G-1 (At Large Representatives no longer represent zip code regions).

It was MSA to amend Policy G-9 (sanctioning events between Board meetings) by adding the following sentence: "Approval at the next board meeting is required in accordance with Bylaws item 6.6.

Ideas for selecting future Board members were discussed. Should we provide questionnaires, asking for experience or expectations? Jim reiterated that Board positions should have job descriptions so candidates would be well informed before deciding to commit. Hugh suggested we have this in place in time for next year's election process, when new members would be joining the board.

Regarding Coaches – Steve and Arni reported that the email address of anyone who checks the "coach" box when registering for membership is added to the "coaches" distribution list. Hugh will prepare a proposal for how to provide information to coaches going forward and will bring this to the next meeting for action.

Regarding Team Reps – Should we allow them to opt out of the “reps” distribution list for information disseminated to Board members? Hugh will develop a proposal for this as well.

Team Membership Policies – Arni reported that she is still maintaining lists of workout groups, whether or not they have registered with USMS. She manages a manual list of swimmers who fill in the box for workout groups and updates from what people write in their registration forms. Jim asked if there were any fields in the USMS Registration system to flag and catalog this information; Arni replied that she does not have reporting access to the USMS system at this time. Arni and Hugh will collaborate on recommendations for the Board to consider regarding Team Membership Policies.

C. PNA Editor Position – Steve reported on the ongoing search for an editor for *The WetSet*. Eight people initially responded to the “ad” that went out by email to all members. He wrote up a job description and sent it to six of the volunteers. He will email a copy to Guila, Lisa, and Jane for formal approval at the next Board meeting for the Policies. Our current policy dictates that Coordinators are appointed by the President and approved by the Board. Upon Steve’s recommendation, Lisa appointed Jessica Dubey as the editor of *The WetSet* until the end of the year. Jessica would be involved in any future consideration as *The WetSet* evolves.

E. Profit Guarantee for 2-day meets – Judy Williams spoke to amending the swimmer guarantee for our Championship meets (or any 2-day meet). The meet size is unpredictable but a lot of the costs are “fixed” – especially facility costs. This year’s Champs attendance was 344 versus the budgeted 450. Meet budgets are designed to allow the meet hosts to make a profit. Deficits happen when the registration numbers do not materialize. Judy noted that a number of “over 65” swimmers don’t pay splash fees, adding to the deficit. Linda provided an analysis pointing out that the meet budgeting process sets the entry fee to recover costs and provide the expected profit for the host. Accordingly, **it was MSA to amend meet policy to provide a guarantee of \$12 per swimmer for any 2-day meet that is planned for at least seven hours total duration.** The seven hours is to assure that no artificial segmentation of a meet into two days takes place for the purpose of obtaining the \$12 per swimmer guarantee. The PNA Board and Meets Chair would work with meet hosts to plan a budget that sets fees to recover costs and to provide a profit without PNA having to compensate hosts, when attendance numbers come in as planned. Jane will recommend policy language for Board action at the next meeting.

F. Revenue Sharing for One Event registration fees in open water events – Judy raised an issue that host organizations get \$1 of the One Event registration fee while PNA receives \$5. Discussion included whether a change in the distribution of the PNA portion should be considered and whether to look at policy or as a budget item in the fall for 2015. No motion was made.

G. Coach Development Ad Hoc Committee – Lisa noted that this committee serves at the direction of the chair and she has decided to dissolve the committee, as it is not currently being used by PNA.

III. Sprint Set (committee reports as needed)

A. Meets – Linda reported that she has two articles in the current issue of *The WetSet* and she will email team reps with the information regarding the next season of meets.

B. Open Water – The open water season is commencing with Fat Salmon on July 19. We have sanctioned five meets, will owe USMS \$5000, and should recoup greater than \$3000 from the hosts to help defray that payment. Sarah suggested that open water issues be discussed at our October Retreat and Jim agreed to develop information for such a discussion. Sarah and Jeanne agreed to report back from Convention as to what financial implications are from the USMS budget discussions regarding the insurance surcharge so PNA can incorporate what USMS is doing into planning for PNA’s future actions. Lisa pointed out that PNA does support open water swims.

C. Newsletter content – No items were submitted.

D. Postal Swims – Colman Pool has been reserved for Saturday, September 6 from 8 am to 11:30 am. Becca Watson will serve as coach on deck. PNA and PSM have both budgeted supporting funds and each swimmer will contribute \$15. Information was distributed via email to Sally Dillon’s numerous lists of postal swimmers and an article was placed in the latest issue of *The WetSet*.

Next meetings:

August 26 at Steve Peterson’s residence in Poulsbo. Everyone is invited to arrive early to ride his zip-line!

October 25 at Sally Dillon’s residence in Issaquah.

It was **MSA to adjourn the meeting at 9:21 pm**

Notes taken by Sarah Welch and minutes prepared by PNA Secretary Sally Dillon

FYI from Sally – the following LMSC positions have complete descriptions, which are posted on the USMS website at: <http://www.usms.org/admin/lmschb/content/jobdesc>

- [Chair](#)
- [Vice-Chair](#)
- [Secretary](#)
- [Treasurer](#)
- [Registrar](#)
- [Communications Chair](#)
- [Top Ten Recorder](#)
- [Sanctions Chair](#)
- [Coaches Chair](#)
- [Officials Chair](#)
- [Open Water Chair](#)
- [Fitness Chair](#)
- [Awards & Recognition Chair](#)
- [Safety Chair](#)
- [Affiliated Organization Liaison](#)