

**Pacific Northwest Association of Masters Swimmers
Board Meeting and Retreat
Sally Dillon's Residence, Issaquah
October 25, 2014
Minutes**

PNA President Lisa Dahl called the meeting to order at 9:09 AM. Also present were: Mark Benishek, Kim Boggs, Linda Chapman, Jim Davidson, Sally Dillon, Jeanne Ensign, Jan Kavadas, Hugh and Jane Moore, Guila Muir, Steve Peterson, and Sarah Welch.

A moment of silence was held to pay respect to the students and families who were affected by the shooting at Marysville Pilchuck High School on October 24.

I. Retreat

A. Creating a Possibility for PNA - an exercise in transformative learning, which Lisa explained as an awareness of things that create decision-making. A "possibility" would create new opportunities for actions.

The group listed areas of PNA that we are doing well or not doing well and the list included: meets, clinics, open water, goals, coach support, volunteer recruitment, communication (website, newsletter), adult learn-to-swim, group process, teams and team development, participation on the national level, social networking, community building, clarity of the board's message, managing resources, recognition and awards, promote swimming for fitness and fun.

B. Strategic Items for Review and Action - A list was made of areas that we want to focus on and champions were assigned as follows:

- Organization structure – complete by filling the remaining board position (Hugh)
- Club development and coach development (open)
- Promote swimming as available to all (open)
- Promote participation in open water swimming (Jim)
- Promote meet participation, meet hosts and more meets (Linda)
- Expand and enhance communication (Mike Grimm)
- Increase our volunteer pool; a special committee was formed (Lisa, Kim, Hugh, Jim, and Sarah)
- Provide swim clinics (Sarah)
- Train volunteers to teach adults to swim (committee yet to be named)
- Why volunteer for the board (aforementioned special committee)

Increasing the volunteer pool was discussed and while it was suggested that it be discussed at a future board meeting by everyone, it was decided that more progress would be made if a subcommittee address the topic and bring ideas to a board meeting for discussion by all. **It was MSA that a special committee be formed to pull together a "volunteer plan" and report on progress by the December meeting.** Lisa will chair and other members will be Kim, Hugh, Jim, and Sarah.

D. Recruiting Volunteers and Succession Planning - The newly formed committee will address this topic.

LUNCH BREAK

Continued from the morning session

C. Volunteer Recognition – Hugh, Sally, and Sarah met in June to discuss the PNA process for selecting awards. A summary of the meeting and recommendations were distributed. The goals are to increase nominations for PNA awards. The subcommittee recommended that PNA organize a banquet at Championships where awards can be presented, swimmers can be recognized for their accomplishments, new officers can be announced, and an annual meeting can take place. It was suggested that the cost of the facility be picked up by PNA and the attendees would pay the cost of the meal. **It was MSA that we form a committee to organize a banquet or event to be held for the purpose of recognizing volunteers, swimmer achievement, and conduct an annual meeting.** Sally, Hugh, and Jan volunteered to take on this project and they will check with Walt Reid and Kathy

Casey to see if they would like to participate. **It was MSA to form a special LMSC Awards Recognition Committee to seek out nominees for awards.** The committee will be formed at a later date. **It was MSA that each of our awards have a leader for a separate selection committee that is comprised of an odd number of members who include but are not limited to those who have won the specific awards.** Each award will have a designated leader.

The subcommittee further suggested that a new award be developed whereby 10-15 volunteers within the LMSC and Clubs are recognized annually for their service. There was consensus to support this award and Hugh, Sally, and Sarah will further define the award and bring it back to the board at a future date for approval. Jane suggested a new section of policies be developed to cover recognition awards and that they be separated from the physical awards we give out at meets. The group will provide submit revised policies for the December meeting.

Steve will work on providing "Awards" with it's own drop-down heading on our website.

Finally, there was consensus that the PNA Coach of the Year honoree shall be nominated for the USMS Coach of the Year award and that all other PNA nominees shall be nominated for the Kerry O'Brien Coaching Award. The special LMSC Awards Recognition Committee will be responsible for seeing that this takes place.

II. General Business

A. Minutes - It was **MSA to approve the August 25 meeting minutes.**

B. Treasurer's Report - **It was MSA to approve the financial report as presented.** Jeanne announced that Mark Benishek has volunteered to complete Jeanne's term as Treasurer. Mark is the facility manager at Bainbridge Aquatics Center. **It was MSA to appoint Mark Benishek as the new PNA Treasurer.** Jeanne and Mark will work together Sunday on the transition. Jeanne noted that PNA paid the entire cost of Colman pool for the 5/10 K and, as agreed, she will bill PSM for the amount above what was budgeted by PNA. PNA under-budgeted for convention because we paid for more delegates than expected. Two delegates had been expected to have USMS financial support when the budget was approved in December. **It was MSA to approve an over-budget expense of \$1,659.** Jeanne also brought up the issue that airfares varied considerably and in the future, delegates need to be cognizant of the costs and try to get the best price. She also noted that she has not received any 2014 meet medal income and Mark will follow up with Kerry Ness. Jeanne asked and Steve replied that he believes the PNA mail is being forwarded to him while Arni is out of town, but he hasn't received any to date. Jeanne thanked everyone and said it's been a pleasure to serve as the PNA Treasurer. The Board enthusiastically thanked Jeanne for her 20+ years of service to PNA.

C. Membership – Arni is on vacation so Sally reported that as per the USMS website, PNA has 1729 registered members and 5 clubs: BWAQ (268 swimmers), PSM (1409 and 34 workout groups), ROCK (10), VO2 (1). *The WetSet* will be printed with our usual procedures. Steve and editor Jessica Dubey have the details and the billing will go to the Treasurer.

D. Appointments to PNA Board – Jan and Guila both indicated that they would be resigning from their positions in December. Jan's position is a yearly appointment while Guila's term doesn't expire until the April election. Regardless, both positions will be open and the selection of replacements can take place in December. Steve mentioned that *The WetSet* editor, Jessica Dubey, agreed to put together just the last issues in 2014 so a new editor is needed for the January issue and beyond. Steve has names from the last appeal and Mark noted that he knows a couple of people from Bainbridge Masters who might be interested. Sarah suggested we ask Jessica if she will do one more issue so we can have time to follow up on volunteer information that comes in with the registration.

E. 2015 Board Meeting Schedule – Sally presented a schedule for the 2015 meetings and noted that Sarah had a concern with the December date for 2014 and 2015 in that both are earlier than the meeting used to take place. It was **MSA to change the 2014 December meeting to Tuesday, December 9 pending approval by the host.**

The 2015 proposal was reviewed and amended. **It was MSA to approve the amended 2015 PNA Board Meeting Schedule.**

F. Nominating Committee for 2015 election

A nominating committee of at least 3 people must be formed by January 1. Ballots must be distributed to voters at least 30 days prior to Championships. The list of candidates should be included in the March-April issue of *The WetSet*. The nominating committee should also identify potential members who could be appointed to our vacancies at the December meeting. Guila noted that the nominating committee is an important part of the structure for the organization. She'd like us to go outside the box and search for new blood. Sarah suggested that the At Large position is a good entry point. Sarah, Kim, Mark were appointed by Lisa as the nominating committee.

G. Club and Team Development Position

Sally noted that it looked like the position would be very helpful to Arni in addition to the clubs and teams. She suggested a change to the title and that the person, as a board member, should report to the board – not the LSMC Chair. **It was MSA to approve the description of the Club and Team Development Position as amended.** (See page 4.) The nominating committee will seek out someone for this position while they are seeking nominees for the elected offices.

H. Policy Revisions

Jane noted that our PNA Championship meet policies refer to “teams” rather than workout groups. She suggested that we either define “teams” or change the terminology so that it better represents the workout groups. It was agreed that the “spirit” of the concept is that workout groups can compete as a group during Champs, regardless of whether they are registered that way with USMS. Jane said that the easiest way to make the change would be to leave everything as is but create a definition of “team” with respect to PNA Championships. For the purposes of Champs, any group of members of the same club may participate as the same team or as that club. A definition of team will be presented at the next meeting for the policy revision.

III. Sprint Set - Committee Reports

A. Meets - Approve pool meet schedule for 2015

Linda recommended approval of 5 meets for the 2015 calendar:

- Jan 25, 2015 SCM Anacortes - Thunderbird Masters
- Feb 7, 2015 SCY Olympia - SSMS
- Feb 22, 2015 SCY Kirkland - LWM
- Mar 8, 2015 SCY Sequim - SARC (new meet)
- Apr 11-12, 2015 SCM Federal Way - BWAQ

Linda noted that Sand Point cannot hold their meet in 2015. She also expects BAMFest to submit for their meet in 2015. ORCA has expressed interest but not submitted a request either.

Sarah reported that she believes she has a commitment from Mike Dunwoodie at KCAC for a SCM meet on 11/21/15.

It was MSA to approve the 2015 meet schedule as provided by the Meets Chair.

B. Open Water

Jim reported that ORCA and BWAQ have expressed interest in running the Fat Salmon open water swim next year. He will come back with a proposal and/or options by our January meeting. Jim also reported that the ORCA OW swim ran a significant deficit this year. Unfortunately, they had budgeted using attendance numbers from the previous year, when they hosted the IGLA International event. Mercer Island required double the number of boats over the previous year – an unexpected expense - and other expenses that exceeded the budget. Jim presented recommendations as to how we can help ORCA without covering the entire deficit. Specifically noted were the costs of leftover participation awards (towels) and swim caps that can be used next year. Hugh suggested that we approve the recommended \$1204.14 with the agreement that ORCA can appeal the amount to the board. There was discussion about the budgeting process and the way expenses got out of hand. It was agreed that ORCA's hosted a quality event yet there were concerns that we should not be subsidizing flaws in their budget system. **It was MSA to approve a reimbursement of \$1204.14 as per Jim's revised financial report with the right to**

appeal. Jim will run the annual open water workshop in February and include discussion regarding expense planning for OW events in an effort to prevent this from happening again.

C. Other

Steve inquired as to how many 2015 USMS Rule Books to order and Jeanne provided that information based on last year's count (5 full and 4 mini) and Linda requested 6 mini (for officials) and one full.

IV. Warm-Down (Next Meetings)

December 9 at Arni Litt's – 2015 budget meeting
 January 20 – Conference call
 February 24 – Conference call

It was MSA to adjourn the meeting at 3:49 PM

Club and Team Development Committee Chair

Estimated hours/days required per month	5 - 10 hours per month (subject to geographic/seasonal conditions)
Reports to	PNA Board
Direct Reports	
Role overview and purpose, and how it relates to the organization's mission	
This position is charged with developing relationships with clubs and workout groups and offering the services of USMS and PNA to the clubs and workout groups. This person and committee members may visit workout groups and clubs to promote US Masters swimming. This person would be a listed contact for new groups.	
Key responsibilities:	
<ul style="list-style-type: none"> • Encourage the development of clubs and workout groups. Be present at meets and through visits to workout groups/clubs promoting US Masters Swimming. Bring input and information back to PNA board regarding what clubs/workout groups need from PNA or the National Office. Keep an open dialogue. Survey groups as needed throughout the year to keep communication open. • Be available on behalf of PNA to answer questions from workout groups and clubs. Name/number listed on website. Respond to inquiries. • Stay current and be knowledgeable about the programs and services available to local clubs and workout groups from the National Office (NO). Promote those services and programs locally. • Work with the Registrar to follow up on renewals for workout groups and clubs; promote the benefits and services of becoming a registered group among club/workout group contacts. Work with Registrar to update places to swim and local PNA contact information for clubs/workout groups. • Promote opportunities from the NO in PNA publications: announcements, <i>The WetSet</i>, etc. 'Push' highlights and updates to group contact persons through email. Link up NO resources with local workout groups and clubs as the National Office presents them or in the event a club/workout group asks for support and information. • Participate as a member of the Coaches Committee acting as communication liaison between the Coaches Committee and other PNA committee chairs as needed (such as OW and Fitness/Clinics). • Help build events that would enhance club and workout group participation. • Enhance and maintain local policies based on USMS policies related to workout groups and clubs, as needed. 	