

**Pacific Northwest Association of Masters Swimmers  
Board Meeting Minutes  
Conference Call  
January 20, 2015**

PNA Vice Chair Mike Grimm called the meeting to order at 6:50 pm. Board members present were Kim Boggs, Linda Chapman, Jim Davidson, Sally Dillon, Hugh and Jane Moore, Steve Peterson, and Sarah Welch.

**1. Warm-up**

- A. President's report – none; the President was absent.
- B. Minutes – minor corrections were made to the draft and it was **MSA to approve the minutes of the December 9, 2014 minutes as amended.**
- C. Treasurer's report – none; the Treasurer was absent.
- D. Membership report – Arni Litt was absent but submitted the following report: Current 2015 PNA registrations total 1148 members (571 men, 577 women). Five clubs are registered in PNA: Blue Wave Aquatics (BWAQ), Puget Sound Masters (PSM), Vashon Island Rockfins (ROCK), Bellingham Athletic Club (BACS), and University Place Aquatics Club (UPAC). 75 members have identified themselves as coaches. The most recent distribution of *The WetSet* included 50 printed paper copies (24 pages @\$50), which were mailed first class to forty 2014 members and ten 2015 members. Arni included a note informing the recipients that since most of them selected to not receive mass email mailings, they would not get the notice of *The WetSet* and should check the PNA website for regular postings in odd-numbered months. As approved last year, the next paper mailing will only go to those members who have no emails, which is approximately 10 members. Arni will process the paper copies until further notice.

**2. Main Set**

- A. Nominating Committee report – Sarah, Kim, and Mark Benishek have met by email and phone. Sarah thanked Kim in particular for her efforts and amazing results. The slate for the elected PNA Board positions is mostly complete: President – Mike Grimm, Vice President – open, Secretary – Sally Dillon, Treasurer – Mark Benishek, At Large Directors – Kathy Casey and Jessie Hinkel. Appointed positions were also filled: Board Appointed Directors – Hugh Moore and Steve Peterson, *The WetSet* editor – Zena Courtney, and Head of Newsletter Committee (and review) – Kathy Morris. The committee will continue to seek volunteers for unfilled positions. Sarah and Kim will be contacting a list of ~13 members who indicated when registering that they were interested in volunteering.
- B. Policy proposal regarding meet fees – Linda proposed standardization of the expenses for swim meets. While not all meets have the same expenses, she suggested that we put in our policies a list of approved expenses so meet directors know what PNA considers appropriate. There was some discussion about open water expenses but it was pointed out that that information should be in the OW policies, not the Meet policies. Jim volunteered to develop a list of acceptable expenses for OW. It was MS to adopt MF-6 D as proposed. Jane proposed two amendments: 1) to number this policy as MF-5 and re-number those that follow, and 2) change the first sentence to "shall be" allowed (instead of "are"). It was **MSA to approve the amendment and MSA to approve the amended policy proposal.**
- C. LMSC Awards Recognition Committee – at the October meeting it was approved that an LMSC Awards Recognition Committee be formed to seek out nominees for PNA Awards. The committee was not formed at that time so Sally and Steve volunteered to serve on the committee and they will look for a third member.
- D. Adult Learn to Swim Training – Sarah provided information on the scheduling of a USMS Clinic on May 16 for the purpose of training Masters members to become USMS Adult Learn to Swim Trainers. The clinic includes classroom and in-water training, will be open to 25 people from the NW Zone, and cost \$300 per person to attend. Sarah proposed that PNA subsidize 8 PNA members at \$200 each (they would still need to pay \$100). USMS is paying for the meeting room and pool rental; the costs per individual subsidize the instructors who will come from outside our area. The purpose is to train individuals who will go back to their workout groups and clubs and train other members so they can all provide beginning level lessons to non-swimmers. There is information about the program on the USMS website, including a video that was produced by Bill Meier (New

England Masters). Sarah said that the focus is for teaching beginning swimming so some coaches would actually need help with this, but more importantly the training gives the motivated swimmers who would like to do this program an opportunity to be trained. There was consensus that those who request a scholarship for the event should provide a plan for applying their training in their area. It was unknown whether PNA has to guarantee a number of participants, but Sarah noted that the event is open to the entire NW Zone. USA-Swimming has a similar program but it does not overlap with the USMS program. It was **MSA to offer 10 PNA scholarships of \$150 each for participants in the USMS Adult learn to Swim Training with the stipulation that each applicant provide a written plan as to what they will do with their training.**

- E. Policy revisions – Jane submitted policy revisions for Championship Meets as a follow up to decisions made this past year regarding teams and team awards. It was MSA to approve changes to CH-1, CH-4, and CH-9 as submitted. Jane also submitted a new policy category of policies – Club and Coach Services. The two policy items describe the duties of the Club and Team Development Coordinator, a position on the restructured Board this past year, which is new to PNA. The position description was approved in October. It was MS to approve the addition of CCS-1 and CCS-2 as a new category to the PNA Standing Policies. The responsibilities were amended to spell out National Office throughout the document instead of using the acronym NO. It was **MSA to approve the amendment and MSA to approve the new categories as amended.**

**3. Sprint Set (Committee reports as needed)**

- A. Meets – Linda reported that all meets except the April Championships are sanctioned. Anacortes has 70 registrations and entries close on Thursday.
- B. Open Water – Jim announced date requests for four 2015 open water events: Swim Defiance – Sunday, June 21; Fat Salmon – Saturday, July 18; Whidbey Adventure Swim – Saturday, August 22; and the Last Gasp – Saturday, September 19. Jim reported that the USMS surcharge has been confirmed as \$1000/event this year. LMSCs may apply for a rebate if the fee is a financial hardship but it is unlikely PNA would qualify. It was **MSA to approve the dates for the open water calendar as outlined by Jim.**
- C. Newsletter Content – The March issue needs to include the following information: Slate of officers – and an article; call for nominations for the Coach of the Year and Dawn Musselman awards; open water schedule; and, USMS Adult Learn to Swim Training – article on the whole program. Steve will contact Zena and Kathy about *The WetSet* and also determine whether outgoing editor Jessica Dubey is willing to mentor the new editor.
- D. Other – Steve asked whether Treasurer Mark Benishek has made the approved donation to ALS in Tom Foley’s honor. He has been working with Tom’s daughter in an effort to get the PNA historical materials from Tom’s home. Finally, Steve will be attending a Triathlon Expo in February and he would like to have some USMS and/or PNA materials share. The USMS website shows materials that are free to purchase with a cost for postage; Steve will order some flyers.

**4. Warm-down (next meetings)**

Tuesday, February 24	6:45 pm	conference call
Saturday, March 21	9-noon	Issaquah
Tuesday, May 19	6:45 pm	TBA
Tuesday, July 14	6:45 pm	TBA
Tuesday, Sept. 15	6:45 pm	TBA

It was **MSA to adjourn the meeting at 8:22 pm.**

PNA Policies that were approved are attached as pages 3 and 4.

## PNA STANDING POLICIES

### CLUB AND COACH SERVICES POLICIES PAGE 1

CCS-1 The Chair of the Club and Team Development Committee shall be the Club and Coach Services Coordinator.

CCS-2 Club and Coach Services Coordinator Job Description:

<b>Estimated hours/days required per month</b>	5 - 10 hours per month (subject to geographic/seasonal conditions)
<b>Reports to</b>	PNA Board
<b>Direct Reports</b>	
<b>Role overview and purpose, and how it relates to the organization's mission</b>	
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.	
<b>Key responsibilities:</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Be available on behalf of PNA to answer questions from workout groups and clubs. Name/number listed on website. Respond to inquiries.</li> <li>• Stay current and be knowledgeable about the programs and services available to local clubs and workout groups from the National Office. Promote those services and programs locally.</li> <li>• 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.</li> <li>• Promote opportunities from the National Office in PNA publications: announcements, <i>The WetSet</i>, etc. Distribute highlights and updates to group contact persons through email. Link up National Office 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.</li> <li>• 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 Open Water and Fitness/Clinics).</li> <li>• Help build events that would enhance club and workout group participation.</li> <li>• Enhance and maintain local policies based on USMS policies related to workout groups and clubs, as needed.</li> </ul>	

## MEETS POLICIES

### MEETS: FINANCIAL

MF-5 In computing the PNA guaranteed \$6 profit per swimmer per day, the following expenses shall be allowed:

- Awards
- Club Assistant/Entry Processing Fee
- Concessions
- Hospitality
- Meet Manager Amortization – 1/3 of new purchase/upgrade cost per year – if paid for by the host PNA team
- Office Supplies/Copying
- Officials Gifts/Stipend
- PNA Fee
- Pool Rental
- Postage
- T Shirts (to be sold or given to volunteers)
- Taxes (WA State Sales Tax and B&O tax)
- Timers
- Timing System & Operator

At the request of a meet host, additional classes of meet expenses will be considered by the PNA BOD.

(Current MF-5 through MF-8 will be renumbered)

Add as CH-1 (renumber remaining policies):

CH-1 For participation in the PNA Champs team award competition only, any group of members of the same club may participate as a team or as that club. Team affiliation shall be declared by each swimmer on the PNA Champs meet entry.

(New numbering)

CH-2 A team award received shall be rescinded for any team found to have discouraged any swimmer from participating in the PNA Championship (Champs) meet.

CH-5 PNA Champs team awards shall be determined from final team scores as follows: The PNA teams shall be divided into three classes with 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awarded in each class. The class divisions shall be determined just before each meet. The number of swimmers on each PNA team shall be determined by counting the meet entries as of the closing date. The Meet Director shall prepare a list of the PNA teams ranked by number of swimmers without revealing the team names. A 3-person committee appointed by the PNA Board for the purpose shall review the list to establish the cut-off points for each class, looking for logical breaks to create classes of equal size while considering team size and maximum possible relay teams each PNA team can form.

CH-10 Non PNA teams and associated scores shall not be published on official Team Scores report from PNA Champs. Meet Host shall complete necessary setup steps in the meet management software to comply.