

**Pacific Northwest Association of Masters Swimmers  
Board Meeting Minutes  
Timber Ridge at Talus, Issaquah  
March 21, 2015**

PNA Vice Chair Mike Grimm called the meeting to order at 9:04 am. Mike Swims with the Pro Club in Redmond. Also present were Kim Boggs (Club Director/BWAQ), Kathy Casey (At-Large Director/PSM), Linda Chapman (Meets Chair/LWM), Zena Courtney (WetSet editor/BWAQ), Sally Dillon (Secretary/BC), Stephanie Hiebert (Huskies), Arni Litt (Registrar/GLAD), Jane Moore (Bylaws/BWAQ), Hugh Moore (Appointed Director/BWAQ), Steve Peterson (Past President/YPKC), Walt Reid (retired volunteer/PSM), and Sarah Welch (Club Director/ORCA)

**1. Warm-up**

- A. President's report – Lisa Dahl was not present; there was no report.
- B. Minutes – **It was MSA to approve the February 24, 2015 minutes as presented.**
- C. Treasurer's Report – Arni reported that she filed IRS form 990 with the federal government. PNA closed 2014 with a net income of \$2624. **It was MSA to approve the 2014 year-end report.** Arni reviewed the financial report for January 1 – March 19, 2015. As of March 19, the bank balance is \$43,142.07. Arni noted that 9 members have no email address and are receiving a hard copy of *The WetSet*. 15 members have emails, opt out of communication, and are no longer receiving the newsletter. **It was MSA to approve the report as presented.** Steve submitted a reimbursement request for Q4 conference call fees totaling \$68.67; the total for 2014 is \$304.30. Arni suggested that we discuss at our next meeting the future of our investments in CDs totaling \$26,000, which are currently earning no interest.
- D. Membership – Arni reported that PNA registration totals 1400 members (716 men and 684 women). The total for 2014 was 1730. She has not received any complaints about the \$2 increase for membership registration. Arni suggested we develop a formal plan for donations that are being made to PNA. Kathy suggested we discuss the Fred Wiggin Fund as well.

**2. Main Set**

- A. Election update – Kim and Sarah reported that the ballots have been distributed via Survey Monkey. The Vice President position is vacant and does not show on the ballot. They will continue to act as the nominations committee and seek out a VP. Voting closes April 4<sup>th</sup>; the results will be announced. The Board thanked Kim and Sarah for their hard work in seeking out nominations.
- B. Treasurer appointment – **It was MSA to nominate Arni to be the interim Treasurer.** Arni asked that the signees on the bank account be updated and it was agreed that Arni, Steve, and Lisa would remain on the account. **It was MSA to add Mike as a signatory on the bank account.**
- C. Membership Coordinator appointment – Arni resigned as Membership Coordinator. **It was MSA to appoint Stephanie Hiebert as Membership Coordinator.** Stephanie joined Masters in 2004 in St. Louis. She served as Sanctions Chair for Ozark LMSC and moved to the Seattle area in mid-2014.
- D. Policy changes - Awards – Sally presented changes to the Awards sections of PNA's Policies. A new section reflects changes that were made in October regarding procedures for our recognition of volunteers. **It was MSA to approve the Recognition Awards as amended.**
- E. Policy changes – Miscellaneous – Jane presented miscellaneous changes. It was agreed to leave the Convention Policies as is. Regarding General Policies G-2, **it was MSA to change the wording to read Gifts, flowers, or memorial donations and to strike the second sentence.** Regarding Information Technology, sharing of contact information was discussed and it was

suggested that we remove IT-5.11. After some discussion it was agreed that we would defer action and determine first whose contact info is needed on the website and in the newsletter.

- F. Policy changes – Grievance Policies and Procedures – Jane presented new Grievance Policies, patterned after the “model” policies on the USMS website. Hugh noted that while USMS will likely revise the policies, he supports approving ours at this time. A few adjustments were made and **it was MSA to approve the document as amended.**
  - G. Policy Changes – Conflict of Interest and Procedures – Jane presented new Conflict of Interest Policies, also patterned after the USMS “model”. Sarah noted that at each USMS board meeting, the president asks if there is anyone having a potential conflict of interest regarding issues on the agenda. Sections CI-2.3, CI-2.4, and CI-3 were deleted. **It was MSA to approve the Conflict of Interest Policies as amended.** Jane will provide revised policies for posting on the website. She asked that we make an effort to refer to only the most recent version of policies in future discussions. She plans to submit membership policy revisions for the May meeting. Jane will also be reviewing the LMSC standards to ensure that we are compliant. The Board complimented Jane on the extensive work she has done keeping the policies up to date and organized.
  - H. Policy Changes – Meets/Financial – Linda proposed changes to the Meets/Financial section of the policies. The changes update the procedures and provide event hosts the opportunity to be successful. Discussion included the \$6/entrant guaranteed profit, meet expenses, and whether a meet can choose to waive the profit guarantee. It was decided to defer changes to MF-6 until a later date and **it was MSA to approve the remaining changes to Meets/Financial Policies.**
  - I. Hosting a pool National Championship – Sally put this on the agenda to encourage PNA to consider hosting another national championship. Hugh stated that he thinks hosting a national meet generates volunteers for PNA. The deadline to submit a bid for a 2017 championship is June 1, obviously too soon for a bid to be prepared. Sarah suggested we consider bidding in 2018 and Kathy suggested that we should alert the Championship Committee accordingly. Sally suggested that the leadership for the event might come from BWAQ because of their history in running Champs. Sarah said that PSM would like to develop the capacity to run major meets and would be able to contribute leaders for nationals as well. Hugh suggested we put an article in *The WetSet* indicating interest in hosting the event and recruiting volunteers. Hugh offered to ghostwrite a letter that Mike will send to the Championship Committee indicating our interest. Sarah will see that PSM discusses a 2018 bid at their next board meeting.
  - J. Convention Delegates – The 2015 convention takes place Wed. Sept. 30 through Sat. Oct. 3 in Kansas City, MO. PNA members with automatic delegate status due to service on the National level are: Kathy (Rules), Arni (Legislation), Sarah (Board), and Sally (Rules). Walt is the ISHOF liaison and would likely receive an At-Large delegate position. The application for representing PNA as one of our four delegates was distributed with the meeting packet. Those interested were: Stephanie, Steve, Linda, Kim, Zena, Hugh, Jane, and Mike. Sarah said Lisa would be interested as well. It was suggested that At-Large delegate positions be sought for Walt, Jane and Hugh. Sally will contact USMS President Nadine Day on their behalf. The convention application will be due to Sally by Sunday, May 17. The selections will be made at the May 19 meeting.
  - K. PNA Champs – The “team size” committee volunteers are Linda, Sally, and Sarah. The protest committee volunteers are Kathy, Steve, and Zena.
3. **Sprint Set – committee reports as needed**
- A. Meets – Linda reported that the SARC meet went very well with 91 entrants. The local newspaper produced a great article and the meet earned \$6.41/swimmer profit. There was one glitch – the watch batteries were all “dead” when the meet hosts received the meet box. Linda will monitor the situation more closely in the future.

- B. Open Water – Sally reported in Jim Davidson’s absence that the Aly Fell Memorial open water swim would like to include Masters swimmers this year. The event is scheduled for August 15. **It was MSA to approve this event for the calendar.** The event hosts must go through the entire USMS sanction process. (Note: Jim reported after the meeting that the host club is Bellingham Bay Swim Club.) Jim is still working with the Mercer Island Redwoods, who expressed interest in hosting the Luther Burbank OW event but are having difficulty finding someone to step up as race director.
- C. The WetSet – Zena shared ad copy for “Swim Labs”, a business in Issaquah. They would like to advertise in our newsletter but it was unclear as to whether it would be for 4 issues or 4 months (2 issues). This would be a ½ page paid ad. **It was MSA to approve the ad.** Zena noted that the website shows the deadlines for submitting articles for the newsletter; April 16 is the deadline for the May/June issue. She will be at nationals and will write a meet article that will be included. Steve brought up the ORCA ads appearing in the newsletter and asked about the policy. Sally offered to search the minutes to see what approvals have been done, Sarah suggested we look at the policies and develop one for ads for meets, etc., and Arni reported that no fee was paid for the ad that is currently in the newsletter.
- D. Other Business – Distribution of the meeting agenda and associated documents was discussed. Sally clarified that board members, coordinators, chairs, coaches, and team reps receive each Board meeting packet. The draft agenda is distributed to the leadership team for comment in advance of sending out the final agenda. Steve will post the agenda on the website when he receives it and replace it if revised. Steve requested that everyone send him a photo that can be posted on the contact page. Walt reported that he has scanned all PNA meet results dating back to 1977 and through 2012. He gave Steve a disk containing the data so it can be posted on the website. Steve reported that he has hard copies of *The WetSet* dating back to 1979. It was suggested that the USMS History and Archives committee might be interested in them. Steve will follow up with Tom Foley’s family in order to track down the historical archives that Tom was maintaining. Mike brought up the proposed athletic center in Kirkland. Linda said that a ballot vote for a Metropolitan Park Board is expected to take place in November. Having such a board in place would allow a bond to construct the facility to pass with 50% +1, which is significantly easier than the usual 60%. There is a group of Lake Washington Masters working on this project. They would welcome help from people who are experienced in advocacy. Sally brought up a request from PNA coaches that our Saturday meetings not be held in the morning when teams are holding practice. It was agreed that we could meet from 1-4 next year. Linda suggested we do a survey of the coaches to determine whether they are more interested in the business or retreat portion of the meeting; we could arrange the fall full-day meeting accordingly. Stephanie asked why our championships occur after the deadline to enter nationals and the reply was that we are locked-in to the date at KCAC. Linda said that she has heard from a USMS Board member that there might be some flexibility in the future to allow entered swimmers to change their Nationals entry times at a date closer to the actual meet. Finally, Steve promoted USMS and PNA at West Sound Triathlon Club’s Expo (Feb. 21) and brought some USMS brochures that weren’t used. Jane offered to take them to an event she is attending.

**It was MSA to adjourn the meeting at 12:25 pm.**

Meeting Schedule:	Tuesday, May 19	6:45 pm – Conference call
	Tuesday, July 14	6:45 pm – at Lisa Dahl’s in Skyway
	Tuesday, September 15	6:45 pm – at Kim Bogg’s in Federal Way
	Saturday, October 24	6:45 pm – at Sally Dillon’s in Issaquah
	Tuesday, December 8	6 pm – at Arni Litt’s in Seattle

Revised policies will be attached to these minutes.

## **PNA STANDING POLICIES**

Changes approved March 21, 2015

### **PERFORMANCE AWARDS POLICIES**

- AP-1 The Awards Coordinator shall be responsible for PNA medals for PNA meets.
- AP-2 The Awards Coordinator shall:
1. Coordinate with the Meets Coordinator on type and number of awards needed.
  2. Work with suppliers to acquire PNA medals as needed.
  3. Submit requests to the Treasurer for replenishment funding.
  4. Ensure that PNA medals are delivered to meets.
  5. Maintain the inventory of PNA medals after each meet.
- AP-3 PNA Medals earned at previous meets may be purchased at any meet.
- AP-4 Donation per medal is \$2. Participants 65 and over and needs based are entitled to their first medal per meet free upon request.
- AP-5 The Awards Coordinator shall ensure that a designated person remains at each meet to distribute medals for at least 15 minutes after the results of the last event have been posted.
- AP-6 PNA shall fund ribbons used at PNA Champs; ribbons shall be ordered by the meet host.

### **RECOGNITION AWARD POLICIES**

- AR-1 The Dawn Musselman Inspirational Swimmer Award  
A recipient can receive this award only once.
1. Selection Committee
    - a. The selection committee shall solicit and accept nominations, choose the winner, and present the award.
    - b. The chair of the committee shall be a previous winner with current PNA registration and shall serve for 2 years.
    - c. Previous winners of the award shall be eligible to serve on the committee as long as their PNA registration is current.
    - d. The selection committee shall be comprised of an odd number of members who include, but are not limited to those who have won the award.
    - e. The PNA President shall appoint the chair and committee members.
  2. Annual Timeline
    - a. The call for nominations shall be published in *The WetSet*.
    - b. The call for nominations shall be made no later than the first issue of the year.
    - c. The deadline for nominations shall be three weeks prior to the presentation.
    - d. The award shall be presented at PNA Championships
  3. Award
    - a. The award shall be a personal plaque and a perpetual trophy with the recipient's name added.
    - b. The trophy shall stay with the recipient until a successor is selected.
  4. Selection criteria define a candidate who:
    - a. Is an inspiration to all PNA members.
    - b. Willingly shares information, training, or coaching tips.
    - c. Offers encouragement to other members.
    - d. Exhibits good sportsmanship at all times.
    - e. Shows a strong commitment to PNA Masters Swimming.

AR-2 The PNA Coach of the Year Award

A recipient may receive this award more than once.

1. Selection Committee
  - a. The selection committee shall solicit and accept nominations, choose the winner, and present the award.
  - b. The chair of the committee shall be a previous winner with current PNA registration and shall serve for 2 years.
  - c. Previous winners of the award shall be eligible to serve on the committee as long as their PNA registration is current.
  - d. The selection committee shall be comprised of an odd number of members who include, but are not limited to those who have won the award.
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3. Award
  - a. The award shall be a personal plaque and a perpetual trophy with the recipient's name added.
  - b. The trophy shall stay with the recipient until a successor is selected.
4. Selection criteria may include:
  - a. Improvement or enhancement of an ongoing program or establishment of a new program.
  - b. Sustained service over a long period of time
  - c. Contributions to PNA
  - d. Commitment to PNA
  - e. Willingness to share coaching skills and information
  - f. Loyalty of team members
  - g. Coaching accomplishments
  - h. Being an inspiration to others

AR-3 A PNA Distinguished Service Award may be presented from time to time to acknowledge exemplary service to PNA.

AR-4 PNA members who are awarded USMS National awards shall be recognized in PNA publications and on the website.

## **MEETS: FINANCIAL**

- MF-1 Meet hosts may charge entry fees on a sliding fee scale as follows:
1. One-day meet: \$13 surcharge, plus \$3 if electronic timing is used.
  2. Multi-day meet: \$15 surcharge, plus \$5 if electronic timing is used.
  3. \$3 per individual event entered; no charge for relays.
  4. At Northwest Zone meets, an additional \$1 surcharge per swimmer shall be charged for the Northwest Zone fund.
- MF-2 There shall be no charge for relays and entry forms for all meets shall so state.
- MF-3 Individual event charge shall be optional for swimmers 65 and over and needs based participants.
- MF-4 PNA meet surcharge for sanctioned meets due from host to PNA shall be \$1.75 per entrant.
- MF-5 Meet hosts may propose, with justification (i.e. meet budget), a fee outside of the guidelines listed in MF-1 and MF-2 to the PNA Board through the meets coordinator. Meet hosts are encouraged to propose alternate fees plans, including flat entry fees, appropriate to the event's format and venue. An approved fee structure for a meet may carry over to succeeding years for meets of the same format.
- MF-6 PNA shall guarantee a profit of \$6 per swimmer to hosts of sanctioned pool and open water events. Meet hosts must submit an Income & Expense statement to the PNA Treasurer on a form supplied by PNA in order to receive relief under this guarantee.
- MF-7 Sanction/recognition fee for non-solicited sanctioned and recognized meets shall be \$25
- MF-8 Sanctions or recognitions may be awarded for dual meets, time trials, etc. (closed meets). If the PNA surcharge does not apply to the meet, the fee shall be determined by the PNA Board.
- MF-9 Pool Open Water Events (POWs) may be sanctioned with the same surcharge fees and guarantees as regular pool meets—a \$1.75 per-swimmer fee to PNA and a per-swimmer profit guarantee of \$6 to the sponsoring organization.

## **GRIEVANCE POLICIES AND PROCEDURES**

- GR-1 Any individual member of PNA and/or any Club member of PNA may bring a complaint on any matter for which grievances may be heard under Article 4 of the USMS Code of Regulations and Rules of Competition (Rules of USMS). Specifically, complaints may be brought alleging unsporting conduct, defined in Article 4 as:
1. Violation of the opportunity to participate, as set forth in Article 4.
  2. Discrimination in violation of Article 5 of the Rules of USMS.
  3. Any act of fraud, deception or dishonesty in connection with any USMS related activity.
  4. Any nonconsensual physical contact, obscene language or gesture, or other threatening language or conduct directed toward volunteers or staff, in connection with a USMS event.
  5. Any act, conduct or omission that is detrimental to the image or reputation of USMS, an LMSC, or the sport of swimming.
- GR-2 Grievance Chair
1. The role of Grievance Chair shall be filled by the PNA Chair or by a PNA member designated by the PNA President.
  2. If the PNA President is a party in the complaint, a neutral person shall be appointed by the PNA Board to chair the grievance.

### GR-3 Complaint Procedure

1. A complaint shall consist of a concise statement of the behavior or circumstance involved, shall be in writing, and signed by the person responsible for making the complaint. The complaint shall clearly identify the person or entity making the complaint and the person or entity against whom the complaint is made. The complaint shall be directed only to the Grievance Chair.
2. Upon receipt of a complaint, the Grievance Chair shall first make a determination whether the subject matter involves an issue for which a grievance may be brought under Article 4 and involves a person or entity which is part of PNA. If the Grievance Chair determines that the complaint does not meet such criteria, the Grievance Chair shall dismiss the complaint and notice of same shall be transmitted to the party bringing the complaint and to the President of PNA.
3. If the Grievance Chair does not dismiss the complaint, the Grievance Chair shall transmit a copy of the complaint to all other parties involved. The parties to any controversy shall be the USMS member or entity that makes the complaint, the USMS member or entity that is the subject of a complaint, and, if appropriate, the Chair of PNA. In the event there are multiple parties or varying interests, any interested person may ask the Grievance Chair to (or the Grievance Chair may of its own volition) realign the parties according to their interest in the matter.
4. The parties other than the complaining party shall have the right to make a written reply, which shall consist of a concise statement of any matter of defense to the complaint, and which shall be made within twenty days from the date the copy of the complaint is transmitted by the Grievance Chair. Replies shall be in writing and signed by the person responsible for making the reply. The Grievance Chair shall advise all parties in writing of their hearing rights under these guidelines, as well as their appeal rights under Article 4. The Grievance Chair, for reasonable grounds, including excusable neglect, may extend any time limit.

### GR-4 Mediation or Resolution by the Grievance Chair

1. After all parties have transmitted written statements to the Grievance Chair (or if the time for same has passed without a statement being transmitted), the Grievance Chair shall attempt to resolve the controversy by mediation. The method of mediation shall be at the discretion of the Grievance Chair. Methods of mediation may include (without limitation) in-person contact, telephone contact, or communication by writing or e-mail. If mediation is successful, the agreement shall be reduced to writing, signed by the parties, and transmitted to the PNA President.
2. If a party who is the subject of a complaint fails to make a reply, but other parties have replied, then the Grievance Chair may proceed to mediation under this section, or to a hearing under the following section.
3. If no party who is the subject of a complaint makes a reply, then the Grievance Chair may act on the complaint as filed, or may take evidence or information from any source. The Grievance Chair shall make such findings as appear to be justified and reasonable to resolve the controversy. Findings shall be reduced to writing and transmitted to the parties and to the PNA President.

### GR-5 Hearing Procedure

1. If no agreement can be reached, the Grievance Chair shall convene a hearing panel to resolve the controversy. The Grievance Chair shall designate three PNA members to act as a panel to resolve the grievance and all matters related thereto. The Chair shall preside over the hearing and give counsel to the panel concerning procedural matters and USMS rules, but shall have no vote.

2. The hearing panel shall take such statements and evidence as it deems necessary to resolve the controversy, and shall, wherever possible, take evidence from all persons identified by a party as having material information. A party to the controversy shall be responsible for making any such witness or evidence available. If the panel deems it necessary to hear testimony, then the Grievance Chair may appoint one member to take such evidence and report to the panel. Any cost of production of evidence shall be advanced by the party on whose behalf such evidence is taken.
3. Upon completion of presentation of evidence, the hearing panel shall, by majority vote, resolve the controversy in the form of a written decision. The decision, including any dissent, shall be reduced to writing and transmitted to all parties and the PNA Chair. If the hearing panel does not dismiss the complaint, it may deny membership in PNA, censure, place on probation, suspend, fine or expel from PNA membership any member or any person participating in the affairs of USMS who has engaged in any unsporting conduct set forth in Article 4. If a person is expelled from PNA, such action shall be transmitted by the Grievance Chair to the National Board of Review for further action, if any, it deems necessary.
4. Upon rendering of a final decision, the Grievance Chair shall notify all parties in writing of their right to appeal to the National Board of Review under Article 4. PNA may stay the imposition of any penalty pending appeal to the National Board of Review.

#### **CONFLICT OF INTEREST POLICIES AND PROCEDURES**

- CI-1 PNA requires each voting and non-voting member of the Board of Directors, as defined in the bylaws, to annually:
1. Review PNA's Conflict of Interest Policy (Policy)
  2. Disclose any possible personal, familial, or business relationship that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest as described in the Policy.
- CI-2 Conflict of Interest Policy (Policy)
1. The standard of behavior for PNA is that all board members shall maintain the highest level of integrity and ethical behavior and scrupulously avoid conflicts of interest between the interests of PNA on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.
  2. The purposes of this policy are to protect the integrity of PNA's decision-making process, to enable PNA members to have confidence in PNA's integrity, and to protect the integrity and reputations of board members.
  3. In the course of meetings or activities, each board member shall disclose any interests in a transaction or decision where that board member (including any business or other nonprofit affiliations), family and/or significant other, employer, or close associates will receive a benefit or gain. After disclosure, the board member may be asked to recuse self from voting or otherwise participating in the decision making. The PNA Board in its sole discretion shall determine if any conflict or potential conflict of interest exists and the extent to which the board member shall be limited in participation in discussion and voting.