

**Pacific Northwest Association of Masters Swimmers  
Board Meeting  
Teleconference  
March 8, 2016  
Minutes**

PNA President Mike Grimm called the meeting to order at 6:35 pm. Also present were Kim Boggs, Kathy Casey, Linda Chapman, Zena Courtney, Jim Davidson, Sally Dillon, Matt Edde, Arni Litt, Hugh and Jane Moore, Steve Peterson, and Sarah Welch.

**1. Old Business**

**A. President's report** – none

**B. Approval of minutes** – It was **MSA to approve the January 26, 2016 minutes as presented.**

**C. Treasurer's report** – Arni presented the financial report and will correct the document date to March 3 (instead of March 31). The financials are still coming in so a full report on the Puget Sound Masters SCM meet in November is not yet available. Since we have not renewed our bulk mailing account, Arni applied to the post office for a refund of \$301.50. She plans to open another CD but currently there is essentially no difference between CD and savings interest rates. The finance committee will entertain investment advice and come back to the board with a recommendation for in the near future. It was **MSA to accept the financial report as presented.**

**D. Membership update** – Arni reported that PNA has 1309 registered members; 661 are men and 648 women. The numbers are in line with last year. Stephanie Hiebert is keeping up-to-date with registration duties on the weekends. Arni also mentioned that PNA has 7 registered clubs and 95 self-identified coaches. USMS membership currently stands at 49,500.

**2. New Business**

**A. Editor for *The WetSet*** – Mike has appointed Lucianne Pugh as the new editor of *The WetSet*. It was **MSA to approve Mike's appointment.**

**B. Committees for PNA Championships** – Mike read the policy: *PNA Champs team awards shall be determined from final team scores as follows: The PNA teams shall be divided into three classes with 1st, 2nd, and 3rd 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.* Arni asked, and Linda answered that the mention of relay teams is related to a team's potential to field relays. Volunteers stepped up and it was **MSA that the Team Size committee consist of Linda, Sarah, and Sally.** Mike asked if there were any restrictions on who can serve on the Protest Committee and Jane responded that the committee should be made up of current board members. Mike appointed Linda as chair and Matt, Zena, Steve, and he will also serve.

**C. Funding for Officials to attend Greensboro Nationals** – Sarah presented a proposal to provide financial support that was developed by PNA Officials Chair Teri White. Three PNS officials (Teri, Lisa Veterlein, and Dick Chapman) will be going to Greensboro to officiate at Spring Nationals. The proposal requests \$300 each toward their expenses. It requires them to be registered with USMS, officiate at the meet (not swim), and work at least 4 other meet days at USMS meets during the course of a year, at least half of which would be at PNA meets. Sarah clarified that a day at our championships would be the equivalent of a 2-session day. PNA has paid for some of these officials' USMS registrations and Teri, as Officials Chair, will be monitoring those officials for whom we pay registrations to make sure they meet their requirements. Teri wants these officials to be engaged in USMS. Linda asked whether we would provide financial support if officials attend both nationals this year (since LC is nearby in Oregon). Hugh said we have two issues: the first is approving the \$900 expenditure and the

second is developing policy. He suggested that we approve the funds at this time and work on the policy for the future. Jim expressed concern that someone would sign up to work at nationals but not contribute at the local level. It was **MSA to use the proposed criteria and approve this one-time request of \$900 for financial support.** Discussion about how many days or sessions of work are required continued and the consensus was that those receiving the support for Greensboro will work at least three days. Sarah will inform Teri that we would like to have a policy presented for approval at our next meeting.

- D. Funding for three coaches to attend Adult Learn to Swim (ALTS) clinics** – Sarah presented a proposal to provide \$150 scholarships for PNA coaches attending two ALTS clinics in the Northwest: Coeur d’ Alene (occurred February 27) and Portland (March 12). In 2015 PNA provided scholarships for our members to attend an ALTS clinic that we hosted. No ALTS funds were budgeted for in 2016. Three local coaches have requested financial help: Katy Smith, Chad Hagedorn, and Lynn Wells. Katy and Chad have already attended the Coeur d’ Alene clinic. Sarah suggested that we would either make this an over-budget request or use some of the funds budgeted for the ASCA Levels 1&2 clinic coming up in October. Sally expressed concern that these clinics weren’t meant for “trained coaches” who should already know how to teach adults. She also mentioned that last year we required feedback from the ALTS clinic participants about how they would use the information they received, but that didn’t take place. Sarah said the focus from the National level has shifted and ALTS is now a program for coaches. She also said that she had not followed up with previous recipients but offered to do so. Arni attended the local ALTS clinic in 2015 and said that the focus was to teach those “fearful” of the water; but there was also a significant focus on learning about how to make ALTS a business. Zena mentioned that the ALTS certification is only good for one year; apparently it can be renewed for \$30 each subsequent year. It was **MSA that we offer funding for the three applicants.** (Note: while not mentioned in the motion, the proposal specified \$150 and that funds from the fall coach’s clinic would be used. Criteria for receiving the designated amount are: registered member of USMS, completes application form which describes the uses for the training, and registers for the program on their own – PNA is a reimbursement, not a grant.)
- E. Revisions to LMSC Standards** – Hugh explained that the LMSC Development Committee has been working on a revision of the LMSC Standards for over a year. The existing required standards have been split into “mandatory” and “target” standards. LMSCs not meeting mandatory standards would require a mediation process. The committee is looking for feedback from the LSMCs. There was no action expected from the board but they were encouraged by Sally to review the document and submit questions or suggestions to her by Sunday when the entire NW Zone are invited to join a conference call and have a brief discussion.
- F. Annual audit** – Speaking of LMSC standards, one current standard specifies an annual audit by someone other than the LMSC Treasurer. Sarah has provided an audit in the past and offered to do so again. Mike suggested that Sarah either do the audit, or come back with a plan and report that at the April meeting.
- G. LMSC archiving of meeting minutes** – Sally noted that our website contains meeting minutes since 2008, but none before that. She asked that we make an effort to find minutes prior to that and post them as well. Sally is willing to scan minutes as needed, if electronic copies can’t be found. Hugh offered to research how far back we have minutes that were posted on our previous server. Kathy said she may have hard copies that go back farther than that. Jim asked if we have enough server space and it was agreed that we can afford to purchase more if needed; our history is important to maintain. Steve will contact Club Assistant to determine our limitations.
- H. 2016 Meeting schedule** – Mike announced that the next meeting will be April 16 from 1-4 PM at Timber Ridge in Issaquah. Sally asked about designating the meeting as the “annual meeting” and there was discussion about other options: meeting during champs, at an open water event, or a different meeting. Wherever it is held, the minutes from the meeting need to be submitted to the national office so it was Sally’s opinion that there should be a “business” focus to the meeting, not just a gathering. Mike would like us to reach out to members at other venues. Linda said that the cost for an hour of rental time at KCAC is about \$400, and also said that there is not any event where we could get a majority of our swimmers. Mike did not believe we have ever

had a meeting where our swimmers attend but agreed to designate the 4/16 meeting as our “annual meeting”.

- I. **Combining the Fred Wiggin Fund with other donations to PNA** – Kathy reported that she has been unable to reach members of the Wiggin family via email and will resort to letter writing and report on progress at the next meeting.
- J. **Obtaining historical items from Tom Foley’s family** – Steve reported that his frequent efforts to reach Tom’s daughter, Kerri Godwin, have proved unsuccessful. He will continue his efforts to retrieve PNA’s historical materials, which were in Tom’s possession at the time of his death.
- K. **Open Water** – Jim reported that he has been in touch with the director of Swim Across America, who has in turn requested that PNA provide a safety director for their event in September. Jim responded that he would help in finding someone to help with training, but he couldn’t commit to providing an actual safety director. Mike suggested that we tell SAA that if they sanction with PNA we will be happy to help; he doesn’t think we should ask someone to take the risk otherwise. Sarah pointed out that SAA is not eligible for a USMS sanction because they don’t require USMS membership and they have kids participating.
- L. **Position open on the PNA Board** – Before the last meeting, Mike announced that At-Large Director Jessica Hinkle would be leaving the area and therefore resigning. A new At-Large Director will need to be appointed.
- M. **Meets** – Linda reported that with the exception of Anacortes, meet attendance is down in 2016. She suggested that we make an effort to encourage participation in the April Champs meet.

**It was MSA to adjourn the meeting at 8:35 pm**

**The next PNA Board meeting will take place on Saturday, April 16 from 1-4 pm in Issaquah. This will be PNA’s Annual Meeting.**