

**Pacific Northwest Association of Masters Swimmers**  
**Board Meeting – Tacoma, WA**  
**July 12, 2016**  
**Minutes**

President Mike Grimm called the meeting to order 6:55 PM at Zena Courtney's home in Tacoma, WA. Also present were Kim Boggs, Zena Courtney, Jim Davidson, Sally Dillon, Arni Litt, Hugh and Jane Moore, Steve Peterson, and Sarah Welch. Kathy Casey, Linda Chapman, and Teri White joined the call via teleconference.

Mike thanked Zena and her family for hosting the meeting.

**A. OFFICER REPORTS**

1. **Approval of Minutes: It was MSA to approve the minutes of the 5/25/16 meeting as presented.**
2. **Treasurer:** Arni distributed a financial report through June, 2016. Total net income of \$4127.05 is slightly down from 2015 but recent expenses included \$1000 for officials working the Greensboro, NC Nationals and the purchase of new-swimmer goodie bags. June registration income from online income has not yet been received. **It was MSA to approve the financial report.** Steve submitted bills for the conference call account covering expenses from 2015 and 2016. The \$23/month cost allows for 500 minutes each month. Steve noted that other PNA meetings and subcommittees can use the account. Mike noted that using the Microsoft number allows for Skyping and sharing documents on line. Hugh suggested that we consider dropping the calling contract if we are not going to use it.
3. **Membership:** Sally & Arni reported that PNA has 1562 members and 23 have registered this month. There are 778 men, 784 women, and 7 clubs. PNA is 29 members shy of last year's total on this date.

**B. OLD BUSINESS**

1. **Board orientation and welcome letter:** Mike volunteered to lead this project. Hugh and Jim will review and contribute as well. Mike indicated they would work offline by the end of July.
2. **Filling open positions on the Board:** Hugh contacted some of our more experienced board members to see if they would be willing to take on the Club and Coach Services Coordinator position, but found no volunteers. He agreed to follow up since there were no definite "rejections". Steve asked about the requirements and it was agreed that the job description is a bit lofty. Sally noted that we discussed earlier that the position leader would need additional help so the duties can be shared. Sarah mentioned that the National Office has asked us to update our places to swim so reaching out to all clubs/teams to confirm that information would be a great opportunity to make contact with the club/team leaders. Steve agreed to give the position more thought.
3. **ALTS Training:** Sarah shared information provided by two coaches who took advantage of our clinic scholarships in February. While they enjoyed the training, they do not plan to reach out to other individuals as the program was initially designed. Sarah will follow-up with those who obtained scholarships in 2015 to see how they have used the training. She mentioned that a Coach Certification clinic is coming to Seattle this fall.
4. **Convention update:** Sally reminded those going to convention to register for USAS before the rate increases, reserve hotel rooms, and make flight arrangements. The deadline to apply for At-Large Delegate status is 7/15 and hopefully USMS President Patty Miller will make a decision by early next week regarding requests from PNA (Teri and Walt Reid). Teri reported that she has received delegate status from PNS and her flight expenses will be covered. PNA will cover her lodging expenses.
5. **Task Force to consider USMS Coach of the Year nomination:** Sally reached out to Matt Edde and Lisa Dahl and reminded them of the July 1 deadline to nominate. She did not hear back from them as to whether a nomination was submitted.
6. **Meet Attendance Survey:** Due to other meet activities, Linda does not have results from the survey but expects it to be completed soon. She built the survey, received feedback from Kim and Shannon Singer, and needs to edit it and send it out. Teri applauded Linda's effort to dual sanction the Senior Seattle Open. See the Meets report for more information.
7. **Travel Policy for PNA officials:** Teri provided a revised version of the policy and application. The policy would provide up to \$600 to be split by the PNA officials working a USMS National Championship meet. **It was MSA to approve the National Meet Officials Reimbursement Policy as presented.** Jane will adapt the document for the policies. The entire document is attached to the end of these minutes.
8. **Welcome Letter for swimmers:** Arni will send the latest version to Board members for final comment. It can be changed in the future, as needed.

9. **PNA Wiggin Fund Grants:** Sarah, Arni, and Kathy provided guidelines for the PNA-Wiggin Fund Grants. Kathy reached out to the Wiggin family; they are supportive of the plan to use funds coming in to PNA as donations to support the assistance grants. They prefer that the grant be referred to as the Fred Wiggin Fund and Sarah would like more feedback from Kathy about how prominently “Fred” needs to be mentioned in the document. Suggested changes include removing the line “projected funds raised” and adjusting the font sizes and style so it is consistent throughout the document. Several ideas were considered as we looked to find a way to make use of donations that come to PNA each year. Thus far, the donations have gone into the general fund, with no direction for use. Jane suggested that she, Sarah, and Arni clean up the document and come back to the board with a final policy to approve.

#### C. NEW BUSINESS

1. **Funding PNA Coach of the Year to USMS Coaching Clinic in San Mateo, CA:** Funds were put into the 2016 budget to support the PNA Coach of the Year’s attendance at the annual ASCA conference. Zena proposed to the Board that we offer to send the 2016 honoree, April Cheadle, to the USMS clinic being held in November in San Mateo. She contacted April directly, who indicated that she is very interested in attending. Sally noted that we funded PNA’s COY recipients’ attendance at ASCA for a number of years and then failed to inform the honorees of the opportunity over the last few years. **It was MSA that we reimburse PNA Coach of the Year honoree, April Cheadle, for her expenses while attending either the USMS or ASCA coaching clinic in 2016.**

#### D. COMMITTEE REPORTS

1. **Meets:** At the urging of several Masters swimmers, meet host Cascade Swim Club inquired about getting the Senior Seattle Open dual sanctioned so that USMS swimmers could easily participate in the meet. After a significant amount of work to overcome hurdles within USMS Rules, Linda was able to get the meet sanctioned and 38 USMS swimmers signed up. The Cascade club was very pleased with the collaboration and plans to dual sanction again next year, with the possible addition of 50’s of the strokes. Linda used Club Assistant for the Masters meet and Cascade was impressed with how well it worked. She has some fun ideas, such as having a “friends and family 50-free” where people can choose who will be in their heat.
2. **Open Water:** Jim reported that all five events have completed the sanctioning process and two events have taken place. The Whidbey Adventure Swim (6/11) had a record 57 participants, 3 without wetsuits, and great weather conditions. The Swim Defiance event (6/26) also had great weather and noted that the boat traffic was well controlled. 75 swimmers entered, 62 started, and 58 finished. Fat Salmon is Saturday, 7/16 and Jim is hoping for good weather. The Aly Fell OW event (8/13) has online entries up and running. The Last Gasp (9/17) will run an “elite mile” as a warmup for the 2017 National Championship.
3. **Newsletter:** Steve acknowledged Lucianne Pugh’s valiant effort to have *The WetSet* ready by June 30 for a July 1 distribution, yet it was not distributed until July 7. Arni reminded us that Stephanie can only address PNA duties on weekends but it was noted that July 2/3 was a weekend and the issue could/should have been sent out then. Mike offered to discuss the situation with Stephanie and requested that Steve and Arni provide some suggestions. Kathy noted that she did not receive the draft of the newsletters; others made the same comment. Steve has reached out to his website sources in an effort to resolve the issue. It was suggested that an email list not associated with the website could easily be developed that would avoid the issue in the future.
4. **PNA Historical Documents:** Steve provided an update on his efforts to obtain the historical documents that were in Tom Foley’s care when he passed away a couple of years ago. Steve was finally able to reach Tom’s daughter last month, who said she has 140 boxes to go through. He has offered to help identify what might belong to PNA and she has asked for a month to tackle the project. Steve will follow up with the daughter again.

**The next Board meeting will be September 6 at 6:45 pm via conference call.  
It was MSA to adjourn the meeting at 8:37 pm**

Minutes prepared by PNA Secretary Sally Dillon

## **Pacific Northwest Association of Masters Swimming(PNA) National Meet Officials Travel Reimbursement Policy ~~(Proposal)~~**

It is in the interests of PNA to support and promote the development of officials working at U. S. Masters Swimming USMS national level-meets ~~to so they may~~ better understand the unique nature of Masters competition ~~that is USMS swimming~~, support the meet by working the deck, and develop skills and practices best suited to USMS meets. Additionally, ~~they are expected~~ PNA support would inspire them to help recruit local officials for PNA meets and help train them in USMS best practices. ~~The Resulting~~ benefits of the policy are that officials gain experience at Nationals ~~and, they~~ bring that expertise back ~~to the local level~~ to develop local officials, maintain ~~the a~~ high level of officiating skills that distinguishes PNA, and ~~provides~~ promote support for quality officiating at local events.

PNA ~~may make funds available to compensate~~ will provide limited reimbursement to officials for their service at National Championship meets, pursuant to meeting the following policy requirements. Application for funding this reimbursement must shall be made through the PNA Officials Chair ~~and requirements met~~.

### **Requirements**

1. Official must be a registered member of USMS.
2. Official must be registered as an official with Pacific Northwest swimming or USMS and be in good standing.
3. National meet experience and expertise benefits the LMSC only if shared on deck. To that end, officials applying for these funds should must have already officiated at least 50% or more of the sessions at sanctioned PNA and Zone meets in the 12 months prior to attending the qualifying National meet or have Board approval. (National meet experience/ and expertise benefits the LMSC only if shared on deck.) To that end, officials requesting PNA Travel Funds must have already worked 8 or more sessions at PNA and Zone meets in the 12 months prior to attending the qualifying meet. A valid log must be provided with the application for funds.
  - ❖ A session is defined as a single single-day meet or one day of a multi-day meet. If the session day runs longer than 56 hours, 2 sessions are credited in the day.
4. ~~An~~ Official shall work at least four (4) days of the qualifying meet for which funds are being requested, which must include every day that has more than one event for each gender ~~for (i. If also competing, must work 80% of each session as an Official) to be eligible for reimbursement.~~

### **Qualifying Meets**

- ❖ USMS Spring SC-National Championships (SCY)
- ❖ USMS Summer LC-National Championships (LCM)

### **Funding**

The Budget amount shall be set annually with-in the PNA Budget. The goal is to fund \$600 per meet, to be divided equally among qualified applicants (limit 4) whose application forms and accompanying receipts are received within 10 days of the completion of the meet. In no case will any one person receive more than \$300. Funds ~~from for the~~ Spring Meet-Nationals may be carry-carried over to Summer Nationals if not depleted.

Reimbursement shall be consistent with PNA financial policies. In particular, an official shall not be eligible to receive reimbursement from PNA for any expenses being reimbursed through other sources (e.g., the National Meet-meet host or USMS).

6/1/16