

**Pacific Northwest Association of Masters Swimmers  
Annual Meeting  
Timber Ridge at Talus  
April 16, 2016  
Minutes**

**PNA Vice President Zena Courtney called the board meeting to order at 1:05 pm.** Also present were Kim Boggs, Linda Chapman, Jim Davidson, Sally Dillon, Matthew Edde, Stephanie Hiebert, Arni Litt, Hugh and Jane Moore, and Sarah Welch (by phone), Visiting from Skagit Valley Masters were Chris Foster, Kerry Ness, and Shannon Singer.

**1. Officer Reports:**

- a. President's report: Not present/no report.
- b. Approval of minutes: **It was MSA to approve the minutes of the March 8, 2016 meeting.**
- c. Treasurer's report: Arni provided financial reports effective 3/31/16. She has received the bulk mail refund of \$301.50, which is now in undesignated funds. The Profit/Loss statement is in line with the budget. There will be an over-budget request for officials in next month's report. **It was MSA to approve the financial report.** Arni also noted that she has been monitoring interest rates and will move half of our cash taken from the old CD to a 12-month restricted CD that is currently earning 0.04%.
- d. Membership report: PNA has 1388 members; 701 men and 687 women. 7 clubs are registered. Stephanie noted that at this time last year we had 1460 members. The USMS Registration committee has reported that all LMSCs membership numbers are down this year. Linda has looked at PNA Championships by age groups (10-year blocks) and the biggest drops are in the 18-29 and 40-49 age ranges. It is more pronounced at the lower age range. Shannon inquired about whether USMS follows up on the 30-day free trial and Arni said she would inquire.

**2. Old Business:**

- a. PNA Championships: The meet was well run with great officials. Timers for the meet were from a BWAQ member's Boy Scout troop and were very engaged with the swimmers. The scoreboard failed to work properly a few times; the announcer was notified but the computer operators were slow in getting the correction made. Reaction times were not consistently shown and not used during relays. Many relay swimmers did not know that they may stay in the water until the heat is finished.
- b. PNA Awards: Matt presented the Coach of the Year award to April Cheadle and Sally presented the Dawn Musselman award to Steve Peterson at the meet on Sunday. There were 4 nominees for the coach's award and 3 nominees for the DM award. Articles and photos have been submitted to Lucianne Pugh for *The WetSet*. Sally noted that the call for nominations belongs in the January issue of the newsletter. It was agreed that a timeline for items that need to be published should be developed and followed in the future. Zena will contact Lucianne about this.
- c. Support for officials at Greensboro Nationals: Three officials from PNS will be attending and PNA has agreed to help with their expenses. Teri White sent word that she will submit a policy proposal regarding financial help for officials prior to our next meeting.
- d. Feedback from Adult Learn to Swim (ALTS) participants: Sarah has received a write-up from the two participants who recently received PNA financial support. She has sent it to President Mike Grimm and will share it with the board. Sarah plans to request write-ups over the summer from the 2014 participants.
- e. LMSC Standards – proposed revisions: Hugh explained that USMS currently has 45 standards. They are being revised and separated into two categories: Mandatory and Target standards. Plans for remediation when standards are not met are part of the revised version. The draft is

due to be approved by the LMSC Development Committee on May 15. It will then be submitted to the USMS Board of Directors for their approval before being implemented.

- f. Annual Audit: Sarah reported that she will audit PNA's financial books over the summer.
- g. Web space for archiving meeting minutes: Steve Peterson was unable to call in so this will be taken up at the next meeting.
- h. Filling open positions on the PNA Board: Two positions need to be filled - an At-Large Director position and the Club and Coach Services Coordinator. (Note: the latter is the official name of the position as per our Policies.) Zena has contacted members who have indicated they would like to volunteer and not yet found a fit for either position. She will continue to pursue this and Stephanie will send Zena additional names as they become available. It was agreed that it is unnecessary to list unfilled Coordinator/Chair positions on the agenda. Safety will be removed as the tasks are being handled by the Meets Chair and meet directors. A checklist needs to be in the meet box. PNA has not had a Publicity or Social chair for a long period of time. It was agreed that the Club and Coach Services position is not an entry-level position; it should be held by someone who has the experience and knowledge to make an impact. Numerous ideas about what this person should do were expressed including: get more pool time for clubs/teams, visit facilities all over PNA, find out what the coaches want or need, find out what the swimmers want or need and so on. It became clear that this position needs a committee because one person cannot be expected to cover the territory we have. In fact, the policies clearly specify that there be a committee, not just a coordinator. Hugh suggested that we re-think this plan. In looking at our current board, we have 4-5 people who could be moved into the Club and Coach Services Coordinator position. Kathy Casey, Steve Peterson, and Hugh were mentioned as experienced board members who could move to this position from their current ones. Then we fill their position with someone new to the board. USMS encourages us to make smaller, more well defined jobs. We could also move up a non-voting member to an At-Large Director or Appointed Director position; we have at least 4 to choose from. Hugh agreed to have an off line conversation with Kathy, Steve, Sarah, and Lisa Dahl to explore this idea further. Jane pointed out that our Appointed Directors were to be re-appointed back in December, as per our bylaws. To correct this lapse, **it was MSA to appoint Steve Peterson and Hugh Moore as Appointed Directors.**
- i. Feedback on OW ad placed in USMS Swimmer: Those who saw it agreed that it looked great and was easy to read. Sally was disappointed that it didn't immediately follow the OW article as the ads had done last year. Instead, there was a 5-page "swim bag" article advertising various nutritional products between the OW article and the OW ads.
- j. Update on PSM bid for a National Championship meet: Sarah reported that PSM has been talking to the Aquatic Center in Federal Way about 2019. It appears that their plan to bid has been pushed out a year.

### 3. New Business

- a. Communications Chair: Linda proposed that we might spread the responsibility for email communications to someone other than our registrar. Unfortunately, USMS currently gives only the registrar the ability to email the membership. Stephanie said that she is fine with the responsibility but due to her work schedule, she can only tend to messages and other USMS business on weekends. Any announcements need to be provided to her in their complete format, and not still under construction. Stephanie can put a release on her calendar but there is no way to pre-plan a message for an automatic release. She asked that the information be submitted in final form to her early in the week before the weekend it is to be released. Hugh suggested that we could have a Communications Chair who would pre-plan messages and submit them to Stephanie.

- b. Meet Attendance: Linda provided meet attendance data from the last 5 years. There is a general trend toward fewer swimmers at meets. Linda suggested that we prepare a survey that would be sent to all current members to inquire about attendance at meets. Stephanie suggested that we survey the coaches rather than the swimmers. Shannon suggested that having more meets on Sundays is making a negative difference and Stephanie thought they were less popular with her UW group. Jim requested that we avoid weekends that overwork officials. It was agreed that we will survey coaches first, and swimmers later if needed. Linda, Shannon, and Kim will put together the survey. It was also mentioned that Steve would be asked to provide the names of those who are on the club/workout group rep list and the coach's list.
- c. Bylaws and Policy updates: Jane provided a list of issues mentioned in previous months that may lead to policy revisions. It was agreed that job descriptions for the board and other positions need to be written, submitted, and adopted – probably a few at each meeting. Convention financial policies need to be on the next meeting's agenda. The educational award for the Coach of the Year needs to be in the policies and the budget. We need to do a better job of welcoming new members to the board. We should provide information about Robert's Rules of Order and copies of the Bylaws and Policies. It was suggested that we have a new board member orientation that goes beyond the position they are taking on. We should continue to provide contact information for all board members. A "welcome letter" from the President could accompany the information.
- d. Newsletter and Clinic: Shannon expressed her concern that, in her opinion, the newsletter is not read by enough of our members. She understands that we no longer wish to send hard copies, but she thinks that many people delete the newsletter without reading it. It was suggested that links to certain pages in the newsletter be part of the email message. Some thought the newsletter needed a new name – that it was inappropriate or confusing. It was also suggested that the coach is the best person to welcome their new swimmers and inform them about what they might receive. The most popular suggestion was to send a welcome letter to all who register that would include information about what one receives for their membership. Arni volunteered to write something up and numerous others said they would help. Additionally, we want to enhance *The WetSet* announcement message to highlight a few articles as well as emphasize "PNA newsletter" in the title. It was agreed that we can't force someone to open their email but we can try better to make the announcement eye catching.
- Shannon also inquired about financial help to attend clinics and the timing of reimbursement. It was suggested that she and her coaches plan farther in advance so they can apply for funding in time to have the request approved at a board meeting and the funds made available before the clinic starts.
- e. Convention Delegates: USAS/USMS convention will take place in Atlanta, GA from September 21-25. Jane noted the qualifications for PNA delegate status: Current member of PNA and USMS; Actively involved in PNA during the year prior to the convention, including attendance at a majority of Board meetings; Willing to attend national committee meetings as assigned and all HOD meetings; Willing to submit a report to the PNA Board of Directors if requested by the PNA President; and Willing to attend a majority of PNA Board meetings and continue active participation during the year following the convention. PNA has six members who will be automatic delegates due to their positions on certain committees or leadership: Sally, Sarah, Jane, Steve, Jim, and Kathy. Walt Reid, Matt, Teri and Lisa have positions on national committees but no delegate rights. PNA is entitled to 4 LMSC delegates, by virtue of its membership numbers. We traditionally request At-Large delegate positions from the USMS President as well. Those indicating interest in representing PNA (or At-Large) are Linda, Stephanie, Kim, Hugh, and Zena. Sally will send applications to them as well as to Walt, Matt,

Teri, and Mike. The applications will be due to Sally before the May meeting and a vote will be taken at that meeting.

#### **4. Committee Reports**

- a. Meets: no report
- b. Open Water: Jim reported that the first three events of the summer have completed the sanctioning process – Whidbey Adventure Swim, Swim Defiance, and Fat Salmon. The other two are completing their paperwork. Last year’s extra work improving safety plans is paying off; they are in good shape this year.
- c. Newsletter: Lucianne is working on the newsletter this weekend and Zena will check with her to confirm that she knows who the draft should be sent to for review. Hugh, Jane, Stephanie, and Shannon all asked to be removed from the review committee. Jim noted that he gets two messages of everything that is sent out. Sally will pass this information on to Steve since he maintains the mailing lists.

#### **5. Next Meetings**

- a. **May 24 – conference call at 6:45 pm.** The majority prefer this start time over 6:30.
- b. **July 12 – face-to-face meeting at 6:45 pm** at Zena’s home in Tacoma.

**It was MSA to adjourn the meeting at 4:05 pm.**