

**Pacific Northwest Association of Masters Swimmers
Board Meeting
Timber Ridge at Talus, Issaquah
October 29, 2016, 1-4 pm**

Minutes

Vice President Zena Courtney called the meeting to order at 1:05 pm. Also present were Linda Chapman, Jim Davidson, Sally Dillon, Stephanie Hiebert, Arni Litt, Hugh and Jane Moore, Steve Peterson, and Sarah Welch. Phoning in were Kim Boggs, Mike Grimm, and Lucianne Pugh.

A. Officer Reports

1. President: Mike reported that he has been traveling a lot for business.
2. Minutes: **It was MSA to approve the minutes of the September 6, 2016 meeting.**
3. Treasurer: Arni reported that PNA's assets total \$38,735.10, which is about \$5K less than this time last year. Convention expense is \$8,800.02, which is about \$750 above the amount budgeted. **It was MSA to approve an over-budget expense of \$1000 to cover the actual convention expenses.** Jane noted that PNA does not have a policy requiring that over-budget requests be approved; she will present an amendment to the policies for our review at the next meeting. Hugh suggested that she use the USMS policies as a reference. Stephanie and Lucianne indicated, when asked, that they have no expenses to report for their positions (Registrar, Newsletter). Jim indicated that he will submit a reimbursement request for the expenses incurred when mailing the Open Water awards. **It was MSA to approve the Treasurer's report.**
4. Membership: Stephanie reported that PNA has 1741 members as compared to 1686 at the end of 2015 (972 men, 869 women). A boost in registrations may have come from the new meet in Snohomish and a recent USMS promotion.
5. December meeting: Due to a conflict with his business travel, Mike asked that we change the date of our December meeting. December 13 was selected.

B. Old Business

1. Convention: Speaking from a new delegate perspective, Kim said that convention was a great experience, bigger than expected, and she wondered if anything could get done. She saw the pieces of the puzzle - with work during the year being pulled together at convention. She enjoyed the practices and meetings and took the Officials Certification. Kim will submit an article to Lucianne for the newsletter; Sally has already submitted an article about the changes in Long Distance rules. Linda explained that an increase in workout group registration was justified by the amount of money spent by the National Office in services, which is the same as it is for clubs. PNA will be charged \$100 when we sanction recognized swims; we will discuss whether to pass on all or part of this fee to the event during the budget meeting in December. It was suggested that we give some thought to a policy that covers recognized meets other than the Senior Games. Linda reported on the social media workshop and the need for PNA to use Facebook, Twitter, etc. to reach the younger members of our organization. With a FB page, we can curate the page and add articles regularly – from our newsletter as well as other sources.
2. PNA - Wiggin Fund consolidation: Sarah explained that the original fund was named for Fred Wiggin, whose family started the fund many years ago in his honor. The fund's purpose has been to provide financial support for members in need, such as to pay dues and/or attend meets; it has seldom been used. In recent years PNA has received donations to the LMSC, which have not been earmarked for any special purpose, and it was agreed some months ago that the two funds be consolidated and a subcommittee make further recommendations. Suggestions included promoting the fund more aggressively, determining the amount that should go into the fund each year, and developing policies specific to the fund. It was agreed by consensus that all donations will go into the general fund and at each budget session we will determine the amount we will contribute to the PNA-Wiggin Fund. Kathy Casey will be asked to submit an article for the January issue of *The*

WetSet, the subcommittee will make a recommendation for the budget discussion, and Jane will recommend a new policy.

3. Board Orientation and Welcome Letter: Mike will prepare a draft and send it to the Board for comments before the December meeting.
4. Welcome letter for new registrants: Arni reported that the previously approved message that would go to members when they register cannot be included on the registration program after all. USMS registration procedures no longer allow us to provide a separate message. Steve suggested we send an email to all members with the message “do you know what your benefits are?”. It was also suggested that we send this by Twitter or post it on Facebook since younger members apparently don’t check email. See more discussion about social media options under New Business.
5. Filling vacant positions on the Board: At-Large Director and Appointed Director positions are currently vacant (one each). Zena has reached out to members who have indicated that they are potential volunteers and she has spoken to a few who have showed some interest. It was suggested that we advertise openings in the newsletter, using a “box” to feature them. Hugh noted that we would be forming a nominating committee for next year’s elections and the committee can address these vacancies. Mike asked Zena to send him the list of volunteers.
6. Adult Learn to Swim training: Sarah surveyed the 19 members who attended the 2015 ALTS training clinics; she received 5 responses. All appreciated the training, skill progression, and teaching techniques; none have turned around and used their new skills to organize ALTS clinics for non-swimmers. The program is being used in other LMSCs to teach non-swimmers and introduce them to Masters Swimming. It was agreed that we want to support coaches and individuals who have a plan as to how they will implement the program. The participants should be able to work with local pools and recruit Masters swimmers to volunteer their time. We will continue to offer financial support for attending ALTS training but our application form needs to be revised so we can ask specific questions about where and when the recipient will implement the training they receive. Sarah, Sally, and Jim agreed to evaluate the applicants before grants are approved.

C. New Business

1. USMS Clinics coming to PNA: Three USMS clinics are scheduled in 2017: ALTS – January 28, Coach Certification, Level 3 – March 4, and Stroke Development – March 5. USMS will no longer charge PNA for facility and other costs. Sarah will organize the clinics from PNA’s end but she noted that she is lacking the help of Coaches Chair Matt Edde, who has not replied to her emails. She suggested that during the nomination process, the committee determine whether Matt is still interested in being the chair.
2. Domain for National meet website: Hugh reported that our domain will expire on November 1. With no national meets on the horizon for PNA, **it was MSA to let the contract lapse.**
3. Swag for Volunteers: Sally shared samples of the Swag items that have been developed by the USMS Recognition and Awards Committee. The items range in price from 85¢ (pens) to \$10 (drink tumblers) and can be ordered on a website. All items are printed with the USMS Logo and language indicating the recipient is a “Volunteer”. The information about the items and ordering was sent to all on the board recently; she will send the same information to club/team reps and coaches. It was suggested that we consider a budget item for the PNA President to provide funds if he wants to order Swag for the board and/or outgoing members.
4. Facebook page for PNA: Hugh suggested that we need a coordinated Communications committee that would include the website, Facebook, Twitter, and *The WetSet*. The various people involved can work together to see that news about meets, clinics, members, etc. gets to all of our members. For example, individual articles from *The WetSet* could be posted on FB or the website on a weekly basis, with tweets alerting members to the postings. A Social Media Coordinator would take the lead with Facebook and Twitter and be part of the Communications committee. Zena offered to prepare a flyer advertising for the position, which could be posted at the Husky Aquatics pool. The nominating committee could consider people’s skills for the Social Media position.
5. Pre-December budget discussion: The December meeting will focus on the 2017 LMSC budget. Sarah suggested that the current fee structure that allows an automatic reduced rate for members 65 and older be changed to 75 and older. Others suggested that we drop the reduced rate entirely.

The reduction has been in effect for many years and some members receiving the reduction donate at the time of registration since the reduction is not optional. Arni reported that in 2017, 189 members would automatically pay \$10 less for their membership. It was the board's opinion that most of the 65+ swimmers do not need or desire the reduced rate and that we should eliminate it and do a better job of advertising "need-based subsidies", which are available to any member. **It was MSA to amend standing policy R5 by removing "swimmers 65 years and over and"**. The sentence will now read: "A reduced fee for needs-based swimmers shall be set by the PNA Board annually." It was reinforced that we need to get the word out via our newsletter and/or website that subsidies are available. The Board also discussed:

- a) the LMSC Leadership Conference – PNA will need to pay the air travel costs for our attendee,
 - b) the USMS Coaches Clinic – PNA Coach of the Year April Cheadle will be attending and her expenses are budgeted (Arni will send April the reimbursement form),
 - c) Officials Training Clinic – Jim will work with Teri White to provide a cost estimate for the budget,
 - d) New Swimmer Meet Clinic – Sarah wondered if there is interest in this type of clinic, and
 - e) Linda's suggestion that we give new meet swimmers something to identify them – such as a temporary tattoo or swim cap that says "new swimmer", or asterisk their name in the meet program.
6. Financial assistance for coaches to attend clinics: Sarah received a request from a swimmer wishing to attend the USMS clinic in November (requests were also approved at the September meeting). **It was MSA to approve \$125 in assistance to South Whidbey Swells coach John DeWit.** She also received a request from a swimmer who will already be in Florida and would like to attend ALTS Training while there. **It was MSA to approve \$125 in assistance to Tacoma coach Kathleen Oliver, with the stipulation that she provide adequate justification.**
 7. Nominating committee: Kim, Sarah, Hugh, Jim, and Stephanie all volunteered to serve on the committee, which is tasked with proposing a slate of officers for the spring election.

D. Committee Reports

1. Meets: Linda presented a schedule of pool meets through July, 2017. The meet in Lacey/Olympia will not take place due to new management. **It was MSA to approve the meets as listed below.**
 - a. Thunderbird Aquatic Masters Meet – SCM, February 4, Anacortes, WA
 - b. Lake WA Masters Meet – SCY, February 19, Kirkland, WA
 - c. SARC/PASC Masters Meet – SCY, March 5, Port Angeles, WA
 - d. NW Zone and PNA Champs – SCY, April 8-9, Federal Way, WA
 - e. Seattle Senior Open – LCM, July 6-8, Seattle, WA (Dual sanctioned with USA Swimming)
2. Open Water: Jim reported on the 2016 stats: total participation was down by ~20 swimmers and there were 50 no-shows at the Fat Salmon event. Most races had about 20% not show up - cooler temps at the beginning of the summer could have been a factor. Only 2 people swam all 5 events. Jim will ask Club Assistant to provide club information for Fat Salmon swimmers next year; they only include city of residence in their results. Zena received feedback about ride-sharing and noted that ferry schedules should be considered when setting start times. Sally noted that she and Jim would like to request a variance from the NW Zone policies so the Fat Salmon event could be the Zone Championship in 2017. A waiver on the race distance and the per/swimmer fee is needed.
3. Newsletter: Zena offered to write an article about the need for a Social Media coordinator, Kim will write one about convention, and Sarah will write one about LMSC registration and the demise of the senior discount.

E. Next Meetings

Tuesday, December 13 – Potluck dinner at Arni's beginning at 6 pm. Meeting to start at 7 pm.

Note: It was suggested that a meeting schedule for 2017 be presented at the December meeting.

Tuesday, January 24 – Conference call

It was MSA to adjourn the meeting at 4:36 pm.

Minutes prepared by Sally Dillon, LMSC Secretary