

**Pacific Northwest Association of Masters Swimmers  
Board Meeting (Videoconference via Zoom) Minutes  
Monday, March 14, 2022**

Attendees: Linda Chapman, Kathy Casey, Steve Peterson, Sally Dillon, Dick Green, Jim Davidson, Lorraine Masse, Stephanie Hiebert, Dan Underbrink, Bob DeWard, Kim Boggs, and Doug Jelen.

Non-voting members: Walt Reid.

Not present: Lucianne Pugh, Todd Doherty

**Call to Order and Introductions:** The meeting was called to order by President Linda Chapman at 6:46 pm.

**A. Officer Reports**

1. President's report: Thanks to Lucianne for posting the approved 2022 budget, with explanatory notes, on Google Drive: *PNA Shared Folder / PNA Financial Statements & Reports / PNA Budgets.*

*Volunteer Relay 2022, Denver, March 4-6:* Originally budgeted (as Leadership Summit) at \$2800 for 4 people, only Linda and Dan attended. USMS covered Linda's expenses, so PNA will likely enjoy a \$2K positive variance to the budget. Linda found the meetings useful, with Masters people enjoying being back together to exchange ideas and see how other LMSCs work. A lot of attendees were new because it was coach heavy. Linda loved the coach and team support ideas expressed, including these paradigm differences: South Texas *pays* meet hosts \$500/meet; New England funds coaching Level 1 and 2 certifications and encourages Levels 3 and 4. Dan, as one of the new people, was "listening and learning." Linda noted the community-building provided by Coach Carol Nip of Pacific's Albany Armada Aquatics Masters, who for many years has recorded monthly "Coach Talks."

2. Approval of minutes: **MSA to approve the January 10 meeting minutes as amended.**
3. Financial report: Not much activity since January, hence report approval not necessary.

Total Assets as of February 28:	\$89,737.56:
Checking account balance:	\$31,426
Savings account balance:	\$58,312
Credit card balance:	-0-
 Total Income, Jan and Feb:	 \$11,250.95:
Member registration	\$10,320
Donations	\$980
Sanction fee	\$50
Interest	\$1
 Total Expenses, Jan and Feb:	 \$148.00:
Rule Books	\$148
 Net revenue YTD:	 \$11,102.95

4. Membership: Registered to date: 1,341 (627 men, 714 women), versus 1,135 in January. Linda provided the following chart:

PNA MEMBERSHIP BY MONTH AND YEAR																
2017-2021, 2022 Reg Year YTD 03-14-2022																
YEAR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Total Year	Mar YTD	Diff	Diff %
<b>2022</b>	371	577	280	49	66								1343	1343		
<b>2021</b>	254	432	207	52	53	54	64	64	87	56	67	84	1474	998	345	35%
<b>2020</b>	305	574	357	93	29	5	7	30	17	23	19	28	1487	1358	-15	-1%
<b>2019</b>	335	554	331	83	86	100	66	68	36	45	61	42	1807	1389	-46	-3%
<b>2018</b>	390	507	358	88	74	63	59	55	50	33	48	42	1767	1417	-74	-5%
<b>2017</b>	418	550	246	95	65	68	68	44	29	52	50	53	1738	1374	-31	-2%

## B. Coordinator/Committee Reports

1. Meets: [See D.1 regarding approval of email votes for **PNA Champs** and **WWU SCY Meet**.]

Lorraine sent out a solicitation for July - December meet dates; Snohomish Aquatic Masters was the only respondent so far. **MSA the Snohomish SCY meet Sunday, November 6.**

Linda has been helping Lorraine with Champs planning, under the stresses of pandemic challenges and revised one-day meet order preparation. Jim asked if the proposed flat entry fee with no per-event surcharge was acceptable to host BWAQ (yes; they anticipate up to 300 swimmers). The BC Mile entry was a \$20 flat fee; southern California meets are “way more.”

Dick asked if entries would be that high though results would be too late for Spring Nationals planning. Given our mid-April Champs, only those few times when Nationals were in May would that be possible. Kathy confirmed that, with respect to swimmers considering the potential overlap of long and short events between the two pools in one day, swimmers “may compete in not more than 6 events per day” regardless of the number of events they may have entered. Linda analyzed the 2019 meet data (296 swimmers) to model event arrangement for a 9 am – 3 pm day. Distance events in the scoreboard pool are likely to finish before the shorter events in the middle pool, which “could work out well.” Kathy asked if the dive tank would be available for warm-up/warm-down. More lifeguards have been hired, so “quite confident” it will, though Lorraine noted that this was not so for a March PNS meet.

Linda displayed the likely meet order, with the 1000 Free, 400 IM, and 500 Free running continuously, roughly opposite the 200 IM, 200 Free, and 100 Fly, respectively. Predicted ending times are 1 pm (scoreboard pool) and 3 pm (middle pool). Kathy applauded Linda’s “masterful effort” at re-planning the meet. **MSA to set a \$34 flat entry fee for Champs.**

2. Open Water: Jim – the *Whidbey Adventure Swim* (June 11) and *Fat Salmon* (July 16) events are sanctioned. *Swim Defiance* is in preparation. Jim will resurrect the High Point OW competition (points awarded for participation and placement in at least two PNA OW events) for 2022. Should we consider a more substantial award – towel or another goody – besides a swim cap? Perhaps next year...
3. Newsletter: Another great issue, Lucianne and contributors! Sally really “took to heart” Wade Praeger’s coaching article re: workout toys. Linda appreciated “No floatie February.”
4. Club and Team Development: Sally noted that Wade has been the only coach or team to contribute newsletter information so far. She has shared her coaches (email) list with TWIM for their upcoming swim clinic. Snohomish Aquatic Center will be the venue as the Sammamish Y was not quite ready; 25 of 50 spots are filled already. Sally suggested flyers posted at Champs and an email “blast” to enhance attendance.

Sally noted Club Assistant’s price increases and altered meet host requirements (postponed to July 1); while we can’t stay the way we are, it’s a slow process getting there. Dan said entries seem to be working smoothly for the clinic; setting up credit card processing through Stripe is the challenge. Kathy asked how this would work for a WOG not registered; so far this is moot as no unregistered WOG has hosted a meet.

5. Microsoft 365 Overview: Lorraine displayed and discussed essential parts of a PowerPoint presentation on the merits and tools in this collaborative set of applications. The first feature that we will employ is (restoration of our) group emails, e.g., “board@swimpna.org”, etc.

## C. Old Business

1. None, as adding support for the Ally Fell Memorial OW Swim became moot with event cancelation.

## D. New Business

1. Board Actions Between Meetings: The email vote by the board **to revise the Order of Events and shorten PNA Champs to one day, April 10, was approved.** Pandemic uncertainty, cost of facilities, and potential shortage of lifeguards were the driving factors. Kathy suggested that “Board Actions Between Meetings” become a regular agenda item, given the growing frequency of actions needed versus infrequency of board meetings to act and approve. The board also **approved the email vote to add the WWU Viking Invitational SCY Meet to the Calendar (March 13).**

2. Check Signers: **MSA** to authorize these check signers on the PNA checking account: President **Linda Chapman**, Treasurer **Lucianne Pugh**, and Immediate Past President **Sally Dillon**, per PNA Standing Policy 4-3.<sup>1</sup> **MSA to authorize these same three as account credit card holders.**
3. Account Reconciliation: Lorraine agreed to reconcile/review the bank account, monthly or “occasionally” as an account non-signer in compliance with USMS FOG.
4. Standing Policies Document: Thanks to Jim for updating PNA’s Standing Policies. He renumbered them from an alphanumeric format to all numeric like the USMS Rule Book. He also revised the Open Water One-Event section to reflect current processes and requirements. USMS OEVT procedures were reviewed and incorporated to provide a “one stop shopping” source to assist event hosts through the “convoluted manual process.” A record of each event’s OEVT swimmers is to be sent to the treasurer to enable invoicing event hosts for OEVT fees, to the membership coordinator who should suggest they convert to a regular membership, and to the National Office. (Stephanie noted that no hosts have submitted any such lists so far in her term despite requests from the NO.) Jim will facilitate these procedures going forward. **MSA the Policies document renumbering throughout and Open Water One-Event procedural changes.** Kathy will send four housekeeping suggestions to Jim.
5. Goodie Bag Committee: Someone to replace coordinator Sarah Welch, initiator of this popular new-competitor perk, is needed. Dan agreed to be logistics manager to transport items to meets. Dick and Lorraine agreed to consider and refresh the inventory (caps, stickers, bag tags, shirts, etc.).
6. LCM Meet Committee: No 2022 summer dates are available at KCAC for a PNA long course meet – Sally has reserved the next and only open date: July 1-2, 2023. Linda suggested that planning could commence this fall, recalling the last-minute scrambling which occurred with the 2019 LCM meet, but agreed that this could wait. That previous LCM meet was also over a July 4<sup>th</sup> weekend but was popular and successful. Lorraine stated that PNS is having trouble recruiting hosts for their meets, so earlier dates may become available. Sally will reach out to Mike Dunwiddie on this.
7. PNA Champs Committees: Sally, Linda, and Kathy agreed to serve as the Team Size committee, to set team division sizes for award purposes. Linda, Dick, and Steve agreed to serve as the Protest Committee to arbitrate any swimmer complaints that may arise. Kathy advised them to have all meet materials in hand.
8. Coach of the Year and Dawn Musselman Committees: Sally noted that per Standing Policies the committee members are selected by the respective appointed chairs, this year Sally (Coach of the Year) and Steve (Dawn Musselman Inspirational Swimmer).

#### E. Looking Ahead:

1. Next PNA BOD Meeting: Monday, May 9, 6:45 pm. Initial topics:
  - a. July – December 2022 PNA meet date reservations.
  - b. 2022 USMS Convention, planned as a hybrid in-person/virtual meeting. PNA should be allotted 4 delegates in addition to automatic delegates Steve Peterson (Legislation), Kathy Casey (Rules), and Jim Davidson (Long Distance). Virtual attendees would still be charged the (approx.) \$225 registration fee. **Convention applications are due no later than May 6.** The application form is in Google Drive: *Convention / 2022 Convention / PNA USMS Convention Application 2022.*
  - c. Status of potential PNA LCM (July?) and PSM SCM (November?) meets.
2. Annual Meeting Minutes due to National Office by April 30.
3. Annual Financial Report due to National Office by April 30; Form 990 to IRS by May 15.

**MSA to adjourn at 8:40 pm**

Minutes prepared by Steve Peterson, Secretary

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<sup>1</sup> PNA Standing Policy **4.3**: The President, Treasurer, and up to two additional board members shall have authority to sign checks. The additional signatories shall be selected by the board.