

**Pacific Northwest Association of Masters Swimmers
Board Meeting (Videoconference via Zoom) Minutes
Monday, January 16, 2023**

Attendees: Linda Chapman, Kathy Casey, Steve Peterson, Lucianne Pugh, Sally Dillon, Jim Davidson, Lorraine Masse, Dan Underbrink, Kim Boggs, Doug Jelen, and Dave Baer

Not present: Bob DeWard, Marysia Smith, Stephanie Hiebert

Call to Order and Introductions: President Linda Chapman called the meeting to order at 6:47 pm.

A. Officer Reports

1. President's report:

- BOD Action by email between meetings:
 - Nominating Committee Approved: Thank you to Dan Underbrink, Sarah Welch, and Linda Chapman for stepping forward.
 - *Swim Defiance* OW Date Approved: August 6, 2023
 - Appointed Directors for 2023 Approved: **MSA – Dan Underbrink and Bob DeWard**
- Annual Meeting – Linda wondered if there was sufficient interest yet in resuming this member gathering after Saturday's events at Champs. With COVID (and other viruses) still prevalent, and USMS Nationals just two weeks after PNA Champs, perhaps an in-person meeting wasn't a good idea. (Linda continues masking when indoors in public and is not yet dining in at restaurants, unsure when this will change and likely not the only one.)
- USMS Membership – please be sure to renew your USMS membership, mandatory for PNA BOD members (per USMS rules), by January 1.

2. Approval of minutes: **MSA the November 7 meeting minutes as amended.**

3. Financial report: Lucianne reported that the numbers look good. The *Whidbey Adventure* OW Swim's calculated amount due was short by \$175, which is now rectified.

MSA the Financial Report through December 2022.

Total Assets as of December 31: \$89,186.52:

Checking account balance:	\$30,870
Savings account balance:	\$58,317
Credit card balance:	-0-

Total Income, November + December: \$3,289.83:

USMS registration	\$5,007
Donations	\$630
BAMFest	\$208
Whidbey Adventure OW	\$175
Fat Salmon OW	-\$900
Say Yes advert.	\$65
USMS one event fees	-\$1,896
Interest	\$1

Total Expenses, November + December: \$1,185.13:

Seattle (licenses)	\$137
Washington State (licenses)	\$60
Convention (Peterson)	\$573
Clinics (K Pelham)	\$240
President's fund	\$130
Postage	\$45

Net revenue YTD: \$10,462.91

4. Membership: 2023 membership to date (January 16): 1,188 (551 men, 637 women.)

MEMBERSHIP BY MONTH AND YEAR 2017-2023 (as of 01-16-23)																
YR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Total Year	1/31 YTD	Diff	Diff %
2023	312	661	215										1188	1184		
2022	371	577	280	49	110	71	46	53	36	41	68	74	1776	1228	-44	-4%
2021	254	432	207	52	53	54	64	64	87	56	67	84	1474	893	291	33%
2020	305	574	357	93	29	5	7	30	17	23	19	28	1487	1236	-52	-4%
2019	335	554	331	83	86	100	66	68	36	45	61	42	1807	1220	-36	-3%
2018	390	507	358	88	74	63	59	55	50	33	48	42	1767	1255	-71	-6%
2017	418	550	246	95	65	68	68	44	29	52	50	53	1738	1214	-30	-2%

Comparison to same day last year: 1188 (2023) v. 1159 (2022)

B. Coordinator/Committee Reports

1. Meets: Since last meeting, two more date requests have been received. WWU Vikings requested February 26 or March 5. Linda proposed that PNA not offer the profit guarantee because fewer than 60 days remain to sanction and advertise the meet. Based on last year’s meet (56 swimmers), PNA’s financial exposure might be \$800 or more. Lucianne and Kathy suggested that we can afford this and should put funds to good use to encourage hosts and get meets back on schedule. **MSA the Feb 26 date request for WWU Bellingham (SCY) with \$5 per swimmer, capped at \$500 maximum, profit guarantee.**

Thunderbird Aquatic Masters requested March 12 for *March Madness*, their first meet since 2020. No profitability issues are expected, given its popularity. **MSA the March 12 date request for TACM Anacortes (SCM).** Lorraine plans to notify our members via email with details to help promote both meets.

Lucianne asked how we could increase the number of meets and open water events. What efforts are planned by us? Sally noted that the Sequim and Port Angeles groups aren’t registered, presumably due to low interest in competition by the small number of members. Steve will inquire if there is interest at the Haselwood Y (Silverdale) or Olympic Aquatic Center (Bremerton). Kathy also notes the slow recovery of high school teams since the pandemic. Dave Baer said the return to normal for officials has been slow, too. Dave believed YMCA swimming has collapsed, with teams struggling to get back to competition. He suggested that coached youth workouts could be an income generator and resume as a feeder for lifeguard and swim instructor programs. Sally noted that the Sammamish Y was not yet allowing Masters workouts. Linda added that hosting meets is a challenge, as she prepares as Meet Director for a Division III college meet at KCAC February 9-12.

2. Open Water: With the approval of the date for *Swim Defiance*, the 2023 OW schedule is set:
 - *Whidbey Island Adventure Swim*: June 24
 - *Fat Salmon*: July 15
 - *Swim Defiance*: August 6

Jim has updated the PNA website Open Water page to add this year’s events, a notice about Open Water High Point Awards, and a link to the USMS page for the USMS OW national championships. He also updated the ePostal page to change the term to “virtual,” updated the national championship event descriptions, and added info and links to USMS non-championship virtual events. Jim noted that existing and new open water events require a lot of support people. The *Ally Fell Memorial Swim*, for example, has lost team momentum and sponsorship to keep it going.

Linda expressed difficulty with navigating Wordpress to update the website, thanking Jim for the work he’s done. Kathy mentioned that Walt has some 70 scans of *The WetSet* waiting to be uploaded. Jim said the site’s file manager works well for this and Steve noted that Walt has administrative privilege to do so. Jim offered his help, adding that perhaps we should hire someone to manage the site, which needs additional work and should be updated continually. Linda said that we have the funds and should consider this at next meeting.

3. Newsletter: Lucianne continues to request timely submissions to assist in her newsletter preparation.
4. Club & Workout Group Development: PNA has six clubs registered. New club Harbor Aquatics, with 12 members, trains five days a week at 6:00 am at Peninsula High School in Gig Harbor. Mercer Island Beach Club has four members and Lake Stevens Masters has just three. Sally contacted both to suggest that they should register as workout groups instead and awaits reply. The Vashon Island Rockfins are happy as an independent club of seven, mostly open water swimmers. BWAQ has 69.

PSM has 844 members, with 20 registered workout groups. One is brand new Everett Family Y, training three days a week at 5:30 pm with coach Tom Wunderlich, Snohomish Y Aquatics Director. Sally wrote him and Harbor Aquatics, too, about registering as workout groups, offering more information on the benefits of doing so. North Kitsap Masters has disbanded and Peninsula Masters in Port Angeles, formerly SARQ, remains unregistered. Neither group was functioning this past year.

Sally answered Lucianne's question about the pros and cons of WOGs v. independent swimmers: typically, WOGs have coaches though some don't have enough swimmers to pay a coach or have someone volunteer to coach. The advantage of joining a Puget Sound Masters WOG is being able to compete at nationals and swim on relays with other PSM members as one club. (PSM competes as a regional club made up of many WOGs, as opposed to LMSCs that have sufficient member numbers for their local clubs to compete individually, e.g., California.)

Old Business

1. Annual Meeting at Champs: Sally said she would lead this effort and that Bob and Lorraine have offered to help. Kim volunteered as well. **MSA a \$2000 budget to subsidize facility rental and food to support a \$5 admission charge to the social.** Cash bar, sodas, and water to be available.
2. Goody bags update: Lorraine said that caps are needed. Should new ones sport USMS or PNA logos? Custom imprints would range from \$3.50 (latex) to \$7.50 (silicone). An order should go out this next week for delivery for the Masters Mile. Lorraine, Sally, and Linda volunteered to consider and decide.
3. PNA-hosted LCM meet: Sally reserved KCAC for a July 1-2 LCM meet. BAM has agreed to take on hospitality, with additional group volunteers TBD. Linda preferred Sunday for a one-day meet because of the expense and holiday, and survey swimmers afterwards as to one- or two-day preference for 2024. Wade Praeger and Wendy Neely could potentially host a clinic along with a 5K/10K virtual swim on July 1, with July 2 for the meet. **MSA to host a one- or two-day LCM meet at KCAC, July 1-2.**

C. New Business

1. 2023 Budget: PNA is strong financially with no cash flow issues. Major budget drivers include the USMS Annual Meeting (tentatively Sep 8-10) and Relay 2023 (Oct 20-22). Both are in-person with locations to be decided. No income from medals sales is expected until this process is reinvigorated, so the anticipated \$350 was removed. Lucianne suggested adding how to promote the Wiggin Fund to the next board meeting agenda. **MSA to adopt the 2023 Budget as amended** (attached as pages 4-6).
2. OW Buoy Policy: Jim removed certain items from the original draft per recommendations for greater flexibility. **MSA to adopt the Open Water Buoy Policy as amended.**
3. PNA Standing Policies updates: Linda postponed the review and approval of policy revisions and will inform the board when final changes are incorporated for review prior to next meeting.

D. Looking Ahead:

1. Next PNA BOD Meeting: Monday, March 13, 2023, 6:45 pm
 - a. Approve July – December meets
 - b. Review and approve revised standing policies
 - c. Approve slate of nominees for BOD election, with ballots to be sent out by March 15 (30 days prior to PNA Champs)

MSA to adjourn at 8:24 pm

Minutes prepared by Steve Peterson, Secretary

PNA
Budget 2023
January - December 2023

	Total
Revenue	
Advertising	100.00
Meets	
Meets - Open Water	3,300.00
Meets - Open Water expense	-2,550.00
Total Meets - Open Water	\$ 750.00
Meets - Pool	6,800.00
Meets - Pool expense	-4,900.00
Total Meets - Pool	\$ 1,900.00
Meets - Postal	200.00
Meets - Postal expense	-500.00
Total Meets - Postal	-\$ 300.00
Total Meets	\$ 2,350.00
Registration Fees	
One Event	3,000.00
One Event - USMS	-2,400.00
Total One Event	\$ 600.00
Online - Swimmer	19,000.00
Online - Workout Groups & Clubs	300.00
Total Registration Fees	\$ 19,900.00
Total Revenue	\$ 22,350.00
Gross Profit	\$ 22,350.00
Expenditures	
Administrative	
Annual Membership Meeting	2,000.00
Awards expense	800.00
Licenses & taxes	150.00
Marketing	100.00
Postage	250.00
Printing & copies	100.00
Professional Services	500.00
Software and Website	500.00
Supplies	100.00
Rule books	200.00
Safety equipment	100.00
Total Supplies	\$ 400.00
Swimmer surcharge - Zone	1,800.00
Total Administrative	\$ 6,600.00
Board Expense	
Convention	6,000.00
Leadership Summit	2,800.00

President's discretionary Fund	300.00
Retreat	300.00
Telephone/internet	200.00
Total Board Expense	\$ 9,600.00
Swimmer/Coach/Club Support	
New Swimmer Goodie Bags	1,600.00
Officials	2,000.00
Per Swimmer	6,000.00
Team & Coach Development	2,000.00
Total Swimmer/Coach/Club Support	\$ 11,600.00
Total Expenditures	\$ 27,800.00
Net Operating Revenue	-\$ 5,450.00
Other Revenue	
LMSC Donations	1,500.00
Total Other Revenue	\$ 1,500.00
Other Expenditures	
Wiggin Fund distribution	500.00
Total Other Expenditures	\$ 500.00
Net Other Revenue	\$ 1,000.00
Net Revenue	-\$ 4,450.00

2023 budget summary

Operating revenue (\$22,350):

- Advertising (\$100) – non-PNA ads in *The WetSet*
- Meets income
 - Open water (\$750) – Estimating three OW events with a total of 460-ish participants
 - Pool (\$1,900) – Estimating four or five events, including PNA Champs
 - Postal (\$300 loss) – Pool rental time for people for people to enter postal meets
- Registration (\$19,900) - Estimating 1,600-1,700 members, 6-8 clubs

Operating expenses (\$27,800):

- Annual meeting (\$2,000) – in-person annual meeting
- Awards (\$800) – Musselman & Coach awards, ribbons for Champs
- Software/website (\$500)
- Zone surcharge (\$1,800)
- Other admin (\$1,500)
- Board expenses
 - Convention (\$6,000)
 - Leadership summit (\$2,800)
 - Other (\$800)
- Swimmer/coach/club support
 - Goodie bags (\$1,600)
 - Officials (\$2,000)
 - Per swimmer (\$6,000)
 - Team/Coach development (\$2,000)

Non-operating revenue/expenses (\$1,000):

- Donations (\$1,500)
- Wiggins Fund payouts (\$500)

Overall:

Projecting \$4,450 loss for 2023; loss would still leave PNA in strong cash position