Pacific Northwest Association of Masters Swimmers
Board Meeting (Videoconference via Zoom) Minutes
Monday, March 13, 2023

Attendees: Linda Chapman, Kathy Casey, Steve Peterson, Sally Dillon, Jim Davidson, Lorraine Masse, Dan Underbrink, Bob DeWard, Kim Boggs, and Doug Jelen
Not present: Lucianne Pugh, Stephanie Hiebert
Guests: Brent Barnes, Dave Scott

Call to Order and Introductions: President Linda Chapman called the meeting to order at 6:45 pm.

A. Officer Reports

1. President's report:

   Nominating Committee Report: Linda thanked her fellow committee members Sarah Welch and Dan Underbrink for serving. Sarah, now concentrating her efforts on club PSM, was happy to help. Dan is still in his first year on the Board but stepped right up and dug in like a pro.

   THANK YOU to the following people for volunteering as the PNA Board Slate of Candidates:
   President: Sally Dillon
   Vice President: Bob Moore
   Treasurer: Brent Barnes
   Secretary: Steve Peterson
   At-Large Director: Kathy Casey
   At-Large Director: Dave Scott

   Linda led off introductions of board members to our new nominees, Brent Barnes (Treasurer) and Dave Scott (At-Large Director). Bob Moore (VP) was not able to attend.

   Linda expressed her thoughts on nominations: Finding candidates for every position was hardly a snap. She, Dan, and Sarah reached out to current Board members and outside the Board as well to seek President and Vice President candidates. Only when Sally decided a couple weeks ago that she could serve as President in addition to playing a key role on the 2025 Summer Nationals committee did we have a candidate for President.

   The PNA (voting) Board is comprised of sixteen positions. Some people stay in the same position year after year (often the defined task or knowledge positions like Sanctions, Treasurer, Top 10) while others move around, but there generally isn't much turnover in the Board makeup year to year. However, the pattern has been that Presidents serve just one or two terms. So, even though most prefer to stay in their usual spot, occasionally someone needs to step up to a new role like President or VP.

   Linda suggested that the PNA BOD could make some structural changes to increase engagement among all Board members that would enhance everyone's experience and make it easier to consider filling a role like President or VP. Feeling engaged and knowledgeable about what is going on makes it easier to say 'yes' to a new role like VP or President. Kathy Casey noted how Steve had "literally begged her" to run as VP for this current term.

   Linda will be working with Sally on improvements for how we operate.

2. Approval of minutes: **MSA the January 16 meeting minutes as amended**. Lucianne will forward a copy of the approved 2023 Budget to Steve for posting with the minutes.

   Financial report: Lucianne (absent) will be queried about the single $5 per swimmer adjustment that Steve asked about.

   Total Assets as of February 28: $101,176.42:

Checking account balance:	$43,998
Savings account balance:	$58,318
Credit card balance:	$1,130

Total Income, January + February: $12,101.90:
    USMS registrations $8,417
    USMS fees   -$50
    USMS donations $885
    Meets $3,948
    KCAC rental   -$1,130
    Awards $30
    Interest $2

Total Expenses, January + February: $147.00:
    Rule Books $152
    Per Swimmer adjustment   -$5

Net revenue YTD: $11,954.90

3. <u>Membership</u>: 2023 membership to date (March 13): 1,382 (649 men, 733 women.)

| | | | | | | | | | | | | | Total | 2/28 | Diff | Diff |
YR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Year	YTD		%
MEMBERSHIP BY MONTH AND YEAR 2017-2023 (as of 03-12-23)																
2023	312	660	283	84	40								1379	1339		
2022	371	577	280	49	110	71	46	53	36	41	68	74	1776	1277	62	5%
2021	254	432	207	52	53	54	64	64	87	56	67	84	1474	945	394	42%
2020	305	574	357	93	29	5	7	30	17	23	19	28	1487	1329	10	1%
2019	335	554	331	83	86	100	66	68	36	45	61	42	1807	1303	36	3%
2018	390	507	358	88	74	63	59	55	50	33	48	42	1767	1343	-4	0%
2017	418	550	246	95	65	68	68	44	29	52	50	53	1738	1309	30	2%

B. Coordinator/Committee Reports

1. <u>Meets</u>: Three meets in quick succession (*Bellevue Club Mile, Bellingham Viking Invitational,* and *Anacortes March Madness*) kept Lorraine very busy. Her goal is to have meet information published three months prior to each event. Thus, July's LCM meet program needs to be ready by April 1. The *Bellingham Invitational* went well with no complaints despite manual timing. Four board members were among the 75 *Anacortes March Madness* meet attendees. Dan noted that because Meet Director Jenny Claridge had a lot going on, first-meet swimmers did not get recognized. Sally shared how she used the meet program to highlight each *BC Mile* new swimmer, often meeting them at their lane to present the goody bag. Dan suggested that we announce for any newbies to pick up their goodie bags at Champs. Lorraine will work with MD Angie Turley to make sure the "first meet" checkbox appears on the Champs meet entry form. No fall meet requests have been submitted. Lorraine asked if she could use just one form for meet requests, simply changing the deadline date accordingly.

2. <u>Open Water</u>: The *Whidbey Island Adventure Swim* and *Fat Salmon* have their event sanctions. *Swim Defiance* is in process. The Whidbey event limit of 100 has already been reached.

3. <u>Annual Meeting</u>: Plans are set for the banquet hall (rented, reserved); tickets and meal ($5 per, limited to 120); and meeting agenda (thank outgoing members and introduce new ones, and encourage volunteers to assist with 2025 Summer Nationals, and more). Volunteer jobs are assigned: Sally (snacks, desserts, drinks, cups, plates), Kim (liquor license, tablecloths, pizza delivery), Bob (coolers, ice, wine openers), Lucianne (video slideshow prep), Steve and Lorraine (assist as needed). KCAC staff has been very helpful. Sally encouraged all board members to attend.

4. <u>Historian</u>: Walt Reid has uploaded 68 scans of *The WetSet* (most from 1993 to 1999) to the website. Walt thanked former editor of *The WetSet* Sandy McNeel for sending these. He has added the minutes from 36 board meetings (1993-1999). Walt updated and made some corrections to the *SCY PNA All Time Top12* for 2020, 2021, and 2022, and built and loaded a report of PNA swimmers who made the World Aquatics (formally FINA) Top10 for 2022 in both SCM and LCM.

5. <u>Other</u>: None.

Old Business

1. <u>Create PNA LCM Meet Committee</u>: Linda volunteered to do meet information preparation and entry processing. Whether to have a 1- or 2-day meet and/or 5K/10K or clinic remains to be decided. BAM has committed to hospitality. Sally, Bob, Lorraine, and Jim will help. Oregon plans LCM meets in June and August, so no conflict. Jim will ask Mike Murphy to serve as Meet Ref. Dan noted that PNA's stopwatch batteries and cover screws are old and corroded so he will replace these, possibly by Champs, and request reimbursement.

2. <u>Post-Meet Survey (Critique)</u>: Continue to pursue or drop? Sally suggested tabling this for now. Lorraine will post a version for discussion in May. Dave Scott also expressed interest in this. Jim asked if swimmers would be surveyed at the meet; Linda said the survey link would be sent out to meet entrants' email addresses.

3. <u>Checking Account Reconciliation</u>: Lorraine, as the required reviewer not authorized to sign checks, has access to the checkbook files. She awaits receipt of statements from Lucianne with a goal for completion by March 31.

4. <u>SwimPNA.org/MS365 email status</u>: Lorraine has been moving files over to OneDrive. Her goal is to set up training once the new board members have taken office.

C. New Business

1. <u>Fall Meet Dates Approval</u>: No requests have been received.

2. <u>Nominating Committee report/approval of slate</u>: **MSA to approve the slate of candidates.** Lorraine and Linda will coordinate sending out the ballot by March 16.

3. <u>Champs Meet Committees</u>: Sally, Linda, and Lorraine volunteered to set the three team size divisions. Kim talked with Mary Ann White about creating artwork from our logo for virtual Team Division award certificates. Steve, Linda, and Kim volunteered to serve as the Protest Committee.

4. <u>USMS Annual Meeting (Convention) and (Volunteer) Relay 2023 Applications</u>: Both will be held in Houston. (Convention will be a "hybrid;" Relay 2023 will be all about "events.") Steve, Kathy, and Jim are automatic delegates by virtue of committee memberships. Linda will email details on delegate applications for the four positions, which should be returned to Secretary Steve prior to the May meeting.

   Do we need an ad hoc committee to recruit Relay 2023 attendees? USMS has posted a Relay 2023 information page. Bob Moore is interested. Linda will hold off recruiting efforts for now.

5. <u>World Aquatics (formerly FINA) Rules Changes</u>: Kathy described the breaststroke rules revisions (deleting "and in the same horizontal plane" for both stroke and kick with simultaneous touches still required and, per Kathy, being "flattish" before pulldowns), which USMS has already adopted. For backstroke, "not completely submerged" at the finish is removed and is being evaluated by the USMS Rules Committee. USMS will adopt the USA Swimming wording other than keeping "additionally" at the beginning of the affected sentence. Note that the online Rule Book reflects current adopted rules status, overriding the printed version.

6. <u>Meeting Continuity</u>: Linda noted that we sometimes lose agenda items from one meeting to the next. Dan proposed a method called a Project Charter to track actions under way. He shared the example shown on next page.

D. Looking Ahead:

1. <u>Next BOD Meeting</u>: Annual Meeting, April 15, 2023 @ PNA Champs
   a. Announcement of Coach of the Year, Dawn Musselman award recipients
   b. Introduction of new PNA officers

2. <u>Next regular BOD Meeting</u>: Monday, May 8 (TBD), 2023, 6:45 pm
   (Linda will send access information to Google Drive for new board members)
   a. Approve Convention and Relay 2023 delegates
   b. Approve standing policies (as reworked by Jim, Sally, Kathy, and Linda for review prior to meeting).

MSA to adjourn at 8:26 pm   Minutes prepared by Steve Peterson, Secretary

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PNA Project Charter

General:

Charter Date		Charter Number	
Last Update			
Project Name			
Project Champion			
Project Goal/Vision (narrative)			
Committee or Other	Standing Committee☐ Ad hoc Committee ☐ Independent Project☐ (committee name?)		

Details:

Project Status	Proposed☐ Investigating☐ In work☐ Launched☐ (comments)
Champion contact information (name, title, email, phone number)	
Project team members and contact info	Name: Phone: Email: Name: Phone: Email: Name: Phone: Email:

Financial Information:

Project Budget	$
Budget Details:	
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2.	
3.	
4.	
5.	

Tasks and Assignments:

Tasks:	Who will perform task?
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Typical filled-in form:

PNA Project Charter

General:

Charter Date	January 4, 2023	Charter Number	2023-01
Last Update	March 13, 2023		
Project Name	PNA Board Nominating Committee		
Project Champion	Linda Chapman		
Project Goal/Vision (narrative)	Identify a list of candidates for all open PNA Board Positions in the coming term		
Committee or Other	Standing Committee☐ Ad hoc Committee ☒ Independent Project☐ (Committee created by call for volunteers and approved by PNA Board via email on January 4, 2023)		

Details:

Project Status	Proposed☐ Investigating☐ In work☐ Launched☒ Committee will poll current board members for willingness to continue in current positions, change positions, or step away from the board. Committee will then undertake to find candidates for open PNA Board positions
Champion contact information (name, title, email, phone number)	Linda Chapman PNA Chair Email: Phone: (other)
Project team members and contact info	Name: Sarah Welch Phone: Email: Name: Dan Underbrink Phone: Email: Name: Phone:

Proposed Project Completion Date	Before March 13, 2023 PNA Board Meeting
Project Activities:	
Zoom Call, Wed. January 11, 2023	Committee met and discussed project requirements. Divided list of current board members amongst the 3 of us, to make calls/ask intentions for the coming year.
Calling a portion of the list of current board members	Each committee member calling their portion of the list and forwarding results to other members via email.
Results of calls	Each member adding notes to an on-line spreadsheet Linda created.
Zoom Call, Tues. January 24, 2023	Assess results of calling existing Board. Open positions are: Chair, Vice-Chair, Treasurer, and at least one At-Large Director position Discussion among the committee members of who in PNA might fill the available positions. Sarah and Linda calling Team Reps and asking them to spread the word about the open positions to their constituents. Dan to call several individuals to ascertain interest in serving on the board.
Results from latest assignments	Brent Barnes – interest in Treasurer position David Scott and Bob Moore – interest in the At-Large Director position No reported feedback from team reps Follow-up with other individuals mentioned during committee discussion yielded no additional candidates
Validating understanding of expected Treasurer's duties	Linda reached out to Brent with information about the Treasurer's role, and both she and Brent feel that it is a good fit for him.
Zoom Call, Tues. January 31, 2023	Team met briefly and discussed status. Discussion then leads to PNA medals and PNA stopwatches – Dan takes action items to address both topics.
Zoom Call, Mon. February 20, 2023	With no additional volunteers for open board positions, Linda undertakes to write a letter to current board, to appeal for help
Team reviewing letter content	Feb. 24-26
February 26	Sally Dillon contacts the nominating committee and volunteers to take on the position of Chair for the coming term – Thank you Sally!
March 4	Dan takes action item to call Bob Moore and ascertain interest in the PNA Vice-Chair role
March 7	Dan speaks with Bob and there is interest! A Zoom call is offered with the nominating committee to get any questions Bob might have answered.
Zoom Call, Thurs. March 9, 2023	Zoom call with Bob Moore. Got Bob's questions answered and all parties agree that he is a good fit for the Vice-Chair position.
March 11	Dan touched base with Dave Scott, just to confirm that he is 'IN' and agrees to be on the slate of PNA Board candidates
March 12	Nominating Committee activities are successfully completed and will be presented to the PNA Board at the March 13, 2023 Board Meeting.