

**Pacific Northwest Association of Masters Swimmers
Board Meeting (Videoconference via Zoom) Minutes
Wednesday, May 10, 2023**

Attendees: Sally Dillon, Bob Moore, Steve Peterson, Brent Barnes, Linda Chapman, Kathy Casey, Dave Scott, Jim Davidson, Lorraine Masse, Dan Underbrink, Kim Boggs, Doug Jelen, Lucianne Pugh, and Walt Reid

Not present: Bob DeWard

Call to Order and Introductions: President Sally Dillon called the meeting to order at 6:35 pm.

A. Officer Reports

1. President's report: Sally welcomed new PNA board members Bob, Brent, and Dave. She looks forward to working with them and the veteran board members who have committed to serve over the next two years. Linda has offered to do an orientation for the new board members (and anyone else who wants to attend). She will schedule it in May or June, depending on everyone's availability.

PNA has much to accomplish in continuing to overcome effects of the COVID pandemic. Sally is encouraged by the enthusiasm for new ideas and projects and looks forward to implementing them. Her immediate goal is to return to having an in-person board meeting at least once a year and proposed this for the next board meeting.

2. Appointment of Club and Team Development Coordinator and Coaches Coordinator: **MSA to appoint Linda to both positions.** Linda volunteered for these, looking at potentially merging them into one position and writing a new position description for this combination accordingly. Appointing a coach as coaches chair isn't always the best idea because while some coaches would do super job, they are primarily busy coaching and not necessarily inclined to devote needed attention as the coordinator.
3. Approval of minutes: **MSA the March 13 meeting minutes as presented.**
4. Financial report: No questions for new treasurer Brent. **MSA the financial report as presented.**

Total Assets as of April 30: \$102,391.85:

Checking account balance:	\$44,073
Savings account balance:	\$58,319
Credit card balance:	\$75

Total Income, March + April: \$2,829.99:

USMS registrations	\$2,310
USMS fees	-\$100
USMS donations	\$304
Meets (BC Mile)	\$169
Awards (medal sales?)	\$146
Interest	\$1

Total Expenses, March + April: \$1,689.56:

Annual Mtg (Social)	\$762
PSM tags (D. Scott)	\$540
Awards (Trophies2Go)	\$312
Software	\$75

Net revenue YTD: \$13,095.33

B. Coordinator/Committee Reports

1. Membership: Linda reported that we're doing great with membership to date at 1,513 (718 men, 795 women). The men are starting to catch up! Going by year to date as of April 30th, this year versus last

year is ahead by 40 people or 3%, which is fantastic. Linda predicted we would end the year above 1800, entitling PNA to 5 delegates to the 2024 USMS Annual Meeting.

MEMBERSHIP BY MONTH AND YEAR 2017-2023 (as of 05-10-23)																
YR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Total Year	4/30 YTD	Diff	Diff %
2023	312	660	283	84	85	74	15						1513	1498		
2022	371	577	280	49	110	71	46	53	36	41	68	74	1776	1458	40	3%
2021	254	432	207	52	53	54	64	64	87	56	67	84	1474	1052	446	42%
2020	305	574	357	93	29	5	7	30	17	23	19	28	1487	1363	135	10%
2019	335	554	331	83	86	100	66	68	36	45	61	42	1807	1489	9	1%
2018	390	507	358	88	74	63	59	55	50	33	48	42	1767	1480	18	1%
2017	418	550	246	95	65	68	68	44	29	52	50	53	1738	1442	56	4%

2. **Meets: MSA the meet dates for BAMFest (October 8), the Snohomish Aquatic Masters meet (November 5), and PSM SCM Champs (November 18 and/or 19).** Lorraine approved recognition for the *Washington State Senior Games* meet on July 23. All these are on Sundays. Lorraine said that Rob Serviss is stepping down as Snohomish Aquatic Center’s aquatics director at the end of May, noting the loss of our “go to guy” for many past Snohomish meets. PSM is negotiating their *SCM Champs* meet with KCAC, preferring the usual weekend of November 18/19. Linda asked if this would be a one- or two-day meet. PSM’s new president David McCarty and their board have yet to make this decision, concentrating on Spring Nationals planning.

PNA LCM meet and 5K swim: Linda noted that PNA’s policies have language governing meet fees. Simple meets (i.e., not at KCAC) typically have a \$16 or \$17 surcharge and a per-event fee from \$2 to \$4. Hosts can choose any combination of that without needing approval. At KCAC, however, the cost structure is much different because of the greater expense. Meets like *PNA Champs*, *PSM SCM Champs*, and this *PNA LCM meet* require fee schedules that allow hosts to at least break even. But we also allow that once a host is approved to charge a certain fee for a particular meet, they do not need to return for approval for subsequent meets.

This one-day LCM meet is effectively a new one, as it was last held four years ago. As things have changed, Linda proposed setting an early registration discount, a first for a PNA pool meet. This would be \$32 with a \$4 per event fee. After June 18 (two weeks before the meet) the regular entry surcharge rises to \$40 with the same \$4 per event. This will help in determining the entry count earlier than one week before the meet. She also proposed reducing the maximum number of events from six to five for various reasons. And putting a time standard on the 800 because of insufficient time to accommodate potential 26+ minute swims.

With 125 entrants, estimating that 80% will enter early and 20% will enter late, the meet could suffer a minimal loss of \$0 to \$140 under this proposed schedule. More entries, of course, would provide a better return. Sally recalled that we surprised ourselves with a profit from the 2019 meet where 127 people entered, including several entrants from other LMSCs. Dan noted that the meet should attract swimmers planning on Summer Nationals a month later. Jim asked whether PNA’s guaranteed meet profit would apply, but since PNA is the host, this point is moot. Linda said the key is getting it sanctioned and open for entries, with adequate advertising because it’s not yet a regular meet on anybody’s radar. Sally said Pacific is hosting a one-day LCM meet a week later in Carson City, posing little competition, and Oregon’s LCM Zone meet in The Dalles is in August. **MSA the proposed meet fee structure of \$32/\$4 and \$40/\$4 for the July 1 LCM meet and 5K swim at KCAC.**

Linda answered Brent’s questions about this meet’s historical low numbers (~120 seeming small for KCAC) and the lack of local long course meets. “July is nice. People protect their summer weekends and don’t want to be in an indoor pool. For this meet, we must get the word out over and over, more than in the newsletter and just sending an email blast. Much of what is posted or sent out digitally just doesn’t get seen because people are overwhelmed. We must break through that, even down to Oregon and maybe California.” Brent said that he and Holly (Lickwala) fly down to California meets for lack of events here. It has been some time since anyone hosted an LCM meet, with South Kitsap pool out of

commission and Colman now ineligible for records because of its saltwater mix. Oregon, too, is not doing their Gil Young Memorial now. Other than hosting Nationals in 2001, PNA has not traditionally had long course meets in the summer.

Sally promoted the 2019 meet believing we should have a long course meet every year. Then COVID hit, canceling its repeat in 2020 and slowing potential growth to a two-day format. Now having lost three years, we decided to restart with a single day. But Sally wants to make sure it's two days next year, especially given that PNA will be hosting Summer Nationals in 2025.

3. Open Water: The *Whidbey Island Adventure Swim* and *Fat Salmon* are ready to go. Bernardo's All Stars should submit the sanction request for *Swim Defiance* in a couple weeks.
4. Club & Team Development: Linda has received from Sally the current list of coaches and representatives. Her first focus is soliciting attendees for Relay 2023, about hosting events. Bob Moore has expressed interest, leaving PNA with three open spots not counting Linda. She also plans to notify our coaches about all the education and support available.
5. Newsletter: Lucianne said things are going well, though "a little bit at her wits end" because of late item submittals.

Old Business

1. Checking Account Reconciliation: Lorraine left the meeting early so the status of her remote checkbook review was not known. Lucianne stated that Lorraine has access to the statements and in conversation sounded ready to proceed. Lucianne suggested that this required annual review (per USMS and PNA Standing Policy 4.8) be done semimonthly instead and offered to be the second pair of eyes now that Brent has taken over as treasurer. Brent concurred. Sally will follow up with Lorraine on this transition.
2. Bank account signatories: Names on PNA's Bank of America account need updating. In accordance with PNA Standing Policy 4.3, **MSA that PNA checking account signers are Sally Dillon (President), Brent Barnes (Treasurer), and Steve Peterson (Secretary)**. Also, per PNA Standing Policy 4.13, **MSA that authorized credit card holders are Sally Dillon (President), Brent Barnes (Treasurer), and Steve Peterson (Secretary)**.
3. PNA mailing address: PNA has long rented a PO box at the Seattle Post Office. Sally suggested that we consider closing it in favor of a more easily accessed address. Brent noted that Stripe, in fact, requires a non-PO box mailing address. (All USMS transactions are processed electronically.) Former board member Arni Litt offered Sally this assessment: "You can switch to an address of anyone. Just make sure it is changed on the state and federal tax forms. Register the change with the PO so they forward the almost non-existent mail. We get a few checks from teams and a few requests for scholarships. That's it. I check about weekly. I have one of the two original keys." Sally said she had no luck finding who might have the other key, which may incur a replacement fee. **MSA to close PNA Post Office Box 12172 and accept Treasurer Brent Barnes' home address (1320 Carlyon Ave SE, Olympia, WA 98501) as the current official PNA mailing address**. Dan noted that existing forms and postings should be reviewed to reflect this change.
4. Champs April 15 social: Sally summarized this very successful event in a separate detailed posting. The event had 96 attendees versus about 60 in 2019. With income of \$600 (ticket and beverage sales) and expenses of \$2025 (rent, food, beverages, decorations), PNA came in under the budgeted \$2000 at \$1425. (A miscalculation of Club Assistant fees (5% vs 5.9% actual) caused BWAQ to overpay slightly for the 69 attendees who purchased tickets via the meet registration.) "Pop's Pizza (including gluten-free, positioned *after* the regular) was outstanding!" echoed Dave, Brent, and Kim. The subcommittee noted several recommendations. These included making sure nominators are aware that PNA's two awards will be presented there versus on the pool deck and Bob's suggestion to charge \$10 and include a free drink ticket to reduce bar cash handling. Those not wanting a beverage could give their ticket to another person; those wanting more could purchase another drink.
5. Microsoft 365 Teams/email: Lorraine will send out a poll to determine the best date and time for a training session on switching to this suite of collaboration tools.

C. New Business

1. License Plate Frames: Sally initially purchased these frames as board member gifts when she completed her previous terms as PNA President. She shared the one remaining frame at the Champs social, generating interest in purchasing one among at least 10 people. Sally advertised them in *The WetSet* and plans to do so online. Lucianne recommended selling these as a 501(c)(3) fundraiser to avoid incurring sales tax and not at KCAC or via Club Assistant, which impose additional sales fees. **MSA to purchase 25 frames (~\$468 with tax) as a fundraiser for sale at \$20 each.** Sally will handle presales of these for pickup at meets. Sally proposed that the small profit should go to the Wiggin Fund.
2. USMS Annual Meeting delegates: This year's "hybrid" meeting is September 8-10 in Houston. PNA's "automatic delegates" (by virtue of positions on USMS Standing Committees) are Kathy Casey (Rules), Jim Davidson (Long Distance), and Steve Peterson (Legislation). Membership size entitles PNA to send four additional delegates, for which three applications were received. **MSA to send Linda, Sally, and Walt as PNA delegates.** A fourth delegate may still apply.
3. Rules, Legislation, Long Distance: Rule Book amendment proposals are due June 10. Kathy said one Rules concern was insertion of the term "horizontal" in the Facilities article regarding platform measurement. Jim said Long Distance intends to update acknowledgement that the National Office has taken over virtual events management.

D. Looking Ahead:

1. Next regular BOD Meeting: Sunday, June 25, 2023, 1–3 pm; Sally Dillon's residence and via Zoom
2. Topics to consider:
 - a. Approving extensive revisions to the PNA Standing Policies. These must be reviewed carefully by everyone beforehand. Jim (lead), Linda, Kathy, Sally, and Steve have made substantial modifications in addition to standardizing capitalization, punctuation, and sentence structure. This subcommittee will ensure that all their updates are incorporated and the document is sent out well in advance of June 25, ready for full board review.
 - b. Prioritizing subcommittees and soliciting volunteers.
 - c. Incorporating Dan's Project Charter method to track board actions under way.

MSA to adjourn at 8:11 pm

Minutes prepared by Steve Peterson, Secretary