

**Pacific Northwest Association of Masters Swimmers
Board Meeting (at Sally Dillon's residence and via Zoom) Minutes
Sunday, June 25, 2023**

Attendees: In Person: Sally Dillon, Steve Peterson, Linda Chapman, Kathy Casey, Dave Scott, Jim Davidson, Dan Underbrink, Bob DeWard
Via Zoom: Brent Barnes, Lorraine Masse, Doug Jelen, and Walt Reid

Not present: Bob Moore, Kim Boggs, Lucianne Pugh

Call to Order and Introductions: President Sally Dillon called the meeting to order at 1:07 pm.

A. Officer Reports

1. President's report: Sally thanked the seven who traveled to Timber Ridge for our first in-person meeting in three years in addition to the four attending via Zoom.

Sally attended the Oregon LMSC's Annual Meeting and Social in May during their Champs weekend in Bend. Their small meet was over about 1 pm followed by a Social at McMenamins at 5:30 with about 90 attendees. The sumptuous prime rib buffet with no-host bar seemed crowded but had an intimate feel. Oregon LMSC president Tim Waud held a short meeting to introduce those board members present from Oregon's very large board. Following announcements of upcoming events, Tim acknowledged members who set national and world records in 2022, those earning individual All American honors, and additional awards. Sally suggested that for our Champs Social next year we consider providing a pamphlet, prepared in advance, that contains the award and acknowledgement details (as Oregon did for their event).

Regarding sale of PNA license plate frames, Sally received no responses to the newsletter solicitation so did not order any. She suggested instead that we consider offering them at the next KCAC meet as a merchandise prepurchase during registration.

2. Approval of minutes: **MSA the May 10 meeting minutes as presented.**
3. Financial report: In response to Linda's query about the NW Zone fees, Treasurer Brent explained that these were for 2022 and 2023 (\$1456, \$1500). Sally and Brent will investigate how NW Treasurer Ken Winterberger derived those numbers.

Linda asked about the process for invoicing meet hosts and whether invoices had been sent for recent meets. Brent was unaware of that responsibility, noting that he could certainly benefit from written details for all the job functions. Linda and Sally acknowledged that certain details are not necessarily in the Standing Policies nor in the current Position Description. Jim asked where best to document these details, preferring not to put more "how to" in the policies. Sally will send the current position description to Brent and Lorraine, who would provide the information for each meet. Dave Scott suggested that the meet host guidelines be enhanced as well.

Brent researched and found that of five outstanding meet invoices, only one has been sent (*March Madness*, TACM Anacortes, March 12) with no response to date. Another (*Viking Invitational*, WWU Bellingham, Feb 26) has not been sent along with three others from 2022: *PNA Champs 2022*, *SAM 2022*, and *Cannonball Classic* (host Metro Aquatics, June 11-12). Linda queried how invoices are generated – automatically or via a QuickBooks template? Linda asked if we waived the PNA fee for the *Cannonball* (?). Sally suggested that Brent and Lorraine audit the 2022 and 2023 meets.

Brent noted that Arni Litt had closed the PNA P.O. Box and had sent him some checks, but he is not sure what they are for. Brent will be taking the May 10 minutes, which designate the current officers authorized account access, to Bank of America for account updating.

Brent said we've netted about \$6100 from Stripe for the July 1 LCM meet with 150 entrants so far.

MSA the financial report as presented.

Total Assets as of June 30: \$102,677.46:

Checking account balance: \$44,359
Savings account balance: \$58,319

Total Income, May:		\$2,531.81:
USMS registrations	\$1,020	
Meets	\$1,511	
Interest	\$1	
Total Expenses, May:		\$2,206.60:
Annual Mtg (USMS)	\$359	
Dept of Revenue	\$335	
NW Zone per swimmer	\$1,478	
Stopwatch refurb	\$35	
Net revenue YTD:		\$13,899.20

B. Coordinator/Committee Reports

1. Membership: Linda reported membership to date is 1,611 (752 men, 859 women).

MEMBERSHIP BY MONTH AND YEAR 2017-2023 (as of 6-24-23)																
YR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Total Year	6/30 YTD	Diff	Diff %
2023	312	660	283	84	85	74	69	44					1611			
2022	371	577	280	49	110	71	46	53	36	41	68	74	1776	1557	54	3%
2021	254	432	207	52	53	54	64	64	87	56	67	84	1474	1180	431	37%
2020	305	574	357	93	29	5	7	30	17	23	19	28	1487	1400	211	15%
2019	335	554	331	83	86	100	66	68	36	45	61	42	1807	1623	-12	-1%
2018	390	507	358	88	74	63	59	55	50	33	48	42	1767	1594	17	1%
2017	418	550	246	95	65	68	68	44	29	52	50	53	1738	1554	57	4%

2. Meets: – Lorraine reported that whether the *PSM SCM November meet* will be one day or two has not been decided, though PSM is leaning toward two without the 800. *PNA LCM meet* entries are coming in steadily, but it may be short on timers. Kathy has been contacting local high school teams, though with the school year over members are now scattering. Jim asked about soliciting PNS teams, but they have meets every summer weekend. Sally suggested offering cash to participating teams (e.g., TWIM, LWM, etc.) to time for assigned lanes and will send a message to team representatives if needed.
3. Open Water: Jim reported that the *Whidbey Island Adventure Swim* had no issues, coming off well if not chilly (61°) with 91 swimmers including about 16 without wetsuits! *Swim Defiance* has their sanction. *Fat Salmon* Event Director Jim Lasersohn has written a comprehensive summary of Seattle's recent review raising insurance issues between Seattle and USMS. After many years, the Certificate of Insurance (COI) documentation is not acceptable! Seattle requires "ORCA" and "Fat Salmon" to be included with "USMS" as the named insured. And since Seattle issues a *permit* versus a *contract*, the term 'permit' must be added to the USMS policy. With the ball in the insurer's court to update the COI accordingly, Linda suggested we contact the National Office (Dawson Hughes, Peter Guadagni, or Bethany Burchel). Sally asked Jim to draft a letter to USMS for her and Jim to sign requesting rapid assistance, given the short time frame and the NO's focus on membership support.
4. Newsletter: Sally applauded Lucianne (absent), who continues to do a great job.
5. Club & Team Development: No report.
6. Historian: Walt's next project is completing a spreadsheet documenting the PNA board members from Day One. Walt will send this to Steve and Jim to determine the best way to display online.

C. Old Business

1. Position Descriptions for "Directors": PNA has three types: Appointed, At Large, and Club. Linda clarified that Club directors are nominated and approved by the Board, not selected to represent a specific Club. Sally proposed that the current directors develop PDs for their respective positions. Of the six current directors, the four in attendance (Kathy, Dave, Dan, Bob) agreed to work together on this. Sally will send previously considered descriptions to Dan for distributing to the others. Goal is to complete for the October meeting.

2. Board Member Photos for Website: Dave sent two photos that Sally will forward to Steve. Steve has not yet deciphered WordPress's process to insert photos into the existing Board members table. At the top level, the template that developer Matt Miller used must be altered or replaced to change the structure of the home page as this current format is not working for us. Jim contacted Matt months ago, who said he could replace the template. Generally, Jim and Steve have been able to modify only content. Bob said WordPress is notorious for its inflexibility. We use Matt's server space at no cost. The Zone webmaster has free space on his server as well and Lorraine works with Pacific Software Publishing, so we could consider other options. Dave Scott expressed interest in taking over as webmaster. **MSA Sally's appointment of Dave as webmaster.** Sally thanked Steve for many years serving as PNA's webmaster. Lorraine wanted to be sure that other individuals would be able to modify the website. Dave was informed that we have an informal IT committee (Dave, Jim, Steve, Lorraine, Lucianne). Dave will begin exploring options to improve our website.
3. Project Charter: Dan used his template to construct a version for monitoring the project to develop the director position descriptions (C.1). Linda will create a separate Google Drive folder for these charter documents.
4. USMS Annual Meeting: Three PNA delegates have been approved and submitted. Lorraine is a potential fourth delegate but must check her availability. Kathy asked Sally to double check on submitting a last chance nominee. Curiously, USMS posted the Election candidates listing on the Volunteers page rather than the Annual Meeting page (since fixed). Hugh Moore was appointed as USMS Parliamentarian and Jane Moore, still registered with PNA but away from the board for two years, is also available as PNA's fourth delegate.

D. New Business

1. Revision of PNA Standing Policies: Jim described the nature of the many housekeeping changes (e.g., nomenclature, punctuation, paragraph renumbering, rewording for clarity and style) that do not affect the specific policy. Jim proposed approving all the housekeeping changes, then bringing the document back with only substantive issues to consider. **MSA to accept all housekeeping proposals in the revised Standing Policies document.** Jim will provide a version containing just the substantive changes for focused consideration well in advance of the next meeting.
2. Special Olympics: Dan and other TWIM members volunteered and were inspired at a recent Special Olympics meet. He discovered that they needed 2000 volunteers, and suggested we publish the information about future Special Olympic events in the newsletter and other media sources. He will keep us advised on future events.
3. Network Security: Steve received notification from our domain registrar Network Solutions about private security registration for our website. Not having experienced any of the possible annoyances (e.g., scammers harvesting the owner's email address), is this a worthy expense (\$50 for 5 years)? He also noted the incessant unrelated comments that show up from many other countries (e.g., product ads, Russian porn sites). Steve will examine further with WordPress and Network Solutions.

E. Looking Ahead:

1. Next regular BOD Meeting: The July meeting was moved to June 25 (today). The scheduled meeting for September falls during the Annual Meeting, and after some discussion the next meeting will be Tuesday, September 5, via Zoom at 6:45 pm.

MSA to adjourn at 3:00 pm

Minutes prepared by Steve Peterson, Secretary