

**Pacific Northwest Association of Masters Swimmers
Board Meeting via Microsoft Teams Minutes
Monday, November 6, 2023**

Attendees: Sally Dillon, Bob Moore, Steve Peterson, Brent Barnes, Kathy Casey, Dave Scott, Jim Davidson, Lorraine Masse, Dan Underbrink, Bob DeWard, Doug Jelen, and Walt Reid

Not present: Linda Chapman, Kim Boggs, and Lucianne Pugh

Guests: Dave McCarty, PSM president

Call to Order and Introductions: President Sally Dillon called the meeting to order at 6:51 pm.

A. Officer Reports

1. President's report: Per published LMSC Standards, LMSCs are required to have an annual meeting that is open to all members. November's board meeting was originally so designated. However, the April 15 meeting/banquet at KCAC had also been advertised as an "annual meeting" and over 90 people attended. In the NW Zone (and likely across the country), most LMCS are using a social event like that for their annual meetings, as opposed to designating a board meeting as such. Now that the secretary has prepared minutes for that meeting from Sally's notes, Sally suggested we consider April 15 as the official annual meeting and approve those minutes for submittal to USMS. (See A.2 below.)

Since our September meeting, PNA members have attended two separate USMS events in Houston. Both events took place at the Marriott Houston Airport hotel:

The *USMS Annual Meeting* was held Sept. 8-10. USMS members have attended the Annual Meeting since 1971, when first USMS President Ransom Arthur was elected. This year's meeting was a "hybrid" allowing in-person and virtual attendance. PNA was entitled to four delegates in addition to the three "automatic" delegates by virtue of their membership on national committees. Sally attended in-person along with Kathy Casey, Linda Chapman, and Walt Reid. Attending via Zoom were Jim Davidson, Lorraine Masse, and Steve Peterson. The meeting dealt primarily with governance issues, including the election of the USMS Executive Committee. The new officer list can be found here: <https://www.usms.org/admin/org.php>

The second annual *USMS Volunteer Relay* was held at the same location October 20-22. Linda Chapman attended as a "presenter" and a member of the organizing committee. PNA was represented by four individuals who hold various positions in PNA's greater swimming community: Diana Hermanson (head coach/BERN), Jim Lasersohn (Fat Salmon director/ORCA), David McCarty (PSM president), and Bob Moore (PNA VP/TWIM). (See also A.4 below.)

As approved by the board at the September meeting, PNA contacted the USMS National Office to arrange paying the 2024 club registration fees for PNA's clubs and workout groups that had at least 5 members in 2023. Forty PNA swimmers registered on November 1 and our funding of fees ensured that all their clubs and workout groups were already registered for easy access.

2. Approval of minutes: **MSA the April 15 meeting minutes as written for the designated "annual meeting." MSA the September 5 meeting minutes as presented.**
3. Financial report: Brent expressed appreciation to Linda, Lucianne, and Lorraine for their help. Having received Kathy and Walt's Relay 2023 requests, travel reimbursements for the Annual Meeting and Relay 2023 are complete. Brent noted that he cannot yet access the Bank of America account because he is not a signatory and lacks the current debit card PIN. Steve noted that the May 10 meeting minutes document the updated authorized checking account and credit card signatories (Sally, Brent, and Steve). However, the bank requires in-person appearance of current signatories (apparently those as of 2018) or will mail a form upon signatory request. Sally will contact Arni about the PIN and BofA about the form. Dan suggested that the signatory update procedure be documented to ease future transitions. **MSA the financial report as presented.**

Total Assets as of October 31: \$97,819.39:

 Checking account balance: \$39,498

 Savings account balance: \$58,321

Total Income, September-October: \$1,860.98:
 USMS registrations \$1,077
 Swim Defiance OW \$714
 Rockfins club (returned) \$40
 LMSC donations \$30
 Interest \$0

\$714	Bernardo's check, less:
-\$100	OW sanction fee
-\$265	USMS OEVT 53@\$5
<u>-\$192</u>	USMS one-event 12@\$16
\$157	to PNA

Total Expenses, September-October: \$3,970.82:
 Annual Meeting + Relay \$3,401
 Sanctions (FS, SrGames, SD) \$300
 Zoom + website fees \$215
 Wiggin Fund request \$55

Net revenue, September-October: (\$2,109.84)

Net revenue YTD: \$8,597.87

4. Relay 2023: VP Bob Moore attended, noting that 15-20% were first timers. The meeting for newbies was helpful. He was inspired and thanked PNA for sending its five participants. About half were open water enthusiasts. *Fat Salmon* Director Jim Lasersohn's presence helped, with Jim emphasizing the need for volunteer support. (*Fat Salmon*, e.g., has recently suffered with waning club support.) Highlights noted:

- We need to reduce the hurdle (fear) of entry and participation. Only 25% enter competitions. Active participants are more likely to renew membership in the face of about 20% non-renewals.
- The logistics of how to put on a meet was very informative. PNA does quite well compared to some other LMSCs.
- Most relevant was listening to how others incorporate fun aspects into their meets and events. Making these attractive socially draws more people and encourages repeat participation.

Dave McCarty suggested that PSM or PNA pay new members' initial registration fee. Sally suggested a separate meeting among interested participants to brainstorm PNA recruitment ideas. Jim, Lorraine, Bob Moore, and Dave McCarty expressed interest, and Sally would invite the other Relay 2023 participants.

Dave mentioned hearing about recent Atlanta-based startup *Grown Up Swimming*. Sally noted that USMS is considering purchasing *GUS*. Kathy expressed concern, however, that as with *College Club Swimming* the National Office bypassed the prescribed legislative processes. It is still too soon to know whether *CCS* will be an effective USMS recruiting tool.

B. Coordinator/Committee Reports

1. Membership: Linda reported an all-time membership high to date at 1,848 (995 women, 853 men). The previous high was 1,807 in the oh-so-long-ago pre-pandemic year of 2019. This entitles PNA to five delegates to both the Annual Meeting and Relay 2024 for which we need to budget accordingly!

MEMBERSHIP BY MONTH AND YEAR 2017-2023 (as of 10-30-2023)																
YR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Total Year	10/31 YTD	Diff	Diff %
2023	312	660	283	84	85	74	69	46	57	44	63	71	1848	1848		
2022	371	577	280	49	110	71	46	53	36	41	68	74	1776	1776	72	4%
2021	254	432	207	52	53	54	64	64	87	56	67	84	1474	1474	374	25%
2020	305	574	357	93	29	5	7	30	17	23	19	28	1487	1487	361	24%
2019	335	554	331	83	86	100	66	68	36	45	61	42	1807	1807	41	2%
2018	390	507	358	88	74	63	59	55	50	33	48	42	1767	1767	81	5%
2017	418	550	246	95	65	68	68	44	29	52	50	53	1738	1738	110	6%

2. Meets: Lorraine has heard back from WWU: **MSA the WWU Bellingham meet on Sunday, February 18**. A timing system and meet director are lined up. She is working with Sally on the Bellevue Mile. The November 5 Snohomish meet had 99 swimmers and went well despite initial shortage of officials. Lorraine has not heard from LWM about a possible March 17 Juanita pool meet.
3. Open Water: Jim is expecting open water date requests in the coming months. Steve wondered if PNA should establish a committee to take on *Fat Salmon* but Sally said “no” given the board’s other commitments. Jim Davidson said that Jim Lasersohn has been soliciting other teams but noted that we have only 4 or 5 clubs of sufficient size to host. A coalition may be the solution.
4. Newsletter and social media: The November-December issue of *The WetSet* is posted. In Lucianne’s absence, Sally praised her latest work and congratulated her on winning the prestigious *2023 USMS June Krauser Communications Award!*
5. Club & Team Development: No report (Linda absent).
6. Historian: Walt, with Dave Scott’s help, has updated and posted the *PNA All-Time Top 12* with close of the SCY season. He has also updated the *Progressive Records* listings for the SCY and LCM seasons with SCM to come. Dave has cleaned up the recent, historical, and Top 10 records pages, which had become cluttered. Walt has expanded the *PNA Officer History*, adding other positions as well. Walt thanked Jim and others for help on how to display this very large spreadsheet on the web and will appreciate suggestions from others. Brent suggested using Microsoft’s Power Platform product *Power BI* to pull and display information from the sheet. He and Lorraine will discuss this offline.
7. Webmaster: Sally expressed appreciation for the updated website appearance. Dave has been investigating 2FA (two-factor authentication) to protect our site administrative account. Steve has used Authenticator (Microsoft phone app) and Dave uses a physical USB token. Currently our site provider Matt Miller has not enabled using email for this purpose. Jim asked about making the website timelier, for example by displaying headlines from *The WetSet* on the home page with links. Dave will brainstorm and discuss possibilities with Lucianne about administering this.

C. Old Business

1. TWIM request for clinic financial support: Sally forwarded Carl Haynie’s email about past clinic performance. Forty attendees should garner a \$1600 profit without difficulty. Sally is in favor, given that Bill Brenner will be supported by several of our top coaches including April Cheadle, Wade Praeger, and others. This 4.5-hour clinic, limited to 40 at Brenner’s request, will cover all four strokes. In lieu of subsidizing “\$1000-\$1430 to TWIM,” **MSA that PNA will guarantee TWIM a minimum profit of \$800 for their March clinic**. Dan appreciated this amendment from the \$600 originally proposed. Sally said that coach biographies would help, given that swimmers may not know of Bill Brenner, and Dan noted that TWIM always includes these in their clinic announcements.
2. Position descriptions for directors: Dan’s subcommittee of the six directors met to update the existing descriptions and create new as needed and presented these to Kathy for review. This also led to the realization that our Bylaws need a corresponding update for simplification and conformance with existing practice. Dan passed the resulting recommendations to Sally and will review and incorporate her and Kathy’s markups for subsequent board review and approval.
3. Wiggin Fund subcommittee: Kathy, Bob Moore, and Linda have yet to meet. Kathy will take the lead in developing a written policy.
4. Bylaws review: Sally welcomed “newer board member” Dan to join her, Kathy, Jim, and Steve to review and update our Bylaws.

D. New Business

1. Appoint directors: The President must reappoint Appointed Directors annually. **MSA to approve Sally's reappointment of Bob DeWard and Dan Underbrink as Appointed Directors.**
2. Replenish stopwatch inventory: Dan noted an increasing failure rate among our existing watches. Jim suggested that we should have 42 watches on hand when hosting Nationals. Dan said that the preferred Accusplit models were on sale (\$99/7 vs. \$132/7). **MSA that Dan send the purchasing link to Sally, who will order 42 Accusplit watches using her PNA charge card.**
3. LCM at KCAC: Between legacy event reservations and pool maintenance in August, Sally reserved the only available dates of July 5, 6, and 7. Shall we do distance events on Friday? **MSA to host an LCM meet on July 5 through 7, with the 1500m alone on Friday night.** Kathy will research the order of events from past three-day meets.
4. Approve 2024 board meeting schedule: **MSA to set board meeting dates as follows:**
 - a. Meet on 2nd Monday in odd-numbered months (as per tradition) except as noted in (b).
 - b. Meet in person preferably twice next year (May & November, as done prior to COVID). Sally offered to host in Issaquah and/or others can host.
 - c. Planned dates: **Jan 8, Mar 11**, in person **May 11, July 8, Sept 9**, in person **Nov 9**.
 - d. Conduct the official "PNA Annual Meeting" during SCY Champs weekend (as was done in 2018, 2019, 2023).

E. Looking Ahead:

1. Next regular BOD Meeting: Monday, January 8, via MS Teams at 6:45 pm.
2. Meeting topics: Budget discussion and approval; July – December meets approval. Potential agenda items: Director position descriptions; PNA Bylaws revisions.

MSA to adjourn at 8:41 pm

Minutes prepared by Steve Peterson, Secretary