

**Pacific Northwest Association of Masters Swimmers  
Board Meeting via Microsoft Teams Minutes  
Monday, January 15, 2024**

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

Not present: Bob DeWard, Kim Boggs

Guest attendee: Jennifer Tran (UC36)

**Call to Order and Introductions:** President Sally Dillon called the meeting to order at 6:48 pm. She welcomed new Masters swimmer Jennifer Tran to the meeting and thanked her for her interest in attending.

**A. Officer Reports**

1. President's report: Following Sally's two lengthy calls to Bank of America, one about the credit card and another about the bank account, the authorization updates should be complete by the time of this meeting. The account signatory paperwork, with IDs and signatures individually notarized, was mailed between the three account signers, Sally, Brent, and Steve, and returned to get this accomplished.
2. Approval of minutes: **MSA the November 6 meeting minutes as presented.**
3. Financial report: Brent posted the December and Year End reports on Google Drive. PNA finished the 2023 year \$14K under budget due to \$5900 greater revenue and \$8100 fewer expenses.  
**MSA the financial report as presented.**

Total Assets as of December 31: \$97,819.15:

Checking account balance: \$40,496  
Savings account balance: \$58,323

Total Income, November-December: \$6,363.23:

USMS registrations \$5,400  
LMSC donations \$660  
BAMFest meet \$247  
Medals sales \$56  
Interest \$1

Total Expenses, November-December: \$4,178.85:

Relay 2023 \$2,036  
Per swimmer fees \$1,400  
New stopwatches \$655  
City, state fees \$88

Net revenue, November-December: \$2,184.38
Net revenue 2023: \$9,527.63

**B. Coordinator/Committee Reports**

1. Membership: Linda reported membership to date at 1,140 (627 women, 513 men).

MEMBERSHIP BY MONTH AND YEAR 2017-2024 through 01-09-2024																
YR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Total Year	12/31 YTD	Diff	Diff %
2024	309	654	177										1140	963		
2023	312	660	283	84	85	74	69	46	57	44	63	71	1848	972	-9	-1%
2022	371	577	280	49	110	71	46	53	36	41	68	74	1776	948	15	2%
2021	254	432	207	52	53	54	64	64	87	56	67	84	1474	686	277	40%
2020	305	574	357	93	29	5	7	30	17	23	19	28	1487	879	84	10%
2019	335	554	331	83	86	100	66	68	36	45	61	42	1807	889	74	8%
2018	390	507	358	88	74	63	59	55	50	33	48	42	1767	897	66	7%
2017	418	550	246	95	65	68	68	44	29	52	50	53	1738	968	-5	-1%

2. Meets: Lorraine heard back from BWAQ: **MSA the PNA Champs meet, April 13-14**. To Dave's question whether volunteering remains a concern, Linda said that finding sufficient volunteers remains a difficult challenge. For November's PSM SCM meet Sarah Welch reached out to PSM workout groups but found motivation lacking. Linda expressed concern about the PNA LCM meet in July, particularly about the Friday session. Because of that, the board approved a two-day format instead.
3. Open Water: Jim announced that the North End Otters have volunteered to host *Fat Salmon* this year. Hosts have requested sanctions for three open water events, all on Saturdays: **MSA to approve sanctions for Whidbey Adventure (June 1), Fat Salmon (July 27), and Swim Defiance (August 10)**. Dan noted that *Fat Salmon's* later-than-usual date was the same weekend as the Washington State Senior Games meet (a qualifying meet for next year's NSGA nationals), though on Sunday.
4. Newsletter and social media: Sally complimented Lucianne on another fine issue of *The WetSet*. Lucianne is not getting much interaction on social media – "Please share information!" She will continue to seek and post items. Sally suggested placing such an announcement in *The WetSet*. Linda asked if we have an Instagram account (yes) and whether that might be better to use than Facebook. Lucianne will keep trying both.
5. Club & Team Development: No report.
6. Historian: No report.
7. Webmaster: Dave has added photos from recent meets to the home page montage. He continues to work on 2FA (two-factor authentication) to control access our site administrative account.

### C. New Business

1. Proposal to waive meet host fees: Sally proposed a dual-objective initiative to (a) spend down PNA's large account balance and (b) provide more profit for prospective meet hosts. Given that hosts had met proposed information submission criteria, last year's 8 pool meets and 2 open water events would have cost PNA \$2,755 (or \$3,430 if *Fat Salmon* had not been canceled). The two proposed criteria are that (1) PNA's per swimmer fees are waived if the event is sanctioned and posted at least 45 days prior to the event and (2) USMS sanction fees are absorbed if post-event processes, including financial report submission, are completed within 45 days after the event.  
  
Dan asked how the sanctioning process works. Linda noted that USMS requires the LMSC sanction chair to approve the sanction, but the National Office separately processes and posts the meet announcement on the USMS event calendar. USMS bills monthly, typically two months after a meet. Lorraine, asked whether the 60-day requirement of PNA Standing Policy 7.6.10<sup>1</sup> was routinely met, said "not at all." Linda felt that PNA would effectively be backstopping hosts with a lenient 45 days and that we should strive to change the process. That is, start earlier to get meets sanctioned and posted on the calendar. Jim supported the proposal but wanted clarity on the definition of "posting." Sally, Jim, Linda, and Lorraine agreed to workshop this proposal.
2. Wiggin Fund resources: To the question "should all donations to PNA go into the Wiggin Fund?" Brent said such donations are posted to the General Fund per Standing Policy 5.1.(a). Policy 5.1.(b) says the board determines the amount allocated to the Wiggin Fund as part of the budget process. The current balance is about \$3700; Linda noted that we won't need to replenish in this budget cycle as less than \$200 was disbursed last year. Brent asked what minimum account balance should be maintained.
3. Proposal to reimburse PSM for SCM Champs expenses: PSM would need \$710 to break even for last November's meet at KCAC, our most expensive venue. Linda noted that PSM considered the PNA Champs experience in developing the budget as they worked with her to determine the entry fee for this two-day meet, a format swimmers prefer when contesting multiple races. PNA's policy to guarantee \$6 profit per swimmer per day would total \$2064 for the 172 attendees in addition to the \$710. **MSA to grant PSM a \$2700 subsidy for the SCM meet**. Linda offered that we should develop a specific KCAC

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<sup>1</sup> PNA Standing Policy 5.1(a): "Application for sanction or recognition using the online USMS Sanction Tool shall be completed at least 60 days prior to the event due date..."

policy to cover that facility's high rental cost. Jim, Lorraine, Sally, and Linda agreed to workshop funding issues and other ideas.

4. Budget review and approval: Primary revenue for the 2024 budget is based on membership of 1800 (1620 annual @ \$14/per + 180 extended year @ \$9/per). Open water One-Event income is expected to mimic that of 2023 with PNA's share of OEVT fees @ \$4 per swimmer: *Whidbey Adventure* (53) + *Fat Salmon* (167) + *Swim Defiance* (12). We may need to replenish medals for sale at meets, with 103 Blue, 55 Red, and 71 White currently in stock. (Linda suggested budget levels of 100, 50, and 50.) The Rule Book purchase budget was adjusted to \$200 to cover seven full-size and 12 mini editions. **MSA the 2024 budget with panned deficit of \$6,610.**

#### D. Old Business

1. Rule Book requests: Linda noted that USMS provides full-size copies to two committee members, Kathy (Rules) and Jim (Long Distance) this year; Steve is not on Legislation for 2024. Sally will order seven full-size copies for Dave Baer, Dick Chapman, Lorraine, Walt, Steve, and herself and twelve minis for Dan, Brent, and the meet box.
2. PNA board makeup: Sally noted that three individuals currently hold two or more board positions. She urged everyone to recruit new candidates and would welcome any suggestions.
3. Position description – Directors: Tabled for time.

#### E. Looking Ahead:

1. Next regular BOD Meeting: Monday, March 11, via MS Teams at 6:45 pm.
2. Meeting topics: July – December meets approval. Potential agenda items: Director position descriptions; PNA Bylaws revisions.

**MSA to adjourn at 9:01 pm**

Minutes prepared by Steve Peterson, Secretary