

**Pacific Northwest Association of Masters Swimmers  
Minutes of Board Meeting  
Sally Dillon's residence, Issaquah, WA  
Saturday, May 11, 2024**

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

Not present: Bob Moore

**Call to Order and Introductions:** President Sally Dillon called the meeting to order at 2:06 pm.

**A. Officer Reports**

1. President's report: Record membership numbers in 2023 entitle PNA to send 5 delegates to the virtual convention in September and 5 representatives to the in-person Volunteer Relay in October. The two largest of the 51 LMSCs, Pacific and Southern Pacific, can send 21 and 10 delegates respectively. Florida can send 6 while Illinois and New England are tied with us at 5. The remaining 45 LMSCs can send 4 or fewer. Eleven LMSCs fall under the 300-member threshold, allowing just one delegate. End of year total USMS membership was 55,999.

The annual meeting at Champs did not have as many people as last year but was still well attended. A financial report will be ready once online registrations and license frame sales are totaled. PNA's Coach of the Year and Inspirational Swimmer awards were presented to Diana Hermanson (BERN) and Brian Woodbury (LWM), respectively.

Summer Nationals 2025 planning awaits the organizing committee's opportunity to visit KCAC for a thorough tour to determine where best to stage things (e.g., awards). Back when we first started bidding, Mike Dunwiddie offered use of the banquet hall gratis throughout the meet. A few people have emailed Sally expressing interest in the organizing committee, and she is looking for a few more leaders within our larger workout groups and clubs. Sally plans to review the IUPUI facility while at the Olympic Trials in Indianapolis in June.

Sally thanked attendees for their willingness to come to Issaquah for the meeting. She noted that when she joined the PNA board in 1998 all 10 PNA meetings were held in person. Sally sees value in meeting in person at least once a year.

2. Approval of minutes: **MSA the March 11 meeting minutes as presented.**
3. Financial report: Sally, Brent, and Steve met at the Bank of America Issaquah branch just prior to this meeting to finalize the account signatories paperwork. Brent now has full access to the accounts. Brent has made the second payout to clubs for the per-member fees, which will appear in the next meeting's report. **MSA the financial report as presented.**

Total Income, Year to Date:	\$15,608:
USMS registrations	\$15,487
LMSC donations	\$120
Interest	\$1

Total Expenses, Year to Date:	\$12,280:
Per swimmer (3 clubs)	\$5,235
SCM Champs fee + profit	\$2,900
COY clinic award	\$1,410
Annual Meeting (rent + dep)	\$1,130
Awards	\$956
Wiggin Fund requests	\$297
Rule Books	\$180
Clinics	\$172

Total Assets as of April 30:	\$103,285:
Checking account balance:	\$44,961
Savings account balance:	\$58,324

Net revenue, Year to Date: \$3,328

4. Other Officers: No reports.

## B. Coordinator/Committee Reports

1. Membership: Linda reported membership to date at 1,561 (850 women, 711 men). The numbers continue to run about 3% higher than at the same point in 2023. Kathy wondered how we compare to other LMSCs. Linda noted that while there is no data to explain fluctuating ratios (men/women), other statistics are available on the USMS website. At the bottom, under *Volunteers / LMSC Resources / ByLaws, Stats and Templates*, is a link to *Historical Registration Statistics and Facts*. Sally asked when PNA women started to outnumber the men; Linda said one would have to manually extract the pertinent data from this 55-page PDF and process accordingly. But her “snippet of research” indicates a correlation with the growth of the Bainbridge Aquatic Masters and its rise in younger female members. Another report that Linda ran showed there are currently no PNA women in the 80-84 age group.
2. Meets: Lorraine said the July LCM meet sanction is pending verification that it is on KCAC’s calendar (KCAC lost Roger in the green room, possibly adding to the workload for Shelby). TWIM submitted a request for Sunday, September 22, at Sand Point Country Club, using 5 lanes for competition and one for warmup. (Dan will update Bob Moore of the day correction on the form.) BAM submitted a request for their annual BAMFest meet, with Tamara Tulou as Meet Director and Referee. However, the Bainbridge Aquatic Center pool is being renovated. They are looking at pool options but must get confirmation for their proposed dates. **MSA to sanction the TWIM meet (Sept 22) and BAMFest (October 6 or 13).**

Lorraine noted that the Hazen pool (Renton) renovation took 18 months for a new Myrtha liner and new lighting. It may need re-measuring, though only for national records purposes.

3. Open Water: *Whidbey Adventure* and *Fat Salmon* are sanctioned. NEO has assumed responsibility for the latter and so far has had no difficulty with Seattle authorities. The alternate location for *Fat Salmon* would be just a different place along the Madison or Madrona beaches, possibly as an out and back. Diana Hermanson will be submitting a sanction request for *Swim Defiance*. Confusion within Tacoma Parks Department required BERN to up their date from Saturday to Sunday, August 11.
4. Newsletter and social media: Lucianne reported that PNA’s Facebook page gets little interaction. Of the 77 posts she made from March 1 to May 7, 31 failed to receive “likes” or comments from anyone other than herself. Brent noted that less than 20% of the membership has joined the PNA Facebook group. Lucianne asked again for board members who use Facebook to join, follow the group, and “like” and comment. (Once you follow the page, you can invite your swimming friends to follow it as well.) Dave questioned whether “likes” were valuable. Linda suggested that monitoring “views” might be a better metric.

Linda, noting there hasn’t been a Twitter posting since 2019, commented that Facebook appeals to older members while younger ones are more inclined to use Instagram and TikTok. We should consider every means possible to reach our members. Brent suggested that Lucianne reach out to Morena Calvo, who has been very active with PSM social media.

5. Club & Team Development: No report.
6. Historian: World Aquatics posted the Top 10 for 2023, from which Walt pulled the PNA swimmers who made the World Top 10 for SCM and LCM. Walt sent the lists to Dave for posting.

Years ago, Walt started building *Progressive PNA Records*. At the end of each season, he extracts the names of those who have set PNA records during that season. While a database is more logical for this project, expediency and lack of a tool led to using multi-tabbed workbooks.

Walt has updated the sheets for 2023 SCM and sent that to Dave. However, Dave noted that posting this large workbook in a user-friendly way has yet to be solved in the Teams (SharePoint) environment. He will continue to work with Lorraine so that members might download an easily navigable read-only copy in much the same way as was done from Google Drive. Other solutions, such as a plug-in spreadsheet viewer (for ~\$100/year) or a database application (e.g., MySQL) might be developed.

Walt has also been working with Sally to compile a historical list of all PNA officers and board members. Similarly, this large spreadsheet could be difficult to view and maneuver on a web page.

7. Webmaster: Dave stated that all accounts have been converted to 2FA (two-factor authentication) for protecting site administrative access. Options include using MS Authenticator, email, or a YubiKey as the second factor after entering UserID and password. Lorraine complimented Dave on the photo montage. Dave noted that site host Matt Miller is the one to respond to such concerns as security vulnerability with any of the WordPress PHP library files. There are alerts now of some libraries missing, but this does not appear to affect our low-volume site's performance. Dave awaits a reply from Matt, who has generally been responsive (Dave has archived all dialogue with Matt in the website project document (under [Board > PNA Charters > 2023](#)). Dave mentioned that Oregon has reverted their website back to Club Assistant, as has Pacific, and that CA would make the switch for free. Linda suggested that spending money to free up volunteer time is worth doing.

### C. Old Business

1. Standing Policies change re: KCAC subsidy: Jim presented the proposed verbiage to offset rental costs at KCAC. **MSA to grant meet hosts a facility rental subsidy of \$1000 for each day of meets held at KCAC.** Jim will update the Policies with this insert as §7.1.10.
2. Virtual vs. physical awards at Champs: The board approved a switch from plaques to virtual awards for Team Division winners at Champs in March 2019 before the COVID-19 pandemic, because most plaques were never picked up by the winning teams. Champs was not held in 2020 and 2021, and no awards were given for the one-day meet in 2022. Linda emailed the virtual awards for 2023 with no complaints. (Host BWAQ did not update the meet program to reflect this change to virtual.)

However, requests to restore the physical awards were made following Champs 2024. Sally suggested that BWAQ take over awards preparation and presentation, with PNA remaining responsible for funding. **MSA to table this deliberation until next meeting.**

3. PNA Directors job descriptions: Dan incorporated Sally's and Kathy's reviews of the descriptions assembled by the six directors, Dan and Bob (Appointed), Kathy and Dave (At Large), and Kim and Doug (Club). Sally thanked Dan for leading this effort. **MSA to adopt the PNA Directors job descriptions (At-Large, Appointed, and Club) as written.**

Discussion ensued as to how to better inform the membership about the directors' (and other positions') purpose and functions. Periodic articles in *The WetSet* could describe all the respective duties. Dave suggested that hot links beneath the board members' photos could bring up the corresponding position descriptions (which are posted on the website already).

Dan noted that in developing these descriptions, inconsistencies were revealed in the format and verbiage in our existing ByLaws. Jim asked Dan for a summary of suggested changes for an update that is warranted this year. Kathy offered to provide input as well.

4. Approval of Wiggin Fund recommendations: Kathy reported on her subcommittee's work to date regarding intended fund uses, publicity recommendations, application form revisions, and notifying the Wiggin family of fund use. The board discussed these topics and Kathy's suggested policy changes. Kathy will send the policy revisions to Jim and update the recommendations accordingly for review at the next meeting.

### D. New Business

1. Proposal to Legislation Committee regarding closed USMS BOD meetings: The USMS Board of Directors recently agreed to close their meetings to the membership, resulting in several LMSCs proposing countering legislation. **MSA to add PNA's endorsement to this legislative proposal.**
2. Proposal to Legislation Committee to reinstate annual in-person Conventions: Kathy drafted PNA's proposal to modify Rule Book article 504.3.2 and three related ones to require in-person meetings of the HOD every year. Kathy will incorporate Sally's suggested changes. Kathy and Sally will request a board vote in time to submit this proposal before the June 10 deadline.
3. USMS fall events – Convention, Volunteer Relay, National Coaches Clinic: PNA is entitled to 5 delegates to the September 13-15 virtual convention. Kathy, Jim, and Jane Moore are automatic as

members of Rules, Long Distance, and Legislation, respectively. **MSA to approve Sally, Walt, Lorraine, Steve, and Linda to serve as PNA's delegates.**

Sally noted that there wasn't much interest to date for the USMS Volunteer Relay or National Coaches Clinic. Linda will attend Relay as an event organizer and Diana Hermanson, Coach of the Year, for the latter. Both events occur October 18-20 in Houston. Linda recommended the Relay to anyone interested in USMS operations. Sally encouraged PNA coaches to consider the clinic. Relay expenses are covered by USMS and PNA. Coaches are eligible for financial support through the Wiggin Fund.

4. Article considerations for *The WetSet*. Recent articles in *The WetSet* sparked a call for length limits, despite the continuing challenge to get newsletter content at all. The board discussed several issues including alternatives to a bi-monthly newsletter. Sally mentioned Pacific LMSC's bi-weekly email via Constant Contact (by paid staff), which Linda and Kathy agreed would be timelier and more readable. Steve questioned who would generate content for that. Linda suggested everyone take more time to consider this topic. **MSA to table this topic to the next meeting.**
5. USMS Clinics presentations: Dan said that at TWIM's April stroke development clinic, presenter Bill Brenner, USMS Senior Director of Club and Coach Development, expressed interest in returning to lead additional clinics. This partnership between USMS and LMSCs is outlined in the hosting document Dan placed in this board meeting's folder. Upon PNA meeting the criteria, USMS would conduct Masters coach Level 2 and 3 certifications, an ALTS course for coaches and swimmers, a Clinic Course for Coaches ("certification, not a clinic"), and a Stroke Development Clinic, or combinations thereof. (Level 1 certification, prerequisite to Level 2, is done online now.)

Paraphrasing Bill's email to Dan describing the process: "USMS covers all expenses except PNA's financial subsidy and assistance to coaches attending the coach certification and PNA instructors attending the ALTS certification. Once PNA decides to host, we jointly selected a mutually agreeable weekend. Then I secure meeting space and a rental agreement with a suitable pool [Snohomish, however, being too large]. Next, I'll build the registration sites via Club Assistant and open registration, sending you the link for posting on your website. USMS will promote the event via dedicated emails to your coaches and swimmers, as well as the coaches and swimmers in surrounding LMSCs. If PNA would like to provide lunches and snacks during the classes and clinic, that would be most welcome."

Tuition fees (and minimum participants) for Level 2 are \$200 (20); Level 3 \$175 (20), ALTS \$250 (25), CCC \$60 (6), and SDC \$60 (25).

Board members expressed concern about the expenses and minimum participant requirements for the five courses, but Brenner had stated that "in thirteen years he's never had a problem getting these numbers," particularly when LMSCs offer tuition reimbursement. (Dan noted that PNA's online expense reimbursement form is quite out of date.)

**Linda** volunteered to generate a Google form to solicit specific member interest and determine sufficient attendee numbers.

## **E. Looking Ahead:**

- a. Next PNA BOD Meeting: Monday, July 8, at 6:45 pm via Teams teleconference

**MSA to adjourn at 4:47 pm**

Minutes prepared by Steve Peterson, Secretary