

**Pacific Northwest Association of Masters Swimmers
Minutes of Board Meeting via MS Teams
Monday, March 10, 2025**

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, David Baer, Walt Reid, and Diana Hermanson.

Absent: Bob DeWard

Call to Order and Introductions: President Sally Dillon called the meeting to order at 6:36 pm.

A. Officer Reports

1. President's Report: Sally noted a very active period since the January meeting. The KCAC banquet hall has been reserved for the Annual Meeting, which will include social activities, awards, a brief meeting, and a meal. Brent has obtained the liquor permit (thanks!), and preparations are advancing to ensure an enjoyable event. Chairing the 2025 Nationals Organizing Committee has kept Sally extremely busy, and she acknowledges the diligent efforts being made by committee members.
2. Approval of minutes: Linda saw that the final 2024 financial numbers were not correct as shown, so these will be updated for inclusion in the May meeting minutes. **MSA the January 13 meeting minutes as amended.**
3. Financial report: Brent provided a detailed update. Summarizing the key points:
 - a. **Financial Reports:** These are available in the *MEETING MATERIALS / 2025 Meetings / 03-10-25 Meeting* folder on Teams.
 - b. **Revenue Details:** Primary revenue items include memberships and donations.
 - c. **USMS Accounting and Invoicing:** There were activities related to closing out last year with USMS, involving their new accounting and invoicing methods.
 - d. **Reimbursement Requests:** All requests from the coaches clinic were finalized last week and entered into QuickBooks.
 - e. **Upcoming Reimbursements:** Approximately \$1800 in reimbursements related to the recent coaching clinics will show in the May report.
 - f. **Donations:** The second \$5000 donation to *SPLASHForward* was paid.
 - g. **USMS Financial Report:** The USMS financial report was submitted as PNA's annual report.
 - h. **Upcoming Filings:** Organizational tax filings with the IRS and the Secretary of State will be completed either this month or next.
 - i. **Per-Swimmer Club Checks:** The first installment of these payments will be sent out at the end of this month.

Income, January - February:	\$12,499:
Swimmer Registrations	\$8,784
Swimmer Registrations, Yr+	\$2,884
LMSC Donations	\$830
Interest	\$1
Expenses, January - February:	\$146:
Rule Books	\$96
SAC Meet sanction reimburse	\$50
Net revenue, January - February:	\$12,353

Total Assets as of February 28:	\$112,215:
Checking account balance:	\$53,886
Savings account balance:	\$58,329

B. Coordinator/Committee Reports

1. Membership: Year-to-date is running about 5% ahead of 2024. Currently, the men/women split is a bit more even compared to last year. **1496** (783 women; 713 men).

PNA MEMBERSHIP BY MONTH AND YEAR																
2017-2024 Thru 03-08-2025																
YR	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Total Year	FEB YTD	YTD Diff	Diff %
2025	422	668	271	92	43								1496	1453		
2024	309	656	332	81	88	61	80	72	52	57	68	69	1925	1378	75	5%
2023	312	660	283	84	85	74	69	46	57	44	63	71	1848	1339	114	9%
2022	371	577	280	49	110	71	46	53	36	41	68	74	1776	1277	176	14%
2021	254	432	207	52	53	54	64	64	87	56	67	84	1474	945	508	54%
2020	305	574	357	93	29	5	7	30	17	23	19	28	1487	1329	124	9%
2019	335	554	331	83	86	100	66	68	36	45	61	42	1807	1303	150	12%
2018	390	507	358	88	74	63	59	55	50	33	48	42	1767	1343	110	8%
2017	418	550	246	95	65	68	68	44	29	52	50	53	1738	1309	144	11%

Comparison to same day (March 8) over the last three years:

3/8/2025: 1496 713 Men 48% 783 Women 52%
 3/7/2024: 1416 6% 864 Men 45% 1061 Women 55% ← Split for total 2024
 3/8/2023: 1364 10%
 3/8/2022: 1327 13%

2. Meets: Lorraine received a request from BAMWA for their annual meet on October 12 with October 5 as a backup date. The Bainbridge pool is now undergoing renovation, so they are pursuing other options. **MSA to sanction BAMFest on October 12**. Brent's query about the WWU meet accounting opened discussion on last July's 60-day sanction window policy incentive to waive fees. Because of numerous delay factors (e.g., facility issues, many sanction requests in a short time span), no team has completed the process within 60 days of the meet. So far, this potential fee waiver has not influenced timeliness. Lorraine would prefer to waive all fees. Brent noted that this would not be a financial issue for PNA. **MSA to waive the \$1.75/swimmer meet fee for 2025**. Brent verified that USMS has ceased sanction fee collection as of January 1. This plus the waiver eliminates the need to invoice the upcoming Shamrock USA-S/USMS meet (Port Angeles).

Linda added that the board should require meet hosts to use the PNA sanction template. If BWAQ, for example, used this rather than their own format for Champs it would be easier for the sanctions chair to review it (event order, wording, other content) for compliance. This could also help the meet director and attendance. Jim will review the current template for proper meet information and consistency and bring it to the May meeting.

3. Open Water: Jim had no report.
4. Club & Team Development: Linda had no report.
5. Historian: Walt found 15 issues of *The WetSet* from 1991-1993 while cleaning his garage. He has scanned them for posting on PNA's website.
6. Webmaster: Dave continues routine maintenance requests, e.g., updating records and correcting email addresses. Sally will reach out to Matt Miller and request a 2025 web hosting invoice.. Dave said Matt entered Spring Nationals, so he will introduce himself there.

C. Old Business

1. Newsletter and social media: The March/April issue ends Lucianne Pugh's wonderful reign as our award-winning "*WetSet* queen"! We had hoped that Heidi Skrzypek would take this on, but personal reasons cause her to decline. Steve has generously agreed to produce the May/June issue as we look to fill the position.

2. 2025 Budget Correction: Following last meeting's budget approval, Linda noted some oversights and omissions needing inclusion and approval. **MSA to include the SPLASHforward \$5000 donation under Total Other Expenditures and add \$1700 for Club and WG support.** This increases the 2025 budgeted deficit from \$13,960 to **\$20,660**.
3. 2025 Nationals: On February 6, several members of the organizing committee met with National Office representatives (Jay Eckert, Onshalee Promchitmart), USMS Championship Committee Liaisons (Jim Clemmons, Sandi Rousseau), and WKCAC staff (Chris Jordan, Meagan Viken). The meeting, which lasted over five hours, included a facility tour and a detailed discussion on organizing the event. The event logo has been approved, and we anticipate seeing the medal design by the end of the month. Sally is currently updating the Meet Information document, which will soon be posted on our website. Hotel reservation arrangements are underway as we actively recruit volunteers and officials. Sally appreciates the efforts of our board members, specifically Dave, Brent, Kim, Jim D, Diana, Doug, Lorraine, Steve Freeborn, Dan, and Steve Peterson, as well as the contributions of the ten other committee members. Our meetings are held via MS Teams at 6 pm on the second Thursday of each month. Additionally, a smaller group meets via Zoom at 9 am on the first Wednesday of each month. This group includes Jay, Onshalee, Jim, Sandi, Steve F (Meet Director), Mike Murphy (Head Referee), and Sally. We will bring in other committee members as needed.
4. Bylaws Review: The committee (Jim, Kathy, Sally, Steve) has yet to meet. Kathy will (re)send the current (2014) version and Sally's markup for the committee to work on for the May meeting. Incoming president Linda may have suggestions as well.

D. New Business

1. Consent Agendas: Lorraine proposed that more meeting reports be submitted in writing prior to each meeting to promote efficiency and minimize meeting length. Time for discussion would be allowed, but the reports would be considered "accepted" if no changes were proposed. Linda added that minutes should be approved beforehand as well and would like to adopt both ideas going forward.
2. PNA BOD Elections: Linda agreed to send out electronic ballots by March 17, given how busy Lorraine is as Meet Director for two NCAA meets at KCAC. Linda will use Google Forms and share the results with Sally and Lorraine.

Looking Ahead:

Next PNA BOD Meetings: Saturday, April 12, at KCAC (annual meeting and awards banquet)
Saturday, May 10, at TBD pm at Sally Dillon's residence.

MSA to adjourn at 7:35 pm

Minutes prepared by Steve Peterson, Secretary