

**Pacific Northwest Association of Masters Swimmers
Board Meeting (Videoconference via Zoom) Minutes
Monday, January 10, 2022**

Attendees: Dave Baer, Kim Boggs, Linda Chapman, Kathy Casey, Sally Dillon, Dick Green, Stephanie Hiebert, Doug Jelen, Lorraine Masse, Steve Peterson, Lucianne Pugh, and Dan Underbrink. Non-voting members: Walt Reid, Sarah Welch. Not present: Jim Davidson, Bob DeWard, Todd Doherty.

Call to Order and Introductions: The meeting was called to order by President Linda Chapman at 6:48 pm.

A. Officer Reports

1. President's report: Linda reminded all to re-register with USMS if not already done.

Volunteer Relay 2022: Only Wade Praeger has expressed interest in attending, March 4 - 6 in Denver. Linda will work with Sally to reach out to PNA coaches for possible attendees. (See D.4 below.)

Bylaws Chair: Jim Davidson has volunteered to serve in this role in addition to his current role as OW Chair. Thank you, Jim! (See D.2 below.)

Club Assistant: CA issued new contracts to all USMS on 12-08-2021. There are several changes:

- Per entrant fee increased to \$1.80 from \$1.50 (20% increase)
- Credit Card surcharge increased to 5.9% from 5% (18% increase)
- Responsibility for chargebacks transferred to meet host – \$15/chargeback regardless of outcome of process.
- Impact of fee increase on various sized meets:

	Old Sched	New Sched		Old Sched	New Sched
Swimmer Surcharge	\$1.50	\$1.80			
CC Surcharge	5.0%	5.9%			
Approx % total for typical meets:					
Typical Meet	100 Entrants				
Avg Entry Fee	\$25				
Swimmer Surcharge	\$150	\$180			
CC Surcharge	\$125	\$148			
Total	\$275	\$328			
Net CA %	11%	13%			
	Old Sched	New Sched			
PNA Champs	300 Entrants		Small Meet	60 Entrants	
Avg Entry Fee	\$50		Avg Entry Fee	\$25	
Swimmer Surcharge	\$450	\$540	Swimmer Surcharge	\$90	\$108
CC Surcharge	\$750	\$885	CC Surcharge	\$75	\$89
Total	\$1,200	\$1,425	Total	\$165	\$197
Net CA %	8%	10%	Net CA %	11%	13%

- Stripe, a credit card processing company, will administer automatic payments and deductions from meet host bank accounts. Until now, there has been a single 'PNA' Club Assistant account. This will necessitate each PSM meet host to acquire a Stripe account. (This does not impact BWAQ, which already has an independent CA account.)
2. Approval of minutes: Sally proposed incorporating any "supporting detail" from meeting agendas (e.g., the president's report) into the meeting minutes proper rather than appended at the end or not included at all. Linda generally agreed, noting that she has had to review the "page 2" from past agendas to fully understand certain discussion contexts, but is concerned that her sometimes "long winded" style might consume too much space. **MSA to approve the November 14 meeting minutes.**

3. **Financial report:** On queries by Linda and Dave, Lucianne clarified that QuickBooks' terms for non-profit income and expense are "revenue" and "expenditures," with our fiscal year being calendar year on a cash basis. Linda will confer with Lucianne off-line for components of the "Meets income, Open Water" item (\$622.50 on page 3 of the Statement of Activity). The continuing pandemic is the prime reason for PNA's 2021 net revenue ending up \$12,800 more than budgeted – "We didn't spend any money."

Dave asked about doing the annual review. Lucianne did send him the account login and materials previously, stating that he will be doing a review, not a reconciliation. Linda said that the LMSC Standards require that bank accounts be reconciled at least once a year by someone not authorized to sign checks. Lucianne, noting that Steve and Sally are the currently authorized signers, has not had to sign checks per se, relying on EFT for transactions. Linda said that she and Lucianne should be signers,¹ and that past treasurer Arni Litt signed all checks during her term.

Because "we may have less than ideal internal controls," Linda spoke several years ago with USMS CFO Susan Kuhlman Parker and with Jeanne Ensign and Hugh Moore regarding "reconciliation;" USMS seems to use the terms "review" and "reconcile" almost interchangeably, with emphasis on review in practice. Lorraine suggested that a year seems too long a span and that QuickBooks does have a month-to-month reconcile feature. Linda said that she, Dave, Lorraine, Lucianne, and Sally will confer to clarify working procedures going forward.

Total Assets as of December 31:	\$78,676.61:
Checking account balance:	\$20,366
Savings account balance:	\$58,311
Credit card balance:	-0-
 Total Income, Nov and Dec:	 \$6,348.98:
Swimmer registration	\$5,112
Club/WOG registration	\$288
Donations	\$948
Interest	\$1
 Total Expenses, Nov and Dec:	 \$120.36:
Seattle license fee	\$64
Postage & supplies	\$46
WA Sec'y of State report	\$10
 Net revenue YTD:	 \$15,828.01

MSA to approve the financial report.

4. **Membership:** Stephanie – Registered to date: 1,135 (529 men, 606 women), versus 1,236 a year ago.

B. Coordinator/Committee Reports

1. **Meets:** Lorraine – TACM's meet director, besides having a child recently, wants to cancel or move their February 6 meet to March 26 or 27 due to difficulties finding officials. **MSA to approve TACM for March 26 or 27.** The BC Mile sold out in 3 days, ready to go! PNA champs: Angela Turley has submitted a meet information draft. The COVID surge has shaken things up, including a KCAC lifeguard shortage that might affect our meet. Lifeguard issues are universal: KCAC has a 3-week process to onboard guards; PAC-12 meets have been advised to bring their own; Y's are offering \$600 signing bonuses; hourly rates \$17 to \$22+/hour. Lorraine said this has spurred a lot of creative thinking. Dick suggested "mutual aid" agreements that might assist through sharing of employees.

MSA to approve PNA champs April 9 - 10. Champs has long been a two-day (Fri-Sat) format. Health considerations allowing, we will have our annual meeting on Saturday after the meet.

¹ PNA Standing Policy **F-3:** The President, Treasurer, and up to two additional board members shall have authority to sign checks. The additional signatories shall be selected by the board.

PNA Standing Policy **F-8:** Once a year, the PNA books shall be reviewed and the bank statements reconciled by one or more persons appointed by the board who do not have the authority to sign PNA checks.

MSA to approve TWIM's proposal to host a freestyle clinic on April 16 at Snohomish.

2. Open Water: No report.
3. Newsletter: Another great issue. Lucianne said everything is going fine. Content for the March-April issue is due February 15.
4. Social Media: no report
5. Club and Team Development: Sally messaged registered groups for specific items of interest to share 2-3 times a year in the newsletter, with responses from 12 of the 20 or so to date. Sally will (again) contact delinquent clubs who have yet to register for 2022. She will reach out to Stephanie about SEAS, which has been adversely affected by Y staffing issues and varying limits on programs. Sally's coaches list is up to date; she awaits the re-establishment of group email lists for ease of contact.

C. Old Business

1. Ally Fell Memorial OW support: No report; will revisit at March meeting.

D. New Business

1. Appointed Director: **MSA to approve Linda's appointment of Dan Underbrink.** Dan serves as current TWIM president, with 11 years in Masters swimming after a 31-year layoff; he trains at the Monroe Y on his own. [Linda called for introductions for all on the call for this new member of the board.]
2. Bylaws Chair: **MSA to accept the appointment of Jim Davidson.**
3. 2022 Budget – Discussion topics and budget adjustments included:
 - Swimmer support: \$5 per Club/WOG member – does it go to the very small clubs/WOGs? How often are checks sent to small clubs/WOGs? Percent of unattached swimmers (UC36) in 2020 was $332/1474 = 22.5\%$. The budget was adjusted for $1200 @ \$5/\text{per} = \$6,000$.
 - Open Water Sanction Fee collection: We need to confirm that correct amounts are collected from meet hosts. Financial records should have separate line items to show the fees coming in and those paid out to USMS (net \$0 transactions).
 - Open Water Sanction Fees: Show event (\$100, fixed) and individual (\$5, variable) sanction fee totals on separate lines.
 - Stephanie emphasized the need for clarity by detailing the components comprising total amounts. Whether by using supporting worksheets or added notes, this will assist future budget planning.
 - Goodie Bag inventory: Sally suggested forming a subcommittee to evaluate needs.
 - Convention: Venue is TBD. USMS now covers facility costs. PNA needs to budget for only ground transportation, airfare, and meals.

MSA to approve the 2022 budget showing a \$1000 deficit.

4. Relay 2022: Still looking for attendees. Dan Underbrink (firm); Linda, Wade Praeger, Sarah (maybe). Deadline to submit attendee names is February 1. LMSCs will have to cover transportation, housing, and meals.

MSA to approve financial support for four Relay 2022 attendees.

E. Looking Ahead:

1. Next PNA BOD Meeting: Monday, March 14, 6:45 pm.

MSA to adjourn at 8:59 pm

Minutes prepared by Steve Peterson, Secretary