

Saturday, October 15, 2011

Metropolitan Local Masters Swimming Committee ("MLMSC") Board & General Membership Meetings
Athletic Conference Room on B1 level of the Vertical Campus (ARC Center)
Baruch College CUNY, 55 Lexington Avenue (and 23rd Street), New York, NY 10010

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AGENDA

Robert's Rules of Order Parliamentary Procedure Review

Call to Order

Attendance

Reading, Correction & Adoption of 2010 Meeting Minutes

Officers' Reports

Chairperson - Lisa Baumann / AQFT

Vice Chairman - Conrad Johnson / TNYA

Co-Treasurers - Roberta Saint-Amour / REDT

Secretary - Jonathan Churins / FISH

Appointees' Reports

Coaches Committee Chairman

Top Ten & Records Tech Team Chairman

Sanctioned Event Chairperson

Open Water/Long Distance Co-Chairs

Officials Chairperson

Insurance/Safety Chairperson

USA-Swimming Liaison/Hall of Fame Committee Chair

Employees' Reports

Webmaster

Registrar

New Business

Old Business

Resolutions & Orders

Adjournment

ATTENDEES (in alphabetical order)

<u>Name</u>	<u>Club Affiliation</u>	<u>LMSC (and USMS) Position(s)</u>
Joel Abreu (JAB)	Bearcat Masters	Metro Top Ten & Records Tabulator
Jim Allen (JAL)	Bearcat Masters	BCTM Team Rep
Lisa Baumann (LB)	AquaFit Masters	Metro Chair; Metro Sanction Chair; USMS E2EEM national task force
Carolyn Bennett (CB)	FISH Masters	FISH Team Rep
Jonathan Churins (JC)	FISH Masters	Metro Secretary; FISH Team Rep
Mark D'Ambrosi (MD)	Team NY Aquatics	TNYA Team Rep (& Metro Accountant)
Nathaniel Dean (ND)	Bearcat Masters	BCTM Team Rep
Joseph Fisher (JF)	Asser Levy Lane Lions	Metro webmaster; ALL Team Rep
Kristin Gary (KG)	Red Tide of NYC	REDT Team Rep; USMS National Championship Committee
Steve Goran (SG)	Team NY Aquatics	TNYA Team Rep
Lisa Hiller (LH)	AquaFit Masters	Metro Fitness Ed & Sports Med Chair; USMS Nat'l Sports Med Com.
Tyrone Hutchinson (TH)	Red Tide of NYC	REDT Team Rep
Conrad Johnson (CJ)	Team NY Aquatics	Metro Vice-Chair; USMS National Finance Committee
Scott Jordan (SJ)	Team NY Aquatics	TNYA Team Rep
Rob Ripp (RR)	AquaFit Masters	Metro Open Water/Long Distance Co-Chair
Jayne Saint-Amour (JS)	Red Tide of NYC	Metro Co-Treasurer
Roberta Saint-Amour (RS)	Red Tide of NYC	Metro Co-Treasurer
Cristian Vergara (CV)	CIBBOWS	Metro Open Water/Long Distance Co-Chair
Susan Wager (SW)	Red Tide of NYC	REDT Team Rep
<u>Absent/Excused:</u>		
Colleen Driscoll (CD)	AquaFit Masters	Metro Insurance & Safety Chair
Mary Fleckenstein (MF)	Seawolves Masters	Metro Registrar
Craig Keller (CK)	Asphalt Green Masters	Metro Coaches Chair
Steve Newman (SN)	Badger Masters	Metro Hall of Fame Chair

MLMSC BOARD MEETING CALLED TO ORDER

MLMSC Board Meeting called to order by LB at 12:20PM

Review, correction, and approval of 10/16/10 MLMSC Board & Annual Meeting minutes (**attachment #1**) by LH; seconded by JS. Motion unanimously approved.

OFFICERS REPORTS

CHAIRMAN (LB) - LB deferred report to MLMSC General Meeting.

VICE CHAIRMAN (CJ) - States no report but respectfully submits resignation from Metro Vice Chair position.

LB thanked Vice Chair for 15 years of service. LB stated the Chair's power to appoint a new person to vacant position completing the remaining term before the next general election. LB made a motion to appoint Jayne Saint-Amour (JS) to the vacant position. The motion was seconded by JAB. Motion unanimously approved.

SECRETARY (JC) - JC deferred report to MLMSC General Meeting.

CO-TREASURERS (JS & RS) - JS and RS reviewed 2011-2012 proposed budget with new format that excludes accounting codes for more viewer-friendly presentation (**attachment #2**). Specific expense and revenue line items reviewed and discussed.

BUDGET REVIEW

TOWELS - LB discussed a new idea to market and promote event participation and masters swimming in our area. LB stated most members have piles of event shirts and mugs. In contrast, big beach towels emblazoned with the Metro logo are useful on a daily basis and will further advertise our sport and organization. Under the new marketing idea, Metro would purchase said towels at bulk discount. Event coordinators may then purchase towels from Metro at a per-unit-cost well below individual procurement. Metro will purchase enough promotional towels for ten events at 200 towels per event..

LB and JS continued budget review detailing how 2010 stroke technique clinics were well attended. The continuing education budget line item to be maintained in proposed budget. Discussion ensued about developing cross training clinics.

FOG - LB referenced MLMSC Financial Operating Guidelines (FOG) that had been adopted by previous MLMSC administration. As per FOG document, LMSC officer monthly communication stipends must be adjusted in proposed budget.

WEBSITE - LB thanked Joseph Fisher (JF) for his extensive efforts to re-create MLMSC website. Significant changes and cost savings were found through changes in operation and service providers. Keep an eye out for new features coming online over the next year. JF report deferred to MLMSC General Meeting.

LB indicated that all MLMSC corporate and financial documents had been consolidated into donated file cabinets and put into new MLMSC storage unit.

LB related negotiations on behalf of MLMSC with a promotional video company to highlight a variety of Metro 2011 events and activities to create a MLMSC promotional video. Style and theme to be similar to USMS national promo video, but also to show diversity of our membership and reasons why people swim.

RR explained various aspects of OWS report (**attachment #3**) and indicated the necessity for MLMSC to adopt one event ("OEVT") USMS registration for OWS to reduce event insurance expense, to open these events to triathletes and casual swimmers, and to reduce registration expense to non-USMS members. OEVT would make MLMSC OWS events more accessible to triathletes and casual swimmers. OEVT registration provides the individual with insurance coverage only during one-event participation. RR recommended allowing OEVT registrants the option of converting OEVT fee to full membership. JS made a motion to adopt OEVT registration for a one year trial period. Motion seconded by RR. Motion unanimously approved.

LB explained how the E2EEM (end-to-end event management) national task force that she sits on is creating a fully automated system for all event-related activity from sanction process to calendar posting to results reporting, and that this system will go "live" within the next few months. There will be a compliance period for all LMSC's to adjust to using this system during 2012.

JAB motioned to approve the budget as presented, seconded by CV. Motion unanimously approved.

Board Meeting Adjourned at 12:52PM

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GENERAL MEETING CALLED TO ORDER

LB called the MLMSC General Meeting to order at 1:00PM and welcomed all to the meeting. LB indicated that the meeting would be run according to Roberts Rules.

Review, correction, and approval of 10/16/10 MLMSC Board & MLMSC Annual Meeting minutes (**attachment #1**) by LH; seconded by JS. Motion unanimously approved.

OFFICERS REPORTS

CHAIRMAN (LB) - It is Chairperson's role is to serve as a manager, coordinator, liaison, system of checks and balances; to be familiar with all working aspects of our LMSC; to delegate responsibility to and regularly communicate with all Board members, appointees and employees; to follow and promote USMS national core objectives and guidelines within our MLMSC; and to ensure that the MLMSC Board's first priority is always to serve the needs of our membership. LB reported 2011 technique and training clinics were very popular and affordable, thereby maximizing attendance. Clinic fees fully covered pool rent and out of pocket expenses. LB discussed upcoming efforts to develop a MLMSC promo video similar to the latest USMS national promo video.

FLORIDA TRIP - LB stated that the prior 2010 Florida trip was a huge success. Neighboring LMSC's are considering joining Metro for a unified training camp (to possibly also include coaches and swimmers from the World Championship Team). The event has been scheduled to coincide with the Dixie Zone Championships. Said budget line contains funds to cover hotel, airfare and meals for three coaches plus pool rental.

DUEL IN THE POOL – LB stated the second annual NY/NJ Duel would be hosted by the NJLMSC at Rutgers, and that we need a good showing to ensure success again this year.

USMS LMSC Minimum Standards (attachment #4**)** – LB indicated that Metro was 100% compliant with USMS LMSC Minimum Standards (see attachment for complete detail/requirements).

LB noted MLMSC files and event hosting inventory was consolidated into one centrally located 15' x 20' storage unit.

VICE CHAIRMAN (CJ) – CJ stated that convention reports (**attachment #5**) looked good and were available for review. CJ indicated he would be tendering his MLMSC resignation, effective 10/31/11. He noted that he saw many new faces, both officers and team reps, and was encouraged about the future of the MLMSC. CJ will remain active as a TNYA Team Rep.

TREASURER (RS) – RS presented proposed 2012 budget (**attachment #2**), reviewing each revenue and expense line item (see attachment) In response to questions from general membership, the nature of the promotional towel bulk purchase was explained. Towels will be purchased at bulk discount and transferred as needed to event coordinators passing on the discount. These high quality towels will be emblazoned with the Metro logo and website. Towels are budgeted at ten lots of 200 (2,000 total towels) at \$200 per event cost for host. In reference to USMS registration, RS indicated that USMS registration national dues will increase by \$2 in 2012; this increase would be absorbed by our MLMSC and not passed on to swimmers.

SECRETARY (JC) – JC, a member of FISH Masters located in the northernmost reaches of the MLMSC, stated that the Constant Contact service had been successfully employed to facilitate communication between the MLMSC Board and membership. Specific features available in the Constant Contact product allow for inclusion of web links and other improvements that are unavailable with Club Assistant. Constant Contact also offers other value added products to complete surveys and bolster events.

Registrar (MF) - MF (excused) submitted emailed report (**attachment #6**): "As of October 6, 2011 Metro has 2,475 registered members. This is up from 2,304 members in 2010 and represents a 107% increase. We are the fourth largest LMSC in the country, with total USMS membership of 55,718. Registrations went fairly well this year; with our increased numbers we reordered new cards and still ran out! New for 2011-2012 season: online team registration (appears to be going fairly well). Respectfully submitted, MF."

OFFICIALS CHAIRMAN (KK) – KK unable to attend meeting due to a car accident. LB presented KK report (obtained via phone conversation en route to MLMSC meeting) as follows. USMS does not require officials to be USA-Swimming certified (although this is preferred); event directors may secure high school or YMCA certified officials IF USA-S OFFICIALS ARE UNAVAILABLE. In some cases when inexperienced USA-S officials were utilized, errors and/or omissions occurred. KK has created a database of USA-Swimming certified officials who are experienced at officiating masters events and who fully understand USMS rules. Event directors should contact KK to secure officials for their event from this database.

OPEN WATER SWIMMING (“OWS”) CO-CHAIRS (RR & CV) - RR and CV presented a preliminary 2012 schedule including eleven sanctioned events ([attachment #3](#)). 2011 events were well attended with 730 registrants in nine sanctioned events. RR indicated that, based on past event participation, open water event attendance increases when a variety of participation options and divisions are offered. RR stressed the need for MLMSC to adopt one-event (“OEVT”) registration to reduce event costs and attract non-USMS participation. OEVT will make Metro events, especially those with open divisions, more accessible to triathletes and casual swimmers. OEVT registration provides the individual with insurance coverage only during one-event participation and reduces costs to both end users and host. RR recommended allowing OEVT registrants the option of converting OEVT fee to full USMS membership within a 10-14 day post-event time frame. During preceding MLMSC Board Meeting, RS had made a motion to adopt OEVT registration for a one year trial period. Motion seconded by RR. Motion unanimously approved. CV attended “Protecting Athletes Open Water Swimming Safety Conference” in San Francisco, CA in March 2011 ([attachment #7](#)). Questions and answers were fielded regarding water temperature ranges for sanctioned events, along with other safety guidelines.

TOP TEN TEBULATOR (JAB) – JAB reported that all MLMSC top ten reports had been submitted in a timely manner. JAB will be working on submitting the MLMSC short course meter top ten report by year end.

INSURANCE REPORT (CD) – Absent/excused. See [attachment #8](#).

COACHES CHAIR (CK) - Absent/excused. LB read CK email to report that our MLMSC hosted the largest USMS ASCA coaching certification (levels 1 and 2) to date in the country with 43 participants. MLMSC under-wrote a portion of registrants' fees and covered catering expense. Curriculum for USMS coaching certification levels 3 and 4 is in development.

FITNESS EDUCATION & SPORTS MEDICINE CHAIR (LH) – LH is a certified strength and conditioning coach and an ASCA USMS certified swim coach. LH will be preparing regular online content pertaining to warm-up, cool down, training protocol and nutrition, cross-training and more. She plans to encourage effective dry land training which is frequently not considered or offered by clubs or LMSC's with several future (regional within our LMSC) clinics. See [attachment #9](#).

HALL OF FAME CHAIR (SN) – LB presented SN report in his absence. The Metro Hall of Fame had been moved to Lehman College and new plaques are being considered.

WEBMASTER (JF) – JF fully redesigned the MLMSC website with many new features. Several features have not been rolled out yet, but will be considered for the future. Ongoing discussion as to how best to incorporate Facebook and Twitter seamlessly into new site. Web hosting costs have been reduced while improving service by taking server ownership away from USMS and bringing it in-house.

NEW BUSINESS – NONE

OLD BUSINESS – NONE

RESOLUTIONS AND ORDERS – NONE

ADJOURNMENT - Meeting adjourned by LB at 1:52PM