

Sunday, October 28, 2012  
Metropolitan Local Masters Swimming Committee ("MLMSC") Board & General Membership Meetings  
Nassau County Aquatic Center ("NCAC") Room #106  
Eisenhower Park, East Meadow, Merrick Avenue south of Stewart Avenue

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## AGENDA

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Robert's Rules of Order Parliamentary Procedure will be followed

Call to Order

Attendance

Reading, Correction & Adoption of 2011 Annual Membership MLMSC Meeting Minutes

Officers' Reports

Chairperson

Vice Chairperson

Treasurer

Secretary

Appointees' Reports

Coaches Committee Chair

Fitness Education/Sports Medicine Chair

Insurance/Safety Chair

Officials Chair

Open Water/Long Distance Co-Chairs

Sanctioned Events Chair

Top Ten Tabulator

Employees' Reports

Registrar

Webmaster

New Business

Old Business

Resolutions & Orders

Adjournment

ATTENDEE LIST (in alphabetical order)

Name	Club Affiliation	LMSC (and USMS) Position(s)
Lisa Baumann (LB)	Excel Swimming	Metro Chair; Metro Sanction Chair; USMS E2EEM National Task Force
Carolyn Bennett (CB)	FISH Masters	Team Rep
Rick Benson	Excel Swimming	Team Rep
Jonathan Churins (JC)	FISH Masters	Metro Secretary
Colleen Driscoll (CD)	Excel Swimming	Safety & Insurance Chair
Shannon Heckheny (SH)	Excel Swimming	
Lisa Hiller (LH)	Excel Swimming	Fitness Ed/Sports Medicine Chair USMS National Sports Medicine Committee Coach Committee
Glen Mills	Aqua Masters	
Romai Roland	Red Tide	
Jayne Saint-Amour (JS)	Red Tide of NYC	Metro Treasure
Roberta Saint-Amour(RC)	Red Tide	Vice Chair
Patricia Sener (PC)	CIBB	
Theo Tomljarkuvkia	Condors	
Cristian Vergara (CV)	CIBB	Open Water Chair
Absent/Excused:		
Joel Abreu (JAB)	Bearcat Masters	Metro Top Ten & Records Tabulator
Joseph Fisher (JF)	Asser Levy Lane Lions	Metro webmaster; ALL Team Rep
Mary Fleckenstein	Registrar	Seawolves Masters
Kristen Gary (KG)	Red Tide of NYC	REDT Team Rep; USMS National Championship Committee

BOARD MEETING CALLED TO ORDER

MLMSC Board Meetings called to order by LB at 10:54AM

OFFICERS REPORTS

CHAIRMAN (LB) - LB deferred report to General Meeting. Reported Agua Coach has resigned impacting program.

VICE CHAIRMAN (RC) – RC deferred report to General Meeting.

TREASURER (JS) - JS presented the USMS official reimbursement policies (as learned from 2012 USMS Convention) which will now be adopted as our sole LMSC policy. The procurement process will be a request (including presentation and submission of budget) to the Chairman. The Chairman gets board approval; the project will be green lighted and the budgeted expenses will be reimbursed. JS will draft a policy and circulate.

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

CV discussed minor administrative issues of One Event Registration "OVET" adopted by Metro at the 2011 annual meeting. OVET allows event operators the ability to offer one-event registrations at events sanctioned by the Metro LMSC. Said registration provides USMS insurance coverage to a participant in one "event" (open water race or pool meet). LB recommended the board seek volunteer(s) to look into the matter further. LB stated USMS provides free marketing materials that could be utilized to assist with the conversion OVET to full USMS members. CB indicated that FISH Masters annually prepares welcome packets containing local products donated from our team sponsors.

Board Meeting Adjourned at 11:06 AM

#### GENERAL MEETING CALLED TO ORDER

LB Called the General Meeting to order at 11:09AM and welcomed all to the 2012 Metro Meeting. LB indicated that the meeting would be run according to Roberts Rules.

Review and approval of 10/15/11 Board & Annual Meeting minutes prepared by JC; motion RC, seconded by PC. Motion unanimously approved.

#### OFFICERS' REPORTS

CHAIRMAN (LB) – LB reported on minimum USMS standards and Metro LMSC has reputedly reached full compliance. Metro sent seven members to the most recent convention. Four members are now sitting on National Committees. LH now sits both Sport Medicine and Fitness Education. CD was named to Long Distance. CB now sits on the History and Archives. Kristen Gary is now on the Coaches Committee.

Metro previously contracted for services to complete research necessary to post Metro Rankings and Metro Top Ten to our website. Pending review by officers, said rankings will be posted to the Metro Website soon.

Metro continues to pursue opportunities for members to participate in clinics. A coaches level I and II clinic is in the works for 2<sup>nd</sup> weekend March 2013.

Metro has enhanced communication by developing a Facebook page integrated with the main LMSC website. The three most recent Facebook posts are listed on the general site allowing access to all.

LB requests all Team Reps to review, confirm and correct National Places to Swim Listings. Metro LMSC at the request of Local Reps may consider restarting the locally controlled Places to Swim website.

Team Registrations are required to be completed by November 1, 2012.

LB clarified USMS Liability and Secondary Liability are only in force where a USMS remains on deck.

LB indicated the latest Hy-Tech Software is available for all event sponsors.

VICE CHAIRMAN (RC) – RC thanked LB for all her efforts and initiatives completed during her recent term.

RC presented the proposed budget stating the revenues and expenses while indicating that reserves are low and the budget is based on an austere plan. Specific line items were discussed. (see financial handout) In response to questions from general membership the nature of the Promotional Towel bulk purchase was explained. In specific towels were purchased at a bulk discount and transferred as needed to event coordinators passing on the discount. These high quality towels will be emblazoned with the Metro Logo. National convention is located in CA and may be more expensive. Metro sponsors two swim events, coach and stroke clinics. At this time annual dues are not projected to increase.

RC would like to promote a Metro International Training Trip bringing unity from all the different swim teams. RC requests members to reach out to her with interesting ideas to build the event. The general consensus indicated the event has merit and is worth exploring.

RC described a new initiative to hire a firm to convert all historical paperwork to digital format that could be posted on the LMSC public and officer site.

RC and LB agreed on the need to host a semi-annual meeting

Metro maintains storage unit that is available to all clubs to store Metro related materials such as records, buoys, clocks and so on. Please contact RC to access.

RC recommends setting aside \$5,400 for Metro LMSC Teams to purchase infrastructure or emergency needs. With 18 teams the amount comes to approximately \$300 per official team.

LB motioned to accept presented budget, seconded by CD. Motion unanimously approved.

TREASURER (JS) – JS reported extensive efforts to file three years worth of tax returns in just 1 tax season. Metro has now adjusted the budget period to compliant with USMS cycle. The Metro Tax ID number corrected saving Metro LMSC approximately \$2,000 annually. JS meets quarterly with accountant to ensure books are on track. JS facilitated the switch to a new banking firm that has been more responsive to LMSC needs offering free checking. Short term investments have been switched to an interest bearing account.

SECRETARY (JC) – JC a member of FISH Masters located in the Northern most reaches of the Metro LMSC stated that the online service Constant Contact had been successfully employed to facilitate communication between the LMSC Officers and membership. Specific features available in the Constant Contact product allow for inclusion of web links and other improvements unavailable through the prior products. Constant Contact also offers other value added products to complete surveys and bolster events.

Coaches Committee – GM offers educational materials on his website. GM is promoting coach certification clinics offering levels 1& 2 and level 3 the following day. Tentative dates for these clinics are March 9 and 10, 2013. GM along with RS will reach out to Bill Brenner of USMS to organize event.

Fitness Ed/Sports Medicine Chair (LH) – LH reported national efforts to promote fitness education. LH continues to write articles and promote dry land exercises. LH would like to host a dry land clinic. GM offered the new Battery Park as a new location to host said clinic.

Insurance Safety Chair (CD) – CD has performed several duties relating to her role as the Insurance Safety Chair. Duties include reviewing safety plans, emergency action plans, communication plans. CD has recently been appointed to the backup Liaison Miramar championships in April. CD brought to the meeting the concept of cumulative open water relays spanning all genders and age groups. CD indicated that insurance certifications can be acquired through a link on the Metro website. Contracts with facilities should be reviewed by risk management to ensure specific rights are not signed away.

Registrar (MF) – See Filed Report

OFFICIALS CHAIRMAN (LB) – LB reported that event directors need to go through Metro to enlist officials to ensure they are USMS trained and approved. Event director's needs to assign warm-up marshals to ensure participants are not diving into warm up pools. Event results need to be filed following sanctioned protocol.

OPEN WATER SWIMMING ("OWS") CO-CHAIR (RR & CV) - CV stated One-event ("OEVT") registration adopted by Metro has increased attendance and potentially lead to several full membership conversions. CV indicated that Metro open water events are becoming regionally known. At such time as the schedule is known, bids will be submitted for national events.

Discussion ensued regarding whether officials are needed for open water. It was determined that the National office of USMS does not require officials at every turn.

LB and CV discussed ongoing efforts to coordinate events to avoid overlap.

TOP TEN TEBULATOR (JAB) – No Report Filed.

WEBMASTER (JF) – No Report Filed.

Officer Elections (RC) – RC thanked Lisa Baumann for her many years of service, countless volunteer hours and noted that Lisa has now reached the end of her positions term limits on all officer positions. On behalf of the Metro

membership we express our gratitude for her service and look forward to working with her in whatever role she chooses to continue with Metro.

Chair Position Election – CV made a motion to nominate RC to the Chair Position which was seconded by RB. The motion was unanimously approved.

Vice Chair Election –LB made a motion to elect PS to the Vice Chair position which was seconded by RC. The motion was unanimously approved.

NEW BUSINESS – NONE

OLD BUSINESS – NONE

RESOLUTIONS AND ORDERS – NONE

ADJOURMENT – LB made a motion to adjourn, seconded by RC Meeting adjourned at 12:15PM

### END ###