

New Jersey LMSC Board Meeting Minutes

10:30am Sunday, November 16, 2014
Berkeley Aquatic Club Center of Excellence
New Providence, NJ

Attendees:

Board Members

Jen Bauman	Ed Tsuzuki
Linda Brown-Kuhn	Sarah Clark
Tom Brunson	Julie Schoenlank
Susan Kirk	Ramunas Radzevicius (via call-in)
Chris McGiffin	Lynn Ascione

Visitors

Colleen Driscoll	Nancy Wagner
Laura Graham	Kathleen Coffey

MOTIONS

- 1. MSA to approve the 11.30.14 financial statement, the end of the year financial statement, and the revised 2015 budget (via email 1.7.15)**
- 2. MSA Based on the performance of this Octoberfest IV meet at this date, the performance bond will not be returned**
- 3. MSA to close the floor nominations for 2015 NJ LMSC Board Volunteers**
- 4. MSA to approve the slate of nominees as submitted for the 2015 NJ LMSC Board Volunteers**
- 5. MSA for the NJ LMSC to continue to absorb \$700 of the \$1000 USMS Open Water Insurance Surcharge for 2015**
- 6. MSA for the NJ LMSC to cover the expenses for Susan to travel to the USMS LMSC Leadership Summit March 13-15 for travel and any expenses not covered by USMS**

ACTION ITEMS

- 1. Colleen to reach out to Karen for more clarity regarding her vision for the foundation/donation program that she wishes to establish to honor an inspiring swim coach who was recently killed while riding his bicycle.**
- 2. Chris will follow up with Gloucester County to clarify their intentions of LMSC affiliation for 2015**
- 3. Chris will reach out to Jen Betts re: 2015 OCY Club registration**
- 4. Ed and Jen will compose the email to communicate the forfeiture of the performance bond for the Octoberfest IV meet**
- 5. Ed will write the letter regarding the appointment of a Drew Meet Liaison for the NJ LMSC board to work with regarding administrative and meet operational items and submit to Susan for further review**
- 6. Jen will let the board know when the spring date for the TCNJ meet has been confirmed**
- 7. Jen will reach out to Justin re: 2015 OCY meet**
- 8. Lynn will reach out to Charlotte Samuels as a potential guest speaker for the 2015 banquet**
- 9. Julie will reach out to USMS (Bill Brenner) about his availability to host a clinic, coaches certification and a teaching adults how to teach adults how to swim certification course**
- 10. Linda will submit a blurb about the new Virtual Swim program for the Nov/Dec Fastlane, post on the NJ Masters Swimming facebook page and for the njmasters.org website**
- 11. Susan will reach out to TNYA and report the 2015 NJ LMSC policy of \$700/\$300 split for the USMS Open Water Insurance Surcharge**

Action items bolded

Meeting was called to order at 10:45 am

- I. Officer Reports
 - A. Newsletter (S. Johnston)
 - i. Issues for 2014 – 1 remaining
 - a) November/December
 - ii. Issues for 2015 – 6
 - a) Jan/Feb, March/April, May/June, July/August, Sept/Oct, and Nov/Dec
 - iii. Number of hardcopies
 - a) Three color copies of each issue of the Fastlane are being mailed by Tom
 - b) Hardcopy price for 2015 has been decreased to \$12/annually
 - B. Treasurer (B. Reichle)
 - i. 2014 Budget and actuals update as of 11.30.14 (see below)
 - ii. 2014 Budget and actuals update as of 12.31.14 (see below)
 - iii. 2015 Preliminary budget (see below)
 - iv. **MSA to approve the 11.30.14 financial statement, the end of the year financial statement, and the revised 2015 budget (via email 1.7.15)**

NJ LMSC Financial Statement 11/30/14

Beginning Cash Balance 1/1/2014 **\$17,637.01**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
USMS Individual	\$1,200.00	\$281.00
USMS Foundation & Hall of Fame	\$25.00	\$2.00
LMSC Donations	\$1,200.00	\$797.00
Fast Lane Collections	\$36.00	\$18.00
LMSC Individual	\$9,500.00	\$7,454.00
Meet Sanction Fees	\$400.00	\$240.00
Interest Income	\$20.00	\$17.76
Club Collections	\$200.00	\$320.00
Annual Dinner Collections	\$1,200.00	\$1,265.00
Special Events	\$1,500.00	\$1,605.00
Merchandise Sales	\$150.00	
Meet Performance Deposits	\$800.00	\$500.00
Open Water Surcharge	\$300.00	\$300.00
TOTAL INCOME	\$16,531.00	\$12,799.76

<u>EXPENSES</u>		
USMS Individual	\$1,200.00	\$299.00
USMS Foundation & Hall of Fame	\$30.00	
Coach Certification Grant	\$120.00	\$620.00
USMS Team Registration Fees	\$60.00	
Registrar Expenses	\$400.00	
Rule Books	\$48.00	\$48.00
Convention Costs	\$4,000.00	\$4,942.24
Annual Dinner/Picnic	\$4,000.00	\$3,208.42
Tributes & Awards	\$500.00	\$292.07
Special Events	\$2,400.00	\$6,251.36
Sponsorship Fee	\$250.00	\$250.00
Domain Fee	\$10.00	\$10.00
Promotional Expense	\$200.00	
Miscellaneous Expense	\$100.00	
Performance Reimbursement (Sanctions)	\$800.00	\$500.00
Open Water Surcharge	\$1,000.00	\$1,000.00
TOTAL EXPENSES	\$15,118.00	\$17,421.09

Cash Balance **11/30/2014** **\$13,015.68**

<u>SPECIAL EVENTS</u>	<u>INCOME</u>	<u>EXPENSE</u>
50 x 50		\$660.00
100 x 100		\$1,531.70
KP Clinic	\$1,605.00	\$3,759.66
Last Chance Swim		\$300.00

NJ LMSC Financial Statement 12/31/14

Beginning Cash Balance 1/1/2014 **\$17,637.01**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
USMS Individual	\$1,200.00	\$417.00
USMS Foundation & Hall of Fame	\$25.00	\$2.00
LMSC Donations	\$1,200.00	\$1,502.00
Fast Lane Collections	\$36.00	\$18.00
LMSC Individual	\$9,500.00	\$10,172.00
Meet Sanction Fees	\$400.00	\$240.00
Interest Income	\$20.00	\$18.82
Club Collections	\$200.00	\$320.00
Annual Dinner Collections	\$1,200.00	\$1,265.00
Special Events	\$1,500.00	\$1,605.00
Merchandise Sales	\$150.00	
Meet Performance Deposits	\$800.00	\$500.00
Open Water Surcharge	\$300.00	\$300.00
TOTAL INCOME	\$16,531.00	\$16,359.82

<u>EXPENSES</u>		
USMS Individual	\$1,200.00	\$447.00
USMS Foundation & Hall of Fame	\$30.00	\$2.00
Coach Certification Grant	\$120.00	\$620.00
USMS Team Registration Fees	\$60.00	
Registrar Expenses	\$400.00	\$189.00
Rule Books	\$48.00	\$48.00
Convention Costs	\$4,000.00	\$4,942.24
Annual Dinner/Picnic	\$4,000.00	\$3,208.42
Tributes & Awards	\$500.00	\$292.07
Special Events	\$2,400.00	\$6,251.36
Sponsorship Fee	\$250.00	\$250.00
Domain Fee	\$10.00	\$10.00
Promotional Expense	\$200.00	
Miscellaneous Expense	\$100.00	\$20.00
Performance Reimbursement (Sanctions)	\$800.00	\$500.00
Open Water Surcharge	\$1,000.00	\$1,000.00
TOTAL EXPENSES	\$15,118.00	\$17,780.09

Cash Balance 12/31/2014 **\$16,216.74**

<u>SPECIAL EVENTS</u>	<u>INCOME</u>	<u>EXPENSE</u>
50 x 50		\$660.00
100 x 100		\$1,531.70
KP Clinic	\$1,605.00	\$3,759.66
Last Chance Swim		\$300.00

NJ LMSC Financial Statement

Preliminary Budget 2015

<u>INCOME</u>	<u>BUDGET</u>
USMS Individual	\$500.00
USMS Foundation & Hall of Fame	\$20.00
LMSC Donations	\$1,000.00
Fast Lane Collections	\$18.00
LMSC Individual	\$11,000.00
Meet Sanction Fees	\$300.00
Interest Income	\$20.00
Club Collections	\$300.00
Annual Dinner Collections	\$1,500.00
Special Events	\$1,000.00
Merchandise Sales	\$150.00
Meet Performance Deposits	\$800.00
Open Water Surcharge	\$600.00
TOTAL INCOME	\$17,208.00

<u>EXPENSES</u>	
USMS Individual	\$1,000.00
USMS Foundation & Hall of Fame	\$20.00
Coach Certification Grant	\$200.00
Leadership Summit	\$400.00
Registrar Expenses	\$200.00
Rule Books	\$48.00
Convention Costs	\$6,000.00
Annual Dinner/Picnic	\$4,000.00
Tributes & Awards	\$500.00
Special Events	\$1,700.00
Sponsorship Fee	\$250.00
Domain Fee	\$10.00
Promotional Expense	\$150.00
Miscellaneous Expense	\$50.00
Performance Reimbursement (Sanctions)	\$700.00
Open Water Surcharge	\$2,000.00
TOTAL EXPENSES	\$17,228.00

- C. Co-Registrar (T. Brunson/C. McGiffin)
 - i. 2014 Member Registration Report
 - a) Total NJ LMSC members ~~ 913 members as of 11.30.14
 - b) Total members by Club ~~ see chart below
 - c) Total new members by Club ~~ see chart below
 - d) 2014 Club registrations ~~ see chart below
 - e) Annual Renewal Rate ~~ see chart below
 - f) Lifetime Renewal Rate ~~ see chart below
 - ii. **Colleen to reach out to Karen for more clarity regarding her vision for the foundation/donation program that she wishes to establish to honor an inspiring swim coach who was recently killed while riding his bicycle.**
 - iii. **Chris will follow up with Gloucester County to clarify their intentions of LMSC affiliation for 2015**
 - iv. **Chris will reach out to Jen Betts re: 2015 OCY Club registration**

a) Member Donation Report

DATE	DONATIO#	DNTS	MAX DNT	TOTAL \$
11/10/2014	USMS	17	\$100.00	\$381.00
	IHOF	6	\$100.00	\$171.00
	LMSC	16	\$100.00	\$446.00
	TOTAL	39		\$998.00
10/31/2014	USMS	70	\$100.00	\$1,081.00
	IHOF	31	\$50.00	\$438.00
	LMSC	86	\$100.00	\$1,539.00
	TOTAL	187		\$3,058.00
10/31/2013	USMS	66	\$100.00	\$898.00
	IHOF	41	\$50.00	\$522.00
	LMSC	59	\$100.00	\$1,043.00
	TOTAL	166		\$2,463.00
10/31/2012	USMS	64	\$100.00	\$805.00
	ISSHOF	36	\$100.00	\$514.00
	LMSC	50	\$100.00	\$697.00
	TOTAL	150		\$2,016.00
10/31/2011	USMS	73	\$100.00	\$771.00
	ISSHOF	50	\$100.00	\$576.00
	LMSC	65	\$100.00	\$773.00
	TOTAL	188		\$2,120.00

D. Secretary (S. Kirk)

- i. Meeting minutes were taken at the March, June, September, and December 2014 NJ LMSC Board Meetings
 - a) The March, June, and September 2014 meeting minutes have all been approved by the NJ LMSC Board and have been posted on the NJ LMSC website by the webmaster
 - b) The December 8, 2013 annual board meeting minutes were submitted to the National Office via email on February 26, 2014. The deadline for submission was April 30, 2014
- ii. 4 NJ LMSC emails have been composed and sent out to the NJ LMSC community since our last board meeting on September 14, 2014
 - a) Since the last annual board meeting held on December 8, 2013, 19 NJ LMSC emails have been composed and sent out to the NJ LMSC community
- iii. Registrant emails currently go out to 910 individuals
- iv. Since the last NJ LMSC board meeting on September 14, 2014, 3 batches of updates for the email list have been processed
 - a) So far in 2014, 14 batches of updates for the NJ LMSC email list have been processed
- v. The NJ LMSC Facebook page currently has 619 likes

E. Sanctions & Safety (J. Bauman)

- i. Upcoming 2014 Sanctioned Events
 - a) None
- ii. Completed 2014 Sanctioned Events
 - a) Drew University March Madness Meet (Saturday, March 22, 2014)
 - Draft entry form received 12/18/13
 - Application for sanction approved 1/24/14 [online sanction system]
 - Sanction fee (\$30) received 10/19/13 (performance deposit (\$100) held over from earlier meet at meet director's request
 - Sanction number assigned: #074-S001
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 1/24/14; posted to NJ LMSC website 2/7/14
 - 2014 USMS rule book hand-delivered to event director 2/8/14
 - b) Faster Free Swim Clinic (Karlyn Pipes) (Saturday, May 17, 2014)
 - Entry form received 4/9/14
 - Application for sanction approved 4/9/14 [online sanctioned system]
 - Sanction fee (waived)
 - Sanction number assigned: #074-S002
 - Meet announcement added to USMS calendar 4/9/14; posted to NJ LMSC website
 - c) Open Water Swim Clinic (Karlyn Pipes) (Saturday, May 17, 2014)
 - Entry form received 4/9/14
 - Application for sanction approved 4/9/14 [online sanctioned system]
 - Sanction fee (waived)
 - Sanction number assigned: #074-S003
 - Meet announcement added to USMS calendar 4/9/14; posted to NJ LMSC website
 - d) Jason E. Nessel Memorial Invitational (Sunday, July 27, 2014)
 - Draft entry form received 6/5/14
 - Application for sanction approved 6/5/14 [online sanction system]
 - Sanction fee (\$30) and performance deposit (\$100) received 7/23/14
 - Sanction number assigned: #074-S004
 - Pool measurement on file with USMS
 - Meet announcement added to USMS calendar 7/9/14; posted to NJ LMSC website
 - Performance deposit returned 7/27/14
 - e) Lake Hopatcong Open Water Swim Festival (Sunday, September 7, 2014)
 - Draft entry form and safety plan received 5/29/14
 - Application for sanction approved 5/29/14 [online sanction system]
 - Sanction fee (\$30) and insurance surcharge (\$300) received 9/18/14 (performance deposit held over from last year)
 - LMSC approved 6/17/14

- Sanction issued (by USMS open-water compliance coordinator) 6/26/14
 - Sanction number assigned #074-W001
 - Event announcement added to USMS calendar 6/17/14; posted to NJ LMSC website
- f) Drew University Octoberfest IV Meet (Saturday, October 18, 2014)
- Draft entry form received 9/19/14; meet announcement went out 10 days before the meet
 - Application for sanction approved 10/8/14 (online sanction system)
 - Sanction fee (\$30) *NOT YET RECEIVED* (performance deposit (\$100) held over from March meet at meet director's request)
 - Sanction number assigned: #074-S005
 - Pool measurement on file with USMS
 - Meet announcement added to USMS calendar 10/8/14; posted to NJ LMSC website 10/8/14
 - To date, no sanction fee has been received and corrected result files have not been received
 - **MSA Based on the performance of this Octoberfest IV meet at this date, the performance bond will not be returned**
 - **Ed and Jen will compose the email to communicate the forfeiture of the performance bond for the Octoberfest IV meet**
 - **Ed will write the letter regarding the appointment of a Drew Meet Liaison for the NJ LMSC board to work with regarding administrative and meet operational items and submit to Susan for further review**
- iii. Postponed 2014 Sanctioned Events
- a) Fourth Annual Thanksgiving Classic Meet at TCNJ (scheduled for Saturday-Sunday, November 8-9, 2014)
- Draft entry form received 9/29/14
 - Application for sanction approved 10/15/14 (online sanction system)
 - Sanction fee (\$60) and performance deposit (\$100) received 10/15/14
 - Sanction number assigned: #074-S006
 - Pool measurement on file with USMS
 - Event announcement added to USMS calendar 10/15/14; posted to NJ LMSC website 10/16/14
 - Due to poor registration numbers, the meet director cancelled this event. He is exploring the possibility of calling it a "postponed" meet and holding the same event (with a different name and sanction number) in the spring
 - **Jen will let the board know when the spring date for the TCNJ meet has been confirmed**
- iv. Upcoming 2014 Recognized Events
- a) None
- **Jen will reach out to Justin re: 2015 OCY meet**
- v. Completed 2014 Recognized Events
- a) OCY Unofficial Team Championships (Sunday, February 23, 2014)
- Draft entry form received 9/20/13
 - Application for recognition approved 10/20/13 [online sanction system]
 - Recognition fee (\$30) + performance deposit (\$100) received 10/15/13 (check date 10/11/13)
 - Recognition number assigned: #074-R001
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 10/20/13; posted to NJ LMSC website 10/23/13
 - 2014 USMS rule book mailed to meet director
 - Performance deposit released to meet director
- b) Sussex County YMCA Adult Mini Meet (Saturday, March 15, 2014)
- Draft entry form received 1.16.14
 - Application for recognition approved 2.6.14 (online sanction system)
 - Recognition fee (\$30) + performance deposit (\$100) received 2.3.14 (check date 1.30.14)
 - Recognition number assigned: #074-R002

- Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 2.6.14; posted to NJ LMSC website 2.7.14
 - 2014 USMS rule book mailed to event director
- c) New Jersey Senior Olympics (Saturday-Sunday, September 6-7, 2014)
- Draft entry form received 11/20/13
 - Application for recognition 2.27.14 [online sanctioning system]
 - Recognition fee (\$60) + performance deposit (\$100) received 2.11.14 (check date 2.10.14)
 - Recognition number assigned: #074-R003
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 3/13/14; posted to NJ LMSC website 8/26/14
 - 2014 USMS rule book to be mailed to event director
- d) Sussex County YMCA Adult Mini-Meet (Saturday, October 11, 2014)
- Draft entry form received 8/26/14
 - Application for recognition 9/7/14 [online sanctioning system]
 - Recognition fee (\$30) + performance deposit (\$100) 9/17/14
 - Recognition number assigned: #074-R004
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 9/8/14; posted to NJ LMSC website 9/8/14

F. Top Ten and Records (E. Tsuzuki)

- i. The following sanction deposit was cleared to be returned
 - a) NJ Senior Olympics (SCY) on September 5-7, 2014
 - b) Sussex County YMCA Adult Mini-Meet (SCY) on October 11, 2014
- ii. A revised file has been requested of Eric Scheingoltz for the data discrepancies with all the relays in the Drew University Octoberfest IV Meet (SCY) on October 18, 2014
- iii. The NJ LMSC records have been updated for the following events
 - a) Octoberfest IV at Drew University on October 18, 2014
 - b) Wilton Wahoos Fall SCM Meet on November 2, 2014
- iv. Go the Distance results for NJ were updated on November 11, 2014. NJ has moved up to 5th place out of 52 LMSCs in total mileage (and still remains the highest in membership participation!)

G. Webmaster (B. Hobart)

- i. All updates submitted to Jason have been promptly posted and are current

H. Open Water (M. Vellucci/S. Clark)

- i. Sarah reported that the 2014 Colonies Zone Open Water Swim calendar was posted the end of March
- ii. The calendar continues to be updated on a regular basis with new open water swims and results. 2015 swims are beginning to be added to the document.
- iii. There is a link to the calendar posted on njmasters.org
- iv. Sarah plans to be more active on the Open Water Swimmers NJ Facebook page in 2015

I. Events Coordinator (L. Ascione)

- i. 2015 NJ LMSC Banquet
 - a) Banquet date of March 21, 2015 at Dolce Basking Ridge Hotel
 - b) Lynn will begin working on the invites in early December
 - c) Guest speaker idea – Karlyn Pipes in conjunction with a clinic?
 - d) Other guest speaker ideas?
 - e) Poll membership for potential speakers who specialize in a field pertaining to swimming
 - ie. dryland/cross training, preventing swimming injuries (rotator cuff, knees), nutrition, motivational speaker ...
 - f) Not too early to start gathering photos for the annual slide show
 - g) **Lynn will reach out to Charlotte Samuels as a potential guest speaker for the 2015 banquet**

- h) Costs will be the same as 2014 – award winners and speaker are complimentary; \$15/\$25/\$35/\$40
- i) Cap for attendance will be the first 80 attendees

J. Coaches (J. Schoenlank/R. Radzevicius)

- i. Karlyn Pipes would like to return to NJ for another clinic, however she is unable to be our guest speaker for the March banquet. Date and type of clinic to be discussed
- ii. **Julie will reach out to USMS (Bill Brenner) about his availability to host a clinic, a one-day coaches certification course and a teaching adults how to teach adults how to swim certification course**
- iii. A back-up option would be to consider a clinic with Kim V.

K. Fitness (L. Brown-Kuhn)

- i. Fitness Standout article about Arthur Wein will go in the Nov/Dec Fast Lane
 - a) Goal for 2015 will be 3 fitness standout articles
- ii. Virtual Swim
 - a) Launched Swim University virtual swim on November 1st. So far, 8 people have signed up. More publicity needed to increase the numbers.
 - b) **Linda will submit a blurb about the new Virtual Swim program for the Nov/Dec Fastlane, post on the NJ Masters Swimming facebook page and for the njmasters.org website**
- iii. Annual 50 x 50s
 - a) Saturday, January 10, 2015 9:00am – 11:30am
 - b) Linda is awaiting the contract
 - c) Freestyle clinic will be from 9:00am – 9:30am followed by the swim and then refreshments
 - d) Volunteers as counters and for some refreshments
 - Julie, Susan, Ed, Beth, Bill and Sarah

II. Old Business

A. Date for annual 50 x 50s

- i. Target a date in January 2015 (see Fitness report K. iii.)

III. New Business

A. Nominations for Board Volunteers for 2015

- i. No floor nominations received
- ii. **MSA to close the floor nominations for 2015 NJ LMSC Board Volunteers**

B. Elections for Board Volunteers for 2015

- i. Chair: Susan Kirk
- ii. Vice-Chair: Chris McGiffin
- iii. Co-Registrars: Tom Brunson and Chris McGiffin
- iv. Treasurer: Bill Reichle
- v. Top Ten/Records: Ed Tsuzuki
- vi. Newsletter Editor: Sara Johnston
- vii. Secretary: Susan Kirk
- viii. Sanctions & Safety Chair: Jen Bauman
- ix. **MSA to approve the slate of nominees as submitted for the 2015 NJ LMSC Board Volunteers**

C. Appointment of Ad-hoc positions

- i. Webmaster: Bridgette Hobat/Jason Pintinalli
- ii. Open Water Co-Chairs: Marie Vellucci and Sarah Clark
- iii. Event Coordinator: Lynn Ascione
- iv. Coaches Co-Chairs: Julie Schoenlank and Marie Vellucci
- v. Fitness Chair: Linda Brown-Kuhn
- vi. Officials Chair: Susan Kirk
- vii. Graphic Designer: Sara Johnston

- D. 2015 USMS Insurance Charge for NJK LMSC Sanctioned Open Water Events
 - i. **MSA for the NJ LMSC to continue to absorb \$700 of the \$1000 USMS Open Water Insurance Surcharge for 2015**
 - ii. Proposed TNYA Open Water Swim in Asbury Park, NJ ~ ~ June 13th, 2015
 - a) **Susan will reach out to TNYA and report the 2015 NJ LMSC policy of \$700/\$300 split for the USMS Open Water Insurance Surcharge**
- E. Swimming Saves Lives programs in 2015
 - i. When USMS (Bill Brenner) is able to schedule a Teaching Adults How to Teach Adults How to Swim program in NJ, then the NJ LMSC would like to engage more clubs and members to participate in the April – Learn to Swim Month
- F. LMSC Leadership Summit ~ ~ March 13-15, 2015
 - i. **MSA for the NJ LMSC to cover the expenses for Susan to travel to the USMS LMSC Leadership Summit March 13-15 for travel and any expenses not covered by USMS**
- G. Trident Swim Foundation Great Relay
 - i. Board consensus to use the NJ Masters Swimming facebook page channel for the publicizing of fundraising events to get the word out to the Masters community

IV. Next LMSC Meeting

- A. Date-- Sunday, February 8, 2015
- B. Time-- 10:30am
- C. Place-- TBD

V. Adjournment

- A. Meeting adjourned at 1:06pm