

New Jersey LMSC Annual Board Meeting Minutes

10:30am Sunday, November 22, 2015
Berkeley Aquatic Club Center of Excellence
New Providence, NJ

Attendees:

Board Members

Jen Bauman	Bill Reichle
Linda Brown-Kuhn	Sarah Clark
Tom Brunson	Julie Schoenlank
Susan Kirk	Marie Vellucci
Chris McGiffin	Lynn Ascione

NJ LMSC Members

Colleen Driscoll	Lisa Baumann
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MOTIONS

1. **MSA to approve the 2016 budget (via email 1.3.16)**
2. **MSA to increase the NJ LMSC recognition fee for a pool meet to \$50 per meet**
3. **MSA for the NJ LMSC to assess a \$25 per meet sanction fee to meet directors**
4. **MSA for the NJ LMSC to subsidize the USMS \$50 sanction fee with \$25**
5. **MSA for the NJ LMSC to subsidize by 50% all USMS open water sanction fees**
6. **MSA to close the floor nominations for 2016 NJ LMSC Board of Volunteers**
7. **MSA to approve the slate of nominees as submitted for the 2016 NJ LMSC Board of Volunteers**
8. **MSA to allocate sufficient budget expense to cover the cost of the 30-year Continuous Membership awards**

ACTION ITEMS

1. **Susan will order 8 mini 2016 rule books and have them shipped to Jen for distribution to the 2016 event directors**
2. **Chris will collect the photos and prepare the slide show for the 2016 Banquet**
3. **Lynn will check with Dolce about the availability of the larger banquet room and the minimum attendance requirement and report back to the board**
4. **Linda is working on getting a time and place during January for the annual 50 x 50s and will reach out to Raritan Bay YMCA for available Saturdays in January**
5. **Ed has selected and recommended a projector for the NJ LMSC to purchase and will proceed with the purchase in time for use of the projector at the 2016 NJ LMSC banquet**

Action items bolded

Meeting was called to order at 10:45am

- I. Officer Reports
 - A. Newsletter (S. Johnston)
 - i. Issues for 2015 – 1 remaining
 - a) November/December
 - b) Deadline is Monday, December 7, 2015
 - ii. Issues for 2016 – 6
 - a) Jan/Feb, March/April, May/June, July/August, Sept/Oct, and Nov/Dec
 - iii. Number of hardcopies
 - a) There will be no mailed hardcopy issues for 2016

B. Treasurer (B. Reichle)

- i. 2015 Budget and actuals update as of 11.21.15 (see below)
- ii. 2015 Budget and actuals update as of 12.31.15 (see below)
- iii. 2016 Preliminary budget (see below)
- iv. **MSA to approve the 2016 budget (via email 1.3.16)**

NJ LMSC Financial Statement

Beginning Cash Balance 1/1/2015 **\$16,216.74**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
USMS Individual	\$500.00	\$332.00
USMS Foundation & Hall of Fame	\$20.00	
LMSC Donations	\$1,000.00	\$829.00
Fast Lane Collections	\$18.00	\$12.00
LMSC Individual	\$11,000.00	\$9,762.00
Meet Sanction Fees	\$300.00	\$210.00
Interest Income	\$20.00	\$17.90
Club Collections	\$300.00	\$380.00
Annual Dinner Collections	\$1,500.00	\$735.00
Special Events	\$1,000.00	\$775.00
Merchandise Sales	\$150.00	\$235.00
Meet Performance Deposits	\$800.00	\$500.00
Open Water Surcharge	\$600.00	
TOTAL INCOME	\$17,208.00	\$13,787.90

<u>EXPENSES</u>		
USMS Individual	\$1,000.00	\$351.00
USMS Foundation & Hall of Fame	\$20.00	
Coach Certification Grant	\$200.00	\$360.00
Leadership Summit	\$400.00	\$731.64
Registrar Expenses	\$200.00	\$245.00
Rule Books	\$48.00	\$48.00
Convention Costs	\$6,000.00	\$4,359.00
Annual Dinner/Picnic	\$4,000.00	\$2,698.54
Tributes & Awards	\$500.00	\$213.73
Special Events	\$1,700.00	\$3,533.50
Sponsorship Fee	\$250.00	
Domain Fee	\$10.00	\$10.00
Promotional Expense	\$150.00	
Miscellaneous Expense	\$50.00	\$154.88
Performance Reimbursement (Sanctions)	\$700.00	\$600.00
Open Water Surcharge	\$2,000.00	
USMS National Coaches Clinic		\$1,221.40
TOTAL EXPENSES	\$17,228.00	\$14,526.69

Cash Balance 11/21/2015 **\$15,477.95**

<u>SPECIAL EVENTS</u>	<u>INCOME</u>	<u>EXPENSE</u>
50 x 50		\$25.00
100 x 100		\$666.39
Kim Clinic	\$675.00	\$2,163.02
Last Chance Swim		\$338.52
Swim University	\$100.00	\$340.57

NJ LMSC 2016 Preliminary Budget

<u>INCOME</u>	<u>BUDGET</u>
USMS Individual	\$500.00
LMSC Donations	\$1,000.00
LMSC Individual	\$12,500.00
Meet Sanction Fees	\$225.00
Interest Income	\$20.00
Club Collections	\$380.00
Annual Dinner Collections	\$1,000.00
Special Events	\$1,000.00
Merchandise Sales	\$200.00
Meet Performance Deposits	\$500.00
Open Water Sanction Fee	\$300.00
TOTAL INCOME	\$17,625.00
<u>EXPENSES</u>	
USMS Individual	\$500.00
Coach Certification Grant	\$800.00
Registrar Expenses	\$250.00
Rule Books	\$48.00
Convention Costs	\$6,000.00
Annual Dinner/Picnic	\$3,500.00
Tributes & Awards	\$1,700.00
Special Events	\$3,500.00
Domain Fee	\$10.00
USMS Meet Sanctions	\$50.00
Miscellaneous Expense	\$450.00
Performance Reimbursement (Sanctions)	\$500.00
USMS Open Water Sanction Fee	\$600.00
TOTAL EXPENSES	\$17,908.00

- C. Co-Registrar (T. Brunson/C. McGiffin)
 - i. 2015 Member Registration Report Year End Report
 - a) Total NJ LMSC members ~ 2015 = 1310
 - 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. 2016 Club Registration report
 - iii. Member Donation Report
 - a) 2015 final and 2016 to date

b) Member Donation Report

DATE	DONATION #	DNTS	MAX	DNT	TOTAL \$
11/22/2015	SSL	18	100.00		\$285.00
	ISSHOF	9	25.00		\$105.00
	LMSC	21	100.00		\$530.00
	TOTAL	48			\$920.00
10/31/2015	ISSHOF	25	100		\$382.00
	USMS	78	100		\$1,372.00
	LMSC	67	100		\$1,395.00
	TOTAL	170	300		\$3,149.00
6/7/2015	ISSHOF	25	100		\$382.00
	USMS	76	100		\$1,352.00
	LMSC	66	100		\$1,370.00
	TOTAL	167	300		\$3,104.00
2/8/2015	ISSHOF	24	100		\$372.00
	USMS	69	100		\$1,287.00
	LMSC	63	100		\$1,345.00
	TOTAL	156	300		\$3,004.00
10/31/2014	ISSHOF	29	50		\$418.00
	USMS	66	100		\$986.00
	LMSC	82	100		\$1,484.00
	TOTAL	177	250		\$2,888.00
9/22/2013	ISSHOF	41	50		\$522.00
	USMS	66	100		\$888.00
	LMSC	59	100		\$1,043.00
	TOTAL	166			\$2,453.00
10/31/2012	ISSHOF	36	100		\$514.00
	USMS	64	100		\$805.00
	LMSC	50	100		\$697.00
	TOTAL	150			\$2,016.00
10/31/2011	ISSHOF	50	100		\$576.00
	USMS	73	100		\$771.00
	LMSC	65	100		\$773.00
	TOTAL	188			\$2,120.00

D. Secretary (S. Kirk)

- i. Meeting minutes were taken at the February, June, and November 2015 Board Meetings
 - a) The February and June 2015 meeting minutes have been approved by the NJ LMSC Board and have been posted on the NJ LMSC website by the webmaster
 - b) The November 16, 2014 annual board meeting minutes were submitted to the National Office via email on February 4, 2015. The deadline for submission was April 30, 2015
- ii. 6 NJ LMSC member emails have been composed and sent out to the NJ LMSC community since our last board meeting on June 7, 2015
 - a) Since our last annual board meeting held on November 16, 2014, 20 NJ LMSC emails have been composed and sent out to the NJ LMSC community
- iii. Registrant emails currently go out to 1312 individuals
- iv. Since the last NJ LMSC board meeting on June 7, 2015, 23 batches of updates for the email list have been processed
 - a) So far, in 2015, 46 batches of updates for the NJ LMSC email list have been processed
- v. The NJ LMSC Facebook page currently has 780 likes. An increase of 161 likes since our last Annual Board meeting in November 2014.
- vi. Currently, a new streamlined process for communicating with our members is under discussion with the National Office. Thanks Ed and Anna Lea! Hopefully testing will begin in the very near future. This new process for our LMSC will alleviate a lot of manual collaborative work currently done by Tom and Susan in maintaining an up to date email list of NJ LMSC members.

E. Sanctions & Safety (J. Bauman)

- i. Upcoming 2015 Sanctioned Events
 - a) None
- ii. Completed 2015 Sanctioned Events
 - a) TCNJ Spring Classic Meet (Saturday-Sunday, March 7-8, 2015)
 - NOTE: This is the rescheduled (cancelled) Thanksgiving Classic
 - Original draft entry form received 10/9/14; revised entry form received 1/16/15
 - Application for new sanction has been approved 2/5/15
 - Sanction fee (\$60) and performance deposit (\$100) received 10/15/14
 - Sanction number assigned: #075-S001
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 2/5/15; posted to NJ LMSC website 2/18/15
 - 2015 USMS mini-rule book to be mailed to event director
 - Completed 2015 Sanctioned Events
 - b) Freestyle and Butterfly Swim Clinic with Olympian Kim Vandenberg (Sunday, April 26, 2015)
 - Entry form received 3/15/15
 - Application for sanction approved 3/15/15
 - Sanction fee (waived)
 - Sanction number assigned: #075-S002
 - Meet announcement added to USMS calendar 3/15/15; posted to NJ LMSC website 3/18/15
 - c) Jason E. Nessel Memorial Invitational (Sunday, August 2, 2015)
 - Original draft entry form received 5/14/15; revised entry form received 5/16/15
 - Application for new sanction approved 6/1/15
 - Sanction fee (\$30) and performance deposit (\$100) dated 6/1/15
 - Sanction number assigned: #075-S003
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 6/1/15; posted to NJ LMSC website
 - 2015 USMS mini-rule book to be mailed to event director
- iii. Upcoming 2015 Recognized Events
 - a) None

iv. Completed 2015 Recognized Events

- a) OCY Unofficial Team Championships (Sunday, February 15, 2015)
 - Draft entry form received 11/26/14
 - Application for recognition approved 1/8/15
 - Recognition fee (\$30) + performance deposit (\$100) received 1/9/15 (check date 1/2/15)
 - Recognition number assigned: #075-R001
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 1/8/15; posted to NJ LMSC website 1/12/15
 - 2015 USMS rule book mailed to meet director
- b) Sussex County YMCA Adult Mini-Meet (Saturday, April 18, 2015)
 - Draft entry form received 3/19/15
 - Application for recognition approved 3/25/15
 - Recognition fee (\$30) + performance deposit (\$100) received 4/9/15
 - Recognition number assigned: #075-R002
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 3/25/15; posted to NJ LMSC website 3/30/15
 - 2015 USMS rule book mailed to event director
- c) New Jersey Senior Olympics (Saturday-Sunday, September 12-13, 2015)
 - Draft entry form received 8/18/15
 - Application for recognition received 8/18/15
 - Recognition fee (\$60) + performance deposit (\$100) received 8/18/15 (check date 8/20/15)
 - Recognition number assigned: #075-R003
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 8/26/15
- d) Sussex County YMCA Adult Mini-Meet (Saturday, October 17, 2015)
 - Draft entry received 9/13/15
 - Application for recognition approved 9/23/15
 - Recognition fee (\$30) + performance deposit (\$100) received 10/2/15
 - Recognition number assigned #075-R003
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 9/23/15; posted to NJ LMSC website 9/25/15

v. Upcoming 2016 Recognized Events

- a) OCY Unofficial Team Championships (Sunday, February 14, 2016)
 - Draft entry form received 10/23/15
 - Application for recognition approved **pending**
 - Recognition fee (\$30) + performance deposit (\$100) **pending**
 - Recognition number assigned **pending**
 - Pool measurement certification on file with USMS
 - Meet announcement to be added to USMS calendar and posted to NJ LMSC website
 - 2016 USMS mini-rule book to be mailed to meet director

vi. Other

- a) Drew University meet sanction fee: The outstanding \$30 sanction fee from the October 2014 meet was received June 15, 2015
- b) Lifetime (Florham Park) is considering hosting a meet but is lacking an adequate indoor facility so perhaps they can host an outdoor SCM meet
- c) **Susan will order 8 mini 2016 rule books and have them shipped to Jen for distribution to the 2016 event directors**

- F. Top Ten and Records (E. Tsuzuki)
- i. Drew University finally paid the \$30 Sanction fee for their October 18, 2014 Octoberfest IV meet
 - ii. The NJ LMSC records have been updated for the following events
 - a) Jason Nessel Invitational Meet at Rahway River Park on August 2, 2015
 - b) USMS Summer LCM Nationals at the Spire Institute in Geneva, Ohio on August 6-9, 2015
 - c) New Jersey Senior Olympics at the Woodbridge Recreation Center in Woodbridge, NJ on September 12-13, 2015
 - d) Sussex County YMCA Adult Mini-Meet on October 17, 2015
 - iii. Go the Distance results for NJ were updated on October 30, 2015. NJ has moved up to 3rd place out of all 52 LMSCs in both total mileage and number of participants. NJ still boasts a very high membership participation rate (11.2%) despite the recent influx of many new members. 11 members of the NJ LMSC Board are now participating in the event!
 - iv. The LCM top ten file was submitted on September 25, 2015 for USMS top ten and records tabulation
- 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. The 2016 open water calendar will be posted in Feb/March 2016
- I. Events Coordinator (L. Ascione)
- i. 2016 NJ LMSC Banquet
 - a) Banquet date of March 2016 at Dolce Basking Ridge Hotel
 - b) Dates available for 2016 banquet at Dolce are 3/5,19 and 26. The 12th is possible but they are hosting a large group that night.
 - Date selected is Saturday, March 19, 2016 from 6:00pm – 10:00pm
 - c) For similar menu pricing is \$42.50 per person + tax and gratuity. \$125 per bartender. Podium and mic will be \$75.
 - d) Not too early to start gathering photos for the annual slide show
 - **Chris will collect the photos and prepare the slide show for the 2016 Banquet**
 - e) Costs will be the same as 2015 – award winners, guest speaker, and NJ LMSC Board volunteers are complimentary; \$15 (Coaches)/\$25/\$35/\$40
 - f) Cap for attendance will be the first 80 attendees
 - g) 2016 Guest speaker for the banquet will be 18-year continuous member, Doug Clark
 - h) **Lynn will check with Dolce about the availability of the larger banquet room and the minimum attendance requirement and report back to the board**
- J. Coaches (J. Schoenlank)
- i. Julie is working on a 2016 NJ LMSC Swim Clinic and is gathering information on prices and availability of the potential clinicians. A venue will also need to be selected
 - ii. Since the clinic is subsidized by the NJ LMSC, all participants are required to be current NJ LMSC members
 - iii. Consider offering a fall clinic in an alternative demographic area than the spring clinic
- K. Fitness (L. Brown-Kuhn)
- i. Virtual Swim
 - a) The second annual Swim University will start on December 1 and run through May
 - b) Five people have signed up so far.
 - c) Goodie for participants discussion
 - Ideas – caps, sling bags, discount off the following year's USMS registration (ie. \$10), or discounted banquet attendance (ie. \$10 towards banquet ticket)
 - ii. Annual 50 x 50s
 - a) **Linda is working on getting a time and place during January for the annual 50 x 50s and will reach out to Raritan Bay YMCA for available Saturdays in January**
 - b) If coaches are available, Linda would like to offer the mini-clinic again like we did last year to increase participation

iii. Fitness Standouts

- a) Ben Zhou was featured as a Fitness Standout in the Sept/Oct Fastlane.
- b) Linda is always looking for recommendations for more Fitness Standouts

II. Old Business

A. Annual 100 x 100s update (Susan) ~~ Sunday, February 7, 2016

- i. We are confirmed to hold the 2016 Annual 100 x 100s at the New Providence location of Berkeley Aquatic Club. Price quote of \$500 for the 50m pool facility set up as SCY. Access by 7:00am for Susan and set-up volunteers; 7:30am for the swimmers. Swim will run from 8am – noon.

B. Projector recommendations review

- i. **Ed has selected and recommended a projector for the NJ LMSC to purchase and will proceed with the purchase in time for use of the projector at the 2016 NJ LMSC banquet**

III. New Business

A. New USMS sanction fees approved for 2016

- i. **MSA to increase the NJ LMSC recognition fee for a pool meet to \$50 per meet**
- ii. NJ LMSC 2016 Pool sanction fee policy
 - a) **MSA for the NJ LMSC to assess a \$25 per meet sanction fee to meet directors**
 - b) **MSA for the NJ LMSC to subsidize the USMS \$50 sanction fee with \$25**
- iii. NJ LMSC 2016 OW sanction fee policy
 - a) **MSA for the NJ LMSC to subsidize by 50% all USMS open water sanction fees**

B. Nominations for Board Volunteers for 2016

- i. No floor nominations received
- ii. **MSA to close the floor nominations for 2016 NJ LMSC Board of Volunteers**

C. Elections for Board Volunteers for 2016

- 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 2016 NJ LMSC Board of Volunteers**

D. Appointment of Ad-hoc positions

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

E. CMRPA Program Awards

- i. 30-year award ~ USMS TYR Alliance Team Backpack II
- ii. **MSA to allocate sufficient budget expense to cover the cost of the 30-year Continuous Membership awards**
- iii. Consensus to order more towels for the 20-year awards and to stick with traditional 100% Egyptian cotton as opposed to the newer microfiber towels

- IV. Next LMSC Meeting
 - A. Date-- Sunday, January 31, 2016
 - B. Time-- 10:30am
 - C. Place-- TBD

- V. Adjournment
 - A. Meeting adjourned at 1:02pm