

**Pacific Northwest Association of Masters Swimmers
Board Meeting
Arni Litt's Residence
December 3, 2013**

Minutes

PNA Vice Chair Mike Grimm called the meeting to order at 7:15 PM. Also present were Herb Cook, Jim Davidson, Sally Dillon, Jeanne Ensign (by phone), Doug Jelen, Jan Kavadas, Arni Litt, Hugh Moore, Steve Peterson, and Sarah Welch. President Lisa Dahl arrived later in the evening.

I. Warm-Up

A. Minutes: It was MSA to approve the October 26, 2013 minutes as written.

B. Treasurer's Report: With the focus on the 2014 budget, there was no December financial report. Three people have shown interest in the PNA Treasurer position. Jeanne suggested that we look for the transition to take place in February and March when she will be back in Seattle. Mike will continue to talk with the candidates and Sarah offered to provide information to them as well since she had previously held the position. An effort will be made to have prospect(s) for the position attend our January meeting so they can get acquainted with the board.

C. Membership: 342 swimmers have registered for 2014 so far and 46 of them are new PNA members. 23 PSM workout groups have registered with USMS and Arni has provided guidance to workout group representatives regarding the process. Western Washington University Swimmers has registered as a new club for 2014.

II. Main Set

A. 2014 Board Meeting Schedule: Sally submitted a schedule for our board meetings. We discussed her suggestion to move our annual meeting to March; the decision will be made at a later date. **It was MSA to approve the schedule as submitted.**

DAY & DATE	TIME	HOST & LOCATION	DETAILS
Tuesday - January 21	6:45 PM	Sally Dillon, Issaquah	Focus on Governance issues
Tuesday - February 25	6:45 PM	Conference call	
Saturday - April 5	9 AM - noon	Sally Dillon, Issaquah	Half day
Tuesday - May 20	6:45 PM	Jan Kavadas, Edmonds	
Tuesday - July 8	6:45 PM	Hugh & Jane Moore, Tacoma	
Tuesday - August 26	6:45 pm	Steve Peterson, Poulsbo	
Saturday - October 25	9 AM - 4 PM	Sally Dillon, Issaquah	Full day retreat
Tuesday - December 2	6 PM	Arni Litt, Seattle	Holiday dinner, 2015 budget

B. PNA Governance – the next step: Hugh surveyed the team representatives by email a couple of weeks ago. While only 8 responded, all were in favor of the change in PNA governance. The next step will be a board review of the bylaw changes that need to be made. Jane (Moore) will likely have some suggestions as well. We need to determine a way to encourage voting to ensure the required minimum 30% response. It was agreed that we would dedicate the majority of our January meeting time to the governance issues.

C. Meets: Following up on information about online surveys that was discussed via email, **it was MSA that we approve up to \$300 for an over-budget request to allow Linda to buy a 1-year subscription to Survey Monkey.**

D. Open Water/Long Distance: Jim reported that the evaluations for four of our five 2013 Open Water events have been processed. The fifth event has yet to submit their financial report. Jim would like to have a planning meeting with open water event directors in January in order to jump-start the 2014 season. 100 swim caps were purchased and 31 were distributed for the High Point Award. Sally hand-entered the results and Jim would like get help this for next year. Herb inquired about the USMS

insurance surcharge and asked if there was feedback from the swimmers or race directors. Sally explained that all race directors increased their entry fees by \$5/swimmer and paid the entire sum to PNA to offset the \$1000/event insurance surcharge. With the most swimmers participating in its event, the Fat Salmon swim contributed nearly 50% of the \$3160 that was collected by the five events. PNA subsidized the remaining \$1840.

E. 2014 PNA Budget: Sarah started the discussion with issues that have surfaced:

1. The WetSet Production: A major expense continues to be the production of the bi-monthly news. Setup and printing could be significantly reduced if we 1) encouraged more members to read the newsletter online and 2) printed and mailed the remaining hardcopies rather than using a professional service. The cost saving would be significant but there would be volunteer hours needed to get out each issue. Numerous ideas were discussed, including charging \$5/year for hardcopy news. The group agreed that the current cost is too high but changes would need to be made prior to the next registration cycle since the options need to be built into the registration details. We agreed to budget conservatively for this item and focus on reducing hardcopy production by the end of 2014.

2. Open Water Event Insurance Surcharge: USMS has not officially declared what the 2014 surcharge will be but indications are that it will remain at \$1000/event. Due to the income from swimmer entry fees this year, we will conservatively budget for a \$5000 expense and show offsetting revenue of \$3000.

Moving on to the working draft budget document, Sarah explained the approval process and we reviewed the proposed budget, line by line. A number of items were “pulled” for discussion. **It was MSA to approve all items that were not “pulled”.**

3. The following budget items were discussed individually:

- a) Meets Income – **MSA to approve**
- b) Awards (income and expense) – **MSA to approve**
- c) Software and Website – **MSA to approve**
- d) Meet and Open Water event promotion – This was budgeted in 2013 for the OW High Point Caps but is not necessary for 2014; the \$500 expense was deleted. **MSA to approve**
- e) Insurance surcharge – as previously discussed above in #2 – **MSA to approve**
- f) Team and Coach Development – The Coach of the Year award has included a PNA paid trip to the ASCA convention, which has not been taken advantage of for two years. The question was raised - is this valuable to the coaches? Lisa was not sure that she had properly informed the coaches and will look into this issue.

Also discussed was Sarah’s suggestion that we host a USMS Level 1&2 Coach Certification Training clinic. The PNA coaches contacted are very much in favor and those who have already reached Level 3 will assist the USMS representative when the clinic is held. The budgeted expense offsets the PNA coach’s cost for attending. **MSA to approve**

- g) *The WetSet* – the expenses were adjusted downward as discussed in #1 above. **MSA to approve**

It was MSA to approve the entire revised budget.

It was MSA to adjourn the meeting at 9:19 pm.

Prior to the business meeting a delicious potluck meal was shared. **Special thanks go to Arni Litt for her efforts as hostess and chef!**

Minutes prepared by PNA Secretary Sally Dillon