

**Pacific Northwest Association of Masters Swimmers
Annual Meeting (Videoconference via Zoom) Minutes
Sunday, November 14, 2021**

Attendees: Kim Boggs, Linda Chapman, Kathy Casey, Jim Davidson, Bob DeWard, Sally Dillon, Dick Green, Stephanie Hiebert, Doug Jelen, Lorraine Masse, Hugh Moore, Jane Moore, Steve Peterson, and Lucianne Pugh. Non-voting members: Walt Reid.

Call to Order and Introductions: The meeting was called to order by President Linda Chapman at 10:02 am.

A. Officer Reports

1. President's report: (Summary of Linda's report from "Supporting Detail" appended below.)

Microsoft 365 for Non-Profits: Lorraine was instrumental in getting Microsoft to approve PNA for complimentary use of this software. Initial advantages: Group email lists (to replace lost functionality when we switched web hosts) and a polling capability (to replace Survey Monkey paid subscription).

Volunteer Relay 2022: This in-person meeting will be March 4-6, likely in Denver. PNA is entitled to four participants, preferably to include a seasoned volunteer, coach volunteer, and newish volunteer. Linda will prepare an application form for those interested to return by our January meeting for approval. Linda did express concern that COVID cases are currently spiking in CO compared to WA while Sally notes that weather and winter recreation may impede travel. Linda was curious why meals were not included in PNA's existing per diem, suggesting we consider at next meeting adding food to reimbursements as allowed under USMS and PNA policies. Hugh noted that up until recently attendees found little need to buy food as most meals were covered by sponsors and hospitality.

Annual Financial Records Review: Dave Baer, having QuickBooks knowledge, has agreed to complete this review.

Appointed Directors: Bob DeWard will continue to serve for 2022. Selecting Jane Moore's replacement in the second position will be delayed until next meeting.

2022 Meeting Schedule: At Sally's suggestion, Linda moved the April 25 meeting to May 9. Sally proposed holding the November meeting in-person, possibly a potluck. Kathy prefers a Sunday to avoid high school fall meets.

Peer-to-Peer Webinars: Linda and Steve attended the November 4 P2P for Secretaries. Top tip: send your meeting reports to the Secretary for distribution and review *before* each meeting to reduce meeting time. Next P2Ps are *Event Hosting* (December 2) and *LMSC Chairs and Vice Chairs* (January 6).

LMSC Update: Linda attended the November 11 webinar. Next one is December 9, focusing on LMSC Roles. Linda urged board members to view the "fantastic" interactive calendar available in *Streamlines for Volunteers* – this *Sched* tool can be filtered many ways to find, register, and attend USMS meetings taking place throughout the year.

2. Approval of minutes: **MSA to approve the September 19 meeting minutes as amended.**
3. Financial report: Linda will talk offline with Lucianne and Steve about the recurring Club Assistant fee*.

Total Assets as of October 31:	\$72,447.99:
Checking account balance:	\$14,138
Savings account balance:	\$58,310
Credit card balance:	-0-
Total Income, Sept and Oct:	\$1,400.48:
Whidbey OW swim	\$622
USMS reg'n & donations	\$517
Advertising & rental	\$160
WA Sr Games recognition	\$100
Interest	\$1

Total Expenses, Sept and Oct:		\$207.26:
Zoom annual subscription	\$165	
*Club Assistant recurring	\$42	
Net income YTD:		\$9,599.39

MSA to approve the financial report.

4. Membership: Registered for 2022: 211. 2021 final was 1,474 members (672 men, 802 women). 2020 final was 1,487 members; 2019 was 1,807 (a record).

B. Coordinator/Committee Reports

1. Meets: Lorraine says BWAQ has not responded on hosting Champs. The BC Mile (Jan 30) and TACM SCM (Feb 6) meets were approved by email. Linda urged completing these sanctions in time for inclusion in the January-February *WetSet*, and congratulated Lorraine for a great job processing the Snohomish meet, getting Dave Baer to Referee at the last minute, and officiating. Steve noted that it was a lot of fun, well run, with lots of attendees (135!).
2. Open Water: Jim has had three requests for 2022 dates: Whidbey Adventure (June 11), Fat Salmon (July 16), and Swim Defiance (August 20), the latter being taken over by Bernardo's All Stars. All will be sanctioned. BBST will not host the Ally Fell Memorial this year, lacking the "substantial donations" that provided the usual \$3K profit. (Fat Salmon, Whidbey Adventure, and Swim Defiance cleared about \$3000, \$2000, and \$800 respectively in 2019.) Jim asked if we could increase PNA's profit guarantee for the typical 48 Masters (and 27 age-groupers) who attend. Linda noted that if the swim lost \$3K, our contract would require that amount plus the \$6/swimmer to meet the guarantee, quite a bit for ~50 swimmers. Though not as popular as the other OW swims, it's the only one offering a 10k distance that attracts many swimmers. Linda asked Jim to follow up with the director to explore other funding options to continue this "well-executed event in a terrific venue" for our more northern members. He said he would ask what profit target would make their effort worthwhile. Steve asked if this memorial swim is a scholarship fundraiser; Jim said proceeds go to BBST operating expenses. Kathy expressed favor toward pursuing potential PNA support.
3. Newsletter: Great issue! Lucianne thanked Linda and Steve for their contributions. Next content due date is December 15.

4. Club and Team Development:

Sally reports lots of activity in the last 60 days resulting from her efforts to have accurate mailing lists for the club/WG official representatives and coaches. There have been numerous changes to the representative list. Four clubs and 20 WGs have registered for 2022, which enables their swimmers to register for their preferred team. Five more WGs¹ have been reminded to register.

The representatives have assisted Sally in identifying those individuals responsible for coaching their clubs/WGs. She's made great progress in firming up the coaches mailing list and looks forward to using the new group emailing lists.

A few of PNA's club/WG acronyms have changed as per a new policy from the National Office. This was a surprise to some representatives, and Sally has put them in contact with the NO for assistance in selecting a revised acronym of their choosing.

Steve complimented Sally on her efforts. Sally added that we look for a Coaches Chair who was once a coach but no longer doing that, but with experience and possibly more time. Linda plans to email the membership to cast a wider net for a candidate.

5. Social Media: no report

¹ Yet to reregister as of 11/12/2021: Issaquah Swim Team Masters (IST), Middle Aged Marlin Swimmers (MAMS), Peninsula Masters Swimmers (PMS), Seattle Sixgill Sharks (SEAS), and Stanwood-Camano Y Masters (SWYM).
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6. Updates on YMCA of Greater Seattle and Husky Masters: Stephanie now works in the YMCA of Greater Seattle association office, handling all contracts for their 14 locations. She discovered that their “C-suite level” director Loria Yeadon, with many things on her plate, learned to swim as an adult, is a big fan of USMS, and wants to expand interaction and capacity. When Husky Masters was essentially priced out at the UW pool, the HMST board met with several Y directors who all seemed unilaterally resistant toward Masters programs. COVID concerns also discouraged rentals and reduced Y staffing. Renting out facilities to non-profits is now slowly resuming, encouraged by CEO Yeadon’s apparent support for adult swimming, leaving Stephanie feeling positive about her ultimate goal to get Masters programs back in the water.

Pool-less since March 2020, HMST overcame board reluctance and ineligibility for PNA COVID relief to now support 25 per practice “with room for more” twice a week at View Ridge (8:20 pm).

Sally pointed out the “gray area” at some facilities (e.g., Bellevue Club or Sammamish Y) having “Masters workouts” that do not require joining USMS. Stephanie hopes that having the ear of the CEO will allow her to push for Y-based workout groups that require USMS membership.

Linda will initiate an email blast to the membership asking for recent workout or venue changes to encourage swimmers to get back in the water after many months away.

C. Old Business

1. Approve email vote: **MSA to confirm dates for BC Mile (January 30) and TACM (February 6).**
2. PNA Champs update: Lorraine said that BWAQ has not yet responded about hosting.
3. Bid to host 2023 LC Nationals: Linda: PNA originally approved bidding for 2022 Long Course Nationals. COVID interrupted. 2023 bid to the Championship Committee is due December 1 – shall we continue? Steve Freeborn remains willing to be Meet Director. Jane and Hugh would have significant roles but for relocating to D.C. Key volunteers with the skills and motivation would be needed from WOGs and clubs – are they still on board for 2023?

Hugh: There may be hesitancy, but past volunteer recruiting has funneled in great new – and younger – board members. He encourages bidding, but much recruitment will be needed. He recommends the past meets model where PNA Board set up the Organizing Committee, provided seed money, and let the OC manage the process. Suggested that the Organizing Committee chair not be the Meet Director.

Jim: How many on the Committee? Would hosting Nationals be an incentive to get people involved?

Hugh: Typically, 15 to 20, many from workout groups. Spreading the word would encourage volunteers, meet participation, and a bump in membership (typically 200-300 in the past). Linda: 20 seems like a lot, given difficulties recruiting board members. Jane: Nationals is always an attraction. And easier now, requiring less work because certain jobs, e.g., entries and program, are being done by the NO.

Dick: What about financial issues? Linda: We will likely take a loss of up to \$15K, though with \$70K in assets our risk is low. (Sally: Championships Chair Jim Clemmons believes the Spire Institute’s October LC Nationals broke even.) So, we need to understand the magnitude of this effort. Final Reports of our past Nationals provide job details (timers, hospitality, officials, merchandise, registration, etc.) but the volunteer situation has changed a lot in the last decade. Do we have the volunteer bandwidth? Are all of us willing to play a role? Sally: COVID is the elephant in the room – King County restrictions, parking lot loss to on-site COVID testing, and how long the pandemic continues are major factors. PNS and HS meets have returned to KCAC, but future restrictions remain unknown. The bid could request a clause in the contract to allow withdrawal due to COVID, minimizing financial liability. [Further lengthy discussion on financial reports, liabilities, NO support, and available lead time to the meet omitted.]

MSA to approve PNA submitting a bid to host 2023 Summer Nationals.

Yea: 8 (Sally, Lorraine, Jim, Steve, Doug, Lucianne, Bob, Kathy); Nay: 1 (Dick).

Sally, Lorraine, Steve, Doug, and Jim agreed to serve on the Organizing Committee.

4. Convention Review: Not needed.

D. New Business

1. Appointed Directors for 2022: **MSA to appoint Bob DeWard**. (Replacement for Jane Moore TBD.)
2. Survey Monkey subscription (see President's report): Linda mentioned that Lorraine completed a UW certificate program in managing non-profits. Lorraine has applied for a Microsoft grant to PNA for no-cost use of *Microsoft 365*. This will allow us to restore group emails, employ "Teams" to replace Zoom, and use the "Forms" function instead of Survey Monkey. Linda was impressed with the features that Lorraine demonstrated for her. Lorraine will work with Steve to complete the application (verify ownership of the SwimPNA.org domain name). **MSA to end the Survey Monkey subscription**.
3. Goals (For everyone! Set a goal for you/PNA and we will support you.) As chair, Linda wants to support everyone in our goals.

Linda: Get the meeting announcement out at least 2 weeks in advance, asking for your input and posting the full packet a week before the meeting.

Sally: Keep the contact information up to date
Increase the amount of communication exchanges with the representatives and coaches
Offer support as needed and bring requests to the board
Encourage hosting of meets as well as participation
Spread the word about programs and services coming from the NO
Recruit leaders and volunteers from our clubs/WGs to support the efforts to host nationals
Coordinate with the Coaches and Fitness Chairs to provide opportunities for clubs/WGs and members

Jim: Get another OW event

Lorraine: Get a better handle on pool meet operations

Dick: Pick and choose smartly (in retirement) and get more involved come January

Walt: Make sure people understand the tools available on the PNA and USMS websites for retrieving historical information

Stephanie: Attend more meetings (more likely with 2022's Monday schedule)

Steve: Get input to *The WetSet* sooner; get DM award going in time to award at Champs

Kathy: Hoping to be able to attend meetings, as I coach late due to HS; help as much as I can when out of season. (Linda noted the September meeting is on a Sunday.)

Doug: Update records in a timely manner

Lucianne: Get financial report ready a week in advance; go through boxes and flash drive of treasurer records passed on by Arni. (Sally will send Lucianne a list of any digital financial reports we have.) (And archiving financial reports in *Microsoft Teams!* – Stephanie).

Bob: Participate in a meet; train at least 2 times a week and try to form a club and have organized swimming; continue to support PNA

4. 2022 Meeting Schedule: **MSA to approve the meeting schedule as amended** (see "Supporting Detail" below)
5. 2022 Budget: Lucianne will develop budget input guidelines to send out. Linda: Typical expenses to consider include meets, open water events, travel (all affected by COVID). Focus on fitness swimmers.

E. Looking Ahead:

1. Next PNA BOD Meeting: Monday, Jan 10, 6:45 pm, main topic: 2022 Budget
2. Volunteer Relay: Let's be nimble to avoid delay in selecting attendees, March 4 - 6, Denver, CO

3. *The WetSet January-February 2022*: Content deadline December 15 to Lucianne
MSA to adjourn at 12:18 pm

Minutes prepared by Steve Peterson

Supporting Detail for Board Meeting:

PRESIDENT'S REPORT:

PNA Approved as Non-Profit User of Microsoft Teams: Thanks to Lorraine for her efforts in getting PNA approved for the non-profit version of Microsoft Teams. As an approved non-profit PNA gets to use all the features of Microsoft Teams for free.

For the time being, this will include

- **A Group Email Function** that will provide for the creation of alias email addresses like 'Sanctions@swimpna.org' that will go to Jim and Lorraine, 'Coaches@swimpna.org' that will go to all PNA coaches, or 'Reps@swimpna.org' that will go to all team reps in PNA. If your PNA work could use a group email, let Lorraine know.
- **Survey capability** that is sufficient to replace the PNA Survey Monkey subscription (\$330 in 2020 – renews in December)

VOLUNTEER RELAY: [USMS Info page here](#). [Outline of event here](#). This is an in-person meeting, March 4 – 6, Friday 5pm to Sunday morning “to help local volunteers network, share ideas, collaborate, and motivate each other. A central U.S. location is targeted and will be announced soon – **likely Denver, CO**. This gathering is designed to enrich the local Masters Swimming experience and will feature a series of workshops and discussion topics with the main theme of club development.” (Quoted text is from USMS). Mission is to “engage, energize, and equip USMS volunteers.”

- **Attendees:** Ideally, LMSCs would send at least three participants (can petition for more): a seasoned volunteer, a coach, and a newish volunteer who hasn't attended a national meeting in the past. **UPDATE: allocations are based on Convention formula. This means PNA is entitled to 4 participants.**
- **Finances:** USMS will pay for lodging, hospitality (current USMS plan, subject to change, is to cover food and beverage for Friday evening, lunch, and dinner on Saturday), transportation from airport to hotel. PNA travel reimbursement policies would apply for airfare and ground transportation to/from airport.
- **LMSC Development Committee members** (Linda and Hugh are currently on this committee) don't count in the allocated three spots for PNA.
- **Meal Per Diem:** To ensure that no one declines the opportunity to attend this USMS event because buying meals, often at a hotel, can be prohibitively expensive, I'd like the PNA BOD to consider budgeting a Meal Per Diem (covers breakfast for Saturday and Sunday) of \$18/day (CONUS Per Diem for Aurora, CO for 2022) for the Volunteer Relay participants.

I believe the USMS event will be at the Denver Airport Marriott at Gateway Park. Breakfast, consisting of an entrée plus beverage, would be about \$16 before tax and tip. This can be voted on at the January BOD meeting when the budget is approved.

- PNA policies on travel reimbursements reference USMS Financial Operating Guidelines (FOG) which has the following provision:
 - “c. Meals for employees, contractors, and volunteers are reimbursable only if an overnight stay is required and is limited to personal use and the lesser of actual or CONUS per Diem. Other types of entertainment as defined by the Internal Revenue Code are not reimbursable except as permitted in other sections of FOG.”

Annual Review of PNA Financial Records: [PNA policies](#) (F-8) and [USMS FOG](#) (VIII. 3. D.) require the PNA financial records be reviewed/reconciled one a year by someone not authorized to sign checks. PNA's books are maintained in the online version of QuickBooks. Dave Baer has QuickBooks knowledge and has agreed to complete the review.

Appointed Director(s): Bob DeWard has agreed to serve for 2022. I'm delaying filling the second a lot (currently held by Jane Moore) until after a 2022 PNA BOD meeting schedule is set. (See item below on 2022 meeting schedule).

2022 Meeting Schedule: I sent out a survey to all current PNA BOD members/key volunteers seeking info on which weeknights might work for PNA zoom meetings. I'm hopeful PNA meetings can be moved to a weeknight which, in theory, should make the meetings more suitable to younger people. Our Board has struggled with getting new and younger members on the Board for years. For many people (especially younger people), weekends are precious time away from work and often family and friends time as well. PNA alternated Sunday and Monday for a year or two. I'd like to move to something like that at a minimum with a goal of weeknights for Zoom meetings and a weekend half-day for one or two meetings each year.

UPDATE: Mondays worked for most people most of the time. 9 people responded to the Meeting survey. 6:30pm and 7pm about equally popular, but some mention of wanting to get to bed early.

Proposed 2022 schedule: (all times 6:45pm)	Monday, Jan 10, Monday, July 11	Monday, March 14, Sunday, Sept 11	Monday, April 25 May 9 Monday, Nov 7
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Figure Zoom for everything right now. Perhaps an annual meeting after Saturday Champs, if Champs happens.

Peer-to-Peer Webinars: Steve Peterson and I attended the Nov 4 Peer-to-Peer (P2P) Webinar for Secretaries. One of the top tips was to send any info you will be presenting at the meeting to the LMSC Secretary BEFORE the meeting. Of course, if you've sent to the Secretary, it would logically follow that it could also be shared with your fellow BOD members either by putting it in the 'Supporting Detail' of the agenda or in a separate document in the PNA Meeting Materials file on Google Drive – all of which saves time. The person who shared this said it cut their LMSC meeting times in half.

The next P2P on Dec 2 is for Event Hosting and will address the roles and communication among Sanctions, Officials, Safety, Top 10, etc. Jan 6 will be for LMSC Chairs and Vice Chairs.

LMSC Update: The next LMSC update is Thursday, December 9 – this is a webinar for all people involved in LMSC leadership – will be a focus on LMSC Roles. Also covered will be the standing items of new and notable info, upcoming deadlines, Streamlines for Volunteers, recent webinars available on usms.org, and upcoming webinars.

This session, with a focus on Roles, will be the ideal forum to express your thoughts re updates that you think should be made to role descriptions on the USMS website.

In the November-December issue of [The WetSet](#), make sure to read:

SPLASHForward Update: on page 10. Bellevue City Council unanimously gave support to proceed with the facility concept plan (diagram in article) and to update the master plan for the site to include the proposed aquatic center.

Starting A Masters Program on page 21. The article describes a USMS effort to identify pools with capacity for a new Masters program. If you know of any pools in the PNA area that fit the criteria described in the article, please let me know. The national office extended the due date to Nov 18.

-Linda Chapman, PNA President