

Minutes of the Annual Meeting of Wisconsin Masters Swim Committee (WMSC) October 5, 2024

Board Members Present: Mike Murray, Elyce Dilworth, Melodee Liegl, Mary Schneider, Jennifer May, Jerry Lourigan, Melinda Mann, Carl Millholland, Fred Russell, Julie Paque, Jennifer Vallo, Jeanne Seidler

Swim Members Present: Paul Zettel, Andy Price, Alyssa Price, Steve Justinger, Mara Kieser

Excused Absences: Reid Pezewski

The meeting was called to order by Mary Schneider.

Grown Up Swimming (GUS) Presentation – Jeanne Hains

See Appendix A

WMSC Board Reports

Chair – Mary Schneider

- Led 2023 WMSC Annual meeting
- Attended 2023 USMS Relay event
- Attempted to recruit volunteers for board positions
- Meet Director for 2024 Wisconsin Open Water Swim
- Wrote monthly email for members
- Wrote Chair column for each newsletter
- Worked with Mike Murray on 2025 budget
- Responded to emails from members and others
- Participated in Zone meeting before USMS convention
- Attended 2024 USMS convention as a voting delegate

Vice Chair – N/A; Open Position

Secretary – Jennifer May

The Secretary took minutes on 7Oct23 for the Annual Meeting of WMSC.

Treasurer – Mike Murray

- On a monthly basis: Reconcile USMS statement to bank statement, reconcile bank statement, checking and savings, publish to financial statements to Finance Committee.
- Generate financial statement for: USMS annually, WMSC Annual meeting.
- Prepare annual budget.
- Receive, audit, approve and reimburse expenses in a timely manner.
- Wrote reimbursement checks: Club and Coaches.
- Assist WMSC Chair.

WMSC Committee Chair Reports

Sanction Chair – Melinda Mann

Wisconsin Masters sanctioned 9 Pool and 1 Open Water event this past season.

Meet Directors were instructed to submit all meet documents to the Sanctions Chair prior to requesting a sanction to ensure accuracy before publication.

Registration Chair – Julie Paque

As with last year, my duties have diminished considerably. I manage the periodic emails, assist in transferring swimmers to WISC so they can swim relays at Nationals, track the registration of our over 80 members, and email the spreadsheet of one event swimmers to the National Office.

Open Water/Long Distance Chair - Jennifer Vallo

Wisconsin Masters Swimming hosted the second annual WOW Swim (Wisconsin Open Water Swim), on Saturday June 15 at Fox Brook Park in Brookfield, WI. We had 54 registrants, 50 participants and hope to increase attendance in the future.

While not USMS sanctioned, there were 2 new open water events in Wisconsin: Booth Lake Memorial Swim on June 1 (2.5k and 5k distances) and Swim Neshonoc on Sunday June 23 (1.2 mile and 2.4 mile distances).

USMS sponsored the following Open Water National Championships in 2024:

June 1: Middle Distance-Lake Berryessa, CA

June 8: Marathon Distance-Lake Del Valle, CA

July 20: Sprint Distance-Stillwater, MN

July 21: Long Distance-Stillwater, MN

USMS Open Water National Championships scheduled for 2025: dates TBD

USMS sponsored several virtual and fitness events throughout the year to help keep us motivated and in the pool.

USMS will again sponsor ePostal events for 2025:

January 1-31: 1-Hour ePostal

May 15-September 15: 5k/10k ePostals

September 15-November 15: 3000/6000 ePostals.

Communications Chair – Carl Millholland

For the 2023-2024 season I put together 6 bi-monthly newsletters containing meet reports and LMSC agenda items to keep membership informed and interested in Wisconsin Masters Swimming. I also managed the Wisconsin Masters Swimming Facebook page.

Webmaster – Reid Pezewski

In my first year as the webmaster for the Wisconsin Masters Swim Committee, I have been working under the guidance of Mary and Carl to keep the website up-to-date with meet results, news, and other relevant information for swimmers across Wisconsin. Our goal has been to ensure that members have easy access to the latest information and resources they need to stay informed and engaged.

Looking ahead, in addition to continuing these updates, I am open to exploring new ideas that could further benefit Wisconsin Masters. One idea is creating a program that analyzes prior nationals meet results, in particular, identifying which age groups have events with lower participation or slower, less competitive times. This tool would help recommend events for Wisconsin swimmers, aiming to maximize our team's overall points in future nationals. I believe this program could be a valuable asset in strategically planning our club's participation in the future.

Auditor – Elyce Dilworth

I reviewed the monthly financial reporting packages and the year-end financial statements which are submitted to USMS. I also filed the Form 990-N with the IRS and completed the annual report for the WI Dept. of Financial Institutions.

Coaches Rep – Fred Russell

In the fall of 2023, I contacted 14 Wisconsin Masters Coaches. I covered topics such as, WI meet questions, future Certification Clinics, a check on availability to help coach the WIS Masters Group for Indy SC Nats, etc.

I also created (3) weekly workouts and made them available to teams and swimmers.

Spring and early summer was committed to Indy National preparation for our (96) member team. This included securing Jerry Lourigan and Tim Capps as two additional coaches to join Coach Dave Clark and myself. I also did some fund raising to help cover Coach Expenses.

Going forward for 2024-25, I plan to spend (4) winter months in Florida. I will still attend at least (2) fall/winter WI Meets and will continue to communicate by text or phone with our coaches, Board Members and athletes.

Finally, I plan to continue to offer the (3) weekly workouts for any interested programs or swimmers.

Fitness Committee – Melodee Leigl

Hosted the 2023 Water Warriors with 34 participants this year (an increase from 20 from the previous year). This year gift cards from Swim Outlet were given to all participants. I think everyone likes the gift cards.

Also provide updates on my marathon swimming adventures for the Newsletter (next Newsletter will have something with my Kansas swim).

Volunteered for the Wisconsin Open Water Swim event in June.

Top Ten Recorder – Jeanne Seidler

The Top 10 Recorder in the LMSC is the last stop that meet results and Meet Manager files make before being passed on to the USMS Top 10 Administrator. The Top 10 Recorder is responsible for applying many rules to the data and checking for errors.

Meet Directors need to make every effort to ensure that the results of an event are complete and correct before the meet ends, on the meet day. When running the meet, if a problem occurs with obtaining the results from touch pads, the meet director should stop the meet and get the results back on track before resuming the meet.

The meet director must also pay careful attention to what is written in the meet information submitted for sanction. USMS reads the meet information and will reject individual or relay results if the meet information does not match the conduct of the events. If the meet director has entered splits from longer events, the meet director needs to proofread any times that are manually entered.

The only meets forwarded to USMS for Top 10 consideration are sanctioned or recognized pool meets conducted in 25y, 25m or 50m pools that have been measured according to USMS rules. Open water or postal events are not uploaded to the USMS Event Rankings Database.

This year, the 2024 short course yards Top 10 consideration end date was switched from May 31st to June 24th to accommodate including the June 2024 USMS Short Course Nationals in the 2024 Top 10

consideration. The ramification for Wisconsin was that two years of the June “fun” meet was submitted for Top 10 consideration.

Safety – Jerry Lourigan

I don't know of any issues we have had this last year with safety concerns. From the events I attended this year, it seems that swim buoys are increasing in use. Next year, Bayfield's Point to LaPointe will require swim buoys for all participants.

Because of the water conditions at Big Shoulders, the event director shortened the swim course and removed the race component (did not score for awards). This was a compromise to allow the swim to continue despite conditions.

Officials – Susan Wagner

- I recruit potential new Officials for Wisconsin Masters Swimming.
- I schedule Officials for the Masters Meets in Wisconsin.
- As part of this position, as well as being an Official, I read the manual and share rule changes and updates with fellow Officials.
- I promote Masters Swimming as I network in the swimming world as an Official.

Discussion:

1. Announcements from the Chair, Mary Schneider

- 2023-24 meets saw increased participation including younger swimmers
- Plan to try to get more people to State meets; early communication is needed on date and order of events

2. Elections

- There were no nominations from the floor for any of the officer positions. Officers were voted in by acclamation.
- Chair – Mary Schneider
- Vice-Chair – Julie Paque
- Secretary – Jen May
- Treasurer – Mike Murray

Appointment of Committee Chairs

Communications – Carl Millholland

- Newsletter -Carl Millholland
- Webmaster – Reid Pezewski

Registrar – Julie Paque

Coaches – Fred Russell

Sanctions – Melinda Mann

Long Distance/Open Water – Jen Vallo

Safety – Jerry Lourigan

Officials – Susan Wagner

Fitness – Melodee Liegl

Top 10 Recorder –Jeanne Seidler

Auditor – Elyce Dilworth

3. New Business

- Executive Committee approved a new policy for Convention and USMS Meetings, specifically the Relay. For people who do not have a hotel roommate, the LMSC will pay for a single room. The policies have been updated.

- It was recommended that the Registrar be a non-voting member of the Executive Committee so that they receive communications. Changes to the by-laws will be needed but will be added to policies in the short term.
- Review of new policies – see Appendix B
 - Policies were discussed and revised
 - Those not approved during meeting (due to needing additional updates) will be approved via email post meeting.
- More communication is needed regarding the need for volunteers. Meeting participants do not consider term limits a viable option. Discussion included adding information in the newsletter, making announcements at meets and updating the board position descriptions.
- Wisconsin Open Water (WOW) Swim will not be scheduled in 2025. The hope is to bring it back at a new location with a longer course in 2026.
- The meet schedule will be very similar to last year. The schedule has been posted and the Executive Committee will approve the final schedule once available.
- Budget proposals include (see Appendix C):
 - Amend the budget to grant meet hosts \$500 -\$750 per meet for the 2024-25 season.
 - Mike to send out a summary of meet attendance for review. This may help a conversation regarding grant money for next year.
- Milwaukee Recreation Aquatics Masters is interested in hosting a swim meet in the future.
- Date for next year’s annual meeting – 4Oct2025

Approved Motions:

- The 2023 annual meeting minutes, Officer and Chair reports, election of officers and appointment of committee chairs were approved by acclamation.
Chair - Mary Schneider
Vice Chair – Julie Paque
Treasurer – Mike Murray
Secretary – Jennifer May
- Julie moved and Carl seconded the motion for the policy – Distribution of the Registration Database
- Updated policy – Make Meet Host Whole was approved by acclamation.
- Julie moved and Jen May seconded the motion to grant current meet hosts, \$500 for the 2024-25 season. It is noted that meet hosts can also apply for additional funds per the updated policy, Make Meet Host Whole.
- Julie moved and Jen May seconded to accept the meet schedule as proposed.
- Julie moved and Carl seconded the motion for the budget to be approved as amended.

Mary called for a motion to adjourn the meeting. Jen moved and Jerry seconded the motion. Motion was approved, and Mary adjourned the meeting 11:45pm.

Respectfully submitted,
Jennifer May
Secretary, WMSC

Appendix A



1

What's it look like



3-4 "Divisional" or "Regular Season" Summer League Meets



1 Championship of the World in each League



Social Afterward

2

Meet structure

Sprint Meet - approximate 2 hours

Warm-Up

Multi-gen Relay

The blazing fast 25s and 50s will give you a chance to get back to your 10 & under days with some short races!

- Random Mystery Heat Winners get cool swag

Fun Relay

Social

Host Pool preferences

6+ lanes, lane lines, flags, lifeguards

PA/Microphone, table, power supply

Starter (opt) (e.g. Infinity - light & noise)

GUS provides:

All timing needs (no touchpads needed)

Starter/timer (League Director)

3



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What Is a Grown-Up Swim Team?

- Existing Masters teams
- Groups of friends
- Neighbors with a killer parent-relay at kids' meets who want to take their talents to the next level

TEAM REQUIREMENTS:

- A Team Name
- A Team Captain with contact information
- A pinky-promise that everyone on your team can make it to the other side of the pool without floaties



5

How it works for teams & team captains

It's easy to get started. If you're in, we'll get you set up with:



A team page and registration



Workouts for summer league coaches to run right before kids' practices



Checklist for hosting your first meet

6

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What's in it for Wisconsin?



Summer 2025

- o Madison - Year 2
- o Milwaukee - Year 1 in planning

Beyond

- o Other WI cities?
- o Beyond summer?

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What can you do?



- Help get the word out!
- Masters swim practices
 - Social media postings
 - Neighborhood newsletters



Host a meet at your pool (Madison or Milwaukee contact Jeanne Hains)



Become a team captain and recruit others to your team



Be a Grown-Up Swimmer

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**Grab your goggles
and let's get started!**



Learn more at grownupswimming.com
WI - Madison & Milw: jeanne@grownupswimming.com
Contact us at brian@grownupswimming.com

Appendix B

Distribution of the registration database:

- 1) The Wisconsin member database may be given to the Executive Committee upon request. The Executive Committee shall have a need to obtain the information.
- 2) Individual addresses and phone numbers (not the entire database) may be given out on a need-to-know basis with the good judgment of the Membership Coordinator or other persons (above) having access to the database.
- 3) The database is not to be sold or given to any persons or groups by the Membership Coordinator, Executive Committee, or anyone else who has received it.
- 4) A club or workout group roster may be given only to the person officially named to receive correspondence, unless requested in writing by that person, in which case it may be given to another member or officer of the club.
- 5) Requests not covered above require approval by the Executive Committee or Chair

Distribution of emails to membership:

- 1) Emails shall be sent to the membership:
 - a) At the request of the Chair.
 - b) In advance of deadlines for entries for Wisconsin or USMS sanctioned swim meets and open water events.
 - c) Requests not covered above require approval of the Chair.
 - d) When meet entries open, also stating the distance event.

Make Meet Host Whole

Understanding that meet hosts may be taking a financial risk by hosting meets WMSC will work with the meet host so that they do not lose money hosting a swim meet. The purpose of this policy is to compensate meet hosts when meet income does not cover meet expenses thru no fault of the meet host. It is not intended to cover financial shortcomings due to safety or legal malfeasance.

The following outlines the requirements for requesting a reimbursement to make the meet host whole.

- 1) The meet must be:
 - a) Sanctioned by the WMSC sanction chair and USMS.
 - b) Run in accordance with all USMS rules as regards to swimming and safety.
 - c) An insurance policy issued thru USMS must be in effect.
- 2) A meet host must make the request for reimbursement within 30 days of the last day of the meet.
- 3) The meet host will have 60 days from the last day of the meet to submit all requested documentation to WMSC.
- 4) Documentation will be reviewed by a committee comprised of:
 - a) WMSC Chair
 - b) WMSC Vice Chair
 - c) WMSC Treasurer
 - d) Or other designees

- 5) The meet host must make the following available to the committee:
 - a) Receipt for all expenses, images of canceled checks are acceptable.
 - b) Documentation of all meet income. This includes all income from Club Assistant/Stripe and paper entries. If requested, the meet host must open the Club Assistant and/or Stripe accounts for a limited period of time so that the committee can download the necessary transactions.
 - c) Any other documentation that the meet host feels important.
- 6) A plan for how the meet host plans to avoid this situation in the future.

Executive Committee

The Registrar will be added to the Executive Committee as a non-voting member.

Appendix C

#	WMSC 2025 Budget										Mike's Comments
	2024 Budget	08/01/24 Actual	2024 Actual	2025 Budget @ 500	2025 %	Qty	Amt	Notes			
2	Income Categories										
3			200		0.0%						
4	Interest Earned	10	9	10	0.1%						
5	USMS Pool Sanction Fee	-	-	-	0.0%			WMSC to Cover in 2024		Permanent	
6	USMS Open Water Sanction Fee	-	-	-	0.0%			WMSC to Cover in 2024		Permanent	
7	WMSC Sanction Fee	-	-	-	0.0%			Not Collected in 2024		Permanent	
8	One Event Registration - USMS	900	820	675	9.8%	45	15	Pass thru to USMS - WMSC should get \$4 off every OEVT		how billed: to meet host or USMS	
9	One Event Registration - WMSC	225		225	3.3%	45	5			Permanent	
10	Registrations - Clubs & Work Out Groups	-	-	-	0.0%			WMSC to Cover in 2024		Permanent	
11	Registrations - Individual	7,000	4,031	6,000	86.8%	500	12	\$70 Registration fee, 20% to WMSC			
12	unassigned		90								
13	Meet Income WOW Swim	3,400	2,831		0.0%			Will not be held in 2025			
14	Total Income Categories *	11,340	7,981	6,910	#####	100%					
15											
16	Expense Categories										
17	ALTS Stipends to Trainers	750	-	750	4.1%	3	250				
18	ALTS Classes for Swimmers	500	-	500	2.7%	2	250				
19	Water Warrior	625	850	625	3.4%						
20	Medals for State Meet	1,000	1,764	1,000	5.4%			Jeanne's estimate for 2024			
21	Coaching Certification	500	150	500	2.7%	4	125	To take USMS Coaching Certification			
22	Coaching Grant \$500	1,000	-	1,000	5.4%	2	500	To attend USMS Coach Clinic			
23	USMS Relay Event - Annual	1,000	-	1,000	5.4%	2	900	In Person			
24	USMS Convention	-	-	-	0.0%	-	750	Virtual			
25	Insurance OWS Paid to USMS	600	-	-	0.0%	100	5	Minimum \$200, max \$1000, computed as \$100 + \$5 per swimmer (all entered swimmers)			
26	Memorials for Deceased Members	50	25	50	0.3%	2	25				
27	Newsletter	50	-	50	0.3%						
28	Office Expense	50	17	50	0.3%						
29	One Event Registration - USMS	675	-	675	3.7%	45	15	Pass thru to USMS			
30	Rule Book	20		20	0.1%	2	10				
31	Web Site and ISP Fees	180	150	180	1.0%			Paid for 2022 & 2023			
32	Wisconsin Corp Fee	25	25	25	0.1%						
33	Intentional Spend Down of WMSC Reserves				0.0%						
34	80+ swimmers	350	350	350	1.9%	5	75				
	WMSC 2025 Budget										
1											
	2024 Budget	08/01/24 Actual	2024 Actual	2025 Budget @ 500	2025 %	Qty	Amt	Notes		Mike's Comments	
35	USMS Membership for Officials	420	-	420	2.3%	6	75				
36	Pool Sanction Paid to USMS	450	-	-	0.0%	9	50	\$100 Paid in 2022		Permanent	
36	Wisc Senior Games Recognition			100	0.5%						
37	Open Water Sanction Paid to USMS	100	-	-	0.0%	1	50	Will not be held in 2025		Permanent	
38	Total Registration Expense (excludes One Event)		265		0.0%			Eliminated			
39	Cover Club and WOG registration fee	980		980	5.3%	14	75	net cost to WMSC is \$63.00			
40	Pass Thru to WISC		2,500	2,500	13.6%						
41	Stroke Clinic(s)	1,000		1,000	5.4%						
42	Local Open Water Swim	3,000	2,595		0.0%			Will not be held in 2025			
43	Start New WOGs	-	-	-	0.0%						
44	One Time Reimbursement of OEVT	75		75	0.4%	5	15	If swimmer converts to USMS Membership		Permanent	
45	Pay USMS Coaches fee for WMSC Coaches	1,000		1,000	5.4%			\$120 Paid in 2022		Permanent	
46	Grant for each day of a swim meet *	7,500	10,500	5,000	27.2%	10	tbd	One additional meet, reduced grant from 2024		As long as feasible	
47	"Welcome" Package to newly registered swimmers	-	-	-	0.0%			Nothing paid			
48	Donation to Senior Games with stipulations	1,000	1,000	500	2.7%						
48	Reserve 2023 Baraboo Meet Grant			1,500	8.2%			2023 Baraboo Meet Grant, needs documentation			
49	Reserve Reimburse WOGs for 2024 Registration			980	5.3%	14	70	2024 reimburse Clubs & WOG registration with USMS			
49	Total Expense Categories **	22,900	20,191	18,350	#####	1.00				14,434.30	
50											
51	Income less Expenses	(23,910)	(12,210)	(11,440)							
52											
53	Comments & Assumptions										
54	Assume 500 swimmers registered for 2024							\$12.00 per swimmer for 2025, \$10.00 per swimmer 2026 and forward			
55	Assume 10 stipends for coaches										
56	Assume 10 meet grants							9 meet grants in 2024			
56	Assume 3 stipends for ALTS Trainers										
66		2024		Projected							
67	Cash On Hand December 31	27,986		16,546							
68	Ratio Projected Expenses to Projected Cash On Hand			90%							