

**New Jersey LMSC Board Meeting
Sunday, February 13, 2005**

- I. Attendees:
 - a. Tom Brunson
 - b. Jack Frain
 - c. Darek Hahn
 - d. Bob Hopkins
 - e. Chris McGiffin
 - f. Judy Ramirez
 - g. Ed Tsuzuki
- II. Meeting called to order at 12:45pm
 - a. **Action items bolded**
- III. Officer Reports
 - a. Newsletter (Linda Brown-Kuhn)
 - i. Fast Lane schedule with deadlines for material:
 - 1. January/February deadline: January 5
 - 2. March deadline: February 15
 - 3. April deadline: March 15
 - 4. May/June deadline: April 25
 - 5. July/August deadline: June 25
 - 6. September deadline: August 15
 - 7. October deadline: September 15
 - 8. November/December deadline: October 25
 - b. Newsletter Graphic Design (Jeanne Coon) – no report
 - c. Treasurer (Tom Brunson)
 - i. Closed out Vanguard account; rolled balance in to NJLMSC checking account
 - d. Registrar (Tom Brunson)
 - i. Currently there are 414 members in NJLMSC
 - e. Secretary (Ed Tsuzuki)
 - i. **Ed Tsuzuki will post November 2004 (annual meeting minutes) and all future meeting minutes to the website**
 - f. Sanctions & Safety (Judy Ramirez)
 - i. Two meets have been sanctioned/recognized in 2005
 - 1. OCY Champs (February)
 - 2. TCNJ Frenzy Meet (March)
 - g. Top Ten and Records (Ed Tsuzuki)
 - i. 2004 SCM top ten file was submitted on time
 - 1. Two national record applications have been submitted
 - a. Jim Dragon (50 fly)
 - b. Doris Steadman (200 back)
 - h. Webmaster (Ed Tsuzuki)
 - i. **Ed will discuss with Dan Jacquemin (from JAM) possibilities for upgrading www.gsmswim.org**
 - ii. Position description – **Ed to write up job description**
 - i. Ad Hoc Clinics Coordinator (Darek Hahn) – to be discussed under “New Business”
 - j. Ad Hoc Officials Coordinator
 - i. Scott Gannon will act as the Officials Coordinator
 - ii. **Darek will forward Scott’s information to Ed**
 - k. Ad Hoc Fitness Coordinator (Jack Frain)
 - i. **Ed will provide a link from our website to the virtual swims available on www.usms.org**
 - l. Social – no representation yet
 - m. Open Water (Jack Frain)

- i. **Jack will e-mail open water events to Linda to include in Fast Lane**
 - ii. **Jack will provide survey to Ed to e-mail to NJLMSC community to select an open water practice date in the summer.**
 - iii. **Darek has agreed to maintain a local events schedule. He has requested he be notified of local events as people become aware of them. Darek will e-mail this schedule to Ed for e-mailing to the NJLMSC distribution list and to Linda for publication in the Fast Lane.**
- n. Ad Hoc Publicity & Marketing (Bob Hopkins)
 - i. The board has agreed to set a goal of doubling membership to 1000 members by the end of 2006
 - ii. Identified 100 “pool operators (e.g. aquatics directors, pool owners, etc.) in 14 county NJ LMSC territory
 - iii. Sent letters to each with flyer (created by Bob), 2005 NJ LMSC registration form and (USMS) brochure
 - iv. Delivered brochures to 25 pool locations
 - v. Arranged to borrow USMS display (through Mel Goldstein) and organized display in 6 locations in 18 days.
 - vi. New coached workouts have started at Hoboken YMCA, Blair Academy, and Sussex Technical School
 - vii. Programs are forming at Sussex County YMCA, Hackensack YMCA, Ocean Club, Newark YMCA, West Morris YMCA, St. Francis Community Center, Ocean County YMCA
 - viii. Observations
 - 1. Critical path to expansion is to increase number of coached workouts
 - 2. Need business case to sell “pool operators” to start coached workout programs (Bob has developed a financial model to present to pool operators)
 - 3. Need definition of our unique selling proposition “What is the compelling reason to join USMS?”
 - ix. **Bob will distribute spreadsheet of the 100 pool operators to board members**

IV. Old Business

- a. By-Laws Updates (**Chris McGiffin will update the by-laws**)
 - i. Webmaster position is not in by-laws
 - 1. **Ed to write job description**
 - ii. Currently no grievance procedure
 - 1. **Chris will research, on a national level, the need for and inclusion of grievance procedures in by-laws**
 - iii. Webmaster will post to the website
 - 1. **Ed will post to current website, and create link on home page (under officer’s link)**
 - iv. Submitted to USMS national office along with Annual Meeting minutes?
 - 1. **Tom will coordinate communication with USMS National office regarding Annual Meeting and By-Laws**
- b. Fastlane Advertising needs policy
 - i. **Chris will discuss need for policy with Linda to clarify this request**
- c. Review of convention costs (tabled from previous Board meeting)
 - i. **Board members should e-mail to Chris, their views/proposals for convention attendance (who? How many?) so that Chris can formulate a plan for the next meeting.**
- d. LMSC Information
 - i. Archive process?

- ii. List of documents that LMSC should have archived from Tracy Grilli (received at convention)
- iii. **Tom to provide e-mail to Chris with a copy of Tracy's list for review**
- e. Vice-Chairman Position Description:
 - i. Assist Chairman with select administrative tasks
 - ii. Stand-in for Chairman when absent
 - iii. Offer advisory opinion on relevant Committee topics

V. New Business

- a. How to streamline the process, and authenticate meet information and entry forms.
 - i. **Provide Meet Hosting guideline document to pool operators and provide a link from the web site**
- b. Determine deadlines on when the meet needs to be submitted for consideration. Case study - College of NJ attempt to schedule the Feb. Frenzy meet.
- c. Clinics - Darek has some proposals he wanted to mention.
 - i. Darek recommended that we host Karlyn Pipes-Nielsen to run an all-day clinic on April 16 at the John Witherspoon School in Princeton (new 8 lane pool, with gymnasium). Morning would be devoted to coaches, afternoon to swimmers. USMS registered coaches would be able to attend at no charge, as long as they commit to attend and assist at the afternoon session for swimmers. **Need to address cost as well as Karlyn's listing as a mentor coach with USMS. Darek agreed to coordinate this event.**
- d. The GSM website - can we make an official NJ LMSC page with links to team pages?
 - i. **Ed will follow up with Jim Matysek on the possibility of getting a new URL for NJLMSC (e.g. www.njlmisc.org) to represent all NJ teams.**
 - ii. **Need to identify implications of moving from "GSM" identity as the default masters team in NJ (e.g. membership application/card), to NJLMSC as a collection of masters teams in NJ (e.g. Berkeley, Jersey Area Masters, etc.). To be discussed at next meeting.**

VI. Next Meeting

- a. Date: April 30, 2005
- b. Time: 2-4pm
- c. Place: Somewhere in Monmouth or Ocean County

VII. Meeting adjourned at 3pm