

**New Jersey LMSC Annual Board Meeting Minutes**  
**10:30am Sunday, Dec. 3, 2006**  
**Berkeley Aquatic Club, Berkeley Heights, NJ**

**Attendees:**

Board members  
Chris McGiffin  
Darek Hahn  
Jeff Jotz  
Ed Tsuzuki  
Linda Brown Kuhn  
Tom Brunson  
Susan Kirk

Non-board members  
Scott Lillis  
Greg Blessing

Meeting called to order at 10:43am

**Action items bolded**

I. Officer Reports

- a. Newsletter (L. Brown-Kuhn)
  - i. Remaining issues for this year
    - 1. November-Jeanne has it and it will be out soon
    - 2. December
  - ii. Search for Graphic Designer
    - 1. Ongoing search
    - 2. Jeanne will provide newsletter template to Linda
  - iii. Bids for the printing of the newsletter
    - 1. Linda has received and reviewed 3 bids
      - a. the current cost is about \$2.99 each for 75 copies
      - b. one bid came in much lower, one came in about the same as we're paying now, and one bid was in between but Linda was not too happy with the print quality on a test print
    - 2. **MSA to let Linda move forward with a new printing vendor for the newsletter.**
    - 3. Discussion of moving towards a color electronic version of the newsletter in the future and keeping the printed version as black and white
- b. Treasurer (T. Brunson)
  - i. 2006 actual budget review
    - 1. Nov 1, 2005 through Oct 31, 2006
  - ii. Proposed 2007 budget plan
    - 1. **MSA to accept the 2007 budget**
- c. Registrar (T. Brunson)
  - i. Updates on 2006 Registration
    - 1. 103 members have registered thus far for 2007
      - a. 2/3 of them are renewals
    - 2. Discussion regarding registration verbiage on website.
      - a. **Ed to revise verbiage on website to more clearly define the options for registrations after August 31 of the current registration year**

- b. **Ed will post the registration form for the next registration year to the website as soon after convention as possible with links to both the current registration year forms and the next registration year forms**
  - ii. Membership drive recap
    1. 220 new members joined NJ LMSC in 2006
      - a. 109 of the new members were through referrals by current members as tracked throughout the 2006 registration year during the New Membership Promotion Campaign
        - i. **Tom to send out an e-mail to advise the referrers to claim their awards either by check, subtracting the award amount off of their 2007 registration, or to specify it as a donation to the NJ LMSC**
    2. NJ LMSC had a record high 602 members in 2006
- d. Secretary (S. Kirk)
  - i. Meeting minutes taken at Feb, June, Sept, and this Dec 2006 board meetings
  - ii. Compiled and updated the NJ LMSC 'official documents' binder with the current NJ LMSC Bylaws and the board meeting minutes dating back to November 3, 2002
    1. still need a copy of the NJ LMSC Bylaws prior to the revision of 6/18/06
    2. still need copies of board meeting minutes prior to 11/3/2002
  - iii. Since our last board meeting on September 24, 2006, approximately 9 LMSC e-mails have been composed and sent to the NJ LMSC community
    1. Registrant e-mails currently go out to 590 members. That is an increase of 60 since 9/24/2006
    2. Non-reregistrant e-mails currently go out to 139 members. 3 less than 9/24/06. 2 converted to registered members, 1 was removed
  - iv. Fastlane web posting notification e-mail currently goes out to 496 members. That is an increase of 25 since 9/24/06
    1. **MSA to no longer keep separate e-mail list for Fastlane notification**
      - a. Fastlane posting notification email will be sent to the NJ LMSC email list
- e. Sanctions & Safety (D. Hahn)
  - i. Meet schedule
    1. No word from OCY yet about Feb 2007 meet, but will most likely occur as in years past
    2. JAM to host March Madness meet again in March 2007
  - ii. Calendar of events
    1. **Jeff + Darek to compile information combining open water and pool events**
    2. Need to reach out to Drew, Seton Hall, Red Bank Y, Rutgers, and Lakeland Hills about potential of hosting meets
  - iii. Sanction guidelines
    1. **Darek to prepare document with suggestions for sanction guidelines for meet directors**
- f. Top Ten and Records (E. Tsuzuki)
  - i. All NJ LMSC records have been updated
  - ii. All NJ meet results have been submitted on time. There were no LCM meets in NJ this year
  - iii. On a national level, they had 100% of the ID #'s for the Top Ten
- g. Webmaster (E. Tsuzuki)
  - i. Places to Swim in NJ section on the website has all been updated
  - ii. Home page—top banner section—will continue to update with current happenings
- h. Open Water (J. Jotz)
  - i. Open water clinic to be held either June 16<sup>th</sup> or 23<sup>rd</sup>

1. still looking for a site
- ii. Jason Nessel LCM Memorial Meet to be held on Saturday, August 4<sup>th</sup> 2007

- i. Ad Hoc Publicity & Marketing
  - i. Search for new chair--ongoing

## II. Old Business

- a. Ad Hoc Survey Committee – meeting proposals
  - i. Coaching Clinic/Conference
    1. future idea for when we have the manpower to accomplish
  - ii. **Bob and Darek to design a suggested template for hosting a masters clinic**
    1. Post to the website – Complete?
      - a. **Ed to post on the website with a new link for clinic information**
- b. SaveRutgersSwimming.org
  - i. Review additional support options
    1. nothing new to report
    2. possible that Men's swimming will be offered as an Intramural sport next year
- c. USMS Membership Retention Program
  - i. Ideas~~
    1. Track continuous USMS membership in New Jersey and give out incremental service awards. ie. Pins, towels, etc..... for various levels. ie. 5Yr, 10 yr, 20yr, etc.
      - a. Electronic registration information is available dating back to 1992
        - i. Data concerns....how to retrieve?
        - ii. **Tom will start looking into what original registration date information he has and will touch base in 2 weeks with an update to the board**
      - b. Hard copy registration information is available dating back to 1986
    2. Put 'Member since' field on our USMS registration card?
      - a. Need special software?
    3. Target e-mails directed to non-reregistrants to entice to reregister.
      - a. Brief e-mail asking why they did not register this year? Or conduct a mini-survey. Perhaps 5 questions.
        - i. **Darek to contact team member who might be able to help out with conducting the survey.**
          1. Rob Barrish was contacted and he offered some feedback for potential questions to be used
          2. Rob cannot conduct the survey for us, but would review the survey content before we send it out to the non-reregistrant community
        - ii. **Darek and Susan to draft 5 questions or so to consider for use in survey.**
          1. **Ongoing task**
    4. USMS or NJ LMSC luggage tags to send out with all registrations for 2007? This would be a one-year only event.
      - a. Too late for 2007, but maybe for 2008?
    5. Other possible awards to be considered
      - a. Key chains, goggles, caps, towels, fleece jacket
  - d. NJ LMSC Social Event – brainstorm
    - i. Annual (awards) banquet~targeting Saturday, February 10<sup>th</sup>, 2007
      1. with keynote speaker?
        - a. **Darek will let us know about Janet Evans' availability for Saturday, February 10<sup>th</sup>, 2007**

**b. Chris to touch base with current USMS President, Rob Copeland, to check his availability for February 10<sup>th</sup>, 2007**

c. Other possible option to consider, current USA President, Jim Wood

2. Jeff checked on the rental fees of the facility in Rahway.

a. \$500 to rent for the evening

b. it is available for Saturday, February 10<sup>th</sup>, 2007

**c. Jeff will check into the Rahway Y for a possible workout before the banquet**

**d. Jeff will gather information about caterers, buffets and other food options**

3. **Darek, Chris, Susan, & Jeff to work together towards bringing this banquet to fruition. Targeting Saturday, February 10<sup>th</sup>, 2007.**

**a. Ongoing task**

ii. Annual 100 x 100's at Rutgers

<sup>1.</sup> Targeting the weekend of February 3<sup>rd</sup> & 4<sup>th</sup>

2. **Chris will follow up and arrange**

### III. New Business

a. 2007 LMSC Board position elections (8 positions)

i. Chair ~ Chris McGiffin

ii. Vice Chair ~ currently open

iii. Registrar ~ Tom Brunson

iv. Treasurer ~ Scott Lillis

v. Top Ten/Records Chair ~ Ed Tsuzuki

vi. Newsletter Editor ~ Linda Kuhn

vii. Secretary ~ Susan Kirk

viii. Sanctions & Safety Chair ~ Darek Hahn

b. Next Meeting - Date/Time/Place?

i. February 2007

ii. After the 100 x 100's

iii. Place...TBD

### IV. Adjournment

a. Meeting adjourned 12:45pm