

**New Jersey LMSC Board Meeting Minutes**  
**12:00pm Sunday, Feb. 4, 2007**  
**Old Man Rafferty's**  
**106 Albany Street, New Brunswick, NJ**

**Attendees:**

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

Non-board members  
Karin Adams

Meeting called to order at 1:10pm

**Action items bolded**

I. Officer Reports

- a. Newsletter (L. Brown-Kuhn)
  - i. Remaining 2006 issues?
    - 1. December
      - a. Pat worked on formatting issue to help to get the December issue out asap
      - b. Linda brought a copy of the December issue to show to the board with the new formatting and color pictures
  - ii. 2007 Issue Plans
    - 1. Linda is currently working on the Jan/Feb issue
    - 2. Linda is still looking for someone to format the newsletter issues on a regular basis
- b. Treasurer (S. Lillis)
  - i. 2007 Budget update
    - 1. Scott presented 3 reports
      - a. Actual 2006 vs Budgeted 2007
      - b. Actual Cash Reconciliation of the bank account through the latest statement ending 1-15-07
      - c. Annual dinner budget scenarios depending upon attendance
  - ii. 2007 budget plan
    - 1. Darek initiated a discussion about maintaining a minimum balance in the account to ensure coverage of board approved priority expenses ie:
      - a. convention attendance
      - b. Chris mentioned membership retention program expense
    - 2. Chris brought up the need for discussion of revenue generating events for the LMSC in the future ie:
      - a. charging a fee to participate in the annual 100 x 100's
      - b. NJ LMSC sponsored event like an ocean swim or a clinic
    - 3. Ongoing budget evaluation discussion to continue at the June board meeting
- c. Registrar (T. Brunson)
  - i. Updates on 2007 Registration
    - 1. Tom reports that there are 464 registrations thus far this year for 2007
      - a. this number is ahead of the number of registrations received at this time last year

2. Through Jan. 15<sup>th</sup>, the NJ LMSC has received and deposited \$204 in donations
  - a. an additional \$97.00 has been received between Jan 16<sup>th</sup> and Jan 27<sup>th</sup> (but not deposited yet) to bring the total donations received thus far by the NJ LMSC to \$303
- ii. Membership Retention Data update
  1. **Tom to provide by email to the board a breakdown report of the 2007 registrations. Included in the breakdown numbers, he will list the number of new registrations for 2007, the number of renewals for 2007, and the number of registrations by club affiliation**
    - a. Tom emailed this report to the board on 2/6/07 and it is included in the minutes as an addendum
  2. Tom provided as much registration data as he had available to be processed for the determination of 'member since' dates for the membership retention program
- d. Secretary (S. Kirk)
  - i. Susan reports that since our last board meeting on December 3, 2006, 11 LMSC e-mails have been composed and sent to the NJ LMSC community.
    1. Registrant e-mails currently go out to 628 members. This is an increase of 38 since 12/3/06.
    2. Non-reregistrant e-mails currently go out to 140 prior members.
  - ii. Fastlane notification e-mail list has been merged with the registrant member list.
  - iii. Worked on Membership Retention Program
    1. Collaborated with Chris to establish 'member since' data for our 2006 members prior to 2003. Tom was able to provide member since data for 2003 – 2007
    2. Determined eligibility of membership for 5yr, 10 yr, 15+yr continuous membership achievement awards
      - a. results will be discussed below under 'old business'
- e. Sanctions & Safety (D. Hahn)
  - i. Meet schedule
    1. Darek reports that 2 NJ meets are on the schedule for 2007 thus far
      - a. OCY recognized meet in February
      - b. March Madness meet at TCNJ which is sanctioned this year
        - i. will utilize 1 day USMS registration option at the meet
    2. Discussion about the zone meet held in December 2006
      - a. 243 registrants
      - b. \$2800 donated to TCNJ from proceeds of the meet
      - c. **Darek will check with the zone chair about potential event format changes for the zone meet to be held 12/2007**
        - i. perhaps move up the start time for Friday evening events?
        - ii. perhaps limit swimmers to swim either the 800 Free or the 1500 Free and not allow them to swim both events?
  - ii. Calendar of events
    1. Darek has been in communication with a contact from the JCC West Orange about them potentially hosting a SCY meet sometime this spring
      - a. location? Maybe their Whippany facility (6 lanes x 25yards)
      - b. when? Perhaps sometime in early May
    2. Karin suggested a possible meet format idea for the future
      - a. Teaching meet ie....
        - i. 50 Free is offered 4 times during a meet
        - ii. a coach is on deck to offer feedback to the swimmers so that they can utilize the feedback for their next race of the same event
  - iii. Rulebooks need to be ordered for 2007
    1. **Chris will order 5 handbooks from the National Office**

#### iv. Darek to redraw up meet hosting guidelines to distribute to meet hosts

- f. Top Ten and Records (E. Tsuzuki)
  - i. Ed reports that the SCM Top Ten (including splits) has been submitted
  - ii. The 6 National records set at Zones 12/06 have been submitted
  - iii. All NJ LMSC and Colonies Zones records have been updated
- g. Webmaster (E. Tsuzuki)
  - i. website is currently up to date
- h. Open Water (J. Jotz)
  - i. Jeff will host an Open Water Swim Clinic on Saturday, June 16, 2006
    - 1. most likely to be held in Seaside Park
  - ii. **Jeff will prepare an Open Water Swim Calendar again this year**
  - iii. Discussion about communicating with some of the open water swim directors about the idea of having a wave that is dedicated to USMS swimmers so that the event can be sanctioned
    - 1. **Chris to talk to the folks in Lavallette**
    - 2. **Jeff to talk to the folks in Seaside Park**
- i. Ad Hoc Publicity & Marketing
  - i. open position; no report

#### II. Old Business

- a. USMS Membership Retention Program
  - i. Updates
    - 1. Results of 5 and 10-Year Achievement Levels
      - a. 105 members qualify for the 5 year consecutive membership award
      - b. 39 members qualify for the 10 year consecutive membership award
      - c. 46 members qualify for the 15+ year consecutive membership award
    - 2. Awards Discussion
      - a. 5-Year Award (2002-2006)
      - b. 10-Year Award (1997-2006)
      - c. 15-Year Award (1992-2006)
      - d. 20-Year Award (1987-2006)
      - e. Award ideas: Pins, towels, water bottles, bag tags, key chains, caps, fleece. Certificate of Achievement/Recognition.
        - i. Sample certificates for the 5yr & 10yr achievers were presented to the board
          - 1. estimated cost to print = \$161
          - 2. additional costs to mail
        - ii. Board did not approve the expenditure to print the certificates
          - 1. alternate idea~~post the continuous membership award achievers lists at the dinner for all attendees to see
        - iii. Consensus of the board is to stay consistent with the awards given to the members of each achievement level from year to year
        - iv. Further award discussion will continue at the June meeting when the budget will be discussed in greater detail
          - 1. earmarking NJ LMSC donations for specific expenditures
  - 3. Put 'Member since' field on our USMS registration card? Options?
    - a. No discussion

4. 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.**
    - ii. **Darek and Susan to draft 5 questions or so to consider for use in survey.**
  - b. No discussion about this topic at this meeting
- b. NJ LMSC Banquet Updates
  - i. Saturday, February 10, 6-10 pm
  - ii. Lafayette Lodge #27, 1550 Irving Street, Rahway, NJ
  - iii. Pre-Banquet workout: Rahway YMCA, 3:30-5:00pm
  - iv. Banquet schedule (set up Tradeshow Display)
    1. Cocktail Reception – 6-6:30
      - a. **Susan to make centerpieces**
    2. Buffet Service – 6:30-7:00
    3. Welcome, Slide Show, Membership Retention Program – 7:00
      - a. **Darek will put together the slide show**
        - i. **anyone wishing to contribute pictures should e-mail them to Darek by Wednesday 2/7/07**
      - b. **Chris will announce the Membership Retention Program without reference to any award program yet**
    4. Keynote Address – 7:10
      - a. Rob will deliver the Keynote Address
    5. Music/Dancing
      - a. **Ed to provide music equipment**
  - v. Keynote Speaker: Rob Copeland, USMS President
  - vi. Payment Update – Jeff
  - vii. Door Greeter(s)
    1. Susan can do this

### III. New Business

- a. Discussion of LMSC Relay Reimbursement policy
  - i. **MSA to discontinue reimbursement by the NJ LMSC for all relays effective immediately.**
- b. Agenda for next meeting
  - i. 2008 Budget Review, other items?
- c. Next Meeting - Date/Time/Place?
  - i. Date: Sunday, June 3, 2007
  - ii. Time : following workout at Hamilton 7:30am – 9:00am
  - iii. Place: RWJ H&WC in Hamilton

### IV. Adjournment

- a. Meeting adjourned 3:22pm

## ADDENDUM

The NJ LMSC membership numbers as of 2/4/07 with 2006 numbers for comparison as provided by the Registrar.

period	category	new members	total members	% new
2006	NJ-LMSC	190	602	32
2006	@2/04/06	50	392	13
2007	NJ-LMSC	73	464	16
2007	UNAT	13	31	42
2007	BERK	3	56	5
2007	JAM	5	38	13
2007	GSM	25	260	10
2007	DRMS	18	51	35
2007	STVN	9	28	32