

New Jersey LMSC Board Meeting Minutes

Time 11:00AM Sunday, May 31, 2009

Chris McGiffin's House

Basking Ridge, NJ

Attendees:

Board Members

Chris McGiffin

Ed Tsuzuki

Jeff Jotz

Susan Kirk

Mike Fanelli

Tom Brunson

Bill Reichle

Action items bolded

Meeting was called to order at 11:29am

I. Officer Reports

- a. Newsletter (L. Brown-Kuhn) (absent~e-mail report submitted)
 - i. Remaining issues for this year: May/June, July/August, September, October, and November/December
 1. May/June issue is being put together now. Linda is currently accepting submissions if anyone has anything.
 - ii. PDF software update
 1. Sarah needs software to convert Microsoft Publisher to PDF. Adobe Acrobat 9 Standard Version would accomplish this.
 - a. Price from Adobe would be \$299
 - b. Price through Amazon would be \$226
 2. According to an Adobe licensing specialist, there would be no problem in transferring the software to another computer in the future as long as only one user at a time has it installed on a computer.
 3. Through follow-up e-mails, Ed offered to test the conversion of his MS Publisher files to PDF with his new upgraded software. The conversion was successful in keeping the functionality of the hyperlinks.
 - iii. Hardcopy printing discussion
 1. Currently have 12 hardcopies
 2. Ed is currently handling this, but if the number gets too large for Ed to do, then Greg said that we could always have his company do the printing again. The printing cost would stay in line regardless of the number of issues printed.
- b. Treasurer (B. Reichle)
 - i. Clarification of USMS financial year is the calendar year
 1. LMSC Annual report should cover January 1st – December 31st each year
 - ii. Budget Plan and Actuals Updates
 1. Bill presented updated Financial statement as of 4.30.09
 - a. LMSC donations have surpassed projected budget amount
 - b. Fastlane collections and expenses budget can be decreased for next year
 2. Bill e-filed Form 990N on 5.12.09
 - iii. Format discussion
 1. Suggestion was made to separate USMS line items from the LMSC line items in future reports to facilitate the ease of readability.
 2. Switch to excel?
- c. Registrar (T. Brunson)
 - i. 2009 Member Registration Report
 1. 655 members as 5.30.09
 - a. 603 last year at approximately this time (5.18.08)

2. Total members by Club
 - a. BERK 107
 - b. DESC 10
 - c. DRMS 29
 - d. GSM 301
 - e. JAM 48
 - f. MOCY 8
 - g. STVN 63
 - h. UNAT 89

3. Total New members by Club
 - a. BERK 19
 - b. DESC 8
 - c. DRMS 6
 - d. GSM 63
 - e. JAM 7
 - f. MOCY 1
 - g. STVN 39
 - h. UNAT 42

4. Online vs. Paper
 - a. online = 561
 - b. paper = 94

ii. Member Donation Report

1. **Tom to prepare historical member donation data report back to 2005**

YEAR	PAPER: LMSC -> USMS			PLASTIC: USMS -> LMSC			TOTAL		
	FDN	HALL	LMSC	FDN	HALL	LMSC	FDN	HALL	LMSC
2009	42	31	22	185	116	357	227	147	379
2008	215	173	325	31	30	159	246	203	484

- iii. **Tom to inquire and report back to the board about NJ LMSC Club Representatives having access to their club's registration information in the Club Assistant database.**
- iv. **Tom will write up a brief blurb for the membership about how they can retrieve a copy of their USMS Card on the Club Assistant website and send to Susan for inclusion in a membership email.**

d. Secretary (S. Kirk)

- i. Since the last report at our annual board meeting on November 30, 2008, 16 NJ Masters Swimming emails have been composed and sent out to the NJ LMSC community.
- ii. In mid-March, I switched over to the new 'njmasters' gmail accounts for the NJ Masters Swimming e-mails.
 1. njmasters1@gmail.com
 2. njmasters2@gmail.com
- iii. Those members who did not renew their USMS NJ LMSC membership for 2009 have been deleted from the registrant e-mail list
- iv. Registrant e-mails currently go out to 681 individuals
- v. The non-reregistrant e-mail list is very time consuming to maintain with little to no yearly e-mail activity. I would like to discontinue its maintenance and if we deem it useful to target an email to prior members, then we can pull their e-mail addresses from the year-end registration file.
 1. MSA for Sue to discontinue the practice of maintaining a perpetual list of non-reregistrants.

e. Sanctions & Safety (M. Fanelli)

- i. Upcoming Sanctioned meets/events
 1. Rahway LCM meet on August 1st, 2009
 2. Lavallette OW swim will be held on August 8th, 2009
- ii. Upcoming Recognized meets
 1. Sussex County YMCA on October 17th, 2009
 2. Senior Olympics Games on September 12th and 13th, 2009
 - a. the board needs the entry form to review before it is distributed
 3. Encourage all recognized meet directors to document USMS numbers for all of the members that are participating in the meet.

- f. Top Ten and Records (E. Tsuzuki)
 - i. SCY records for the NJ LMSC have all been updated for the big meets (NJ, Zones, Nationals)
 - ii. Top Ten for NJ SCY has not been submitted
 - iii. Zone records have been updated
- g. Webmaster (E. Tsuzuki)
 - i. Domain name has been renewed \$10.00
 - ii. **Ed to update NJ LMSC paper registration pdf form posted on the website to include DESC**
- h. Open Water (J. Jotz)
 - i. Jeff will be running his Open Water clinic on June 20th at Upper Lake Mohawk in Sparta, NJ 9am - 12pm
 - 1. 5 people are registered as of now
 - 2. OEVT registrations will be available
 - 3. great sales tool
 - 4. Jeff will try to run a 2nd clinic later this summer
 - ii. Jeff will see how the clinic goes and will continue to keep in mind the potential for hosting an open water event at Lake Mohawk in the future
- i. Ad Hoc Publicity & Marketing
 - i. no report

II. Old Business

- a. Group outing opportunities – Monmouth Park
 - i. Following the Ray Licata swim on August 23
 - ii. **Chris or Jeff will follow up with a phone call to Monmouth Park regarding the reservation for August 23rd.** They will communicate with each other in the upcoming week.
 - iii. Back-up plan would be for someone to show up a bit before the gates open and lay claim to several picnic tables
 - iv. Bring our own grillables, coolers, snacks, etc.
- b. Lake Mohawk OW clinic and possible OW swim event
 - i. covered under Jeff's open water report above (I.h.)

III. New Business

- a. History of NJ Masters Swimming research (Linda and Tom)
 - i. Written narrative to be able to post on the NJ LMSC website and included in the newsletter
 - 1. when did it begin?
 - 2. how many members?
 - 3. names of original members?
 - ii. **Tom and Linda to contact some original members to collect information for the report**
- b. Convention Delegate discussion
 - i. Potential NJ LMSC Delegates
 - 1. **Jeff will check on his availability and will let Chris know**
 - 2. Ed and Chris are automatic delegates and having partial expenses covered
 - 3. Susan is an automatic delegate
 - 4. Mike would like to attend
 - 5. Bill is not able to attend
 - 6. Tom is not interested in going again this year
 - 7. **Chris will check to see if Linda is interested in attending this year**
 - 8. At-large delegate? Offer to someone who may be interested in volunteering with the NJ LMSC, but they would have to pay their own way.
 - ii. Per-diem per attendee?
 - iii. **Chris will distribute the expense spreadsheet from 2008 convention for further discussion as to the budget for the delegates who are attending the 2009 convention**
 - iv. **Ed will make the hotel reservations**

- c. Rahway LCM meet review
 - i. Will be held on August 1st, 2009
 - 1. 7:15am warm-up; 8:00am start
 - ii. Jeff is still working on extending the ending time until 12 noon
 - iii. Jeff uses the timing system from Fanwood/Scotch Plains (\$200)
 - 1. includes timing system
 - 2. officials
 - 3. meet manager
 - iv. Medals ~\$300/year
 - v. Turnout averaging 60 – 80+ for the past couple of years
- d. Open Water Calendar review
 - i. 2009 Calendar has already been posted on the NJ LMSC website
- e. Lavallette Mid-Summer Ocean Swim Sanction review
 - i. Chris has put in a request for bathrooms this year
 - ii. **Chris will continue to follow up to help to make it happen this year**
 - iii. 'Lavallette' name will be put on the t-shirts this year
 - iv. MSA to provide sponsorship of \$250 for the NJ LMSC to be on the Lavallette t-shirts
 - v. Registration tables will be separated this year; Masters on one side of the street and open division on the other side
 - 1. volunteers to help out at the registration tables? ideally, non-participants
 - 2. Ed offered some volunteer options
 - 3. **Chris will check will OCY first to see if their volunteers will run both registration tables and then get back to Ed**
 - 4. **Tom will provide to Chris a listing of all registered NJ LMSC swimmers just prior to the event on August 8th to aid in the check-in process on the morning of the event.**
- f. USMS Club Visits
 - i. currently have 7 clubs registered in New Jersey
 - ii. go to swim with them, interact with them, learn about their programs and potentially recruit additional board members
 - iii. opportunity for others to ask us (the board members) questions
 - iv. contact the club first
 - v. prioritize visits by size of club
- g. Website review
 - i. idea proposed to do this website review once a year or every other year to assess how we want to reach members and non-members whether they are swimmers, coaches, or officials
 - ii. provide a step-by-step guide on 'How to run a Masters meet" on the website
 - 1. perhaps post a question on the USMS discussion forum to see if another LMSC has already compiled a step-by-step guide
 - 2. perhaps touch base with someone on the USMS coaches committee
 - iii. post an officials list
 - iv. perhaps provide an FAQ page?
 - v. tabs across the top useful?
 - vi. don't make a lot of changes at once
 - vii. OW section on website?
 - 1. results from our 2008 NJ LMSC sanctioned ow swim
 - 2. info for 2009 NJ LMSC sanctioned open water swim
 - 3. **Ed will add an OW section on the website for sanctioned OW events/results**
 - viii. promote more feedback from the membership
 - ix. positive features that we currently have
 - 1. pictures, headlines, archives
- h. Brainstorm 25YR Continuous Member Award ideas
 - i. Initially there will be a large group of about 20-25 recipients, but then the numbers will taper off to about 3 or so for the next couple of years
 - ii. Ed suggested an ohhh-la-la award....something that the recipients will respond with...."oh, I really want to have one of those".
 - iii. Backpack
 - 1. with rollers?
 - iv. Parkas
 - 1. **Chris will price them**
 - v. Travel bag
 - 1. good quality with wheels?
 - vi. look into car magnets instead of license plate frames for 10 YR award

- i. NJ Masters Swimming banner
 - i. develop artwork and obtain price quotes
 - 1. **Susan will obtain quote from screener**
 - 2. **Bill will provide Susan the contact information for a second quote**
 - ii. have both USMS and NJ logos on the banner
 - iii. NEW JERSEY MASTERS SWIMMING across the top
 - iv. URL njmasters.org on the bottom
 - v. perhaps revise our NJ logo to only words, without the circle
 - 1. **Chris will follow up with logo designer**
 - vi. **Chris will check prior e-mails for banner size**

IV. Next LMSC Meeting

- a. Date: September
- b. Time: TBD
- c. Place: Lavallette

V. Adjournment

- a. meeting adjourned at 1:49pm