

New Jersey LMSC Board Meeting Minutes

Time 12:00PM Saturday, September 5, 2009

Lavallette, NJ

Attendees:

Board Members

Chris McGiffin

Ed Tsuzuki

Jeff Jotz

Susan Kirk

Mike Fanelli

Tom Brunson

Bill Reichle

Linda Brown-Kuhn (conferenced in at 2:25pm)

Action items bolded

Meeting was called to order at 12:36pm

I. Officer Reports

a. Newsletter (L. Brown-Kuhn)

i. Remaining issues for this year

1. September, October, November/December

ii. PDF software update

1. Ed supplied Linda with instructions on how to do the pdf conversion with Microsoft 2007 for future issues

iii. Hardcopy printing discussion

1. 1 more hardcopy recipient to add to the list which brings the total to 12 members who receive hardcopy copies of The Fastlane

iv. interest by membership to write articles?

1. a few regulars will occasionally submit articles

2. **Linda will put another little blurb in the newsletter to encourage membership submissions**

v. **Linda to include an announcement in the September issue about the annual meeting and for the submission of nominations for the elected positions**

b. Treasurer (B. Reichle)

i. Budget Plan and Actuals Updates

1. Financial report was presented and reviewed. See Addendum One

2. **Ed to submit domain name and mailing expense invoices to Bill**

3. **Bill to revise and clarify names of the following line items**

a. **USMS Individual –both income and expense line items**

b. **LMSC Individual**

4. **Bill to provide breakdown of USMS Individual and LMSC Individual line items**

5. **Chris, Ed, Mike and Susan to submit convention expense report to Bill following the convention.**

6. **Bill to draft up a proposed 2010 budget and email it to the board**

c. Registrar (T. Brunson)

i. 2009 Member Registration Report

1. 718 members as 9.5.09

ii. Member Donation Report

year	\$ usms	\$ hall	\$ lmsc	#regs	%paper	note
2005	149	102	-	526	100	
2006	277	240	346	600	100	
2007	321	209	508	634	100	
2008	246	203	676	726	72	
2009	249	159	534	718	14	thru 9/04/09

- 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.**
 - 1. Tom sent an email to Club Assistant to inquire about Club Representatives having access to their Club's registration information. Has not heard back yet.
 - a. **Susan to follow up at convention with Club Assistant**
 - 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.**
 - 1. **Tom will email instructional blurb to Susan**
- d. Secretary (S. Kirk)
- i. Since the last report at our board meeting on May 31, 2009, 9 NJ Masters Swimming emails have been composed and sent out to the NJ LMSC community.
 - ii. Registrant e-mails currently go out to 737 individuals
 - iii. I've been working very closely with the event director of the inaugural Tom Wear Memorial One Mile Swim at Lake Hopatcong on September 27, 2009.
 - 1. 52 swimmers have pre-registered to date
 - 2. U.S. Masters Swimming marketing executive has been contacted and donations from U.S. Masters Swimming sponsors are being secured for both the goody bags and as special awards/prizes.
 - 3. U.S. Masters Swimming brochures and stickers and event entry forms will be handed out at the upcoming Skylands Triathlon on September 13, 2009 to try to capture some of the local triathlete population.
 - 4. OEVT registrations will be offered. Any OEVT registrant for this event who converts their membership to a full year-end 2009 USMS membership will be eligible for a special prize
 - 5. The pre-event press release is starting to appear in local newspapers
 - a. <http://flanders-nj.blogspot.com/2009/08/first-annual-tom-wear-memorial-swim.html>
 - 6. The Daily Record has been on location to interview both the event director, Bridgette Hobart, and the owner of the Wearhouse Grille and Prospect Point Marina and Boatyard, the hub for the event, and the recent widow of the Lake Hopatcong gentleman for whom the race is honoring.
 - 7. All permits from the Marine Police and Coast Guard have been secured by the event director.
 - 8. Ed asked for a beautiful picture of the lake for the website.
 - a. **Susan will check with Bridgette to see if she has a picture for the website.**
- e. Sanctions & Safety (M. Fanelli)
- i. Upcoming Sanctioned meets/events
 - 1. Tom Wear Memorial One Mile Swim will be held on September 27, 2009
 - 2. Swim Champions' Fitter and Faster Swim Clinic at Drew University on October 17, 2009
 - ii. Upcoming Recognized meets
 - 1. Sussex County YMCA on October 17th, 2009
 - 2. Senior Olympics Games on September 12th and 13th, 2009
 - iii. Format for initializing a Masters Swim Meet
 - 1. see attached Addendum Three for specific outline
 - iv. **Chris to ask other LMSCs to see if they charge a different sanction fee for Sanctioned events and Recognized events**
 - v. entry form recommendation for sanctioned events
 - 1. to avoid bad data, only ask for submission of USMS card and use that information to enter into the meet entry database
 - 2. **Mike and Chris to prepare entry form templates for a recognized event and a sanctioned event to be posted on the website for event directors to reference**
- f. Top Ten and Records (E. Tsuzuki)
- i. All LCM records for New Jersey swimmers have been updated
 - ii. The top ten LCM file for New Jersey has been submitted
 - iii. **Ed will update the 2009 Open Water and Long Distance records**
- g. Webmaster (E. Tsuzuki)
- i. domain name has been renewed for another year
 - ii. the 2009 open water calendar continues to be updated
 - iii. the What's New section continues to be updated
 - iv. **Ed will update the New Jersey Top 10 section for SCY**
 - v. **Ed to remove LTA from the Club listings on the downloadable registration forms posted on the website**

- h. Open Water (J. Jotz)
 - i. Held 2nd Open Water clinic this year last Sunday
 - 1. 11 OEVT registrations
 - ii. Clinics should be sanctioned as they are a member service for USMS swimmers
 - iii. Ed has added results links to the 2009 Open Water calendar
 - iv. 2010 Open Water calendar will be compiled in the spring
 - v. Potential date conflict with Jeff's 2010 Rahway meet with the 2010 Lavallette Open Water swim on Saturday, August 7, 2010
 - vi. Feedback from swimmers
 - 1. restrooms needed for Lavallette
 - 2. some non-sanctioned NJ Shore events are not very well organized and could benefit from some constructive feedback and guidelines to improve their events and attract more Masters swimmers
 - 3. some non-sanctioned NJ Shore events do not post results
- 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. Monmouth Park outing did not come to fruition in 2009—TBD for 2010 if we have someone to organize it
 - iii. Jeff will organize a Devil's game outing again**
 - 1. if a weekend game, perhaps a workout beforehand at the Rutgers Newark pool
- b. History of NJ Masters Swimming research update (Linda/Tom)
 - i. Tom to summarize who was around when NJ Masters swimming started and perhaps some tidbits of information from some of those individuals**
 - ii. Linda will reach out to Lou Abel for historical information**
 - iii. perhaps use some old newsletters as a source of historical information
- c. Convention Planning and Budget
 - i. 2009 NJ LMSC Delegates
 - 1. Chris, Ed, Susan, Mike will be attending the convention this year
 - 2. Chris will send out a draft of the budget for 2009
 - 3. the (4) delegates will sync up meeting attendance through email**
 - 4. Ed to review room assignments and report to the delegates**
- d. USMS Club Visit updates
 - i. introduce ourselves as volunteers for the NJ LMSC so that the Clubs' members know who is representing them with USMS
 - ii. Chris visited Madison Y which is a workout group with the Garden State Masters club
 - 1. met with the coach and discussed program goals
 - iii. Chris and Susan visited Lifetime Fitness in Berkeley Heights as a potential Club development site
 - 1. they have (3) pools....2 indoor pools and 1 outdoor pool
 - 2. this facility is not geared towards USMS
 - a. at this point in time, they are not interested in trying to establish a USMS Masters program
 - i. the idea proposed was to allow current USMS registered Masters swimmers from the area to pay just a drop in fee to encourage attendance for the program. they are strictly a membership only facility
 - 3. this facility is geared more towards recreation and not a meet-friendly facility
- e. Review of OW season and feedback
 - i. Lavallette
 - 1. Instructions for Registration volunteers
 - a. see Addendum Two for the detailed guidelines document drafted by Chris
 - b. pre-registered swimmers' t-shirts should already be in their marked goody bags prior to race check-in morning
 - 2. Wetsuits
 - a. include declaration on entry form
 - b. reconfirm at check-in
 - c. put 'W' on entry form of those swimmers wearing a wetsuit to clarify for the timer
 - 3. Registration Closure
 - a. enforce cut-off time of closing registration 15 minutes prior to race start
 - b. include information on the entry form

4. Mailing address on Registration forms
5. Improving Results compilation and award presentation speed
 - a. announce oldest age groups first
 - b. compress announcing time of awards
 - c. avoid mixing Masters and Open swimmers' chips
 - d. can we get feedback from the timer about what he thinks caused the delay?
 - e. too many same day registrations...210 this year.... to be entered during the short swim
6. Signed liabilities
 - a. ensure correct liabilities are signed
7. Pre-Registration vs. Event-day registration amounts
 - a. pre-registration should be \$10 less than event-day registration
8. Course information
 - a. include course information on the entry form with note that it may change due to ocean conditions
 - b. post map/chart on race day in the registration area with clear route instructions
9. Communicate procedure for personal item transport/storage
 - ii. **Jeff to distribute this detailed instruction list along with a cover letter to the open water swim event directors that held open water swims within the NJ LMSC in 2009**
 - iii. **Chris will take the document to convention for additional input**
- f. Website review feedback
 - i. **continue to pass along ideas/suggestions for website content/layout improvements to Ed**
- g. Continuous Membership Awards review
 - i. 25YR award update (1986-2010) Program year 2010; budget year 2011
 1. projected maximum number of eligible recipients as of 9.5.09 = 23
 2. award ideas
 - a. idea submitted by member for a [large canvas tote bag by LL Bean](#)
 - i. prices vary from \$24.95 for small to \$37.95 for extra large
 - b. [speedo duffel bag with rollers](#)
 - i. \$66.95 from swimoutlet.com
 - c. backpack/backpack with rollers
 - d. parkas
 - i. **Chris will price these**
 - ii. Replacement 10YR award discussion \$8-\$12
 1. car magnet
 2. t-shirt?
 3. small soft-sided cooler?

III. New Business

- a. OEVT Registrations
 - i. Lavallette receipts have been processed
 - ii. Email address on OEVT form for follow-up
 1. **Tom to send Chris all of the email addresses from all of the 2009 OEVT registration forms for follow up for potential 2010 registrations**
- b. Update on contacting Rutgers for SCM bid and Masters program revival
 - i. Mike spoke to John Lister and is trying to obtain a bid to take to convention
 - ii. Chris sent an email to John Tuohy
 1. to rebuild relationship between NJ Masters Swimming and Rutgers
 2. no response as of this point in time
- c. Nominations for Board Volunteers
 - i. potential new volunteers
 1. Bridgette Hobart as Social Chair?

IV. Next LMSC Meeting

- a. Date – December 13, 2009 (revised by email to avoid conflict with SCM CZ meet on December 6, 2009)
- b. Time: 10:30am
- c. Place: Berkeley Aquatic Club

V. Adjournment

- a. meeting adjourned at 3:56pm

Addendum One

NJLMSC Financial Statement 8/31/2009

Beginning Cash Balance: 11/1/2008 \$6,599.04

<u>INCOME</u>	<u>Budget</u>	<u>Actual</u>
USMS Individual	17,500.00	2,520.00
USMS Individual – EOY	500.00	
USMS Foundation & Hall of Fame	400.00	75.00
LMSC Donations	500.00	541.00
Fast Lane Collections	900.00	216.00
LMSC Individual	7,250.00	7,364.00
Meet Sanction Fees	240.00	390.00
Interest Income	50.00	50.66
Club Collections	300.00	350.00
Annual Dinner Collections	800.00	655.00
Special Events		625.00
Merchandise Sales		115.00
Transfer Fee		4.00
TOTAL INCOME		\$12,905.66

<u>EXPENSES</u>		
USMS Individual	17,500.00	2,495.00
USMS Individual – EOY	500.00	
USMS Foundation & Hall of Fame	400.00	73.00
USMS Reregistration Invoice	450.00	50.00
USMS Team Registration Fees	180.00	210.00
Registrar Expenses	400.00	334.32
Fast Lane Production Expenses	607.95	279.16
Rule Books	20.00	36.00
Convention Cost	3,000.00	600.00
Annual Dinner/Picnic	2,000.00	1,038.00
Tributes & Awards	750.00	
Special Events	150.00	1,037.00
Transfer Fee		13.00
Check Printing Fee		17.20
Sponsorship Fee		250.00
TOTAL EXPENSES		\$6,432.68

Cash Balance 8/31/2009 \$13,072.02

		<u>Income</u>	<u>Expense</u>
Special Events	Devils Game	340.00	340.00
	Workout RU	80.00	297.00
	100x100	205.00	400.00
	Banquet	655.00	1,038.00

Addendum Two

Open Water Event – Race Day Instructions (compiled by Chris McGiffin)

Form feedback:

- include registration contact mailing address
- include wetsuit declaration for race day
 - o this can be marked for pre-registration, and should be reconfirmed at check-in
- Pre-registration fee should be \$10 less than race-day registration fee

Race Day:

Communicate start/finish locations and course layout

- Provide a race course chart on poster or white board

Communicate where to leave personal items and whether they will be transported to the finish.

Instructions for Registration volunteers:

Pre-registration receiving for Open Swimmers

Locate Registration form for identified swimmer

Confirm all information is complete and accurate

Confirm if competitor is wearing a wetsuit, and mark the form appropriately (W in top right corner of form)

Provide swim cap

Provide electronic chip and strap, and mark the form with chip number

Mark swimmer's shoulder with chip number

Provide goodie bag and appropriate T-shirt size

Ask swimmer if they have any questions and wish them luck

Race Day Registration for Open Swimmers

Swimmers must complete the form and sign appropriate liability release

Confirm all information is complete and accurate

Confirm if competitor is wearing a wetsuit, and mark the form appropriately

Provide swim cap

Provide electronic chip and strap, and mark the form with chip number

Mark swimmer's shoulder with chip number

Provide goodie bag and appropriate T-shirt size

Ask swimmer if they have any questions and wish them luck

Pre-registration receiving for Masters Swimmers

Locate Registration form for identified swimmer

Confirm all information is complete and accurate

Confirm that Masters Membership Card was received or confirm proof of membership

Confirm that Masters Membership number is provided

Confirm if competitor is wearing a wetsuit, and mark the form appropriately

Provide swim cap

Provide electronic chip and strap, and mark the form with chip number

Mark swimmer's shoulder with chip number

Provide goodie bag and appropriate T-shirt size

Ask swimmer if they have any questions and wish them luck

Race Day Registration for Masters Swimmers

Swimmers must complete the form and sign both liability releases

Non-registered USMS swimmers must complete OEVT Registration and pay fee

OEVT registration forms and fees are collected separately from race registration fees

Confirm all information is complete and accurate

Confirm that Masters Membership Card was received or confirm proof of membership

Confirm that Masters Membership number is provided

Confirm if competitor is wearing a wetsuit, and mark the form appropriately

Provide swim cap

Provide electronic chip and strap, and mark the form with chip number

Mark swimmer's shoulder with chip number

Provide goodie bag and appropriate T-shirt size

Ask swimmer if they have any questions and wish them luck

Registration Closure

Close registration 15 minutes prior to race start
Remaining swimmers in line can register, but no more are allowed

Prior to the Start – Competitor Instructions

Provide information about the wave starts and time differentials
Keep buoys on right-hand side throughout the race
Lifeguards are available to provide assistance
Finish up chute
Remove chip for collection at end of finish chute

Results

Results to be compiled once the final swimmers finish
Results recognize top three finishers overall for each race – Open and Masters
Results recognize top three finishers in each contested age group
Results list wetsuit swimmers, but not for awards
Announce award winners in oldest age groups first

Addendum Three

Format in Initializing a Masters Swim Meet

The Date

Make the meet convenient for swimmers. No conflicts with other meets in area.

The meet must be finalized at least 30 days before the event (Sanctioned or Recognized, the events ,entry form and check for the application of Sanction or Recognition should be mailed to Sanction Chairperson so it can be reviewed by the LCMS chair people)

Entry Form

The final entry form before posted should have the Sanction or Recognition # and a place for the swimmers master ID #

The proper waiver must be on the bottom of the entry form.

Officials

Proper Starters, Refs and Judges must be obtained.

<http://www.njswim.org/njswimmingofficials.html>

These officials should have the knowledge of master rules, some differ than USA Swim meet

<http://forums.usms.org/showthread.php?t=8094> Check staffing and rules corner.

Pool insurance

A certificate of insurance is needed.

One time verification

If pool was never used for a masters meet before it must be measured by the official top ten chair person to verify the length of pool.