

# New Jersey LMSC Board Meeting Minutes

Time 10:30am Sunday, December 13, 2009

Berkeley Aquatic Club, Berkeley Heights, NJ

Attendees:

## Board Members:

Chris McGiffin

Ed Tsuzuki

Susan Kirk

Bill Reichle

Tom Brunson

Mike Fanelli

Linda Brown-Kuhn~~conferenced into the meeting

## Visiting Members:

Bridgette Hobart

Marie Vellucci

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## ACTION ITEMS

1. Each board member to evaluate their position and submit their annual tasks/events to be included on the working calendar to the Chair
  2. Linda will continue to solicit member contributions ie. photos, articles
  3. Linda will email Tom some suggested questions to ask the various contacts for gathering historical information
  4. Linda to follow up with Lou after Tom speaks with Tink
  5. Linda to reach out to Eric to see if he would be interested in submitting an article to the Fastlane about the clinic that he held at Drew on October 17, 2009
  6. Tom to provide to Bill a breakdown of USMS Individual online registration dollars and paper registration dollars for Bill to include in the actuals report
  7. Tom to provide a final 2009 membership listing to Chris and Susan for the CMRPA database update (as of 10.31.09)
  8. Tom will send Susan a list of 2010 NJ Club contacts
  9. Tom will reach out to Tink Bolster to gather some additional historical information
  10. Tom will compile a list of potential contacts for historical information
  11. Tom will send Linda a copy of the 1980 membership list and a piece on Clarence Ross
  12. Tom to provide Mike with a list of 2010 NJ LMSC members who are also USA officials
  13. Ed to send a copy of the automated Thank You letter from National for donations to Chris
  14. Ed will speak with Club Assistant to find out why our requests from our registrar go unanswered. Depending upon response, he will pursue further with the Board.
  15. Ed will order the LMSC banner
  16. Ed to post the 2010 OEVT form on the website
  17. Ed will reach out to Rutgers to secure 4 hours of pool time sometime in early to mid February for the 100 x 100s
  18. Chris will work on revising a Donation Thank You letter to members of the NJ LMSC from the NJ LMSC to thank them for their donations specifically to the NJ LMSC
  19. Chris will update the New Member Welcome letter with the new U.S Masters Swimming logo
  20. Chris will check to see what colors of Speedo duffle bags with rollers are available
  21. Chris to resend the 2010 OEVT form to the board
  22. Chris will do some research into the sanctioning requirements and benefits for the 100 x 100s event and circulate via email
  23. Chris will try to get some clarification of the Bylaw Indemnification Requirement document
  24. Mike to email Chris a copy of the Format in Initializing a Masters Swim Meet document
  25. Mike to keep a copy of final entry form for each sanction/recognized event in Sanctions Chair's binder
  26. Mike to reach out to the event directors earlier in 2010 so that the meet can be recognized and promoted earlier to our membership
  27. Mike to search other LMSC websites for meet/event hosting guidelines templates for sanctioned/recognized events
  28. Susan to email information to Club contacts about free banner and marketing materials provided by National through Kyle Deery
  29. Susan will send Ed Kyle Deery's email address
  30. Susan to send Ed a link for the Open Water manuals posted on the USMS website
  31. Bridgette to send Susan a list of potential vendors for the car magnets
  32. Jeff will coordinate the planning of the 2010 banquet
  33. Jeff to plan another NJ LMSC Devils game outing for 2010
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## Action items bolded

Meeting was called to order at 10:40am

### I. Officer Reports

#### a. Newsletter (L. Brown-Kuhn)

##### i. Remaining issues for this year

1. Next issue will be Jan/Feb and submissions will be due by the first week in January
2. March, April, May/June, July/Aug, September, October, and Nov/Dec

##### ii. Member contributions have been received this year

1. **Linda will continue to solicit member contributions ie. photos, articles**

##### iii. Sarah continues to do a great job with the graphic design

##### iv. Hardcopy printing discussion – NJ LMSC member benefit

1. 12 hardcopy issues right now
2. 2010 price for hardcopy issues remains at \$18.00
3. Tom offered to do the printing for about \$1.00 per issue if the number of hardcopies needed exceeds Ed's limitations
4. one more hardcopy issue added which brings total to 13

#### b. Treasurer (B. Reichle)

##### i. Budget Plan and Actuals Updates

1. 2009 year end actuals will be available at next meeting after the end of the calendar year
2. end of year financial report needs to be submitted to USMS National Office by April 30<sup>th</sup> of following year
3. **Tom to provide to Bill a breakdown of USMS Individual online registration dollars and paper registration dollars for Bill to include in the actuals report**

#### c. Registrar (T. Brunson)

##### i. 2009 Member Registration Report

###### 1. Total NJ LMSC 2009 members = 739

- |                   |                          |                         |         |
|-------------------|--------------------------|-------------------------|---------|
| a. renewals = 488 | new = 251                | retention rate = 67.97% | 7 Clubs |
| b. 2008 = 718     | (504 renewals + 214 new) | 79.49% retention rate   | 6 Clubs |
| c. 2007 = 634     | (443 renewals + 191 new) | 73.58% retention rate   | 5 Clubs |
| d. 2006 = 602     | (412 renewals + 190 new) | 78.33% retention rate   | 5 Clubs |
| e. 2005 = 526     | (348 renewals + 178 new) | 66.03% retention rate   | 4 Clubs |
| f. 2004 = 527     | (342 renewals + 185 new) | 63.21% retention rate   | 3 Clubs |
| g. 2003 = 541     |                          |                         |         |
| h. 2002 = 514     |                          |                         |         |
| i. 2001 = 532     |                          |                         |         |
| j. 2000 = 476     |                          |                         |         |
| k. 1999 = 452     |                          |                         |         |

###### 2. Total members by Club for 2009

- |         |     |
|---------|-----|
| a. BERK | 118 |
| b. DESC | 11  |
| c. DRMS | 38  |
| d. GSM  | 320 |
| e. JAM  | 50  |
| f. MOCY | 8   |
| g. STVN | 80  |
| h. UNAT | 114 |

###### 3. Total New members by Club for 2009

- |         |    |
|---------|----|
| a. BERK | 23 |
| b. DESC | 9  |
| c. DRMS | 14 |
| d. GSM  | 75 |
| e. JAM  | 9  |
| f. MOCY | 1  |
| g. STVN | 56 |
| h. UNAT | 64 |

##### ii. 2010 Registration report as of 12.13.09

1. 142 total registrations (133 online + 9 paper)
  - a. 115 re-registrations
  - b. 27 new members

iii. Donation report

1. NJ LMSC donations to USMS = \$81
2. NJ LMSC donations to Hall of Fame = \$50
3. NJ LMSC donations to NJ LMSC = \$240
4. **Ed to send a copy of the automated Thank You letter from National for donations to Chris**
  - a. **Chris will work on revising a Donation Thank You letter to members of the NJ LMSC from the NJ LMSC to thank them for their donations specifically to the NJ LMSC**

iv. **Chris will update the New Member Welcome letter with the new U.S Masters Swimming logo**

v. Club Assistant access for the NJ LMSC Club reps?

1. Still not available. Club reps unable to access their Club's complete roster information. ie. E-mail addresses, snail mail addresses, phone numbers, birth dates
2. Susan shared that on the Club Assistant website, anyone can lookup any LMSC or Club information and view a listing of first name, last name, club, workout group, USMS number and registration date
3. **Ed will speak with Club Assistant to find out why our requests from our registrar go unanswered. Depending upon response, he will pursue further with the Board.**

vi. **Tom to provide a final 2009 membership listing to Chris and Susan for the CMRPA database update (as of 10.31.09)**

d. Secretary (S. Kirk)

- i. Meeting minutes were taken at the January, February, May, September, and December 2009 board meetings
  1. the minutes from the January, February, May, and September meetings have all been posted on the NJ LMSC website by the webmaster
  2. the November 30, 2008 annual board meeting minutes were submitted to the National office in February 2009.
- ii. 8 NJ LMSC emails have been composed and sent out to the NJ LMSC community since our last board meeting on September 5, 2009.
- iii. Registrant emails currently go out to 794 individuals
- iv. So far in 2009, 39 batches of updates for the email list have been completed

e. Sanctions & Safety (M. Fanelli)

- i. Mike reached out to OCY meet director three weeks ago to see what his plans were for their 2010 meet
  1. there has been no response yet
- ii. First recognized meet of the year, as of now, will be the Sussex County YMCA meet on April 24, 2010
- iii. Tom ordered (7) mini rule books and they will be delivered to Mike's house for distribution to event directors in 2010

iv. **Mike to email Chris a copy of the Format in Initializing a Masters Swim Meet document**

- v. 10 events were sanctioned/recognized this year
  1. 2 meets were sanctioned (JAM and Rahway)
  2. 4 meets were recognized (OCY, Sussex CTY Y (2), Woodbridge-Senior Olympics)
  3. 2 open water swims were sanctioned (Lavallette, Lake Hopatcong)
  4. 2 open water clinics were sanctioned (Lake Mohawk, Lake Hopatcong)
  5. **Mike to keep a copy of final entry form for each sanction/recognized event in Sanctions Chair's binder**

vi. increase involvement with the Senior games to try to increase participation

1. increase promotion
2. every other year, the person who wins the event in NJ is an automatic qualifier for the Senior Olympic Nationals
3. **Mike to reach out to the event directors earlier in 2010 so that the meet can be recognized and promoted earlier to our membership**

vii. National sanctions database is on the horizon to centralize data and populate a calendar and to have events supported by the National Office.

viii. **MSA to add to the Sanctions Chair responsibilities in the NJ LMSC Bylaws that "Following the final sanction or recognition of any NJ LMSC events, the Sanctions Chair will submit the event information to the USMS website for posting on the USMS Calendar".**

1. The Executive Committee voted in favor of tabling the above motion until the amendment to the bylaws can be discussed and presented at a future planned meeting to update the bylaws.

ix. **Tom to provide Mike with a list of 2010 NJ LMSC members who are also USA officials**

f. Top Ten and Records (E. Tsuzuki)

- i. LCM times have been submitted
- ii. NJ LMSC SCM records have been updated as of SCM Zones meet

g. Webmaster (E. Tsuzuki)

- i. The website continues to be updated

- ii. Photos from the Colonies Zone SCM meet have been posted on the homepage
  - iii. Ed would still like to have someone volunteer to take over the webmaster position
- h. Open Water (J. Jotz)
- i. 110 swimmers at the Tom Wear Memorial Open Water Swim (130 entered)
  - ii. 2010 Open Water Clinic is scheduled for Saturday, June 19<sup>th</sup>, location TBD
  - iii. Jason Nessel Meet in Rahway will be on Saturday, August 7<sup>th</sup>, 2010
- i. Ad Hoc Publicity & Marketing
- i. USMS is offering free banners for registered Clubs
    - 1. **Tom will send Susan a list of 2010 NJ Club contacts**
    - 2. **Susan to email information to Club contacts about free banner and marketing materials provided by National through Kyle Deery**
  - ii. USMS will also provide the LMSC with a free co-branded banner
  - iii. Discussion of developing a New Jersey Masters Swimming banner
  - iv. **Ed will order the LMSC banner**
    - 1. **Susan will send Ed Kyle Deery's email address**
- II. Old Business
- a. History of NJ Masters Swimming research update (Linda/Tom)
- i. Linda contacted Lou Abel and he provided her with some good historical information
    - 1. In 1973, 17 charter members formed Jersey Masters Swim Team
    - 2. They participated in their first AAU Nationals in Ft. Lauderdale in 1974
    - 3. Lou will reach out to one of the original 17 members, Al Stein, for further information
  - ii. **Linda will email Tom some suggested questions to ask the various contacts for gathering historical information**
  - iii. **Tom will reach out to Tink Bolster to gather some additional historical information**
  - iv. **Tom will compile a list of potential contacts for historical information**
  - v. **Tom will send Linda a copy of the 1980 membership list and a piece on Clarence Ross**
  - vi. **Linda to follow up with Lou after Tom speaks with Tink**
  - vii. Other potential contacts Joe Twaits (1974/1975); Joe and Erin Kurtzman
- b. USMS Club Visit updates
- i. Susan visited DRMS during their clinic and spoke with Head Coach Eric
    - 1. **Linda to reach out to Eric to see if he would be interested in submitting an article to the Fastlane about the clinic that he held at Drew on October 17, 2009**
- c. Website review feedback
- i. Replace Meet Sanctioning Information link with a link to an Event Planning page informing event organizers of the options for pool, fitness, and OW events, with recommendations/guidelines
    - 1. Include list for officials
    - 2. **Susan to send Ed a link for the Open Water manuals posted on the USMS website**
    - 3. **Mike to search other LMSC websites for meet/event hosting guidelines templates for sanctioned/recognized events**
      - a. ie. Indy Swim Fit
- d. Continuous Membership Awards review
- i. 25YR award update - members since 1986(or before)
    - 1. [Large canvas tote bag \(LL Bean\)](#) \$24.95 for small to \$37.95 for extra large; TYR \$24.95 – \$25.95)
    - 2. Speedo duffle bag with rollers (\$66.95 from swimoutlet.com)
    - 3. Backpack/backpack with rollers (\$76.95 from swimoutlet.com)
    - 4. Parkas (without screening, \$49.95 from swimoutlet.com)
      - a. price for parkas with screening? Will hold off on this for now
      - b. sizes will complicate stocking/ordering
      - c. maybe parkas should be a 30 year award?
    - 5. Board consensus for the Speedo duffle bag with rollers
      - a. get the price with the screening/bag for budget approval assuming 100% pickup by the eligible recipients
      - b. **Chris will check to see what colors of Speedo duffle bags with rollers are available**
  - ii. Replacement 10YR award discussion
    - 1. Car magnet
      - a. board consensus for the car magnets to become new 10 YR award when needed
      - b. **Bridgette to send Susan a list of potential vendors for the car magnets**
    - 2. T-shirt (Long sleeve \$12.99 from cabelas.com)
    - 3. Small soft-sided cooler?
    - 4. Flash Drive?

- e. OEVT Registrations
  - i. 2009 Totals (19) and follow-ups
  - ii. 2010 Form with email address – post to web for use
    - 1. **Chris to resend the 2010 OEVT form to the board**
    - 2. **Ed to post the 2010 OEVT form on the website**

### III. New Business

- a. NJ LMSC Calendar of Events and Milestones
  - i. include reminders for the board as well
  - ii. to be posted on the website
  - iii. create the events/reminders happenings in a list format as opposed to a monthly calendar format
  - iv. information to be included
    - 1. LMSC working calendar modeled after USMS working calendar
    - 2. **Each board member to evaluate their position and submit their annual tasks/events to be included on the working calendar to the Chair**
- b. 100 x 100's Planning – Sanctioned this year?
  - i. offer free to NJ LMSC 2010 members
  - ii. event is open only to 2010 NJ LMSC members
  - iii. agreement not to sanction the event this year
    - 1. **Chris will do some research into the sanctioning requirements and benefits for the 100 x 100s event and circulate via email**
  - iv. **Ed will reach out to Rutgers to secure 4 hours of pool time sometime in early to mid February for the 100 x 100s**
  - v. we will not ask for donations this year
- c. Banquet Planning
  - i. **Jeff will coordinate the planning of the 2010 banquet**
    - 1. dates? 3<sup>rd</sup> week in March?
    - 2. Easter is April 4th
    - 3. Additional suggestions
  - ii. discuss further planning details at next board meeting
- d. 2010 Devils outing
  - i. **Jeff to plan another NJ LMSC Devils game outing for 2010**
- e. LMSC Minimum Standards review and action items
  - i. where can we approve?
  - ii. suggested that monthly bank accounts should be reconciled quarterly by someone other than a person who is authorized to sign checks or the registrar
  - iii. table remaining review until next board meeting
- f. Bylaw Indemnification Requirement
  - i. is this to protect the LMSC or USMS from liability?
  - ii. document is difficult to navigate
  - iii. **Chris will try to get some clarification of the Bylaw Indemnification Requirement document**
  - iv. keep item on agenda for further review
- g. Nominations for Board Volunteers (Officials, Coaches, Social chair positions)
  - i. Chris received a recommendation for a Social Chair
  - ii. nominations accepted from the floor for board positions
- h. Election for 2010 NJ LMSC positions:
  - i. Chair: Susan Kirk
  - ii. Vice Chair: Chris McGiffin
  - iii. Registrar: Tom Brunson
  - iv. Treasurer: Bill Reichle
  - v. Top Ten/Records Chair: Ed Tsuzuki
  - vi. Newsletter Editor: Linda Brown-Kuhn
  - vii. Secretary: Susan Kirk
  - viii. Sanctions & Safety Chair: Mike Fanelli
- i. Appointed Ad-hoc positions:
  - i. Webmaster: Ed Tsuzuki
  - ii. Open Water Chair: Jeff Jotz
  - iii. Coaches Liaison: open

- iv. Clinic Coordinator: open
- v. Events Coordinator: Bridgette Hobart
- vi. Officials Liaison: open (Mike Fanelli will remain as point of contact)

#### IV. Next LMSC Meeting

- a. Date – 01.17.10
- b. Time TBD
- c. Place TBD

#### V. Adjournment

- a. Meeting was adjourned at 1:14pm