

New Jersey LMSC Board Meeting Minutes

Time 10:30am Sunday, January 17, 2010

Berkeley Aquatic Club

Attendees:

Board Members

Susan Kirk

Chris McGiffin

Ed Tsuzuki

Bill Reichle

Tom Brunson

Linda Brown-Kuhn

Mike Fanelli

Jeff Jotz

Bridgette Hobart

Visiting Members

Lis Staele

ACTION ITEMS

- 1. Jeff will get the caterer secured for May 8, 2010**
- 2. Jeff will obtain a Gift Certificate for the caterer's restaurant**
- 3. Bill will reach out to Metro Swim Shop for potential door prize donations**
- 4. Bill will submit the financial statement to National by April 30, 2010**
- 5. Bill will submit the tax document by May 15, 2010**
- 6. Ed will collect the submitted photos and put it onto a DVD and then give the DVD to Bridgette**
- 7. Bridgette will have Jason create a photo movie with music**
- 8. Bridgette will have Jason prepare the programs**
- 9. Bridgette will discuss the program layout with Jason to obtain feedback on the program criteria in order to keep it an in-house project**
- 10. Bridgette will discuss invitation design ideas with Jason**
- 11. Bridgette and Jason will review Ed's list of webmaster tasks and ideas**
- 12. Bridgette and Jason will give the website a facelift and it will be able to be tested before it is launched**
- 13. Bridgette will check with the Devils for special offers and email information out to the board**
- 14. Chris will bring the music**
- 15. Chris and Bill volunteered to make some follow up phone calls to the invited award recipients who did not positively RSVP**
- 16. Susan will prepare and bring the award winner table toppers and the centerpieces which is included in the banquet budget**
- 17. Susan will email the 15 year and 20 year award recipients and ask them to submit a digital photo for inclusion in the program**
- 18. Tom will provide the snail mail addresses of the award recipients to Bridgette**
- 19. All board volunteers to submit a list of their annual tasks/events for their respective positions to Susan**

Action items bolded

Meeting was called to order at 10:39am

- I. 2010 Annual Banquet
 - A. Narrow down potential dates
 - i. conflicting and available dates
 - a) March 6-7 Silver/Bronze meet; Meet of Champions
 - b) March 13-14 Drew University meet; Silver bronze
 - c) March 20-22 JOs
 - d) March 27th~ potential JAM meet?

- e) Bill away March 13-29
- f) Ed will be away March 20-29
- g) April 4th Easter
- h) **April 10~~AVAILABLE **JAM meet may be this day**
- i) Bridgette will be away April 10, 24, and May 1 weekends
- j) April 15-18 YMCA Nats
- k) April 23-25 Colonies Zone SCY meet
- l) April 24 Sussex County YMCA mini-meet
- m) **May 1, 8, 15 ~~ AVAILABLE**
- n) May 20-23 USMS Nats

ii. **MAY 8, 2010** will be the date for the 2010 NJ LMSC Banquet

B. Discuss potential banquet locations

- i. stay with central location of Rahway?
 - a) Stay with the Rahway location and the Rahway location is available on May 8, 2010
 - b) Jeff will get the caterer secured for May 8, 2010**
 - the caterer's price/person will be the same as last year
- ii. donation of \$200 to YMCA for extra lanes for pre-banquet workout like last year?
 - a) Donation monies came out of the banquet budget
 - b) MSA to donate \$200 to the Rahway YMCA for extra lanes for the pre-banquet practice**

C. Review banquet budget

- i. discounted price for the award recipients?
- ii. MSA to discount the members that have won awards by \$10**
- iii. banquet registration fees
 - a) award recipient cost = \$15.00
 - b) USMS member advance = \$25.00
 - c) Guest member advance = \$35.00
 - d) USMS member at the door = \$35.00
 - e) Guest member at the door = \$45.00
- iv. all other costs are the same as last year—hall, caterer

D. Discuss banquet format, special guests, etc.

- i. stay with the same format as last year
- ii. guest speaker ideas
 - a) Rob Butcher
 - b) Nancy Steadman-Martin
 - c) Don Walsh
- iii. door prizes
 - a) decrease the number of door prizes this year to retain focus of event on the Continuous Membership Awards Program
 - b) goody bag for everyone?
 - c) Gift Certificate for free banquet attendance (3)
 - d) Gift Certificate for (1) free year of USMS membership for 2011
 - e) Gift Certificate for (1) free 2010 OW clinic attendance
 - f) Gift Certificate from the caterer to his restaurant (1)
 - **Jeff will obtain a Gift Certificate for the caterer's restaurant**
 - g) Bill will reach out to Metro Swim Shop for potential door prize donations**
 - h) Bridgette will donate (1) entry to the 2010 Tom Wear Memorial 1 Mile Open Water Swim
- iv. Slide Show
 - a) Ed will collect the submitted photos and put it onto a DVD and then give the DVD to Bridgette**
 - b) Bridgette will have Jason create a photo movie with music**
 - c) We will need a DVD player
- v. Music
 - a) Chris will bring the music**
- vi. Centerpieces
 - a) Susan will prepare and bring the award winner table toppers and the centerpieces which is included in the banquet budget**

- vii. Program
 - a) Bridgette will have Jason prepare the programs**
 - program to include every award recipient's name and workout location
 - brief 2 sentence bio and picture for only the 15 year and 20 year award recipients
 - **Susan will email the 15 year and 20 year award recipients and ask them to submit a digital photo for inclusion in the program**
 - program also to include
 - guest speaker information
 - banquet format
 - **Bridgette will discuss the program layout with Jason to obtain feedback on the program criteria in order to keep it an in-house project**
- viii. Mailed invitations to award recipients
 - a) postcard size
 - b) Bridgette will discuss invitation design ideas with Jason**
 - c) Tom will provide the snail mail addresses of the award recipients to Bridgette**
- ix. Phone calls
 - a) Chris and Bill volunteered to make some follow up phone calls to the invited award recipients who did not positively RSVP**

E. Discuss CMRP awards

- i. Current inventory of customized awards
 - a) bag tags = 144
 - b) license plates = 44
 - c) mesh bags = 8
 - d) towels = 8
- ii. 2009 award recipients
 - a) 5 year = 32
 - b) 10 year = 12
 - c) 15 year = 5
 - d) 20 year = 5
- iii. replacement of 10 year awards
 - a) enough inventory on hand for the next couple of years
 - b) current front runner for the replacement award as of now is a car magnet
 - c) topic shelved until the need to replace the awards is closer

II. 2009 Year end financial statement discussion

- A. The 2009 Year End financial statement was presented and reviewed. See Addendum One
- B. Bill has converted the financial statements to follow the calendar fiscal year
- C. Bill will submit the financial statement to National by April 30, 2010**
- D. Bill will submit the tax document by May 15, 2010**

III. 100 x 100s update

- A. Ed reached out to Rutgers, but did not receive any response
- B. Chris reached out to the same contact as last year (Jessica Ploch) and will follow up to secure the date of Sunday, February 7, 2010 8:00am - 12:00pm and to determine the cost
- C. Must be registered in NJ LMSC for 2010 or complete a full year NJ LMSC registration form the morning of the event
- D. Provide the event as a free benefit to our membership. The NJ LMSC will cover the entire cost of the pool rental.
- E. NJ LMSC Board will provide refreshments
 - i. Bagels
 - ii. Water
 - iii. Bananas

IV. Upcoming events

- A. 2010 Tom Wear Memorial Swim
 - i. Tentative date---September 12, 2010
- B. 2010 Jason Nessel LCM Meet in Rahway
 - i. Saturday, August 7, 2010

V. Discussion of webmaster transition

- A. Ed has itemized the list of his tasks and also listed some ideas of some technological improvements
 - i. Bridgette and Jason will review Ed's list of webmaster tasks and ideas**
 - B. Bridgette and Jason will give the website a facelift and it will be able to be tested before it is launched**
 - i. keep it simple and easy to use for the entire membership
 - ii. be mindful of download time for pages
- C. Server space is provided by USMS for free
- D. Will most likely use Microsoft Expressions (\$149)

VI. Working Calendar for the NJ LMSC

- A. All board volunteers to submit a list of their annual tasks/events for their respective positions to Susan**
- B. tentative dates of events can be included
- C. idea is to eventually post the working document on the NJ LMSC website

VII. Devils outing

- A. Purchase in lots of 20
- B. Bridgette will check with the Devils for special offers and email information out to the board**

VIII. Next LMSC Meeting

- A. Date: March 14, 2010
- B. Time: 10:30am
- C. Place: TBD

IX. Adjournment

- A. Meeting adjourned at 12:09pm

ADDENDUM ONE

NJLMSC Financial Statement 12/31/2009

Beginning Cash Balance: 1/1/2009 \$7,599.62

<u>INCOME</u>	<u>Budget</u>	<u>Actual</u>
USMS Individual	17,500.00	2,230.00
USMS Foundation & Hall of Fame	400.00	61.00
LMSC Donations	500.00	531.00
Fast Lane Collections	900.00	243.00
LMSC Individual	7,250.00	7,998.00
Meet Sanction Fees	240.00	335.00
Interest Income	50.00	58.79
Club Collections	300.00	150.00
Annual Dinner Collections	800.00	655.00
Special Events		545.00
Merchandise Sales		35.00
Transfer Fee		6.00
Convention Reimbursement		300.00

TOTAL INCOME \$13,147.79

<u>EXPENSES</u>		
USMS Individual	17,500.00	2,520.00
USMS Foundation & Hall of Fame	400.00	70.00
USMS Reregistration Invoice	450.00	50.00
USMS Team Registration Fees	180.00	60.00
Registrar Expenses	400.00	183.12
Fast Lane Production Expenses	607.95	162.38
Rule Books	20.00	36.00
Convention Cost	3,000.00	2,832.82
Annual Dinner/Picnic	2,000.00	1,038.00
Tributes & Awards	750.00	
Special Events	150.00	740.00
Transfer Fee		13.00
Check Printing Fee		17.20
Sponsorship Fee		250.00
Domain Renewal Fee		10.00

TOTAL EXPENSES \$7,982.52

Cash Balance 12/31/2009 \$12,764.89

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