

# **New Jersey LMSC Board Meeting Minutes**

Time 10:30am Sunday, March 14, 2010

Berkeley Aquatic Club

Attendees:

## **Board Members**

Chris McGiffin

Ed Tsuzuki

Bill Reichle

Tom Brunson

Linda Brown-Kuhn

Mike Fanelli

Jeff Jotz

Bridgette Hobart

Susan Kirk

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## **ACTION ITEMS**

1. Tom will compile a list of potential contacts for historical information
2. Tom to send Ed a list of the unanswered requests from the registrar to Club Assistant
3. Tom to email an electronic copy of the registration report to Susan for inclusion in the minutes
4. Tom will email the board the member donation report
5. Chris to send an updated 2010 OEVT form to Ed and the board
6. 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
7. Chris will update the New Member Welcome letter with the new U.S Masters Swimming logo and update the Chair's signature
8. Chris will bring the laptop
9. Chris will bring the music
10. Chris volunteered to make some follow up phone calls to the invited award recipients who did not positively RSVP
11. Chris will look into vendors for marketing materials
12. Chris will work on updating the logo
13. Chris will obtain a quote for the duffle bags with screening
14. Chris to contact Rutgers now for pool space on Sunday, February 6, 2011 8:00am – 12:00pm
15. Chris will touch base with Lavallette/OCY in April or May to get the ball rolling with the 2010 Lavallette Open Water Swim
16. Ed to post the updated 2010 OEVT form on the website
17. Ed will collect the submitted photos and put it onto a DVD and then give the DVD to Bridgette.
18. Ed will follow up with Eric about the results printouts that he needs for records documentation
19. Ed will provide the FTP information to Jason so that Jason can create a sub-folder for new website design
20. Ed will collect the information for the Event Planning page
21. Jeff will bring the projector as a back-up.
22. Susan to resend to Ed the link for the Open Water manual posted on the USMS website
23. Susan will prepare and bring the award winner table toppers and the centerpieces which is included in the banquet budget
24. Susan will email the 15 year and 20 year award recipients and ask them to submit a digital photo for inclusion in the program – in progress
25. Susan to send out a separate email just about the hockey outing
26. Bill will follow up with Anna Lea to ensure that she received the financial statement
27. Bill will submit the tax document to National by May 15, 2010
28. Bill to decrease Fast Lane Production expenses to \$60
29. Bill to email a copy of budget report to Susan for inclusion in the minutes
30. Bill to send Chris the contact information of the vendor that they work with for ordering merchandise

31. **Bill will find out if College of New Jersey offers lap swimming**
32. **Bill will review the budget and suggest a total amount of money for potential grant money available to send a NJ LMSC Masters coach to SwimFest '10**
33. **Bridgette will have Jason create a photo movie with music**
34. **Bridgette will have Jason prepare the programs**
35. **Bridgette will discuss the program layout with Jason to obtain feedback on the program criteria in order to keep it an in-house project**
36. **Bridgette will discuss invitation design ideas with Jason**
37. **Bridgette and Jason will review Ed's list of webmaster tasks and ideas**
38. **Bridgette and Jason will give the website a facelift and it will be able to be tested before it is launched – in progress**
39. **Bridgette will email directions to the board to access the new web design for review**
40. **Mike will review the updated sanctions forms posted on the USMS website and make the necessary revisions to our sanctions forms**
41. **Mike to search other LMSC websites for meet/event hosting guidelines templates for sanctioned/recognized events and include list of officials**
42. **Lis will make follow-up follow calls to those honorees who have not RSVP'd**
43. **Linda will write up a draft about the History of NJ Masters Swimming and circulate it to the board**
44. **Webmaster to create a new section or page entitled Event Planning which consolidates links and information/guidelines for hosting pool, fitness, open water, and clinic events**

### Action items bolded

Meeting was called to order at 10:35am

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### ACTION ITEMS Brief review from 12.13.09 Annual Board Meeting

1. Each board member to evaluate their position and submit their annual tasks/events to be included on the working calendar to the Chair -- complete
2. Linda will continue to solicit member contributions ie. photos, articles -- ongoing
3. Linda will email Tom some suggested questions to ask the various contacts for gathering historical information -- complete
4. Linda to follow up with Lou after Tom speaks with Tink -- complete
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 -- too much time has passed
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 -- complete
7. Tom to provide a final 2009 membership listing to Chris and Susan for the CMRPA database update (as of 10.31.09) – completed and added to the NJ LMSC Working Calendar
8. Tom will send Susan a list of 2010 NJ Club contacts --completed
9. Tom will reach out to Tink Bolster to gather some additional historical information – completed
10. **Tom will compile a list of potential contacts for historical information** --open
11. Tom will send Linda a copy of the 1980 membership list and a piece on Clarence Ross --completed
12. Tom to provide Mike with a list of 2010 NJ LMSC members who are also USA officials -- completed
13. Ed to send a copy of the automated Thank You letter from National for donations to Chris --completed
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. -- Ed needs more details. **Tom to send Ed a list of the unanswered requests from the registrar to Club Assistant**
15. Ed will order the LMSC banner – completed
16. Ed to post the 2010 OEVT form on the website – **MSA to set the OEVT fee at \$15 for 2010 ; Chris to send an updated 2010 OEVT form to Ed and to the board; Ed will then post the updated 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 – complete
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** – open the NJ LMSC board wants a personalized letter from the NJ LMSC signed by the Chair expressing thanks on behalf of the NJ LMSC for donations to the NJ LMSC
19. **Chris will update the New Member Welcome letter with the new U.S Masters Swimming logo and update the Chair's signature**
20. Chris will check to see what colors of Speedo duffle bags with rollers are available – complete

21. Chris to resend the 2010 OEVT form to the board – see #16 above
- 22.** Chris will do some research into the sanctioning requirements and benefits for the 100 x 100s event and circulate via email – complete~~not going to sanction the 100 x 100s
23. Chris will try to get some clarification of the Bylaw Indemnification Requirement document--open
24. Mike to email Chris a copy of the Format in Initializing a Masters Swim Meet document--complete
25. Mike to keep a copy of final entry form for each sanction/recognized event in Sanctions Chair's binder--complete
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 **Mike to search other LMSC websites for meet/event hosting guidelines templates for sanctioned/recognized events** – partially complete
27. Susan to email information to Club contacts about free banner and marketing materials provided by National through Kyle Deery – complete
28. Susan will send Ed Kyle Deery's email address – complete
29. Susan to send Ed a link for the Open Water manuals posted on the USMS website – complete **Susan to resend to Ed the link for the Open Water manual posted on the USMS website**
30. Bridgette to send Susan a list of potential vendors for the car magnets – complete
31. Jeff will coordinate the planning of the 2010 banquet --complete
32. Jeff to plan another NJ LMSC Devils game outing for 2010 --complete

## ACTION ITEMS Brief review from 01.17.10 Abbreviated Board Meeting

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

## I. Officer Reports

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

- i. Remaining issues for this year
  - a) April, May/June, July/August, September, October, and November/December
- ii. Number of hardcopies
  - a) Currently have 9 hardcopies
  - b) Ed to submit an expense report to Bill for postage costs**
- iii. Separate Jan/Feb issue into (2) issues? discussion
  - a) Consensus was to leave the Jan/Feb issue as a combined issue

B. Treasurer (B. Reichle)

- i. Budget plan and actuals update
  - a) Report to include a column for 2009 actuals
  - b) Report to also include current YTD 2010 actuals and cash balance
  - c) Bill to decrease Fast Lane Production expenses to \$60**
  - d) Review convention expenses budget and delegate selection at next meeting
  - e) Bill to email a copy of budget report to Susan for inclusion in the minutes**

C. Registrar (T. Brunson)

- i. 2010 Member Registration Report
  - a) Tom to email an electronic copy of the registration report to Susan for inclusion in the minutes**
  - b) Total members by Club
    - BERK - 108
    - DESC - 0
    - DRMS - 40
    - GSM - 289
    - JAM - 29
    - STVN - 28
    - UNAT - 83
  - c) Total new members by Club
    - BERK - 11
    - DESC - 0
    - DRMS - 9
    - GSM - 29
    - JAM - 1
    - STVN - 15
    - UNAT - 31
  - d) Online vs. paper
    - 95% online registrations
    - 5% paper registrations
  - e) Mailing registration cards
    - Consensus is for the registrar to only mail registration cards to those members who request them when they register online and to all paper registrants
- ii. Member Donation Report
  - a) Tom will email the board the member donation report**
    - How many members have contributed and how much money has been donated to the NJ LMSC
  - b) Donation thank you letters
    - The registrar will mail NJ LMSC Donation thank you letters to all donors, online and paper
    - With 95% online registration, the registrar only needs to send non-NJ LMSC donation thank you letters to the paper registrants
- iii. Club Assistant access for NJ LMSC and Club Reps update
  - a) Anna Lea and/or Tracy have offered to run any report for the NJ LMSC board that is needed

D. Secretary (S. Kirk)

- i. Meeting minutes from our Annual NJ LMSC Board Meeting on December 13, 2009 were e-mailed to National (Anna Lea Matysek) on March 10, 2010
- ii. 11 NJ LMSC emails have been composed and sent out to the NJ LMSC community since our Annual Board Meeting on December 13, 2009
- iii. Registrant emails currently go out to 883 individuals
  - a) Susan is currently awaiting the annual deletion list of those 2009 members who have not yet registered in 2010

- b) So far in 2010, 7 batches of updates for the email list have been completed
- E. Sanctions & Safety (M. Fanelli)
  - i. Sanctioned and Recognized events thus far in 2010
    - a) 4 events so far have been sanctioned and/or recognized
      - 2 sanctioned (Drew, JAM)
      - 2 recognized (OCY & Sussex Cty Y)
  - ii. Upcoming events
    - a) JAM meet (April Antics)
    - b) Sussex Cty Y meet
  - iii. Updated sanctions forms posted in USMS Guide to Operations
    - a) Mike will review the updated sanctions forms posted on the USMS website and make the necessary revisions to our sanctions forms**
- F. Top Ten and Records (E. Tsuzuki)
  - i. Drew pool was measured and certified
  - ii. OCY records have been updated and NJ LMSC records set at OCY have been updated for registered members
  - iii. Ed is conferring with the Rules committee about the times for the Drew meet
    - a) Mike will add information about timers per rule 103.1.2 to his list that he provides to meet directors**
    - b) Ed will follow up with Eric about the results printouts that he needs for records documentation**
- G. Webmaster (E. Tsuzuki)
  - i. Webmaster transition update
    - a) Bridgette and Jason are working on updating the format
    - b) Ed will provide the FTP information to Jason so that Jason can create a sub-folder for new website design**
    - c) Bridgette will email directions to the board to access the new web design for review**
    - d) Suggestions for the website
      - Keep link for registration near the top
      - Keep home page dynamic
      - Ensure map of LMSC is only the counties included in LMSC, not the whole state
- H. Open Water (J. Jotz)
  - i. 2010 NJ LMSC (tri-state area) OW Calendar
    - a) Will be ready by May 1<sup>st</sup> for webmaster to post on the website
    - b) Jeff will expand the calendar this year to cover the Colonies Zone
  - ii. Open Water clinic will be on June 19<sup>th</sup> in Lake Hopatcong
  - iii. For 2010, tech suits are still allowed to be worn in all USMS sanctioned open water
- I. Events Coordinator (B. Hobart)
  - i. 2010 NJ LMSC Banquet planning update
    - a) Samples of invitations
    - b) Flyer review
    - c) Program review
      - Include honorees names
      - List 20 year first, then 15, 10, and 5
    - d) Lis will make follow-up follow calls to those honorees who have not RSVP'd**
    - e) Chocolate swimmers as favors
  - ii. 2010 Devils outing update
    - a) Only (1) ticket sold thus far
    - b) All should spread the word and encourage attendance-- heavy promotion
    - c) Susan to send out a separate email just about the hockey outing**
      - Promote Olympians on the Devils
      - Include a pre-game meeting spot

J. Ad Hoc Publicity & Marketing

- i. Banner ordered and coming from National Office
- ii. T-shirts for sale to the membership to promote NJ Masters Swimming
  - a) Idea for prototype t-shirts to be made up and post a picture on the website for ordering
  - b) Bill to send Chris the contact information of the vendor that they work with for ordering merchandise**
  - c) Chris will look into vendors for marketing materials**
  - d) Chris will work on updating the logo**

II. Old Business

A. History of NJ Masters Swimming Research update (Linda/Tom)

- i. Linda will write up a draft about the History of NJ Masters Swimming and circulate it to the board**

B. USMS Club Visits

- i. Bill checked with the College of New Jersey and they do not have a Masters program anymore
  - a) Bill will find out if College of New Jersey offers lap swimming**
- ii. Ed has a couple of updates for the Places to Swim in NJ
  - a) Summit Connection
  - b) HealthQuest in Flemington
- iii. Chris joined Rutgers and is networking down there
- iv. Interest expressed to visit the Newark facility

C. Website review feedback

- i. Replace Meet Sanctioning Information link with a link to an Event Planning page which contains links or information/guidelines for hosting pool, fitness and open water events update
  - a) Webmaster to create a new section or page entitled Event Planning which consolidates links and information/guidelines for hosting pool, fitness, open water, and clinic events**
  - b) Ed will collect the information for the Event Planning page**
  - c) Mike to search other LMSC websites for meet/event hosting guidelines templates for sanctioned/recognized events and include list of officials**

D. Continuous Membership Awards review

- i. 25 Year award update
  - a) Speedo duffle bag with rollers
    - Colors available?
      - Red, black and navy
      - ~\$69.00 without screening
    - Prices including screening?
      - **Chris will obtain a quote for the duffle bags with screening**
- ii. Suggested that the 25 year, 30 year, 35 year, etc awards to be all about the same price level. They do not need to continue to go up in value at this level
- iii. What logo will the NJ LMSC board screen/embroider on the awards when the current stock runs out?
  - a) No circle
  - b) New USMS logo with NJ Masters Swimming?

E. OEVT Registrations

- i. Follow up with the 2009 OEVT registrants?
  - a) At this point, the NJ LMSC board will just follow up with 2010 OEVT registrants
- ii. 2010 OEVT Form with email address posted to website
  - a) Follow ups going forward will be with email addresses

- F. 2010 NJ LMSC Calendar of Events and Milestones
  - i. Currently under construction and nearing completion
  - ii. Discussion of calendar and ideas of presentation
    - a) Recurring events
    - b) Year specific events
  - iii. Calendar to be maintained by the Secretary or the Chair
  
- G. 100 x 100s discussion
  - i. Chris to contact Rutgers now for pool space on Sunday, February 6, 2011 8:00am – 12:00pm**
  - ii. 2011 NJ LMSC members only
  - iii. Pre-registration mechanism with cap of 50 swimmers, first come-first serve
  
- III. New Business
  - A. LMSC Minimum Standards review and action items
    - i. Tabled
  
  - B. Bylaws discussion
    - i. Discussion about adding the following statement to the Sanctions Chair's responsibilities in the bylaws at a future meeting
      - a) *"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".*
    - ii. Address at our annual meeting
  
  - C. Lavallette Open Water Swim date?
    - i. Begin working with Ocean County Y and discuss areas of improvement as detailed at our September 5, 2009 board meeting
    - ii. Chris will touch base with Lavallette/OCY in April or May to get the ball rolling with the 2010 Lavallette Open Water Swim**
  
  - D. SwimFest '10
    - i. Ideas to stimulate NJ involvement
    - ii. Bill will review the budget and suggest a total amount of money for potential grant money available to send a NJ LMSC Masters coach to SwimFest '10**
  
  - E. Metro LMSC vs NJ LMSC 'Duel in the Pool'
    - i. Ed is in discussion with Lisa (Metro) about this idea for a SCM meet around Thanksgiving 2010
  
- IV. Next LMSC Meeting
  - A. Date-- June 6, 2010
  - B. Time-- 10:30am
  - C. Place-- TBD
  
- V. Adjournment
  - A. Meeting adjourned at 1:37pm