

# **New Jersey LMSC Board Meeting Minutes**

Time 10:15am Sunday, June 13th, 2010

New Providence Community Pool

New Providence, NJ

Attendees:

## **Board Members**

Chris McGiffin

Ed Tsuzuki

Bill Reichle

Tom Brunson

Linda Brown-Kuhn

Susan Kirk

## **Visiting Members**

Gita Roy

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## **MOTIONS**

**MSA for the NJ LMSC to adopt a sanctions deposit policy for NJ LMSC sanctioned and recognized meets of an amount of \$100 that is refundable after completion of all of the sanction or recognized requirements effective 2011**

## **ACTION ITEMS**

- 1. Ed will email Susan the exact number of hardcopies that are currently mailed out to the membership**
- 2. Linda will email a copy of the article written for Renaissance magazine to the board**
- 3. Bill to decrease Fast Lane Production expenses to \$60**
- 4. Bill to decrease USMS Individual Income and Expense for 2011 budget due to the 2010 95% online registration for the NJ LMSC**
- 5. Bill to send Chris the contact information of the vendor that he has worked with for ordering merchandise**
- 6. Bill will find out if the College of New Jersey offers lap swimming**
- 7. Tom to write a brief summary of 'How to register a Club' and email it to Jason for posting on the NJ LMSC website**
- 8. Tom will capture both Annual Renewal Rate and Lifetime Renewal Rate in his membership reports**
- 9. Tom to consult with Anna Lea Matysek regarding any questions about how to pull the Annual Renewal Rate from the membership data for the NJ LMSC**
- 10. Bill and Chris will do a Club visit to DESC to discuss club development and USMS registration of swimmers**
- 11. Bill will do some groundwork to look into a facility rental cost and availability to hold free NJ LMSC workout/clinic programs**
- 12. Susan will email Jason the information or link to add 'About USMS' information to the NJ LMSC**
- 13. Ed to continue to oversee the webmaster transition**
- 14. All NJ LMSC Board members, please encourage people to email Jeff any updates to the open water calendar**
- 15. Ed to mail out the updated Nessel meet entry form to the newsletter hardcopy recipients**
- 16. Chris will contact Rutgers now for pool space on Sunday, February 6, 2011 8:00am – 12:00pm**
- 17. Linda will work on the History of NJ Masters Swimming article and report back at the next board meeting**
- 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 and update the Chair's signature**

## Action items bolded

Meeting was called to order at 10:30am

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### I. Officer Reports

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

- i. Remaining issues for this year
  - a) July/August, September, October, and November/December
  - b) transition to the new webmaster has gone smoothly as related to the posting of the newsletter
- ii. Number of hardcopies
  - a) Currently have about 12 hardcopies.
  - b) Ed will email Susan the exact number of hardcopies that are currently mailed out to the membership**
- iii. Linda authored an article for Renaissance magazine about the 50+ year old Masters
  - a) Linda will email a copy of the article written for Renaissance magazine to the board**

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

- i. Budget plan and actuals update
  - a) Bill to decrease Fast Lane Production expenses to \$60**
  - b) Bill to decrease USMS Individual Income and Expense for 2011 budget due to the 2010 95% online registration for the NJ LMSC**
  - c) Convention expenses budget review
    - Current cost of airfare from Newark to Dallas-Fort Worth on Continental is \$437 leaving Wed September 15<sup>th</sup> and returning Sun September 19<sup>th</sup>.
- ii. Bill to send Chris the contact information of the vendor that he has worked with for ordering merchandise**
- iii. Bill will find out if the College of New Jersey offers lap swimming**

2010 Budget NJLMSC Financial Statement

Beginning Cash Balance	1/1/2010	\$12,764.89
<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
USMS Individual	\$3,000.00	\$514.50
USMS Foundation & Hall of Fame	\$100.00	\$12.00
LMSC Donations	\$550.00	\$332.50
Fast Lane Collections	\$250.00	\$88.00
LMSC Individual	\$8,000.00	\$5,410.50
Meet Sanction Fees	\$390.00	\$180.00
Interest Income	\$50.00	\$23.01
Club Collections	\$140.00	
Annual Dinner Collections	\$700.00	\$915.00
Special Events	\$600.00	\$766.00
Merchandise Sales	\$125.00	\$30.00
TOTAL INCOME	\$13,905.00	\$8,271.51
<u>EXPENSES</u>		
USMS Individual	\$3,000.00	\$649.50
USMS Foundation & Hall of Fame	\$100.00	\$14.00
Reregistration Notices	\$50.00	
USMS Team Registration Fees	\$210.00	
Registrar Expenses	\$400.00	\$259.60
Fast Lane Production Expenses	\$290.00	\$28.60
Rule Books	\$40.00	\$42.00
Convention Costs	\$4,000.00	
Annual Dinner/Picnic	\$1,200.00	\$1,224.00
Tributes & Awards	\$750.00	
Special Events	\$800.00	\$1,428.00
Sponsorship Fee	\$250.00	
Swim Fest Grant	\$800.00	\$800.00
Domain Fee	\$10.00	
Promotional Expense		\$205.00
Miscellaneous Expense		\$33.73
TOTAL EXPENSES	\$11,900.00	\$4,684.43
Cash Balance	6/9/2010	\$16,351.97

C. Registrar (T. Brunson)

- i. 2010 Member Registration Report
  - a) Total members by Club (see chart below)
  - b) Total new members by Club (see chart below)
  - c) Online vs. paper
    - 95.4% online registrations as of May 31, 2010
  - d) New Club has registered in the NJ LMSC~ Bridgewater JCC (BRG)
  - e) Tom to write a brief summary of 'How to register a Club' and email it to Jason for posting on the NJ LMSC website**

f) Retention rate calculation discussion

- **Tom will capture both Annual Renewal Rate and Lifetime Renewal Rate in his membership reports**
- **Tom to consult with Anna Lea Matysek regarding any questions about how to pull the Annual Renewal Rate from the membership data for the NJ LMSC**

**g) Bill and Chris will do a Club visit to DESC to discuss club development and USMS registration of swimmers**

YEAR	CLUB	#REG	#RE-REG	#NEW	%RET'N*	#CLUBS
2010	ALL	644	513	131	69.4	6
	BERK	115	101	14	85.6	
	DESC	0	0	0		
	DRMS	45	34	11	89.5	
	GSM	307	271	36	84.7	
	JAM	36	34	2	68.0	
	STVN	42	17	25	21.3	
	UNAT	99	56	43	49.1	
2009	ALL	739	488	251	68.3	7
	BERK	118	95	23	77.2	
	DESC	11	2	9	-	
	DRMS	38	24	14	46.2	
	GSM	320	245	75	71.8	
	JAM	50	41	9	75.9	
	MOCY	8	7	1	50.0	
	STVN	80	24	56	51.1	
UNAT	114	50	64	59.5		
2008	ALL	715	501	214	70.1	6
	BERK	123	77	46	62.6	
	DESC	0	0	0	-	
	DRMS	52	38	14	73.1	
	GSM	341	283	58	83.0	
	JAM	54	44	10	81.5	
	MOCY	14	4	10	28.6	
	STVN	47	18	29	38.3	
UNAT	84	37	47	44.0		
2007 ALL	634	475	159	74.9	5	
2006 ALL	600	454	146	75.7	5	
2005 ALL	526	348	178	66.2	4	
2004 ALL	527	342	185	64.9	3	
2003 ALL	541					

\* %RET'N = (CURRENT RE-REG/PREV YEAR TOTAL)\*100

ii. Member Donation Report

6/9/2010				
DONATION	# DNTS	MAX\$	TOTAL \$	
ISSHOF	48	\$10	136.50	
USMS	50	\$25	219.50	
LMSC	64	\$100	480.50	
TOTAL			836.50	

D. Secretary (S. Kirk)

- i. 9 NJ LMSC emails have been composed and sent out to the NJ LMSC community since our last board meeting
- ii. Registrant emails currently go out to 690 individuals
- iii. The 2009 members who have not renewed their membership in 2010 have been deleted from the current NJ Masters Swimming email list
- iv. So far in 2010, 14 batches of updates for the email list have been completed
- v. All of Susan's action items from the March 14, 2010 board meeting have been completed

E. Sanctions & Safety (M. Fanelli)

- i. Sanctioned and Recognized events thus far in 2010
  - a) 2 Recognized Meets
    - Sussex county YMCA (April 24, 2010)
    - OCYMCA (February 14, 2010)
  - b) 2 Sanctioned Meets
    - Drew March Madness (March 13, 2010)
    - Jersey Area Multi Sports, April Antics (April 10, 2010)
- ii. Upcoming events
  - a) Recognized
    - Recognized meet in the future at the Sussex YMCA, Saturday, October 9
  - b) Sanctioned
    - Sanctioned open water swim clinic on Saturday, June 19, at Lake Hopatcong held by Jeff Jotz
    - Sanctioned open water swim to be held in Lavallette, NJ on Saturday, August 7
    - Sanctioned swim meet in Rahway, The Jason Nessel Memorial that is on Sunday, August 8
    - Sanctioned open water swim in Lake Hopatcong. The Tom Wear Memorial Swim, on September 12, and is also a Colonies Zone 1 Mile Open Water Championship
- iii. Updated sanctions forms update
  - a) Sanctioning information has been updated on the USMS website
  - b) Jason has updated the 'Meet Sanctioning Information' link on the NJ LMSC website

F. Top Ten and Records (E. Tsuzuki)

- i. Ed has received the paperwork for Nancy Steadman-Martin's 1650 National record, set at the March Madness Meet at Drew on 3/10/10. Record application submitted
  - a) Recommendation for the Sanction Chair to continue to develop a detailed Meet Requirements document to be able to pass along to prospective meet directors
  - b) MSA for the NJ LMSC to adopt a sanctions deposit policy for people running recognized and sanctioned meets within the LMSC of an amount of \$100 that is refundable after completion of all of the requirements effective 2011**
- ii. The top ten file for NJ meets has been submitted for 2010 SCY.
- iii. All records have been updated from NJ meets (and other swims from meets outside of NJ that have been reported to Ed)
- iv. GTD update will now be reported on a monthly basis as opposed to quarterly

G. Webmaster (E. Tsuzuki/B. Hobart)

- i. Webmaster transition update
  - a) Ed reports that he is very pleased to report that Jason has done a great job with the web "migration" (web files downloaded to his PC/server to maintain, while he builds the new site). Jason has been very responsive to all requests. Ed has asked the board to provide as much verbatim text to Jason when requesting web updates/postings.
  - b) Bridgette reports that Jason has officially taken over. He's been busy with updates and his normal job, but plans to start the design of the new site soon but no timeline yet since fitting in other tasks.
  - c) Ed to continue to oversee the webmaster transition**
  - d) Idea to create an 'About' tab on the NJ LMSC website
    - **Susan will email Jason the information or link to add 'About USMS' information to the NJ LMSC**

#### H. Open Water (J. Jotz)

- i. 2010 NJ LMSC (Colonies Zone) OW Calendar
  - a) Updated as of 6.4.10
  - b) 14 sanctioned swims listed on the calendar
  - c) All NJ LMSC Board members, please encourage people to email Jeff any updates to the open water calendar**
- ii. June 19 OW clinic
  - a) 8 entrants as of 6.10.10 (7 of them are USMS members and one is an OEVT)
  - b) Jeff will touch base with Bridgette about items needed
  - c) Susan sent out an email blast on 6.11.10 to help to get more participants
- iii. August 15 Ray Licata Swim
  - a) Jeff is speaking with the Race director about getting a USMS sanction
    - Jeff forwarded him the USMS OW Manual and sanction forms
    - The race director is concerned about his swim's lack of electronic timing and is also reluctant to start two heats
    - Jeff made some suggestions about how to working with USMS swimmers but would like additional feedback from the board.
    - The race director was also amenable to setting up a meeting in North Jersey after work to discuss
    - If anyone is interested, please let Jeff know
- iv. Nessel Meet date change
  - a) Meet date has been changed to Sunday, August 8<sup>th</sup>, 2010
  - b) The Sanctions Chair has been notified
  - c) The entry form has been updated and has been posted on the NJ LMSC website
  - d) An email blast was sent out to the NJ LMSC membership on 6.11.10 announcing the date change and also included the updated entry form
    - **Ed to mail out the updated Nessel meet entry form to the newsletter hardcopy recipients**

#### I. Events Coordinator (B. Hobart)

- i. 2010 NJ LMSC Banquet wrap up
  - a) The task has been completed and Bridgette thought all went well
  - b) Bridgette would appreciate hearing feedback regarding the event
- ii. The Open Water Clinic is scheduled for June 19<sup>th</sup> in Lake Hopatcong at Bridgette's.
  - a) Bridgette has everything ready
  - b) Jeff is handling registrations
  - c) Cove was treated for weeds at the end of May, so it should be in good shape for the clinic

#### J. Coaches (B. Reichle/E. Tsuzuki)

- i. SwimFest 2010
  - a) Ed had the pleasure of attending SwimFest 2010 in San Diego on June 5-6 at UCSD. It was an excellent clinic, led by several well-known and experienced mentor coaches, covering stroke technique, video stroke analyses, dryland exercises, and approaches to workouts, for both pool and open water swimming.
  - b) Ed has been told that much of the material covered at the clinic will be made available to the attendees on line.
  - c) Ed was able to learn a great deal from both a swimmer's and coach's perspective.
  - d) Ed has suggested that a similar clinic be conducted regionally and was told that there have been some challenges related to the funding of these clinics.
  - e) Ed will be working on a write-up for the FastLane. (Alexandra has lots of photos. I have a few on my phone.)
- ii. Plan for Ed and Alexandra to meet with other NJ LMSC coaches for mentoring session
- iii. Discussion of the development of a NJ LMSC sponsored/run workout/clinic on a monthly or bi-monthly basis that would be free to the NJ LMSC membership with coach(es) on deck
  - a) Bill will do some groundwork to look into a facility rental cost and availability to hold free NJ LMSC workout/clinic programs**

#### K. Ad Hoc Publicity & Marketing

- i. See T-shirts under new business

## II. Old Business

- A. Website—Event Planning page update
  - i. discussion to be continued
- B. 2011 100 x 100s discussion
  - i. **Chris will contact Rutgers now for pool space on Sunday, February 6, 2011 8:00am – 12:00pm**
- C. History of NJ Masters Swimming article update
  - i. **Linda will work on the History of NJ Masters Swimming article and report back at the next board meeting**

## III. New Business

- A. Convention Delegate discussion (Convention is Sept 15 - 19)
  - i. Ed, Chris and Susan automatic delegates
  - ii. (2) NJ delegate entitlements based upon membership at this point in time
    - a) Mike Fanelli
    - b) Gita Roy
    - c) Benn Doyle (potential At-Large Delegate)
- B. Lavallette Open Water Swim (August 7, 2010)
  - i. Registration desk volunteers
    - a) Ed will be the lead contact on the day of the event
    - b) Gita volunteered to help out also
- C. Tom Wear Memorial One Mile Colonies Zone Open Water Championship
  - i. Will be held on Sunday, September 12, 2010
  - ii. Event planning is underway
  - iii. The entry form has been distributed to all of the other Colonies Zone LMSC Chairs
- D. LMSC t-shirts
  - i. Some prototypes printed up when Chris was making the shirts for the board for the banquet
  - ii. Test project with 36 shirts to sell to the membership for \$20 each
    - a) If the project is approved then,
      - The webmaster can post a picture on the website for the membership to view
      - T-shirts can be ordered by the membership by email to Susan
      - Susan to mail out the shirts and charge \$2.50 for shipping and handling
      - All proceeds will go towards running the Annual 100 x 100s as a free membership benefit for the NJ LMSC
    - b) T-shirt sales project was approved and will commence as outlined above in ii) a)

## IV. Next LMSC Meeting

- A. Date-- TBD
- B. Time-- TBD
- C. Place-- TBD

## V. Adjournment

- A. Meeting adjourned at 12:01pm