

# New Jersey LMSC Board Meeting Minutes

Time 4:00pm Saturday, February 12, 2011

Ed Tsuzuki's House  
Neshanic Station, NJ

Attendees:

## Board Members

Chris McGiffin

Ed Tsuzuki

Bill Reichle

Linda Brown-Kuhn

Tom Brunson

Jeff Jotz

Jen Bauman

Susan Kirk

## ACTION ITEMS

1. **Bill to make a separate line item on the financial statement for the 100 x 100s**
2. **Jeff will reach out to the Ray Licata event directors to see if they want a USMS sanctioned open water swim this summer**
3. **Chris will send Linda some links to some historical information found on the web**
4. **Ed will send Aaron Kutzman contact information to Linda**
5. **Chris will finalize the logo to be used for the 25 Year award, obtain a quote for the jackets, and then report the information back to the board**
6. **Susan will locate the draft of a NJ LMSC Sponsorship Policy that Chris wrote and redistribute it to the board members**
7. **All board members read the recirculated document about drafting a NJ LMSC Sponsorship Policy and provide Chris with feedback**
8. **Chris will draft a preliminary document outlining how the NJ LMSC can develop active and passive community service initiatives**
9. **All board members to brainstorm ideas for developing new membership programs for 2012**
10. **Ed will update the SwimFest application and submit to the board for review**
11. **Bill will email the SwimFest application to the NJ LMSC coaches**
12. **Bill will create the Coaching Certification application and email it to the NJ LMSC coaches**
13. **Bill to reach out to Lisa Baumann of Metro LMSC to see how their recent training trip was**

## Action items bolded

Meeting was called to order at 4:13pm

### I. Officer Reports

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

- i. Remaining issues for this year
  - a) March, April, May/June, July/August, September, October, and November/December
  - b) Deadline for copy for the March issue is February 20, 2011
  - c) As always, Linda encourages member contributions of articles and/or photos
- ii. Number of hardcopies (E. Tsuzuki)
  - a) Jan/Feb 2011 Fastlane issues were mailed to (7) recipients

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

- i. 2011 Budget plan and actuals update
  - a) Review of 2011 budget to reconsider some of the budget allocations in light of some expected expenditures
  - b) Bill to make a separate line item on the financial statement for the 100 x 100s**
- ii. A copy of the NJ LMSC Financial Statement for the fiscal year 2010 has been submitted to USMS headquarters

NJLMSC Financial Statement

Beginning Cash Balance	1/1/2010	\$12,764.89
<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
USMS Individual	\$1,000.00	\$1,365.50
USMS Foundation & Hall of Fame	\$100.00	\$44.00
LMSC Donations	\$550.00	\$795.50
Fast Lane Collections	\$100.00	\$196.00
LMSC Individual	\$8,000.00	\$9,130.50
Meet Sanction Fees	\$390.00	\$385.00
Interest Income	\$50.00	\$48.02
Club Collections	\$140.00	\$380.00
Annual Dinner Collections	\$700.00	\$915.00
Special Events	\$600.00	\$766.00
Merchandise Sales	\$125.00	\$141.50
TOTAL INCOME	\$11,755.00	\$14,167.02
<u>EXPENSES</u>		
USMS Individual	\$1,000.00	\$925.50
USMS Foundation & Hall of Fame	\$100.00	\$17.00
Reregistration Notices	\$50.00	
USMS Team Registration Fees	\$210.00	\$120.00
Registrar Expenses	\$400.00	\$259.60
Fast Lane Production Expenses	\$60.00	\$28.60
Rule Books	\$40.00	\$42.00
Convention Costs	\$4,000.00	\$4,019.67
Annual Dinner/Picnic	\$1,200.00	\$1,272.90
Tributes & Awards	\$750.00	
Special Events	\$800.00	\$1,668.00
Sponsorship Fee	\$250.00	\$250.00
Swim Fest Grant	\$800.00	\$800.00
Domain Fee	\$10.00	\$10.00
Promotional Expense	\$300.00	\$237.20
Miscellaneous Expense	\$100.00	\$33.73
TOTAL EXPENSES	\$10,070.00	\$9,684.20
Cash Balance	12/31/2010	\$17,247.71

2011 Budget NJLMSC Financial Statement

Beginning Cash Balance 1/1/2011 \$17,247.71

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
USMS Individual	\$1,000.00	
USMS Foundation & Hall of Fame	\$100.00	
LMSC Donations	\$600.00	
Fast Lane Collections	\$150.00	
LMSC Individual	\$8,000.00	
Meet Sanction Fees	\$390.00	
Interest Income	\$50.00	
Club Collections	\$160.00	
Annual Dinner Collections	\$900.00	
Special Events	\$800.00	
Merchandise Sales	\$125.00	

TOTAL INCOME \$12,275.00

<u>EXPENSES</u>	
USMS Individual	\$1,000.00
USMS Foundation & Hall of Fame	\$50.00
Reregistration Notices	\$0.00
USMS Team Registration Fees	\$240.00
Registrar Expenses	\$400.00
Fast Lane Production Expenses	\$50.00
Rule Books	\$48.00
Convention Costs	\$4,000.00
Annual Dinner/Picnic	\$1,400.00
Tributes & Awards	\$750.00
Special Events	\$2,000.00
Sponsorship Fee	\$500.00
Swim Fest Grant	\$1,200.00
Domain Fee	\$10.00
Promotional Expense	\$300.00
Miscellaneous Expense	\$100.00

TOTAL EXPENSES \$12,048.00

Cash Balance 12/31/2011

C. Co-Registrar (T. Brunson/C. McGiffin)

i. 2011 Member Registration Report—see charts below

- a) Total NJ LMSC members
- b) Total members by Club
- c) Total new members by Club
- d) Annual Renewal Rate
- e) Lifetime Renewal Rate

ii. Member Donation Report

iii. 2011 Club Registration Report

iv. 2011 OEVT form – not discussed

YEAR	CLUB	#REG	#RE-REG	#NEW	%RET'N*	#CLUBS
2011	ALL	643	526	117	72.2	8
	BCYA	29	7	22	0.0	
	BERK	116	100	16	78.7	
	BRG	0	0	0	0.0	
	DRMS	45	39	6	75.0	
	GSM	279	260	19	80.0	
	HOBO	50	24	26	61.5	
	JAM	27	25	2	42.4	
	TWES	4	0	4	0.0	
UNAT	93	71	22	55.9		
2010	ALL	729	536	193	72.5	8
	BCYA	0	0	0	0.0	
	BERK	127	104	23	88.1	
	BRG	0	0	0	0.0	
	DESC	0	0	0	0.0	
	DRMS	52	35	17	10.9	
	GSM	325	281	44	87.8	
	JAM	39	35	4	70.0	
	STVN	59	22	37	27.5	
	UNAT	127	59	68	51.8	
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

BCYA 10	BCYA 10&11	BERK 10	BERK 10&11	BRG 10	BRG 10&11	DRMS 10	DRMS 10&11	GSM 10	GSM 10&11	HOBO/ STVN 10	HOBO 10&11	JAM 10	JAM 10&11	TWES 10	TWES 10&11	UNAT 10	UNAT 10&11	ALL 10	ALL 10&11	
	0	0	104	75	0	0	35	26	281	227	22	12	35	22	0	0	59	38	536	400
			72.1				74.3		80.8				62.9				64.4		74.6	

\* 2011 Retention rate = '11 renewals/'10 registrations for given club

## MEMBER DONATION REPORT

2/11/2011

DONATION	# DNTS	MAX DNT	TOTAL \$	TOTALS
ISSHOF	43	\$100	518.00	136.50
USMS	62	\$100	678.00	219.50
LMSC	56	\$100	715.00	480.50
<b>TOTAL</b>			<b>1911.00</b>	<b>836.50</b>

### D. Secretary (S. Kirk)

- i. 12 NJ LMSC emails have been composed and sent out to the NJ LMSC community since the last board meeting on October 31, 2010
- ii. Registrant emails currently go out to 937 individuals
  - a) Susan will delete the list of those 2010 members who have not yet registered in 2011 at the beginning of March
- iii. So far in 2011, 8 batches of updates for the email list have been completed
- iv. The 2011 NJ LMSC Working Calendar has been updated as of the end of January
- v. The 2010 NJ LMSC Annual Board Meeting Minutes are currently under review. When they are approved, they will be submitted to the NJ LMSC webmaster for posting on the NJ LMSC website and will also be submitted to the USMS National Office prior to the April 30, 2011 deadline

### E. Sanctions & Safety (J. Bauman)

- i. 2011 Sanctioned events
  - a) SVY SCM Masters Meet (Saturday, April 2, 2011)
    - Application for sanction approved 1/21/11
    - Sanction fee (\$30) received 1/21/11
    - Sanction number assigned: #071-S01
    - Pool measurement certification pending (Ed)
    - Meet announcement posted to website
    - Meet Director's Guide forwarded to meet director Tom Lawson
    - 2011 USMS rule book hand-delivered (Matt Donovan) 2/6/11
  - b) Drew March Madness Meet (Saturday, March 19, 2011)
    - Application for sanction approved 2/7/11
    - Sanction fee (\$30) + performance deposit (\$100) received 2/7/11
      - The Drew meet is the first one for which the performance deposit of \$100 has been imposed
      - All other 2011 events were approved before completion of the Meet Director's Guide, which outlines the procedures for the performance deposit
    - Sanction number assigned #071-S02
    - Pool measurement certification on file with USMS
    - Meet announcement under final review
    - Meet Director's guide forwarded to meet director Eric Scheingoltz
      - Jen spoke to Eric about satisfying USMS minimum requirements for timing, which was an issue at the 2010 meet
      - Eric said that they will have (2) timers behind each lane, in addition to the electronic timing
    - 2011 USMS rule book to be hand-delivered to Eric next week

- ii. 2011 Recognized events
  - a) OCY Unofficial Team Championships (Sunday, February 13, 2011)
    - Application for recognition approved 11/11/10
    - Recognition fee (\$30) received (check date 10/29/10)
    - Recognition number assigned: #071-R01
    - Pool measurement certification on file with USMS
    - Meet announcement posted to website and USMS calendar
    - 2011 USMS rule book to be hand delivered to meet director on Sunday, February 13, 2011
  - b) Sussex County YMCA "Adult Mini Meet" (Saturday, April 9, 2011)
    - Application for recognition approved 12/7/10
    - Recognition fee (\$30) received (check date 11/29/10)
    - Recognition number assigned: #071-R02
    - Pool measurement certification on file with USMS
    - Meet announcement posted to website and USMS calendar
    - 2011 USMS rule book to be hand-delivered (via Bridgette) to meet director
- iii. Upcoming/Potential events
  - a) Open Water Swim Clinic (June?)
  - b) Lavallette Mid-Summer Open Water 1 Mile Ocean Swim (August?)
    - Tentative date is Saturday, August 6, 2011
  - c) Jason Nessel Memorial Meet (August?)
    - Tentative date is Sunday, August 7, 2011
  - d) Hoboken Masters August Swim Meet (August?)
  - e) Tom Wear Memorial Swim 1 Mile Open Water Swim (July/August?)
  - f) NJ Senior Olympics (September?)
  - g) NJ vs NY Duel in the Pool (to be hosted by NJ LMSC)
  - h) Jen will reach out to those who have run meets in the past (JAM, etc.) or have expressed interest in running meets for potential interest
- iv. 2011 Mini Rule Books have arrived
  - a) Jen is in the process of distributing them to the 2011 event directors as referenced above

#### F. Top Ten and Records (E. Tsuzuki)

- i. As there were no SCM meets this "season" (USMS SCM Season ends 12/31), there was no top ten file to submit
- ii. All NJ LMSC records have been updated from previous SCM season (Colonies Zone Champs, Duel in the Pool, Albatross Open)
- iii. All NJ LMSC open water/postal records have been updated through 2010 national events
- iv. SVY Pool has to be measured for SCM meet in April
- v. Updated and published NJ LMSC Meet Director's guide  
[http://www.njmasters.org/misc/2011\\_0120\\_GuideforMeetDirectors.pdf](http://www.njmasters.org/misc/2011_0120_GuideforMeetDirectors.pdf)
- vi. Ed has requested assistance of the National Office regarding GTD results (csv file of all swimmers or non-club delineated listing by LMSC, LMSC comparison and Zone comparison)

#### G. Webmaster (B. Hobart)

- i. Website format development update and feedback
  - a) No report given

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

- i. Open water clinic—suggested dates
  - a) Jeff is unavailable June 18, 2011
  - b) Jeff is available June 12 and June 19, 2011
- ii. Lavallette Ocean swim
  - a) As per OCY, the tentative date is Saturday, August 6, 2011
- iii. Ray Licata swim
  - a) No update from the event organizers
  - b) Jeff will reach out to the Ray Licata event directors to see if they want a USMS sanctioned open water swim this summer**

- I. Events Coordinator (B. Hobart)
    - i. 2011 NJ LMSC Banquet planning update
      - a) Banquet updates will be forthcoming in emails
  - J. Coaches (B. Reichle)
    - i. NJ LMSC sponsored (free to NJ LMSC membership) workout/clinic program update
      - a) Clinic #2 is full and there is a great line up of coaches
      - b) Clinic #3 is scheduled for April 3, 2011
- II. Old Business
- A. History of NJ Masters Swimming article update (L. Brown-Kuhn)
    - i. Updated target date to post article on the website
      - a) Ongoing work
      - b) Possibly post a link on the NJ LMSC website to the article that is already on the USMS website
    - ii. Chris will send Linda some links to some historical information found on the web**
    - iii. Ed will send Aaron Kutzman contact information to Linda**
  - B. CMRPA (C. McGiffin/S. Kirk)
    - i. 25 year award price quotes
      - a) Chris will finalize the logo to be used for the 25 Year award, obtain a quote for the jackets, and then report the information back to the board**
  - C. NJ LMSC sponsorship of NJ LMSC sanctioned events discussion (C. McGiffin)
    - i. Susan will locate the draft of a NJ LMSC Sponsorship Policy that Chris wrote and redistribute it to the board members**
    - ii. All board members read the recirculated document about drafting a NJ LMSC Sponsorship Policy and provide Chris with feedback**
  - D. Update on the NJ Masters Swimming Facebook and Twitter pages (S. Kirk)
    - i. Facebook and Twitter pages are up and running and are being utilized to share information about the happenings within the NJ LMSC, to share pictures and to share some general swimming items of interest
    - ii. Facebook page currently has 214 'likes'
    - iii. The Twitter feed is slower to catch on thus far, but has picked up 22 followers. Most are not members of the NJ LMSC
  - E. Update on the development of the community service initiatives (C. McGiffin)
    - i. The NJ LMSC should continue to think about opportunities for community outreach and how it should work
    - ii. Ed has reached out to the Kostelak family to offer help from the NJ LMSC if there is a need during their annual swimathon for the Hanneford Foundation
    - iii. Encourage current NJ LMSC members who currently run an event and donate the proceeds to a charity or who volunteer their time with charitable organizations to write an article about it for the Fastlane and for posting on the website
    - iv. Chris will draft a preliminary document outlining how the NJ LMSC can develop active and passive community service initiatives**
- III. New Business
- A. Development of new membership programs for 2012
    - i. NJ LSMC 80+ Club
    - ii. Student-discount membership
    - iii. All board members to brainstorm ideas for developing new membership programs for 2012**
  - B. Protecting Athletes: Open Water Safety Conference—March 18-20, 2011--San Francisco, CA
    - i. Budget for (2) NJ LMSC representatives—Jeff and Susan
    - ii. Projected expenditure should be well under \$2000

- C. SwimFest '11—May 20-22, 2011--Atlanta, Georgia
  - i. Budget of \$1200 for up to (3) coaches to attend with up to \$400 reimbursement
  - ii. Ed will update the SwimFest application and submit to the board for review**
  - iii. Bill will email the SwimFest application to the NJ LMSC coaches**
  
- D. Coaching Certification Clinics
  - i. The board agreed to reimburse the \$100 registration fee of a qualified applicant to attend a coaching certification clinic
  - ii. Bill will create the Coaching Certification application and email it to the NJ LMSC coaches**
  - iii. Future project—contact the coaches listed on the NJ Places to Swim who are not currently USMS registered and educate them about the benefits of USMS membership and the insurance implications to their swimmers
  
- E. NJ LMSC future training trips
  - i. Discussion about success of a trip—LMSC or Club based trip
  - ii. Bill to reach out to Lisa Baumann of Metro LMSC to see how their recent training trip was**
  - iii. 2011 100 x 100s event was so popular, should the LMSC offer another 100 x 100s event sometime during the year?
    - a) Jeff will consider holding a Long Course 100 x 100s at Rahway in June
  
- F. Pre-Banquet Workout
  - i. Confirmed for 4:00- 5:30pm at Cranford
  - ii. Bill will be the coach on deck leading the workout
  - iii. Rental cost will be approximately \$200

- IV. Next LMSC Meeting
  - A. Date-- Sunday, June 5th
  - B. Time-- TBD
  - C. Place-- TBD

- V. Adjournment
  - A. Meeting adjourned at 5:53pm