

New Jersey LMSC Annual Board Meeting Minutes

Time 10:30am Sunday, December 2, 2012

Lifetime Fitness

Berkeley Heights, NJ

Attendees:

Board Members

Bill Reichle

Chris McGiffin

Tom Brunson

Jen Bauman

Susan Kirk

Linda Brown-Kuhn

Lynn Ascione

Sara Johnston

Visiting Members

Marie Vellucci

Julie Schoenlank

MOTIONS

- 1. MSA to accept the slate of candidates as nominated**
- 2. MSA to not offer a pre-banquet workout in 2013**

ACTION ITEMS

- 1. Chris will follow up with the National Office regarding Tom's request for a Suggested Donation amount for the LMSC that mirrors the USMS and ISHOF suggested donation amount in the online registration process.**
- 2. Tom will give Chris all NJ LMSC documents that he currently has stored**
- 3. All board volunteers to review NJ LMSC Grievance Policy document and submit feedback to Chris prior to next board meeting**
- 4. Bill will send out an email looking for volunteer coaches to be on deck during the 50 x 50s**
- 5. Tom will verify whether a member can indeed register for the current year after October 31st.**

Action items bolded

Meeting was called to order at 10:58 am

I. Officer Reports

A. Newsletter (L. Brown-Kuhn)

i. Remaining issues for this year

a) Linda is currently working on the November/December Fast Lane issue and will also accept submissions at the Annual Meeting on Sunday, December 2, 2012

b) The November/December issue will be the 8th of the year, preceded by October, September, July/August, May/June, April, March, and January/February

ii. Number of hardcopies

a) Four color copies of each issue of the Fastlane are being mailed by Tom

B. Treasurer (B. Reichle)

i. 2012 Budget and actuals update

ii. 2013 Budget proposal

NJLMSC Financial Statement

Beginning Cash Balance 1/1/2012 **\$15,586.16**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
USMS Individual	\$1,000.00	\$837.50
USMS Foundation & Hall of Fame	\$25.00	\$27.00
LMSC Donations	\$700.00	\$411.00
Fast Lane Collections	\$150.00	\$18.00
LMSC Individual	\$9,000.00	\$7,272.50
Meet Sanction Fees	\$450.00	\$420.00
Interest Income	\$40.00	\$24.94
Club Collections	\$160.00	\$180.00
Annual Dinner Collections	\$1,000.00	\$1,005.00
Special Events	\$1,000.00	\$516.16
Merchandise Sales	\$200.00	
Meet Performance Deposits	\$1,200.00	\$700.00
TOTAL INCOME	\$14,925.00	\$11,412.10

<u>EXPENSES</u>		
USMS Individual	\$1,000.00	\$1,119.50
USMS Foundation & Hall of Fame	\$50.00	\$38.00
Coach Certification Grant	\$400.00	\$90.00
USMS Team Registration Fees	\$240.00	\$60.00
Registrar Expenses	\$400.00	\$133.00
Fast Lane Production Expenses	\$50.00	
Rule Books	\$48.00	\$48.00
Convention Costs	\$4,000.00	\$4,690.45
Annual Dinner/Picnic	\$1,400.00	\$1,911.50
Tributes & Awards	\$750.00	\$64.20
Special Events	\$2,500.00	\$1,653.60
Sponsorship Fee	\$1,000.00	\$500.00
Domain Fee	\$10.00	\$10.00
Promotional Expense	\$600.00	
Miscellaneous Expense	\$100.00	\$14.75
Performance Reimbursement (Sanctions)	\$1,200.00	\$700.00
TOTAL EXPENSES	\$13,748.00	\$11,033.00

Cash Balance 11/26/2012 **\$15,965.26**

<u>SPECIAL EVENTS</u>	<u>INCOME</u>	<u>EXPENSE</u>
50 x 50		\$300.00
100 x 100		\$696.00
NJLMSC Clinics		\$200.00
DITP	\$107.16	
Annual Dinner Workout		\$210.00
ASCA/USMS Coach Cert	\$409.00	\$247.60

NJ LMSC Financial Statement

Preliminary Budget for 2013

<u>INCOME</u>	<u>BUDGET</u>
USMS Individual	\$1,000.00
USMS Foundation & Hall of Fame	\$25.00
LMSC Donations	\$500.00
Fast Lane Collections	\$100.00
LMSC Individual	\$9,000.00
Meet Sanction Fees	\$450.00
Interest Income	\$30.00
Club Collections	\$160.00
Annual Dinner Collections	\$1,000.00
Special Events	\$1,500.00
Merchandise Sales	\$150.00
Meet Performance Deposits	\$1,000.00
TOTAL INCOME	\$14,915.00
<u>EXPENSES</u>	
USMS Individual	\$1,000.00
USMS Foundation & Hall of Fame	\$50.00
Coach Certification Grant	\$400.00
USMS Team Registration Fees	\$240.00
Registrar Expenses	\$400.00
Fast Lane Production Expenses	\$25.00
Rule Books	\$48.00
Convention Costs	\$5,000.00
Annual Dinner/Picnic	\$2,000.00
Tributes & Awards	\$750.00
Special Events	\$2,800.00
Sponsorship Fee	\$1,000.00
Domain Fee	\$10.00
Promotional Expense	\$500.00
Miscellaneous Expense	\$100.00
Performance Reimbursement (Sanctions)	\$1,000.00
TOTAL EXPENSES	\$15,323.00

- C. Co-Registrar (T. Brunson/C. McGiffin)
 - i. 2012 Member Registration Report
 - a) Total NJ LMSC members ~~ 957 members
 - b) Total members by Club ~~ see chart below
 - c) Total new members by Club ~~ see chart below
 - d) 2012 Club registrations ~~ see chart below
 - e) Annual Renewal Rate ~~ see chart below
 - f) Lifetime Renewal Rate ~~ see chart below
 - ii. 2013 Member Registration Report
 - a) Current registration for 2013 as of 11.26.12 is 133
 - b) Total number of Clubs = 8
 - New = BCMS; Delinquent for 2103 = BRG, RBAY
 - iii. 2013 .HTML and .PDF hardcopy registration forms are posted on njmasters.org
 - iv. LMSC transfer fee has increased at the National level from \$1.50 to \$2.00
 - a) Board consensus to drop the NJ LMSC transfer fee of \$0.50 so that the total transfer fee for 2013 will remain at \$2.00
 - v. Registrar records retention
 - a) Tom will give Chris all NJ LMSC documents that he currently has stored**

YEAR	CLUB	#REG	#RE-REG LIFTIM	#NEW	LIFETIME RENWL%	ANNUAL RETN%	#CLUBS
2012	ALL	957	683	274	71.4%	68.1%	8
	BERK	185	141	44	76.2%	77.9%	
	BRG	4	2	2	50.0%	100.0%	
	DRMS	84	53	31	63.1%	63.9%	
	GSM	355	299	56	84.2%	78.3%	
	HOBO	122	58	64	47.5%	46.9%	
	JAM	31	24	7	77.4%	77.4%	
	NYCS	1	0	1	0.0%		
	RBAY(bcya)	11	7	4	63.6%	40.0%	
UNAT	164	99	65	60.4%	54.9%		
2011	ALL	895	612	283	68.4%	72.3%	9
	BCYA	30	7	23	23.3%		
	BERK	154	114	40	74.0%	74.8%	
	BRG	2	0	2	0.0%		
	DESC	1	1	0	100.0%		
	DRMS	72	47	25	65.3%	67.3%	
	GSM	341	300	41	88.0%	85.6%	
	HOBO	96	30	66	31.3%	33.9%	
	JAM	31	27	4	87.1%	66.7%	
	TWES	4	0	4	0.0%		
	UNAT	164	86	78	52.4%	57.5%	
2010	ALL	729	536	193	73.5%		8
	BCYA	0	0	0			
	BERK	127	104	23	81.9%		
	BRG	0	0	0			
	DESC	0	0	0			
	DRMS	52	35	17	67.3%		
	GSM	325	281	44	86.5%		
	JAM	39	35	4	89.7%		
	STVN	59	22	37	37.3%		
	UNAT	127	59	68	46.5%		
2009	ALL	739	488	251	66.0%		7
	BERK	118	95	23	80.5%		
	DESC	11	2	9	18.2%		
	DRMS	38	24	14	63.2%		
	GSM	320	245	75	76.6%		
	JAM	50	41	9	82.0%		
	MOCY	8	7	1	87.5%		
	STVN	80	24	56	30.0%		
	UNAT	114	50	64	43.9%		
2008	ALL	715	501	214	70.1%		6
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 =LIFETIME RETENTION=(CRNT RE-REG/CRNT YEAR TOTAL)*100

vi. Member Donation Report

- a) Tom would like to see a 'Suggested Donation' amount for the LMSC that mirrors USMS and ISHOF suggested donation amount in the online registration.
- b) Chris will follow up with the National Office regarding Tom's request for a Suggested Donation amount for the LMSC that mirrors the USMS and ISHOF suggested donation amount in the online registration process.**

MEMBER DONATION REPORT

DATE	DONATION	# DNTS	MAX DNT	TOTAL \$
10/31/2012	ISSHOF	36	\$100.00	\$514.00
10/31/2012	USMS	64	\$100.00	\$805.00
10/31/2012	LMSC	50	\$100.00	\$697.00
10/31/2012	TOTAL	150		\$2,016.00
8/26/2012	TOTAL	148		\$1,965.00
6/3/2012	TOTAL	144		\$1,910.00
3/6/2012	TOTAL	143		\$1,900.00

DATE	DONATION	# DNTS	MAX DNT	TOTAL \$
10/31/2011	ISSHOF	50	\$100.00	\$576.00
10/31/2011	USMS	73	\$100.00	\$771.00
10/31/2011	LMSC	65	\$100.00	\$773.00
10/31/2011	TOTAL	188		\$2,120.00

D. Secretary (S. Kirk)

- i. Meeting minutes were taken at the January, March, June, August, and December 2012 board meetings
 - a) The January, March, June, and August meeting minutes have all been approved by the NJ LMSC Board and posted on the NJ LMSC website by the webmaster
 - b) The December 4, 2011 annual board meeting minutes were submitted to the National Office via email on February 1, 2012. The deadline for submission was April 30, 2012
- ii. 7 NJ LMSC emails have been composed and sent out to the NJ LMSC community since our last board meeting on August 26, 2012
 - a) Since the last annual board meeting held on December 4, 2011, 32 NJ LMSC emails have been composed and sent out to the NJ LMSC community
- iii. Registrant emails currently go out to 1045 individuals ~~ approximately 81 more than last year at this time
- iv. Since the last NJ LMSC board meeting on August 26, 2012, 4 batches of updates for the email list have been processed
 - a) So far in 2012, 18 batches of updates for the NJ LMSC email list have been processed

E. Sanctions & Safety (J. Bauman)

- i. Upcoming Sanctioned Events 2012
 - a) None
- ii. Completed 2012 Sanctioned Events
 - a) Third Annual March Madness Meet (Saturday, March 24, 2012)
 - Draft entry form received 2.15.12
 - Application for sanction approved 3.6.12 (online sanction system)
 - Sanction fee (\$30) and performance deposit (\$100) received mid-March
 - Sanction number assigned: #072-S001

- Pool measurement on file with USMS
 - Meet announcement added to USMS calendar 3.6.12; posted to NJ LMSC website
 - 2012 USMS rule book to be hand-delivered to meet director 3.10.12
 - Performance deposit refund status: not returned due to lack of final accurate results file
- b) Masters Open Water Swim Clinic (Saturday, July 21, 2012)
- Application for sanction received 4.2.12 (including draft entry form and safety plan)
 - Sanction fee (\$30) received 4.5.12 (no performance deposit required)
 - Application for sanction approved 4.15.12 (online sanction system)
 - Sanction number assigned: #072-W002
 - Event announcement made to NJ LMSC website, added to USMS calendar
- NOTE: Event's original date (May 20) was changed due to conditions at Lake Hopatcong
- c) 28th Annual Mid-Summer Mile Lavallette Ocean Swim (Saturday, August 4, 2012)
- Draft entry form and safety plan received 5.14.12
 - Application for sanction (online sanction system) 6.13.12
 - Sanction fee (\$30) and performance deposit (\$100) received 5.25.12
 - Sanction number assigned: #072-W003
 - Event announcement made to website, added to USMS calendar 6.21.12
 - Performance deposit refund status: refunded 8.21.12
- d) Jason E. Nessel Memorial Invitational (Sunday, August 5, 2012)
- Draft entry form received 6.6.12
 - Application for sanction (online sanction system)
 - Sanction fee (\$30) + performance deposit (\$100) received 6.12.12
 - Sanction number assigned: #072-S002
 - Pool measurement certified by Ed
 - Meet announcement posted to website 6.21.12, added to USMS calendar
 - Performance deposit refund status: refunded 8.6.12
- e) Lake Hopatcong Open Water Swim Festival (Sunday, September 9, 2012)
- Draft entry form received 1.1.12
 - Application for sanction approved 2.6.12 (online sanction system)
 - Sanction fee (\$30) received 2.23.12 (performance deposit waived)
 - Sanction number assigned: #072-W001
 - Safety plan received 2.5.12
 - Meet announcement added to USMS calendar 2.6.12; posted to NJ LMSC website
 - 2012 USMS rule book to be hand delivered to event director
- f) Life Time Athletic Fall Open Water Clinic (Sunday, September 23, 2012)
- Draft entry form received 9.11.12
 - Application for sanction approved 9.18.12 (online sanction system)
 - Sanction fee (430) received October 2012 (no performance deposit required)
 - Sanction number assigned: #072-W004
 - Meet announcement added to USMS calendar 9.18.12
- g) Second Annual Octoberfest Meet (Saturday, October 6, 2012)
- Draft entry received 9.12.12
 - Application for sanction approved 9.18.12 (online sanction system)
 - Sanction fee (\$30) and performance deposit (\$100) received 9.21.12
 - Sanction number assigned: #072-S003
 - Pool measurement on file with USMS
 - Meet announcement added to USMS calendar 9.18.12; posted to NJ LMSC website
 - Performance deposit refund status: refunded 10.8.12
- h) Second Annual Thanksgiving Classic (Saturday-Sunday, November 10-11, 2012)
- Draft entry form received 9.9.12
 - Application for sanction approved 9.23.12 (online sanction system)
 - Sanction fee (\$30) and performance deposit (\$100) received mid-September
 - Sanction number assigned: #072-S004
 - Pool measurement on file with USMS
 - Meet announcement added to USMS calendar 9.23.12; posted to NJ LMSC website
 - Performance deposit refund status: outstanding (?)

- iii. Upcoming 2013 Recognized Events
 - a) Ocean County YMCA Unofficial Team Championships (Sunday, February 10, 2013)
 - Draft entry form received 10.3.12
 - Application for recognition approved 10.24.12 (online sanction system)
 - Recognition fee (\$30) + performance deposit (\$100) received mid October
 - Recognition number assigned: #073-R001
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 10.24.12; posted to NJ LMSC website
- iv. Completed 2012 Recognized Events
 - a) OCY Unofficial Team Championships (Sunday, February 12, 2012)
 - Application for recognition approved 11.28.11
 - Recognition fee (\$30) and performance deposit (\$100) received, check date 10.28.11
 - Recognition number assigned: #072-R01
 - Pool measurement certification on file with USMS
 - Meet announcement posted to website and added to USMS calendar 1.5.12
 - Performance deposit refund status: refunded 3.9.12
 - b) New Jersey Senior Olympics (Saturday-Sunday, September 8-9, 2012)
 - Draft entry received 9.5.12
 - Application for recognition approved 9.5.12 (online sanction system)
 - Recognition fee (\$30) + performance deposit (\$100) received early September
 - Recognition number assigned: # 072-R003
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 9.5.12; posted to NJ LMSC website
 - Performance deposit refund status: refunded 9.28.12
 - c) Sussex County YMCA "Adult Mini Meet" (Saturday, October 20, 2012)
 - Draft entry form received 2.3.12
 - Application for recognition approved 2.4.12 (online sanction system)
 - Recognition fee (\$30) + performance deposit (\$100) received Feb. 2012
 - Recognition number assigned: #072-R002
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 2.4.12; posted to NJ LMSC website
 - 2012 USMS rule book to be hand-delivered to event director
 - Performance deposit refund status: outstanding
- v. Upcoming/Potential Events/Other
 - a) Drew University – March Madness meet – March 23rd
 - b) Sussex County YMCA – spring meet – March 16th?
- vi. Return of Performance deposit
 - a) The Sanctions Chair will provide the Treasurer with the name of whom to make the check payable to and also the address of where to mail the performance deposit refund for each applicable event

F. Top Ten and Records (E. Tsuzuki)

- i. The Second Annual Octoberfest Meet (October 6, 2012) results have been posted and deposit returned to Eric Scheingoltz
- ii. The Drew March Madness meet results (March 24, 2012) have still not been posted. Due to issues with the meet results file, the performance deposit is not being returned.
- iii. Results for the Sussex County YMCA SCY "Adult Mini Meet" (October 20, 2012) have been posted. Awaiting confirmation of non-USMS registered swimmers to ensure accuracy of file. Once this has been received, the deposit can be returned.
- iv. Results for the Second Annual Thanksgiving Classic SCM meet (November 10-11, 2012) have been posted. The deposit can be returned.
- v. NJ LMSC records have been updated for the following meets
 - a) NJ Senior Olympics SCY meet at the Woodbridge Community Center on September 8-9, 2012
 - b) Octoberfest II SCY meet at Drew University on October 6, 2012
 - c) 5th Bearcat Master SCM Invitational meet on October 27, 2012 at the Nassau County Aquatic Center
 - d) Second Annual Thanksgiving Classic SCM meet on November 10-11, 2012 at TCNJ

- vi. The NJ LMSC Top Ten LCM file was submitted to the National Swim Coordinator on September 30, 2012 for top ten consideration
- vii. Go the Distance results for NJ were updated on October 8, 2012 and November 27, 2012

G. Webmaster (B. Hobart)

- i. All updates submitted to Jason have been promptly posted and are current

H. Open Water (A. Fischer/Marie Vellucci)

- i. No report

I. Events Coordinator (B. Hobart/L. Ascione)

- i. The goal is to organize and provide more events in 2013

J. Coaches (B. Reichle)

- i. Karlyn Pipes-Nielsen clinic in the NJ LMSC ~ Saturday, February 23, 2013
 - a) Morning session will be freestyle; afternoon session will be multistroke
 - b) The LMSC will provide a home-host for Karlyn for Friday the 22nd and Saturday the 23
 - c) Bill will need a projector/DVD player for the clinic
 - d) Handouts will need to be copied for the participants
 - e) Bill is looking for volunteer coaches to be on deck
 - f) Clinic minimum is 20 registrants for each session
 - g) Board consensus to subsidize the clinic cost of \$125 and charge \$50 for each session or \$75 if participant signs up for both sessions
 - h) Sanction the clinic; waive the sanction fee for the LMSC
- ii. Bobby Savulich clinic in early January
 - a) 2 hour freestyle clinic
 - b) No minimum number of participants
 - c) Board consensus to subsidize the clinic cost of \$40/\$45 and charge \$25/\$30
 - d) Sanction the clinic; waive the sanction fee for the LMSC

K. Fitness (B. Reichle)

- i. 2013 Annual 50 x 50s (see New Business below)

II. Old Business

A. 2013 100 x 100s update (February 3, 2013) (S. Kirk)

- i. Raritan Bay YMCA facility has been secured
- ii. 16 lanes for (4) hours 8am – noon
- iii. Cap will be 100 swimmers
- iv. Registration will open in mid-January
- v. Participants must be 2013 NJ LMSC members

B. NJ LMSC Grievance Policy update (C. McGiffin)

- i. All board volunteers to review NJ LMSC Grievance Policy document and submit feedback to Chris prior to next board meeting**

III. New Business

A. Annual Fitness 50 x 50s (Saturday, January 19, 2013 10am - noon) (B. Reichle)

- i. Cap will be 60 swimmers
- ii. Participants must be 2013 NJ LMSC members
- iii. Bill will send out an email looking for volunteer coaches to be on deck during the 50 x 50s**

B. CMRPA projections for 2013 (C. McGiffin, S. Kirk)

- i. 25 yr – 2
- ii. 20 yr – 4
- iii. 15 yr – 19
- iv. 10 yr – 15
- v. 5 yr – 43
- vi. Discussion about whether a member who processes a current year registration after October 31st would still be eligible as a continuous member
 - a) Tom will verify whether a member can indeed register for the current year**

after October 31st.

- C. Banquet planning for 2013 ~ high level discussion
 - i. Need for banquet planning meeting in January?
 - a) No need for banquet planning meeting in January
 - b) Goal to establish date and venue as early as possible and book it
 - c) MSA to not offer a pre-banquet workout in 2013**

- D. Nominations for Board Volunteers for 2013
 - i. No additional nominations received

- E. Elections for Board Volunteers
 - i. Chair – Susan Kirk
 - ii. Vice-Chair – Chris McGiffin
 - iii. Registrar – Co-Registrars Tom Brunson and Chris McGiffin
 - iv. Treasurer – Bill Reichle
 - v. Top Ten/Records – Ed Tsuzuki
 - vi. Newsletter Editor – Sara Johnston
 - vii. Secretary – Susan Kirk
 - viii. Sanctions & Safety Chair – Jen Bauman

ix. MSA to accept the slate of candidates as nominated

- F. Appointment of Ad-hoc positions
 - i. Webmaster – Bridgette Hobart/Jason Pintinalli
 - ii. Open Water Chair – Co-Chairs – Al Fischer and Marie Vellucci
 - iii. Events Coordinator – Lynn Ascione
 - iv. Coaches Chair – Co-Chairs – Bill Reichle and Julie Schoenlank
 - v. Fitness Chair – Linda Brown-Kuhn
 - vi. Officials Chair – open

- IV. Next LMSC Meeting
 - A. Date-- Sunday, March 10th
 - B. Time-- TBD
 - C. Place-- TBD

- V. Adjournment
 - A. Meeting adjourned at 12:33pm