

New Jersey LMSC Board Meeting Minutes

Time 10:30am Sunday, March 10, 2013

Lifetime Fitness

Berkeley Heights, NJ

Attendees:

Board Members

Bill Reichle

Chris McGiffin

Tom Brunson

Jen Bauman

Susan Kirk

Al Fischer

Linda Brown-Kuhn

Lynn Ascione

Sara Johnston

Marie Vellucci

Julie Schoenlank

MOTIONS

- 1. MSA for the NJ LMSC to cover the costs of attending the 2013 NJ LMSC Banquet for all NJ LMSC board volunteers**
- 2. MSA for the NJ LMSC to absorb \$700 of the \$1000 insurance surcharge and pass along \$300 of the insurance surcharge to the event directors for 2013**

ACTION ITEMS

- 1. Tom will send an email reminder to the 2012 members who have not yet registered for 2013**
- 2. Jen will reach out to Ellen Mace (NJ Senior Olympics) in April**
- 3. Al will work with Jeff to compile the 2013 Open Water Calendar for posting in late April/early May**
- 4. Board consensus for each board member to bring along a door prize to donate to be randomly given out at the banquet**
- 5. Chris and Lynn will work on the slide show DVD for the banquet**
- 6. All board members to review the current NJ LMSC bylaws and email Susan with any updates to be considered by May 15th**
- 7. Jen will email the NJ LMSC open water event directors to update them about the shared LMSC insurance surcharge structure for 2013**
- 8. Once Bill receives the information about the rental cost of the facility, Bill will email all of the NJ LMSC coaches to inform them of the opportunity to host a meet at the Perth Amboy YMCA**

Action items bolded

Meeting was called to order at 10:38 am

I. Officer Reports

A. Newsletter (S. Johnston)

i. Remaining issues for 2013 – 6 issues

a) April, May/June, July/August, September, October, and November/December

ii. In the last issue, there were two ads for 1) people to send in their personal swim stories and 2) for people to send in pictures

iii. A new "Meet the Coach" section will be added to each issue highlighting our NJ Masters Coaches. Bill has submitted the first article about Coach Sally Kleeman which will appear in the April issue.

iv. Number of hardcopies

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

B. Treasurer (B. Reichle)

i. 2013 Budget and actuals update

NJLMSC Financial Statement

Beginning Cash Balance 1/1/2013 **\$18,335.65**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
USMS Individual	\$1,200.00	\$495.00
USMS Foundation & Hall of Fame	\$50.00	
LMSC Donations	\$900.00	\$431.00
Fast Lane Collections	\$90.00	
LMSC Individual	\$9,000.00	\$5,040.00
Meet Sanction Fees	\$450.00	\$60.00
Interest Income	\$30.00	\$3.37
Club Collections	\$200.00	
Annual Dinner Collections	\$1,000.00	
Special Events	\$1,500.00	\$2,670.00
Merchandise Sales	\$150.00	
Meet Performance Deposits	\$1,000.00	\$200.00
TOTAL INCOME	\$15,570.00	\$8,899.37

EXPENSES

USMS Individual	\$1,200.00	\$724.00
USMS Foundation & Hall of Fame	\$50.00	\$25.00
Coach Certification Grant	\$400.00	\$120.00
USMS Team Registration Fees	\$150.00	\$30.00
Registrar Expenses	\$400.00	\$180.00
Rule Books	\$48.00	
Convention Costs	\$5,000.00	
Annual Dinner/Picnic	\$2,000.00	\$500.00
Tributes & Awards	\$750.00	
Special Events	\$2,800.00	\$4,907.06
Sponsorship Fee	\$1,000.00	
Domain Fee	\$10.00	
Promotional Expense	\$500.00	
Miscellaneous Expense	\$100.00	
Performance Reimbursement (Sanctions)	\$1,000.00	\$100.00
TOTAL EXPENSES	\$15,408.00	\$6,586.06

Cash Balance **\$20,648.96**

SPECIAL EVENTS

	<u>INCOME</u>	<u>EXPENSE</u>
50 x 50		
100 x 100		
AA Clinic	\$525.00	\$1,040.00
KPN Clinic	\$2,145.00	\$3,867.06

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

i. 2013 Member Registration Report

a) Total NJ LMSC members ~ 721 members as of 3.7.13

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. Tom will send an email reminder to the 2012 members who have not yet registered for 2013

YEAR	CLUB	#REG	#RE-REG LIFTIM	#NEW	LIFETIME RENWL%	ANNUAL RETN%	#CLUBS
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2013	ALL	721	603	118	83.6%	59.6%	11
	BCMS	4	0	4	0.0%		
	BERK	155	133	22	85.8%	70.8%	
	DESC	0					
	DRMS	67	51	16	76.1%	52.4%	
	GSM	282	264	18	93.6%	73.8%	
	HOBO	65	48	17	73.8%	33.6%	
	JAM	26	24	2	92.3%	71.0%	
	LTMM	6	2	4	33.3%		
	MOCY	3	3	0	100.0%		
	NYCS	2	1	1	50.0%	100.0%	
	RBAY	15	11	4	73.3%	45.5%	
	UNAT	105	71	34	67.6%	37.8%	

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
2009	ALL	739	488	251	66.0%		7
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

iii. Member Donation Report

a)

MEMBER DONATION REPORT

DATE	DONATION	# DNTS	MAX DNT	TOTAL \$
3/8/2013	ISSHOF	36	\$50.00	\$481.00
	USMS	58	\$100.00	\$822.00
	LMSC	52	\$100.00	\$941.00
	TOTAL	146		\$2,244.00

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

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. 8 NJ LMSC emails have been composed and sent out to the NJ LMSC community since our Annual board meeting on December 2, 2012
- ii. Registrant emails currently go out to 836 individuals
 - a) All 2012 NJ LMSC members who were not re-registered for 2013 by March 1st (381 members) have been deleted from the NJ LMSC email list
- iii. Since the last NJ LMSC board meeting on December 2, 2012, 5 batches of updates for the email list have been processed
- iv. The 2012 NJ LMSC Annual Board Meeting (held on December 2, 2012) Minutes were submitted to the USMS National Office on February 20, 2013. The deadline is April 30, 2013.

E. Sanctions & Safety (J. Bauman)

- i. Upcoming 2013 Sanctioned Events
 - a) Fourth Annual March Madness Meet (Saturday, March 23, 2013)
 - Draft entry form received 1/21/13
 - Application for sanction approved 2.5.13 (online sanction system)
 - Sanction fee (\$30) and performance deposit (\$100) received 2.4.13
 - Sanction number assigned: #073-S001
 - Pool measurement on file with USMS
 - Meet announcement added to USMS calendar 2.5.13; posted to NJ LMSC website
 - 2013 USMS rule book hand delivered to meet director 3.2.13
- ii. Completed 2013 Sanctioned Events
 - a) None

iii. Upcoming 2013 Recognized Events

a) Sussex County YMCA Adult Mini Meet (Saturday, March 16, 2013)

- Draft entry form received 11.27.12
- Application for recognition approved 12.29.12 (online sanction system)
- Recognition fee (\$30) + performance deposit (\$100) received Dec 2012 (check date 12.14.12)
- Recognition number assigned: #073-R002
- Pool measurement certification on file with USMS
- Meet announcement added to USMS calendar 12.29.12; posted to NJ LMSC website
- 2013 USMS rule book to be mailed to event director

b) Sussex County YMCA Fall Adult Mini Meet (Saturday, October 19, 2013)

- Draft entry form received 1.25.13
- Application for recognition approved 2.28.13 (online sanction system)
- Recognition fee (\$30) + performance deposit (\$100) received 2.22.13 (check date 2.14.13)
- Recognition number assigned: #073-R003
- Pool measurement certification on file with USMS
- Meet announcement added to USMS calendar 2.28.13; to be posted to NJ LMSC website

iv. Completed 2013 Recognized Events

a) OCY 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) and 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
- Performance deposit released: 2.12.13

v. Upcoming/Potential Events/Other

a) Lavallette Mid Summer Ocean Mile?

b) Jen will reach out to Ellen Mace (NJ Senior Olympics) in April

F. Top Ten and Records (E. Tsuzuki)

- The Ocean County YMCA Unofficial Team Championship Meet (February 10, 2013) results have been posted and the deposit authorized for release to OCY
- Still awaiting confirmation of all non-USMS registered swimmers from the results of the Sussex County YMCA SCY Adult Mini Meet (October 20, 2012). Several follow up emails have been sent to Sussex County YMCA contact. Once this has been received, the deposit can be returned
- NJ LMSC records have been updated for the following meets
 - Bill Heebner Memorial Winter Freeze meet at the Phoenixville YMCA on January 29, 2012
 - 2012 New England LMSC SCM Championship meet at Boston University on December 7, 2012
- The NJ LMSC Top Ten SCM file was submitted to the National Swim Coordinator on January 18, 2013 for top ten consideration
- Go the Distance results for NJ were updated on March 5, 2013

G. Webmaster (B. Hobart)

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

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

- Al will work with Jeff to compile the 2013 Open Water Calendar for posting in late April/early May**

- I. Events Coordinator (L. Ascione)
 - i. 2013 NJ LMSC Banquet planning update
 - a) Guest speaker for 2013 banquet will be Ed Tsuzuki
 - b) Lou Abel Award Nominees
 - Updated form has been posted to the NJ LMSC website
 - Nominations will be due by April 4, 2013
 - c) Lynn will have the invites and speaker profile ready for approval early the week of March 11th so that they can be mailed out to the award recipients
 - d) Board consensus for costs for banquet attendees in 2013
 - Award recipients will be free ~ the LMSC will cover their costs
 - \$25 early bird (until April 4th)/\$35 up to day of event/\$40 at the door
 - e) MSA for the NJ LMSC to cover the costs of attending the 2013 NJ LMSC Banquet for all NJ LMSC board volunteers**
 - f) Board consensus for each board member to bring along a door prize to donate to be randomly given out at the banquet**
 - g) Chris and Lynn will work on the slide show DVD for the banquet**
 - J. Coaches (B. Reichle)
 - i. Both the Athlete Approved Clinic (Bobby Savulich) and the Karlyn Pipes Clinic were well received by the members in attendance
 - a) There were 28 attendees at the Karlyn Pipes freestyle clinic and 21 attendees at the multistroke clinic
 - ii. Following Ed's suggestion, Bill will highlight the NJ Masters coaches in each issue of the Fastlane
 - K. Fitness (L. Brown-Kuhn)
 - i. 2013 Annual 50 x 50s – January 19, 2013
 - a) Successful event with 31 swimmers attending and completing the yardage.
 - One swimmer had never done an organized swim event and she swam more yardage than she ever had before
 - Event ran quite smoothly thank to Bill Reichle, but could have used a few more volunteers
 - ii. Future considerations
 - a) Virtual postal swim for NJ Masters swimmers
 - b) Enlisting a dermatologist to come to a summer meet or sanctioned open water event to offer free skin cancer screening for a couple of hours.
 - Linda is looking for leads for a dermatologist who might be willing to donate their time in this way
- II. Old Business
 - A. NJ LMSC Grievance Policy update (C. McGiffin)
 - i. All board members to review the current NJ LMSC bylaws and email Susan with any updates to be considered by May 15th**
 - ii. The board will work towards preparing any bylaw update proposals to be reviewed at the annual meeting
- III. New Business
 - A. New USMS Open Water Sanction requirements
 - i. NJ LMSC Insurance Surcharge policy for 2013
 - a) MSA for the NJ LMSC to absorb \$700 of the \$1000 insurance surcharge and pass along \$300 of the insurance surcharge to the event directors for 2013**
 - b) Jen will email the NJ LMSC open water event directors to update them about the shared LMSC insurance surcharge structure for 2013**
 - B. Fall Meet in Perth Amboy
 - i. The consensus of the board was to not take on running a meet but rather encourage Clubs or workout groups to host a meet and showcase this facility
 - a) Once Bill receives the information about the rental cost of the facility, Bill will email all of the NJ LMSC coaches to inform them of the opportunity to host a meet at the Perth Amboy YMCA**

C. Tag lines on emails

- i. Discussion about the use of business tag lines (automatic signatures) on email communications with members when representing the board. It was noted that this is common practice throughout the current culture of email communications. However, it was also noted that one should be mindful of this practice when sending an email communication as a NJ LMSC board member to the broad membership. No official LMSC policy was established at this time.

IV. Next LMSC Meeting

- A. Date-- Sunday, June 2nd
- B. Time-- 10:30am
- C. Place-- New Providence Community Pool

V. Adjournment

- A. Meeting adjourned at 12:39pm