

# **New Jersey LMSC Board Meeting Minutes**

10:30am Sunday, September 29, 2013

Berkeley Aquatic Club

Berkeley Heights, NJ

## **Attendees:**

### **Board Members**

Bill Reichle

Chris McGiffin

Tom Brunson

Susan Kirk

Jen Bauman

Sara Johnston

Linda Brown-Kuhn

Julie Schoenlank

### **Visiting Members**

Sarah Clark

Jackie Whitty

Ramunas Radzevicius

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## **MOTIONS**

- 1. MSA to approve the proposed modifications to number 6a of the NJ LMSC Bylaws to present to the membership at the Annual Meeting**
- 2. MSA to approve the proposed modifications to number 6f of the NJ LMSC Bylaws to present to the membership at the Annual Meeting**
- 3. MSA to approve the proposed new number 12 – Grievances of the NJ LMSC Bylaws to present to the membership at the Annual Meeting**
- 4. MSA to approve the proposed new number 15 – Indemnification of the NJ LMSC Bylaws to present to the membership at the Annual Meeting**
- 5. MSA to keep the NJ LMSC individual membership registration fee at \$10 for 2014**

## **ACTION ITEMS**

- 1. Sara will include a call for nominations for board volunteers and announce the Annual meeting date in the October newsletter**
- 2. Chris will follow up with USMS for clarification about**
  - Who is covered by the insurance**
  - Any legal costs from a volunteer perspective**
- 3. Chris will find out from USMS if a workout group can register under the Club Unattached**
- 4. Tom will create and submit to the NJLMSC webmaster for posting a 2014 NJ LMSC Club Registration form and Workout Group registration information**
- 5. Chris will create and submit to the NJ LMSC webmaster for posting a 2014 NJ LMSC Individual registration form (pdf format only)**
- 6. Chris will write up a brief explanation of the 2014 Club, Workout group, and individual member registration fees and process and submit to Sara for inclusion in the October newsletter**
- 7. Julie will reach out to the coaches on Bill's list who are not NJ LMSC registered to educate them about the benefits of registering with USMS and encourage them to register in 2014**
- 8. Bill will follow up with Karlyn to find out her fee, if any, to be the motivational guest speaker at the 2014 NJ LMSC Banquet**

## **Action items bolded**

Meeting was called to order at 10:31am

I. Officer Reports

A. Newsletter (S. Johnston)

- i. Remaining issues for 2013 – 2 issues
  - a) October and November/December
- ii. Sara included a link to the NJ LMSC Calendar of Events (on the njmasters.org website) after the Calendar Snippets
- iii. Number of hardcopies
  - a) Three color copies of each issue of the Fastlane are being mailed by Tom
- iv. Sara is looking for assistance going forward in gathering the articles and photos and also proofreading
- v. Sara will include a call for nominations for board volunteers and announce the Annual meeting date in the October newsletter**

B. Treasurer (B. Reichle)

- i. 2013 Budget and actuals update

# NJ LMSC 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	\$589.00
USMS Foundation & Hall of Fame	\$50.00	\$2.00
LMSC Donations	\$900.00	\$539.00
Fast Lane Collections	\$90.00	
LMSC Individual	\$9,000.00	\$7,726.00
Meet Sanction Fees	\$450.00	\$240.00
Interest Income	\$30.00	\$14.97
Club Collections	\$200.00	\$50.00
Annual Dinner Collections	\$1,000.00	\$1,180.00
Special Events	\$1,500.00	\$2,670.00
Merchandise Sales	\$150.00	\$20.00
Meet Performance Deposits	\$1,000.00	\$600.00
<b>TOTAL INCOME</b>	<b>\$15,570.00</b>	<b>\$13,630.97</b>

<u>EXPENSES</u>		
USMS Individual	\$1,200.00	\$849.00
USMS Foundation & Hall of Fame	\$50.00	\$27.00
Coach Certification Grant	\$400.00	\$120.00
USMS Team Registration Fees	\$150.00	\$60.00
Registrar Expenses	\$400.00	\$180.00
Rule Books	\$48.00	
Convention Costs	\$5,000.00	\$510.00
Annual Dinner/Picnic	\$2,000.00	\$3,211.29
Tributes & Awards	\$750.00	\$917.77
Special Events	\$2,800.00	\$6,557.06
Sponsorship Fee	\$1,000.00	\$250.00
Domain Fee	\$10.00	\$10.00
Promotional Expense	\$500.00	
Miscellaneous Expense	\$100.00	
Performance Reimbursement (Sanctions)	\$1,000.00	\$500.00
<b>TOTAL EXPENSES</b>	<b>\$15,408.00</b>	<b>\$13,192.12</b>

Cash Balance 9/25/2013 **\$18,774.50**

<u>SPECIAL EVENTS</u>	<u>INCOME</u>	<u>EXPENSE</u>
50 x 50		\$300.00
100 x 100		\$800.00
AA Clinic	\$525.00	\$1,040.00
KPN Clinic	\$2,145.00	\$4,417.06

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

i. 2013 Member Registration Report

- a) Total NJ LMSC members ~~ 945 members as of 9.21.13
- b) Total members by Club ~~ see chart below
- c) Total new members by Club ~~ see chart below
- d) 2013 Club registrations ~~ see chart below
- e) Annual Renewal Rate ~~ see chart below
- f) Lifetime Renewal Rate ~~ see chart below

YEAR	CLUB	#REG	#RE-REG LIFTIM	#NEW	#REG PREV YR	#REG PRV YR & CUR YR	LIFETIME RETN%	ANNUAL RETN%	#CLUBS
2013	ALL	941	702	239	953	630	74.6%	66.1%	12
	BCMS	4	0	4	0	0	0.0%		
	BERK	186	151	35	185	147	81.2%	79.5%	
	DESC	0	0						
	DRMS	96	68	28	84	52	70.8%	61.9%	
	GSM	316	288	28	355	281	91.1%	79.2%	
	HOBO	107	59	48	122	49	55.1%	40.2%	
	JAM	27	25	2	31	22	92.6%	71.0%	
	LTMM	9	4	5	0	0	44.4%		
	MOCY	3	3	0	0	0	100.0%		
	NYCS	3	1	2	1	1	33.3%	100.0%	
	PAA	32	6	26	0	0	18.8%		
	RBAY	16	11	5	11	5	68.8%	45.5%	
	UNAT	142	86	56	164	73	60.6%	44.5%	

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

- ii. Member Donation Report  
 a)

## MEMBER DONATION REPORT

DATE	DONATION	# DNTS	MAX DNT	TOTAL \$
9/22/2013	ISSHOF	41	\$50.00	\$522.00
	USMS	66	\$100.00	\$888.00
	LMSC	59	\$100.00	\$1,043.00
	TOTAL	166		\$2,453.00

DATE	DONATION	# DNTS	MAX DNT	TOTAL \$
5/24/2013	ISSHOF	39	\$50.00	\$502.00
	USMS	64	\$100.00	\$868.00
	LMSC	58	\$100.00	\$1,038.00
	TOTAL	161		\$2,408.00

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
	USMS	64	\$100.00	\$805.00
	LMSC	50	\$100.00	\$697.00
	TOTAL	150		\$2,016.00

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

### D. Secretary (S. Kirk)

- i. 5 NJ LMSC emails have been composed and sent out to the NJ LMSC community since our last board meeting on June 2, 2013
- ii. Registrant emails currently go out to 1024 individuals
- iii. Since the last NJ LMSC board meeting on June 2, 2013, 4 batches of updates for the email list have been processed
- iv. The NJ LMSC Board Meeting Minutes from the June 2, 2013 board meeting have been approved and have been posted on the NJ LMSC website
- v. Board consensus that the definition of timeliness for distribution of the initial draft of the meeting minutes is relative to the next scheduled board meeting. A goal was set for distribution of the previous board meeting minutes 1 week prior to the issuance of the agenda for the next board meeting

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

- i. Upcoming 2013 Sanctioned Events
  - a) Drew University Octoberfest III Meet (Saturday, October 12, 2013)
    - Draft entry form received 4/30/13
    - Application for sanction approved 9/16/13 [online sanction system]
    - Sanction fee (\$30) received 9/16/13 (performance deposit (\$100) held over from March meet at meet director's request
    - Sanction number assigned: #073-S007
    - Pool measurement on file with USMS
    - Meet announcement added to USMS calendar 9/16/13; to be posted to NJ LMSC website

- b) Third Annual Thanksgiving Classic Meet at TCNJ (Saturday-Sunday, November 16-17, 2013)
  - Draft entry form received 8/25/13
  - Application for sanction approved 9/6/13 [online sanction system]
  - Sanction fee (\$60) and performance deposit (\$100) received 8/30/13
  - Sanction number assigned #073-S006
  - Event announcement added to USMS calendar 9/11/13; posted to NJ LMSC website 9/16/13
  - 2013 USMS rule book to be mailed to meet director
  
- ii. Completed 2013 Sanctioned Events
  - a) Athlete Approved Masters Clinic with Bobby Savulich (Sunday, January 6, 2013)
    - Entry form received 12/17/12
    - Application for sanction approved 12/29/12 (online sanction system)
    - Sanction fee (waived)
    - Sanction number assigned: #073-S003
    - Meet announcement added to USMS calendar 12/29/12; posted to NJ LMSC website
  - b) Faster Free Swim Clinic (Karlyn Pipes-Nielsen) (Saturday, February 23, 2013)
    - Entry form received 12/3/12
    - Application for sanction approved 12/11/12 [online sanction system]
    - Sanction fee waived
    - Sanction number assigned: #073-S001
    - Meet announcement added to USMS calendar 12/11/12; posted to NJ LMSC website
  - c) Multi-stroke (Fly, Breast & Back) Swim Clinic (Karlyn Pipes-Nielsen) (Saturday, February 23, 2013)
    - Draft entry form received 12/3/12
    - Application for sanction approved 12/12/12 [online sanction system]
    - Sanction fee waived
    - Sanction number assigned: #073-S002
    - Meet announcement added to USMS calendar 12/12/12; posted to NJ LMSC website
  - d) 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
    - 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
    - Performance deposit is being held to be utilized as the performance deposit for Drew's next sanctioned event
  - e) Jason E. Nessel Memorial Invitational (Sunday, August 4, 2013)
    - Draft entry form received 5/14/13
    - Application for sanction approved 5/25/13 [online sanction system]
    - Sanction fee (\$30) and performance deposit (\$100) received 5/17/13
    - Sanction number assigned: #073-S005
    - Pool measurement on file with USMS
    - Meet announcement added to USMS calendar 5/25/13; to be posted to NJ LMSC website
    - 2013 USMS rule book to be mailed to meet director
    - Performance deposit returned
  - f) Lake Hopatcong Open Water Swim Festival (Sunday, September 8, 2013)
    - Draft entry form and safety plan received 4/20/13
    - Application for sanction approved 4/20/13 [online sanction system]
    - Sanction fee (\$30) and performance deposit (\$100) received 5/14/13
    - LMSC approved 5/11/13
    - Sanction issued (by USMS open water compliance coordinator) 5/13/13
    - Sanction number assigned #073-W001
    - Event announcement added to USMS calendar 5/13/13; posted to NJ LMSC website
    - 2013 USMS rule book to be hand-delivered to meet director

- Performance deposit returned
- iii. Upcoming 2013 Recognized Events
- a) 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
  - b) OCY Unofficial Team Championships (Sunday, February 16, 2014)
    - Draft entry form received 9/20/13
    - Application for recognition *pending* [online sanction system]
    - Recognition fee (\$30) + performance deposit (\$100) *pending*
    - Recognition number assigned: *pending*
    - Pool measurement certification on file with USMS
- 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
  - b) 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
    - Performance deposit returned
  - c) New Jersey Senior Olympics (Saturday-Sunday, September 7-8, 2013)
    - Draft entry form received
    - Application for recognition approved 8/22/12 [online sanction system]
    - Recognition fee (\$60) + performance deposit (\$100) received 7/3/13
    - Recognition number assigned: #073-R004
    - Pool measurement certification on file with USMS
    - Meet announcement added to USMS calendar 8/22/13; posted to NJ LMSC website 8/22/13
    - 2013 USMS rule book mailed to event director
    - Performance deposit returned

F. Top Ten and Records (E. Tsuzuki)

- i. The following sanction deposits were returned
  - a) Jason Nessel Memorial Invitational meet (LCM) on August 4, 2013
  - b) NJ Senior Games (SCY) on September 7-8, 2013
- ii. The NJ LMSC records have been updated for the following meets
  - a) NJ Jason Nessel Memorial Invitational meet (LCM) on August 4, 2013
  - b) 2013 Masters Summer Sizzler in Wilton, CT (LCM) on July 21, 2013
  - c) 2013 Pan-American Masters Championships in Sarasota, Florida (LCM) on June 5-12, 2013



- d) 2013 North Carolina Long Course meet held at the Triangle Aquatic Center (LCM) on August 3, 2013
  - e) 2013 National Senior Games at Cleveland State University Ohio (SCY) from July 23 through 25, 2013
  - f) 2013 New Jersey Senior Games at the Woodbridge Community Center (SCY) from September 7 through 8, 2013
  - iii. The NJ LMSC Top Ten SCY file was submitted on June 12, 2013
  - iv. The NJ LMSC Top Ten SCM file was submitted on September 20, 2013
  - v. Go the Distance results for NJ were updated on September 20, 2013. The NJ LMSC continues to have extremely high participation in the Go The Distance fitness event with almost 13% of the NJ membership (119 swimmers) recording their results on line! In total, NJ has logged the 8<sup>th</sup> highest mileage of all 52 LMSCs
- G. Webmaster (B. Hobart)
- i. All updates submitted to Jason have been promptly posted and are current
- H. Open Water (A. Fischer/M. Vellucci)
- i. No report
- I. Events Coordinator (L. Ascione)
- i. Preliminary work on obtaining hotel information for FINA Worlds in Montreal in 2014 is being conducted
  - ii. Ideas for coordinating a NJ LMSC group dinner or cocktail get together will be worked on as the event gets closer
- J. Coaches (B. Reichle)
- i. Since April, The Fastlane has featured the following coaches and their programs
    - a) Sally Kleeman (Cranford Masters)
    - b) Jeff Jotz (Rahway Masters)
    - c) Chuck Warner (Berkeley Masters at Rutgers)
    - d) Peter Hockmeyer (Berkeley Masters)
    - e) Brad Thornton (Hoboken Masters)
  - ii. Bill has submitted a list of potential NJ LMSC Masters coaches for review by the board to invite to the 2014 NJ LMSC banquet
  - iii. Julie will reach out to the coaches on Bill's list who are not NJ LMSC registered to educate them about the benefits of registering with USMS and encourage them to register in 2014**
  - iv. Bill mentioned that Karlyn Pipes has put her name in the hat for consideration as the motivational speaker for the 2014 NJ LMSC Banquet. **Bill will follow up with Karlyn to find out her fee, if any, to be the motivational guest speaker at the 2014 NJ LMSC Banquet**
- K. Fitness (L. Brown-Kuhn)
- i. The Third Annual 50 x 50s event will be held January 11, 2014 at the Perth Amboy Raritan Bay YMCA
    - a) The time will either be 9am – 11am or 10am – 12pm
    - b) In the past the fee was \$300, but it will be a bit higher in 2014
    - c) Linda is waiting to hear back from the Y about the increase
    - d) Bill Reichle has agreed to lead the event again; Linda is looking for two to three others to assist with the lane timing
  - ii. Fitness Standouts column
    - a) Linda has spoken with Joy Tsuzuki and that piece will be included in the Nov/Dec issue of The Fastlane
    - b) Linda has another NJ LMSC member in mind for the next piece
  - iii. Virtual Swim
    - a) Linda has some ideas but would love to pair up with someone to make this happen faster. Lynn has volunteered to work with Linda on this project

## II. Old Business

### A. NJ LMSC Bylaws

- i. At the September board meeting, the board will finalize the proposed amendments and will provide the NJ LMSC membership with notice of the proposed amendments at least (10) days prior to the annual meeting in November/December 2013
  - a) **MSA to approve the proposed modifications to number 6a of the NJ LMSC Bylaws to present to the membership at the Annual Meeting**
  - b) **MSA to approve the proposed modifications to number 6f of the NJ LMSC Bylaws to present to the membership at the Annual Meeting**
  - c) **MSA to approve the proposed new number 12 – Grievances of the NJ LMSC Bylaws to present to the membership at the Annual Meeting**
  - d) **MSA to approve the proposed new number 15 – Indemnification of the NJ LMSC Bylaws to present to the membership at the Annual Meeting**
  - e) **Chris will follow up with USMS for clarification about**
    - **Who is covered by the insurance**
    - **Any legal costs from a volunteer perspective**

## III. New Business

### A. NJ LMSC Club/Workout registration fee for 2014

- i. **Chris will find out from USMS if a workout group can register under the Club Unattached**
- ii. Board consensus to keep the NJ LMSC Club registration fee at \$20 for 2014. Total Club registration fee for 2014 would then be \$45 (\$20 NJ LMSC + \$25 USMS)
- iii. Board consensus to not charge a NJ LMSC fee for 2014 to register a workout group. Total Workout Group registration for 2014 would then be \$25 (\$0 NJ LMSC + \$25 USMS)
- iv. **Tom will create and submit to the NJLMSC webmaster for posting a 2014 NJ LMSC Club Registration form and Workout Group registration information**
- v. **Chris will create and submit to the NJ LMSC webmaster for posting a 2014 NJ LMSC Individual registration form (pdf format only)**
- vi. Board consensus to leave the NJ LMSC Club Transfer fee at \$0 for 2014. Total Club transfer fee is \$2 (\$0 NJ LMSC + \$2 USMS)
- vii. **Chris will write up a brief explanation of the 2014 Club, Workout group, and individual member registration fees and process and submit to Sara for inclusion in the October newsletter**
- viii. **MSA to keep the NJ LMSC individual membership registration fee at \$10 for 2014**

### B. 2014 100 x 100s discussion (February 2, 2014)

- i. Raritan Bay YMCA indicated that the issues that occurred at the 2013 100 x 100s were due to a mechanical failure. No similar air/water quality issues have occurred since that time.
- ii. Board consensus to hold the 2014 100 x 100s at the Raritan Bay YMCA with explanation provided to our members regarding the issues experienced

### C. Nominations for Board Volunteers for 2014

- i. Currently seeking nominations for all board volunteer roles including expanding the Sanctions and Safety Chair role and the Newsletter Editor role to Co-Chairs
- ii. Elections will be held at the Annual Meeting in December
- iii. Ad-hoc Committee Chairs will be appointed by the newly elected Chair with Board approval

## IV. Next LMSC Meeting

- A. Date-- Sunday, December 8
- B. Time-- 10:00 am
- C. Place-- Fanwood-Scotch Plains YMCA

## V. Adjournment

- A. Meeting adjourned at 12:46pm