

Meeting Name: **MN Masters LMSC Board Meeting**

Date/Time of meeting: **Sept 27, 2016 6:30pm**

Chair: Karen Zemlin

Vice Chair: Krisie Melsen

Minutes Recorded by: Mark Kaplan

Motions Passed:

- 1) Board MSA approved amended minutes from the 8/23/16 board meeting.

Number of Attendees: 7

Executive Committee members present: Karen Zemlin, Dave Kough, Marc Anderson, Krisie Melsen

Executive Committee members on conference call: Pam Ogden

Board Members Present: Mark Kaplan, Alyssa Walsworth, Brian Cohn

Board Members on conference call: Aleta Kolan, Hannah Cohen

Minutes:

The meeting was called to order at 6:30 pm

- 1) ISMs are no longer required for open water events.
- 2) Registration for clubs and workout groups begins Oct. 1 for 2017. As of today, MN Masters has 1308 registered swimmers.
- 3) Transgender athletes will make direct contact with USMS. USMS will give the pool referee the necessary information regarding that athlete, who may or may not qualify for official results. The athlete can then choose to DQ for all events or choose not to have results be a part of the record.
- 4) See appendix 1 and 2 for complete Meeting Agenda and Committee Reports.
(Appendix 2 still to come!)

Ongoing Action Items:

- 1) Committee chairs to get all voting members of their committees to sign the Conflict of Interest Certification (ongoing).**
- 2) Carrie will contact a graphic artist to begin the process to design a new MN Masters logo. (In progress)**
- 3) Dave and Brian will continue with the audit process, asset surveys, and training sessions regarding the collaboration tool. (in progress)**
- 4) Tom will request more stickers, etc. from USMS. (not yet completed)**
- 5) Add the 2017 Nationals ad and logo to our website.**
- 6) Send email blast regarding Board nominations for secretary, member-at-large, and treasurer.**
- 7) Complete planning for annual meeting/dinner. Determine award winners. Determine meet order of events.**
- 8) If we receive a Swimming Saves Lives grant for ALTS, determine selection criteria for those that apply for a scholarship for the November ALTS class.**
- 9) Dates and events for 2017 to Pam and Tom by December 1 to be included in the member postcard.**
- 10) Krisie to work with Scott T. to determine pool cost for relay meet.**
- 11) Karen will recommend awards for annual meeting (i.e. most splashes, coach, etc.) at Sept. meeting.**

New Action Items:

- 1. Send out tips and tricks file on how to add events to the calendar on the collaborative site.**
- 2. Deadline is Sept. 30 to send Karen anything to be included in the annual meeting program.**
- 3. Verify that budget review is on the board planning calendar.**
- 4. Brian C.: Gain control over the calendars (planning and event) for placement on the collaboration site.**

Date of next meeting: Tuesday, Oct. 25, 2016

The meeting was adjourned.

Respectfully submitted,

Carrie Stolar (Secretary)

Appendix 1: Standing Agenda

Minnesota Masters Swimming

Board of Directors – Standing Agenda Items

Updated Sept 2016

EXECUTIVE BOARD & BOARD COMMITTEE REPORTS _____

EXECUTIVE BOARD REPORTS

1. Secretary's report – Carrie
 - Minutes of the previous meeting
 - Action item status
 - Board Planning Calendar
2. Treasurer's report – Dave K
3. Registrar's report – Pam
4. Chair's & Vice-Chair's report – Karen & Krisie
 - Chair Agenda Items
5. At-Large Directors' report
– David B & Marc A

BOARD COMMITTEE REPORTS

- Marketing & Communication – Tom & Pam
 - Marketing Postcard - _____
 - Logo Redesign - _____
- Volunteers & Awards – Karen
 - Develop "How to Committee" Binder – Tom & Karen
- Merchandise – Alyssa & Marc A
- IT & Website (Admin.) – Brian C & Dave K
 1. Collaboration Tool Project – Brian C & Krisie
 2. Website "Refresh" Project – Joe & Dave K & Aleta
- Audit – Brian C & Dave K
- Legal – Landon
- Hall of Fame – Marc A & Brian H
- National Team Coordination – Alyssa & Krisie

MEMBER SERVICE COMMITTEE REPORTS _____

- Member Engagement – Carrie & Nachiket
 - MN's "Adult-Learn-To-Swim" Program – Carrie & Amy
- Coach Services + Club & Workout Group Development – Aleta & Carrie
 - Develop Master's 101 Program - _____
- Fitness Event Coordination – Alyssa & Tom & _____
 - Develop "Lap Swimmer Progression" Program – _____
- Open Water Event Coordination – Hannah
 - Develop OW Workout program
 - ISM Coordination - Beth
 - Develop "Marathon Swim Resource" - _____
- Pool Competition Event Coord. – Krisie & Dave K
 - Officials Coordination - Beth
 - Compile Meet Director Binder - Krisie & Tom
- Records & Results Reporting – Marc A & David B
- 2017 LCM Nationals – Tom & Krisie & Dave K

RECENT AND UPCOMING EVENTS _____

1. Event Calendar Review / Updates – Tom

ACTION ITEMS & NEXT MEETING _____

- Action Item List Review / Updates – Carrie
- Date of Next Meeting (typically 4th Tuesday of the Month @ 6:30pm)

NEW BUSINESS _____

Appendix 2: Chair and Committee Reports

Appendix 3: Master Meeting Calendar

MN Masters: master meeting calendar (contact Carrie Stolar with additions or updates)

Committee Name	Date	Time
Board Meeting	10/25/2016	6:30pm
Meet Committee		6:30pm
ALTS Training Certification Class	11/19/2016	8:00 AM
USMS Peer-to-Peer call for Chairs and Vice Chairs #2	10/9/2016	
USMS Peer-to-Peer call for Secretaries	11/13/2016	
USMS Peer-to-Peer call for Fitness	12/11/2016	

last updated October 9, 2016

Appendix 4: Recurring Annual Tasks

MN MASTERS RECURRING ANNUAL TASKS –
(contact Carrie Stolar with additions/updates)

JANUARY

- Approve Goals List

- Approve Budget
- Publish event planning postcard
- Submit SCM times for Top Ten consideration (Top Ten Recorder)
- Send 1099-MISC forms to all officials / others paid \$600 or more (Treasurer).
- Annual Conflict of Interest certification forms due

FEBRUARY

- Submit annual tax return (Treasurer)
- Send Year End Financial Statements to USMS (Treasurer)

MAY

- Send notice to begin delegate selection process for USMS convention to active board members

JUNE

- Submit SCY times for Top Ten consideration (Top Ten Recorder)
- Submit applications to be considered for USMS convention delegate
- Choose USMS convention delegates

AUGUST

- Banquet Planning / Advertising
- Review dues

SEPTEMBER

- Assigned delegates attend USMS convention
- Publish ballot for elections
- Design volunteer interest survey
- Submit LCM times for Top Ten consideration (Top Ten Recorder)

OCTOBER

- Hold Annual Meeting
- Send minutes from annual meeting to USMS Membership Director (Secretary)
- Publish USMS convention report

- Conduct volunteer interest survey (after elections)
- Assign committee leadership based on election results & survey results

NOVEMBER

- Form new committees
- Begin Committee goal setting and budgeting/budget review
- Update USMS/USA Swimming rule differences document (quick reference)

DECEMBER

- Committee goals due
- Committee budget requests due
- Committee event calendar due
- Send list of updated officers to USMS Membership Director.

Appendix 5: MN Masters Committee Goals

Minnesota Masters Swimming Goals – 2016 PROPOSED

BOARD / BOARD SUPPORT COMMITTEES

Board of Directors / Governance

1. Maintain structure of BOD + Committees + Project Teams/Task Forces
2. Implement volunteer assignments & cross-training program for continuity and succession planning
3. Implement a Board of Directors Planning Calendar to track action items throughout the year
4. Implement a Conflict of Interest program to help ensure continued integrity of decision making

Volunteers & Awards

5. Maintain participation on Board of Directors (at least 18 active board members)
6. Increase participation of non-board members on Committees (6 active committee members)
7. Increase number/variety of volunteers helping to run Events (ability to rotate job assignments)
8. Create more visibility for recognition of volunteer service (recognize volunteers more publicly)
9. Create “menu” of awards from various sources (eg “if you do x then you can get

y”) as a reference

Membership

10. Increase Total Number of Members from 1319 to 1350 (2 ½% growth) [& focus on triathletes and under-30]
11. **Continue to grow MN Masters Hall of Fame program with integrity & style and standardized policies & process**
12. Increase attendance at 5th annual Awards Dinner, by advertising earlier and inviting more award recipients & families

Marketing & Communication

13. Print a Marketing postcard with listing of scheduled events and send to all members in January
14. Publish a Monthly “e-Newsletter”
15. Coordinate & Standardize communication across platforms (email blasts, website, social media)

IT / Administration

16. Deploy collaboration tools
17. Implement Risk Management / Audit process. Perform software audit
18. Perform website refresh project

National / USMS

19. Continue to actively participate in USMS National Committees & Webinars & Training & Conventions
20. Work to meet USMS “LMSC Required

Standards” and “Suggested” Standards

MEMBER SERVICE COMMITTEES

Member Engagement Committee

21. Host 6 Social Events throughout the year
22. Host 3rd annual Habitat for Humanity build day
23. Host a free April Adult-Learn-To-Swim lesson event in 2016 in coordination with USMS national effort
24. Provide more opportunities to volunteer as support swimmers for triathlons
25. Host 4th annual Thanksgiving charity swim
26. Develop and host 24 hour or other swim charity event

Coaches + Club & Workout Group

Development Committee

27. **Improve Coach Communication**
(regularly publicize news and events to coaches, solicit input from coaches) via a monthly or every other month e-newsletter.
28. **Use the Colorado Masters 101 as a basis for a “MN Masters 101” 1-page document to educate lap swimmers about how to participate in a masters workout**
29. **Develop a coach corner on the MN Masters website**
30. **Publish a one-time flyer about MN Masters for facilities to use as a resource.**
31. **Update Places to Swim on the USMS and MN Masters websites**
32. **Host Coach Development Workshop (most likely in October)**

Fitness Events & Clinics Committee

33. Host 8 “smaller” fitness events (group workouts and/or group postals and/or racing workouts)
34. Host 4 “larger” fitness events, i.e. clinics (eg. starts & turns, open water, stroke technique, etc)
35. Host at least one Triathlete-Specific Clinic
36. Create “Lap Swimmer Progression” program to help fitness swimmers set goals not related to racing

Open Water Competition and Open Water Clinics Committee

37. Continue to support "Open Water Half Marathon" Series
38. Create "Marathon Swim" Resource
39. Create and support at least one new OW event
40. Create system and methodology for formal open water workouts

Pool Competition Committee

41. Document processes and train multiple volunteers who are knowledgeable about each task and share task load across multiple volunteers.
42. Continue to host at least one meet of each course type: SCY, SCM, LCM, while identifying our limits & effectiveness (rather have fewer great events than many mediocre events)
43. Collect feedback from participants to determine where we are effective and where we have opportunities.

Results Reporting & Top Times Committee

- 44. Fast reporting of results and record-setting times while maintaining the integrity of the Records**
- 45. Continue "Record Breakers" Lists**
- 46. Support uploading Records to Meet Manager prior to any upcoming event**
- 47. Support annual submittals for Top Ten to USMS**

(MN Masters Planning: Draft 2/21/2016)

Appendix 6: Conflict of Interest Certification Form



MINNESOTA MASTERS (LMSC)

CONFLICT OF INTEREST POLICY AND CERTIFICATION

Minnesota Masters (LMSC) requires each Board member and core Committee member to annually review the Minnesota Masters (LMSC) Conflict of Interest Policy, and to certify their understanding of this Policy.

CONFLICT OF INTEREST POLICY

The standard of behavior for Minnesota Masters (LMSC) is that all officers, board members, committee members, and other volunteers shall maintain the highest level of integrity and ethical behavior and scrupulously avoid conflicts of interest between the interests of Minnesota Masters (LMSC) on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Minnesota Masters (LMSC) decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputations of volunteers, officers, and board members.

Before engaging in discussions and decision making on behalf of Minnesota Masters (LMSC), I will disclose any interests, relationships, or holdings where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates could receive a benefit or gain.

After disclosure, I understand that I may be asked to recuse myself from voting or otherwise participating in the decision making. The decision making body (EC, BOD, Committee, or other) in its sole

discretion shall determine if any conflict or potential conflict of interest exists and the extent to which I shall be limited in my privilege to participate in discussion and voting.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording. I certify that I have reviewed, and agree to abide by, the Conflict of Interest Policy of Minnesota Masters (LMSC) that is currently in effect.

Signed: _____ USMS

Member

Printed Name: _____

Date: _____

Note: This annual certification will be kept on file with the secretary.