

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

Date/Time of meeting: **Jan. 26, 2016 6:30pm**

Chair: Karen Zemlin

Vice Chair: Krisie Melsen

Minutes Recorded by: Dave Kough (Secretary)

Motions Passed:

- 1) EC Approved via e-mail recommendation from Meet Committee to allow one-time unbudgeted expenses for the Icebreaker meet to cover parking and overages for key personnel: \$25 for meet director and computer operator, \$15 for officials, \$100 per hour for timers if meet runs over 4 hours.
- 2) EC Approved via e-mail recommendation from Results Committee to submit Katy Vandam's split times from the December SCM to USMS for Top-Ten consideration. Based on the evidence, Katy did everything that she was supposed to have done in order for these times to be eligible.
- 3) EC Approved via e-mail clarification to finance policy to only include the MN Masters basic membership (e.g. \$50 for 2016) as part of the complimentary memberships offered to key individuals (see minutes from 12/1/15).
- 4) Board MSA to approve minutes from the 12/1 board meeting.
- 5) EC MSA to accept recommendations from committee chairs and approve committee leadership as discussed. Note: Hall of Fame recommendations were previously approved via e-mail.
- 6) EC MSA to propose amended balanced budget to full board for acceptance.
- 7) Board MSA to accept budget.

Number of Attendees: **13**

Executive Committee members present:

Karen Zemlin, Krisie Melsen, Katy Vandam, Dave Kough, Pam Ogden (phone), Dave Bergquist, Marc Anderson

Board Members Present:

Tom Moore, Nachiket Kale, Mark Kaplan, Alyssa Walsworth, Aleta Kolan (phone)

Visitors/Guests Present:

Hannah Cohen

Minutes:

The meeting was called to order at 6:30pm

- 1) Dave K discussed the annual recurring task list and the meeting calendar. These documents (see Appendix 3 and 4) will eventually be added to our collaboration tool but will be included with the monthly minutes until that tool is up and running. These are meant to be living documents and anyone who has additions or updates should let Dave know.

- 2) Committee goals were discussed but voting was tabled until February at which time all goals should be updated.
 - 3) The committee leadership and membership was reviewed and the voting members of some committees were updated. Amended listing will be included in next month's minutes.
 - 4) Much of the meeting was spent discussing our 2016 budget. After compiling all of the committee budget requests, Tom noted that we were looking at a significant deficit budget. He then created a balanced budget for review during the meeting. Amendments were as follows:
 - 1) OW to use \$750 for new event instead of caps, and 2) no shirts for officials. The board also discussed the Meet Committee's three part recommendation to 1) pay timers extra when meets exceed 4 hours (\$100/hour incremented), 2) pay officials an extra \$15 for U of M meets, and 3) pay meet directors and computer operators \$25. The meet committee explained that the idea behind 2 and 3 was to standardize and make more transparent our practice of paying for parking and awarding free meet entries. The board agreed with the overall intent of the proposal and agreed with #1, agreed with #2 in terms of paying for official's parking at the UofM but preferred that it be done as a reimbursement, and did not agree with #3 because it would be a change of practice to start paying volunteers rather than reimbursing for expenses. Based on the board's opinion, the meet committee will re-evaluate their procedures. All other committees that reward volunteers are asked to do the same. As an organization, we want transparency, standardization, and accountability.
 - 5) Tom reminded everyone to be cognizant of potential conflicts of interest and to recuse themselves from any votes that may impact them directly. When members of the executive committee do recuse themselves, only a majority of the remaining members is required for approval. For example, if 2 of 7 executive board members recuse themselves from a vote, a motion will pass with only 3 approvals from the remaining 5 members.
 - 6) In light of recent board approvals, Karen clarified that Executive Committee votes are only required for 1) Financial Decisions, and 2) Committee Appointments. For example, the decision to allow Katy V's split times for Top Ten consideration only required Committee approval.
 - 7) See Appendix 1 and 2 for complete Meeting Agenda and Committee Reports.
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Action Items:

- 1) All committees must send their updated Goals to Tom by February 8th. Tom will update the master list for review at the February board meeting.**
- 2) Tom/Dave K to coordinate sending out 1099-MISCs as required. Must be postmarked by January 31st.**
- 3) Katy to coordinate with Carrie regarding payment to Second Harvest.**
- 4) Meet committee to review policies in light of Board sentiment to avoid paying volunteers / officials and instead reimburse for actual expenses (e.g. parking) incurred.**

- 5) All other committees should also review their budget items that impact members and volunteers in order to document and standardize their volunteer reward practices.**
- 6) Committee leaders should reach out to all interested volunteers and let Karen know when contacts have been established.**
- 7) Dave K / Karen to research Conflict of Interest with goal to document a policy for the LMSC.**

Date of next meeting: Tuesday, February 23rd, 2016

The meeting was adjourned at 9pm.

Respectfully submitted,

Dave Kough (Secretary)

Appendix 1: Standing Meeting Agenda

Minnesota Masters Swimming – Board of Directors Meeting Standing Agenda Items Updated January 2016

BOARD & BOARD COMMITTEE REPORTS

EXECUTIVE COMMITTEE REPORTS

1. Secretary's report – Dave K
 - Minutes of the previous meeting
 - Action Item status
 - Board Planning Calendar
2. Treasurer's report – Katy
3. Registrar's report – Pam
4. Chair's & Vice-Chair's report –Karen & Krislie
 - **Key Agenda Items**
5. At Large Directors' report – Dave & Marc

BOARD COMMITTEE REPORTS

6. Marketing & Communication – Tom & Pam
 - Marketing Postcard - Katy
7. Volunteers & Awards – Karen (Chair)
 - Develop "How to Committee" Binder – Tom & Karen
8. Merchandise – Katy & Marc A
9. IT & Website (Admin.) – Brian C & Dave K
 - Collaboration Tool Project – Brian C & Krislie
 - "Website Refresh" Project – Dave K & Aleta
10. Audit – Brian C & Dave K
11. Legal – Landon
12. Hall of Fame – Marc A & Brian H
13. National Team Coordination – Alyssa & Krislie

MEMBER SERVICE COMMITTEE REPORTS

14. Member Engagement – Carrie & Nachiket
 - Develop MN's "Adult-Learn-To-Swim" Program – Carrie & Tom
15. Coach Services + Club & Workout Group Development – Aleta & Carrie
 - Develop "Masters 101" Program – TBD
16. Fitness Event Coordination – Alyssa & Tom
 - Develop "Lap Swimmer Progression" Program – TBD
17. Open Water Event Coordination –Karen
 - Develop "Marathon Swim Resource" – Sandra & Landon
18. Pool Competition Event Coord. – Krislie & Dave K
 - Compile "Meet Director" Binder – Krislie & Tom
19. Records & Results Reporting – Marc A & David B
20. 2017 LCM Nationals – Tom & Krislie & Dave K

CALENDAR, ACTION ITEMS & NEXT MEETING

21. Event Calendar Review / Updates – Tom
22. Action Item List Review / Updates – Dave K
23. Date of Next Meeting: Tuesday February 23, 2015

Appendix 2: Committee Reports Note: for a copy of the Meet Committee, contact Krisie M. or Dave K

Hall of Fame
January Committee Report

2016 BUDGETS: Previously submitted HOF: \$500; RECORDS: \$0

COMMITTEE MEMBERS: HOF - previously approved by "old" and "new" Exec Board. Chair - Marc Anderson, Vice-Chair - Brian Holthus, Members - Tom Moore, Pete Magee, Barb Scouler, Tom Hodgson, Ken Fischer. RECORDS: Chair - Marc Anderson, Members - Terrell Brown, Mark Kaplan.

REPORTS AND GOALS:

HOF: GOALS for 2016: 1) Maintain the integrity of the Hall of Fame; 2) Support getting Class of 2015 stories and pictures up on the MN Masters website; 3) Work with mostly new Committee to bring in the Class of 2016 at the annual meeting with style. This includes inviting all past recipients. 4) Establish policy for annual meeting/dinner payment and method of payment for current and past HOF recipients and family members.

REPORT: 1) 2016 HOF Committee with 4 new members, approved by Exec Board. 2) Still working on getting 2015 Class up on website; 3) LCM Top Ten results in and posted on master spreadsheet.

RECORDS: GOALS for 2016: 1) Maintain the integrity of the Records; 2) Fast turn around of new records; 3) Continue the "Record Breakers" lists; 4) Support getting updated result in text file format for Meet Manager prior to any upcoming meet. 5) Support annual Top Ten submittals to USMS.

REPORT: 1) Burnsville meet did not produce any SCY records; 2) SCM State meet produced 77 (revised number) new individual records and 13 relay records. Including out-of-state meets, there were 86 new records for SCM in 2015. This brings the total for 2015 to 276 National and LMSC records (239 Indiv, 37 relay) verses 231 in 2014 (214 indiv, 17 relay); 3) There are additions and corrections to the published 1/8/16 dated SCM Records. Such will be out very soon. Records Committee is developing a list of events with no records so these do not "slip through the cracks".

Open Water Committee, January 2016 Update

Committee:

Chair: open

Vice Chair: Karen

Core Member: Landon

General Members:

David B

Beth Peterson

Hannah Cohen

LeeAnn Mateffy

Amy Mead

Shannon Swartz

FYI Members:

Beth D – Independent Safety Monitor Coordinator

Sandra – Safety Chair

2016 Committee Goals:

1. Gather information and make progress toward running OW Group Workouts and/or offering information for MN Master's coaches to offer OW Group Workouts
2. Gather information and make progress toward running new OW Race event.
3. Implement new OW Safety standards
4. Create Marathon Swim Resource for MN Master's webpage

2016 Committee Budget:

Current Proposed Budget of \$1500. Requesting increase to \$2000. (Board vote 1/26/16).

-Pay Sanction fees for Scott's races because we have asked him to sanction through us. (\$400/yr)

-Push the per swimmer cost onto the swimmer, so it is charging the actual people that are utilizing the activity. So this will be no cost in our budget for Scott's events.

-If any other program wants to sanction with us, they pay their own sanction fee and \$5/swimmer.

-Possibly look for volunteers we can trust for ISMs or pay Officials as ISMs for OW races. (up to \$500 possibly more if we end up Sanctioning any other events.)

-that leaves \$600 to \$1100 for our new race expenses and other as yet unknown expenses as we look at starting OW workouts.

Resent Progress:

1. Open Water Race (Beth P)

- Possible Lake Phalen race in August.

- Currently trying to track down USMS contact for insurance information for city permit.

- Using USMS Safety Power Point to help walk us through planing and safety steps

2. Open Water Workouts

-(Karen) Contacted Colorado to ask about their program (Shelle Freund shelleswims@gmail.com)

1. they run 2 1/2 hours 3 days a week, Saturdays they have up to 250 swimmers hit the water
2. they have a 900 meter swim course, they run with no lifeguards, they have two volunteers on shore checking people in/out of the water (18 volunteers/wk)
3. Swimmer tracking (in/out only) and total splashes are tracked on specifically created app.
 - a. App initial cost \$2000
 - b. App created by Josh Duffy and Michael Pierce (josh.m.duffy@gmail.com and matchmike1313@gmail.com)
4. they have some sort of a permit/sanction through USMS – we need to get more information from **Marcia Anziano** (marfer@comcast.net)

5. They are located in a state park that charges \$1.50 per splash. This is tracked on their app.

-(Beth P) Lake Phalen Sat. morning practices. Tyler, at the City of St. Paul Park and Rec, has okayed this as long as we have less than 100 participants. We will need to hire lifeguards. So somehow we need to charge for this. I

Appendix 3 Master meeting calendar

MN Masters: master meeting calendar (contact Dave Kough with additions or updates)				
Committee Name	Date	Time	Location	Contact
Meet Committee	2/1/2016	6:30pm	Edina Library	Krisie Melsen
USMS Peer-to-Peer call for Chairs and Vice Chairs	2/7/2016			
Website Refresh	2/15/2016	7:00pm	call-in	Dave Kough
2017 Nationals advisory committee	2/17/2016	6:30pm	Panera, St. Louis Park	Krisie Melsen
Board Meeting	2/23/2016	6:30pm	8200 Humboldt Ave. S. Bloomington	Karen Zemlin
Meet Committee	3/7/2016	6:30pm	TBD	Krisie Melsen
USMS Peer-to-Peer call for Officials	3/13/2016			
Board Meeting	3/22/2016	6:30pm	8200 Humboldt Ave. S. Bloomington	Karen Zemlin
Meet Committee	4/4/2016	6:30pm	TBD	Krisie Melsen
USMS Peer-to-Peer call for Open Water	4/10/2016			
Board Meeting	4/26/2016	6:30pm	8200 Humboldt Ave. S. Bloomington	Karen Zemlin
Meet Committee	5/2/2016	6:30pm	TBD	Krisie Melsen
USMS Peer-to-Peer call for Coaches	5/8/2016			
USMS Peer-to-Peer call for Top 10 & Records	6/12/2016			
USMS Peer-to-Peer call for Registrars	7/10/2016			
USMS Peer-to-Peer call for Communications / webmasters	8/12/2016			
USMS Peer-to-Peer call for new member recruitment	9/18/2016			
2016 National Convention	9/21-9/25		Atlanta, GA	
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			

Appendix 4: Recurring Annual Tasks

MN MASTERS RECURRING ANNUAL TASKS – (contact Dave Kough 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).

APRIL

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

JUNE

- Submit SCY times for Top Ten consideration (Top Ten Recorder)

AUGUST

- Banquet Planning / Advertising

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

DECEMBER

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

Last updated 2/1/16