

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

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

Chair: Karen Zemlin

Vice Chair: Krisie Melsen (not in attendance)

Minutes Recorded by: Carrie Stolar (Secretary)

Motions Passed:

- 1) EC Approved via e-mail recommendation from Carrie Stolar to approve the 2017 LC Nationals Logo and forward it to USMS.
- 2) Board MSA to approve minutes from the 4/24/16 board meeting.

Number of Attendees: 10

Executive Committee members present: Karen Zemlin, David Bergquist, Carrie Stolar, Dave Kough, Marc Anderson

Executive Committee members on conference call: Pam Ogden

Board Members Present: Beth Dalton, Alyssa Walsworth, Mark Kaplan, Aleta Kolan, Hannah Cohen

Board Members on conference call: Tom Moore

Minutes:

The meeting was called to order at 6:35 pm

- 1) A volunteer survey was sent out to all members. Karen will contact and acknowledge those that expressed interest in volunteering and forward those individuals' names to the appropriate committee chairs. Chairs, please follow up with the new volunteers.
- 2) Karen and Tom devised a new USMS delegate selection process on which the Executive Board has already given feedback. Those individuals that are able to attend and want to be involved, connect on a national level, gather information, and pass information back to the state level will be at the top of the list for consideration. Karen will send an email with the selection application to the Board. Please complete and return it for consideration. Our automatic delegate count of four is based on membership numbers. We can petition for additional delegates. We have previously approved a budget for five people to attend. Once applications are complete the Executive Board will review. Selection process will be complete by the end of June with travel arrangements to be made in July.
- 3) The merchandise committee is looking for additional members. A new logo for MN Masters is in process. Caps for 2016 LC Nationals will be ordered with current logo.

- 4) See appendix 1 and 2 for complete Meeting Agenda and Committee Reports.
 - 5) Quick Facts:
 - 1). Current registration: 1137 members, last year we stood at 1090
 - 2). Hall of Fame nomination window is open until the end of July.
 - 3.) Swimposium for Coaches tentatively scheduled for Sept. 18.
 - 4.) Open Water workouts scheduled at Lake Phalen in June and July. Courses set for beginners and more experienced swimmers.
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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) The officials chair will secure officials for the July 9 meet and will have a laminated one-pager completed that outlines the differences between USA Swimming and USMS. (in progress)**
- 4) Dave and Brian will continue with the audit process, asset surveys, and training sessions regarding the collaboration tool.**
- 5) Tom will request more stickers, etc. from USMS.**
- 6) Tom will follow-up on tracking down the minutes for the coaches' peer to peer call.**
- 7) Dave will post past newsletters to the website upon receiving them from Tom.**

Date of next meeting: Tuesday, June 28, 2016

The meeting was adjourned at 7:55 pm.

Respectfully submitted,
Carrie Stolar (Secretary)

Appendix 1: Standing Agenda

Minnesota Masters Swimming

Board of Directors – Standing Agenda Items

Updated June 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

6. Marketing & Communication – Tom & Pam
 - Marketing Postcard - _____
7. Volunteers & Awards – Karen (Chair)
 - Develop "How to Committee" Binder – Tom & Karen
8. Merchandise – _____ & Marc A
9. IT & Website (Admin.) – Brian C & Dave K
 - Collaboration Tool Project – Brian C & Krisie
 - "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 & Krisie

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
– Hannah
 - Develop "Marathon Swim Resource"
– Sandra & Landon
18. Pool Competition Event Coord.
– Krisie & Dave K
 - Compile Meet Director Binder
– Krisie & Tom
19. Records & Results Reporting
– Marc A & David B
20. 2017 LCM Nationals
– Tom & Krisie & Dave K

RECENT AND UPCOMING EVENTS _____

21. Event Calendar Review / Updates – Tom

ACTION ITEMS & NEXT MEETING _____

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

24. **RECENT AND UPCOMING
EVENTS** _____

1. OW Swims, June and July, Lake Phalen
2. LC State Meet, July 9

3.

OLD BUSINESS _____

4.

5.

NEW BUSINESS _____

6. Any Additional Items?

Appendix 2: Chair and Committee Reports

MN Master's Board of Directors Meeting

Chair Agenda Items:

Discussion -

1. Volunteer Survey Update
2. Convention Planning
3. Peer-to-Peer Opportunities
 - May 8th Coaches
 - June 12th Top 10 and Records

Next Meeting Date (4th Tuesday of the Month): Tuesday, June 28th

May 2016 Report of IT and Audit Committee

Accomplishments for the month:

1. Collaboration site set up and ready for use. Carrie trained.
2. Email handling for our position email accounts transferred from GoDaddy to Google.
 - a. Position email addresses assigned as aliases to the appropriate person's minnesotamasters.com email address.
 - b. Instructions sent for people to set up automatic forwarding to people's personal email addresses.
3. Asset survey created and submitted to team for review. It should be sent out to the volunteers prior to the May board meeting.

Actions for next month: 1. Train all that need it on how to use the collaboration site.

Date: **Sunday, April 24, 2016**

Time: **6:45 to 8 PM**

Place: Big Louie's Bar and Grill

790 County Rd D West, New Brighton, MN 55112

Attendees: Hannah, Michael, LeeAnn, Beth, David (via phone conversation)

OW Meeting Minutes

1. OW Workout Progress

- Blurb finalized and sent to David. See attached.
- Other updates
 - Info from Tyler (City of St. Paul Parks and Rec) below.
 - Michael made check in/check out plan. See attached.
 - LeeAnn emailed Sandra for safety talk transcript.
 - LeeAnn will order swim caps: 50 latex green and 50 yellow from Swimoutlet.com
- We will meet at **8 AM on Saturday, June 4** at Lake Phalen to swim/map out course.

2. Details about LMSC Peer-to-peer conference call

7. Independent Safety Monitor (ISM) training should be available any day now: ~20 minute online training + quiz
8. ISM must be independent of group hosting event
9. Discussed new [FINA wetsuit rules](#) and opinions on whether USMS should follow suit

3. Action Items

- a. **Landon:**
 - a.i. Purchase 3 cinderblocks and rope
 - a.ii. Help design course on June 4 at Lake Phalen
- b. **Hannah:**
 - b.i. Follow up with David about finalized OW workout registration blurb.
 - b.ii. Coordinate with Karen for buoy transfer (need 3 buoys).
 - b.iii. Ask about getting extra Minnesota Masters event postcards at LMSC board meeting to hand out at open water workouts.
- c. **Michael:**
 - c.i. In charge of gathering items needed for OW workouts (pens, sign-in sheets, cash bag, etc.)
 - c.ii. Email check-in/check out plan draft and sign in sheet to group.
- d. **Amy:**
 - d.i. Email Tyler to ask about: 1) using boats to place buoys on Saturday mornings, 2) if there are showers in locker rooms, 3) how we are notified/who makes the call about weather cancellations/delays, 4) will we be able to communicate with life guards via walkie talkies?
 - d.ii. Submit registration info to list of tri coaches once we receive PDF of document.
- e. **LeeAnn:**

- e.i. Purchase swim caps

4. Next Meeting: 6:45 PM, May 22 at Big Louie's Bar and Grill

Updated Info from April 10 and April 24 Meetings:

25. Workout Details

- June 11, June 18, July 23, July 30; 10:30 AM to noon
- 15 swimmers per lifeguard
- Tyler needs to know # of swimmers the Wednesday before the Saturday workout
- Cost to lifeguards: \$25/hour; assuming 3 lifeguards, 1.5 hours
 - .i. Might only need 1 lifeguard for first 30 minutes since outside of water
- Can get the updated Minnesota Master member list from Pam on the Friday before the workout
- More info from Tyler (City of St. Paul Parks and Rec) in red below
 - .i. How will we communicate with the manager of Phalen Beach in preparation for the swim for logistics such as access to boats to put the 2 large buoys out in the water, weather issues day of swim practices, etc. **Once our seasonal staff come on in late May I will have them reach out to you to share contact info. You may always reach out to me by e-mail or cell phone. Access to boats ahead of time was something that slipped my mind; would someone be able to place buoys a day or two in advance with a canoe?**
 - .ii. What is the storage system in the locker room for participants' belongings, i.e., lockers, baskets? **There is no system for storage in the locker rooms (normally there is no cause for people to leave their stuff), so perhaps someone wants to bring some baskets or plastic bags?**
 - .iii. What is the ratio of swimmers to lifeguards? **In the boat, 15:1 or less. If we are anticipating more than 30 swimmers we will need to add more guards in a second boat.**
 - .iv. It is our understanding we are paying for one person to open the locker rooms at 10:30, then lock them at 11, and open them again at Noon. This could be a lifeguard? We are paying for 3 lifeguards from 10:45 - 11:15. If we have more registrants than 3 lifeguards can accommodate, we will hire more. No more than 99 swimmers, right? **Correct, the lifeguard that opens the locker rooms early will be one of the three guards working the event (two in the boat and one on the shore if EMS needs to be activated). For each group of 30 swimmers we will add an additional boat and pair of lifeguards, but keeping it under 100 swimmers seems wise.**
- Organizing buoys for open water workouts:
 - .i. Buoy Sharing Process
 - .i.1. Karen will have buoys for Hannah at our May meeting. We would like 3 buoys.
 - .i.2. June 18th: Karen needs buoys back to get to Scott for June 25th Harriet Races
 - .i.3. July 16th: After Lake Rebecca Race Karen will get them back from Scott. Karen will get them to someone (who?) for the July open water workouts.
 - .i.4. July 30th: Karen needs to get buoys to Scott for Aug 13th 5 mile Race
 - .ii. Buoy Anchoring Equipment

- .ii.1. 100 foot rope per buoy (\$10-15 each); lake depths from between 20-80 feet
- .ii.2. We can research Phalen lake depth to deal with less rope if we want (is it a deep lake?)
- .ii.3. Cinderblock one per buoy (\$1-2 each)
- .ii.4. Do we need a boat?
- .iii. Scott's placement technique- can explain more at May meeting
 - .iii.1. Two people to set buoy
 - .iii.2. Lower rope with cinderblock into water until you feel it hit bottom then pull up slightly to manage slack and stretch. You want the buoy firmly on the ground, even if it means the rope slack will cause a little drift but it will remain in place.
 - .iii.3. Wrap excess rope and tie off to buoy
- .iv. Tasks:
 - .iv.1. Someone needs to buy rope and cinderblocks (Landon)
 - .iv.2. Coordination person for buoy transfers (Hannah)
- Lake Phalen health rating (info from Shannon)
 - .i. Lake Phalen is the Center piece of the St. Paul Regional Park System and the largest lake in St. Paul.
 - .ii. DNR loads it with several different fish types, every year.
 - .iii. It has its own water treatment plant to help keep it clean from all of the run off of the golf courses and business', and city.
 - .iv. It is known for being a good fishing lake.
 - .v. It is checked weekly for ecoli, and posted on line, and at the beach if the public beach needs to be closed.
 - .vi. In general, Lake Phalen is consistently monitored for fishing, water sports, and swimming quality.

26. Volunteer schedule – *will determine roles later*

Date	Volunteer on beach	Volunteer in water (drills)/safety talk	Extras
June 11			Hannah, Beth, LeeAnn, Michael, Landon
June 18			Hannah, Amy, LeeAnn, Beth
July 23			Hannah, Beth, LeeAnn, Michael
July 30			Hannah, Amy, Beth, LeeAnn

27. Equipment

- Swim buddy/caps/goggles pricing at Swimoutlet.com
 - .i. 10% discount if order more than 12 items
 - .ii. [The ISHOF SaferSwimmer Float 23" x 10"](#) \$35.96 each (originally \$39.95)
 - .ii.1. David has a contact at the hall of fame that can get us the safer swimmers for half of retail cost. Around \$15-\$18 each.
 - .iii. [Sporti Antifog S2 Metallic Goggle](#) \$6.08 each (originally \$6.75)
 - .iv. [Sporti Latex Swim Caps \(bright solid colors\)](#) \$1.31 each (originally \$1.45)
 - .v. [USMS Latex Swim Cap](#) \$1.58 each (originally \$1.75)

Various Committee Reports

May, 2016

Registrar's:

As of May 16- 7 PM we are at 1135 members.

(May 16, 2015 = 1073 members)

We had 1135 members last year on June 14.

No new clubs or workout groups.

As of 3 PM May 22 we are now at 1137 members.

May 22, 2015 = 1090 members.

We had 1137 members on June 15 last year.

Slow week in the Registrar's Department.

RECORDS:

All records and record breakers lists are up to date and on our website. Such includes results from the Greensboro SCY Nationals. To date, there have been 52 new individual and 25 new relay records set in 2016, all SCY.

HALL OF FAME:

The Hall of Fame Committee approved a write-up opening the 2016 HOF nomination process. Such has been placed on the website. Nominations are open until July 31st.

Coaches Committee:

Meeting: Monday, May 23

ALTS:

Carrie and Amy Mead Krauss met to debrief on our inaugural ALTS program. Overall feedback from both instructors and swimmers was great, with only slight tweaks needed for the next round of ALTS. We are now in search of a hosting facility in Mpls or St. Paul for a potential fall program. We have included a message in the weekly email blast regarding our search for a different pool. Carrie will also be applying for a grant for the program that would be for 2017.

Meet Committee Meeting 5/2/2016 6:30pm – 8:00pm

Committee Chair and Vice-Chair: Krisie Melsen and Dave Kough

Core Members: David Bergquist, Mark Kaplan, Randy Schlichting

Committee Members

Not in Attendance: Lisa Curtis, Beth Dalton, Bethany Dickert, Sandra-Frimerman-Bergquist, Brian Holthus, Tom Moore, Michael Noonan, Shannon Swartz

6:30pm-6:40pm Action Item Follow-Up

Action Items: Krisie – follow-up with Lisa on meet computer for State meet. • David and Lisa ran the meet computer at the State meet. State meet action items • All complete

Krisie – 2017 U of M meet dates then UST meet dates • Waiting for confirmation from U of M as to which dates pool is available.

6:40pm-7:00pm Review State Meet • Great feedback. • Estimating a profit of \$2,100. • We will pay timers \$400 total – Dave K to mail check. o We reached out multiple times and never received return call/email. • Confirm that next year's registration information includes details that the meet will be pre-seeded and deck entries will be seeded in open lanes or a separate heat. • Decided to keep registration as a flat fee instead of per event (for State and other meets).

7:00pm-7:20pm LCM Meet • Schedule. o 7am warm-up for distance events. o At conclusion of distance events right into remainder of events. o Limiting distance event entries since the meet has to be done by 11am. o Cutting out 200 relays since: ♣ No starts in shallow end. ♣ No touch pads at shallow end. o 50s will be hand timed. ♣ We are renting (1) timing system and do not feel that attendance justifies renting a 2nd timing system. • Meet Information. o Dave K to finalize meet information by 5/25. o David B to post meet information to website by 5/28. o David B to open registration by 6/4.

7:20-7:30 • Meet Processes o Mail entries – to help with registration financial tracking, David to hang onto them instead of entering them into CA. Action Items: □ Krisie – U of M meet dates and then UST meet dates for 2017. □ Dave K – confirm address and mail state timers check (\$400). □ Dave K – complete LCM meet info and apply for sanction. □ David B – post LCM meet info to website 5/28. □ David B – open registration 6/4.

Looking Forward Meet schedule (changes since last meeting highlighted and bolded): • Saturday, July 9 – LCM at Richfield 7am-11am (MN Masters) • Saturday, October 15 12pm – Relay meet at Hopkins (MN Masters) • Sunday, November 6(?) – Minnetonka at Minnetonka MS East (Co-Hosted) • Saturday, December 10 – Burnsville HS Throwback (Burnsville) • Sunday, December 11 9am – SCM State at U of M (MN Masters)

2017 Planning • January – SCY @ U of M • February – SCY @ UST • March – SCY @ Edina • April – SCY State @ UST • June – LCM @ U of M on or before to June 24/25 • July – LCM @ Outdoor Additional Information: Next meeting – Monday, June 6, 6:30-8:00pm at the Hosmer library (347 E. 36th St, Minneapolis, MN 55408) Talk LCM meet and 2017 meets.

Appendix 3: Master Meeting Calendar

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

Committee Name	Date	Time	Location
Board Meeting	6/28/2016	6:30pm	8200 Humboldt Ave. Bloomington
Meet Committee	6/6/2016	6:30pm	Hosmer library (347 36th St, Minneapolis MN 55408
USMS Peer-to-Peer call for Open Water	4/10/2016		
ALTS Training Certification Class	11/19/2016	8:00 AM	Plymouth Lifetime
USMS Peer-to-Peer call for Coaches			
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		

last updated June 18, 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
- 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.

(Last
updated
6/18/16)

Appendix 5: MN Masters Committee Goals

Minnesota Masters Swimming Goals – 2016 PROPOSED

BOARD / BOARD SUPPORT COMMITTEES

Board of Directors / Governance

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

Volunteers & Awards

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

Membership

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

Marketing & Communication

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

IT / Administration

19. Deploy collaboration tools
20. Implement Risk Management / Audit process. Perform software audit
21. Perform website refresh project

National / USMS

22. Continue to actively participate in USMS National Committees & Webinars & Training & Conventions
23. Work to meet USMS “LMSC Required Standards” and “Suggested” Standards

MEMBER SERVICE COMMITTEES

Member Engagement Committee

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

Coaches + Club & Workout Group Development Committee

30. **Improve Coach Communication (regularly publicize news and events to coaches, solicit input from coaches) via a monthly or every other month e-newsletter.**
31. **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**
32. **Develop a coach corner on the MN Masters website**
33. **Publish a one-time flyer about MN Masters for facilities to use as a resource.**
34. **Update Places to Swim on the USMS and MN Masters websites**
35. **Host Coach Development Workshop (most likely in October)**

Fitness Events & Clinics Committee

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

Open Water Competition and Open Water Clinics Committee

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

Pool Competition Committee

44. **Document processes and train multiple volunteers who are knowledgeable about each task and share task load across multiple volunteers.**
45. **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)**
46. **Collect feedback from participants to determine where we are effective and where we have opportunities.**

Results Reporting & Top Times Committee

- 47. Fast reporting of results and record-setting times while maintaining the integrity of the Records**
- 48. Continue "Record Breakers" Lists**
- 49. Support uploading Records to Meet Manager prior to any upcoming event**
- 50. 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.