

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

Date/Time of meeting: **April 24, 2016 6:30pm**

Chair: Karen Zemlin

Vice Chair: Krisie Melsen

Minutes Recorded by: Carrie Stolar (Secretary)

Motions Passed:

- 1) EC Approved minutes from March 22, 2016 with the update to add the pool and open water committees to the meeting list.

Number of Attendees: 12

Executive Committee members present: Karen Zemlin, Dave Kough, Krisie Melsen, Carrie Stolar, Marc Anderson, Pam Ogden (via phone)

Board Members Present: Aleta Kolan, Nachiket Kale, Tom Moore, Hannah Cohen, Mark Kaplan, Brian Cohn

Visitors/Guests Present:

Minutes:

The meeting was called to order at 6:30 pm

- 1) Annual financial statements for 2015 have been submitted to USMS. Tax return must be filed with the IRS by May 15.
- 2) The volunteer interest survey was reviewed and updated volunteer interest survey and will be sent to members.
- 3) The national award deadline is the end of June. There is an opening for Breadbasket Zone rep on the USMS national board, and Tom M. may run for that position.
- 4) The collaboration tool project should be set up this month. Small training sessions will be held. The website refresh project is on hold until summer.
- 5) Dave K. will take the lead on setting up the audit while Brian C. will do the survey for owned assets.
- 6) HOF was open for nominations this time last year; Marc will send information to Pam for Blast. HOF process will be simplified this year. Nominations are still alive from last year. The deadline for new nominations will be mid-July. The banquet date is October 15.
- 7) Out of the discussion about the need to order new caps came the desire to design a new MN Masters logo. Carrie will follow-up with the intern from the University of MN that worked on the 2017 LC Nationals logo to see if she has the time and inclination to work on a new Masters logo. The design deadline will be mid-May since new caps need to be ordered by June 1 to be ready for LC Nationals.
- 8) The Inaugural MN ALTS program has one session remaining. We had approximately 15 volunteers and 15 swimmers participate from all over the metro area. Pictures and videos

will be posted to the MN Masters website. St. Cloud has expressed interest in hosting once their new pool is completed. St. Paul YWCA has expressed interest as well. Rochester could potentially be another host.

- 9) Open Water has 4 planned open water workouts. Volunteers will be needed at all workouts. There will be 2 courses, one beginner course and a 900 yard triangle for more advanced swimmers. From the peer to peer call, it was learned that the safety monitor training is not completed yet. Once done, It will be online. Each OW race needs to have an independent safety monitor (representing MN Masters and USMS).
- 10) Meets: The only issue during the state meet was (initially) the lack of timers. Looking forward we should not have a similar problem for summer nationals. Southdale Sharks will provide the timers and we have been assured that there will be no issues. The next meet is July 9 at Richfield. We will need 2 timing systems to do 50s and need to determine what type of starts will be allowed in the shallow end.

Action Items:

- 1) Conflict of Interest Statements need to be completed by core members of all committees. Please turn them in to Karen or Carrie.
- 2) Logos approved by 2017 LC Nationals Advisory Committee and recommendation made to Board.
- 3) Karen to email for an update on status of the one-pager that outlines the differences between USA Swimming and USMS.
- 4) Dave will start the audit process. Brian will put together an asset survey. Dave will complete tax return by May 15.
- 5) Brian will initiate and conduct training sessions regarding the collaboration tool.
- 6) Tom will bring postcards and other USMS and MN Masters information as well as bring caps to ALTS.
- 7) Krisie to set up drop box for 2015 nationals pictures from Marc.
- 8) Tom will update and publish the event calendar.
- 9) Post past Newsletters to website and keep them there going forward for historical reference.

Date of next meeting: Tuesday, May 26, 2016

The meeting was adjourned at 8:25 pm.

Respectfully submitted,
Carrie Stolar (Secretary)

Appendix 1: Standing Agenda

Minnesota Masters Swimming

Board of Directors – Standing Agenda Items

Updated May 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 –
 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
- .i.1.a.i.1.

CALENDAR _____

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)

RECENT AND UPCOMING EVENTS

1. OW workouts, June and July
2. Richfield LC meet – 7/9
3. Open Water Half-Marathon Series – Summer 2016

OLD BUSINESS

4. 2016 Committees
 - Core Members
 - Goals
 - Budget

NEW BUSINESS

5. **Any Additional items**

Appendix 2: Committee Reports

April Committee Reports 2016

RECORDS (Marc)- The SCY Records and Records Breakers List for 2016 have been updated with State Championship results. There were 28 records broken in 27 individual events and 13 new relay records set.

HALL OF FAME (Marc)- website up to date. No new news.

Registrar's report (Pam): individual membership = 1111 as of April 26, 2016

National Team Committee: Everything is good to go for this weeks race in Greensboro. We have 7 signed up for team Minnesota, and 11 from Minnesota total. I am working on a team reservation for dinner on Friday this week.... looks like we will have around 12 attending. Fun times!

OW Committee

Date: Sunday, April 10

Time: 6:30 – 8 PM

Place: Big Louie's Bar and Grill

790 County Rd D West, New Brighton, MN 55112

Attendees: LeeAnn, Shannon, Karen, Beth, Michael, Amy, Hannah

Meeting Minutes

OW Workout Progress

1. Workout Details
 - June 11, June 18, June 23, July 30; 10:30 AM to noon
 - 20 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
 - **Beth** to find out from Tyler about:
 - .i. Weather cancellations – who makes the call/what time
 - .ii. Safety of locker rooms
 - **Michael** to plan check in/check out procedure
 - **Hannah** to ask about getting extra Minnesota Masters event postcards at LMSC board meeting to hand out at open water workouts
 - **Karen** to help with organizing buoys for open water workouts
 - **Shannon** to check on Lake Phalen health rating

2. **Beth** to finalize blurb for club assistant registration online (add some of details from Denver workout)

3. Advertising
 - **Amy** to submit registration info to tri coaches, Lifetime Tri, Vision Quest, and others once available
 - **Amy** to look into <http://minnesotatrinernews.com>; website contact: jerry@minnesotatrinernews.com 612-562-4585

4. Volunteer schedule – *will determine roles later*

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

July 30			Hannah, Amy, Beth, LeeAnn
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- **LeeAnn** to contact Sandra Bergquist for transcript of safety talk

5. 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)
 - .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)
- **LeeAnn** to follow up on free USMS caps

LMSC Peer-to-Peer Teleconference –everyone welcome to call in

6. LMSC Open Water Peer-to-Peer Teleconference

Date and Time: **Tuesday, Apr 19 2016 7:30 PM Central**

Meeting Wall:

https://www.startmeeting.com/wall/usms_lmsc_development_committee

US Toll Number: [\(701\) 801-1220](tel:(701)801-1220) - *Please use this if you have Free long distance service*

US Toll-Free Number: [\(855\) 212-0212](tel:(855)212-0212)

MeetingID: 128-531-819#

“Bob Bruce, vice chair of the USMS Open Water Committee, will be joining us in a 60-minute conversation as a content expert in various aspects of the open water event process. Your questions and requests for advice on how other LMSCs approach the procedures and tasks involved in sanctioning and running quality events are encouraged.”

7. Next meeting: **Sunday, April 24 at 6:45 PM** at Big Louie’s Bar and Grill

OW Committee

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)

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

6. Independent Safety Monitor (ISM) training should be available any day now: ~20 minute online training + quiz
7. ISM must be independent of group hosting event
8. 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:

24. 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.

25. 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

26. 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)

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

Committee Name	Date	Time	Location
Board Meeting	5/24/2016	6:30pm	8200 Humboldt Ave. S. Bloomington
Meet Committee		6:30pm	Walker Library, 2880 Hennepin Ave S. Mpls
USMS Peer-to-Peer call for Open Water	4/17/2016		
Board Meeting	5/26/2016	6:30pm	8200 Humboldt Ave. S. Bloomington
Meet Committee	5/2/2016	6:30pm	TBD
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		

last updated May 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

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
- 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 3/28/16)

Appendix 5: MN Masters Committee Goals

Minnesota Masters Swimming Goals – 2016 PROPOSED

BOARD / BOARD SUPPORT COMMITTEES

Board of Directors / Governance

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

Volunteers & Awards

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

Membership

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

Marketing & Communication

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

IT / Administration

23. Deploy collaboration tools
24. Implement Risk Management / Audit process. Perform software audit
25. Perform website refresh project

National / USMS

26. Continue to actively participate in USMS National Committees & Webinars & Training & Conventions
27. Work to meet USMS "LMSC Required Standards" and "Suggested" Standards

MEMBER SERVICE COMMITTEES

Member Engagement Committee

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

Coaches + Club & Workout Group Development Committee

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

Fitness Events & Clinics Committee

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

Open Water Competition and Open Water Clinics Committee

44. **Continue to support "Open Water Half Marathon" Series**
45. **Create "Marathon Swim" Resource**
46. **Create and support at least one new OW event**
47. **Create system and methodology for formal open water workouts**

Pool Competition Committee

48. **Document processes and train multiple volunteers who are knowledgeable about each task and share task load across multiple volunteers.**
49. **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)**

50. **Collect feedback from participants to determine where we are effective and where we have opportunities.**

Results Reporting & Top Times Committee

51. **Fast reporting of results and record-setting times while maintaining the integrity of the Records**
52. **Continue “Record Breakers” Lists**
53. **Support uploading Records to Meet Manager prior to any upcoming event**
54. **Support annual submittals for Top Ten to USMS**

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.