

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

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

Chair: Karen Zemlin

Vice Chair: Krisie Melsen

Minutes Recorded by: Mark Kaplan

Motions Passed:

- 1) Board MSA approved minutes from the 5/26/16 board meeting.
- 2) EC approved new club fee of \$125 and workout group fee of \$50. Individual fee will remain at \$11 except for those over 70 who will pay no Minnesota fee. The Minnesota fee will be set at \$5 for August, September, and October of 2016, but only for September and October of 2017 and subsequent year.

Number of Attendees: 8

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

Executive Committee members on conference call: -

Board Members Present: Alyssa Walsworth, Mark Kaplan, Hannah Cohen

Board Members on conference call: -

Minutes:

The meeting was called to order at 6:40 pm

- 1) Discussion took place about the proposed fee changes for USMS for the remainder of this year and subsequent years. In this year, an Olympic year, fee changes would be effective in August. In subsequent years, they would occur in September. USMS would like to charge both workout groups and clubs an annual fee of \$41. Our LMSC would like to encourage more workout groups. After discussion, the EC recommended and approved a new club fee of \$125 and workout group fee of \$50. Individual fee will remain at \$11 except for those over 70 who will pay no Minnesota fee. The Minnesota fee will be set at \$5 for August, September, and October of 2016, but only for September and October of 2017 and subsequent year
- 2) Future Board meetings may be moved to a location which could be used at no cost.
- 3) Hall of Fame has 5 or 6 new nominations plus the carry-over from last year. The nomination deadline is July 31.
- 4) ALTS has submitted a grant request to USMS to cover the cost to run the program or 2017 as well as the certification of 2 more individuals. Grants will be announced at convention.

- 5) Coaches committee is planning a coaching forum at the Ridgedale Library on September 18. Details TBD.
 - 6) National Team has registration from 4 of 7 swimmers attending nationals. T Shirts to be ordered, including shirts for the LC Nationals Advisory Committee that are attending.
 - 7) The Open Water Lake Phalen swims included 17 people at the first event, 16 at the second, and 15 at the third which was rained out. Discussion included the need for new open water participants to sign the 30-day USMS guest membership waiver. Subsequently they could pay a \$20 per time one-event fee for each swim.
 - 8) We did have independent safety monitors, required for an open water event to be sanctioned, at each of the 2016 open water swims thus far. They have been paid \$100 per event. We may transition our pool officials into this role.
 - 9) LC State received positive feedback. For this meet we purchased a laser measure and a 9-meter tape. Overall, the event lost \$150. In May, the committee voted to continue the practice of charging a single fee for each meet regardless of the number of events a swimmer swims. The committee also allowed relay-only swimmers. The committee is working on the calendar for the remainder of this year and next year.
 - 10) LC Nationals Advisory Committee created an ad to appear in the 2016 LC Nationals program. It was submitted and approved by USMS. The logo for 2017 has been approved by USMS with the change of spelling out "Minneapolis" from "Mpls."
 - 11) Dave K. and Karen will begin working on criteria for "Swimmer of the Year." Tom suggested forming a committee around this idea.
 - 12) See appendix 1 and 2 for complete Meeting Agenda and Committee Reports.
-

Action Items:

- 1) Committee chairs to get all voting members of their committees to sign the Conflict of Interest Certification (ongoing). Still need Pam, Brian, and Sandra**
- 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. (completed)**
- 4) Dave and Brian will continue with the audit process, asset surveys, and training sessions regarding the collaboration tool. (in progress)**
- 5) Tom will request more stickers, etc. from USMS. (not yet completed)**
- 6) Tom will follow-up on tracking down the minutes for the coaches' peer to peer call. (completed)**
- 7) Dave will post past newsletters to the website upon receiving them from Tom. (completed)**

New Action Items:

- 1. Pam and Aleta to send letters to clubs and workout groups explaining fee changes, and the LMSC support of workout groups.**
- 2. Pam to alert membership with an explanation of proposed fees. She will also contact individuals registered as UC30 with registration options.**
- 3. New marketing ideas to be followed up on involving including swimming in Midwest Events, with the possibility of running a story on 2017 Nationals. Also should approach SwimSwam on covering Masters. Good topic to bring up at Convention with Laura Hamels and Kyle from USMS.**
- 4. New volunteer needed for merchandise.**
- 5. Recruit more independent safety monitors.**
- 6. Add the 2017 Nationals Ad and logo to our website.**
- 7. Seek individuals from the Board to be members of the swimmer-of-the-year committee.**

Date of next meeting: Tuesday, August 23, 2016

The meeting was adjourned at 9:02 pm.

Respectfully submitted,

Carrie Stolar (Secretary) with the assistance of Mark Kaplan

Appendix 1: Standing Agenda

Minnesota Masters Swimming

Board of Directors – Standing Agenda Items

Updated July 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 – _____ & 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 & Tom
- 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

MN Master's Board of Directors Meeting

Chair Agenda Items:

Discussion -

1. Collaboration Site Introduction
2. Volunteer update/new volunteers/open roles
3. Convention Update
4. Peer to peer opportunities
 - July 10 registrars
 - August 14 Communications/webmasters
 - Sept 19 Chairs and Vice Chairs #2
 - Nov 13 Secretaries
 - Dec 11 Fitness

Next Meeting Date (4th Tuesday of the Month): Tuesday, August ***

***Conflict with National Meet can we postpone until August 30?

July 2016 Report of IT and Audit Committee

Accomplishments for the month:

1. [Collaboration site](#) set up and ready for use. Carrie trained in May. Tom and Karen trained in June. All our emails appear to be being forwarded properly to the correct people.
2. Asset survey complete -
<https://docs.google.com/a/minnesotamasters.com/spreadsheets/d/1oDSBi-wAC5Mtut0zp1vRLNcJbMT6Th0lyTktABg0WJ0/edit?usp=sharing>
Our assets are pretty limited. We have three computers (two of which are not in good shape). We own licenses for three software packages - Quicken, Meet Manager, and Dreamweaver

Actions for next month:

- Any additional training needed for collaboration site.

July 2016

Committee Reports

Registrars Report:

Current members as of July 17 = 1225

Two newly registered individuals indicated a desire to volunteer.

RECORDS: All records are up to date including the July 9th LCM Meet, where 13 individual records and 11 Relay Records were set. 2016 Year-to-Date total for ALL Courses is: Individual = 65 new records; Relay = 36 new records, (22 relays records from 65+ers).

HALL OF FAME: Getting close to the nomination closing date of July 31st. As of 7/20, we have six new recent nominees from the field and the committee. There are also six 2015 nominated that did not make it in last year. The Committee is researching swimmers that participated in the 1970's as well. We are in good shape for a great "Class of 2016".

Pool Meet Committee:

LCM on July 9 was a great success, receiving positive feedback.

Estimating 65 participants and a loss of \$150.

Meet started at 7:30 after a short warm-up and wrapped up shortly after 11.

Meet Committee will be meeting August 1 to recap the meet as a committee and will have a better idea at that time as to financials and feedback.

Next meet is the relay meet on Saturday, October 15.

2017 National Committee:

Advertisement for 2016 LCM program has been submitted to USMS.

Linda, Carrie, and Krisie will be attending LCM Nationals in Gresham to learn.

Dave K will be attending as a participant, and Tom may attend to observe.

We are working with USMS to determine key Officials for the 2017 meet.

ALTS:

-Submitted a grant request to USMS for 2017 to cover the cost of the program and the training of 2 additional instructors. Winners of grants will be announced at the convention in Atlanta.

-Will be meeting with Tina Eide from Eden Prairie as a potential future host site for ALTS

Member Engagement

-Like the last two years, the race director for the Toughman tri (July 24) gave extremely short notice that he needed swim angels for his race despite emails beginning in June to ask if he needed any. We will providing a few swim angels, but not the number that he requested.

-We will again be providing swim angels for the Hopkins Tri over Labor Day weekend.

June/July Open Water Committee Report

Held no formal meetings in June or July but have been in touch via email and at Lake Phalen workouts

Lake Phalen Workouts

3. Many repeat swimmers
4. Found out about event from website or word of mouth
5. 5 pre-registered for all 4 swims
6. Many using 30-day USMS trial membership
7. Positive feedback from swimmers
8. Have had a group of 3-7 OW committee volunteers at each workout
9. Considering adding an extra date to make up for July 23 weather cancellation
10. Is there an option for one-day USMS membership? \$15 fee?

June 11

- 17 swimmers, 10 pre-registered
- Collected \$50 cash at event

June 18

- 16 swimmers; 11 pre-registered
- Collected \$70 cash at event

July 23

- 15 swimmers, 10 pre-registered
- Swim cancelled due to lighting/thunder – swimmers who registered can credit payment toward next week's workout
- Collected \$50 cash

July 30

Independent Safety Monitor Update

- Paying ISMs \$100 after report is submitted

July 2016 Registrar's Report:

Hi another email from USMS that I sorted through just now is regarding the 2016 Year-Plus Memberships. This is something the national office started 2 years ago to encourage late in year joining members to be able to also pre-pay for the following year for a reduced price. This has been very successful and by their measurements.

Now, because of the Olympics and the every 4 year boost swimming sees in interest levels, they have voted to start their "end of year" deals on August 1 instead of Sept 1.

And how does this involve us? We need to decide if we want to reduce our "end of year" MN LMSC fee as well. We have dropped this down to \$5 the past few years. (from \$11) on Sept 1.

If we don't decide prior to August 1, this will stay at \$11 until Sept 1. This Year Plus deal is only available via online registration. If this is a whole board vote, we probably need to put it on the agenda for discussion. OR if this is just the executive board, feel free to forward this to those that vote and I can make the software adjustments

asap. I vote that we mirror the USMS fee reduction on August 1 and settle for a \$5 MN LMSC fee for the remainder of the year.

Have we determined what our yearly MN LMSC fee will be for 2017?

Next year's dues need to be figured out before August 1 because of the Year Plus USMS option one month earlier than usual. Worst case is that if we don't figure it out before Nov 1, the Year Plus people will pay the \$11 instead of the updated possible lesser amount. Probably not a big deal, really. I can make the change for the lower end of year fee anytime before Aug 1. If we don't figure it out, the fee will stay at \$11 until Sept 1, which we did agree on last year to reduce to \$5 for end of year. It is not the many dollars, it is just trying to stay consistent, and be fair, I suppose.

Registrar's Report: Current members as of July 17 = 1225 Two newly registered individuals that indicate a desire to volunteer. ● Contact information forwarded to Karen ● Karen followed up with Member Survey ○ No response from individuals at this time

Appendix 3: Master Meeting Calendar

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

Committee Name	Date	Time	Location
Board Meeting	8/23/2016	6:30pm	8200 Humboldt Ave. Bloomington
Meet Committee		6:30pm	Hosmer library (347 36th St, Minneapolis MN 55408
ALTS Training Certification Class	11/19/2016	8:00 AM	Plymouth Lifetime
USMS Peer-to-Peer call for Communications/webmasters	8/14/2016		
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 August 20, 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

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

Volunteers & Awards

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

Membership

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

Marketing & Communication

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

IT / Administration

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

National / USMS

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

MEMBER SERVICE COMMITTEES

Member Engagement Committee

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

Coaches + Club & Workout Group Development Committee

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

Fitness Events & Clinics Committee

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

Open Water Competition and Open Water Clinics Committee

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

Pool Competition Committee

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

Results Reporting & Top Times Committee

- 48. Fast reporting of results and record-setting times while maintaining the integrity of the Records**
- 49. Continue "Record Breakers" Lists**
- 50. Support uploading Records to Meet Manager prior to any upcoming event**
- 51. 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.