



February 20, 2013, 7:00pm Conference Call

AGENDA *Discussion Item

I	CALL TO ORDER & INTRODUCTIONS	7:00pm
II	APPROVAL OF MINUTES OF 01/16/2012 (separate attachment)	7:05pm
III	OFFICERS' REPORTS	
	* CHAIRMAN - PETER GUADAGNI, report attached	7:10pm
	A. CORRESPONDENCE	
	B. GRIEVANCE ISSUE	
	B. COACH OF THE YEAR SELECTION COMMITTEE	
	* REPORT OF THE TREASURER – KILDINE HARMS, reports attached	7:20pm
	VICE-CHAIRMAN ADMINISTRATION – MICHAEL MOORE, report attached	
	VICE-CHAIRMAN OPERATIONS – JIM CLEMMONS, no report	
	SECRETARY – LEIANNE CRITTENDEN, no report	
	AT-LARGE – CAROLINE LAMBERT, no report	
	ZONE CHAIR – MOORE, report attached	
IV	COMMITTEE REPORTS – See attached written reports	7:30pm
	* OPEN WATER – QUINN, report attached	7:30pm
	* MEET OPERATIONS – FASBENDER, report attached	7:40pm
	REGISTRATION – RIDOUT, report attached	7:45pm
	TOP TEN & RECORDS – RIDOUT, report attached	7:45pm
	SCHEDULING – MORALES, no report	
	* COACHES – LEPINSKI, report attached	7:50pm
	* COMMUNICATIONS – MOORE/WEB SITE	7:55pm
	A. WEB MASTER, report attached	
	* MARKETING/PUBLIC RELATIONS – BURNS, reports attached	8:00pm
	A. RANSOM ARTHUR NOMINATION LETTER	
	B. MEMBER COMMUNICATION POSTCARD	
	OFFICIALS – KING, no report	
	EQUIPMENT – Rob Heath, no report	
	LEGISLATION/RULES – TBD, (Chairman,Guadagni)	
	* HOSPITALITY – Benjamin	8:10pm
	VOLUNTEERS FOR DINNER: <i>March - Kildine & Peter, May _____, July _____, Sept. _____</i>	
V.	OLD BUSINESS	8:12pm
VI.	* NEW BUSINESS	8:15pm
	A. PROPOSAL FOR FITNESS CLINIC (not specified) – Ali Hall	
VII.	TEAM ANNOUNCEMENTS	8:20pm
VIII.	ADJOURNMENT	8:30pm

2013 MEETING DATES: Feb. 20 (cc), Mar 20, Apr. 17 (cc), May 22, June 19 (cc), July 24, Aug. 21 (cc), Sept. 11, Oct 16 (cc), Nov, TBD.

Working Calendar for February: Forward PacMasters Ransom Arthur Award nomination to USMS; tabulate PacMasters 2012 Age Group Swimmers of the Year; receive nominations for PacMasters Coach of the Year; appoint COY selection committee; federal & state Annual Summaries due; 1099 Miscellaneous due by 3/1.

Working Calendar for March: approve PacMasters Age Group Swimmers of the Year; vote for overall male & female Swimmers of the Year; approve PacMasters Coach of the Year; order Swimmer of the Year and Coach of the Year awards; distribute convention delegate information.

Working Calendar for April: Brainstorm USMS Rules/Legislation changes; accept delegate nominations for USMS Convention; present Pacific Master Swimmers of the Year and Coach of the Year at the SC Championships.

FEBRUARY MEETING REPORTS – 02/20/2013

Officer and Committee Reports

Meeting policy. Please provide text to Nancy, prior to the meeting, of any items on which you would like the Committee to vote. Re-established 1/18/2012.

Chairman – Peter Guadagni

I received a grievance regarding a complaint about one of our members that had nothing to do with a Pacific Masters' event or activity. The grievance was dismissed but only after 3 or 4 hours of volunteer time. A NBR grievance requires a deposit to discourage frivolous complaints. We may want to consider a similar provision.

Coach of the Year Evaluation Committee - to be appointed during meeting.

Vice Chair Administration – Michael Moore

The City Mile as Monday night has 37 swimmers registered (about 5 heats). I hope that we can have about 50 swimmers compete at the meet. Everyone is welcome to swim and your times can be used for the Jon Steiner Postal Mile. I will be working with Phong Pham, the City College Aquatics Director on the last minute details of the meet on Tuesday or Wednesday and plan to run through transferring the registration information from Club Assistant to the HyTek software.

Vice Chair Operations – Jim Clemmons, no report

Secretary – Leianne Crittenden, no report, minutes attached

At-Large – Caroline Lambert, no report

Treasurer – Kildine Harms, financial reports attached separately.

January Review: Caroline and I have reviewed the January 2013 bank statement and note no irregularities.

Zone Chair – Michael Moore

Open Water – Phyllis Quinn

I will have a conference call with the Race Directors on Feb 24.

Meet Operations – Barry Fasbender

Cal Aquatic Masters Meet Manager Update. Upgraded Cal Aquatics Masters Meet Manager software to include (1) the name change from Strawberry Canyon Masters (SCAM) to Cal Aquatic Masters (CALM) and (2) the addition of an Alpha Scoreboard Interface to display names and results. The total cost including shipping and taxes was \$415.83.

Salinas Valley Aquatic Masters SCY Meet. A total of 44 swimmers signed up for the first meet held by the Salinas Valley Aquatic Masters. Congratulations to the host for a great meet. They had loads of volunteers including three timers in each lane, four people at the check-in desk, two at the awards desk, and about four at the snack bar. They also had four carded officials. Push buttons had to be used on each lane because the touch pads could not be fastened to the deck-level overflow gutter. The pool was a bit warm and the air temperature was around 60 degrees in the class building.

Registration – Nancy Ridout

We have registered 7,679 swimmers and 125 clubs as of 2/19/13. Past data for this period show: 7,793 swimmers and 120 clubs as of 2/14/12; 7,303 swimmers & 121 clubs as of 2/15/11; 6,853 & 114 as of 2/16/10; 6,429 & 115 as of 2/14/09; 5,684 & 113 as of 2/11/08; 5,437 & 97 as of 2/16/07; 5,337 & 102 as of 2/11/06; 4,934 as of 2/10/5; 4,951 as of 2/14/04; 4,998 & 102 as of 2/14/03; 5,414 & 104 as of 2/16/02; 5,166 & 111 as of 2/23/01; 4,752 & 95 as of 2/18/00; 4,466 & 87 as of 2/5/99; 4,482 & 89 as of 2/25/98; 4,432 & 87 as of 2/21/97; 4,366 & 93 as of 2/23/96; 3,911 & 83 as of 2/22/95; 3,776 & 79 as of 2/23/94; 3,722 & 80 as of 2/19/93; 3,867 & 71 as of 2/21/92.

We welcome Sebastopol Masters Aquatic Club (SMAC) and CSC Masters of Sunnyvale (SUNY) as new Pacific Masters clubs.

Top Ten and Records – Nancy Ridout

The Pacific Masters SCM Top Ten was submitted to USMS and sent to the web master for posting. A link to the USMS SCM Top Ten was sent to our web master to post for review by our swimmers. SCY PacMasters records have been updated for 2013, were sent to FastLane Tek and our web master for posting.

Scheduling – John Morales, no report

Coaches – Cokie Lepinski

Coaches Clinics for 2013

- We conducted two more very successful stroke clinics in February. We reached 75 swimmers and 22 coaches in these two clinics.
 - **Novato** Breast-Fly clinic Feb 10th. Led by Cokie Lepinski & Scott Williams. Currently at 30 swimmers and 10 coaches. 44 swimmers, 12 coaches.

- **Albany** Breast-Fly clinic Feb 16th. Led by Cokie Lepinski & Brian Stack. Registrations are steady. 31 swimmers, 10 coaches.
- We have two more on the schedule
 - **Mountain View** Breast-Fly clinic on May 4th. Led by Cokie Lepinski and Coach Scott Williams. The flyer, marketing and calendaring of this is held up while we await requested info from Mountain View.
 - **Lodi** Back-Free clinic on April 21st. This will be led by Coach Stu Kahn and Coach Kerry O'Brien. The flyer, marketing and calendaring of this is also held up while we await requested info from Lodi Masters.
- We are working with two other more remote sites (Chico and Crescent City) to determine how we might be able to hold a clinic in their areas.

2013 Coach of the Year Nominations

- We have received formal nominations from three teams. At least one other team is expected to submit their nomination.

Communication with New Teams and New Coaches

- We remain at 187 coaches in our database. If you are a coach or assistant coach reading this and not sure you are in our coaches database, drop me an email and I'll check your status. coaches@pacificmasters.org.
- Our coaches newsletter continues to be published monthly (since October 2012).

East Bay Coaches Collaborative

- Kerry O'Brien, WCM, continues his East Bay Coaches Collaborative with the idea of sharing and mentoring with coaches in his region. If you'd like more information, contact Kerry at: swim4wc@netscape.net.

ASCA World Clinic

- The clinic will be held in New Orleans September 3-8. USMS Coaches Committee has really strengthened the masters track and speakers. You'll see Bill Breener, Dr. Jim Miller, Pam Giese, Katherine Longwell, Sara McLarty and Kris Houchins all delivering presentations on the Masters track.

Communications – Webmaster – Michael Moore

Four Pacific Updates have been sent out since the last meeting. The current number of contacts on Pacific Masters list is 16,719. I sent Nancy a list of members who email has bounced and I have taken off our list. There are 22 members from 2013, where we have a bad email address from that member. I am not sure what we can do to keep in touch with them.

We also have 40 members whose ISP has blocked their email.

At the beginning of January, Peter wrote four letters for swimmers who have registered for 2013.

1. Returning members who belong to a club
2. Returning members who are unattached
3. New members who belong to a club
4. New members who are unattached

An email for each registering swimmer was sent to that swimmer. We had an open rate between 50 and 70% for those letters.

After discussion with Club Assistant and our chairman, we have decided to work with Club Assistant on an update of website. They will be designing a new template for our website. They will also be creating a template that can be used for mobile devices, as many of our members access our website from their "smart phones." This will be an experiment to see if this better serves our members.

After this is done, there is another project for listing our clubs, their pools and other information that we will be working on. We would be creating a database of our clubs. When there are updates, a club official will update the information, someone will review it before it is posted to the club page.

I have added to the schedule, an URL for directions to the meet (using Google Maps). This is also an experiment to see if it will be used by our members.

I will be seeking freelance writers for the Update. If you know of any, please refer them to either Peter or myself.

Marketing/Publications – Rich Burns, see attachments re: Ransom Arthur Award nomination and PR postcard.

Officials – John King, no report

Legislation/Rules – TBD (Guadagni), no report

Equipment – Rob Heath, no report

Ad Hoc Governance – Guadagni, Lepinsky, Morales

Committee has discussed the responsibilities of PacMasters, draft document is below. This is the first step in reviewing our governance and organization. If we don't have time to discuss, please forward feedback.

*** DRAFT ***

Responsibilities and Aspirations of Pacific Masters Swimming Committee

Required

1. Meet USMS LMSC Standards

Committed

1. Continuation of PacMasters award programs
 - a. Swimmer & Coach of the Year, OW Points, Volunteer Recognition
 - b. Nominate Pacific members for USMS awards
2. Support of Competitive Events
 - a. Organizationally, financially, operationally
3. Maintain website
 - a. News of upcoming events
 - b. Club information
 - c. Historical record of results, meetings & awards
 - d. Repository of forms, guides and handbooks
4. Regularly publish emailed Update
 - a. News of upcoming events
 - b. Organizational communications
5. Send full or nearly full complement of delegates to the USMS convention

Desired (In order of priority)

1. Coach support and development
 - a. No/low cost clinics and programs for coach training
 - b. Mentoring & peer support programs
 - c. Scholarship opportunities for out of the area educational events
2. Club support
 - a. Augment USMS marketing tools to leverage club resources
 - b. New club start up help
 - c. Administrative help
3. Direct to member programs
 - a. Inspirational, technique, dry land, nutrition
 - b. Local marketing of USMS programs
4. Include feature articles in our communications

Optional

1. Support other programs by Clubs and Individuals
 - a. National and international competitive and training events

Old Business

New Business

- A. Fitness Clinic Proposal – no written plan included

Pacific Local Masters Swimming Committee
Balance Sheet
As of January 31, 2013

	Total		
	As of Jan 31, 2013	As of Jan 31, 2012 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
15 Wells Fargo Checking Account	61,385.53	51,532.53	9,853.00
16 Wells Fargo Saving Account	131,118.39	130,874.35	244.04
25-9670 Mission National Bank Operating Account	5,505.21	3,789.21	1,716.00
26-0370 Mission National Bank Business Account	84,328.93	41,492.58	42,836.35
61 MNB CD 0187416050 - 07/2015	41,709.99	41,709.99	0.00
63 MNB CD 0187624450 06/2012	0.00	51,045.27	-51,045.27
Total Bank Accounts	\$ 324,048.05	\$ 320,443.93	\$ 3,604.12
Total Current Assets	\$ 324,048.05	\$ 320,443.93	\$ 3,604.12
TOTAL ASSETS	\$ 324,048.05	\$ 320,443.93	\$ 3,604.12
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			
Equity			
3000 Opening Bal Equity	14,988.50	14,988.50	0.00
3900 Retained Earnings	278,238.27	283,007.71	-4,769.44
Net Income	30,821.28	22,447.72	8,373.56
Total Equity	\$ 324,048.05	\$ 320,443.93	\$ 3,604.12
TOTAL LIABILITIES AND EQUITY	\$ 324,048.05	\$ 320,443.93	\$ 3,604.12

Monday, Feb 11, 2013 08:48:29 PM PST GMT-8 - Cash Basis

Pacific Local Masters Swimming Committee
Profit & Loss
January 2013

	Total		
	Jan 2013	Jan 2012 (PY)	Change
Income			
100 Registration	46,627.00	42,421.00	4,206.00
300 Event and Other Income	792.00	661.00	131.00
400 Interest	16.70	56.90	-40.20
Total Income	\$ 47,435.70	\$ 43,138.90	\$ 4,296.80
Expenses			
1000 Office	6,474.70	3,422.06	3,052.64
1050 Publications	20.94	2,228.36	-2,207.42
1450 Treasurer	253.18	84.94	168.24
1500 Coaches	200.00	724.16	-524.16
1700 Officials	120.00	120.00	0.00
1750 Sanctions/Meet Operations	1,421.30	2,160.88	-739.58
2000 Open Water Exp		405.00	-405.00
2050 Awards		2,459.38	-2,459.38
2100 Other Items	922.30	84.90	837.40
500 USMS Dues	1,779.00	3,120.50	-1,341.50
600 Sanction Refunds		625.00	-625.00
700 Contracts	5,423.00	5,256.00	167.00
Total Expenses	\$ 16,614.42	\$ 20,691.18	-\$ 4,076.76
Net Income	\$ 30,821.28	\$ 22,447.72	\$ 8,373.56

Monday, Feb 11, 2013 08:46:09 PM PST GMT-8 - Cash Basis

**Pacific Masters Monthly Meeting
February 20, 2013**

Meeting was held by conference call.

Call to Order and introductions: The meeting was called to order by Peter Guadagni, Chairman @ 7:03 pm

Attendees:

Nancy Ridout, Leianne Crittenden, Peter Guadagni, Michael Moore, Barry Fasbender, Jim Clemmons, John Morales, Chris Campbell, Glenda Carroll, Laura Val, Kildine Harms, Phyllis Quinn, Ali Hall, John King, Cokie Lepinski, Caroline Lambert, Maggie Tevis, Laura Colette, Sue Dragich, Rich Burns, Jeremy Cohen, Joel Wilson

CALL TO ORDER & INTRODUCTIONS

I APPROVAL OF MINUTES OF JANUARY 16, 2012 (separate attachment)

Approved as amended.

II OFFICERS' REPORTS

***CHAIRMAN - PETER GUADAGNI**, report attached

Growth in the sponsored team in San Ramon has increased slowly, Peter will circulate the report he received from them. Coach of the Year Selection Committee was announced: Jim Clemmons, Cokie Lepinski, Caroline Lambert, Chris Campbell. Chris graciously agreed to act as Chair.

REPORT OF THE TREASURER – KILDINE HARMS, report attached

VICE-CHAIRMAN ADMINISTRATION – MICHAEL MOORE, report attached

Michael indicated that City Mile is coming up, will be pre seeded and posted.

VICE-CHAIRMAN OPERATIONS – JIM CLEMMONS, no report attached

Caroline and Jim reviewed and approved January financials and there was nothing out of order; Jim was in Phoenix for USMS Board Meeting where 300% insurance surcharge was passed. We will need to address this for open water events.

SECRETARY – LEIANNE CRITTENDEN, no report attached

AT-LARGE – CAROLINE LAMBERT, no report attached

ZONE CHAIR – MICHAEL MOORE, no report attached

III COMMITTEE REPORTS – See attached written reports

OPEN WATER – PHYLLIS QUINN, report attached

USMS has been forced to change insurance carriers due to several costly claims within the past 3 years, and premiums have skyrocketed. One way they are trying to mitigate this cost is to oversee all swims, and discourage solo swims. These new insurance requirements were reviewed by finance, long distance, open water, and other committees, and a plan to implement them and assume the cost was approved by the Board of Directors last weekend.

The policy passed by the USMS Board was that for each Long Distance sanction number that is issued, there will be an \$1800 surcharge—the LMSC bears \$1000 and USMS will bear \$800. For solo swims, USMS will not cover any portion of this surcharge.

A National Open Water Coordinator (Bill Roach) has been hired and when a sanction is applied for, then he will ~~must~~ review a submitted Safety Plan, before it is passed on to LMSC sanction person. Once the sanction number is issued, then the LMSC will be charged the \$1000 within 30 days of issuance.

There is a lot of concern about the new safety guidelines and how they apply. USMS website has FAQ section. Phyllis will train event directors. Insurance now requires that due diligence on safety plans and events will need to be done. Phyllis will have a call this Sunday to brief event directors, as some of the events have already been awarded.

The requirements are very broad particularly for “motorized boat” which covers lots of vehicles, but exempts government owned (federal, state, county, or city) craft from having to show proof of having \$1 million of insurance by 24 hours before the event. For inboard boats, an out of the water picture, submitted at least 24 hours before the event is required. Private and non-government boats will be subject to this requirement. One sanction and one fee will cover multiple races taking place under the same host, facility, and entry procedure. There could be 12 or 13 sanctions issued for PacMasters Open Water swims in 2013.

Phyllis proposed that the LMSC absorb this cost this year, and look at how to recoup these fees next year. Michael wanted to discuss how to start recouping these costs this year. Some swims already have set their entry fees, so it will be hard to change, especially the Del Valle 1 mile swim (which was awarded as a National Championship last year and will not be subject to the insurance surcharge), but their other swims (not awarded championships) will be subject to the surcharge. If the fees are increased by \$5 per participant, then that could defray some of the costs. Nancy thinks that some of the surcharge should be borne by the hosts and participants so that people take the safety concerns seriously. She also raised whether the fee charged to the events should be higher for those that use motorized boats on the swimmer course during the race? Laura Collette added that you could decrease safety if there were no boats since the cost was too high.

Motions were made and approved:

1. A motion was made that when solo and relay swimmers are not part of an organized event in a sanctioned event, they are responsible for the \$1800 prior to the issuance of the sanction (not the LMSC). MSR
2. A motion was made that each event host be allowed to charge \$5 per swimmer (not per swim), and that each event host will remit \$5 per swimmer (not per swim) to PacMasters to defray this insurance surcharge, and to increase the cap on Open Water event fees that can be charged by \$5. MSR
3. A motion was made to increase the PacMasters budget by \$12,000 to cover the payment of the Open Water insurance surcharge. MSR

MEET OPERATIONS – BARRY FASBENDER, report attached
Salinas held a nice meet, with lots of volunteer support

REGISTRATION – NANCY RIDOUT, report attached
Do we want to get paper invoices going for the reminder notices? The funds are already budgeted for this. She was given the go ahead to get the process started.

TOP TEN & RECORDS – NANCY RIDOUT, report attached

SCHEDULING – JOHN MORALES, no report attached

COACHES – COKIE LEPINSKI, report attached
One of the Pacific Masters coaches will be inducted in to ASCA Hall of Fame (Don Swartz from North Bay Aquatics) at the ASCA clinic. We also need to make sure coaches know that now they need to be a USMS member if they coach on deck.

COMMUNICATIONS – MICHAEL MOORE-- WEB MASTER/WEB SITE, report attached
Michael is looking for ways to make the website available to mobile apps. Michael is looking for a writer, and Glenda indicated she will write some articles (to be posted on website and/or published in the Update).

MARKETING/PUBLIC RELATIONS – RICH BURNS, report attached

Send comments on Ransom Arthur nomination directly to Rich. Board approval needed before the postcard can be produced. The latest schedule will be checked before the postcard is printed.

Motion made to allocate \$8,000 to provide production, preparation, and mailing to each Pacific masters member.
MSR

OFFICIALS – JOHN KING, no report attached

LEGISLATION/RULES – TBD, PETER GUADAGNI, no report attached

EQUIPMENT – ROB HEATH, no report attached

LEGISLATION-- PETER GUADAGNI, no report attached

AD HOC GOVERNANCE – PETER GUADAGNI, COKIE LEPINSKY, JOHN MORALES, report attached

IV. OLD BUSINESS

-None

V. NEW BUSINESS

Ali Hall submitted a request for having a fitness clinic, PacMasters needs to get a written proposal, and we need someone to help form a committee to do this.

Ali's email address is mi.consult.ahall@gmail.com , and interested people should contact her directly.

At the USMS Board Meeting it was noted that Pacific is the only LMSC that gets the event directors together and trains them and informs them what their obligation are—so Nancy volunteered Glenda to have her take it national. Nancy noted how fortunate Pacific has been in having such far-sighted leaders, such as Glenda, who have designed and produced our excellent programs!

VI. TEAM ANNOUNCEMENTS

None

VII. ADJOURNMENT

Motion to adjourn at 8:41 pm MSR

Respectfully submitted,
Leianne Crittenden, Secretary

NEXT MEETING: MARCH 20, 2013 at Heather Farms in Walnut Creek