



March 20, 2013, 7:30pm (Dinner served 7-7:30pm)

**AGENDA \*Discussion Item**

<b>I</b>	<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	7:30pm
<b>II</b>	<b>APPROVAL OF MINUTES OF 02/20/2013</b> (separate attachment)	7:35pm
<b>III</b>	<b>OFFICERS' REPORTS</b>	
	* <b>CHAIRMAN</b> - PETER GUADAGNI, report attached	7:40pm
	A. RANSOM ARTHUR AWARD	
	B. "CCSF" CITY MILE	
	C. CONVENTION DELEGATES	
	* <b>REPORT OF THE TREASURER</b> – KILDINE HARMS, reports attached	7:50pm
	* <b>VICE-CHAIRMAN ADMINISTRATION</b> – MICHAEL MOORE, report attached	7:55pm
	<b>VICE-CHAIRMAN OPERATIONS</b> – JIM CLEMMONS, no report	
	<b>SECRETARY</b> – LEIANNE CRITTENDEN, no report	
	<b>AT-LARGE</b> – CAROLINE LAMBERT, no report	
	<b>ZONE CHAIR</b> – MOORE, report attached	
<b>IV</b>	<b>COMMITTEE REPORTS</b> – See attached written reports	8:00pm
	* <b>OPEN WATER</b> – QUINN, report attached	8:00pm
	* <b>MEET OPERATIONS</b> – FASBENDER, report attached	8:05pm
	* <b>REGISTRATION</b> – RIDOUT, report attached	
	* <b>TOP TEN &amp; RECORDS</b> – RIDOUT, report attached	8:10pm
	A. APPROVAL OF 2012 AGE GROUP SWIMMERS OF THE YEAR	
	B. SELECTION OF OVERALL MALE AND FEMALE 2012 SWIMMERS OF THE YEAR	
	<b>SCHEDULING</b> – MORALES, no report	
	* <b>COACHES</b> – LEPINSKI, report attached	8:30pm
	A. APPROVAL OF THE 2013 COACH OF THE YEAR	
	<b>COMMUNICATIONS</b> – MOORE/WEB SITE	
	A. WEB MASTER, no report	
	* <b>MARKETING/PUBLIC RELATIONS</b> – BURNS, report attached	8:35pm
	A. MEMBER COMMUNICATION POSTCARD	
	<b>OFFICIALS</b> – KING, no report	
	<b>EQUIPMENT</b> – Rob Heath, no report	
	<b>LEGISLATION/RULES</b> – TBD, (Chairman,Guadagni)	
	* <b>HOSPITALITY</b> – Benjamin	8:40pm
	VOLUNTEERS FOR DINNER: <i>March - Kildine &amp; Peter, May</i> _____, <i>July</i> _____, <i>Sept.</i> _____	
<b>V.</b>	<b>OLD BUSINESS</b>	8:42pm
<b>VI.</b>	<b>NEW BUSINESS</b>	8:45pm
<b>VII.</b>	<b>TEAM ANNOUNCEMENTS</b>	8:50pm
<b>VIII.</b>	<b>ADJOURNMENT</b>	8:55pm

**2013 MEETING DATES:** 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 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.*

*Working Calendar for May: Elect and register USMS Convention Delegates; Review USMS Rules/Legislation recommendations from PacMasters; year-end financial reports due by 5/15-Fed Nonprofit Form 990, CAL Nonprofit Form 199, CAL Periodic Report CT-2.*

## MARCH MEETING REPORTS – 03/20/2013

### 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

1. Michael Moore's nomination package for the Ransom J. Arthur Award was forwarded to the USMS Awards and Recognition Committee on March 14. Thank you to Rich Burns for preparing the package and to Nancy Ridout and Barry Fasbender for help fine tuning the document.
2. The City Mile was hosted by Pacific Masters. Due to an oversight on my part, PacMasters' role as the host was not formally approved. It was successful, turned a small profit and provided a service to the participants. My thanks to Michael making the event happen.
3. We are beginning the process of delegate selection to the USMS convention. This year I am hoping we follow the delegate criteria described in our administrative handbook:

#### *B. Criteria for Pacific Masters LMSC Delegates:*

1. *Current and active Pacific Masters Swimming Members.*
2. *Represent a broad base of interests.*
3. *Able to attend the entire convention.*
4. *Other criteria: attendance at Pacific Masters Swimming committee meetings during the previous twelve months, competitive swimming experience (both pool and open water desirable); leadership experience at club, Pacific Masters Swimming, and national levels; coaching experience; professional qualifications (i.e., law, sports medicine, public relations, etc.) that are of special value.*

In my opinion, active, means active within the Pacific Masters territory.

4. Cokie Lepinski, John Morales and I are continuing our work in reviewing the organization's structure and operations. We are currently attempting to document the tasks involved in PacMasters operations. I am hoping that we can begin to review our ideas at the May meeting.
5. Request motion for the following policy:

*Beginning with the 2013 season, only category 1 results will be eligible for the open water points used in the formula for determining the age group of swimmer of the year.*

#### Vice Chair Administration – Michael Moore

This is about the City Mile:

Report: Overall I think we achieved what we wanted to do. A new meet was created so that swimmers could swim the 1650 before the championships. There were 54 swimmers who signed up for the event. We ran seven heats which took about 3 1/2 hours.

The meet was heavily supported by the CCSF Woman's swim team. The women's team worked as the timers, they worked the refreshment stand and the coach ran the Colorado timing system and the HyTek Meet Manager. The facility has touch pads so that we were able to get good times and there was a four line score board, so swimmers could see their "official" times at a minimum after five seconds.

Logistically it was an easy meet to put on. There was only one event; the meet was preseeded so there was no checkin. The pool rental was pretty expensive as CCSF charged us \$150/hr or \$750 to run the meet. The swimmers were generally pleased with the facility.

Things I would do differently. Refreshments were purchased for the swimmers and officials. I purchased 48 bagels or about 8 packages at Costco. We only used about 3 packages. The bagels not used were given to the CCSF women swimmer volunteers. Next year, I would purchase half of that amount. Extra coffee was donated to the Graphic Communications Department of City College. I purchased 2 quarts of 1/2 and 1/2. Only one was needed.

We said that we would give away ribbons for those who came in first, second or third place. None of the ribbons were given out at the meet. Only one swimmer called me and asked for his ribbon. I now have about a 50 year supply of ribbons for the meet. None of the stickers purchased to create a sticker for results were used as by the time we were ready to print the results, all the swimmers had left.

We did not have enough split forms and will note that we should have more next time. We will also create a "phantom" event for those swimmers who want splits so they can be reported in the National results.

Swimmers complained about the map to City College. We could work on improving it.

I have created a data base of meet records. I sent out a certificate to each swimmer who established a meet record (I had some old Goss Certificate forms). I now have in my garage, ribbons, napkins, kitchen utensils, cups for the use of PacMasters.

The problems mentioned above are minor annoyances. For the big picture, I think we had a successful meet that swimmers enjoyed and were able to compete in a distance event during the winter season.

We agreed that the profits would be 75/25 and I have shown that in the results. I would like propose that CCSF get the \$200 for the In season meet. CCSF did provide the Colorado timing and score board and the scoring. If we would have had Fastlane Tek and Larry Rice doing the timing. If that would have happened, PacMasters would have spent over \$1,000 and have gotten back \$208 in bill back fees. The profits from the meet go to the Women's swim team. The rental of the natatorium goes to the general fund of City College

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.

February Review: Caroline and Jim have reviewed the February 2013 bank statement and note no irregularities.

Zone Chair – Michael Moore, no report

Open Water – Phyllis Quinn

A conference call was held with the OW Race Directors and the OW committee.

A review of this call will be sent in the next few days

I am working with the USMS OW compliance coordinator Bill Roach to get our other swims sanctioned.

Tri Valley Masters is planning an event with Sports Basement to promote Open Water swimming, the Del Valle swim and to raise funds for Swimming Saves Lives Foundation.

Meet Operations – Barry Fasbender

**Mail and Deck Entry Problems.** These problems occurred at the Cal and Rinconada meets. It took three to four hours to resolve these most of these problems for each meet. Some problem such as club changes are still unresolved. There is a link on our website for changing clubs, but it does not work. We have a lot of swimmers that change clubs each year. Most of them just enter the new club name on their entry without officially changing clubs. Online entries do not have these problems.

<b>Problem</b>	<b>CALM</b>	<b>RINC</b>
Swimmers Entered	260	200
Unconfirmed Swimmers	18	12
Bad USMS Registration Numbers	10	3
Misspelled Names	5	3
Not Registered for 2013	3	3
Club Problems	6	2
Bad Birth Date	3	2

**On Line Entry Only Meets.** USF this year did not allow mail or deck entries. USF did this because the administration problems with large numbers of deck entries. Not allowing both mail entries and deck entries creates a problem for older swimmers and swimmers who do not have access to computers. All of our swimmers should be able to enter meets if they want to compete. We currently do not have a policy requiring either mail entries or deck entries. I move to approve the following policy.

All pool meet hosts must allow either mail entries or deck entries.

Registration – Nancy Ridout

We have registered 8,176 swimmers and 130 clubs as of 3/19/2013. This is an increase of 497 swimmers and 5 clubs. We welcome Diamond Hills Masters (DHSC), Health Quest Napa Valley (HQNV), Paragon Aquatics (PAR), Streamliners (LNRS), and Wild Rivers Coast Masters (WRCM) to Pacific Masters Swimming. Our past membership for this period is as follows: 8,414 swimmers and 121 clubs as of March 20<sup>th</sup>; 7,849 swimmers and 122 clubs as of 3/14/11, 7,523 & 116 as of 3/16/10; 7,020 & 119 as of 3/18/09; 6,280 & 114 as of 3/11/08; 6,117 & 99 as of 3/16/07; 5,564 & 95 as of 3/10/05; 5,654 as of 3/15/04; 5,521 & 107 as of 3/14/03; 6,791 and 104 as of 3/22/02; 6,187 & 113 as of 3/28/01; 5,922 & 101 as of 3/18/2000; 5,809 & 95 as of 3/19/99; 5,211 & 92 as of 3/20/98; 4,949 & 91 as of 3/26/97; 5,038 & 100 as of 3/27/96; 4,253 & 81 as of 3/17/95; 4,698 & 82 as of 3/18/94; 4,155 & 84 as of 3/20/93.

I have contacted Beyond Words regarding sending out paper renewals again this year and am waiting to hear back.

PacMasters had the opportunity to purchase a little used digital copier to replace our over 20 year old machine. Peter gave me the go ahead and we now have a copier similar to those you find in a copy store like Staples or Fed Ex.

Top Ten and Records – Nancy Ridout

The Age Group Swimmers of the Year tabulations have been completed and are here for your approval. We will nominate and vote on the overall male and female swimmers of the year. Anyone can nominate a swimmer and will have 2 minutes to speak on behalf of him or her. We will vote by secret ballot.

Scheduling – John Morales, no report

Coaches – Cokie Lepinski

Upcoming Coaches Clinics for 2013

- **Lodi** Back-Free clinic on April 21st. This will be led by Coach Stu Kahn and Coach Kerry O'Brien. This is being advertised in the e-news bulletins, the coaches' newsletter, and a request has been made to get this calendared on the website.
- **Mountain View** Breast-Fly clinic on May 4th. Led by Coach Cokie Lepinski and Coach Scott Williams. This is being advertised in the e-news bulletins, the coaches' newsletter, and a request has been made to get this calendared on the website.

2013 Coach of The Year Nominations

- Chris Campbell will have the information on the COY Committee's recommendation for 2013 Pac Masters Coach Of The Year.

Level 3 Coaches Certification Course

- Pac Masters will be hosting a Level 3 course in Novato on Saturday, September 28th from 9am-4pm. We will also have an opportunity to have a masters practice with the Marin Pirates Masters from 7am-8:30am that morning. Registration and further information will be forthcoming on the USMS website - <http://www.usms.org/content/coachcertsched>.

Communications – Webmaster – Michael Moore, no report

Marketing/Publications – Rich Burns

Postcard is at the printer. Have secured nonprofit mailing permit. Altered message to reflect the latter mailing date.

Officials – John King, no report

Legislation/Rules – TBD (Guadagni), no report

Equipment – Rob Heath, no report

Old Business

New Business

**Pacific Local Masters Swimming Committee**  
**Profit & Loss**  
**January - February, 2013**

	Total		
	Jan - Feb, 2013	Jan - Feb, 2012 (PY)	Change
<b>Income</b>			
100 Registration	78,022.00	68,868.50	9,153.50
300 Event and Other Income	1,061.00	963.00	98.00
400 Interest	31.79	112.38	-80.59
<b>Total Income</b>	<b>\$79,114.79</b>	<b>\$69,943.88</b>	<b>\$9,170.91</b>
<b>Expenses</b>			
1000 Office	6,474.70	3,422.06	3,052.64
1050 Publications	20.94	2,228.36	-2,207.42
1450 Treasurer	293.13	717.02	-423.89
1500 Coaches	1,256.00	724.16	531.84
1700 Officials	177.60	120.00	57.60
1750 Sanctions/Meet Operations	2,321.30	4,490.26	-2,168.96
2000 Open Water Exp		405.00	-405.00
2050 Awards		2,459.38	-2,459.38
2100 Other Items	922.30	219.90	702.40
500 USMS Dues	3,863.00	5,002.50	-1,139.50
600 Sanction Refunds		1,580.50	-1,580.50
700 Contracts	11,616.00	10,846.00	770.00
<b>Total Expenses</b>	<b>\$26,944.97</b>	<b>\$32,215.14</b>	<b>\$ -5,270.17</b>
<b>Net Income</b>	<b>\$52,169.82</b>	<b>\$37,728.74</b>	<b>\$14,441.08</b>

Tuesday, Mar 12, 2013 07:38:27 PM PDT GMT-7 - Cash Basis

**Pacific Local Masters Swimming Committee**  
**Balance Sheet**  
As of February 28, 2013

	Total		
	As of Feb 28, 2013	As of Feb 29, 2012 (PY)	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
15 Wells Fargo Checking Account	78,647.98	63,403.07	15,244.91
16 Wells Fargo Saving Account	131,133.48	130,895.14	238.34
25-9670 Mission National Bank Operating Account	5,505.21	3,789.21	1,716.00
26-0370 Mission National Bank Business Account	88,399.93	44,847.58	43,552.35
61 MNB CD 0187416050 - 07/2015	41,709.99	41,709.99	0.00
63 MNB CD 0187624450 06/2012	0.00	51,079.96	51,079.96
<b>Total Bank Accounts</b>	<b>\$345,396.59</b>	<b>\$335,724.95</b>	<b>\$9,671.64</b>
<b>Total Current Assets</b>	<b>\$345,396.59</b>	<b>\$335,724.95</b>	<b>\$9,671.64</b>
<b>TOTAL ASSETS</b>	<b>\$345,396.59</b>	<b>\$335,724.95</b>	<b>\$9,671.64</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Total Liabilities</b>			<b>\$0.00</b>
<b>Equity</b>			
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	52,169.82	37,728.74	14,441.08
<b>Total Equity</b>	<b>\$345,396.59</b>	<b>\$335,724.95</b>	<b>\$9,671.64</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$345,396.59</b>	<b>\$335,724.95</b>	<b>\$9,671.64</b>

Tuesday, Mar 12, 2013 07:40:08 PM PDT GMT-7 - Cash Basis

**Pacific Masters Monthly Meeting**

**March 20, 2013**

Meeting was held in person at Heather Farms.

Call to Order and introductions: The meeting was called to order by Peter Guadagni, Chairman @ 7:31 pm

**Attendees:**

Nancy Ridout, Leianne Crittenden, Peter Guadagni, Michael Moore, Barry Fasbender, Alice Fasbender, Jim Clemmons, John Morales, Glenda Carroll, Kildine Harms, Cokie Lepinski, Caroline Lambert, Maggie Tevis, Rich Burns, John King, Phyllis Quinn

**CALL TO ORDER & INTRODUCTIONS**

**I APPROVAL OF MINUTES OF FEBRUARY 19, 2012** (separate attachment)

Approved as amended.

**II OFFICERS' REPORTS**

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

Michael's nomination for Ransom Arthur was submitted on time to the USMS Recognition & Awards Committee Chair.;

The City Mile was held. Peter clarified that PacMasters was actually the host of this event after the request of Michael Moore.

Next meeting we take nominations for delegates to convention. Revised and updated delegate information was distributed.

Cokie, John and Peter are documenting Operations, as part of the Governance Task Force, including succession, efficiency and backups for officers, and facilitating participation—will report in the next few months.

Nancy commented that this year both Category 1 and 2 Open Water results were used in calculating the age group swimmers of the year as we have no policy for this addition of another OW division. Category 2 includes less competitive and fewer swimmers. We need to clarify this rule. Peter thinks that going forward only Category 1 should count. Michael disagreed since some people can't swim without a wet suit. Nancy pointed out that there were several swims on our calendar that don't need a wetsuit and this year showed that 3 swimmers earning many more pool points beat each other in the OW 1 races while another was able to accumulate many points in OW 2 to overcome the others.

Peter reminded the group that this is an award for excellence and Nancy added that it should reflect excellence across the board. John thinks there are lots of pool swimmers that do not compete OW and also maybe the points available for OW should be changed.

Motion to only count category 1 swims in the future passed.

**REPORT OF THE TREASURER – KILDINE HARMS**, report attached

Financials accepted.

**VICE-CHAIRMAN ADMINISTRATION – MICHAEL MOORE**, report attached

The person who ran the City Mile meet had timing and score keeping done by CCSF staff, swimmers, and so they increased the profits (saved \$800), money will go for suits for the women's team. Michael would like to give CCSF swim team the \$200 bonus for hosting an in season meet. Motion passed.

**VICE-CHAIRMAN OPERATIONS – JIM CLEMMONS**, no report attached

Caroline and Jim reviewed and approved February financials and there was nothing out of order

**SECRETARY – LEIANNE CRITTENDEN**, no report attached

**AT-LARGE – CAROLINE LAMBERT**, no report attached

**ZONE CHAIR – MICHAEL MOORE**, report attached

### **III COMMITTEE REPORTS – See attached written reports**

#### **OPEN WATER – PHYLLIS QUINN, report attached**

Tri Valley is hosting a National Championship, and other swims over the weekend (under one sanction), Tri valley wants to be exempt from the \$5 per swimmer fee (USMS will not waive the cost for the other swims—even if under the same sanction), because their entries were already open. At Glenda’s suggestion, Phyllis will ask Tri Valley if they will make a good faith contribution (of services or money) to Pacific to defray the expenses since the entry information was already out before the fee policy was passed. So moved and approved.

#### **MEET OPERATIONS – BARRY FASBENDER, report attached**

USMS ranking for each swimmer nationally—this will require submission of meet results. But the submissions have problems, especially with mailed or deck entry swimmers. We discussed how to improve the accuracy of these entries.

Barry moved to require every non championship meet to accept either mailed or deck entries in addition to online entries, so that older participants or people without access to computers can enter. Michael suggests charging significantly more for deck/mailed entries so that these errors do not happen. Cokie agrees that we need to make it easy on meet directors; Phyllis says that plenty of people can help. Nancy thinks we need to take account of those people who do not have active coaches or helpers, and this is a small part of our participants, so we should accommodate this. Motion passed.

#### **REGISTRATION – NANCY RIDOUT, report attached**

#### **TOP TEN & RECORDS – NANCY RIDOUT, report attached**

We voted on Swimmer of the Year, to be announced at Saturday of short course championships.

#### **SCHEDULING –JOHN MORALES, no report attached**

September meeting is during Convention-Nancy moved to have August 21 meeting in person, and cancel September Motion passed.

May meeting correct date is May 22.

Tentative date for annual meeting Sunday November 17.

#### **COACHES –COKIE LEPINSKI, report attached**

Clinic for Free and Back in Lodi on April 21st. Mountain View Breast and Fly on May 4. Four clinics in first half of year. Level 3 coaches clinic is scheduled for Sept. 28<sup>th</sup>. Please list all clinics on the posted schedule.

Coach of the year nominations were reviewed and the Selection Committee’s choice was approved. It will be awarded at the short course championships. It was suggested that a letter be sent to each of the 4 nominees in recognition of their excellence and impact on their swimmers. (Michael Kazek, Marcia Benjamin, Tom Reudy, and Tim Edwards) Cokie will do this.

#### **COMMUNICATIONS – MICHAEL MOORE-- WEB MASTER/WEB SITE, report attached**

Michael is working on the web site and talking to a contractor about redesigning and updating it.

#### **MARKETING/PUBLIC RELATIONS – RICH BURNS, report attached**

Postcard is at the printer and will be mailed soon.

#### **OFFICIALS – JOHN KING, no report attached**

John has received a response to his offer to have a clinic on swimming rules and is hopeful there will be more.

#### **EQUIPMENT – ROB HEATH, no report attached**

#### **LEGISLATION-- PETER GUADAGNI, no report attached**

### **IV. OLD BUSINESS**

-None

**V. NEW BUSINESS**

May dinner volunteer needed? Glenda will do it if she is not working. John King will do July. We will need August dinner person.

Glenda's new book "Dead in the Water" is being published, cover is done by Rich Burns, Mystery about open water swimming. Find it soon on Amazon in April....

**VI. TEAM ANNOUNCEMENTS**

Nancy said TAM wants to thank everyone who participated in the Jon Steiner Postal mile—131 participants who could pay whatever entry fee they wanted; half will go to lung cancer research – somewhere in the range of \$1,000.

**VII. ADJOURNMENT**

Motion to adjourn at 9:01 pm MSR

Respectfully submitted,  
Leianne Crittenden, Secretary

**NEXT MEETING: APRIL 17, 2013 by conference call**

**Note changes in meeting schedule: May 22 in-person, June 19 cc, July 24 in-person, Aug. 21 in-person, no Sept. meeting, Oct. 16 cc, Nov. 17 Annual Meeting.**