

**Pacific Masters Monthly Meeting**

**June 19, 2013**

Meeting was held by Conference Call

Call to Order and introductions: The meeting was called to order by Peter Guadagni, Chairman @ 7:00 pm

**Attendees:**

Nancy Ridout, Leianne Crittenden, Peter Guadagni , Michael Moore, Kildine Harms, John King, Phyllis Quinn, Jim Clemmons, Rich Burns, John Morales, Barry Fasbender, Susan Dragich, Laura Val, Laura Colette, Glenda Carroll

**CALL TO ORDER & INTRODUCTIONS**

**I APPROVAL OF MINUTES OF May 22, 2013 (separate attachment)**

Approved as amended.

**II OFFICERS' REPORTS**

**CHAIRMAN - PETER GUADAGNI**, report attached

Motion to use money saved by not sending cards to fund a mailer in late fall to Pacific members.

Roll call vote on Proposal B (Accept proposal for NO to send out cards & use money saved for letter to members.)

Nancy Ridout N, Leianne Crittenden, Peter Guadagni , Michael Moore Y, Kildine Harms N, John King N, Phyllis Quinn N, Jim Clemmons Y, Rich Burns N, John Morales Y, Barry Fasbender Y, Susan Dragich N, Laura Val N, Laura Colette N, Glenda Carroll N. Motion for Proposal B failed: 4 yes; 9 no

Motion C (Accept the money saved and add it to our reserves.) No second received.

Vote on Proposal A (Reject proposal for NO to send out cards & continue to have the Registrar send them out.)

Nancy Ridout Y, Leianne Crittenden, Peter Guadagni , Michael Moore Y, Kildine Harms Y, John King Y, Phyllis Quinn Y, Jim Clemmons N, Rich Burns N, John Morales N, Barry Fasbender Y, Susan Dragich Y, Laura Val Y, Laura Colette Y, Glenda Carroll Y: Motion for Proposal A passed: 10 yes; 3 no

The motion is carried, and Pacific will continue to send cards to members.

Next meeting will talk about structure of the organization

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

Report approved

**VICE-CHAIRMAN ADMINISTRATION – MICHAEL MOORE**, no report attached

**VICE-CHAIRMAN OPERATIONS – JIM CLEMMONS**, referenced May bank statements reviewed and approved.

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

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

**ZONE CHAIR – MICHAEL MOORE**, no report attached

Reminded people about USMS webinar on Conflict of Interest being presented by Jim and Patty Miller on Sunday

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

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

We will need to decide how to use excess funds from the insurance surcharge? Check at end of year to see if there is a surplus—what do we do with any surplus? We will need to decide. Any swim that has more than 200 swimmers will break even (even with the surcharge), less than that, and the swim operates at a loss.

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

The meet at Quicksilver had 150 swimmers; reminds people of early July entry deadlines for Pacific Championships and for Mission Viejo Nationals. The USMS open water 2 mile championships will take place on 8/4, the Sunday prior to the Nationals, close by at Dana Point.

**REGISTRATION – NANCY RIDOUT, report attached**

First time to have over 10,000 swimmers registered in June—with 6 more months to go. One event registration at Del Valle and Spring Lake was done correctly.

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

**SCHEDULING –JOHN MORALES, report attached**

To accommodate Gary Hall Jr. s schedule, we have moved annual meeting up. John will begin working on 2014 schedule in July.

**COACHES –COKIE LEPINSKI, report attached**

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

**MARKETING/PUBLIC RELATIONS – RICH BURNS, no report attached**

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

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

Peter indicated that every unopened buoy was tested so we know equipment is in good order. One was found that didn't work.

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

**HOSPITALITY—MARCIA BENJAMIN report attached**

Still need someone for August. Marcia will try to find someone.

**AD HOC GOVERNANCE – GUADAGNI, MORALES LEPINSKI no report attached**

**IV. OLD BUSINESS**

-None

**V. NEW BUSINESS**

**VI. TEAM ANNOUNCEMENTS**

**VII. ADJOURNMENT**

Motion to adjourn at 7:50 pm MSR

Respectfully submitted,  
Leianne Crittenden, Secretary

**NEXT MEETING: July 24 in-person at Heather Farms**

**Note changes in meeting schedule:**

**Aug. 21 in-person, no Sept. meeting, Oct. 16 conference call, Nov. 3 Annual Meeting.**

Nancy 7/23/13 3:29 PM

Deleted:



June 19, 2013, 7pm Conference Call

**AGENDA \*Discussion Item**

<b>I</b>	<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	7:00pm
<b>II</b>	<b>APPROVAL OF MINUTES OF 05/22/13</b> (separate attachment)	7:05pm
<b>III</b>	<b>OFFICERS' REPORTS</b>	
	* <b>CHAIRMAN</b> - PETER GUADAGNI, report attached	7:10pm
	A. USMS AWARD NOMINATIONS	
	B. ADMINISTRATOR JOB DESCRIPTION	
	C. USMS DISTRIBUTION OF MEMBERSHIP CARDS	
	D. JULY MEETING TOPIC REMINDER	
	* <b>REPORT OF THE TREASURER</b> – KILDINE HARMS, reports attached	7:20pm
	<b>VICE-CHAIRMAN ADMINISTRATION</b> – MICHAEL MOORE, no report	
	<b>VICE-CHAIRMAN OPERATIONS</b> – JIM CLEMMONS, no report	
	<b>SECRETARY</b> – LEIANNE CRITTENDEN, no report, minutes attached	
	<b>AT-LARGE</b> – CAROLINE LAMBERT, no report	
	<b>ZONE CHAIR</b> – MOORE, no report	
<b>IV</b>	<b>COMMITTEE REPORTS</b> – See attached written reports	7:25pm
	<b>OPEN WATER</b> – QUINN, report attached	7:25pm
	* <b>MEET OPERATIONS</b> – FASBENDER, report attached	7:30pm
	* <b>REGISTRATION</b> – RIDOUT, report attached	7:35pm
	<b>TOP TEN &amp; RECORDS</b> – RIDOUT, report attached	
	<b>SCHEDULING</b> – MORALES, report attached	7:40pm
	<b>COACHES</b> – LEPINSKI, report attached	
	<b>COMMUNICATIONS</b> – MOORE/WEB SITE, report attached	7:45pm
	<b>MARKETING/PUBLIC RELATIONS</b> – BURNS, no report	
	<b>OFFICIALS</b> – KING, no report	
	<b>EQUIPMENT</b> – HEATH, no report	
	<b>LEGISLATION/RULES</b> – TBD, (Chairman,Guadagni), no report	
	<b>HOSPITALITY</b> – Benjamin	7:50pm
	VOLUNTEERS FOR DINNER: July - John King, August - _____	
	<b>AD HOC GOVERNANCE</b> – GUADAGNI, MORALES, LEPINSKI,no report	
<b>V.</b>	<b>OLD BUSINESS</b>	7:55pm
<b>VI.</b>	<b>NEW BUSINESS</b>	7:58pm
<b>VII.</b>	<b>TEAM ANNOUNCEMENTS</b>	8:00pm
<b>VIII.</b>	<b>ADJOURNMENT</b>	8:05pm

**2013 MEETING DATES: June 19 (cc), July 24, Aug. 21, no Sept., Oct 16 (cc), Nov 3 – Annual Meeting**

*Working Calendar for June: Adopt and forward USMS Rules & Legislation proposals; prepare bid packet for 2014 event calendar, distribute by mid-July; forward Coach of the Year nomination to USMS.*

*Working Calendar for July: Distribute bid packet for 2014 events calendar; call for 2014 budget requests; call for proposals to change PacMasters by-laws.*

*Working Calendar for August: Approve bids for 2014 Championship meets and January & February meets, due August 10<sup>th</sup>; receive budget request; preliminary review of USMS convention issues.*

# Pacific Local Masters Swimming Committee

## Balance Sheet

As of May 31, 2013

	Total		
	As of May 31, 2013	As of May 31, 2012 (PY)	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
15 Wells Fargo Checking Account	28,354.42	59,142.01	-30,787.59
16 Wells Fargo Saving Account	241,195.23	130,961.15	110,234.08
25-9670 Mission National Bank Operating Account	4,369.94	5,550.21	-1,180.27
26-0370 Mission National Bank Business Account	24,019.93	45,368.58	-21,348.65
61 MNB CD 0187416050 - 07/2015	41,709.99	41,709.99	0.00
63 MNB CD 0187624450 06/2012	0.00	51,180.82	-51,180.82
<b>Total Bank Accounts</b>	<b>\$ 339,649.51</b>	<b>\$ 333,912.76</b>	<b>\$ 5,736.75</b>
<b>TOTAL ASSETS</b>	<b>\$ 339,649.51</b>	<b>\$ 333,912.76</b>	<b>\$ 5,736.75</b>
<b>LIABILITIES AND EQUITY</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	46,422.74	35,916.55	10,506.19
<b>Total Equity</b>	<b>\$ 339,649.51</b>	<b>\$ 333,912.76</b>	<b>\$ 5,736.75</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 339,649.51</b>	<b>\$ 333,912.76</b>	<b>\$ 5,736.75</b>

Wednesday, Jun 12, 2013 08:53:34 PM PDT GMT-7 - Cash Basis

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

	Total		
	Jan - May, 2013	Jan - May, 2012 (PY)	Change
<b>Income</b>			
100 Registration			
Total 100-A PacMasters	101,880.86	85,573.50	16,307.36
Total 100-B USMS	18,370.50	18,497.50	-127.00
100 Registration	120,251.36	104,071.00	16,180.36
200 Sanction Bond Deposits		1,000.00	-1,000.00
300 Event and Other Income	7,089.50	5,830.10	1,259.40
400 Interest	93.54	279.25	-185.71
<b>Total Income</b>	<b>\$ 127,434.40</b>	<b>\$ 111,180.35</b>	<b>\$ 16,254.05</b>
<b>Expenses</b>			
1000 Office	13,587.82	10,060.86	3,526.96
1050 Publications	6,464.03	2,667.08	3,796.95
1100 Web Site	1,784.26	2,333.11	-548.85
1450 Treasurer	492.98	938.09	-445.11
1500 Coaches	2,181.34	802.07	1,379.27
1700 Officials	1,511.31	120.00	1,391.31
1750 Sanctions/Meet Operations	8,542.89	8,915.26	-372.37
2000 Open Water Exp	1,090.10	2,148.06	-1,057.96
2050 Awards	949.64	3,715.53	-2,765.89
2100 Other Items	1,965.29	833.74	1,131.55
500 USMS Dues	14,272.00	14,034.50	237.50
600 Sanction Refunds		1,580.50	-1,580.50
700 Contracts	28,170.00	27,115.00	1,055.00
<b>Total Expenses</b>	<b>\$ 81,011.66</b>	<b>\$ 75,263.80</b>	<b>\$ 5,747.86</b>
<b>Net Income</b>	<b>\$ 46,422.74</b>	<b>\$ 35,916.55</b>	<b>\$ 10,506.19</b>

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**Pacific Local Masters Swimming Committee**  
**Budget vs. Actuals: FY2013 - FY13 P&L**  
 January - May, 2013

	Total			% of Budget
	Actual	Budget	over Budget	
<b>Income</b>				
100 Registration	120,251.36	226,988.00	-106,736.64	52.98%
200 Sanction Bond Deposits		2,400.00	-2,400.00	0.00%
300 Event and Other Income	7,089.50	15,450.00	-8,360.50	45.89%
400 Interest	93.54	750.00	-656.46	12.47%
<b>Total Income</b>	<b>\$ 127,434.40</b>	<b>\$ 245,588.00</b>	<b>-\$ 118,153.60</b>	<b>51.89%</b>
<b>Expenses</b>				
1000 Office	13,587.82	19,936.00	-6,348.18	68.16%
1050 Publications	6,464.03	15,100.00	-8,635.97	42.81%
1100 Web Site	1,784.26	14,142.00	-12,357.74	12.62%
1200 Chairman		2,100.00	-2,100.00	0.00%
1450 Treasurer	492.98	1,780.00	-1,287.02	27.70%
1500 Coaches	2,181.34	15,900.00	-13,718.66	13.72%
1550 Committees		800.00	-800.00	0.00%
1700 Officials	1,511.31	6,600.00	-5,088.69	22.90%
1750 Sanctions/Meet Operations	8,542.89	20,400.00	-11,857.11	41.88%
1950 Marketing/Publ. Rel.		1,600.00	-1,600.00	0.00%
2000 Open Water Exp	1,090.10	28,496.00	-27,405.90	3.83%
2050 Awards	949.64	5,900.00	-4,950.36	16.10%
2100 Other Items	1,965.29	21,910.00	-19,944.71	8.97%
500 USMS Dues	14,272.00	56,962.00	-42,690.00	25.06%
600 Sanction Refunds		2,700.00	-2,700.00	0.00%
700 Contracts	28,170.00	67,144.00	-38,974.00	41.95%
900 Convention		31,440.00	-31,440.00	0.00%
<b>Total Expenses</b>	<b>\$ 81,011.66</b>	<b>\$ 312,910.00</b>	<b>-\$ 231,898.34</b>	<b>25.89%</b>
<b>Net Income</b>	<b>\$ 46,422.74</b>	<b>-\$ 67,322.00</b>	<b>\$ 113,744.74</b>	<b>-68.96%</b>

Wednesday, Jun 12, 2013 09:03:55 PM PDT GMT-7 - Cash Basis

## JUNE MEETING REPORTS – 06/19/2013

### 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. Nomination letters have been written for various USMS awards. I will give them one more review and submit them by week's end.
2. Jim Clemmons, Caroline Lambert and I have been working on the job description/specification for the Administrator position. I am trying to get a legal review on whether the position should be classified as a contractor or employee. I am also trying to get outside input on the compensation given the job scope and requirements. My plan is to distribute the document to the Executive Committee and anyone else who is interested in the next week. There will be a separate call for the executive committee to discuss and approve the job specification, compensation and interviewing plan. I would like to have select a candidate by the end August to enable the person to attend convention.
3. Last month we tabled the discussion regarding the proposal to have the National office take responsibility for fulfillment of USMS membership cards. I propose we choose between on of the following alternatives:
  - a. We reject the proposal and continue our practice of having our Registrar/Administrator send out membership cards.
  - b. We accept the proposal and use the money saved to send an individualized letter to members in late October or early November. The specifics of the mailer can be worked out later but might include a message jointly from the Chairman and Administrator that would encourage the member to renew, provide the registration URL, reinforce the benefits of membership and outline the services of the Pacific Masters office. It could also include next year's preliminary schedule, a paper membership application and other marketing material.
  - c. We accept the proposal and add the money saved to our reserves.
4. Reminder that we will be spending most of the next meeting discussing the PacMasters organizational structure and proposed changes. Please bring up pressing issues at this meeting or hold them for August.

#### Treasurer – Kildine Harms, financial reports attached separately.

Jim and Caroline reviewed the May banks statements and found nothing exceptional to note, but did follow up on two returned checks.

#### Vice Chair Administration – Michael Moore

#### Vice Chair Operations – Jim Clemmons

#### Secretary – Leianne Crittenden, no report, minutes attached

#### At-Large – Caroline Lambert, no report

#### Zone Chair – Michael Moore, no report

#### Open Water – Phyllis Quinn

The first three open water swims have been a great success. Thank you to the race organizations for Spring lake, Berryessa, and Del Valle for all the hard work that goes into the running of these races.

The next set of races will be Santa Cruz at the end of July.

I will be making a proposal regarding the funds collected as part of the insurance surcharge this year.

#### Meet Operations – Barry Fasbender

**QSS Father's Day Celebration LCM Meet.** Total online and deck entries were about 200. Technical problems resulted in about a 30 minute late start. The swimmers enjoyed the nice weather and swam some good times.

**PacMasters LCM Championships, July 12-14.** The online entry deadline line is **Friday, July 5<sup>th</sup>** for this meet at the College of San Mateo.

**USMS Summer Nationals in Mission Viejo, CA, August 7-11.** The online entry deadline is **Wednesday, July 3<sup>rd</sup>**. This is the first LCM nationals held in the state since the LCM nationals at Mission Viejo in 2005. We expect to have a large number of our swimmers attending this meet. As of Sunday evening, there are 518 swimmers entered with 17 entry days to go. We expect this nationals to be slightly larger than the 2005 nationals, which had 1109 entries. There are currently 203 swimmers entered from Southern Pacific, 85 from San Diego-Imperial and 53 from PacMasters. That's a total of 341 from California, which is more than half the entered swimmers.

**U.S. Masters 2.4 Mile Open Water National Championships, Sunday, August 4, Dana Point, CA.** Note that this

open water championship is hosted by the Mission Viejo Nadadores Masters a few days before the start of Summer Nationals.

### Registration – Nancy Ridout

We have registered 10,040 swimmers and 130 clubs as of 6/18. Past data for this time period are as follows: 9788 swimmers and 124 clubs as of 6/19/12; 9,255 swimmers and 123 clubs as of 6/14/2011; 9,502 & 122 as of 6/15/10; 9,316 & 125 as of 6/16/09; 8,382 & 120 as of 6/15/08; 8,699 & 110 as of 6/27/07; 8,769 & 115 clubs as of 6/17/06; 8,086 & ? clubs as of 6/11/05; 8,248 & 112 as of 6/18/04; 8,529 & clubs as of 6/21/03; 8,751 & 115 as of 6/22/02, 8,148 & 114 as of 6/18/01; 7,970 & 109 as of 6/23/00; 7,811 swimmers & 101 as of 7/9/99; 7,424 & 101 as of 7/10/98; 7,014 & 103 as of 6/20/97; 6,556 & 103 as of 6/21/96; 5,902 & 95 as of 6/23/95; 5,626 & 89 as of 6/17/94; 5,335 & 85 as of 6/18/93; 5,313 & 80 as of 6/19/92; 5,224 & 79 as of 6/26/91. We have gained 520 members since our last meeting. Interesting to note that this is the first time we have reached 10,000 members in June!

One event registrations have been submitted correctly from Del Valle and Berryessa. The renewal invoices continue to come in but in fewer numbers than last month.

### Top Ten and Records – Nancy Ridout

The SCY Pacific Masters Top Ten is finished and will be sent to Michael for posting and swimmer review this week. The 2012 LC and SCM Top Tens are available as well.

### Scheduling – John Morales, no report

Two recent changes to the schedule:

1. Saturday, September 28th....Keller Cove Swim for Kids hosted by the Richmond Plunge
2. Sunday, November 3rd....Pacific Masters Annual Meeting. Guest Speaker: Gary Hall Jr.

### Coaches – Cokie Lepinski

Coaches Clinics for 2013

- **Two more swim clinics on the horizon.** We have a Starts & Turns clinic in Mountain View scheduled for Saturday, September 7th. We have a Backstroke-Freestyle clinic in San Mateo on Sunday, October 20th. Flyers for both will be out in late June or early July. Coaches for Mountain View will be Stu & Mary Kahn, Chris Campbell & Cokie. Coaches for San Mateo will be Tom Reudy and Cokie. With those two clinics, we met our goal of hosting 6 clinics throughout the region in 2013. ☺

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>.
- I'm also looking for a site to hold a Level 1 & 2 (and possibly another Level 3) in the first quarter of 2013. If you want to host this and have a classroom for us, please let me know!

Nationals On Deck Coaching Needed for Mission Viejo

- Are you heading to USMS Long Course Nationals in Mission Viejo? We could use some help with On Deck Coaching. Easy to do and you get a free t-shirt! If you are interested, you can sign up for a slot (or an alternate slot) here: <http://www.signupgenius.com/go/70A0E4EADAB2CAA8-mission>. If you want information about what this entails, contact Coach Chris Campbell at: [coachchris@mvm.org](mailto:coachchris@mvm.org).

### Communications – Webmaster – Michael Moore

I received a mock of the new website template. I tested it on three browsers each on a laptop, an iPhone and an iPad. The website "collapsed" properly on the iPhone. It is looking good.

I am at a Lab Administrators conference in Olympia, Wa and will start driving back on Wednesday. Will try to be on the phone call.

### Marketing/Publications – Rich Burns, no report

### Officials – John King, no report

### Equipment – Rob Heath, no report

### Legislation/Rules – TBD (Guadagni), no report

### Hospitality – Marcia Benjamin

Volunteer needed to provide August meeting dinner. Cost is reimbursed, drinks and tableware provided.040

Ad Hoc Governance – Peter Guadagni, Cokie Lepinski, John Morales



Old Business  
New Business