



July 22, 2013, 7:30pm (dinner served at 7pm)

AGENDA *Discussion Item

I	CALL TO ORDER & INTRODUCTIONS	7:30pm
II	APPROVAL OF MINUTES OF 06/19/13 (separate attachment)	7:35pm
III	OFFICERS' REPORTS	
	CHAIRMAN - PETER GUADAGNI	7:40pm
	REPORT OF THE TREASURER – KILDINE HARMS, reports attached	7:42pm
	VICE-CHAIRMAN ADMINISTRATION – MICHAEL MOORE, report attached	7:45pm
	VICE-CHAIRMAN OPERATIONS – JIM CLEMMONS, no report	
	SECRETARY – LEIANNE CRITTENDEN, no report, minutes attached	
	AT-LARGE – CAROLINE LAMBERT, no report	
	ZONE CHAIR – MOORE, no report	
IV	COMMITTEE REPORTS – See attached written reports	7:48pm
	OPEN WATER – QUINN, no report	
	MEET OPERATIONS – FASBENDER, report attached	7:48pm
	REGISTRATION – RIDOUT, report attached	7:50pm
	TOP TEN & RECORDS – RIDOUT, report attached	
	SCHEDULING – MORALES, report attached	7:52pm
	COACHES – LEPINSKI, report attached	7:54pm
	COMMUNICATIONS – MOORE/WEB SITE, report attached	
	MARKETING/PUBLIC RELATIONS – BURNS, no report	
	OFFICIALS – KING, no report	
	EQUIPMENT – HEATH, no report	
	LEGISLATION/RULES – TBD, (Chairman,Guadagni), no report	7:55pm
	HOSPITALITY – Benjamin	7:58pm
	VOLUNTEERS FOR DINNER: <i>July - John King, August - _____</i>	
	AD HOC GOVERNANCE – GUADAGNI, MORALES, LEPINSKI,no report	8:00pm
	A. DISCUSSION OF PROPOSED CHANGES TO PAC MASTERS GOVERNANCE	
V.	OLD BUSINESS	8:55pm
VI.	NEW BUSINESS	8:56pm
VII.	TEAM ANNOUNCEMENTS	8:57pm
VIII.	ADJOURNMENT	9:00pm

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

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 10th; receive budget request; preliminary review of USMS convention issues.

Working Calendar for September (no meeting): Approve preliminary 2014 Calendar of Events – bids due September 10th; final review of convention issues; publish proposals for changes to the by-laws; preliminary budget proposal; convention.

Pacific Masters Monthly Meeting

July 24, 2013

Meeting was held in person

Call to Order and introductions: The meeting was called to order by Peter Guadagni, Chairman @ 7:30 pm

Attendees:

Nancy Ridout, Leianne Crittenden, Peter Guadagni, Michael Moore, Kildine Harms, John King, Phyllis Quinn, Jim Clemmons, Rich Burns, John Morales, Barry Fasbender, Stu Kahn, Susan Dragich, Glenda Carroll, Marcia Benjamin, Teddy Palmer, Caroline Lambert, Chris Campbell

CALL TO ORDER & INTRODUCTIONS

I APPROVAL OF MINUTES OF June 19, 2013 (separate attachment)

Approved as amended.

II OFFICERS' REPORTS

CHAIRMAN - PETER GUADAGNI, report attached

Five resumes received for Administrator, 25 requests for information. Tonight's meeting will cover Financials and structure of the organization

REPORT OF THE TREASURER – KILDINE HARMS, report attached

Report approved. Jim Clemmons by separate email confirmed that he and Caroline had reviewed financials.

Reports attached, here is additional information as applicable:

VICE-CHAIRMAN ADMINISTRATION – MICHAEL MOORE, report attached

VICE-CHAIRMAN OPERATIONS – JIM CLEMMONS, referenced June 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

III COMMITTEE REPORTS – See attached written reports

OPEN WATER – PHYLLIS QUINN, no report attached

MEET OPERATIONS – BARRY FASBENDER, report attached

San Mateo relay broke world record but not the record—this relay had a 19 and 23 year old, so FINA will NOT recognize this (even though the ages added up to the correct bracket).

We allow meet host to decide whether to swim distance events fast to slow or slow to fast. Should we have a policy on this? Barry invites discussion on the survey Michael took. Michael said 85% of respondents prefer to swim fast to slow, and 80% prefer that the entire meet not be fast to slow, he will provide a breakdown of responses by age group. We have one host that wants to alternate for the distance events. Nancy does not think it is fair to go fast to slow before other events –so they have less time to recover for their later races. So the oldest/slowest distance swimmer could be in the first /slowest heat of the other event....Michael will circulate results of survey, thinks we should discuss next month.

REGISTRATION – NANCY RIDOUT, report attached

TOP TEN & RECORDS – NANCY RIDOUT, report attached

Nancy reminds us that there are many tasks for Executive Committee to accomplish in September.

SCHEDULING –JOHN MORALES, report attached

COACHES –COKIE LEPINSKI, report attached

COMMUNICATIONS – MICHAEL MOORE-- WEB MASTER/WEB SITE, report attached
Glenda had many people check out her article.

MARKETING/PUBLIC RELATIONS – RICH BURNS, no report attached

OFFICIALS – JOHN KING, no report attached

EQUIPMENT – ROB HEATH, no report attached

LEGISLATION-- PETER GUADAGNI, no report attached

HOSPITALITY—MARCIA BENJAMIN report attached
Still need someone to bring dinner for August. Peter will try to find someone. Jim Clemmons volunteered after meeting adjourned.

AD HOC GOVERNANCE – GUADAGNI, MORALES LEPINSKI Discussion of their report was addressed in the rest of the meeting.

Here is a summary of the discussion:

We want to have the organization structure match our activities. We are not intending to change the composition of the Executive Committee.

Question from Susan—what is the reason to change the structure?

Rich—has been a participant for 30+ years, and thinks that a changed structure will provide a better way to make sure we have the resources we need. TOC Trans Tahoe is a good example, and that the event goes off without any problems because there are many resources working to make it happen. We will need different people who are willing to work to make this organization function.

Peter—One goal is to make it easier to draw in people; he is not clear how to draw some one in under the current committee structure.

Michael—we are going to have a big session at Convention on how to recruit and engage volunteers. If someone has a job then it is easier to get them to participate.

Teddy- Do we ever describe the jobs we have, and ask for volunteers?

Peter—Currently, there are four big jobs (and one person acts as a coordinator) but then there are other undefined roles.

Chris—He was recruited by Kerry at a meet, but there was a sense of being able to read the people to determine who would be helpful to the organization, and we need to identify those people and pull them in.

Phyllis—We have 131 registered teams, but their representatives often do not come to the meetings—can we pull them in to participate more?

Peter-Would like to have the organization be a representative body of all the team representatives, but he does not think that is a viable strategy.

Nancy- The committees we have now are actually committees of one, and they are actually coordinators, then if they are not available then we are out of commission. When this structure was set up, people had much more discretionary time and could spend more time being volunteers. That generation expected to give back, but now people are much busier with work and families. Nancy thinks that having volunteers go to convention would get people involved. We have done nothing with the team representatives except ask that each team designate one—we have not solicited their participation. On the calls, we are not getting much more than 25 people, so the calls have not achieved their purpose (which was to make the meetings more accessible and get more participation).

Rich—what is the right number for a governing body, and how many team representatives are there—there are 35-45 large teams. In some senses, there should be a top down management style to make sure that committees are achieving their goals. He thinks that maybe 200 of the 10,000 swimmers that understand how the LMSC is organized and runs.

Marcia—Have we considered having a LMSC meeting at a meet? (Nancy: Yes, we did but people wanted to go home and did not stay)

Glenda—For open water she has a mandatory meeting of team representatives and has insisted that they participate.

Kildine—If we break the jobs down by function, then people can participate in the organization in the way that interests them.

Stu—We should focus on the annual meeting as a means of communicating how the organization works. As a USAS official in Sierra Nevada, Stu charged each club \$250, and for each delegate to the annual meeting, he gave a credit of \$125 per club member attending the annual meeting.

Michael—In many organizations, often there is a board of directors and then there are workers, but we have mostly workers. He likes having the group be 15-30 participants to run the organization. Having all possible team representatives vote would be 200+--very difficult to manage.

Barry—Bylaws can only be changed at annual meeting, but committees are not specified in the bylaws, so we have a lot of flexibility in setting up our organization.

Nancy—Asks Peter to summarize how the proposed organization would be different from the current structure?

Peter—As chairman, Peter is supposed to appoint all committee chairs but is a bit uncomfortable unilaterally doing so. He wants to parallel USMS structure that has the committee chairs follow the activities they undertake. Pacific runs pool competitions, runs open water events, supports coaches and communicates to the members. Each of these committees would work in their functional area, and would have backup members and also succession plans in their committees. Chairs of the committees would be responsible for making sure their area was a good experience for participants.

Michael—Says that the current structure could be used to achieve these goals, by making the chair supervise the functional vice chairs, and adding an administrative function (that would cover communications, marketing, budgets and so on).

Peter--Each of the functional areas and the administrative functions with the treasurer, secretary and chair would be the executive committee. All those chairs would operate independently but would be tasked with reporting back to the Executive Committee (they are not totally autonomous).

Any change to the structure needs to be submitted by September 20 to the executive committee, by 45 days before the Annual Meeting, any proposal needs to be submitted

Nancy moves to have the Governance committee redraft their proposal given the discussion from this evening and circulate it for the August meeting. MSR

Peter will do that and will rework the bylaws for review in August. Peter will also present the current structure in a format similar to the proposed changed format.

IV. OLD BUSINESS

-None

V. NEW BUSINESS

At Nationals, events with a distance of 200 meters and above are not going to be seeded by age

VI. TEAM ANNOUNCEMENTS

Chris needs officials for the MVM meet, John King will help

VII. ADJOURNMENT

Motion to adjourn at 9:04 pm MSR

Respectfully submitted,
Leianne Crittenden, Secretary

NEXT MEETING: august 21 in-person at Heather Farms
Note changes in meeting schedule:
no Sept. meeting, Oct. 16 conference call, Nov. 3 Annual Meeting.

JULY MEETING REPORTS – 7/22/2013

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

Meeting will focus on the organizational structure as distributed last month and is attached to these reports. Other business discussion will be kept to a minimum.

Treasurer – Kildine Harms, financial reports attached separately.

Income Statement 6 months actual vs 12 months budget

Balance sheet June 2013 vs June 2012

Vice Chair Administration – Michael Moore

A quick Survey Monkey survey was done of the swimmers who signed up via Club Assistant; as of Tuesday afternoon 175 of 490 people have completed the survey. A more complete survey results will be at the next meeting. Swimmers liked the San Mateo facility. Over 80% think that the PacMasters seven event limit should be kept. Over 4 of 5 swimmers like the fast to slow in the distance events and by about the same amount think that it should only be for the distance events.

Very few people purchased the meet program, but a very high percentage used the on-line meet results.

In terms of people answering the survey, we have a bell curve centered on the 50-59 age group and about the same number of men and the same number of women have participated in the survey.

I will send out a reminder on Wednesday and close the survey on Friday evening.

Vice Chair Operations – Jim Clemmons

Nothing to report other than Caroline and I reviewed the June bank reconciliation and everything looked just fine.

Secretary – Leianne Crittenden, no report, minutes attached

At-Large – Caroline Lambert, no report

Zone Chair – Michael Moore, no report

Open Water – Phyllis Quinn, no report

Meet Operations – Barry Fasbender

PacMasters 2013 LC Championships. We had nice weather (except for a few windy afternoons) for a very successful LCM Championships. Attendance drop from 593 last year (second highest ever) to a more reasonable 510 swimmers. However, this was enough to increase our five year average from 460 to 478 swimmers. Records broken: 8 world, 14 national, and 44 PacMasters.

Fast to Slow for Distance Events. Some swimmers did not like swimming fast to slow for distance events at our PacMasters championships this year. For other than national championships, USMS rules allow either fast-to-slow or slow-to-fast seeding. Seeding may differ for sprint and distance events (events 400 yards or longer) within a meet. Should we develop a policy for seeding at PacMasters championships or should we leave it up to the host club?

Registration – Nancy Ridout

As of noon July 23, 2013, we have registered 10,532 swimmers and 131 clubs. This is an increase of 492 swimmers and 1 club since our last meeting. Past numbers for this period are as follows: 10,199 swimmers and 124 clubs as of 7/17/12; 10,004 swimmers and 124 clubs as of 7/20/11; 9,971 & 123 as of 7/14/10; 9,778 & 126 as of 7/13/09; 9,010 & 120 as of 7/22/08; 9,040 & 110 as of 7/18/07; 9,196 & 115 as of 7/15/06; 8670 & 109 as of 7/16/05; 8,623 & 111 as of 7/17/04; no July meeting 2003; 9,151 & 115 as of 7/19/2002; 8,598 and 119 as of 7/27/01; no meeting 2000 but records show 8,202 swimmers as of 7/14/00; 7,811 & 101 as of 7/10/99; 7,424 & 101 as of 7/10/98; 7,318 & 104 as of 7/97; no July meetings 1996 or 1995; 6,110 & 97 as of 7/22/94; 5,725 & 87 as of 7/27/93; 5,632 & 80 as of 7/17/92. We continue to grow!

We need to adjust our working calendar for August and October to cover those items scheduled for September.

Top Ten and Records – Nancy Ridout

I have not received the backup documentation or records from either of our LC meets.

Scheduling – John Morales

2014 Championships

SCY- Walnut Creek and TriValley have decided to alternate hosting this event. 2014 will be TriValley's turn. March 28-30 has been reserved at the Aquatic center. First weekend in April is Far Westerns, second weekend Seahawks have the pool and the third weekend is Easter. (ed. Note, Spring Nationals is scheduled for Santa Clara, 5/1-4.)

LCM- San Mateo has shown interest in sharing its hosting duties with Santa Cruz. Each team hosting on alternate years at their facilities. Tom Reudy(San Mateo Masters) and Joel Wilson(Santa Cruz) spoke together at LCM Champs about this matter. Joel has been in Tahoe the past week, and has been unable to get together with his staff to confer, but promises to get back to me as soon as he can. (ed. Note, Summer Nationals scheduled for 8/13-17)

SCM- I have sent an email to Chris Stewart(Walnut Creek) for a date. I proposed Friday, October 10-Sunday, October 12. This is generally when the meet is annually held. I will wait for Chris to confirm with me.

No other teams have bid for a championship event. Once these events are confirmed, I will open the schedule up for other 2014 events.

Coaches – Cokie Lepinski

Coaches Clinics for 2013

- **Two more swim clinics on the horizon.** We have a Starts & Turns clinic in Mountain View Saturday, September 7th. We have a Backstroke-Freestyle clinic in San Mateo on Sunday, October 20th. Flyers for both are attached and also posted on the Pac Masters website, the calendar and the Facebook page. With those two clinics, we met our goal of hosting 6 clinics throughout the region in 2013. ☺

Level 3 Coaches Certification Course

- Pac Masters is 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>.

Level 1-2 Coaches Certification Course

- We are planning to hold a Level 1 & 2 in San Mateo in the first quarter of 2014. We are waiting to set the date until the competition schedule is up for Pacific Masters for that time frame.

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.

Communications – Webmaster – Michael Moore

Since the last meeting we have had four Update sent to members and two coaches newsletters. There are about 17,000 people on the Update list and a normal Update has between 25-29% of the people opening it.

We have had four "Pacific Masters xtra" articles that have been published. The most popular one has been the one on Glenda Carroll with almost huge number of people accessing the page. Normally, we have about 150-300MB of bandwidth usage per day. It rose during the PacMasters Championships. Yesterday, 22 July we had over 1GB of bandwidth transfer, with much of that accessing the Glenda article.

The web homepage is being updated. Currently it is in a "alpha" state, certainly not a beta. If anyone would like to view it please let me know by email and I will send you the URL.

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, no report

Ad Hoc Governance – Peter Guadagni, Cokie Lepinski, John Morales, no report

Old Business

New Business

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

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
100 Registration	\$ 131,106	\$ 226,988	\$ (95,882)	58%
200 Sanction Bond Deposits		\$ 2,400	\$ (2,400)	0%
300 Event and Other Income	\$ 9,430	\$ 15,450	\$ (6,020)	61%
400 Interest	\$ 118	\$ 750	\$ (632)	16%
Total Income	\$ 140,654	\$ 245,588	\$ (104,934)	57%
Expenses				
1000 Office	\$ 13,588	\$ 19,936	\$ (6,348)	68%
1050 Publications	\$ 6,664	\$ 15,100	\$ (8,436)	44%
1100 Web Site	\$ 1,784	\$ 14,142	\$ (12,358)	13%
1200 Chairman		\$ 2,100	\$ (2,100)	0%
1450 Treasurer	\$ 583	\$ 1,780	\$ (1,197)	33%
1500 Coaches	\$ 2,181	\$ 15,900	\$ (13,719)	14%
1550 Committees		\$ 800	\$ (800)	0%
1700 Officials	\$ 1,304	\$ 6,600	\$ (5,296)	20%
1750 Sanctions/Meet Operations	\$ 8,543	\$ 20,400	\$ (11,857)	42%
1950 Marketing/Publ. Rel.		\$ 1,600	\$ (1,600)	0%
2000 Open Water Exp	\$ 3,115	\$ 28,496	\$ (25,381)	11%
2050 Awards	\$ 950	\$ 5,900	\$ (4,950)	16%
2100 Other Items	\$ 1,965	\$ 21,910	\$ (19,945)	9%
500 USMS Dues	\$ 16,765	\$ 56,962	\$ (40,197)	29%
600 Sanction Refunds		\$ 2,700	\$ (2,700)	0%
700 Contracts	\$ 33,688	\$ 67,144	\$ (33,456)	50%
900 Convention	\$ 2,103	\$ 31,440	\$ (29,337)	7%
Total Expenses	\$ 93,232	\$ 312,910	\$ (219,678)	30%
Net Income	\$ 47,422	\$ (67,322)	\$ 114,744	-70%

Tuesday, Jul 16, 2013 07:46:42 PM PDT GMT-7 - Cash Basis

Pacific Local Masters Swimming Committee
Balance Sheet
As of June 30, 2013

	Total		
	As of Jun 30, 2013	As of Jun 30, 2012 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
15 Wells Fargo Checking Account	\$ 34,847	\$ 64,476	\$ (29,629)
16 Wells Fargo Saving Account	\$ 241,220	\$ 130,983	\$ 110,237
25-9670 Mission National Bank Operating Account	\$ 4,370	\$ 5,550	\$ (1,180)
26-0370 Mission National Bank Business Account	\$ 18,502	\$ 89,887	\$ (71,385)
61 MNB CD 0187416050 - 07/2015	\$ 41,710	\$ 41,710	\$ -
Total Bank Accounts	\$ 340,649	\$ 332,605	\$ 8,043
Total Current Assets	\$ 340,649	\$ 332,605	\$ 8,043
TOTAL ASSETS	\$ 340,649	\$ 332,605	\$ 8,043
LIABILITIES AND EQUITY			
Equity			
3000 Opening Bal Equity	\$ 14,989	\$ 14,989	\$ -
3900 Retained Earnings	\$ 278,238	\$ 283,008	\$ (4,769)
Net Income	\$ 47,422	\$ 34,609	\$ 12,813
Total Equity	\$ 340,649	\$ 332,605	\$ 8,043
TOTAL LIABILITIES AND EQUITY	\$ 340,649	\$ 332,605	\$ 8,043

Tuesday, Jul 16, 2013 07:49:00 PM PDT GMT-7 - Cash Basis