



August 21, 2013, 7:30pm (dinner served at 7pm)

AGENDA *Discussion Item

I	CALL TO ORDER & INTRODUCTIONS	7:30pm
II	* APPROVAL OF MINUTES OF 07/22/13 (separate attachment)	7:35pm
III	OFFICERS' REPORTS	
	* CHAIRMAN - PETER GUADAGNI	7:40pm
	* REPORT OF THE TREASURER – KILDINE HARMS, reports attached	7:45pm
	VICE-CHAIRMAN ADMINISTRATION – MICHAEL MOORE, no report	
	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	7:50pm
	OPEN WATER – QUINN, report attached	
	* MEET OPERATIONS – FASBENDER, report attached	7:50pm
	* REGISTRATION – RIDOUT, report attached	7:53pm
	* TOP TEN & RECORDS – RIDOUT, report attached	7:56pm
	* SCHEDULING – MORALES, report attached	7:58pm
	* COACHES – LEPINSKI, report attached	8:00pm
	COMMUNICATIONS – MOORE/WEB SITE, no report	
	MARKETING/PUBLIC RELATIONS – BURNS, no report	
	OFFICIALS – KING, no report	
	EQUIPMENT – HEATH, no report	
	* LEGISLATION/RULES – TBD, (Chairman,Guadagni), report under chairman	8:05pm
	HOSPITALITY – Benjamin	
	VOLUNTEERS FOR DINNER: <i>August - Clemmons</i>	
	* AD HOC ANNUAL MEETING - MORALES	8:10pm
	* AD HOC GOVERNANCE – GUADAGNI, MORALES, LEPINSKI, report attached	8:15pm
	A. REVISED GOVERNANCE PROPOSALS	
V.	OLD BUSINESS	8:45pm
VI.	NEW BUSINESS	8:50pm
VII.	TEAM ANNOUNCEMENTS	8:53pm
VIII.	ADJOURNMENT	8:55pm

2013 MEETING DATES: Aug. 21, no Sept., Oct 16 (cc), Nov 3 – Annual Meetingtentative**

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.

Working Calendar for September (at convention): final convention issues review; approve preliminary 2014 calendar of events

Pacific Masters Monthly Meeting

August 21, 2013

Meeting was held at Heather Farms

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, Phyllis Quinn, Jim Clemmons, Rich Burns, John Morales, Barry Fasbender, Caroline Lambert, Cokie Lepinski, Stu Kahn, Mary Kahn, Teddy Palmer, Maggie Tevis, Marcia Benjamin, Benecia Rivera, Craig Zais, Chris Campbell, John King,

CALL TO ORDER & INTRODUCTIONS

I APPROVAL OF MINUTES OF July 24, 2013 (separate attachment)

Approved as amended.

II OFFICERS' REPORTS

CHAIRMAN - PETER GUADAGNI, report attached

Interviews for Office administrator completed, need to make a decision.

REPORT OF THE TREASURER – KILDINE HARMS, report attached

Report approved; First draft of 2014 budget circulated. Kildine gets a round of applause for getting it done so early and so thoroughly.

VICE-CHAIRMAN ADMINISTRATION – MICHAEL MOORE, no report attached

VICE-CHAIRMAN OPERATIONS – JIM CLEMMONS, no report attached. July financial statement reviewed by Caroline Lambert and Jim 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, report attached

Date of Santa Cruz swim is incorrect in her report.

MEET OPERATIONS – BARRY FASBENDER, report attached

Barry will be buying an update to HiTech Timing and wants to confirm he has budget—he will buy it for SCM Championships to be held at WCM.

REGISTRATION – NANCY RIDOUT, report attached

We need to have our fees set so we can prepare the club registration packages for clubs in October. USMS is considering reducing its portion of the club fee. Michael moves to lower Pacific's portion of the club fees (currently ours is \$35 and USMS is \$30 unless the club registers early then they get a \$10 discount); Barry suggests reduction by \$5—this represents about \$600

MSR, so Pacific club fee is reduced from \$35 to \$30

She reminds us to complete the September working calendar tasks in time (as required by our bylaws).

TOP TEN & RECORDS – NANCY RIDOUT, report attached

SCHEDULING – JOHN MORALES, report attached

Update on Championships for 2014—
SCY to be hosted by TriValley 3/28-30
SCM to be hosted by 10/10-12 WCM
LCM --San Mateo will host but no date yet
MSR Approved, with San Mateo to provide their date later

Chris is suggesting a relay meet early in year, he can run it but needs a venue (Michael may be able to help on this)

COACHES –COKIE LEPINSKI, report attached

COMMUNICATIONS – MICHAEL MOORE-- WEB MASTER/WEB SITE, no report attached

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—report under Chairman’s report

HOSPITALITY—MARCIA BENJAMIN

AD HOC ANNUAL MEETING – MORALES

Gary Hall Jr. can’t come to annual meeting; John is researching alternative speakers who would be appropriate.

AD HOC GOVERNANCE – GUADAGNI, MORALES, LEPINSKI report attached

The Committee approves proceeding on a trial basis with the revised LMSC structure, working within existing bylaws.

IV. OLD BUSINESS

-None

V. NEW BUSINESS

VI. TEAM ANNOUNCEMENTS

Cokie will hold starts and turns clinic at MVM on September 7, please sign up; MVM meet on September 22.

MEMO -- Kick for Time during the month of December (no fins or lane line pulling!)

TriValley has water in their newly renovated pools;

TAM placed 10th in Nationals –with 16 participants, noting Rich and Laura’s records, Olympic Club placed 4th with 27 participants

VII. ADJOURNMENT

Motion to adjourn at 8:47 pm MSR

Respectfully submitted,
Leianne Crittenden, Secretary

NEXT MEETINGS:

No Sept. meeting, Oct. 16 conference call, Nov. 3 Annual Meeting.

AUGUST MEETING REPORTS – 8/21/2013

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. Contractors provided a mid-year status on their responsibilities. These have been shared with non-contractor members of the Executive Committee. We hope to provide feedback to the contractors by mid-September.
2. Office Administrator applications have been received and a select number of candidates will have been interviewed by the meeting. Most applicants appeared to be well qualified and the goal of the selection team is to find the best fit with our organization.
3. The ad hoc governance committee met, made small modifications to the proposal and revised its presentation (see attached). A more detailed presentation of the current and proposed organization is available and has been forwarded to many committee members. It is available on request. The recommendation is to test the revised structure under the existing By Laws with possible proposal more complete revision of the Administrative Handbook (Pacific Masters Policies and By Laws) planned for 2014. Early elections could be conducted in 2014 if the By Laws are changed. Handbook revision would address inconsistencies between Polices and By Laws and with USMS Rule Book.

Preliminary Review of Legislation Proposals

There are 62 legislative proposals being considered by the Legislation Committee, far too many to review in during this meeting. Most have minimal effect on the average Pacific Masters member or competitor. Many are minor wording changes proposed by the Rules, Long Distance or Open Water Committees. Many may not be approved by the legislation committee. A brief review of the more substantive/controversial proposals is below:

L15 (Rules) – Creation of a Club Unattached to comply with a likely FINA rule change that would invalidate any competition where an unattached swimmer competes. This may require many subsequent changes to rules/legislation pertaining to unattached swimmers.

L29 (Board) – Removal of specific waiver language from the Rule Book to make it easier to modify the language as required by insurance carriers.

L31 to L47 (Board & Southern Pacific) – Changes to Article 4 (Participation, Unsporting Conduct, Grievance Procedure), some good and some not. Board would like to move many of the Grievance procedures in the Rule Book to Policy where the modification process is easier (good). Many of these proposals will not make it out of committee and probably not worth discussing at this time. Let me know if you have questions on the meaning of any of these items.

L50 (Southern Pacific) – Elimination of past Presidents as non-voting members of the Board. The original rationale for the change was combative and may be removed from the packet. Almost everyone on the Legislation Committee was turned off by the rationale. There was discussion of trade-off between the wisdom and continuity provided by past-Presidents and the increasing number of past-Presidents.

L51 to L62 Addition of Investment and Audit as permanent committees. Various procedural changes in operations of various committees.

Treasurer – Kildine Harms, financial reports attached separately.

Attached are the July Financials

Balance Sheet this year vs last year

Income Statement Jan-July 2013 vs 12 month Budget and Remaining.

Convention status:

Registration and rooms reservation completed. Room confirmation # will be sent out to each delegate the week of August 19th.

Average air fare came out to \$150. Delegates driving will be receiving \$150 towards their travel plus the \$100 travel allowance the first week of September.

2014 Budget Draft sent separately for your review.

Vice Chair Administration – Michael Moore, no report

Vice Chair Operations – Jim Clemmons

Caroline and I reviewed the July bank statements and noted nothing out of the ordinary.

Secretary – Leianne Crittenden, no report, minutes attached

At-Large – Caroline Lambert, no report

Zone Chair – Michael Moore, no report

Open Water – Phyllis Quinn

All swims for the 2013 season have been sanctioned. Keller Cove and Whiskeytown have been approved. The Santa Cruz swims were held the weekend of July 27-28. Joel, Scott and Rick did a great job. The one mile swim results still need to be sent and then posted. The next swim is Donner Lake this weekend.

Meet Operations – Barry Fasbender

Meet Manager. Meet Manager 5.0 has been released. It includes lots of nice new features. The upgrade cost is \$229 plus tax and shipping. I would like to order one update (for the Walnut Creek License) now to check things out. We will need to budget around \$3,000 to upgrade the remaining PacMasters licenses in 2014.

Registration – Nancy Ridout

As of noon on August 16th (5 ½ days before our meeting) we have registered 10,786 swimmers and 131 clubs. This is an increase of 254 swimmers since our last meeting. Past membership history for this time period is as follows: 10,537 swimmers and 124 clubs as of 8/15/12; 10,384 swimmers & 125 clubs as of 8/16/2011; 10,346 & 125 as of 8/17/10; 10,221 & 126 as of 8/19/09; 9,382 & 120 as of 8/18/08; 9,431 & 112 as of 8/22/07; 9598 & 117 as of 8/19/06; 9,086 & 105 as of 8/20/05; 8,963 & 111 as of 8/21/04; 9,306 & 109 as of 8/25/03; 9,573 & 119 as of 8/28/02; 9,122 swimmers and 119 as of 8/24/01; 8,537 & 111 as of 8/11/00; 8,144 & 101 as of 8/8/99; 7,927 & 101 as of 8/26/98; 7,716 & 107 as of 8/22/97; 7,159 & 108 as of 8/16/96; 6,378 & 97 as of 8/11/95; 6,171 & 93 as of 8/11/94; 5,938 & 88 as of 8/12/93; 5,847 & 80 as of 8/7/92.

As of 9/1/13, new members will be able to pay a reduced fee of \$36 when joining for the remainder of 2013. Any swimmers paying the full fee will be sent a \$12 voucher with their cards to use for reducing their 2014 fee. We need to determine the Pacific Masters fee for 2014 in order to have our form ready and the software updated for online registration. Currently the club fee is \$65 (USMS \$30, PacMasters \$35), with a PacMasters reduced club fee of \$25 if renewing **before** 11/1. Please note that USMS plans to reduce its club fee to \$25 for 2014 and PacMasters may want to modify its share of the club fee as well. The USMS individual registration fee will be \$35, an increase of \$2, which along with the PacMasters fee of \$15, will total \$50 for 2014. Registration materials will be sent out to each currently registered club in early October.

After tonight's endorsements of the SCY, SCM, and LCM Championship meets, I will be able to draw up a meeting calendar for your approval at our September or October meeting.

We need to adjust our working calendar for August and October to cover those items scheduled for September. My suggestion is that any proposals for by-laws changes and the 2014 preliminary budget be dealt with at this meeting (August), and the final review of convention issues and the preliminary calendar of events be approved at the convention zone meeting.

Top Ten and Records – Nancy Ridout

Still have not received the meet back up material from the Quick Silver meet, but Barry has indicated that there were no national or World records broken there. The Pacific Masters LC Top Ten is in the process of being proofed and submitted. The meet data from the LC Championships at San Mateo has been received.

Scheduling – John Morales

Sent to all 2013 pool meet and OW event hosts.

Thanks for hosting an event in 2013, and I hope you will continue to host your event in the upcoming year. I am required to obtain the dates for our three championship meets first, before filling in the rest of the schedule. Short Course Yards will be hosted by Tri Valley this year on March 28-30. Short Course Meters is 90 per cent set for October 10,11, and 12, at Walnut Creek. Long Course Meters is still being determined, and will most likely fall around July 11-13, but this has not been finalized. Please be careful in scheduling an event around this time, because Champs trump all other events. I will let you know the exact LCM Champs date as soon as I find out. Otherwise, I invite everyone to go to [surveymonkey.com](http://www.surveymonkey.com) and fill out the information needed.

Once again, there will be a pool schedule and an open water schedule.

Please fill in all the requested info. I have tried to make it as painless as possible. Have a great summer and thank you again.

<http://www.surveymonkey.com/s/DVJVXBR> Pool Schedule

<http://www.surveymonkey.com/s/D7LY7MK> Open Water Schedule

Coaches – Cokie Lepinski

Coaches Clinics for 2013

- **Two more swim clinics in September & October.** Starts & Turns clinic in Mountain View Saturday, September 7th. Backstroke-Freestyle clinic in San Mateo on Sunday, October 20th. Flyers for both are on the Pac Masters website, the calendar and the Facebook page. With those two clinics, we have 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 link here –

<https://www.clubassistant.com/club/clinics/reserve.cfm?c=1758&cid=57078>

Level 1-2 Coaches Certification Course

- We are planning to hold a Level 1 & 2 in San Mateo in the first quarter of 2014. Date for this will be set after the competition schedule has been finalized.

Level 4

- USMS Coaches Committee is finalizing the Level 4 requirements and application document. It should be unveiled very soon. At this point, the goal is to have a submission window for applicants in the winter and summer. All documents will be submitted electronically for committee review after being collected by the Coaches Committee. Level 4 Certification will be conferred on each applicant accepted by the Evaluation Committee and announcements will be made in conjunction with USMS National events to further honor these professionals.

Communications – Webmaster – Michael Moore, no report

Marketing/Publications – Rich Burns, no report

Officials – John King, no report

Equipment – Rob Heath, no report

Legislation/Rules – TBD (Guadagni), see chairman's report last item

Hospitality – Marcia Benjamin, no report

Ad Hoc Governance – Peter Guadagni, Cokie Lepinski, John Morales, report separate attachment

Ad Hoc Annual Meeting – Morales, Tevis, Ridout, Palmer, no report

Old Business

New Business

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

	Total			
	As of Jul 31, 2013	As of Jul 31, 2012 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
15 Wells Fargo Checking Account	38,788.93	46,442.76	-7,653.83	-16.48%
16 Wells Fargo Saving Account	241,240.17	131,004.93	110,235.24	84.15%
25-9670 Mission National Bank Operating Account	4,369.94	5,550.21	-1,180.27	-21.27%
26-0370 Mission National Bank Business Account	12,983.93	87,273.69	-74,289.76	-85.12%
61 MNB CD 0187416050 - 07/2015	41,709.99	41,709.99	0.00	0.00%
Total Bank Accounts	\$ 339,092.96	\$ 311,981.58	\$ 27,111.38	8.69%
TOTAL ASSETS	\$ 339,092.96	\$ 311,981.58	\$ 27,111.38	8.69%
LIABILITIES AND EQUITY				
Equity				
3000 Opening Bal Equity	14,988.50	14,988.50	0.00	0.00%
3900 Retained Earnings	278,238.27	283,007.71	-4,769.44	-1.69%
Net Income	45,866.19	13,985.37	31,880.82	227.96%
Total Equity	\$ 339,092.96	\$ 311,981.58	\$ 27,111.38	8.69%
TOTAL LIABILITIES AND EQUITY	\$ 339,092.96	\$ 311,981.58	\$ 27,111.38	8.69%

Tuesday, Aug 13, 2013 07:29:20 PM PDT GMT-7 - Cash Basis

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

	Jan - July 2013 Actual	12 Months Budget	Remaining	% Remaining
Income				
100 Registration	137,478.16	226,988.00	89,509.84	39.43%
200 Sanction Bond Deposits		2,400.00	2,400.00	100.00%
300 Event and Other Income	10,099.72	15,450.00	5,350.28	34.63%
400 Interest	138.48	750.00	611.52	81.54%
Total Income	\$ 147,716.36	\$ 245,588.00	\$ 97,871.64	39.85%
Expenses				
1000 Office	14,428.29	19,936.00	5,507.71	27.63%
1050 Publications	6,764.03	15,100.00	8,335.97	55.21%
1100 Web Site	1,784.26	14,142.00	12,357.74	87.38%
1200 Chairman		2,100.00	2,100.00	100.00%
1450 Treasurer	622.77	1,780.00	1,157.23	65.01%
1500 Coaches	2,181.34	15,900.00	13,718.66	86.28%
1550 Committees		800.00	800.00	100.00%
1700 Officials	1,489.40	6,600.00	5,110.60	77.43%
1750 Sanctions/Meet Operations	8,737.76	20,400.00	11,662.24	57.17%
1950 Marketing/Publ. Rel.		1,600.00	1,600.00	100.00%
2000 Open Water Exp	3,382.59	28,496.00	25,113.41	88.13%
2050 Awards	949.64	5,900.00	4,950.36	83.90%
2100 Other Items	2,115.29	21,910.00	19,794.71	90.35%
500 USMS Dues	18,086.00	56,962.00	38,876.00	68.25%
600 Sanction Refunds		2,700.00	2,700.00	100.00%
700 Contracts	39,206.00	67,144.00	27,938.00	41.61%
900 Convention	2,102.80	31,440.00	29,337.20	93.31%
Total Expenses	\$ 101,850.17	\$ 312,910.00	\$ 211,059.83	67.45%
Net Income	\$ 45,866.19	-\$ 67,322.00	113,188.19	168.13%

Tuesday, Aug 13, 2013 07:25:57 PM PDT GMT-7 - Cash Basis