



July 17, 2019; 7:30 pm conference call
Call in number 1-866-212-0875 passcode 5176157

AGENDA *Discussion Item

- I. **Call to Order & Introductions**
- II. **Approval of June meeting minutes (separate attachment)**
- III. **Reports**
 - Executive Committee**
 - Chair**—John King, report
 - Treasurer**—Laura Shope, report attached
 - Past Chair** – Peter Guadagni, report *
 - Secretary**—Leianne Crittenden, report attached
 - Office Administrator**—Chris Ottati, report *
 - Schedule**—Steve Cutting, report
 - Hospitality**—Marcia Benjamin, no report
 - Pool Meet Committee**—John Morales, report
 - Meet Operations**—Peter Guadagni, no report
 - Officials**— no report
 - Open Water Committee**—Phyllis Quinn, no report
 - Communications and Technology**—Bob Anderson, report*
 - Update**—Chris Ottati, report
 - Website**—Caroline Lambert, no report
 - Clubs and Coaches**—Stu and Mary Kahn, no report
 - Ad Hoc Committees**— reports
 - Old Business** – no report
 - New Business**— no report
 - Club news**—no report
 - Policy Updates**

2019 MEETING DATES: all dates are tentative: August 21(cc), September 12 (convention), October 16(cc), November 17

Working Calendar for July: Distribute bid packet for 2018 events calendar; call for 2018 budget requests; call for proposals to change PacMasters by-laws.

Working Calendar for August: Approve bids for 2018 Championship meets and January & February meets, due August 10th; receive budget request; preliminary review of USMS convention issues.

Working Calendar for September: Approve preliminary 2018 Calendar of Events – bids due September 10th; final review of convention issues; publish proposals for changes to the by-laws; preliminary budget proposal; Convention.

July meeting reports – 07/17/2019

Officer and Committee Reports

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

Executive Committee

Chair—John King, report

- At this meeting we make our **first call** for the next year's **budget requests**. Laura has additional information.
- **“While you were out”**. Since our last committee meeting the executive committee took action on two committee matters; 1) The retired Open Water trailer has been donated to a church group. 2) The Executive committee voted to comp the entries of any official working a championship meet and planning to swim. An adjustment to the financial stipend would be made and entry fees sent to the host team.
- **St. Louis USMS/USAS Convention**. Pacific Masters has a full complement of delegates attending! Thank you in advance to all delegates for their time and hard work to further Pacific Masters Swimming!
- **Just a reminder... Pacific Masters Swimming Awards**— With the November Annual meeting fast approaching it's time to be thinking about the contributions of some of our fellow swimmers and who may be a candidate for one of our Pacific Masters awards. The nominations are due October 1 for the following categories; Personal Achievement, Nancy Ridout Award for Distinguished Service, Contributor of the Year, Appreciation Award, and the Peggy Lucchesi Award.

Treasurer—Laura Shope, financial reports attached

2020 Budget request – VPs please have your budget request to Laura by September 30, 2019.

Past Chair—Peter Guadagni, report

- **Relay Meet**. Entries are now open for the 1st Annual Pacific Masters Summer Fun Relay Meet. Information and entry link is available on the Pacific Masters schedule page. Form your team and get entered for this fun event.
- **Meet Directors Guide**. The process of updating the Meet Directors Guide has begun. A new meet sheet template has been created and future meets will be required to follow the format. As part of the process I will be reviewing the Administrative Handbook, Meet Operations Guide and Meet Directors Guide to try to remove duplicate information. This will reduce the

likelihood of having conflicting information in our guides. If there are any changes you would like made in any of these documents, please let me know.

- **Unified USMS Fees.** A proposal is being considered under which USMS would move to a unified fee where there is one nationwide USMS fee and LMSCs would get a percentage of that fee (probably 20%). Currently LMSCs can set their own fees. There are several benefits to a unified fee including simplified marketing, facilitation of new membership types, and the possibility of joint memberships with other organizations (e.g. USAT). During the meeting I will give a more detailed explanation and take questions. We will limit discussion of the topic to 10 or 15 minutes at the discretion of the Chair. If more time is needed a separate call will be scheduled for interested parties.

Secretary—Leianne Crittenden, report attached

Office Administrator—Chris Ottati, report *

Registration: 10,211 members; 137 clubs; 498 self-identified coaches have registered for Pacific Masters as of 07/15/19. In 2018, we had 10,477 members; 144 clubs; 434 self-identified coaches.

Swim Events: I’ve received fees from Spring Lake and Berryessa. I’ve received paperwork from Spring Lake, Berryessa, and Del Valle. The 1500 day of the LCM Championships were successfully run.

Convention: I believe all delegates have made their plane reservations and all but 1 has been reimbursed.

DVD rentals: I would like approval to put our DVD library on a table for give away at the LCM meet this weekend. These DVDs are very, very, VERY out of date and no one requests them. We talked about this a few years ago, but never did anything.

USMS Clinics: Alts/Coaches/Swim clinics Dec. 7-8 in Sacramento. Details in next UPDATE.

Schedule—Steve Cutting, report

Event bids seeking approval at the July 17, 2019 meeting:

Event Bid (type)	Bid Received Date	Host	Location	1 st Choice 2019 Dates	2 nd Choice 2019 Dates	Comment
Whiskeytown OW swims	July 9, 2019	RST	Oak Bottom Beach, Whiskeytown Lake, Redding	Sun Sept 8, 2019	none	500 yd swim for 10 and under, 1 and 2 mile for all others.

- Recommend approving the 1st choice date for the Whiskeytown event.

Hospitality—Marcia Benjamin, no report

Pool Meet Committee—John Morales, report

The Pool Committee deliberated and voted yes to accept the following proposal concerning officials who would like to swim in Champs Meets they would like to swim in. Our yes vote was presented to the Executive Board for approval, and it was passed.

Pacific Masters to reimburse the meet host (WCM) for the \$55 entry fee for those officials who want their entry fees comped. The meet referee provides complimentary meet registration to officials, *who have been approved to work by the meet referee*, who can then decide how much else they should be compensated, but the max amount would be \$245 (or \$345 if we are including the 1500 free)

Meet Operations—Peter Guadagni, no report

Officials— no report

Open Water Committee—Phyllis Quinn, no report

Communications and Technology—Bob Anderson, report *

I would like to form a subcommittee to determine the purpose of the UPDATE.

Update—Chris Ottati, report

Since our June meeting two e-newsletters have been sent; June 24 and July 8. The newsletter was received by approximately 24,000 swimming enthusiasts at an open rate averaging 24%. Our Editor for both these Updates was Jeremy/Carol. Linda S. will edit the July 22 and August 5 Updates. The Update is supervised by Bob Anderson, VP Communications and Technology.

Website—Caroline Lambert, no report

Clubs and Coaches—Stu and Mary Kahn, no report

Ad Hoc Committees —

Zone Chair – Sally Guthrie

Review Oceana zone report draft for 2019 Convention. See attachment.

Annual Meeting – Nancy Ridout

The committee is engaged in signing an Agreement with our keynote speaker, Aaron Piersol, finalizing the contract with St. Mary's, and deciding on the lunch menu. The preparation for the November 17th meeting is going well and it looks to be a wonderful day for our members!

Old Business— no report

New Business— no report

Club news—no report

Policy Updates –
May - Officials' stipend

**Pacific Masters Monthly Meeting
June 19, 2019 (by Conference Call)**

Attendees: John King, Chris Ottati, Leianne Crittenden, Rich Burns, Donita Flecker, Chris Campbell, Peter Guadagni, Teddy Palmer, Michael Moore, Phyllis Quinn, Nancy Ridout, John Morales, Matt Roper, Caroline Lambert, Sally Guthrie, Marcia Benjamin, Bob Anderson, Carol Nipp, Karen Lefebvre, Laura Shope, Steve Cutting

CALL TO ORDER & INTRODUCTIONS

Call to Order and introductions: The meeting was called to order by John King, Chairman at 7:07 pm

I APPROVAL OF MINUTES OF May Meeting

Approved.

II OFFICERS' REPORTS

CHAIRMAN – JOHN KING, report attached. Dorothy Donnelly nominees from Pacific are: Rob Heath, Mike Abegg, Claire Kubiak, and Teddy Palmer, the Open Water Service Award nominee is Joel Wilson, and John King is nominated for the Officials Award. Submitting these nominations to USMS is approved.

REPORT OF THE TREASURER –LAURA SHOPE, reports attached. Approved.

PAST CHAIRMAN – PETER GUADAGNI, no report attached.

REPORT OF THE SECRETARY – LEIANNE CRITTENDEN, report attached.

OFFICER AND COMMITTEE REPORTS

Office Administrator/Registration/Top Ten and Records – CHRIS OTTATI, report attached. .

Schedule – STEVE CUTTING, report attached. Navy Seals event was discussed, but conflicts with LC M Champs 1500 event.

Hospitality--MARCIA BENJAMIN, no report attached.

Pool Meet Committee Chair – JOHN MORALES, no report attached.

Meet Operations—PETER GUADAGNI, no report attached.

Officials—MIKE ABEGG, no report attached.

Open Water Committee Chair—PHYLLIS QUINN, report attached. Thanks to Rich Burns for helping with the trailer.

Communications and Technology—BOB ANDERSON, no report attached.

Update—CHRIS OTTATI, report attached.

Website—CAROLINE LAMBERT, no report attached.

Clubs and Coaches—STU AND MARY KAHN, no report attached.

Ad Hoc Committees—
NANCY RIDOUT –no report attached.

Zone Chair--- SALLY GUTHRIE, no report attached.

III. OLD BUSINESS

No report attached.

IV. NEW BUSINESS

Karen Harris Report attached. Grant of up to \$1,000 to cover increased costs was approved.

Michael Moore – discussed the Conflicts of Interest presentation that Jim Miller presented, and recommends that we review it. Then discussed a proposed change to Pacific policy. John Morales' Pool Meet Committee will discuss and make a recommendation to the Board before the LCM Championships.

V. CLUB ANNOUNCEMENTS no report attached.

Marcia noted she was at the As game for the Swim Team Night, which was a very nice outing (MEMO has done this for the past three years). 5K and 10K LCM is still going on through September.

VI. POLICY UPDATES

None at present.

VII. ADJOURNMENT

Motion to adjourn at 8:10 pm

Respectfully submitted,
Leianne Crittenden

2019 MEETING DATES (all dates are tentative):

2019 MEETING DATES: all dates are tentative: July 17, August 21(cc), September 12 (convention), October 16(cc), November 17 annual meeting

**Pacific Local Masters Swimming Committee
Statement of Financial Position**

As of June 30, 2019

	As of Jun 30, 2019	As of Jun 30, 2018 (PY)	Total Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000000 Cash				
1000100 Wells Fargo Checking Account	79,759	131,026	-51,267	-39.13%
1000200 Wells Fargo Savings Account	313,118	312,244	874	0.28%
1000300 MNB CD				
Total 1000000 Cash	\$ 392,877	\$ 443,270	-\$ 50,393	-11.37%
Total Bank Accounts	\$ 392,877	\$ 443,270	-\$ 50,393	-11.37%
Total Current Assets	\$ 392,877	\$ 443,270	-\$ 50,393	-11.37%
TOTAL ASSETS	\$ 392,877	\$ 443,270	-\$ 50,393	-11.37%
LIABILITIES AND EQUITY				
Liabilities				
Total Liabilities				
Equity				
3000000 Opening Balance Equity	14,989	14,989		0.00%
3900000 Retained Earnings	367,873	430,446	-62,574	-14.54%
Net Revenue	10,016	-2,165	12,181	562.67%
Total Equity	\$ 392,877	\$ 443,270	-\$ 50,393	-11.37%
TOTAL LIABILITIES AND EQUITY	\$ 392,877	\$ 443,270	-\$ 50,393	-11.37%

**Pacific Local Masters Swimming Committee
Budget vs. Actuals: FY 2019 - FY19 P&L**

January - December 2019

	Actual	Budget	Total Remaining	% Remaining	
Revenue					
4000000 INCOME					
4010000 Registration					
4011000 Membership Dues	79,068	125,400	46,332	36.95%	
4012000 Clubs Registration	75	760	685	90.13%	
4014000 PacMasters Donations	2,164	5,500	3,336	60.65%	
4015000 USMS Donations		200	200	100.00%	
Total 4010000 Registration	\$ 81,307	\$ 131,860	\$ 50,553	38.34%	
4020000 Event Fee Income					
4020100 Meet Sanction Fees					
4020200 Open Water Sanction Fees	900	7,000	6,100	87.14%	
4020300 Meet Management Services	3,100	10,000	6,900	69.00%	
4020400 Sanction Bond Deposits	150	2,550	2,400	94.12%	
Total 4020000 Event Fee Income	\$ 4,150	\$ 19,550	\$ 15,400	78.77%	
4070000 Other Income			0		
4070100 Clinic Revenue	1,232	2,000	768	38.40%	
4070500 PacMasters Meet	2,508	29,500	26,992	91.50%	
4070900 Misc. Other Income	175	2,000	1,825	91.25%	
Total 4070000 Other Income	\$ 3,915	\$ 33,500	\$ 29,585	88.31%	
4090000 Bank Interest	779	200	-579	-289.57%	
Total 4000000 INCOME	\$ 90,151	\$ 185,110	\$ 94,959	51.30%	
Total Revenue	\$ 90,151	\$ 185,110	\$ 94,959	51.30%	
Gross Profit	\$ 90,151	\$ 185,110	\$ 94,959	51.30%	

NOTES

Expenditures

6000000 EXPENSE

6100000 Office and Administrative

6100110 Supplies	435	3,000	2,565	85.50%
6100120 Postage	739	3,000	2,261	75.37%
6100130 Printing		500	500	100.00%
6100300 Telephone	291	600	309	51.50%
6100310 Conference Calls	799	2,500	1,701	68.04%
6100330 Web Conferencing		1,000	1,000	100.00%
6100350 Meeting Equipment		200	200	100.00%
6100400 Rule Books	190	400	210	52.50%
6100450 File Storage	1,628	3,360	1,732	51.55%
6100500 Meeting Room Rental	600	600		#VALUE!
6101200 Office Travel/Training/Entertainment		100	100	100.00%
6101999 Office Administrative Contractor	12,342	35,000	22,658	64.74%
6102000 Bank Fees/NSF Return Checks	0	100	100	100.01%
6102100 Renewal Notices		200	200	100.00%
6109000 Misc. Office Expenses	110	2,000	1,890	94.50%
Total 6100000 Office and Administrative	\$ 17,134	\$ 52,560	\$ 35,426	67.40%

6200000 Executive Committees

6210000 Chairman

6210110 Chair Office/General Admin. Expenses		750	750	100.00%
6210200 ChairTravel/Entertainment	1,892	5,000	3,108	62.15%
Total 6210000 Chairman	\$ 1,892	\$ 5,750	\$ 3,858	67.09%

6220000 Treasurer

6220110 Acctg Online Services	225	300	75	25.00%
6220120 Filing Fees		25	25	100.00%
Total 6220000 Treasurer	\$ 225	\$ 325	\$ 100	30.77%

6230000 Secretary

6230000 Secretary		100	100	100.00%
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6240000 Awards

6240100 Swimmer of the Year	5,835	7,000	1,165	16.65%
6240130 Service/Achievement	-22	1,500	1,522	101.44%
6240160 Coach of the year	177	150	-27	-17.83%
Total 6240000 Awards	\$ 5,990	\$ 8,650	\$ 2,660	30.75%

6250000 Hospitality	358	2,000	1,642	82.10%	
6260000 Scheduling	336	250	-86	-34.40%	
Total 6200000 Executive Committees	\$ 8,801	\$ 17,075	\$ 8,274	48.46%	
6300000 Pool Meets					
6310000 Sanction/Meet Operations					
6310100 USMS Pool Sanction Fees	800	800	0	0.00%	
6310399 Contract Service for HyTek	4,686	10,000	5,314	53.14%	
6310400 Pools/Meet Sanction (Bond) Refund	150	2,400	2,250	93.75%	
6310500 PacMasters Meets	4,345	29,500	25,155	85.27%	
6310600 Meet Incentives	2,040	5,000	2,960	59.20%	
6310650 Pool Meet Bonuses		400	400	100.00%	
6310700 Championship Meet Awards	3,505	3,400	-105	-3.08%	
6310750 Championship Meet Incentive	6,000	10,000	4,000	40.00%	1
6310900 Meet Equipment	1,348	1,000	-348	-34.75%	
6310999 Champhionship Officials stipend	1,700	10,000	8,300	83.00%	
Total 6310000 Sanction/Meet Operations	\$ 24,573	\$ 72,500	\$ 47,927	66.11%	
6320000 Officials					
6320100 Officials Registration		500	500	100.00%	
6320150 Officials Clinics		100	100	100.00%	
6320200 Officials Travel to Nationals	1,016	2,300	1,284	55.82%	2
6320250 Officials Local Travel Reimbursement	509	3,000	2,491	83.03%	
6320900 Officials Clothing	455	500	45	8.98%	
Total 6320000 Officials	\$ 1,980	\$ 6,400	\$ 4,420	69.06%	
6338000 VP Pool Meets Discretionary		2,000	2,000	100.00%	
Total 6300000 Pool Meets	\$ 26,554	\$ 80,900	\$ 54,346	67.18%	
6400000 Open Water Expenses					
6400500 USMS OW Sanction Fees		7,000	7,000	100.00%	
6401200 Evaluator Travel Reimbursement	47	700	653	93.29%	
6401300 Safety Vehicle Subsidy	500	4,000	3,500	87.50%	
6401400 Open Water Points Awards	1,229	3,200	1,971	61.58%	
6401500 Trailer&Buoy Maint. & Equip. Purchase	3,214	6,000	2,786	46.44%	
6401550 Trailer Storage	900	2,160	1,260	58.33%	
6470100 Open Water Training/Clinics		1,000	1,000	100.00%	
6480000 VP Open Water Discretionary		2,000	2,000	100.00%	

Total 6400000 Open Water Expenses	\$	5,890	\$	26,060	\$	20,170	77.40%
6500000 Communication & Technology							
6510000 Publications - Electronic							
6510100 Constant Contact		2,296		2,200		-96	-4.36%
6510599 Freelance Writers				1,500		1,500	100.00%
Total 6510000 Publications - Electronic	\$	2,296	\$	3,700	\$	1,404	37.95%
6520000 Web Site							
6520100 Web Internet Provider		252		800		548	68.47%
6520150 Software - Web Site				2,000		2,000	100.00%
6520599 Webmaster Contractor		4,200		10,000		5,800	58.00%
6520999 Other Web Contractors		336		8,000		7,665	95.81%
Total 6520000 Web Site	\$	4,788	\$	20,800	\$	16,012	76.98%
6530000 Technology							
6530150 Software - Technology		99		500		401	80.20%
6530599 Contractors - Technology				2,000		2,000	100.00%
Total 6530000 Technology	\$	99	\$	2,500	\$	2,401	96.04%
6540000 Marketing/Public Relation							
6540100 Advertising				100		100	100.00%
6540300 Marketing Printing				100		100	100.00%
Total 6540000 Marketing/Public Relation	\$	0	\$	200	\$	200	100.00%
6550099 Other Communic. & Tech.Professional Services				1,000		1,000	100.00%
6580000 VP Communication & Techn. Discretionary				2,000		2,000	100.00%
Total 6500000 Communication & Technology	\$	7,183	\$	30,200	\$	23,017	76.22%
6600000 Clubs and Coaches							
6600100 Coaches Scholarship				3,000		3,000	100.00%
6600200 Coaches Travel Reimbursement				600		600	100.00%
6600500 Coaches Clinic Facilities Rental				800		800	100.00%
6600550 Other Coaches Clinics Expense				2,000		2,000	100.00%
6600599 Coaches Clinic Stipends		1,172		3,000		1,828	60.93%
6680000 VP Club and Coaches Discretionary				2,000		2,000	100.00%
Total 6600000 Clubs and Coaches	\$	1,172	\$	11,400	\$	10,228	89.72%
6700000 Convention							
6700100 Delegates Registration				6,000		6,000	100.00%
6700200 Delegates' Expense Reimbursement		14,935		16,000		1,065	6.66%

6700300 Convention Hotel	1,121	14,000	12,880	92.00%	4
6700900 Other Convention Costs		1,500	1,500	100.00%	
Total 6700000 Convention	\$ 16,055	\$ 37,500	\$ 21,445	57.19%	
6800000 Annual Meeting					
6800100 Annual Mtg. Room Rental		4,000	4,000	100.00%	
6800300 Annual Mtg. Catering & Food Supplied		8,000	8,000	100.00%	
6800400 Annual Mtg. Pool Rental		600	600	100.00%	
6800900 Other Annual Meeting costs		250	250	100.00%	
6800999 Annual Mtg. Speaker Fees		7,000	7,000	100.00%	
Total 6800000 Annual Meeting	\$ 0	\$ 19,850	\$ 19,850	100.00%	
6900000 USMS Dues					
6901000 USMS Individuals Membership		10,000	10,000	100.00%	
6901100 PacMasters Scholarship and over 85	1,033	1,300	267	20.54%	
6902000 USMS Clubs Registrations		180	180	100.00%	
6905000 USMS Donations		200	200	100.00%	
Total 6900000 USMS Dues	\$ 1,033	\$ 11,680	\$ 10,647	91.16%	
6990000 Other Income/Expenses					
6990100 PacMasters Grants & Gifts		2,000	2,000	100.00%	
Total 6990000 Other Income/Expenses	\$ 0	\$ 2,000	\$ 2,000	100.00%	
Total 6000000 EXPENSE	\$ 83,822	\$ 289,225	\$ 205,403	71.02%	
Total Expenditures	\$ 83,822	\$ 289,225	\$ 205,403	71.02%	
Net Operating Revenue	\$ 6,329	-\$ 104,115	-\$ 110,444	106.08%	
Net Revenue	\$ 6,329	-\$ 104,115	-\$ 110,444	106.08%	

Notes:

1. SCSC bonus/incentive for SCY Championships
2. Pacific sent 1 official to Nationals
3. All but 1 delegate has been reimbursed
4. One night deposit paid for 18 rooms. Single room fee has been collected for delegates wanting a single room.

Oceana Zone

Sally Guthrie, Chair

Introduction

The Oceana Zone includes the Pacific and Hawaii LMSCs. From one end to the other the zone is over 2,700 miles, the greatest end to end distance of any zone. The zone committee meets annually at the USMS Convention and conducts other business, as needed, by phone and email.

Discussions and Projects Since Last Convention

The two LMSCs are joined only by our shared Pacific Ocean. Pacific has demonstrated compliance with all mandatory LMSC standards in the 2018, earning a 'premier' designation. Hawaii met 20 of 27 Mandatory Standards. All Hawaii LMSC unmet mandatory standards were a result of the missing Chair's report to the LMSC Development Committee except standard 2.1.6 (filing Annual LMSC meeting minutes - Hawaii did not have an Annual Meeting in 2018). As of 7/9/19 there are 10,641 USMS members in the Oceana Zone. Along with the trend in the rest of USMS this number is a 3.49% decrease in members in the zone. Pacific membership is down 2.78% (last year 4.38%) and Hawaii membership is down 8.46% (last year it was up 3.83%) as of 7/9/2019.

Action Items

1. Approval of 2018 Zone meeting minutes
2. Election of Zone Chair for 2-year term

Agenda

Thursday, September 12th, 9:45am - 11:15am, Regency B

1. Introductions
2. Approval of Last Year's minutes
3. Reports of the LMSCs
4. Election of Zone Chair
5. Review of proposed rule changes that may be of interest to the Zone
6. Oceana representation on USMS Committees
7. New Business
8. Adjournment