October 21, 2020; Log in 7:00 p.m.
Zoom ID: 883 864 6002 password: PacMasters

AGENDA *Discussion Item

I. Call to Order & Introductions

II. Approval of November meeting minutes (separate attachment)

III. Reports

Executive Committee

Chair—Phyllis Quinn, report

Treasurer—Laura Shope, reports attached*

Past Chair – John King, no report

Secretary—Ian King, reports attached

Office Administrator—Chris Ottati, report

Schedule—Steve Cutting, no report

Hospitality—Marcia Benjamin, no report

Pool Meet Committee—Matt Roper, report*

Meet Operations—Bob Anderson, report

Officials— Mike Abegg, report

Open Water Committee—Dean Atchison, no report

Communications and Technology—Clare Kubiak, report

Update—Chris Ottati, report

Website—Dan Wegner, no report

Clubs and Coaches—Carol Nip, report

Ad Hoc Committees—

Annual Celebration Committee—no report

Old Business – no report

New Busines - report

Club News — report

Policy Updates

2020 MEETING DATES: all dates are tentative: October 21, November annual meeting – November 15

Working Calendar for October*: *Adopt Budget; Nominating Committee Report (odd years); Approve final Calendar of Events; USMS Convention Review and Reports.

Working Calendar for November: Annual Mtg.; Vote on proposals to change PacMaster by-laws; Call for USMS Officer Nominations.

Working Calendar for December: Coach of the Year Nomination

October meeting reports - 10/21/2020 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—Phyllis Quinn, report

Thank you to all the delegates who attended the virtual USMS annual meeting. There were many lively discussions. Thank you for your passion and your help to improve the operations of our swimming organization.

The Covid Relief Grant committee continues to meet to approve requests from our clubs. There is still time to apply. The deadline is November 15, so that we may process all requests and get the reimbursements back from USMS.

The Pacific Masters annual celebration committee has been working extremely hard to bring you an exciting and interesting program for the virtual meetings planned for Nov 8 and 15. Registration is open.

The executive committee has agreed that due to the limited opportunities to compete this year, the Age Group swimmer of the year and the Overall swimmers of the year will not be awarded for 2020. The web page will still list the swimmers that earned points for 2020. As our coaches have all been working to serve our swimmers during these stressful times, we may award more than one Coach of the year award for 2020.

The Pacific master's budget was sent out for your review. The Vice Presidents worked with our Treasurer, Laura Holmes-Shope to present a realistic budget for next year. We are hoping for a return to our usual event schedule, but we do anticipate a decrease in membership.

The pool committee has a proposal to permit a gradual return to competition. Matt and Mike will present this proposal.

Treasurer—Laura Shope, financial reports attached

- 2021 Budget*
  Motion to adopt the 2021 Budget is adopted as presented.

Past Chair—John King, no report

Secretary—Ian King, report attached

Office Administrator—Chris Ottati, report

Registration: 8,896 members; 135 clubs; 478 self-identified coaches have registered for Pacific Masters as of 10/20/20. In 2019, we had 11,020 members; 129 clubs; 517 self-identified coaches.

Open Water Handbook: We will vote on this most likely in January.

Covid Relief Grants: We continue to solicit grant requests. Please check with your club leadership to see if they have or are planning to submit a request. 16 clubs have applied and received grants. Deadline for application is November 15.

2021 registration: We currently have 57 clubs registered for 2021. Member registration will open November 1.

Pacific Masters Annual Meeting Reports: I have asked for VP and subchair reports for our Annual Report. I sent out last year's report as a template. Please have those reports to me by October 31.

Schedule—Steve Cutting, no report

Hospitality—Marcia Benjamin, no report

Pool Meet Committee—Matt Roper, report attached*

The committee recommends adopting the attached modifications to the Pool Meet Handbook to allow for a gradual return to competition in keeping with the USMS Board's recommendations and guidelines.

- Motion to Adopt the attached modifications to the Pool Meet Handbook

Meet Operations—Bob Anderson, report

December's 400 Kick for Time was sanctioned.

The USMS Board of Directors has approved Phase 1 of a return to sanctioned in-person pool competitions starting November 1st. Guidance and recommendations are on the USMS COVID-19 Event Resources page and includes the documents:

- Phase 1 Return to Competition Guidelines
- Safety Plan - COVID-18 Addendum
- COVID-19 Attendee Screening Form

Pacific Masters will consider applications for sanctions of events which:

- are consistent with Phase I of the USMS Return to Competition guidelines;
- meet all necessary local regulations and are provided as part of the sanctioning application;
- conform to the specific standards of maximum meet size and localized attendees as stated in the USMS guidelines.

To facilitate this, the entire Pool Meet Committee will assist in reviewing applications to ensure complete and careful consideration.

Officials— Mike Abegg, report

With a Return to Competition beginning to loom on the horizon, I have started evaluating how we might renew and refresh interest in the USMS Officials program, with a goal of having at least one USMS-certified official in each club of more than 10 members by the end of 2021. Any folks interested in that are invited to contact me as well as review the USMS Officials committee page on the web site

Open Water Committee—Dean Atchison, no report

Communications and Technology—Clare Kubiak, report

We are going to have to retire Drupal 7 at the end of the year, so we are currently in talks about what platform will be the most desirable for the organization. It seems we have a few options:

- Drupal 7: Currently we are using Drupal 7. We could continue here and upgrade to Drupal 9 (skipping 8, which was the previous idea).
- Club Assistant: At our disposal we currently have the "new" webmaster Dan Wegner, so using his Club Assistant platform is something that could be custom done.
- USMS platform: Work with USMS and have the same interface/ continuity of the USMS brand.

This is a task where we would like opinions/thoughts as it does effect many people. I would like to form a small task force - if anyone is interested in helping us head into the future of the website. Currently I am pursuing: Bob Upshaw, Bob Anderson & Dan Wegner to be on this as we have started talks but would love to have a few more people join us. We want to look at the pro's & con's of each of the options I have presented above to find what fits Pacific and the needs of the swimmers best.

In other news, we have two new Update Editors who joined us this month: Welcome to Doug Senz & Jenn Hwang. We have established a monthly meeting to discuss how we can improve this area since we are still lacking in real life meets and pool events. Our other two newest editors have gone out on their own: Missy & Dianna are working on their first issue together for next week, we hope you enjoy it! Having a few more faces takes some of the pressure off of those who have been working tirelessly during the pandemic as things transitioned. Huge thanks to everyone here.

Update—Chris Ottati, report
Since our September 16 meeting two e-newsletter have been sent; September 28 and October 12. The newsletter was received by approximately 25,000 swimming enthusiasts. The open rate averaged 26%. Our editor for both September 28 and October 12 was Linda. Our new editors, Missy and Dianna, edited the October 26 edition and Kate will edit the November 9 edition. I believe our 2 new editors are training with our current team. The Update is supervised by Clare Kubiak, VP Communications and Technology. Welcome to our wonderful new editors!

Website—Dan Wegner, no report

Clubs and Coaches—Carol Nip, report

- Coaches & Clubs, Monthly Report
  Three months of deliberation and planning among members of the Coaches Committee comprised of Carol Nip, Bob Anderson and Karen Harris, resulted in the 2020 Special Pandemic Coaches Clinic on Saturday, October 10. It started at 10 am, finished by 3 pm, with a one-hour lunch break. Unlike other clinics, this was offered at no charge. Four topics presented: How to Keep Your Team Together (Marcia Benjamin, Head Coach, MEMO), The Ultimate Masters Prevention and Strength Program (Dr. John Mullen), Masters Coaching during the Time of COVID-19 (Kerry O'Brien, Head Coach, WCM), and 40 Years of Masters Coaching with Kerry O'Brien. Overall, 91 coaches registered with a no show rate of 30%. Breakout groups effectively built community, and there were encouraging accolades, noting that the clinic was well organized, the rhythm and tempo throughout the day was consistently

upbeat, and the topics were educational and well-informed.

- USMS Coaches Committee
  Excellent resources and education includes peer-to-peer calls, great information for coaches. These peer-to-peer calls will start holding monthly communication on the third Thursday with a variety of topics. October's theme was "Returning to the Water." Carol to include these in the ENews to clubs and coaches that go out every other week.

- Selection of an ALTS Volunteer Coordinator
  Five of the eight applicants to the ALTS Volunteer Coordinator position have sent Carol Nip their background explaining what they can bring to this position. Along with Carol, Phyllis Quinn and Karen Harris comprise the selections committee, taking into account Phyllis' recommendation to form an ALTS Committee that work together rather than just having one coordinator. Zoom interviews are currently in order.

Ad Hoc Committees — no reports

Old Business— no report

New Business—report
Bob Anderson **–** is there interest in looking into Pacific Masters parkas?

Club news—report
Justine Wong - the state mandated covid-19 reporting affects all clubs with employees.

Policy Updates –
October - possibility of adding the results of the postal swims to the OW points system This has been referred to Pool Committee and OW committee chairs.

Pacific Masters Monthly Meeting
September 16, 2020 (Zoom Call)

Attendees: Phyllis Quinn, Chris Ottati, Ian King, Marcia Benjamin, Sally Guthrie, Dan Wegner, Michael Moore, Clare Kubiak, Justine Wong, Chris Campbell, Steve Cutting, Nancy Ridout, Joel Wilson, Lorena Sims, Laura Shope, Cynthia Hertzer, Linda Hepworth, Markus Daene, John King, Carol Nip, Greg Stoner, Matt Roper, Karen Harris, Jennifer Phalen, Bob Anderson, Kate Matwychuk, Mike Abegg, Viki Shu, Dean Atchison, Eric Hektner

Call to Order and introductions: The meeting was called to order by Phyllis Quinn, Chairman, at 7:00 pm

I APPROVAL OF MINUTES: August Meeting Minutes **–** Approved as amended

II OFFICERS' REPORTS

CHAIRMAN – PHYLLIS QUINN – see meeting agenda for report.

REPORT OF THE TREASURER – LAURA SHOPE, see meeting agenda for report. Approved.

- 2021 budget review reflects a deficit of approximately $72,000. Ideal to reduce this deficit to $50,000. Laura will send the budget back out and ask for more consideration to reach the $50,000. Any questions can be addressed to Laura and Chris Ottati.

PAST CHAIRMAN – JOHN KING, no report.

REPORT OF THE SECRETARY – IAN KING, see meeting agenda for report.

OFFICER AND COMMITTEE REPORTS

Office Administrator/Registration/Top Ten and Records – CHRIS OTTATI, see meeting agenda for report.

- Chris will do a quick write up about the Unified fee and send out. Convention delegates encouraged to review as this topic will most likely come up during the HOD sessions.

Schedule – STEVE CUTTING, no report.

- Outreach done to Morgan Hills regarding hosting the 2021 SCY Championships. No word back from them yet.

Hospitality--MARCIA BENJAMIN, no report.

Pool Meet Committee Chair – MATT ROPER, see meeting agenda for report

- Mike Abegg will put together a proposal for approval at the October meeting that addresses the temporary modification of Pacific Masters guidelines to allow intra-squad and dual meets.

Meet Operations—BOB ANDERSON, see meeting agenda for report

Officials—MIKE ABEGG, see meeting agenda for report.

Open Water Committee Chair—DEAN ATCHISON, no report.

Communications and Technology—CLARE KUBIAK, see meeting agenda for report.

Update - CHRIS OTTATI, see meeting agenda for report.

Website – DAN WEGNER, no report.

- Update to server will be applied

Clubs and Coaches - CAROL NIP, see meeting agenda for report

- Total number of coaches interested in the Oct 10 Coaches Clinic has increased from 39 to 51.
- Total number of interested persons in the ALTS Volunteer opportunity has increased from 3 to 5.

Ad Hoc Committees –

- Zone Chair – SALLY GUTHRIE, no report.
- Annual Celebration Committee – NANCY RIDOUT, see meeting agenda for report

III. OLD BUSINESS – no report

IV. NEW BUSINESS – no report

V. CLUB ANNOUNCEMENTS – no report

- Reminder of MEMO 400 Kick coming up soon.

VI. POLICY UPDATES

October – possibility of adding the results of the postal swims to the OW points system. This has been referred to the Pool Committee and OW committee chairs.

VII. ADJOURNMENT

Adjourned at 7:58 pm

Respectfully submitted,

Ian King

2020 MEETING DATES (all dates are tentative):

2020 MEETING DATES: October 21 (virtual meeting), November annual meeting Nov 8 & 15 (virtual meeting)

Pacific Local Masters Swimming Committee
Statement of Financial Position
As of October 19, 2020

	Total			
	As of Oct 19, 2020	As of Oct 19, 2019 (PY)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000000 Cash				
1000100 Wells Fargo Checking Account	22,521	25,181	-2,660	-10.56%
1000200 Wells Fargo Savings Account	296,999	314,296	-17,297	-5.50%
Total 1000000 Cash	**$ 319,520**	**$ 339,477**	**-$ 19,958**	**-5.88%**
Total Bank Accounts	**$ 319,520**	**$ 339,477**	**-$ 19,958**	**-5.88%**
Total Current Assets	**$ 319,520**	**$ 339,477**	**-$ 19,958**	**-5.88%**
TOTAL ASSETS	**$ 319,520**	**$ 339,477**	**-$ 19,958**	**-5.88%**
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2000500 Payroll Liabilities				
2000505 CA PIT / SDI	-77		-77	
2000506 CA SUI / ETT				
2000510 Federal Taxes (941/944)	-615		-615	
Total 2000500 Payroll Liabilities	**-$ 691**		**-$ 691**	
2000550 Direct Deposit Payable				
Total Other Current Liabilities	**-$ 691**		**-$ 691**	
Total Current Liabilities	**-$ 691**		**-$ 691**	
Total Liabilities	**-$ 691**		**-$ 691**	
Equity				
3000000 Opening Balance Equity	14,989	14,989		
3900000 Retained Earnings	315,233	367,873	-52,640	-14.31%
Net Revenue	-10,010	-43,384	33,374	76.93%
Total Equity	**$ 320,211**	**$ 339,477**	**-$ 19,266**	**-5.68%**
TOTAL LIABILITIES AND EQUITY	**$ 319,520**	**$ 339,477**	**-$ 19,958**	**-5.88%**

Pacific Local Masters Swimming Committee
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

NOTES

	Total			
	Actual	Budget	Remaining	% Remaining
Revenue				
4000000 INCOME				
4010000 Registration				
4011000 Membership Dues	64,692	132,000	67,308	50.99%
4012000 Clubs Registration	156	1,680	1,524	90.71%
4014000 PacMasters Donations	2,711	5,500	2,789	50.71%
4015000 USMS Donations	80	200	120	60.00%
Total 4010000 Registration	**$ 67,639**	**$ 139,380**	**$ 71,741**	**51.47%**
4020000 Event Fee Income				
4020200 Open Water Sanction Fees	-275	7,000	7,275	103.93%
4020300 Meet Management Services		10,000	10,000	100.00%
4020400 Sanction Bond Deposits		2,550	2,550	100.00%
Total 4020000 Event Fee Income	**-$ 275**	**$ 19,550**	**$ 19,825**	**101.41%**
4070000 Other Income				
4070100 Clinic Revenue		2,000	2,000	100.00%
4070500 PacMasters Meet	1,675	29,500	27,825	94.32%
4070600 USMS Covid Relief Matching Funds	21,516	0	-21,516	1
4070900 Misc. Other Income		2,000	2,000	100.00%
Total 4070000 Other Income	**$ 23,191**	**$ 33,500**	**$ 10,309**	**30.77%**
4090000 Bank Interest	1,567	2,400	833	34.69%
Total 4000000 INCOME	**$ 92,122**	**$ 194,830**	**$ 102,708**	**52.72%**
Total Revenue	**$ 92,122**	**$ 194,830**	**$ 102,708**	**52.72%**
Gross Profit	**$ 92,122**	**$ 194,830**	**$ 102,708**	**52.72%**

Expenditures				
6000000 EXPENSE				
6100000 Office and Administrative				
6100110 Supplies	422	2,000	1,578	78.89%
6100120 Postage	895	2,000	1,105	55.24%
6100130 Printing		500	500	100.00%
6100300 Telephone	460	600	140	23.40%
6100310 Conference Calls	1,054	2,000	946	47.32%
6100350 Meeting Equipment		200	200	100.00%
6100400 Rule Books	92	300	208	69.33%
6100450 File Storage	2,870	3,500	630	18.00%
6100500 Meeting Room Rental	150	600	450	75.00%
6101200 Office Travel/Training/Entertainment		50	50	100.00%
6101900 Office Administrator	17,883	30,000	12,117	40.39%
61019010 Payroll Taxes	1,608	4,500	2,892	64.27%
61019020 Workers Compensation	885	500	-385	-77.00%
6102000 Bank Fees/NSF Return Checks		40	40	100.00%
6102100 Renewal Notices		100	100	100.00%
6109000 Misc. Office Expenses	120	1,000	880	88.00%
Total 6100000 Office and Administrative	**$ 26,439**	**$ 47,890**	**$ 21,451**	**44.79%**
6200000 Executive Committees				
6210000 Chairman				
6210110 Chair Office/General Admin. Expenses		750	750	100.00%
6210200 ChairTravel/Entertainment		5,000	5,000	100.00%
Total 6210000 Chairman		**$ 5,750**	**$ 5,750**	**100.00%**
6220000 Treasurer				
6220110 Acctg Online Services	629	560	-69	-12.23%
6220120 Filling Fees		25	25	100.00%
Total 6220000 Treasurer	**$ 629**	**$ 585**	**-$ 44**	**-7.44%**
6230000 Secretary	12	100	88	87.97%
6240000 Awards				
6240100 Swimmer of the Year	5,840	7,000	1,160	16.57%
6240130 Service/Achievement		1,500	1,500	100.00%
6240160 Coach of the year	206	200	-6	-2.97%
Total 6240000 Awards	**$ 6,046**	**$ 8,700**	**$ 2,654**	**30.51%**
6250000 Hospitality	275	1,000	725	72.53%
6260000 Scheduling		350	350	100.00%
Total 6200000 Executive Committees	**$ 6,961**	**$ 16,485**	**$ 9,524**	**57.77%**
6300000 Pool Meets				
6310000 Sanction/Meet Operations				
6310100 USMS Pool Sanction Fees	200	800	600	75.00%
6310399 Contract Service for HyTek		10,000	10,000	100.00%
6310400 Pools/Meet Sanction (Bond) Refund		2,400	2,400	100.00%
6310500 PacMasters Meets	2,781	29,500	26,719	90.57%
6310600 Meet Incentives	1,150	5,000	3,850	77.00%
6310650 Pool Meet Bonuses		400	400	100.00%
6310700 Championship Meet Awards		3,400	3,400	100.00%

3

6310750 Championship Meet Incentive	1,000	10,000	9,000	90.00%	
6310900 Meet Equipment	359	5,500	5,141	93.47%	
6310999 Championship Officials stipend		10,000	10,000	100.00%	
Total 6310000 Sanction/Meet Operations	**$ 5,491**	**$ 77,000**	**$ 71,509**	**92.87%**	
6320000 Officials					
6320100 Officials Registration		500	500	100.00%	
6320150 Officials Clinics		100	100	100.00%	
6320200 Officials Travel to Nationals		2,300	2,300	100.00%	
6320250 Officials Local Travel Reimbursement		3,000	3,000	100.00%	
6320900 Officials Clothing		1,000	1,000	100.00%	
Total 6320000 Officials		**$ 6,900**	**$ 6,900**	**100.00%**	
6338000 VP Pool Meets Discretionary		2,000	2,000	100.00%	
Total 6300000 Pool Meets	**$ 5,491**	**$ 85,900**	**$ 80,409**	**93.61%**	
6400000 Open Water Expenses					
6400500 USMS OW Sanction Fees		8,000	8,000	100.00%	
6401200 Evaluator Travel Reimbursement		500	500	100.00%	
6401300 Safety Vehicle Subsidy	500	4,500	4,000	88.89%	
6401400 Open Water Points Awards		2,500	2,500	100.00%	
6401500 Trailer&Buoy Maint. & Equip. Purchase		3,000	3,000	100.00%	
6401550 Trailer Storage	700	800	100	12.50%	
6470100 Open Water Training/Clinics		200	200	100.00%	
6480000 VP Open Water Discretionary	482	1,000	518	51.78%	
Total 6400000 Open Water Expenses	**$ 1,682**	**$ 20,500**	**$ 18,818**	**91.79%**	
6500000 Communication & Technology					
6510000 Publications - Electronic					
6510100 Constant Contact	2,570	2,500	-70	-2.80%	
Total 6510000 Publications - Electronic	**$ 2,570**	**$ 2,500**	**-$ 70**	**-2.80%**	
6520000 Web Site					
6520100 Web Internet Provider	399	800	401	50.11%	
6520150 Software - Web Site		500	500	100.00%	
6520599 Webmaster Contractor	6,808	10,000	3,193	31.93%	
6520999 Other Web Contractors		10,000	10,000	100.00%	
Total 6520000 Web Site	**$ 7,207**	**$ 21,300**	**$ 14,093**	**66.17%**	
6530000 Technology					
6530150 Software - Technology	300	500	200	40.05%	
6530599 Contractors - Technology		2,000	2,000	100.00%	
Total 6530000 Technology	**$ 300**	**$ 2,500**	**$ 2,200**	**88.01%**	
6580000 VP Communication & Techn. Discretionary		2,000	2,000	100.00%	
Total 6500000 Communication & Technology	**$ 10,076**	**$ 28,300**	**$ 18,224**	**64.39%**	
6600000 Clubs and Coaches					
6600100 Coaches Scholarship	152	2,000	1,848	92.40%	
6600200 Coaches Travel Reimbursement		400	400	100.00%	
6600500 Coaches Clinic Facilities Rental	240	800	560	70.00%	**4**
6600550 Other Coaches Clinics Expense	500	800	300	37.50%	**4**
6600599 Coaches Clinic Stipends	1,300	1,000	-300	-30.00%	**4**
6680000 VP Club and Coaches Discretionary	162	2,000	1,838	91.89%	**4**

Total 6600000 Clubs and Coaches	**$ 2,354**	**$ 7,000**	**$ 4,646**	**66.37%**	
6700000 Convention					
6700100 Delegates Registration		6,000	6,000	100.00%	
6700200 Delegates' Expense Reimbursement		16,000	16,000	100.00%	
6700300 Convention Hotel		7,000	7,000	100.00%	
6700900 Other Convention Costs	193	1,000	807	80.66%	
Total 6700000 Convention	**$ 193**	**$ 30,000**	**$ 29,807**	**99.36%**	
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		900	900	100.00%	
6800500 Annual report		250	250	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		**$ 20,400**	**$ 20,400**	**100.00%**	
6900000 USMS Dues					
6901100 PacMasters Scholarship and over 85	1,539	1,300	-239	-18.38%	
Total 6900000 USMS Dues	**$ 1,539**	**$ 1,300**	**-$ 239**	**-18.38%**	
6990000 Other Income/Expenses					
6990100 PacMasters Grants & Gifts		2,000	2,000	100.00%	
6990199 Covid Relief Grants	47,392	0	-47,392		**2**
Total 6990000 Other Income/Expenses	**$ 47,392**	**$ 2,000**	**-$ 45,392**	**-2269.59%**	
Total 6000000 EXPENSE	**$ 102,128**	**$ 259,775**	**$ 157,647**	**60.69%**	
Total Expenditures	**$ 102,128**	**$ 259,775**	**$ 157,647**	**60.69%**	
Net Operating Revenue	**-$ 10,005**	**-$ 64,945**	**-$ 54,940**	**84.59%**	
Net Revenue	**-$ 10,005**	**-$ 64,945**	**-$ 54,940**	**84.59%**	

Notes:

1. USMS matching Covid relief grants - 15 teams

2. grants - 16 teams

3. Higher than budget due to 2020 payroll expenses

4. October 10 Coaches Clinic

Monday, Oct 19, 2020 09:57:49 AM GMT-7 - Cash Basis

Pacific Local Masters Swimming Committee
Budget Overview: FY 2021 - FY21 P&L
January - December 2021

	Total	Assumptions
Revenue		
4000000 INCOME		
4010000 Registration		
4011000 Membership Dues	$ 108,000.00	9,000 Members
4012000 Clubs Registration	$ 1,140.00	90 Clubs
4014000 PacMasters Donations	$ 2,500.00	
Total 4010000 Registration	**$ 111,640.00**	
4020000 Event Fee Income		
4020200 Open Water Sanction Fees	$ 7,000.00	Ties to Open Water Expenses, assumes 7 events
4020400 Sanction Bond Deposits	$ 500.00	
Total 4020000 Event Fee Income	**$ 7,500.00**	
4070000 Other Income		
4070500 PacMasters Meet	$ 25,000.00	Ties to Pool Meet Expenses, assumes no club will host the championship
Total 4070000 Other Income	**$ 25,000.00**	
4090000 Bank Interest	$ 50.00	Interest has decreased
Total 4000000 INCOME	**$ 144,190.00**	
Total Revenue	**$ 144,190.00**	
Gross Profit	**$ 144,190.00**	

Expenditures			
6000000 EXPENSE			
6100000 Office and Administrative			
6100110 Supplies	$	1,000.00	
6100120 Postage	$	1,600.00	
6100130 Printing	$	200.00	
6100300 Telephone	$	600.00	
			Switching to Zoom for monthly meetings
6100310 Conference Calls	$	350.00	
6100330 Web Conferencing	$	300.00	
6100400 Rule Books	$	150.00	
6100450 File Storage	$	3,600.00	
6101200 Office Travel/Training/Entertainment	$	50.00	
6101900 Office Administrator	$	30,600.00	
61019010 Payroll Taxes	$	2,760.00	
61019020 Workers Compensation	$	1,000.00	
6102100 Renewal Notices	$	100.00	
6109000 Misc. Office Expenses	$	500.00	
Total 6100000 Office and Administrative	**$**	**42,810.00**	
6200000 Executive Committees			
6210000 Chairman			
6210110 Chair Office/General Admin. Expenses	$	750.00	
			President attends LMCS summit in odd years
6210200 ChairTravel/Entertainment	$	2,000.00	
Total 6210000 Chairman	**$**	**2,750.00**	
6220000 Treasurer			
6220110 Acctg Online Services	$	750.00	
6220120 Filling Fees	$	10.00	
Total 6220000 Treasurer	**$**	**760.00**	
6230000 Secretary	$	25.00	
6240000 Awards			
			No SOTY awards for 2020 as we had very limited events
6240100 Swimmer of the Year	$	1,000.00	

6240130 Service/Achievement	$	1,500.00	
6240160 Coach of the year	$	400.00	Two COTY awards to recognize oustanding coaches during 2020
Total 6240000 Awards	$	2,900.00	
6250000 Hospitality	$	200.00	
6260000 Scheduling	$	400.00	Survey Monkey
Total 6200000 Executive Committees	$	7,035.00	
6300000 Pool Meets			
6310000 Sanction/Meet Operations			
6310100 USMS Pool Sanction Fees	$	1,000.00	
6310399 Contract Service for HyTek	$	8,000.00	
6310400 Pools/Meet Sanction (Bond) Refund	$	500.00	
6310500 PacMasters Meets	$	25,000.00	No club will host, and ties to corresponding income account
6310650 Pool Meet Bonuses	$	2,750.00	
6310700 Championship Meet Awards	$	3,000.00	
6310750 Championship Meet Incentive	$	5,500.00	
6310900 Meet Equipment	$	2,500.00	
6310999 Championship Officials stipend	$	8,000.00	
Total 6310000 Sanction/Meet Operations	$	56,250.00	
6320000 Officials			
6320200 Officials Travel to Nationals	$	1,800.00	
6320250 Officials Local Travel Reimbursement	$	1,700.00	
6320900 Officials Clothing	$	500.00	
Total 6320000 Officials	$	4,000.00	
6338000 VP Pool Meets Discretionary	$	500.00	
Total 6300000 Pool Meets	$	60,750.00	
6400000 Open Water Expenses			
6400500 USMS OW Sanction Fees	$	7,000.00	7 events, and ties to corresponding income account

6401200 Evaluator Travel Reimbursement	$	500.00	**PacMasters pays for evaluator entry fee and mileage**
6401300 Safety Vehicle Subsidy	$	3,500.00	**Ambulance fees for the 7 events**
6401400 Open Water Points Awards	$	1,000.00	**Reducing awards for Wetsuit Division**
6401500 Trailer&Buoy Maint. & Equip. Purchase	$	500.00	**Purchased new equipment in 2019, so not antipicating much repairs or new purchases**
6401550 Trailer Storage	$	840.00	
6480000 VP Open Water Discretionary	$	500.00	
Total 6400000 Open Water Expenses	**$**	**13,840.00**	
6500000 Communication & Technology			
6510000 Publications - Electronic			
6510100 Constant Contact	$	2,600.00	
Total 6510000 Publications - Electronic	**$**	**2,600.00**	
6520000 Web Site			
6520100 Web Internet Provider	$	500.00	
6520150 Software - Web Site	$	500.00	
6520599 Webmaster Contractor	$	6,000.00	
6520999 Other Web Contractors	$	7,000.00	**Rebuild wesbite**
Total 6520000 Web Site	**$**	**14,000.00**	
6530000 Technology			
6530150 Software - Technology	$	500.00	
6530599 Contractors - Technology	$	500.00	
Total 6530000 Technology	**$**	**1,000.00**	
6580000 VP Communication & Techn. Discretionary	$	500.00	
Total 6500000 Communication & Technology	**$**	**18,100.00**	
6600000 Clubs and Coaches			
6600100 Coaches Scholarship	$	1,900.00	
6600200 Coaches Travel Reimbursement	$	200.00	
6600500 Coaches Clinic Facilities Rental	$	800.00	

6600550 Other Coaches Clinics Expense	$	800.00
6600599 Coaches Clinic Stipends	$	800.00
6680000 VP Club and Coaches Discretionary	$	500.00
Total 6600000 Clubs and Coaches	**$**	**5,000.00**
6700000 Convention		
6700200 Delegates' Expense Reimbursement	$	15,000.00
6700900 Other Convention Costs	$	1,000.00
Total 6700000 Convention	**$**	**16,000.00**
6800000 Annual Meeting		
6800100 Annual Mtg. Room Rental	$	4,000.00
6800300 Annual Mtg. Catering & Food Supplied	$	8,000.00
6800400 Annual Mtg. Pool Rental	$	900.00
6800500 Annual report	$	250.00
6800900 Other Annual Meeting costs	$	250.00
6800999 Annual Mtg. Speaker Fees	$	7,000.00
Total 6800000 Annual Meeting	**$**	**20,400.00**
6900000 USMS Dues		
6901100 PacMasters Scholarship and over 85	$	1,300.00
Total 6900000 USMS Dues	**$**	**1,300.00**
6990000 Other Income/Expenses		
6990100 PacMasters Grants & Gifts	$	2,000.00
Total 6990000 Other Income/Expenses	**$**	**2,000.00**
Total 6000000 EXPENSE	**$**	**187,235.00**
Total Expenditures	**$**	**187,235.00**
Net Operating Revenue	**$**	**(43,045.00)**
Net Revenue	**$**	**(43,045.00)**

As early adoptors of the Unified Fee, USMS is picking up Hotel and Registration

Monday, Oct 05, 2020 02:05:47 PM GMT-7 - Cash Basis

Pool Meet Committee Report
Proposed Modifications to Pool Meet Handbook
To Accommodate COVID-19 Return to Competition

Summary
In order to permit a gradual return to competition for Pacific Masters athletes, it is appropriate to suspend several current policies and procedures. These short-term changes (in effect as long as USMS remains in Phase I of the Return to Competition plan only) will permit additional meet styles to be conducted at a time that traditional "open" style meets are not appropriate. The changes proposed are to:
-Permit intrasquad, dual, and closed invite meets, which have been banned for a number of years in Pacific Masters;
-Allow administrative scheduling and sanctioning of intrasquad and dual meets in a shorter time window and eliminate posting of full meet information and web entry links on the website;
-Change the Performance Bond requirement from mandatory to discretionary;
-Pre-seed meets, instead of the usual practice of deck-seeding;
-Remove Pacific Masters Swimming's financial obligations for officials travelling longer distances to some meets to encourage the use of local officials wherever possible.

Background
Pacific Masters has not had an in-person meet in over 6 months, and currently is not expecting to sanction any traditional pool meets until 2021. USMS currently does not recommend the scheduling of traditional in-person meets and open water events through October 31, 2020, and has provided guidelines for Phase I of a Return to Competition plan effective November 1, 2020. As more pools around the country have opened and swimmers have adapted to new realities of the pool swimming environment, some athletes have begun to express a desire to return to in-person competition, assuming appropriate modifications to standards and protocols can be implemented to protect individual health & safety and conform to local regulations.

Pacific Swimming, the USA Swimming equivalent of Pacific Masters, began to allow its member teams to host sanctioned intrasquad meets starting the last weekend of August. Meets have already been held with additional meets planned in October and November. Given that Pacific Masters is affected by similar local conditions as Pacific Swimming, it is reasonable to consider conditions under which Pacific Masters member clubs could consider providing competition opportunities for their members.

It is vital to note that in our ongoing crisis, simply waiting for things to "return to normal" is not an option. Pacific Masters owes it to itself to continue to evolve and grow as an organization, and owes it to its membership to find new and alternative ways of serving member needs and desires. Instituting alternate modes of live competition is just one of many possible pathways to maintain and enhance the value of USMS and Pacific Masters membership, but for a portion of the membership, it is the single most valuable element.

Full Text of Proposal

The following changes to the Meet Operations Handbook shall be in effect from the date of approval and shall revert to the current regulations when USMS exits Phase I of its Return to Competition plan.

(1) 200.3 Sanctions for Meets

A. All Pacific Masters scheduled swimming meets must be sanctioned. Closed competition and dual meets shall not be sanctioned.

Proposed: Delete All and Replace With: <u>All Pacific Masters scheduled swimming meets must be sanctioned. Pacific Masters will not issue a sanction If USMS is currently recommending against the sanctioning of meets of the type proposed by a prospective meet host.</u>

Rationale: Pacific Masters' historic ban on closed competition is not appropriate to our current competition situation. This is the core proposal, all other proposals are simply in support of the implementation of this change. This also adds language to tie Pacific Masters' opening of sanctioning to the recommendations of the USMS Board and House of Delegates, such that if USMS does not currently recommend sanctioning a certain type of event, Pacific Masters will not sanction that type of event. As USMS is not placing any specific restriction on the type of meet, only on size and other operating rules, this will permit clubs to host intrasquad, dual, and closed invite meets.

(2) 200.2 Scheduling of Meets

A. Approval of schedule
    1. All events will be considered for approval for scheduling by the Pacific Masters Commiottee {sic} on recommendation from the Scheduling Coordinator, VP of Pool Opeartions {sic} or Pacific Masters Chair.

Proposed Add: <u>Intrasquad, Dual, and Closed Invite meets shall be scheduled on the approval of the VP of Pool Operations or designee.</u>

Rationale: As there is not an issue of meet date conflicts when dealing with "closed" competition, it will expedite the process to have administrative approval of these meet dates.

(3) 200.3 Sanctions for Meets

B. Meet hosts should submit a sanction application on the USMS website after the event has been schedule and at least 45 days before it is conducted.

Proposed Add: <u>Exception: A sanction application for an Intrasquad, Dual, or Closed Invite meet shall be made at least 30 days before it is conducted.</u>

Rationale: The closed nature of these type of competitions as well as the need to maximize flexibility for meet hosts at this time suggest that a compressed timeline is appropriate in this situation.

(4) 200.3 Sanctions for Meets

D. [Performance Bond Language]

Proposed Add: <u>The Performance Bond requirement for clubs not previously hosting an event may be reduced or waived by the VP of Pool Operations in consultation with the Chair.</u>

Rationale: The closed nature of these type of competitions greatly reduce the level of risk to Pacific Masters of inadequate meet host performance and the presence of the bond requirement may discourage meets from occurring.

(5) 200.4 Meet Entry Information

A. General

1. Meet information and entry links will be posted on the Pacific Masters website immediately following sanction approval. The event will be mentioned in Pacific Masters newsletters according to emailed newsletter policies.

Proposed Add: <u>Exception: for intrasquad, dual, and closed invite meets, full meet information and entry links will not be posted on the website; however, a listing for the event may be added to the calendar on the web site for general information only.</u>

Rationale: There is no value in general publication of event information when the event is restricted to members of certain clubs only.

(6) 200.5 Meet Conduct and Procedures

B. Seeding

1. Individual events are to be seeded using the following guidelines:
    a. Events are deck seeded. Application for a pre-seeded meet may be made to the Sanction Coordinator by specifying it in the meet information sheet.

Proposed Delete All and Replace With: <u>Events are to be pre-seeded.</u>

Rationale: Pre-seeding events minimizes the movement and mixing of athletes at a meet by eliminating the need to seeding to be posted and regularly checked in a common location. Athletes arriving for competition already know to which heat and lane they have been assigned for each event.

(7) 200.5 Meet Conduct and Procedures

I. Officials

Proposed Add: <u>3. Exception: Pacific Masters Swimming shall not reimburse mileage costs for officials working an intrasquad, dual, or closed invite meet. Meet hosts are encouraged to provide suitable incentives (financial or non-financial) to officials working at the meet.</u>

Rationale: The expectation is that these meets will utilize officials belonging to the competing club(s) and/or otherwise local, and Pacific Masters should not be responsible for mileage reimbursements if this is not the case.