

New Jersey LMSC Annual Board Meeting Minutes

Time 11:30am Sunday, October 29, 2017

Ed Tsuzuki's House

Neshanic Station, NJ

Attendees:

Board Members

Chris McGiffin

Sarah Clark

Tom Brunson

Susan Kirk

Bill Reichle

Sara Johnston

Marie Vellucci

Jen Bauman

Ed Tsuzuki

Pia Lord

Linda Brown-Kuhn

MOTIONS

- 1. MSA to hold the 2018 NJ Masters Swimming Banquet on Saturday, March 24, 2018 at the Basking Ridge Country Club**
- 2. MSA to approve Karlyn Pipes as the inspirational speaker at the 2018 NJ LMSC Banquet and for a 2 session clinic (workshop) on Sunday, March 25th.**
- 3. MSF to approve Karlyn Pipes running a coaches education seminar on Saturday at a cost of \$900**
- 4. MSA to reimburse for 2018 and beyond 100% of the cost of the ALTS program registration in accordance with the 2017 updated ALTS Reimbursement Application Form**
- 5. MSA to accept the current following slate of incumbents by acclimation**
- 6. MSA to elect Sarah Clark as the new Vice-Chair**

ACTION ITEMS

- 1. Susan will send out a reminder to the NJ LMSC membership 1 week prior to the upcoming Fastlane deadline**
- 2. Pia will reach out to 2 specific clubs to be covered in each upcoming issue. If the Clubs do not respond, a short blurb about the club(s) will be included in the Fastlane issue with an invitation for the club(s) to provide more detailed information for the following issue of the Fastlane**
- 3. Tom will send Pia contact information for Bob Hopkins as a potential source for an article**
- 4. Bill will prepare a draft 2018 budget by late December**
- 5. All Board members will submit to Bill their budget for any line items by December 15th**
- 6. Chris will respond to Brandon Franklin re: plea for LMSC donation to SSLF to help fund additional grants for Adult Learn to Swim programs in 2018 with additional questions to add clarity regarding the amount needed for each grant and will report back to the board**
- 7. Ed will reach out to Jessica to suggest that registrars be copied on Club contact renewal communications and if there will be a communication calendar published**
- 8. Tom will send out a Club renewal reminder ASAP to those clubs that have not renewed for 2018**
- 9. Susan will order 5 mini rule books for 2018**
- 10. Ed will work closely with the event directors to remind them to submit their required paperwork in a timely way so that times count for USMS Top Ten**
- 11. Ed will check with SHY; Bill will check with Cranford; Sara will check with FSPY about pool rental availability for the 2 session clinics on Sunday, March 25**
- 12. Bill will report to the board the level of subsidy for the NJ LMSC members who previously participated in Karlyn's clinic(s)**

Action items bolded

Meeting was called to order at 11:40 am

I. Officer Reports

A. Newsletter (S. Johnston)

- i. Remaining issues for 2017
 - a) November/December
- ii. Deadline for the November/December issue is December 15
 - a) **Susan will send out a reminder to the NJ LMSC membership 1 week prior to the upcoming Fastlane deadline**
- iii. Sarah would like to continue with the highlighting of the 22 NJ LMSC Clubs. 2 have been covered so far in the May/June issue
 - a) **Pia will reach out to 2 specific clubs to be covered in each upcoming issue. If the Clubs do not respond, a short blurb about the club(s) will be included in the Fastlane issue with an invitation for the club(s) to provide more detailed information for the following issue of the Fastlane**
- iv. Special Member Articles (P. Lord)
 - a) Pia is continuing to work on getting some clubs to contribute in the near future for the ongoing clubs article. The end of the summer was a busy time for many swimmers.
 - b) Pia was successful in getting an article written covering a USA English Channel 6-person Relay swim that occurred in mid-August. Both Talbott Crowell and Louise Darlington individually contributed an article. Talbott's article will be in the Sept/Oct issue and perhaps Louise's will be in a subsequent issue.
 - c) Pia hopes to catch up with some of the NJ LMSC FINA Masters swimmers that were in Budapest this past summer for the next issue of the Fastlane. Thank you Susan Kirk for the referral and tip.
 - d) As always, if you know of any interesting swimmer stories or if you yourself have gone to any interesting workshops, swims, clinics, and would like to share your experience through an article in the Fastlane, please let Pia know.
 - e) **Tom will send Pia contact information for Bob Hopkins as a potential source for an article**

B. Treasurer (B. Reichle)

- i. 2017 Budget and actuals update
- ii. **Bill will prepare a draft 2018 budget by late December**
 - a) **All Board members will submit to Bill their budget for any line items by December 15th**
- iii. **Chris will respond to Brandon Franklin re: plea for LMSC donation to SSLF to help fund additional grants for Adult Learn to Swim programs in 2018 with additional questions to add clarity regarding the amount needed for each grant and will report back to the board**

NJ LMSC Financial Statement

Beginning Cash Balance	1/1/2017			\$22,356.81
INCOME				
		<u>BUDGET</u>		<u>ACTUAL</u>
USMS Individual		\$500.00		\$123.00
LMSC Donations		\$2,000.00		\$966.00
LMSC Individual		\$14,500.00		\$9,590.00
Meet Sanction Fees		\$250.00		\$500.00
Interest Income		\$20.00		\$21.92
Club Collections		\$400.00		\$60.00
Annual Dinner Collections		\$1,200.00		\$925.00
Special Events		\$750.00		\$750.00
Merchandise Sales		\$100.00		\$35.00
Meet Performance Deposits		\$600.00		\$800.00
Open Water Sanction Fee		\$300.00		
TOTAL INCOME		\$20,620.00		\$13,770.92
EXPENSES				
USMS Individual		\$500.00		\$164.00
Coach&ALTS Certification Grant		\$3,000.00		\$700.00
Registrar Expenses		\$300.00		
Rule Books		\$48.00		\$36.00
Convention Costs		\$6,000.00		\$4,057.04
Annual Dinner/Picnic		\$4,000.00		\$3,879.36
Tributes & Awards		\$750.00		\$398.47
USMS Leadership Summit		\$850.00		\$555.40
Special Events		\$3,500.00		\$3,700.86
Domain Fee		\$10.00		\$10.00
USMS Meet Sanctions		\$300.00		\$400.00
Miscellaneous Expense		\$400.00		\$44.40
Performance Reimbursement (Sanctions)		\$600.00		\$600.00
USMS Open Water Sanction Fee		\$600.00		
TOTAL EXPENSES		\$20,858.00		\$14,545.53
Cash Balance	10/25/2017			\$21,582.20
SPECIAL EVENTS				
		<u>INCOME</u>		<u>EXPENSE</u>
50 x 50				\$350.69
100 x 100				\$703.70
OW Clinic		\$750.00		\$2,022.79
Swim University				\$250.90
Last Chance Swim				\$372.78

C. Co-Registrar (T. Brunson/C. McGiffin)

- i. 2017 Member Registration Year to Date Report – See below
 - a) Total 2017 NJ LMSC members ~~ 1430 as of 10/24/17
 - b) Total members by Club
 - c) Total new members by Club
 - d) 2017 Club registrations ~~ 22
 - e) Annual Renewal Rate
 - f) Lifetime Renewal Rate

ii. 2018 Club Registration Report

- a) **Ed will reach out to Jessica to suggest that registrars be copied on Club contact renewal communications and if there will be a communication calendar published**
- b) **Tom will send out a Club renewal reminder ASAP to those clubs that have not renewed for 2018**

NAME	ABBRV	2017	2018
Berkeley (NJ) Aquatic Masters	BERK	X	X
Coney Island Brighton Beach Open Water Swimmers	CIB	X	
Drew Masters Swimming	DRMS	X	
Excellence Aquatics	EAMS	X	
Flipside Aquatics	FLIP	X	
Garden State Masters	GSM	X	X
Hoboken Masters	HOBO	X	
Jersey Area Masters	JAM	X	
Lakeland Hills Family YMCA	LHY	X	
Life Time Swim New Jersey	LTMM	X	
Morristown Masters Swim Team	MMST	X	
New Jersey Race Club Masters	NJRC	X	
Newark Master Swim	NMS	X	
Open Water Swim Team	OWST	X	
Peddie Aquatic Association	PAA	X	X
Raritan Bay Area YMCA	RBAY	X	X
Red Bank YMCA	RBY	X	
RWJ Fitness and wellness center New Brunswick	RWJ	X	
Somerset County YMCA Masters	SCYM	X	X
South Jersey Tri to Swim Club	SJTC	X	
TMB Racing	TMB	X	
Excel Swimming	XCL	X	X
UC07	UC07	X	X

iii. 2017 Member Donation Report (See Below)

DATE	DONATION	# DNTS	MAX DNT	TOTAL \$
10/29/2017	SSL	\$108.00	\$250.00	\$2,400.00
	ISSHOF	\$25.00	\$100.00	\$460.00
	LMSC	\$77.00	\$100.00	\$1,655.00
	TOTAL	\$210.00		\$4,515.00
8/27/2017	SSL	\$103.00	\$250.00	\$2,325.00
	ISSHOF	\$23.00	\$100.00	\$440.00
	LMSC	\$73.00	\$100.00	\$1,615.00
	TOTAL	\$199.00		\$4,380.00
5/7/2017	SSL	\$99.00	\$250.00	\$2,230.00
	ISSHOF	\$22.00	\$100.00	\$390.00
	LMSC	\$72.00	\$100.00	\$1,565.00
	TOTAL	\$193.00		\$4,185.00
1/22/2017	SSL	\$86.00	\$250.00	\$1,990.00
	ISSHOF	\$20.00	\$100.00	\$370.00
	LMSC	\$60.00	\$100.00	\$1,250.00
	TOTAL	\$166.00		\$3,610.00
10/23/2016	SSL	\$80.00	\$100.00	\$1,417.00
	ISSHOF	\$27.00	\$50.00	\$386.00
	LMSC	\$77.00	\$1,000.00	\$2,575.00
	TOTAL	\$184.00		\$4,378.00
4/24/2016	SSL	\$70.00	\$100.00	\$1,277.00
	ISSHOF	\$27.00	\$50.00	\$386.00
	LMSC	\$72.00	\$1,000.00	\$2,505.00
	TOTAL	\$169.00		\$4,168.00
1/31/2016	SSL	\$63.00	\$100.00	\$1,192.00
	ISSHOF	\$26.00	\$50.00	\$361.00
	LMSC	\$64.00	\$1,000.00	\$2,265.00
	TOTAL	\$153.00		\$3,818.00
11/22/2015	SSL	\$18.00	\$100.00	\$285.00
	ISSHOF	\$9.00	\$25.00	\$105.00
	LMSC	\$21.00	\$100.00	\$530.00
	TOTAL	\$48.00		\$920.00
10/31/2014	ISSHOF	\$29.00	\$50.00	\$418.00
	USMS	\$66.00	\$100.00	\$986.00
	LMSC	\$82.00	\$100.00	\$1,484.00
	TOTAL	\$177.00	\$250.00	\$2,888.00
9/22/2013	ISSHOF	\$41.00	\$50.00	\$522.00
	USMS	\$66.00	\$100.00	\$888.00
	LMSC	\$59.00	\$100.00	\$1,043.00
	TOTAL	\$166.00		\$2,453.00
10/31/2012	ISSHOF	\$36.00	\$100.00	\$514.00
	USMS	\$64.00	\$100.00	\$805.00
	LMSC	\$50.00	\$100.00	\$697.00
	TOTAL	\$150.00		\$2,016.00
10/31/2011	ISSHOF	\$50.00	\$100.00	\$576.00
	USMS	\$73.00	\$100.00	\$771.00
	LMSC	\$65.00	\$100.00	\$773.00
	TOTAL	\$188.00		\$2,120.00

iv. 2017 Affiliated/Certified Coaches, Officials, ALTS Instructors

Mtg date	Coach Affiliation	Official Affiliation	Certified Coach	ALTS Instructor	Coach/ ALTS Designation	Total ch/off/alts	Total Affiliates
10/29/2017	94	52	69	16	51	282	164
8/27/2017	92	50	68	16	50	276	160
5/7/2017	93	49	69	16	52	279	159

D. Secretary (S. Kirk)

- i. Meeting minutes for the NJ LMSC Board Meeting on August 27, 2017 were approved by the NJ LMSC Board and have been submitted to be posted on the NJ LMSC website by the webmaster. Meeting minutes for the NJ LMSC board meetings on January 22, 2017 and May 7, 2017 were taken, approved by the NJ LMSC Board, and posted on the NJ LMSC website.
- ii. 3 NJ LMSC member emails have been composed and sent out to the NJ LMSC members since our last board meeting on August 27, 2017. 21 NJ LMSC member emails have been composed and sent out to the NJ LMSC members since January 1, 2017.
- iii. Registrant emails currently go out to 1400 NJ LMSC members
- iv. The NJ LMSC Facebook page currently has 939 likes

E. Sanctions & Safety (J. Bauman)

- i. Completed 2017 Sanctioned Events
 - a) 2017 Somerset County YMCA Masters "Last Chance" SCY Swim Meet (Sunday, May 21, 2017)
 - Draft entry form received 4/11/17
 - Application for sanction approved 4/23/17
 - Performance deposit (\$100) received 4/29/17 [sanction fee: \$0]
 - Sanction number assigned: **#077-S001**
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 4/24/17
 - 2017 USMS rule book to be mailed to meet director
 - Refundable performance deposit approved for return 5/22/17
 - b) Jason Nessel Memorial Invitational (Sunday, August 6, 2017)
 - Draft entry form received 6/7/17
 - Application for sanction approved 6/21/17
 - Performance deposit (\$100) received 6/18/17 [sanction fee: \$0]
 - Sanction number assigned: **#077-S002**
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 6/21/17
 - 2017 USMS rule book to be mailed to meet director
 - Refundable performance deposit approved for return 8/9/17
- ii. Upcoming 2017 Sanctioned Events
 - a) Eastern Express Veterans Day Masters Meet (Saturday, November 11, 2017)
 - Draft entry form received 9/7/17
 - Application for sanction approved 9/29/17
 - Performance deposit (\$100) received 9/29/17 [sanction fee: \$0]
 - Sanction number assigned: **#077-S003**
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 9/29/17
 - b) 2017 Somerset County YMCA Masters SCM Pentathlon Swim Festival (Sunday, December 17, 2017)
 - Draft entry form received 9/26/17

- Application for sanction approved 10/16/17
 - Performance deposit (\$100) **pending** [sanction fee: \$0]
 - Sanction number assigned: **#077-S004**
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 10/16/17
- iii. Completed 2017 Recognized Events
- a) 2017 OCY Masters Meet (Sunday, February 12, 2017)
- Draft entry form received 12/15/16
 - Application for recognition approved 1/1/17
 - Recognition fee (\$100) + performance deposit (\$100) received 12/31/16
 - Recognition number assigned: **#077-R001**
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 1/1/17
 - 2017 USMS rule book to be mailed to meet director
 - Refundable performance deposit approved for return 4/26/17
- b) Sussex County YMCA Adult Mini Meet (Saturday, April 15, 2017)
- Draft entry form received 3/15/17
 - Application for recognition approved 3/20/17
 - Recognition fee (\$100) + performance deposit (\$100) received 4/15/17
 - Recognition number assigned: **#077-R002**
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 3/20/17
 - 2017 USMS rule book mailed to meet director
 - Refundable performance deposit approved for return 4/23/17
- c) NJ Senior Olympics (Saturday-Sunday, September 9-10, 2017)
- Draft entry form received 8/2/17
 - Application for recognition approved 8/28/17
 - Recognition fee (\$100) + performance deposit (\$100) **pending**
 - Recognition number assigned: **#077-R003**
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 8/28/17
 - Refundable performance deposit approved for return 10/13/17
- d) Sussex County YMCA Adult Mini Meet (Saturday, October 14, 2017)
- Draft entry form received 8/21/17
 - Application for recognition approved 8/28/17
 - Recognition fee (\$100) + performance deposit (\$100) received 10/8/17
 - Recognition number assigned: **#077-R004**
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 8/28/17
 - Refundable performance deposit approved for return 10/17/17
- iv. Upcoming 2017 Recognized Events
- a) None
- v. Upcoming 2018 Recognized Events
- a) 2018 OCY Masters Meet (Sunday, February 11, 2018)
- Draft entry form received 9/16/17
 - Application for recognition approved 9/29/17
 - Recognition fee (\$100) + performance deposit (\$100) received 10/8/17
 - Recognition number assigned: **#078-R001**
 - Pool measurement certification on file with USMS
 - Meet announcement added to USMS calendar 9/29/17
- vi. Upcoming/Of Interest
- a) Monmouth University has expressed interest in running a masters meet and would like to "save the date" of Saturday, March 3, 2018 (Contact person: Justin Alsobrooks)
- vii. Mini Rule books
- a) Going forward, Jen will ask each meet director if they need a mini rule to be sent to them
- b) **Susan will order 5 mini rule books for 2018**

F. Top Ten and Records (E. Tsuzuki)

- i. The NJ LMSC top ten for Long Course Meters was submitted on August 20, 2017.
- ii. The NJ LMSC records have been updated for the following events:
 - a) 2017 CT Long Course Masters Championships at Wesleyan University on August 26, 2017
 - b) FINA World Masters Championships in Budapest, Hungary on August 14-20, 2017
 - c) Sussex County YMCA Adult Mini-Meet on October 14, 2017
 - d) **Ed will work closely with the event directors to remind them to submit their required paperwork in a timely way so that times count for USMS Top Ten**

G. Webmaster (M. Kirk)

- i. After some issues with the server that took place over the course of this week, the NJ Masters home page is back online!
 - a) Marin is working to catch up on the updates that have accumulated over this period and plan to finish by the end of this weekend.
- ii. Please feel free to let Marin know if there are any remaining edits outstanding

H. Open Water (S. Clark)

- i. 2017 Open Water Calendar update
 - a) The Open Water Swim Calendar was updated on a regular basis for the 2017 open water season
 - b) With more open water swims setting their dates earlier, Sarah will begin putting together the 2018 calendar in the next couple of months

I. Events Coordinator (K. Plewa)

- i. 2018 NJ Masters Swimming Banquet
 - a) Date: Saturday, March 24, 2018 from 6:00pm – 10:00pm
 - b) Venue: Tentative hold on the Basking Ridge Country Club Ballroom – confirmation must be made at 10/29 board meeting. Non-refundable \$500 cash deposit is required
 - c) About: The Basking Ridge Country Club banquet facility overlooks the fairways of the golf course and 260 private acres beyond, and has knee-to-ceiling windows offering a panoramic view. The Pennbrook Ballroom holds events of 75 – 200 guests with a gas fireplace and outdoor balcony. The minimum number of guests required for the ballroom is 75 adults.
 - d) Cocktail Hour & Buffett Dinner: The buffet dinner comes to \$49.53 per person, including service charge and NJ sales tax. Cocktail hour hors d'oeuvres (passed or self-serve option) are a separate price at \$12.00 per person in addition to the \$49.53 per person dinner
 - Passed hors d'oeuvres – can select 8 from a list of each hot, cold, and delicate china spoon foods
 - Self-serve/Market Table – includes an arrangement of NJ's best and local produces included: imported and domestic cheeses, grilled seasonal vegetables and heirloom salads
 - e) Cash Bar/Drinks: There is a \$125 bartender fee for the cash bar. Beer & wine selection requests can be made from the Delicious Heights menu. Soft drinks and unsweetened iced tea are included; lemonade is an extra cost
 - f) Set-up: 15 tables of 10 available; high tops available for cocktail hour; table for awards and prizes; optional dance floor
 - g) AV: Microphone (clarify – was originally told mic is rented for \$50) and projection screen are complimentary, along with a table for the projector
 - h) Decor: White table cloths – different color linens are available at an extra cost; napkins included (red/blue); can adjust lighting for NJ Masters colors (red/blue); NO center pieces provided/available, but can bring our own
 - i) Hotel: Can look into recommended hotels as a suggestion for guests – Hyatt Regency Morristown, Westin Governor Morris of Morristown, Courtyard Marriott Basking Ridge
 - j) Rough Cost Estimate: \$49.43 + \$12.00 = \$61.53 x 75 guests = \$4614.75 + \$125 bartender = \$4739.75 (Dolce 2017 = \$4161)

- k) Attendee Cost Proposal/Recommendation: Increase initial and incremental attendee and coach cost by \$5. Keep attendance complimentary for award recipients
 - 2017 Members/Guests \$25 early, \$35 late and \$40 at the door; Coaches \$15
 - 2018 increase to \$30, \$40, and \$45; Coaches \$20
- l) Guest Speaker: Karlyn Pipes is available and open for consideration as our Banquet Guest Speaker. She would agree to donate her time to serve as our guest speaker provided that we also schedule a 2 session clinic with her as the clinician the following day, Sunday, March 25
- m) **MSA to hold the 2018 NJ Masters Swimming Banquet on Saturday, March 24, 2018 at the Basking Ridge Country Club**
- n) **MSA to approve Karlyn Pipes as the inspirational speaker at the 2018 NJ LMSC Banquet and for a 2 session clinic (workshop) on Sunday, March 25th.**
- o) **MSF to approve Karlyn Pipes running a coaches education seminar on Saturday at a cost of \$900**
- p) **Ed will check with SHY; Bill will check with Cranford; Sara will check with FSPY about pool rental availability for the 2 session clinics on Sunday, March 25th**

J. Coaches (S. Kirk)

- i. The NJ LMSC Reimbursement Grant for the USMS ALTS certification course application form has been updated
- ii. Current conversation is ongoing with Karlyn Pipes to potentially offer a 2-session clinic on Sunday, March 25th if she is approved as guest speaker for our 2018 NJ LMSC Annual Awards Banquet on March 24, 2018
- iii. Susan will also update our Coach's Certification NJ LMSC Grant Application form with parallel language to the newly updated ALTS form
- iv. USMS Education dates have been published for 2018. The following courses will all be offered in the NJ LMSC
 - a) Saturday, April 7 Coach Certification Levels 1-2 (2017 \$180)
 - b) Saturday, April 7 Coach Certification Level 3 (2017 \$225 with max 25)
 - c) Saturday, April 7-Sunday, April 8 Clinic Course for Coaches (2017 \$50 max 12)
 - d) Sunday April 8 Stroke Development Clinic for Swimmers
 - e) Sunday, April 8 ALTS (2017 \$300 max 25)
- v. **MSA to reimburse for 2018 and beyond 100% of the cost of the ALTS program registration in accordance with the 2017 updated ALTS Reimbursement Application Form**
- vi. **Bill will report to the board the level of subsidy for the NJ LMSC members who previously participated in Karlyn's clinic(s)**

K. Fitness (L. Brown-Kuhn)

- i. 2017 Fitness Swim Programs
 - a) 4th Annual Last Chance, End of Summer 5K Pool Swim September 2 at the Cranford Pool & Fitness Center
 - Originally 37 people signed up and on the day we had no shows plus we had 3 come who had not signed up. We ended up with 29 swimmers who participated despite chilly temperatures.
 - In 2016 we had 33 sign up so Linda thinks that the event is worth repeating if Bill is willing
 - b) Swim University
 - Plans are to continue this program for a 4th year, running from January through June.
 - We have leftover caps and drawstring bags so costs will be minimal this year.
 - Still looking for a new twist to add within the confines of the GTD flog. Any ideas welcome.
 - Self report stroke variation for a minor diploma
 - c) 50 x 50s
 - Would like to continue this one as well. Need to try to get pool time in January at Berkeley Aquatic Club.

L. Officials (M. Vellucci)

- i. USMS has announced a referee certification program. This program will be similar to the start and turn certification process
 - a) This information will be put on the USMS site ASAP
 - b) As of 10/25/17 it is still not there yet

II. Old Business

- A. 2018 NJ LMSC Annual Super Bowl Sunday 100 x 100s (Susan) ~~ Sunday, February 4, 2018
 - i. Pool rental of the Berkeley Aquatic Club pool (set-up as SCY) on Sunday, February 4, 2018 from 8:00am – noon has been confirmed. The cost will be \$500 (same as 2017) and will include the hospitality room

III. New Business

- A. Nominations for Elected Board Volunteers for 2018
 - i. No additional nominations received from the membership
 - ii. Floor nomination for Sarah Clark as Vice-Chair
- B. Elections for Board Volunteers for 2018
 - i. **MSA to accept the current following slate of incumbents by acclamation**
 - a) Chair – Susan Kirk
 - b) Registrar – Tom Brunson
 - c) Treasurer – Bill Reichle
 - d) Top Ten/Records – Ed Tsuzuki
 - e) Newsletter Editor – Sara Johnston
 - f) Secretary – Susan Kirk
 - g) Sanctions & Safety Chair – Jen Bauman
 - ii. **MSA to elect Sarah Clark as the new Vice-Chair**
- C. Appointment of Ad-hoc positions
 - i. Webmaster – Marin Kirk
 - ii. Open Water Chair – Sarah Clark
 - iii. Event Coordinator – Kim Plewa
 - iv. Coaches Chair – Susan Kirk
 - v. Fitness Chair – Linda Brown-Kuhn
 - vi. Officials Chair – Marie Vellucci
 - vii. Newsletter ~ Member Articles – Contributing Editor – Pia Lord
 - viii. Special Projects Task Force – Chris McGiffin

IV. Next LMSC Meeting

- A. Date-- January 21, 2018
- B. Time-- 10:30am
- C. Place-- Berkeley Aquatic Club

V. Adjournment

- A. Meeting adjourned at 1:11pm