

## New Jersey LMSC Annual Board Meeting Minutes

Time 10:30am Sunday, April 14, 2019

Berkeley Aquatic Club

New Providence, NJ

### Attendees:

#### Board Members

Tom Brunson

Sarah Clark

Susan Kirk

Bill Reichle

Linda Brown-Kuhn

Kim Plewa

---

### ACTION ITEMS

1. **Susan will reach out to Mindy to see if she would be interested in working on the Featured Clubs project going forward. There are still 14 NJ LMSC Clubs that we would like to highlight in the Fastlane**
2. **Tom will write out a detailed document of the registered Workout groups (WOGs) and contact information to be added/updated to the website and submit to the webmaster**
3. **Tom will determine how many of 485 NJ LMSC 2018 members who had not renewed for 2019 as of 2/22/19 but have since renewed and report back to the board at the next meeting**
4. **Susan will send an update of the next NJ LMSC event to the webmaster for the Headline News**
5. **Sarah will write an open water related article/blurb for the May/June issue of the Fastlane**
6. **Kim will email the USMS registration raffle prize winners information about the November 1<sup>st</sup> automatic renewal done by Tom**
7. **Ed will report findings of the NJ LMSC Coaches Survey to the board before the next board meeting**
8. **Bill will check to see if the Cranford outdoor pool is available for the Last Chance 50 x 100s Swim on August 31**

### Action items bolded

Meeting was called to order at 10:37am

- I. Officer Reports
  - A. Newsletter (S. Johnston)
    - i. Remaining issues for 2019
      - a) March/April (in progress)
      - b) May/June
      - c) July/August
      - d) September/October
      - e) November/December
    - ii. Deadline for the May/June issue is June 1, 2019
    - iii. Sara is looking for a coach or swimmer to submit a workout – can be anything – fun, hard, anything goes – and a brief profile of themselves
    - iv. Continuation of the articles highlighting the NJ LMSC Clubs
      - a) **Susan will reach out to Mindy to see if she would be interested in working on the Featured Clubs project going forward. There are still 14 NJ LMSC Clubs that we would like to highlight in the Fastlane**

B. Treasurer (B. Reichle)

- i. 2018 Financial Statement submitted to USMS
- ii. Form 990-N sent to IRS
- iii. 2019 Budget and actuals

# NJ LMSC Financial Statement

Beginning Cash Balance	1/1/2019	<b>\$27,558.11</b>
------------------------	----------	--------------------

INCOME	BUDGET	ACTUAL
USMS Individual	\$225.00	\$45.00
LMSC Donations	\$1,700.00	\$730.00
LMSC Individual	\$13,500.00	\$8,070.00
Meet Sanction/Recognition Fees	\$600.00	\$100.00
Interest Income	\$25.00	\$7.90
Club Collections	\$400.00	\$80.00
Annual Dinner Collections	\$1,700.00	\$1,255.00
Special Events	\$750.00	
Merchandise Sales	\$75.00	
Meet Performance Deposits	\$1,000.00	\$100.00
Open Water Sanction Fee		
<b>TOTAL INCOME</b>	<b>\$19,975.00</b>	<b>\$10,387.90</b>

EXPENSES		
USMS Individual	\$400.00	\$90.00
Coach&ALTS Certification Grant	\$1,000.00	
Registrar Expenses	\$300.00	\$200.00
Rule Books	\$30.00	\$36.00
Convention Costs	\$5,000.00	
Annual Dinner	\$5,500.00	\$5,565.43
Tributes & Awards	\$650.00	\$990.02
USMS Leadership Summit	\$1,600.00	\$1,177.38
Special Events	\$4,000.00	\$1,182.99
Domain Fee	\$10.00	
USMS Meet Sanctions	\$700.00	\$100.00
Miscellaneous Expense	\$250.00	
Performance Reimbursement (Sanctions)	\$800.00	\$300.00
USMS Open Water Sanction Fee		
<b>TOTAL EXPENSES</b>	<b>\$20,240.00</b>	<b>\$9,641.82</b>

Cash Balance	4/10/2019	<b>\$28,304.19</b>
--------------	-----------	--------------------

SPECIAL EVENTS	INCOME	EXPENSE
50 x 50		\$438.00
100 x 100		\$744.99
LMSC Clinic		
Swim University		
Last Chance Swim		
75 x 75		

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

- i. 2019 Member Registration Year to Date Report – See below
  - a) Total 2019 NJ LMSC members ~~ 1107 as of 4/10/19
  - b) Total members by Club
  - c) Total new members by Club
  - d) 2019 Club registrations ~~ 18

YEAR	CLUB	#REG	#NEW	#REG PRV YR& CUR YR	ANNUAL RETN%	#CLUBS
<b>2019</b>	<b>ALL</b>	<b>1104</b>	<b>266</b>	<b>838</b>	<b>76%</b>	<b>18</b>
	BERK	232	41	191	82%	
	CIB	9	7	2	22%	
	DRMS	21	7	14	67%	
	EAGM	1	1	0	0%	
	GSM	136	18	118	87%	
	GWMS	38	22	16	42%	
	JAM	23	3	20	87%	
	LHY	8	0	8	100%	
	LTMM	6	2	4	67%	
	OCY	3	1	2	67%	
	OWST	31	12	19	61%	
	PAA	17	1	16	94%	
	RBAY	18	6	12	67%	
	RBY	14	5	9	64%	
	SCYM	162	30	132	81%	
	SJ	7	5	2	29%	
	TMB	1	1	0	0%	
	XCL	193	22	171	89%	
	UC07	187	83	104	56%	
<b>2018</b>	<b>ALL</b>	<b>1388</b>	<b>435</b>	<b>913</b>	<b>65%</b>	<b>17</b>
	BERK	292	80	214	70%	
	CIB	7	1	3	15%	
	DRMS	42	16	26	46%	
	EAGM	1	1	0		
	GSM	166	21	136	76%	
	GWMS	34	27	0		
	JAM	28	3	25	71%	
	LHY	10	3	8	62%	
	LTMM	9	4	6	86%	
	NJRC	0	0	0		
	NMS	5	1	2	50%	
	OCY	2	1	0		
	OWST	49	15	34	56%	
	PAA	22	8	15	50%	
	RBAY	18	8	13	81%	
	RBY	15	8	10	71%	
	RWJ	2	0	1	100%	
	SCYM	202	63	135	76%	
	SJ	2	1	0		
	TMB	0	0	0		
	XCL	263	77	189	65%	
	UC07	219	97	96	49%	
2017	ALL	1430	291	925	60%	22
2016	ALL	1566	493	841	65%	21
2015	ALL	1309	334	600	67%	17
2014	ALL	913	214	602	64%	12
2013	ALL	952	250	620	66%	12
2012	ALL	957	274		68%	8
2011	ALL	895	283		72%	9
2010	ALL	729	193			8
2009	ALL	739	251			7
* %RET'N =LIFETIME RETENTION=(CRNT RE-REG/CRNT YEAR TOTAL)*100						

ii. 2019 Club Registration Report

CLUB NAME	ABBRV	2017	2018	2019
#CLUBS		22	17	18
Berkeley (NJ) Aquatic Masters	BERK	X	X	X
Coney Island Brighton Beach Open Water Swimmers	CIB	X		X
Drew Masters Swimming	DRMS	X	X	X
Eagle Aquatics	EAGM			X
Excellence Aquatics	EAMS	X		
Flipside Aquatics	FLIP	X		
Garden State Masters	GSM	X	X	X
Green Wave Masters Swimming	GWMS		X	X
Hoboken Masters	HOBO	X		
Jersey Area Masters	JAM	X	X	X
Lakeland Hills Family YMCA	LHY	X	X	X
Life Time Swim New Jersey	LTMM	X	X	X
Morristown Masters Swim Team	MMST	X		
New Jersey Race Club Masters	NJRC	X	X	
Newark Master Swim	NMS	X	X	
Ocean County YMCA	OCY		X	X
Open Water Swim Team	OWST	X	X	X
Peddie Aquatic Association	PAA	X	X	X
Raritan Bay Area YMCA	RBAY	X	X	X
Red Bank YMCA	RBV	X	X	X
RWJ Fitness and wellness center New Brunswick	RWJ	X	X	
Somerset County YMCA Masters	SCYM	X	X	X
SJAC Masters	SJ			X
South Jersey Tri to Swim Club	SJTC	X		
TMB Racing	TMB	X		X
Excel Swimming	XCL	X	X	X
UC07	UC07	X	X	X

iii. 2019 Member Donation Report (See Below)

DATE	DONATION #	DNTS	MAX DNT	TOTAL \$
4/14/2019	SSL	65	\$100.00	\$1,505.00
	ISSHOF	17	\$25.00	\$178.00
	LMSC	49	\$100.00	\$1,141.00
	<b>TOTAL</b>	<b>131</b>		<b>\$2,824.00</b>
1/20/2019	SSL	57	\$100.00	\$1,340.00
	ISSHOF	14	\$25.00	\$141.00
	LMSC	45	\$100.00	\$1,080.00
	<b>TOTAL</b>	<b>116</b>		<b>\$2,561.00</b>
11/21/2018	SSL	72	\$100.00	\$2,098.00
	ISSHOF	32	\$100.00	\$645.00
	LMSC	70	\$250.00	\$1,667.00
	<b>TOTAL</b>	<b>174</b>		<b>\$4,410.00</b>
10/29/2017	SSL	108	\$250.00	\$2,400.00
	ISSHOF	25	\$100.00	\$460.00
	LMSC	77	\$100.00	\$1,655.00
	<b>TOTAL</b>	<b>210</b>		<b>\$4,515.00</b>
10/23/2016	SSL	80	\$100.00	\$1,417.00
	ISSHOF	27	\$50.00	\$386.00
	LMSC	77	\$1,000.00	\$2,575.00
	<b>TOTAL</b>	<b>184</b>		<b>\$4,378.00</b>
11/22/2015	SSL	18	\$100.00	\$285.00
	ISSHOF	9	\$25.00	\$105.00
	LMSC	21	\$100.00	\$530.00
	<b>TOTAL</b>	<b>48</b>		<b>\$920.00</b>
10/31/2014	ISSHOF	29	\$50.00	\$418.00
	USMS	66	\$100.00	\$986.00
	LMSC	82	\$100.00	\$1,484.00
	<b>TOTAL</b>	<b>177</b>		<b>\$2,888.00</b>
9/22/2013	ISSHOF	41	\$50.00	\$522.00
	USMS	66	\$100.00	\$888.00
	LMSC	59	\$100.00	\$1,043.00
	<b>TOTAL</b>	<b>166</b>		<b>\$2,453.00</b>
10/31/2012	ISSHOF	36	\$100.00	\$514.00
	USMS	64	\$100.00	\$805.00
	LMSC	50	\$100.00	\$697.00
	<b>TOTAL</b>	<b>150</b>		<b>\$2,016.00</b>
10/31/2011	ISSHOF	50	\$100.00	\$576.00
	USMS	73	\$100.00	\$771.00
	LMSC	65	\$100.00	\$773.00
	<b>TOTAL</b>	<b>188</b>		<b>\$2,120.00</b>

iv. 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
4/14/2019	108	49	57	23	36	273	169
1/20/2019	108	49	57	23	36	273	169
1/21/2018	99	59	59	21	42	280	164
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

v. Discussion about listing WOGs in addition to the Clubs on the website

- a) **Tom will write out a detailed document of the registered Workout groups (WOGs) and contact information to be added/updated to the website and submit to the webmaster**

D. Secretary (S. Kirk)

- i. Meeting minutes for the NJ LMSC Board Meeting on January 27, 2019 have been approved by the NJ LMSC Board and submitted to the webmaster for posting on the NJ Masters Swimming website
- ii. 6 NJ LMSC member emails have been composed and sent out to the NJ LMSC members since our last board meeting on January 27, 2019
- iii. Registrant emails currently go out to 1081 NJ LMSC members
  - a) The 485 NJ LMSC 2018 members who had not yet renewed for 2019 were sent a separate email on 2/22/19 thanking them for their 2018 USMS membership, encouraging them to renew for 2019, and letting them know that was their last NJ LMSC email that they would receive until they processed their 2019 USMS registration
  - b) **Tom will determine how many of 485 NJ LMSC 2018 members who had not renewed for 2019 as of 2/22/19 but have since renewed and report back to the board at the next meeting**
- iv. The NJ LMSC Facebook page currently has 988 likes

E. Sanctions & Safety (J. Bauman)

- i. Upcoming 2019 Sanctioned Events
  - a) Somerset County YMCA Masters Last Chance Meet (Saturday-Sunday, May 4-5, 2019)
    - Draft entry form received 3/25/19
    - Application for sanction approved 4/4/19
    - Performance deposit (\$100) received 4/12/19 [sanction fee: \$0]
    - Sanction number assigned: **#079-S002**
    - Pool measurement certification on file with USMS
    - Meet announcement added to USMS calendar 4/4/19



- ii. Completed 2019 Sanctioned Events
  - a) Sprint Yard Mini Meet (Sunday, March 3, 2019)
    - Draft entry form received 1/7/19
    - Application for sanction approved 1/13/19
    - Performance deposit (\$100) dated 1/8/19 [sanction fee: \$0]
    - Sanction number assigned: **#079-S001**
    - Pool measurement certification on file with USMS
    - Meet announcement added to USMS calendar 1/13/19
- iii. Upcoming 2019 Open Water Events
  - a) None
- iv. Completed 2019 Open Water Events
  - a) None
- v. Upcoming 2019 Recognized Events
  - a) Sussex County Adult Mini Meet (Saturday, April 13, 2019)
    - Draft entry form received 3/12/19
    - Application for recognition approved 3/21/19
    - Recognition fee (\$100) + performance deposit (\$100) dated 3/21/19
    - Recognition number assigned: **#0779-R003**
    - Pool measurement certification on file with USMS
    - Meet announcement added to USMS calendar 3/22/19
- vi. Completed 2019 Recognized Events
  - a) 2019 OCY Unofficial Masters Team Championships (Sunday, February 10, 2019)
    - Draft entry form received 9/19/18
    - Application for recognition approved 10/14/18
    - Recognition fee (\$100) + performance deposit (\$100) dated 10/2/18
    - Recognition number assigned: **#079-R001**
    - Pool measurement certification on file with USMS
    - Meet announcement added to USMS calendar 10/14/18
    - Performance deposit approved for return 4/9/19
  - b) 2019 Monmouth University Hawks Masters Spring Splash Meet (Sunday, March 31, 2019)
    - Draft entry form received 12/22/18
    - Application for recognition approved 1/9/19
    - Recognition fee (\$100) + performance deposit (\$100) received 1/2/19
    - Recognition number assigned: **#079-R002**
    - Pool measurement certification on file with USMS as of 1/31/18
    - Meet announcement added to USMS calendar 1/9/19
    - Performance deposit approved for return 4/2/19

F. Top Ten and Records (E. Tsuzuki)

- i. The NJ LMSC records have been updated for the following events:
  - a) Ocean County YMCA Unofficial Team Championships meet at the Toms River YMCA on February 10, 2019
  - b) Garsoe Schermerhorn Masters Pentathlon Meet at Pennsbury High School on March 3, 2019
  - c) Hawks Masters Spring Splash at Monmouth University on March 31, 2019
- ii. All NJ meets (since the last report) have submitted their results and required certifications in a timely manner
- iii. Ed is still working on the NJ LMSC meet attendance data
  - a) Ed submitted a comprehensive report capturing historical attendance data
  - b) Board discussion to evaluate the data will be deferred until the next NJ LMSC board meeting

G. Webmaster (M. Kirk)

- i. All website announcements and headlines are current as of April 14, 2019
- ii. **Susan will send an update of the next NJ LMSC event to the webmaster for the Headline News**

H. Open Water (S. Clark)

- i. 2019 Open Water Calendar update
  - a) The 2019 Open Water Swim Calendar has the current scheduled races on it
  - b) This is a working document and will be updated regularly
  - c) A link to the current calendar is on the NJ LMSC website
  - d) **Sarah will write an open water related article/blurb for the May/June issue of the Fastlane**

I. Events Coordinator (K. Plewa)

- i. November meeting action items
  - a) Banquet date and venue confirmed ~ BRCC on Saturday, March 30<sup>th</sup> from 6:00pm – 10:00pm
  - b) Save the Date was included in the November/December Fastlane and a NJ LMSC communication
- ii. 2019 NJ Masters Swimming Annual Banquet planning
  - a) Pre-Banquet Communications
    - Special e-vite invitations were sent to the award recipients, guest speaker, musicians, and board membership
    - 2 follow-up RSVP reminders sent to award recipients
    - The registration form was posted on the NJ Masters Swimming website, in the Fastlane newsletter, and on the Facebook page as well as a blurb in several member communications
  - b) Banquet recap
    - Saturday, May 30<sup>th</sup> from 6:00pm – 10:00pm at the Basking Ridge Country Club
    - 76 attendees RSVP'd
    - 70 total attended (compared to 81 in 2018)
      - 2 sick
      - 2 unable to attend last minute
      - 3 no show
      - 1 at the door registration
    - 18 CMRP attended out of 88 (20.45%)
  - c) New for 2019
    - "Board Member Bingo" - Icebreaker game during cocktail hour
    - Name Tags - "self-serve" next to check-in table
    - -15 raffle prizes purchased with budget (\$250) and raffled throughout the night (in addition to donated prizes)
    - \$100 Swim Outlet Grand Prize
      - All seemed to be positive additions
  - d) Items noted for 2020
    - Edits to floor plan to accommodate for projector
    - Request additional tables
    - Flower centerpieces – 8 instead of 10
  - e) Post Banquet Communications
    - Thank You Cards – Written "Thank You" cards sent on behalf of the NJ LMSC Board of Volunteers to the guest speaker, musicians, and BRCC Catering
    - Facebook post to NJ Masters Swimming page
    - Article for the March/April Fastlane
    - **Kim will email the USMS registration raffle prize winners information about the November 1<sup>st</sup> automatic renewal done by Tom**
  - f) Susan proposed that we add Maria McCoy to the musician comp list for the banquet because of all that she does to get our primary musician set up to play

J. Coaches Chair (E. Tsuzuki)

- a) Ed has issued a survey to all the (98) registered NJ LMSC coaches to help identify which coaches are actively coaching USMS members (and at about what frequency and number of swimmers) and to get input on the type of clinics desired.
- b) **Ed will report findings of the NJ LMSC Coaches Survey to the board before the next board meeting**

K. Fitness (L. Brown-Kuhn)

i. 2019 Fitness Swim Programs

- a) 75 x 75s
  - Date TBD, hopefully 5/19 at Berkeley Aquatic Club
  - Can we consider other venues? Perth Amboy?
- b) Swim University
  - To date we have 13 participants. Of the board members, Linda has Kim, Marie, and Ed participating. Please let Linda know if you would like to participate
  - Last year we ended up with 36 participants and in 2017 we had 37 swimmers
  - Linda will publicize through email blasts and we should get more participants before it ends on June 30<sup>th</sup>
- c) Last Chance Swim
  - Date TBD if Bill is willing to help
  - **Bill will check to see if the Cranford outdoor pool is available for the Last Chance 50 x 100s Swim on August 31**

L. Officials (M. Vellucci)

- i. As of 2/13/19
  - a) USMS has 170 certified stroke and turn officials
  - b) 88 certified starters
- ii. There are now 13 certified USMS referees. Existing referees from other governing bodies can be grandfathered in
- iii. Officials needed for IGLA in June and Mission Viejo in August
- iv. New applicants for stroke and turn and starters must now take a supplemental masters test
- v. A USMS Official award will be given at convention
- vi. Official committee will have an official workshop on Saturday at the convention

II. Old Business

A. Ideas for areas to expand or enhance our programs using a bit more of our available cash resources

- i. Pool open water event
  - a) Timing?
  - b) Discussion to continue at the next NJ LMSC Board meeting
- ii. More local clinics in various locations around the NJ LMSC
- iii. Summertime picnics
- iv. NJ LMSC to fully subsidize the banquet
  - a) Provide deadlines for RSVPs for each group
  - b) Cap if necessary
- v. Bring a USMS banner to an open water swim with opportunity to socialize with a group of attendees

B. Recap/highlights of the USMS Leadership Summit (Susan Kirk and Sarah Clark)

- i. To be reported at the next board meeting

III. New Business

A. 2019 USMS Convention September 11 – 15, 2019 St. Louis, MO

- i. Susan and Sarah are interested in going. Check with Chris? Ed is going but not as a NJ LMSC delegate. Marie is interested in attending

- B. Discuss the possibility of using Club Assistant for online registration for the NJ LMSC Annual Banquet
  - i. Concerns from the event coordinator that using Club Assistant will not streamline efforts on the planners part
  - ii. Historically mailing in a check has not deterred attendees from attending the banquet
  - iii. High fees for just a banquet registrations
  - iv. Using our current Google spreadsheets, we could make a roster available if that was something that people would like to have
  - v. Perhaps use a Google form online for the registration and then for those that owed money, they could simply mail a check to the event coordinator. No need to print off a form and fill it out. This would help out those that do not have a printer readily available to use.
  - vi. Kim reported that the inquiries she received where people stated they didn't have a check to pay, still came to the banquet and just paid in cash. It did not deter them from attending the banquet.

IV. Next LMSC Meeting

- A. Date-- Sunday, June 30, 2019
- B. Time-- 10:30am
- C. Place-- NPCP

V. Adjournment

- A. Meeting adjourned at 12:17pm