

New Jersey LMSC Board Meeting Minutes
11:00am, Sunday, June 18, 2006
Berkeley Aquatic Club

Attendees:

Board Members:

Chris McGiffin

Ed Tsuzuki

Darek Hahn

Jeff Jotz

Susan Kirk

Linda Brown-Kuhn

Non-board Members:

Greg Blessing

Lisa Picek

Rosanne Lemongello

Meeting called to order at 11:05am

Action items bolded

I. Officer Reports

a. Newsletter (L. Brown-Kuhn)

- i. May/June 2006 newsletter posted to website 6/17/06
- ii. There are currently 64 printed copies
- iii. 4 issues remain for this year
 1. July/Aug~~need submissions now for distribution by mid-late July
 2. September
 3. October
 4. Nov/Dec
- iv. Places to Swim section has been updated in the newsletter and should be mostly in sync with the website as of this May/June 2006 issue

b. Newsletter Graphic Design (J. Coon)

- i. Absent~~no report

c. Treasurer (T. Brunson)

- i. Absent~~e-mailed report
 1. 2006 Budget update
 - a. Original '06 budget and actuals as of today were submitted.
 - b. 3 newsletters still need to be paid from the 2006 budget @ ~ \$220 each = ~ \$660 newsletter charges remaining.

d. Registrar (T. Brunson)

- i. Updates on 2006 Registration
 1. 497 NJ LMSC members currently for 2006
- ii. Status of Membership Drive
 1. so far in the contest period 4/1/06 – 6/30/06 18 new members registered, 11 of whom were referred
 - a. Tristan Formon currently leads this contest period with 3 referrals
 - b. Darek Hahn is in second with 2 referrals

- e. Secretary (S. Kirk)
 - i. Removed list of non-reregistrants from Fastlane notification list
 - ii. Separated registrants and non-reregistrants e-mail announcement lists and created 2nd e-mail announcement list with a special tag line Don't forget~~~~it's time to renew your USMS registration for 2006!
<http://www.gmswim.org/membership/registration.htm>
 - iii. Since our last board meeting on February 25, 2006 approximately 18 LMSC e-mails have been sent to the NJ LMSC community.
 - 1. Registrant e-mails currently go out to 458 members
 - 2. Non-reregistrant e-mails currently go out to 135 members
 - a. Susan would like to put onto the agenda for our next board meeting to discuss/brainstorm ideas for increasing our membership retention.
 - iv. Fastlane web posting notification e-mail currently goes out to 405 members
 - v. Consensus of the board to include in membership e-mails accomplishments/events of NJ LMSC swimmers when secretary has been notified of such

- f. Sanctions & Safety (D. Hahn)
 - i. JAM has submitted a bid for SCM Zone meet Dec 8, 9, & 10 2006 at TCNJ
 - 1. Darek will e-mail a copy of the bid to the board for reference**
 - ii. OCY is looking at possibly hosting a meet Oct 15, 2006
 - 1. Pentathlon format?
 - 2. Suggested perhaps to be age group kids & masters
 - iii. Timely receipt of meet results(by Top Ten/Records Chair/Webmaster) can be a problem
 - 1. Sanction Chair to collect \$100 deposit along with sanction/recognition fee to be returned to meet director following prompt submission of meet results to Top Ten/Records Chair/Webmaster. MSA
 - 2. Darek to circulate to the board a draft of a letter to be included in the small rules book that will be distributed to each meet director of a sanctioned/recognized meet**
 - a. Suggested wording... "Electronic results should be submitted immediately following the completion of the meet but no later than 5 days following the completion of the meet."
 - iv. Sanction was issued for an Open Water Marathon Swim from NY to Sandy Hook
 - 1. It was later determined (after consultation with Rob Copeland, USMS President) that the sanction must be issued by the LMSC at the point of origination of the swim.
 - a. Darek will compose letter to rescind and close out sanction (provided in error) and return the sanctioning fee check to the swim director.**
 - v. Patric Mills will submit Officials information to Darek to be included in the small rules book for meet directors of sanctioned/recognized meets.

- g. Top Ten and Records (E. Tsuzuki)
 - i. NJ LMSC records updated and SCY top ten times submitted
 - ii. OCY Meet times counted this year for top ten thanks to the diligence of Tom Brunson sorting out the member IDs.
 - iii. Working with the National Committee to clean up and validate records dating back to 1998

- h. Webmaster (E. Tsuzuki)
 - i. Followed up with Jim Matysek regarding changing the URL for the LMSC website.
 - 1. should be able to be done fairly easily
 - 2. will have to check into expense of also keeping gsmswim.org
 - 3. hoping to be able to redirect to new URL from gsmswim.org
 - 4. more detailed follow up with Jim to occur after Worlds (Aug '06)
 - 5. possible new URLs. Ed agreed to run final decision of new domain name by NJ LMSC board
 - a. NJMasters.org
 - b. NJMastersswim.org
 - c. ??
 - ii. Checked into options for remotely posting the Fastlane
 - 1. not available
 - 2. Pat Quinlan reiterated her offer to help out with the website. Perhaps she can serve as Ed's backup for posting to the web when needed. Also, Pat to begin working with Ed on the website and begin a transitional phase into some of the webmaster duties.
 - iii. Updated the Places to Swim in NJ section on the website.

- i. Open Water (J. Jotz)
 - i. Held Open Water Swim Clinic 6-17-06
 - 1. 21 registrants (1/2 were USMS one-day registrants)
 - 2. 19 attendees
 - 3. Will target the same weekend for open water swim clinic in 2007
 - 4. Jeff thanked Judy Ramirez and Jack Frain for their help in running this successful clinic.
 - ii. Compiled open water swim calendar for 2006
 - 1. distributed to membership via website, The Fastlane, and e-mail link
 - 2. Bradley Beach Open Water Swim Application obtained and distributed via e-mail and for posting to web

- j. Ad Hoc Publicity & Marketing (B. Hopkins)
 - i. Absent~~no report

II. Old Business

- a. Ad Hoc Survey Committee – meeting proposals
 - i. Age group + USMS meet
 - 1. Ed is working with Matt Donovan at the Somerset Valley Y to possibly host a meet in November
 - a. Sprint meet?
 - 2. Perhaps the OCY meet that they wish to hold in October could also be age group kids + USMS
 - a. Pentathlon format?
 - b. Long Distance format?
 - ii. Coaching Clinic/Conference
 - 1. Bob and Darek are working on this. Hold sometime this fall?
 - a. 2 prong approach
 - i. How To Build a Masters Program
 - ii. How To Coach Masters
 - iii. **Bob and Darek to design a suggested template for hosting a masters clinic**
 - a. Post to the website
 - iv. Chris to lead/coordinate the open water swim event efforts
 - 1. goal for next year 2007~~ to have a USMS sanctioned Open Water Swim and utilize the USMS 1-day registration procedure to attract more swimmers to participate.

III. New Business

- a. NJ LMSC Bylaw Amendment Review
 - i. NJ LMSC members in attendance to vote
 - 1. Chris McGiffin
 - 2. Ed Tsuzuki
 - 3. Darek Hahn
 - 4. Linda Brown-Kuhn
 - 5. Susan Kirk
 - ii. Bylaw Amendment Proposal Document is listed as an addendum for documentation of motions, seconds, and votes.
- b. USMS Convention Attendance
 - i. The Chair has responded to the USMS Secretary to indicate that the NJ LMSC delegates to attend USMS Convention, September 13th – 17th 2006, will be Ed Tsuzuki and Susan Kirk. The Chair, Chris McGiffin, will also be attending as he is on the Legislation Committee.
- c. Colonies Zone meeting (Darek)
 - i. All three courses Zones bids for 2007 are due before convention so that they can be voted on at convention.
 - 1. JAM & TCNJ will submit bid for 2007 SCM Zone meet
 - a. Darek has invited Sean from Rutgers to come and observe and gain meet experience at the next meet at TCNJ
 - ii. There has been a request by USMS for the Colonies Zone SCM meet 2006 to be part of a 3-4 meet Virtual USMS SCM National Championship.
 - iii. There is ongoing work by USMS to prepare model bylaws and grievance policies for the LMSCs
- d. Next Meeting - Date/Time/Place?
 - i. Sunday September 24, 2006
 - ii. Princeton Fitness and Wellness
 - iii. Time: TBD

IV. Adjournment

- a. Meeting adjourned 1:30pm

ADDENDUM

Proposed NJ LMSC Bylaw Amendments

1. Remove heading of "Preamble" and add "Inc." and USMS article reference.

From:

PREAMBLE

United States Masters Swimming (USMS) is an organization of sportswomen and sportsmen founded in 1970 and dedicated to the premise that the lives of participants will be enhanced through aquatic physical conditioning. USMS promotes fitness and health in adults by offering and supporting Masters Swimming programs. These bylaws of New Jersey Local Masters Swimming Committee (NJ-LMSC) fully support and uphold the mission, goals, and objectives of USMS.

To:

United States Masters Swimming, [Inc.](#) (USMS) is an organization of sportswomen and sportsmen founded in 1970 and dedicated to the premise that the lives of participants will be enhanced through aquatic physical conditioning. USMS promotes fitness and health in adults by offering and supporting Masters Swimming programs. These bylaws of New Jersey Local Masters Swimming Committee ([NJ LMSC](#)) fully support and uphold the mission, goals, and objectives of USMS ([article 502.2](#)).

Motion to approve amendment ~ Darek

Seconded ~ Linda

Motion approved 5 (For) – 0 (Against)

2. Article 6 amendments: Revise Chairman to Chair, add Vice Chair and Secretary, and remove Officials and Fitness positions as elected EC positions.

From:

The elected officers of the NJ-LMSC shall be the Chairman, Registrar, Treasurer, Top Ten/Records, Newsletter Editor, Officials Chairman, Fitness Chairman, and Sanctions Chairman. These elected officers and immediate past chairman shall constitute the Executive Committee. A single individual may hold no more than two offices concurrently. Other individuals may be selected as at-large members to serve as advisors to the Executive Committee.

To:

The elected officers of the NJ LMSC shall be the [Chair](#), [Vice Chair](#), Registrar, Treasurer, Top Ten/Records [Chair](#), Newsletter Editor, [Secretary](#) and Sanctions & Safety [Chair](#). These elected officers and Immediate Past [Chair](#) shall constitute the Executive Committee. A single individual

may hold no more than two offices concurrently. Other individuals may be selected as at-large members to serve as advisors to the Executive Committee.

Motion to approve amendment ~ Susan

Seconded ~ Darek

Motion approved 5 (For) – 0 (Against)

3. Article 6 amendments: Add 6b) Vice Chair position description.

Add:

- b) Vice Chair: The Vice Chair shall preside at all meetings of the NJ LMSC when the Chair is absent. The Vice Chair shall have all of the powers and duties of the Chair when the Chair is unable or incapable of performing such duties and responsibilities. In addition, the Vice Chair shall assist the Chair and any other officers, and perform such duties as assigned by the Chair.

Motion to approve amendment ~ Linda

Seconded ~ Ed

Motion approved 5 (For) – 0 (Against)

4. Article 6 amendments: Revise Registrar description to include email directory responsibilities.

From:

- b) Registrar: The registrar shall be responsible for the timely registration of the LMSC, the clubs, and the individual members of the organization. Registration shall be conducted in accordance to all relevant USMS code and registration policies and procedures.

To:

- c) Registrar: The registrar shall be responsible for the timely registration of the NJ LMSC, the clubs, and the individual members of the organization. Registration shall be conducted in accordance to all relevant USMS code and registration policies and procedures. The Registrar is responsible for maintaining the NJ LMSC membership email directory, and will send updates to the Secretary. The NJ LMSC adheres to the USMS privacy policy guidelines which respects and protects the privacy of all USMS registered members.

Motion to approve amendment ~ Ed

Seconded ~ Darek

Motion approved 5 (For) – 0 (Against)

5. Article 6 amendments: Revise Top Ten/Records duties.

From:

- d) Top Ten/Records: The Top Ten/Records chairman shall be responsible for 1)) requesting a copy of results from meets sanctioned or recognized by NJ-LMSC, 2) recording these results in accordance with USMS Top Ten procedures, and 3) reporting

these results to the USMS Top Ten chairman in accordance to USMS procedures and timelines. The Top Ten/Records chairman shall process applications for USMS National and FINA World records in accordance with USMS and FINA procedures and timelines. The Top Ten/Records chairman is not responsible for preparation of record applications and supporting documentation.

To:

e) Top Ten/Records Chair: The Top Ten/Records Chair shall be responsible for obtaining a copy of the official results from meets sanctioned or recognized by the NJ LMSC. The NJ LMSC Top Ten/Records Chair shall record and report these results to the USMS Top Ten Chair in accordance with USMS ~~Article 105. procedures and timelines~~. The Top Ten/Records Chair shall process applications for USMS National and FINA World records in accordance with USMS Article ~~105.3.10~~ and FINA procedures and timelines. The Top Ten/Records Chair shall maintain NJ LMSC records for Short Course Meters (SCM), Short Course Yards (SCY), and Long Course Meters (LCM).

Motion to approve amendment ~ Chris

Seconded ~ Ed

Motion approved 5 (For) – 0 (Against)

6. Article 6 amendments: Newsletter Editor verbiage correction.

From:

e) Newsletter Editor: The Newsletter Editor shall be responsible for the organization, layout, editing, and general preparing the LMSC newsletter. These duties include: receiving and including notices of sanctioned/recognized meets, notices of meetings, club information, and articles of general interest to the membership. The editor shall be responsible for the duplication and distribution of the newsletter to all members. The responsibility for duplication and distribution may be assigned to an Associate Editor.

To:

f) Newsletter Editor: The Newsletter Editor shall be responsible for the organization, layout, editing, and general preparation of the NJ LMSC newsletter. These duties include: receiving and including notices of sanctioned/recognized meets, notices of meetings, club information, and articles of general interest to the membership. The editor shall be responsible for the duplication and distribution of the newsletter to all members.

Motion to approve amendment ~ Darek

Seconded ~ Susan

Motion approved 5 (For) – 0 (Against)

7. Article 6 amendments: ~~Move Officials Chairperson and Fitness Chairperson to Article 8 (formerly Article 9) as Ad Hoc Committee and/or appointments, and~~ **Revise "Chairman" to "Chairperson." to **"Chair"** throughout document.**

Motion to approve amendment ~ Darek

Seconded ~ Ed

7. Motion approved 5 (For) – 0 (Against)

8. Article 6 amendments: Move Secretary to Article 6 as an elected EC position.

- g) Secretary: The Secretary shall be responsible for maintaining the "official documents" of the NJ LMSC. These "official documents" include, and are not limited to, the NJ LMSC bylaws, all meeting minutes, and copies of pertinent contracts. The Secretary shall also manage periodic membership communication ~~via email~~ to promote timely and informative correspondence with the NJ LMSC membership.

Motion to approve amendment ~ Ed

Seconded ~ Linda

Motion approved 5 (For) – 0 (Against)

9. Article 6 amendments: Change "Sanctions Chairman" to "Sanctions & Safety Chair."

Motion to approve amendment ~ Darek

Seconded ~ Ed

Motion approved 5 (For) – 0 (Against)

10. Add ~~Article 7~~ to new Article 10: for At-Large Webmaster position, which can be held by non-registered USMS person(s).

- a) Webmaster: The Webmaster shall be responsible for maintaining the design and content of the NJ LMSC website which resides on the USMS web server. The Webmaster is expected to manage the website updates in a timely manner. This position will work closely with the USMS Webmaster to resolve any technical set up and hosting issues and will be named as the technical contact for the domain name provider. In the event the Webmaster is not a USMS-registered swimmer, s/he will not have voting rights during NJ LMSC proceedings.

Motion to approve amendment ~ Ed

Seconded ~ Susan

Motion approved 5 (For) – 0 (Against)

11. Article 8 (formerly Article 7): Revise verbiage from "membership" to "NJ LMSC" and clarify "those present" to "NJ LMSC members present."

From:

- a) The purpose of the annual membership meeting shall include the completion of the nomination and election of officers for the upcoming registration year, and to conduct other business of the organization.

To:

The purpose of the annual [NJ LMSC](#) meeting shall include the completion of the nomination and election of officers for the upcoming registration year, and to conduct other business of the organization.

From:

- d) Approval of a vote requires a simple majority of those present and voting. In case of a tie, the Chairman is empowered to cast a tie-breaking vote.

To:

- d) Approval of a vote requires a simple majority of [NJ LMSC members](#) present and voting. In case of a tie, the [NJ LMSC Chair](#) is empowered to cast a tie-breaking vote.

Motion to approve amendment ~ Ed

Seconded ~ Linda

Motion approved 5 (For) – 0 (Against)

12. Article 9 (formerly Article 8): Add verbiage “and email” to voting procedures.

From:

8. The Executive Committee shall be empowered to act on behalf of the organization in matters requiring actions at times that are not conducive to convening an LMSC meeting. Telephone votes shall be valid, polled by the Chairman (or designate) whenever important issues so require. Minutes of the meeting shall be recorded and a report shall be presented at the next LMSC meeting.

To:

9. The Executive Committee shall be empowered to act on behalf of the organization in matters requiring actions at times that are not conducive to convening an NJ LMSC meeting. Telephone [and email](#) votes shall be valid, polled by the NJ LMSC Chairperson (or designate) whenever important issues so require. Minutes of the meeting shall be recorded and a report shall be presented at the next NJ LMSC meeting.

Motion to approve amendment ~ Ed

Seconded ~ Darek

Motion approved 5 (For) – 0 (Against)

13. Article 10 (formerly Article 9): Remove all Ad Hoc positions, but retain language referring to Delegates to USMS Annual Convention.

Motion to approve amendment ~ Darek

Seconded ~ Ed

Motion approved 5 (For) – 0 (Against)

14. Article 14 (formerly Article 13): Revise verbiage from “those members present” to “NJ LMSC members present.”

From:

13. Amendments to the Bylaws of this organization may be made at the annual meeting of the LMSC or at a meeting called expressly for that purpose, provided that written notice (with specific wording of the amendment) has been provided to the Executive Committee, and further provided that notice of the proposed amendment shall be given to all members of the organization at least ten days before the date of the meeting. Amendments to the Bylaws require a two-thirds majority of those members present and voting to be codified.

To:

14. Amendments to the Bylaws of this organization may be made at the annual meeting of the NJ LMSC or at a meeting called expressly for that purpose, provided that written notice (with specific wording of the amendment) has been provided to the Executive Committee, and further provided that notice of the proposed amendment shall be given to all members of the organization at least ten days before the date of the meeting. Amendments to the Bylaws require a two-thirds majority of [the NJ LMSC](#) members present and voting to be codified.

Motion to approve amendment ~ Ed

Seconded ~ Darek

Motion approved 5 (For) – 0 (Against)