

New Jersey LMSC Board Meeting Minutes

Time 4:00pm Saturday, February 2, 2008

Ed Tsuzuki's home

Attendees:

Board Members

Chris McGiffin

Ed Tsuzuki

Susan Kirk

Mike Fanelli

Scott Lillis conferenced in for the start of the meeting; left at 6:51pm

Non-board Members

Karin Adams

Visiting Members

Rosanne Lemongello

Meeting was called to order at 5:11pm

Action items bolded

I. Officer Reports

a. Newsletter (L. Brown-Kuhn, K. Adams)

- i. Remaining issues for this year: March, April, May/June, July/August, September, October and November/December
- ii. Linda has contacted Hugh Moore regarding criteria for Newsletter of the Year
- iii. Coaches workouts to appear in every issue.
 1. **Karin will submit workouts for every other issue**
 2. **Linda will contact other coaches from other teams to submit workouts for the other issues**
- iv. **Mike will contact Linda about the idea of his daughter writing an article**
- v. Continue to encourage more authors from within our membership
- vi. Newsletter needs more photos than text

b. Treasurer (S. Lillis)

i. 2008 Updates

1. Scott submitted 2 reports for the board to review
 - a. Actual NJ LMSC 2007 vs Budgeted 2007 (Final Draft)
 - b. Revised Actual NJ LMSC 2008 vs Budgeted 2008 (as of 1.29.08)
 - c. MSA to accept revised 2008 budget submitted by Scott
 - d. **Scott to submit final 2007 budget to National**
2. IRS rules changes discussion ~ electronic filing
 - a. **Scott will follow this closely**
3. Reporting of revenue > \$25,000 per year
 - a. **Susan to send Scott information from the financial workshop at convention**
 - b. **Chris will provide Scott with a USMS contact to follow up with about reporting procedures of the USMS fee that the LMSC collects on behalf of USMS**
4. Adjust our NJ LMSC financial reporting to a calendar fiscal year to align with USMS?
 - a. **Scott to follow up with the financial contacts as provided by Chris**
5. USMS recommends an annual balance sheet
 - a. **Scott will do this going forward**
6. NJ LMSC donations
 - a. we have already met the 2008 projections
 - b. IRS is getting strict with charitable deductions
 - i. Scott recommends that a more formal letter be sent to the donors by the Chair
 - ii. **Tom to provide to Chris a list of the donors and the donation amounts**

- c. Registrar (T. Brunson)
 - i. 2008 Registration Update
 - 1. Number of 2008 registrations as of 2.1.08: 363
 - a. 280 renewals
 - b. 83 new members
 - 2. Total members by club
 - a. 15 Stevens
 - b. 61 Berkeley
 - c. 29 JAM
 - d. 193 GSM
 - e. 27 DRMS
 - f. 7 OCY
 - g. 31 Unattached
 - 3. **Chris will follow up with Tom about clarifying the Stevens registrations and the unattached registrations**
 - ii. Number of 2008 registrations, processed as paper via snail mail, with checks: 336
 - iii. Number of 2008 registrations processed via direct swimmer entries to USMS using credit cards: 19
 - iv. Number of 2008 regs vs 2007 regs, as of end of January: 355:422 The difference is probably due to
 - 1. the fee increase and
 - 2. lack of a hardcopy mailing requesting renewal by 2007 swimmers who have not yet renewed via email request. There was a promise to provide the mailing at the end of December, but nothing seems to have happened. I will contact the provider for the mailing again. There are currently 362 non-renewals remaining from 2007, out of a total 635 registrations for 2007(= 43% renewal rate).
 - v. On-line registration by individual swimmers is currently suspended, until 2/04/08 AM. This is intended to provide a clean "break" for the Jan '08 financial processing. This break should not be necessary in succeeding months for the rest of 2008.
 - vi. Currently there are 30 2008 hardcopy subscriptions, yielding a 8.5% hard copy subscription rate for 2008 registered swimmers, compared to 8.4% at the end of 2007.
 - vii. On-line registration process comments:
 - 1. The financial reports are good, detailing both USMS and LMSC reg fees and donations. \$ transfers are currently required for both USMS -> LMSC(individual on-line regs), and LMSC -> USMS(paper to LMSC registrar).
 - 2. Currently, only a registrar can print member cards; CA(the Computer Assistant software) promises that individuals will be able to print their own cards sometime in the future.
 - 3. CA has provided a report in the format of the "rsind..." files used by LeoWare, to enable continuation of reporting based on the old software formats. This is especially important during the transition period to the on-line software.
 - 4. Card printing using CA software and window envelopes is working well. Print control using Adobe Acrobat gives very good results.
 - viii. The "member since" field in the on-line database needs to be updated - the values from 2007 were not carried through until approximately mid-January(about 300 records). I will do the updates to the on-line database and provide a report by the end of next week, but it will have to be checked for accuracy before the banquet.
- d. Secretary (S. Kirk)
 - i. Since our last board meeting on December 2, 2007 7 NJ LMSC e-mails have been composed and sent out to the NJ LMSC community.
 - 1. Registrant e-mails currently go out to 807 individuals. (+47 from 12.2.07)
 - 2. Non-reregistrant e-mails currently go out to 126 former members (-2 from 12.2.07)
 - a. 3 former members have registered for 2008 that I can identify
 - i. 1 was not on the list because it had been quite a while since last registered
 - ii. 2007 Annual Board Meeting 12.2.07 Minutes have been submitted to the National Office
- e. Sanctions & Safety (M. Fanelli)
 - i. OCY meet recognition
 - 1. Mike needs a rule book for OCY
 - 2. meet entry sheet input by the board?
 - a. order of events?
 - b. post-meet informal feedback to meet director if deemed appropriate
 - ii. March Madness?
 - 1. Darek is looking to host this meet on 3.29.08
 - a. **Mike to send the meet entry sheet out to the board for review**
 - b. Darek needs to submit sanction form

- iii. Red Bank YMCA
 - 1. Bob Hopkins and Brian Kilpatrick are interested in holding a non-sanctioned unofficial meet on April 26th or 27th
 - a. Mike has had initial contact with them and has provided them with preliminary information
 - b. Mike will follow up with them and offer further guidance if needed**
 - iv. Continue to work on building relationships with potential meet hosts and facilities
 - 1. TCNJ
 - a. look for creative ideas to generate more income for the host team
 - i. t-shirt sales, concessions, suit sales, raffles, etc
 - v. USMS Calendar of Events
 - 1. **Mike to submit information to USMS about our LMSC's recognized and sanctioned meets**
- f. Top Ten and Records (E. Tsuzuki)
- i. Long Distance records have been published
 - 1. recent updates have been completed
 - ii. NJ LMSC records have been updated since the SCM season meets have concluded
 - iii. Zone SCM meet records have been updated
 - iv. Top Ten from NJ has been submitted
- g. Webmaster (E. Tsuzuki)
- i. updated
- h. Open Water (J. Jotz)
- i. Working towards sanctioning a NJ Ocean Mile Championship this summer in Lavallette
 - 1. if things go well and they are interested, we could work with them in the future to submit a bid for a National Championship
- i. Ad Hoc Publicity & Marketing
- i. Opportunity to work an event down in Princeton
 - ii. Director of the NJ State Triathlon, Larry Redrow has been contacted by Chris and Chris received information back from Melissa Redrow outlining the reciprocal arrangement
 - 1. they would need 15 volunteers on race day (7.27.08)
 - a. for water stations or swim course
 - 2. they need 25 certified lifeguards
 - 3. promotion of all of our races to their membership
 - a. their website would have a link to ours
 - b. postcard distribution
 - c. they would use e-mail blasts about our events to their 25,000 members
 - i. 1 spotlight area in the e-mail blast
 - ii. 1 10 x 10 reserved area at Sat/Sun expo
 - iii. Chris will follow up on this e-mail to let them know that we're interested**
 - iv. Need a board member to be the volunteer leader
 - 1. no one at this time stepped up to be the leader

II. Old Business

- a. 100 x 100's on Sunday, Feb. 3, 2008, 8-12pm at Rutgers University
 - i. Hospitality for about 50 – 60 people
 - 1. bagels ~~ Mike
 - 2. bananas ~~ Susan
 - 3. bottled water ~~ Susan
 - ii. 50/50 Raffle?
 - 1. Not this year
 - iii. Attendance Sheet
 - 1. registered USMS swimmers can check in
 - 2. report yardage when finished
 - 3. **Chris will bring the attendance sheet and pencils**
 - iv. 30-Day waiver and USMS membership forms
 - 1. for all non-USMS swimmers
 - 2. **Chris will bring 20 forms**

- b. 2008 NJ LMSC Banquet
 - i. Saturday, March 8, 2008 6:00pm – 10:00pm
 - ii. Workout 3:30pm - 5pm at Rahway YMCA
 - 1. 2-4 lanes
 - iii. Masonic Lodge/Luciano's?
 - 1. Masonic Lodge
 - iv. Caterer
 - 1. different than last year
 - 2. menu looks great
 - v. Anticipated attendance 60+ and member/non-member fees
 - 1. \$25.00 members
 - 2. \$35.00 non-members
 - vi. Guest(s)
 - 1. Rob Copeland will be the guest speaker
 - 2. Darek will get back to Jeff about Janet Evans' availability
 - vii. Slide Show/Music
 - 1. **Ed will put together the picture slideshow and bring the projector**
 - 2. The membership can submit their photos to Ed
 - 3. **Ed will also bring his sound system**
 - viii. Banner?
 - 1. **Chris will send Susan dimensions to obtain a price quote**
 - ix. Awards presentation
 - 1. Read every award recipient's name in attendance
 - a. do the 5YR and 10 YR awards before dinner
 - b. do the 15YR and 20YR awards after dinner
 - 2. Check-in at the banquet
 - 3. Obtain RSVP list from Jeff to determine which award recipients will be in attendance
 - 4. Pics for newsletter and web site during the banquet
 - a. pics of award recipients in attendance at banquet
 - 5. Web page dedicated to the CMPRA
 - a. **Ed will develop a page on the NJ LMSC website for the CMPRA**
 - i. list all award recipients for each year
 - ii. include photos when possible
 - x. Expected Costs
 - 1. Discussion of pricing of non-customized items for 5YR, 10YR, 15YR and 20YR
 - a. available to anyone whom would like to purchase them
 - b. make sure to cover the costs
 - c. overage amount will be a donation to the CMRPA to self-support the program
 - d. 'market' items as being available for purchase at upcoming NJ LMSC events
 - 2. Put information and pictures of the awards on the website after the awards banquet
- c. NJ Masters Logo
 - i. no submissions
 - ii. perhaps instead of running it as a contest, ask the membership for assistance in designing one?

III. New Business

- a. USMS Theft Insurance compliance review
 - i. Separate check issuing and book balancing activities
 - 1. Tom will issue checks
 - 2. Scott will do the reconciliation
 - a. **Scott will give Chris his check book**
 - ii. Online account access?
 - 1. **Scott will check into this possibility**
- b. NJ LMSC Ocean Mile Championship
 - i. Next steps
 - 1. **Chris and/or Jeff will touch base with Jack Caucino to see where this stands and to offer our assistance**
- c. Discussion about potential meet hosts
 - i. idea to maybe hold a meeting of potential meet directors to answer questions and outline the procedure for hosting a meet
 - ii. refer them to our Sanctions Chair for point of contact questions and guidelines
- d. Clinic at Rutgers?
 - i. Ali has expressed an interest in hosting a Masters clinic at Rutgers
 - ii. She is looking for interested coaches to participate

IV. Next LMSC Meeting

- a. Date June 1, 2008
- b. Time TBD
- c. Place TBD

V. Adjournment

- a. meeting adjourned at 7:29pm