

# New Jersey LMSC Board Meeting Minutes

10:30am Sunday, March 9, 2014

Berkeley Aquatic Club

Berkeley Heights, NJ

## Attendees:

### Board Members

Bill Reichle

Chris McGiffin

Tom Brunson

Susan Kirk

Sarah Clark

Jen Bauman

Ed Tsuzuki

Julie Schoenlank

Ramunas Radzevicius (called-in)

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## ACTION ITEMS

1. **Bill will touch base with Bridgette regarding the status of the yearly audit**
2. **Ed will reach out to OCY to see if they are willing to share the email addresses of non-registered swimmers from their recognized meet to be used as a targeted recruitment tool**
3. **Ed will reach out to the USMS NO about obtaining the LMSC and Zone GTD mileage and participation in a separate file for ranking purposes**
4. **Each board volunteer should bring along a door prize (no more than \$20) to the banquet to donate to the drawing**
5. **Ed will be the designated photographer for the banquet including group pictures of each of the milestone categories of award recipients and of the NJ Masters Swimming Board of Volunteers**
6. **Chris will order the customized Lou Abel Distinguished Service Awards on Monday, March 10<sup>th</sup>**
7. **Bill will follow up in confirming the arrangements with the venue for the Karlyn Pipes clinic on May 17<sup>th</sup>**
8. **Chris will follow up with Kim to determine the format of the clinics she offers, the costs, size requirements, what time of year, and what types of clinics she offers**
9. **Chris will draft up an email blurb that Julie can distribute to the coaches about a potential clinic opportunity**
10. **Linda will work on the Virtual Swim program and present for discussion at the next board meeting**
11. **Susan will reach out to the aquatic director of Raritan Bay YMCA to reserve (16) lanes from 8am – noon on Sunday, February 1, 2015 for the NJ Masters Swimming Annual 100 x 100s**

## Action items bolded

Meeting was called to order at 10:34 am

- I. Officer Reports
  - A. Newsletter (S. Johnston)
    - i. Issues for 2014 – 6 remaining
      - a) April, May/June, July/August, September, October and November/December
    - ii. Number of hardcopies
      - a) One color copy of each issue of the Fastlane is being mailed by Tom
    - iii. April Fastlane submission deadline is March 15th

B. Treasurer (B. Reichle)

i. 2014 Budget and actuals update (see below)

ii. **Bill will touch base with Bridgette regarding the status of the yearly audit**

## NJ LMSC Financial Statement

Beginning Cash Balance 1/1/2014 **\$17,637.01**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
USMS Individual	\$1,200.00	\$140.00
USMS Foundation & Hall of Fame	\$25.00	
LMSC Donations	\$1,200.00	\$620.00
Fast Lane Collections	\$36.00	\$18.00
LMSC Individual	\$9,500.00	\$5,020.00
Meet Sanction Fees	\$400.00	\$90.00
Interest Income	\$20.00	\$3.20
Club Collections	\$200.00	\$40.00
Annual Dinner Collections	\$1,200.00	
Special Events	\$1,500.00	
Merchandise Sales	\$150.00	
Meet Performance Deposits	\$800.00	\$200.00
Open Water Surcharge	\$300.00	
<b>TOTAL INCOME</b>	<b>\$16,531.00</b>	<b>\$6,131.20</b>

### EXPENSES

USMS Individual	\$1,200.00	\$245.00
USMS Foundation & Hall of Fame	\$30.00	
Coach Certification Grant	\$120.00	
USMS Team Registration Fees	\$60.00	
Registrar Expenses	\$400.00	
Rule Books	\$48.00	\$48.00
Convention Costs	\$4,000.00	
Annual Dinner/Picnic	\$4,000.00	
Tributes & Awards	\$500.00	
Special Events	\$2,400.00	\$1,261.70
Sponsorship Fee	\$250.00	
Domain Fee	\$10.00	
Promotional Expense	\$200.00	
Miscellaneous Expense	\$100.00	
Performance Reimbursement (Sanctions)	\$800.00	\$100.00
Open Water Surcharge	\$1,000.00	
<b>TOTAL EXPENSES</b>	<b>\$15,118.00</b>	<b>\$1,654.70</b>

Cash Balance 2/28/2014 **\$22,113.51**

### SPECIAL EVENTS

	<u>INCOME</u>	<u>EXPENSE</u>
50 x 50		\$330.00
100 x 100		\$931.70
KP Clinic		

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

i. 2014 Member Registration Report

- a) Total NJ LMSC members ~ 730 members as of 03.04.14
- b) Total members by Club ~ see chart below
- c) Total new members by Club ~ see chart below
- d) 2014 Club registrations ~ see chart below
- e) Annual Renewal Rate ~ see chart below
- f) Lifetime Renewal Rate ~ see chart below

YEAR	CLUB	#REG	#RE-REG LIFTIM	#NEW	#REG PREV YR	#REG PRV YR & CUR YR	LIFETIME RETN%	ANNUAL RETN%	#CLUBS
<b>2014</b>	ALL	730	601	129	945	569	82.3%	60.2%	12
	BCMS	1	1	0	4	2	100.0%	50.0%	
	BERK	148	135	13	184	123	91.2%	66.8%	
	DRMS	70	58	12	98	54	82.9%	55.1%	
	GSM	243	235	8	317	232	96.7%	73.2%	
	HOBO	61	46	15	106	34	75.4%	32.1%	
	JAM	26	26	0	27	24	100.0%	88.9%	
	LTMM	5	5	0	9	2	100.0%	22.2%	
	MOCY	8	5	3	3	2	62.5%	66.7%	
	NYCS	0	0	0	3	0		0.0%	
	PAA	24	20	4	32	18	83.3%	56.3%	
	RBAY	7	7	0	16	7	100.0%	43.8%	
	UC07	137	93	44	146	71	67.9%	48.6%	
<b>2013</b>	ALL	952	702	250	944	620	73.7%	65.7%	12
	BCMS	4	0	4	0	0	0.0%		
	BERK	186	151	35	184	145	81.2%	78.8%	
	DESC	0	0						
	DRMS	98	68	30	81	50	69.4%	61.7%	
	GSM	320	288	32	352	278	90.0%	79.0%	
	HOBO	106	58	48	120	47	54.7%	39.2%	
	JAM	27	25	2	31	22	92.6%	71.0%	
	LTMM	9	4	5	0	0	44.4%		
	MOCY	3	3	0	0	0	100.0%		
	NYCS	3	1	2	1	1	33.3%	100.0%	
	PAA	32	6	26	0	0	18.8%		
	RBAY	16	11	5	11	5	68.8%	45.5%	
	UNAT	148	87	61	164	72	58.8%	43.9%	
<b>2012</b>	ALL	957	683	274			71.4%	68.1%	8
<b>2011</b>	ALL	895	612	283			68.4%	72.3%	9
<b>2010</b>	ALL	729	536	193			73.5%		8
<b>2009</b>	ALL	739	488	251			66.0%		7
<b>2008</b>	ALL	715	501	214			70.1%		6
<b>2007</b>	ALL	634	475	159			74.9%		5
<b>2006</b>	ALL	600	454	146			75.7%		5
<b>2005</b>	ALL	526	348	178			66.2%		4
<b>2004</b>	ALL	527	342	185			64.9%		3
<b>2003</b>	ALL	541							

\* %RET'N =LIFETIME RETENTION=(CRNT RE-REG/CRNT YEAR TOTAL)\*100

<b>DATE</b>	<b>DONATION #</b>	<b>DNTS</b>	<b>MAX DNT</b>	<b>TOTAL \$</b>
<b>3/3/2014</b>	<b>ISSHOF</b>	<b>27</b>	<b>\$50.00</b>	<b>\$392.00</b>
	<b>USMS</b>	<b>58</b>	<b>\$100.00</b>	<b>\$900.00</b>
	<b>LMSC</b>	<b>73</b>	<b>\$100.00</b>	<b>\$1,393.00</b>
	<b>TOTAL</b>	<b>158</b>		<b>\$2,685.00</b>
<b>9/22/2013</b>	<b>ISSHOF</b>	<b>41</b>	<b>\$50.00</b>	<b>\$522.00</b>
	<b>USMS</b>	<b>66</b>	<b>\$100.00</b>	<b>\$888.00</b>
	<b>LMSC</b>	<b>59</b>	<b>\$100.00</b>	<b>\$1,043.00</b>
	<b>TOTAL</b>	<b>166</b>		<b>\$2,453.00</b>
<b>5/24/2013</b>	<b>ISSHOF</b>	<b>39</b>	<b>\$50.00</b>	<b>\$502.00</b>
	<b>USMS</b>	<b>64</b>	<b>\$100.00</b>	<b>\$868.00</b>
	<b>LMSC</b>	<b>58</b>	<b>\$100.00</b>	<b>\$1,038.00</b>
	<b>TOTAL</b>	<b>161</b>		<b>\$2,408.00</b>
<b>3/8/2013</b>	<b>ISSHOF</b>	<b>36</b>	<b>\$50.00</b>	<b>\$481.00</b>
	<b>USMS</b>	<b>58</b>	<b>\$100.00</b>	<b>\$822.00</b>
	<b>LMSC</b>	<b>52</b>	<b>\$100.00</b>	<b>\$941.00</b>
	<b>TOTAL</b>	<b>146</b>		<b>\$2,244.00</b>
<b>10/31/2012</b>	<b>ISSHOF</b>	<b>36</b>	<b>\$100.00</b>	<b>\$514.00</b>
	<b>USMS</b>	<b>64</b>	<b>\$100.00</b>	<b>\$805.00</b>
	<b>LMSC</b>	<b>50</b>	<b>\$100.00</b>	<b>\$697.00</b>
	<b>TOTAL</b>	<b>150</b>		<b>\$2,016.00</b>
<b>10/31/2011</b>	<b>ISSHOF</b>	<b>50</b>	<b>\$100.00</b>	<b>\$576.00</b>
	<b>USMS</b>	<b>73</b>	<b>\$100.00</b>	<b>\$771.00</b>
	<b>LMSC</b>	<b>65</b>	<b>\$100.00</b>	<b>\$773.00</b>
	<b>TOTAL</b>	<b>188</b>		<b>\$2,120.00</b>

## D. Secretary (S. Kirk)

- i. Meeting minutes for the NJ LMSC Annual meeting (December 8, 2013)
  - a) The 2013 annual meeting minutes have been approved by the NJ LMSC and posted on the NJ LMSC website by the webmaster
  - b) The December 8, 2013 annual board meeting minutes were submitted to the National Office via email on February 26, 2014. The deadline for submission is April 30, 2014
- ii. The updated NJ LMSC By-Laws approved at the annual meeting have been posted on the NJ LMSC website
- iii. The 2014 NJ LMSC Board of Volunteers Working Calendar link has been posted on the NJ LMSC website.
  - a) Susan reports that this year the NJ LMSC Working Calendar was developed in Google Drive so that it will be much more streamlined and efficient to make revisions and updates throughout the year.
- iv. 7 NJ LMSC emails have been composed and sent out to the NJ LMSC community since our last board meeting on December 8, 2013
- v. Registrant emails currently go out to 1160 individuals
  - a) The 2013 NJ LMSC members who have not re-registered for 2014 by March 1<sup>st</sup> will be deleted from the NJ LMSC email list this month
- vi. Since the last NJ LMSC board meeting on December 8, 2013, 4 batches of updates for the email list have been processed
- vii. The NJ LMSC Facebook page is up to 544 likes

## E. Sanctions & Safety (J. Bauman)

### i. Upcoming 2014 Sanctioned Events

#### a) Drew University March Madness Meet (Saturday, March 22, 2014)

- Draft entry form received 12/18/13
- Application for sanction approved 1/24/14 [online sanction system]
- Sanction fee (\$30) received 10/19/13 (performance deposit (\$100) held over from March meet at meet director's request)
- Sanction number assigned: #074-S001
- Pool measurement on file with USMS
- meet announcement added to USMS calendar 1/24/14; posted to NJ LMSC website 2/7/14
- 2014 USMS rule book hand-delivered to event director 2/8/14

### ii. Completed 2014 Sanctioned Events

#### a) None

### iii. Upcoming 2014 Recognized Events

#### a) Sussex County YMCA Adult Mini Meet (Saturday, March 15, 2014)

- Draft entry form received 1.16.14
- Application for recognition approved 2.6.14 (online sanction system)
- Recognition fee (\$30) + performance deposit (\$100) received 2.3.14 (check date 1.30.14)
- Recognition number assigned: #074-R002
- Pool measurement certification on file with USMS
- Meet announcement added to USMS calendar 2.6.14; posted to NJ LMSC website 2.7.14
- 2014 USMS rule book mailed to event director

#### b) New Jersey Senior Olympics (Saturday-Sunday, September 6-7, 2014)

- Draft entry form received 11/20/13
- Application for recognition 2.27.14 [online sanctioning system]
- Recognition fee (\$60) + performance deposit (\$100) received 2.11.14 (check date 2.10.14)
- Recognition number assigned: PENDING
- Pool measurement certification on file with USMS
- Meet announcement added to USMS calendar PENDING; posted to NJ LMSC website PENDING
- 2014 USMS rule book to be mailed to event director

### iv. Completed 2014 Recognized Events

#### a) OCY Unofficial Team Championships (Sunday, February 23, 2014)

- Draft entry form received 9/20/13
- Application for recognition approved 10/20/13 [online sanction system]
- Recognition fee (\$30) + performance deposit (\$100) received 10/15/13 (check date 10/11/13)
- Recognition number assigned: #074-R001
- Pool measurement certification on file with USMS
- meet announcement added to USMS calendar 10/20/13; posted to NJ LMSC website 10/23/13
- 2014 USMS rule book mailed to meet director
- Performance deposit released to meet director

### v. Other potential upcoming events

#### a) Somerset Hills YMCA (via Sue Lawson) had expressed interest in holding a recognized meet with some "fun" events in late April or early May, although Jen has not heard anything from Sue L. recently

#### b) Sussex County YMCA Fall Meet Saturday, October 18, 2014

#### c) Fanwood-Scotch Plains YMCA expressed interest in holding a Masters meet in March; that timing did not work but they may be interested in finding another suitable time

#### d) Justin Alsobrooks (Ocean County YMCA meet director) inquired about the possibility of running a meet at another location [Need more information]

e) Karlyn Pipes clinics at RBAY on May 17<sup>th</sup>

- Board consensus to sanction each clinic session and waive the sanction fee as in 2013

F. Top Ten and Records (E. Tsuzuki)

- The following sanction deposits were cleared to be returned
  - Ocean County Unofficial Masters Team Championship Meet (SCY) on February 23, 2014
- The NJ LMSC records have been updated for the following meets
  - New England Colonies Zone (SCM) Championships at Boston University on December 13-15, 2014
  - Wilton Wahoos Fall (SCM) Masters Meet in Wilton, CT on January 12, 2014
  - Metro Masters Valentine's Day (SCY) Meet at CW Post of Long Island University on February 9, 2014
  - Ocean County YMCA Unofficial Masters Team Championship (SCY) meet on February 23, 2014
- Go the Distance results for NJ were updated on January 2, 2014. NJ finished 2013 with the highest membership participation rate of all the "high yardage" swimmers (13.4% of the NJ membership) recording over 26,000 miles, averaging 205 miles per swimmer and finished in 8<sup>th</sup> place of all 52 LMSCs.
  - With such a high NJ LMSC participation rate in the GTD program, Susan encouraged all of the board volunteers to participate in the program in 2014
- Ed will reach out to OCY to see if they are willing to share the email addresses of non-registered swimmers from their recognized meet to be used as a targeted recruitment tool**
- Ed will reach out to the USMS NO about obtaining the LMSC and Zone GTD mileage and participation in a separate file for ranking purposes**

G. Webmaster (B. Hobart)

- All updates submitted to Jason have been promptly posted and are current

H. Open Water (M. Vellucci/S. Clark)

- Sarah reported that she is working on the 2014 NJ LMSC (Colonies Zone) Open Water Calendar and will also be using Google Drive to host the calendar with a link published on the NJ Masters Swimming website
  - This will facilitate and streamline the season-long updates as event information and results become available
  - The target date for posting the link to the open water calendar on the NJ Masters website is mid-April

I. Events Coordinator (L. Ascione)

- The NJ LMSC banquet is set for Saturday, March 29 at Dolce Hotels and Resorts of Basking Ridge from 6:00pm – 10:00pm
  - To date, 33 people have confirmed attendance and \$300 has been collected
    - Board members ~~ please email Lynn re: your attendance
  - Lynn will put together a menu from the suggestions that she has received so that the menu can be finalized at the meeting on March
    - Cocktail Reception 6pm – 7pm with Appetizers
    - Plated Salad
    - Seasonal Vegetables, a starch and house-baked rolls
    - Grilled Salmon with smoked paprika sauce
    - Marinated and Grilled Hanger Steak with Green Peppercorn Bordelaise
    - Tortellini Pasta with basil-alfredo sauce
    - Pastry Chef's selection of Dessert
  - Chris is collecting the photos for the slide show. Lynn has emailed the banquet attendees requesting any photos they may have from their events in 2013 be submitted to Chris. If any board members have photos to share, please send them to Chris as soon as possible
    - Also we can use the photos on the NJ Masters website from the 50 x 50s and the 100 x 100s

- d) Door prizes
    - Discussion of board members donating door prizes
    - Lynn is in favour of board members each donating a door prize. The door prizes are always a big hit
    - **Each board volunteer should bring along a door prize (no more than \$20) to the banquet to donate to the drawing**
    - The NJ LMSC will donate
      - (1) 2015 Annual USMS membership
      - (1) 2015 NJ Masters Swimming Banquet attendance
  - e) Payment
    - Bill ~~ please bring along the checkbook to the banquet
    - Dolce will send the final numbers and paperwork the week of the banquet. Gratuity is included. Should we give a little extra to the person that oversees the entire evening?
    - Board consensus that the included gratuity is sufficient
  - f) Jason did a great job with the invitations and has already sent Lynn the printed programs for the evening. He is really great to work with and Lynn is very appreciative of his help. A huge thank you to Jason and Bridgette!
  - g) Ed will be the designated photographer for the banquet to capture the activities of the evening including group pictures of each of the milestone categories of award recipients and of the NJ Masters Swimming Board of Volunteers**
  - h) Lou Abel Distinguished Service Award
    - Board consensus to accept the nomination of Bob Hopkins
    - Tom Brunson recused himself from the discussion of his nomination for a LADSA
      - The remaining board volunteers had consensus to accept the nomination of Tom Brunson
    - **Chris will order the customized Lou Abel Distinguished Service Awards on Monday, March 10th**
- ii. Worlds in Montreal
- a) Lynn currently has 13 NJ Masters members on her contact list for Worlds
  - b) Registration is open
  - c) Hotels will book up fast, so make your reservations soon
  - d) Passport is needed to travel to Montreal
- J. Coaches (J. Schoenlank/R. Radzevicius)
- i. Julie has booked Karlyn for two swim clinics on Saturday May 17<sup>th</sup> (morning/afternoon) at Raritan Bay YMCA.
    - a) First clinic is open for discussion
      - Board consensus for the Faster Freestyles clinic
      - Attendance required: Min 12; Max 20
    - b) Second clinic will focus on open water
    - c) There will be classroom as well as in-water instruction
    - d) Clinics costs either \$125 or \$175 per session per person depending upon which clinic is offered
    - e) Board consensus to subsidize the clinics at the same rate as in 2013 for 2014 USMS NJ registered swimmers
      - 1 clinic would cost \$50; 2 clinics would cost \$75
    - f) Bill will follow up in confirming the arrangements with the venue for the Karlyn Pipes clinic on May 17th**
  - ii. Ramunas reports that the Coaches Chair conference call focused on what gets Masters motivated and their relationships and communications with their coaches. Swimmers would like to get more coaches to attend meets.
  - iii. Chris reported about an opportunity for a future clinic host for either a Club or the NJ LMSC, Kim Vandenberg, who currently lives in NY
    - a) Chris will follow up with Kim to determine the format of the clinics she offers, the costs, size requirements, what time of year, and what types of clinics she offers**
    - b) Chris will draft up an email blurb that Julie can distribute to the coaches about a potential clinic opportunity**

K. Fitness (L. Brown-Kuhn)

- i. The Third Annual 50 x 50s event was held on January 11, 2014 at the Raritan Bay Area YMCA
  - a) The event ran smoothly
  - b) 20 swimmers participated this year. Down from 35 the year before which was a decrease from the first year when there were approximately 42 swimmers
  - c) Pool rental was \$330 which equals \$16.50 per person
  - d) Linda would like to discuss at the next meeting or through email whether to run the 50 x 50s in 2015 or do something different like 75 x 75s
    - For 2015, there was board consensus for the suggestion to offer a clinic first, then run the 50 x 50s, and then offer refreshments afterwards for all participants
  - e) Discussion about starting a new mid-distance event – 100 x 50s at a different time of year – summer? fall?
- ii. Fitness Standouts column
  - a) The second Fitness Standout article should run in the April Fastlane. Linda has two more potential candidates and she is looking for more if anybody knows of anyone to suggest
  - b) Linda has a couple of other NJ LMSC members in mind for the next piece
- iii. Virtual Swim
  - a) No progress made on the virtual swim
  - b) Linda will work on the Virtual Swim program and present for discussion at the next board meeting**

II. Old Business

- A. None

III. New Business

- A. NJ LMSC Open Water Insurance Surcharge policy for 2014
  - i. Board consensus for the LMSC to absorb \$700 of the \$1000 USMS Insurance Surcharge and for the event directors to pay \$300
  - ii. Chris was interested in comparing a private insurance policy with USMS's 2014 insurance policy and will reach out to the event director of the Lake Hopatcong Open Water Swim Festival (Bridgette) for their information
- B. Recap of LMSC Chair/Vice Chair Peer-to-Peer conference call
  - i. Some of the topics discussed were LMSC Standards, Recruiting volunteers, Bylaws, and Recruiting and Retention of LMSC members
- C. 2015 NJ Masters Swimming 100 x 100s
  - i. Board consensus to stay with Raritan Bay YMCA for 2015 on Super Bowl Sunday
  - ii. Susan will reach out to the aquatic director of Raritan Bay YMCA to reserve (16) lanes from 8am – noon on Sunday, February 1, 2015 for the NJ Masters Swimming Annual 100 x 100s**
- D. 2014 USMS Convention delegates (Jacksonville, FL September 17-21, 2014)
  - i. Preliminary discussion of interest and availability
    - a) Potential NJ LMSC delegates
      - Julie, Ramunas, Marie, Linda

IV. Next LMSC Meeting

- A. Date-- Sunday, June 15, 2014
- B. Time-- 10:30am
- C. Place-- New Providence Community Pool

V. Adjournment

- A. Meeting adjourned at 12:20pm