

**Pacific Masters Monthly Meeting**

**May 22, 2013**

Meeting was held at Heather Farms

Call to Order and introductions: The meeting was called to order by Peter Guadagni, Chairman @ 7:30 pm

**Attendees:**

Nancy Ridout, Leianne Crittenden, Peter Guadagni, Michael Moore, Kildine Harms, Mary Kahn, Stu Kahn, Caroline Lambert, Maggie Tevis, Chris Campbell, John King, Phyllis Quinn, Marcia Benjamin, Teddy Palmer, Jim Clemmons

**CALL TO ORDER & INTRODUCTIONS**

**I APPROVAL OF MINUTES OF April 17, 2013** (separate attachment)

Approved as amended.

**II OFFICERS' REPORTS**

**\*CHAIRMAN - PETER GUADAGNI**, report attached

Nancy Ridout has communicated that she will be retiring at year end. She says this has been the best job a person could have had, but her family needs her and she will be taking care of her first grandchild, and Nancy wants to take advantage of this opportunity. Peter expressed how much gratitude the organization has and how hard it will be to fill her shoes.

Kildine Harms, John Morales, and Phyllis Quinn will be nominated for Dorothy Donnelly service award, we also will nominate Glenda Carroll for the new Open Water service award. MSR

Peter suggested that if National Office mails the registration cards, then we could use the saved money to send out a mailing in the fall as a reminder. Nancy thinks part of the success of Pacific comes from the contact we have with our members—so the centralization of this function may not be what we want to do, as we lose some of the rapport between the LMSC and its members. Chris echoes this view, and thinks it allows the swimmers have closer contact with the people running the LMSC, and we could lose that aspect. Michael is on the fence, if we keep sending them out, it should include a communication from the LMSC people. Kildine thinks that LMSC members will be unhappy if Nancy leaves and then the cards are not sent by the LMSC Registrar, this may not be good for the organization. Teddie thinks that the personal touch is important to keep.

Move to table until we get further information, including whether this is optional or mandatory.

Criteria for Delegates are found in policies, we discussed whether people need to be active in the LMSC in order to be a delegate, and what level and type of active participation is needed. Peter believes that in addition to the criteria in the policies, that a delegate should be present in the LMSC. Phyllis thinks we should lay out preferences for selecting delegates, after this year, since the rules were already published. We should also consider whether we should limit reimbursement for travel assuming fare from Pacific to convention location.

Delegates: Eric Van Boer and Marcia Benjamin cannot attend Convention.

The following were voted in as delegates:

Rich Burns, Chris Campbell, Glenda Carroll, Jeremy Cohen, Susan Dragich, Rob Heath, Mary Kahn, Stu Kahn, John King, Caroline Lambert, Cokie Lepinski, Bill McCracken, Charlene O'Brien, Kerry O'Brien, Tom Reudy, Linda Shoenberger, Maggie Tevis, Laura Val, Lisa Ward, Jim Wheeler, Craig Zais, Maggie Tevis

**REPORT OF THE TREASURER – KILDINE HARMS**, report attached

Financials accepted. Jim and Caroline have reviewed the April bank statements and confirmed they were okay. Kildine followed USMS procedures for a large check transferring funds between bank accounts. She participated in the USMS conference call for LMSC Treasurers.

**VICE-CHAIRMAN ADMINISTRATION – MICHAEL MOORE**, no report attached

Michael thanks Nancy for the work and contributions over the last 31 years—she has been tremendously responsible for the growth of Pacific Masters, and thank you very much.

**VICE-CHAIRMAN OPERATIONS** – JIM CLEMMONS, no report attached

**SECRETARY** – LEIANNE CRITTENDEN, no report attached

**AT-LARGE** – CAROLINE LAMBERT, no report attached

**ZONE CHAIR** – MICHAEL MOORE, report attached

USMS Conflict of interest webinar will be held, open to all LMSC volunteers, email sent out this evening

**III COMMITTEE REPORTS** – See attached written reports

**OPEN WATER** – PHYLLIS QUINN, report attached  
Spring Lake went well.

**MEET OPERATIONS** – BARRY FASBENDER, report attached

**REGISTRATION** – NANCY RIDOUT, report attached

**TOP TEN & RECORDS** – NANCY RIDOUT, report attached

**SCHEDULING** – JOHN MORALES, no report attached

**COACHES** – COKIE LEPINSKI, report attached

**COMMUNICATIONS** – MICHAEL MOORE-- WEB MASTER/WEB SITE, report attached

**MARKETING/PUBLIC RELATIONS** – RICH BURNS, no report attached

**OFFICIALS** – JOHN KING, no report attached

**EQUIPMENT** – ROB HEATH, no report attached

**LEGISLATION**-- PETER GUADAGNI, no report attached

**HOSPITALITY**—MARCIA BENJAMIN report attached  
Teddie will do July, still need some one for August

**IV. OLD BUSINESS**

-None

**V. NEW BUSINESS**

Governance issues, report of task force. Peter sees several very large jobs and a series of small jobs, so John, Cokie and Peter tried to come up with organizational goals and aspirations then tried to set out a more rationalized organization to align with what we actually do.

To achieve this, the Open Water committee would have their own committee to help on the events and issues, same for pool events. Rename Registrar to be Administrator with greater financial administration, communications postings on website, and administration of activities such as clinics. We also want to have a vice chair with specific responsibilities.

Next steps, to discuss further and decide what the process would be to implement these changes. Take the July meeting to review and discuss this.

**VI. TEAM ANNOUNCEMENTS**

**VII. ADJOURNMENT**

Motion to adjourn at 9:05 pm MSR

Respectfully submitted,  
Leianne Crittenden, Secretary

**NEXT MEETING: June 19, 2013 by conference call**

**Note changes in meeting schedule:**

**July 24 in-person, Aug. 21 in-person, no Sept. meeting, Oct. 16 cc, Nov. 17 Annual Meeting.**



May 22, 2013, 7:30pm (Dinner served at 7pm)

**AGENDA \*Discussion Item**

<b>I</b>	<b>CALL TO ORDER &amp; INTRODUCTIONS</b>	7:30pm
<b>II</b>	<b>APPROVAL OF MINUTES OF 04/17/13</b> (separate attachment)	7:35pm
<b>III</b>	<b>OFFICERS' REPORTS</b>	
	* <b>CHAIRMAN</b> - PETER GUADAGNI, report attached	7:40pm
	A. CORRESPONDENCE	
	B. LEGISLATION	
	C. USMS AWARD NOMINATIONS	
	D. 2013 CONVENTION DELEGATES ELECTION (see reports for those indicating interest)	
	* <b>REPORT OF THE TREASURER</b> – KILDINE HARMS, reports attached	7:55pm
	* <b>VICE-CHAIRMAN ADMINISTRATION</b> – MICHAEL MOORE, no report	
	<b>VICE-CHAIRMAN OPERATIONS</b> – JIM CLEMMONS, report attached	
	<b>SECRETARY</b> – LEIANNE CRITTENDEN, no report, minutes attached	
	<b>AT-LARGE</b> – CAROLINE LAMBERT, no report	
	<b>ZONE CHAIR</b> – MOORE, report attached	
<b>IV</b>	<b>COMMITTEE REPORTS</b> – See attached written reports	8:00pm
	<b>OPEN WATER</b> – QUINN, report attached	8:00pm
	* <b>MEET OPERATIONS</b> – FASBENDER, report attached	8:05pm
	* <b>REGISTRATION</b> – RIDOUT, report attached	8:10pm
	<b>TOP TEN &amp; RECORDS</b> – RIDOUT, report attached	
	<b>SCHEDULING</b> – MORALES, no report	
	<b>COACHES</b> – LEPINSKI, report attached	8:15pm
	<b>COMMUNICATIONS</b> – MOORE/WEB SITE, no report	
	A. COMMUNICATIONS SUBCOMMITTEE COMMITTEE REPORT – GUADAGNI	8:20pm
	<b>MARKETING/PUBLIC RELATIONS</b> – BURNS, no report	
	<b>OFFICIALS</b> – KING, no report	
	<b>EQUIPMENT</b> – HEATH, no report	
	* <b>LEGISLATION/RULES</b> – TBD, (Chairman,Guadagni), report attached	8:25pm
	* <b>HOSPITALITY</b> – Benjamin	8:30pm
	VOLUNTEERS FOR DINNER: <i>May - Glenda Carroll, July - John King, August - _____</i>	
	<b>AD HOC GOVERNANCE</b> – GUADAGNI, MORALES, LEPINSKI, report attached	8:35pm
<b>V.</b>	<b>OLD BUSINESS</b>	8:45pm
<b>VI.</b>	<b>NEW BUSINESS</b>	8:50pm
<b>VII.</b>	<b>TEAM ANNOUNCEMENTS</b>	8:55pm
<b>VIII.</b>	<b>ADJOURNMENT</b>	9:00pm

**2013 MEETING DATES: May 22, June 19 (cc), July 24, Aug. 21, no Sept., Oct 16 (cc), Nov 17 – Annual Meeting**

*Working Calendar for May: Elect and register USMS Convention Delegates; Review USMS Rules/Legislation recommendations from PacMasters; year-end financial reports due by 5/15-Fed Nonprofit Form 990, CAL Nonprofit Form 199, CAL Periodic Report CT-2.*

*Working Calendar for June: Adopt and forward USMS Rules & Legislation proposals; prepare bid packet for 2014 event calendar, distribute by mid-July; forward Coach of the Year nomination to USMS.*

*Working Calendar for July: Distribute bid packet for 2014 events calendar; call for 2014 budget requests; call for proposals to change PacMasters by-laws.*

## MAY MEETING REPORTS – 05/22/2013

### Officer and Committee Reports

**Meeting policy.** Please provide text to Nancy, prior to the meeting, of any items on which you would like the Committee to vote. Re-established 1/18/2012.

#### Chairman – Peter Guadagni

1. I am assuming Pacific will not be submitting any legislative proposals for this year's convention.
2. Rob Butcher has proposed that the National Office take responsibility for mailing out membership cards. This provides a bigger benefit to other LMSCs. Pacific does a good job in doing membership fulfillment and it provides a link to our current members. My recommendation is for Pacific to accept the national proposal and use the saved money and time to send a mailer to all members in November. Mailer would contain a reminder to register, a membership application, the following year's schedule and a message from the Chairman.
3. Consideration and election of this year's convention delegates.
4. Donnelly and Open Water award nominations are due June 30. I would like to re-nominate Kildine Harms and John Morales for the Donnelly award and will update last year's nomination letters. I suggest we nominate Glenda Carroll for the Open Water Award and will take responsibility for submitting the package.

#### Treasurer – Kildine Harms, financial reports attached separately.

On April 15 I attended a USMS conference call coordinated by the LMSC Development Committee for LMSC Treasurers.

I have contacted the Hyatt Regency Orange County - Hotel for the USMS Convention and we will be able to set up an account for the rooms to be charge directly to PacMasters.

#### Vice Chair Administration – Michael Moore

#### Vice Chair Operations – Jim Clemmons

Secretary – Leianne Crittenden, no report, minutes attached

At-Large – Caroline Lambert, no report

Zone Chair – Michael Moore, no report

#### Open Water – Phyllis Quinn

The Spring Lake swim was this past Saturday. There was a great turn out and David Robinson and crew did a great job running the event. There were about 132 swimmers. I will get the exact numbers later. The committee needs to decide how to "bill" the race directors for the \$5.00/swimmer.

The Tahoe/Truckee swim team has decided not to host the Hot August chill swims this year.

The Del Valle National Championship will be June 9.

#### Meet Operations – Barry Fasbender

**Meet Manager.** Meet Manager 5.0 will be out this summer. A major update comes out every two years and we usually update soon after it comes out. It has not yet been officially announced and we don't know all the new feature that will be included. We need to evaluate the new features after the announcement.

**First LCM Meet of the Year.** On Saturday, June 15, the Quicksilver Swimming Masters will offer the Father's Day Celebration Long Course Meters Meet. They are offering the 50 and 100 for each of the stroke along with the 200 IM, 400 Free, and concluding the meet with the 1500 Free. They are all also offering several relays so that you can tune up for our Long Course Championships.

#### Registration – Nancy Ridout

We have registered 9,520 swimmers and 130 clubs as of 5/20/13. This is an increase of 791 swimmers since our last meeting. Past records show the following membership data for this period: 9,202 swimmers and 124 clubs as of 5/15/12; 8,766 swimmers & 122 clubs as of 5/17/11; 8,590 & 119 as of 5/11/10; 8,700 & 121 as of 5/19/09; 7,403 & 119 as of 5/15/08; 8,010 & 110 as of 5/26/07; 7,983 & 113 as of 5/20/06; 6,610 & 100 as of 5/7/05; 7,684 & 106 as of 5/15/04; 8,067 & 109 as of 5/24/03; 8,125 & 111 as of 5/17/02; 7,512 & 114 as of 5/11/01; 7,401 & 109 as of 5/19/00; 7,152 & 98 as of 5/21/99; 6,797 & 99 as of 5/22/98; 6,609 & 101 as of 5/23/97; 6,197 & 101 as of 5/17/96; 5,592 & 94 as of 5/25/95; 5,372 & 86 as of 5/20/94; 4,927 & 84 as of 5/14/93. The response to the paper invoices has been strong and accounts for a large part of the increase this month.

Bob Upshaw has been in touch with me and we've worked out a plan to keep him up to date with registrations for the OW Points competition and OW results.

Because many of the summer OW and pool meet sheets have not been posted, I've not been able to send out this information to the swimmers who don't have electronic capabilities. Berryessa, Del Valle, and Quick Silver Swimming

have their meet sheets posted. Not posted and able to be copied are the Senior Games, LC Championships, Santa Cruz Roughwater and Cruz Cruise, Donner, and Modesto. Since we would like to serve our non-computer users, I suggest we make this information available by season and get it posted ASAP.

### **Prospective Convention Delegates**

The following members have indicated their interest in being a delegate to the 2013 USMS Convention in September. Tonight we need to approve our delegates (allotment 23) and submit the list to USMS.

(18, 5 open spots)

Marcia Benjamin

Rich Burns - Rec & Awards

Chris Campbell - Coaches

Glenda Carroll - OW

Laura Colette

Susan Dragich - new

Rob Heath

John King - Officials

Kristy King

Caroline Lambert - Officials

Cokie Lepinski - Coaches

Tom Reudy - new

Linda Shoenberger - Fitness VC

Maggie Tevis

Laura Val - Rec & Awards

Eric van Boer

Lisa Ward

Jim Wheeler - OW

These are Pac Masters members with automatic (USMS) delegate status.

(11)

Joan Alexander - Legislation

Jim Clemmons - BOD

Leianne Crittenden - Rules VC

Barry Fasbender - Championship

Peter Guadagni - Legislation

Ali Hall - LD

Kildine Harms - Finance

Michael Moore – Championship

Phyllis Quinn - LD

Nancy Ridout - BOD

Jim Shaw - Legislation

### **Top Ten and Records – Nancy Ridout**

The Pacific Masters SCY Top Ten is being compiled.

### **Scheduling – John Morales, no report**

### **Coaches – Cokie Lepinski**

#### **Coaches Clinics for 2013**

- **Mountain View** Breast-Fly clinic was held on May 4th and was led by Coach Cokie Lepinski and Coach Scott Williams. We had 22 swimmers and 8 other coaches. A big thank you to Coach Laura Schuster for her work in hosting this event. It was a beautiful day, low 80s, and everything went smoothly.
- We are hopeful for two more clinics in the fall. Looks like Mountain View will host a Starts/Turns clinic on Saturday, September 7th; and we are working with San Mateo to host a Back/Free clinic possibly on Sunday, October 20th.

#### **Level 3 Coaches Certification Course**

- Pac Masters will be hosting a Level 3 course in Novato on Saturday, September 28th from 9am-4pm. We will also have an opportunity to have a Masters practice with the Marin Pirates Masters from 7am-8:30am that morning. Registration and further information will be forthcoming on the USMS website - <http://www.usms.org/content/coachcertsched>.

### **Communications – Webmaster – Michael Moore**

Guadagni - A package containing a standard writers contract and our preliminary editing process has been sent to all those who expressed interest in doing freelance writing for us. Assignments are available to all those who respond back.

Marketing/Publications – Rich Burns, no report

Officials – John King, no report

Equipment – Rob Heath, no report

Legislation/Rules – TBD (Guadagni), no report

Hospitality – Marcia Benjamin

Volunteer needed to provide dinner for Aug. meeting.

Ad Hoc Governance – Peter Guadagni, Cokie Lepinski, John Morales

Thoughts and Goals for Revised Governance\*

1. More closely align structure with what we do and want to do (Responsibilities and Aspirations)
2. Create fewer, more active committees
3. Facilitate backup and succession
4. Facilitate volunteer participation (fewer week night meetings)
5. Increase collaboration on how to improve our programs
6. Greater role definition for leadership and volunteers
7. Make it easier to recruit volunteers and leaders
8. Facilitate transition to new generation of leaders

Old Business

New Business

**Pacific Local Masters Swimming Committee**  
**Balance Sheet**  
As of April 30, 2013

	Total		Change
	As of Apr 30, 2013	As of Apr 30, 2012 (PY)	
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
15 Wells Fargo Checking Account	21,034.84	51,836.49	-30,801.65
16 Wells Fargo Saving Account	191,170.06	130,938.90	60,231.16
25-9670 Mission National Bank Operating Account	4,369.94	5,550.21	-1,180.27
26-0370 Mission National Bank Business Account	79,537.93	45,368.58	34,169.35
61 MNB CD 0187416050 - 07/2015	41,709.99	41,709.99	0.00
63 MNB CD 0187624450 06/2012	0.00	51,147.18	-51,147.18
<b>Total Bank Accounts</b>	<b>\$337,822.76</b>	<b>\$326,551.35</b>	<b>\$11,271.41</b>
<b>Total Current Assets</b>	<b>\$337,822.76</b>	<b>\$326,551.35</b>	<b>\$11,271.41</b>
<b>TOTAL ASSETS</b>	<b>\$337,822.76</b>	<b>\$326,551.35</b>	<b>\$11,271.41</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Total Liabilities</b>			<b>\$0.00</b>
<b>Equity</b>			
3000 Opening Bal Equity	14,988.50	14,988.50	0.00
3900 Retained Earnings	278,238.27	283,007.71	-4,769.44
Net Income	44,595.99	28,555.14	16,040.85
<b>Total Equity</b>	<b>\$337,822.76</b>	<b>\$326,551.35</b>	<b>\$11,271.41</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$337,822.76</b>	<b>\$326,551.35</b>	<b>\$11,271.41</b>

Thursday, May 09, 2013 08:21:09 PM PDT GMT-7 - Cash Basis



**Pacific Local Masters Swimming Committee**  
**Profit & Loss**  
 January - April, 2013

	Total	
	Jan - Apr, 2013	Jan - Apr, 2012 (PY)
<b>Income</b>		
100 Registration	95,778.00	85,644.50
200 Sanction Bond Deposits		1,000.00
300 Event and Other Income	7,089.50	3,951.50
400 Interest	68.37	223.36
<b>Total Income</b>	<b>\$102,935.87</b>	<b>\$90,819.36</b>
<b>Expenses</b>		
1000 Office	13,587.82	10,060.86
1050 Publications	520.94	2,647.97
1100 Web Site	1,784.26	2,333.11
1450 Treasurer	453.03	898.14
1500 Coaches	1,456.00	802.07
1700 Officials	755.20	120.00
1750 Sanctions/Meet Operations	8,542.89	8,915.26
2000 Open Water Exp	90.10	1,907.94
2050 Awards	949.64	3,715.53
2100 Other Items	1,676.00	551.84
500 USMS Dues	5,872.00	7,039.00
600 Sanction Refunds		1,580.50
700 Contracts	22,652.00	21,692.00
<b>Total Expenses</b>	<b>\$58,339.88</b>	<b>\$62,264.22</b>
<b>Net Income</b>	<b>\$44,595.99</b>	<b>\$28,555.14</b>

Thursday, May 09, 2013 08:19:39 PM PDT GMT-7 - Cash Basis

**Pacific Local Masters Swimming Committee**  
**Budget vs. Actuals: FY2013 - FY13 P&L**  
 January - April, 2013

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
100 Registration	95,778.00	226,988.00	-131,210.00	42.20 %
200 Sanction Bond Deposits		2,400.00	-2,400.00	
300 Event and Other Income	7,089.50	10,450.00	-3,360.50	67.84 %
400 Interest	68.37	750.00	-681.63	9.12 %
<b>Total Income</b>	<b>\$102,935.87</b>	<b>\$240,588.00</b>	<b>\$ -137,652.13</b>	<b>42.79 %</b>
<b>Expenses</b>				
1000 Office	13,587.82	19,936.00	-6,348.18	68.16 %
1050 Publications	520.94	15,100.00	-14,579.06	3.45 %
1100 Web Site	1,784.26	14,142.00	-12,357.74	12.62 %
1200 Chairman		2,100.00	-2,100.00	
1450 Treasurer	453.03	1,780.00	-1,326.97	25.45 %
1500 Coaches	1,456.00	15,900.00	-14,444.00	9.16 %
1550 Committees		800.00	-800.00	
1700 Officials	755.20	6,600.00	-5,844.80	11.44 %
1750 Sanctions/Meet Operations	8,542.89	20,400.00	-11,857.11	41.88 %
1950 Marketing/Publ. Rel.		1,600.00	-1,600.00	
2000 Open Water Exp	90.10	16,496.00	-16,405.90	0.55 %
2050 Awards	949.64	5,900.00	-4,950.36	16.10 %
2100 Other Items	1,676.00	21,910.00	-20,234.00	7.65 %
500 USMS Dues	5,872.00	55,988.00	-50,116.00	10.49 %
600 Sanction Refunds		2,700.00	-2,700.00	
700 Contracts	22,652.00	67,144.00	-44,492.00	33.74 %
900 Convention		31,440.00	-31,440.00	
<b>Total Expenses</b>	<b>\$58,339.88</b>	<b>\$299,936.00</b>	<b>\$ -241,596.12</b>	<b>19.45 %</b>
<b>Net Income</b>	<b>\$44,595.99</b>	<b>\$ -59,348.00</b>	<b>\$103,943.99</b>	<b>-75.14 %</b>

Thursday, May 09, 2013 08:18:20 PM PDT GMT-7 - Cash Basis