

**FLORIDA LMSC**  
October 27, 2007  
**ANNUAL MEETING**  
**Orlando, Florida**

**In Attendance:** Chair; Tom Bliss-FACT-Unattached\*, Treasurer; Meegan Wilson-FACT-300 Club\*, Secretary; Victor Buehler-300 Club\*, Registrar; Meredith Moore-SWFA\*, Top Ten Records; Marly Wilson-FACT-300 Club\*, Newsletter Editor; Flavia Zappa-SPM\*, Officials Chair; Charlie Kohnken-SPM\*, Senior Games Chair; Joan Campbell-FACT-SUN\*, Webmaster; Gary Zarkis-FACT-HLJ\*, John Keen-FACT-ORLM, Gary Trimble-SYSM\*, Don Puchalski-FACT-SUN, Marianne Bradley-FACT-SUN\*, Joe Neal-FACT-VAST\*, Jennifer Willis-AQNT\* and Jim Stine-SPM.

\*=voting attendees.

A quorum was confirmed and the annual meeting of the Florida LMSC was called to order by Chair Tom Bliss at: 11:27 AM. Introductions were made. Tom announced that lunch was on the way. Tom apologized for there not being a meet this date, at this location and explained why there was not a clinic which, was the attempted alternative. He thanked everyone in attendance for coming.

**I. Approval of August 4, 2007 Meeting Minutes-Victor Buehler**

Victor passed out copies of the last meeting minutes.

Grammatical and spelling errors were provided by Tom Bliss and Meegan Wilson via e-mail in advance.

Joan Campbell had a revision: III/Old Business/A/Survey responses: Joan had said at that meeting that she, "Offered suggestions and to give a report." The minutes will be corrected accordingly.

Meegan Wilson stated on behalf of Margie Hutingger that it was a violation of current bylaws for Nancy Durstein-FACT-SUN to have been representing by proxie throughout the meeting, Jamie Biondi-SUN. Those in attendance discussed this and there were several points of interest clarified: 1. Our bylaws are stricter than the Florida State Statutes regarding voting by proxy in meetings of the Non-For-Profit organizations. The Statues allow for anyone in the world to attend a meeting and provide a vote on any specific agenda item. Our bylaws require that this and representation at a meeting for all topics of concern and in general, representation, be appointed by the absentee, in writing to the chair or the secretary, prior to the call to order of said meeting and that said appointee be a member of the same club or chapter but not an already designated representative. The actual wording of our bylaws in 5.03.01.3, is: "*A designated club representative may appoint a fellow registered club member not already designated a club representative as substitute representative by notifying either the Chair or the Secretary by mail, phone, or e-mail, or at the meeting with a signed note from the team representative before the meeting is called to order.*" 2. The intent of this change to our prior bylaws was made to prevent any one person from having too many votes during a

meeting. 3. Therefore, anyone with voting privileges who is appointing another to represent them at a meeting, must select said person from the same registered club/chapter and put such into writing in

advance of the call to order of said meeting. 4. It was announced by several in attendance that nothing was voted on in the last meeting by Nancy that could have altered the outcome of the motion had her vote not been counted. 4. We cannot revise the bylaws at this time to change even the wording of this to alter the intent nor to substitute the word "fellow" for other wording. 5. Margie's observation was correct and the minutes will be revised to reflect such.

*Marly moved to accept the minutes, seconded by Marianne and passed unanimously at 11:56 AM.*

## **II. Reports:**

### **A. Treasurer's Report-Meegan Wilson**

Meegan handed out the report of revenues and expenses for nine months ending September 30, 2007.

Total Revenues were: \$41,007.19

Total Expenses were: \$36,615.61

Excess revenues over expenses were: \$4,391.61

Total Fund Balance, including checking, savings and CD costs was: \$45,255.64

Total Convention expenses for 2007 were \$4809.39, which was \$309.39 over budget-spent.

Meegan then passed out the proposal budget for 2008.

We then advanced to the agenda item: III/A Annual Audit Review. St Pete Masters member, Mr. James Stine of Junco, Kierzynski & Stine had volunteered to review our books for 2006 and found that everything was in order regarding documentation of activities, expenditures, etc. However, his firm did not assess the records for accuracy.

Meegan then raised the concern regarding whether or not we as a non-for-profit organization should be concerned about having an excess of funding available, namely a savings account. People present shared what they know on this topic. No motions were made.

Mr. Stine also suggested that when we do our annual report that we include the report from the prior year for comparison of incomes and expenditures. Meegan said that she already does this for the budget report but will also do it for the incomes and expenditures report too. It was noted that this is what USMS does each year. Everyone was in agreement, however no motions were made.

*Victor moved to accept the report, Charlie seconded and it passed unanimously at 12:17 PM.*

### **B. Registrar's Report-Meredith Moore**

Meredith had no written report to hand out. She reported that we currently had 1678 individuals registered and 41 teams. This is an increase from around 1650 individuals and 39 teams last year.

Meredith also mentioned that she is having some problems with getting her messages and registration forms to club registrars because they get channeled to spam boxes. The forms are on line at our website. It was suggested that when registrars contact her requesting the forms to message reply back to them where it is located on the website. Meredith confirmed that there is space on the form for the registrars to list team delegates/representatives and Victor requested an updated list.

Meredith and Marianne then shared information regarding USMS forthcoming on-line registration. At the present time things are rather chaotic and Meredith did not expect it to start until 12/30/07. She

also informed the group that our LMSC is going to be the most difficult one to set up because we have 41 clubs, one of them with 20 chapters and 19 different club fee structures. Club fees will not be paid on line and the different clubs will need to figure out how they will collect their members dues. It was explained that basically a swimmer will go into the USMS website, go to registration, find their LMSC and the necessary form will be available. USMS will collect their annual dues and the annual dues of the LMSCs which will then be deposited back into the LMSCs' bank accounts twice monthly. USMS' original plan was to be able to withdraw funds from these accounts also. No one present approved of that idea and one suggestion made was that if USMS does insist on being able to withdraw funds from our account, we set up a second account we can transfer our money to when it arrives from USMS. Then, if we owe them any money we can put the exact amount in the fund they have access to. We also discussed how our website will be linked to USMS. Marianne suggested we get as many people registered as possible before this system is up and running. Tom asked if swimmers will have the choice of registering on line or by paper and snail mail? The answer is yes, which is why we will maintain our form on our website.

*Victor moved we accept the report, Meegan seconded and it passed unanimously at 12:39 PM.*

#### **C. Top Ten Report-Marly Wilson**

Marly passed out copies of her written report. She also clarified her current e-mail address. She reported that Livia submitted all the top times for the LCM season to the USMS Top 10 recorder two weeks ago, without any resulting problems.

Livia has currently been receiving times for both the SCM season and the SCY season, which she will pass along to Marly shortly.

Livia and Marly have been discussing the standard form that Livia suggested in her report at the last meeting. Using both of their ideas from that discussion, Marly has created a form which can be either filled out and mailed to her, or filled out on the computer and e-mailed to her. She also suggested the possibility of setting up an on line form submission on our LMSC website.

Marly acknowledge the comments forwarded by Meegan from Margie Hutinger regarding the form not being necessary. Marly explained that the form is not intended to be a short cut. She is still required to verify any results that are manually submitted to her. Using this form makes it easier for her to locate and verify results and then pass them along to USMS in the proper format.

Tom recommended a motion to appoint Marly to the Top Ten BOD position, replacing Livia Zein who has resigned, for the remainder of this election term. *Charlie Kohnken moved that Marly Wilson be designated the Top Ten Recorder for the remainder of this election term. Marianne seconded and it passed unanimously at 12:44 PM.*

*Victor moved that we accept Marly's report, Charlie seconded and it passed unanimously at 12:46 PM.*

#### **D. Sanctions Report-Tom Bliss**

Tom reported that there was no report.

## **1. Senior Games-Joan Campbell**

Joan passed out her written report.

Several local qualifying meets have been held and are scheduled for the fall. The Gainesville Games were recently completed and were USMS recognized. Meegan attended these as an observer and competitor. Victor verified that the pool measured correctly. The Sarasota Games for Life were announced as canceled in the August report, however, they were rescheduled and Deb Walker will observe these and help them with their USMS regulations.

The Florida State Senior Games are again scheduled for Estero at Gulf State University December 1<sup>st</sup> and 2<sup>nd</sup>. Entries are available on line at flasport.com: also Joan noted that you can enter on line through November 19, which gives those that are participating in the Sarasota games an opportunity to enter after their meet.

The Good Life Games are scheduled and recognized for March 9, 2008. these games will be Long course Meters and will include 200 free relays, a fun addition. The USMS Rule book will be provided for the 2008 Recognized meet as soon as it is published. Next year is a qualifying year for the 2009 National Senior Games in San Francisco, so be sure to attend a qualifying meet for the State Games in December, 2008.

Tom shared a letter/message he received from Kern Davis. In that message Kern expressed concern that the St. Pete spring 2008 meet would be scheduled to closely to a Dixie Zone Championship meet and that at the national convention zone meeting it was decided that meet directors “should” not schedule meets within the zone within two weeks of a scheduled zone championship meet. Basically, Kern was requesting BOD support for the St. Pete meet. We discussed the problems meet directors have with getting dates for their meets, especially large, busy pools such as St. Pete. It was also noted that St. Pete Masters never have a proposed date for this meet by the time of national convention in September. It was suggested that we notify the zone at convention each year of the St. Pete SCY meet usually being in the month of April. We also noted that this year’s meet is not in conflict with a national meet and swimmers going to national meets usually plan way in advance and so a local meet within the same two week time frame isn’t really a major issue. We decided that the operative word used by the Dixie Zone committee was “should”, not “must”. Therefore we agreed to formally support the St. Pete SCY meet and Tom agreed to send a message to Kern telling him this and suggesting that St. Pete masters forward a tentative date for this meet to convention each year.

*Victor moved to accept the report, Charlie seconded and it passed unanimously at 12:59 PM.*

## **E. Newsletter Editor-Flavia Zappa**

Flavia provided an update on the next newsletter. She also mentioned the difficulties of sending it by e-mail to all those who desire it instead of by US postal mail. A few people expressed surprise that she has been sending that many e-mails out. It was mentioned that at the national convention there was a discussion that the LMSC put their newsletters in pdf format on their websites and then just send notices by e-mail to their members. Gary noted that putting the newsletter in pdf format might be a time consuming and difficult job. Another suggestion shared by several was that no notice be sent out, just put the newsletter on the website and allow swimmers interested in reading it the responsibility of going there quarterly to read it. Tom mentioned something about a growing percentage of our society having

issues of entitlement. In the end everyone was in agreement that just notices be sent out in the future. Meegan suggested that notices just be sent to the team representatives and they can forward the information to their club/chapter/workout group members.

Tom then announced that Flavia desired to step down from this position. He thanked her for all the time and effort she has put into this position and the group gave her a round of applause. Tom then requested that those present make an effort to find a new newsletter editor.

We then briefly discussed a recent article about an outstanding swimmer that contained more material on the swimmer's personal life than most people are interested in reading. Tom agreed that in the future, such articles should contain information directly related to swimming and nothing more.

Victor made a motion to add commercial ads to our newsletter. This motion was not seconded but was briefly discussed. Basically this would make the news editor's job more time consuming and the LMSC is not in need of the potential income that might be gained.

*Victor moved to accept the report, Meegan seconded and it passed unanimously at 1:23 PM.*

#### **F. Web Page Report-Gary Zarkis**

Gary started by reporting on a recent experience he had involving a club representative submitting something to be placed on the website and he requested some guidelines for who is authorized to make such submissions in the future. *Victor moved that only BOD members have the authority to submit to the webmaster items for posting on the website. Motion seconded by Charlie and passed unanimously at 1:25 PM.* During the discussion several questions were raised and resolved. Club reps can still get items posted on the website by forwarding them to a member of the board. Gary asked if the BOD members would have to agree upon each and every item and it was decided that this would not be required and was not the intent of the motion. Club representatives present were assured that the members of the BOD communicate frequently and that it was very unlikely any BOD member would have something posted that the majority would not agree to.

The issue of how often and/or within what sort of a time frame submitted items should be posted on the website. There was a little controversy involved in this discussion. Some believed that there should be a schedule whether it be daily, weekly, bi-weekly or monthly. Others argued against this. Tom suggested that when the position descriptions are done that this guideline be included based on the realistic need to meet reasonable deadlines such as the one the newsletter editor is required to contend with.

*Victor moved to accept the report, Marly seconded and it passed unanimously at 1:49 PM.*

### **III. OLD BUSINESS**

#### **A. Annual Audit-Jim Stine**

Topic already covered during treasurer's report.

#### **B. Housekeeping-Victor**

Victor reported that he had none.

#### **C. Job Descriptions-Tom**

Tom suggested a committee be formed to draft the various position descriptions. There was some discussion that committees are a cumbersome way of doing business and prolong the accomplishment of the goal. Tom agreed to drafting the position descriptions and sending them around to the BOD for review.

#### D. Hy-Tek Sponsorship

We discussed the cost of hosting a swim meet. We discussed the cost of the Hy-Tek software program. SUN had already purchased the program and it cost around \$600.00. We discussed what that did and did not include. We agreed that we had already determined in the past that we would reimburse any club desiring to sponsor a meet for the cost of this software.

#### E. Awards Banquet-Marianne

Marianne informed everyone that the banquet announcement is posted on the website. We discussed ways of increasing attendance. One possible way being to give door prizes. We discussed making the meal free, but this was decided against. The deadline for registering for the banquet is the same as the deadline for registering for the Valentine's Day meet. After discussion, the decision was to reduce the cost of the dinner and the Florida LMSC will subsidize the rest. The cost was reduced from \$16 to \$10.00 per adult and \$15.00 after the deadline or at the door.

### **IV. NEW BUSINESS**

#### A. 2007 Convention Reports

We were running short of time and Tom thanked everyone who attended the national convention for their reports. We discussed Margie Hutinger's request to be reimbursed for her costs of attending the national conference and Tom updated everyone on the e-mails he received prior to the convention from Margie, Rob Copeland and Executive Committee members. No motions were made. No reimbursement was approved. It was noted that according to precedence set by USMS, had Tom been involved in the decision to grant an at large delegate to one of our LMSC members or requested of Rob Copeland an additional at large delegate, then, the LMSC would have been responsible for normal delegate costs.

#### B. Awards-Tom Bliss

#### C. Team Representative Drawing for gift card-Tom Bliss

### **Officials Chair Report-Charlie Kohken**

Charlie provided a written report. He informed the group that his primary goal was to increase the number of officials willing to work Master's meets. At this time he has about fifteen names. This list doesn't include the people who work the Clearwater, St. Pete, Sarasota or Orlando area. Every time he works an LSC meet he asks the out of town officials if they would be willing to work a Master's meet.

His other effort since becoming the officials chair has involved working to get the Sanction letter and the "How to Run a Master's Meet", updated.

Charlie is also planning on writing an article for the newsletter about the backstroke turn based on a recent request. This may be tricky because he wants to provide more than just a quote from the rule book.

### **V. Adjournment Meeting adjourned at 2:57 PM**

## **Synopsis of important business conducted above.**

### **Action Items**

1. Filling Top Ten Recorder Board position:  
*Charlie Kohnken moved that Marly Wilson be designated the Top Ten Recorder for the remainder of this election term, Marianne seconded and it passed unanimously at 12:44 PM.*
2. James Stine of Junco, Kierzynski & Stine reviewed our books for 2006 and found that everything was in order regarding documentation of activities, expenditures, etc.
3. Flavia Zappa has stepped down as Newsletter Editor.
4. The Florida LMSC will subsidize the Awards Banquet dinner costs. Reduced from \$16 to \$10 pre ordered and \$15 at the door.
5. If at all possible, meet directors “should” not schedule meets within the zone within two weeks of a scheduled zone championship meet. We agreed to support the St. Petersburg SCY meet and send this message to Kern Davis along with the recommendation that in the future they send a “tentative” date for this meet to the annual USMS convention.
6. We agreed to keep non-swimming information out of articles highlighting individual swimmers, in the newsletter.
7. Income and expenditures for the past three years will be added to each year’s annual budget proposal.
8. There is now a form to be filled out by anyone setting times in meets outside our LMSC for submission into our records. It is available online at our website.
9. Florida LMSC job descriptions will be further developed and submitted for BOD approval.

### **Policy and Procedure**

1. Website policy: Victor moved that only BOD members have the authority to submit to the webmaster items for posting on the website. Motion seconded by Charlie and passed unanimously at 1:25 PM.
2. For clarification of voting procedure: The actual wording of our bylaws in 5.03.01.3, is: “A designated club representative may appoint a fellow registered club member not already designated a club representative as substitute representative by notifying either the Chair or the Secretary by mail, phone, or e-mail, or at the meeting with a signed note from the team representative before the meeting is called to order.” We verified the necessity of all clubs designating “all” their club delegates at the annual meeting and logging this information into their annual club registration the following year and that this listing would be collected by the registrar and forwarded to the secretary for the meetings.