

Minutes of the Florida Local Masters Swim Committee Meeting

August 4, 2007 Orlando, FL

Tom Bliss called the meeting to order at 2:23 pm and expressed his appreciation for all those in attendance. Since Victor Buehler was unable to attend the meeting at the last minute, Tom asked Meegan Wilson, as acting Secretary, to verify the voting members, representatives and proxies. Meegan reaffirmed the voting guidelines as designated in our bylaws. Besides each of the 7 directors having voting privileges, Article 5 states: "Each registered club in the FL LMSC will be allotted a number of representatives as follows; 1-49 registered members = 1 representative; 50-99 registered members = 2 representatives, and 1 additional representative for each additional 100 registered members." *i.e.* 1-49 = 1 representative; 99 or more members = 2 representatives; 199 or more members = 3 representatives; 299 or more members = 4 representatives; 399 or more members = 5 representatives; etc.

Meegan said that this will be confusing if voting eligibility per team have to be determined at each meeting using current registration numbers. She felt that team registration numbers at the annual meeting should determine the voting for the following year. Since the annual meeting usually falls in October and registrations for the following year begin November 1st, this will be an accurate representation. After discussion, ****Meegan Wilson moved that the number of registered members a team has by the annual meeting in October will determine the number of eligible voting representatives per team for the following year. Joan Campbell seconded the motion. The motion carried.**** After further discussion it was decided that the above **policy*** will go into effect for next year and current registration numbers will determine the voting at this meeting and our annual meeting.

Meredith Moore gave the current registration numbers for teams represented at the meeting. Florida Aquatic Combined Team (FACT), 344, = 4 representatives; St. Pete Masters (SPM), 232, = 3 representatives; Sarasota Y Sharks Masters (SYSM), 179, = 2 representatives; Masters of Orlando (MOO), 15, = 1 representative; SUN Florida Masters, (SUN), 5, = 1 representative. Both Southwest Florida Aquatics (SWFA) and Blue Wave Masters (BLUE) were represented by a board member.

Those in attendance were: Tom Bliss*, Chair - unattached-FACT; Meredith Moore*, Registrar - SWFA; Meegan Wilson*, Treasurer - 300F (300 Club FACT chapter) , Flavia Zappa *, Newsletter Editor - SPM; Sue Moucha*, Sanctions - BLUE; FACT representatives (4) Marianne Bradley* (SUN Florida Masters FACT chapter - SUNF), John Keen* (Team Orlando Masters FACT chapter - ORLF), Gary Zarkis*, Webmaster (Holmes Lumber Jax FACT chapter - HLJF), Joan Campbell*, Senior Games Liaison - (SUN Florida Masters FACT chapter - SUNF); Gary Trimble*, SYSM (note - only one SYSM representative was present and had no proxie); Bruce Schmidt*, MOO; Charlie Kohnken***, Officials Chair - SPM with 3 SPM proxies (Christine Swanson, Patricia Nardoizzi and Kern Davis); Nancy Durstein*, SUNF with SUN proxie from Jamie Biondi; Linda Visser, ORLF; Florence Delaney, FACT; Marly Wilson, 300F; Margaret Dodson, HLJF; and Missy Bliss, guest. The star "*" indicates a vote and the total number was 15.

I. Approval of the April 13, 2007 Minutes - Meegan Wilson for Victor Buehler

Tom asked that everyone read the minutes since they were not sent out ahead of the meeting. Meegan said to pay close attention to the attendance, since there were some questions. Marianne Bradley said that Joe Biondi had a proxie from Jamie Biondi for SUN and that Cindy Horrocks was the team representative of Suncoast YMCA. Margaret Dodson pointed out various typos and misspellings. *Charlie Kohnken moved and Joan Campbell seconded to accept the April 13, 2007 minutes as corrected. The motion carried.*

II. Reports

A. Treasurer's Report - Meegan Wilson

1. 2007 Financial Report, mid year - Meegan handed out the 6 month report of revenues, expenses and fund balances for January 1 - June 30, 2007. Total revenues were \$35,369.14; total expenses were \$30,137.58 leaving a net excess of revenue over expenses of \$5,231.56. Total assets for the same period were \$46,095.63. While most items were still under budget, Meegan stated that we are a little over budget in the category Administrative costs which includes office supplies, corporation fees, bank charges, copying costs, web costs etc. She said that the budget will be adjusted next year.

2. 2006 Tax Return filed - Meegan filed the 2006 tax return by May 15 and passed a copy around. Joan Campbell said that all LMSCs will have to file in the future. Meegan explained that in the past, only LMSCs with gross revenues over \$25,000 had to file a 990 or 990-EZ form, however the IRS is now requesting that even those under \$25,000 will need to file for 2007 in 2008.

3. Review of 2006 Financial Records - Meegan has contacted SPM member and CPA Jim Stine who reviewed our records for 2004 and 2005 and is willing to review our 2006 records. She has given the records to Flavia Zappa who will give them to him to review and Jim will have a report for our annual meeting.

4. LMSC Reimbursement Form - Tom Bliss reminded everyone to use the LMSC reimbursement form on our web page when requesting reimbursement for LMSC activities. Meegan said that these can be filled out on line and then signed and sent to her with receipts. A question arose about travel expenses to meetings. Meegan stated that as per our last meeting a motion passed that allowed all directors to receive travel expenses to meetings whether or not they compete. Also previously, team representatives who travel to a meeting for the meeting only can also request travel expenses. A map such as Google Maps or Map Quest should be included with mileage and the current rate is 30 cents per mile. Toll charges with receipts are also accepted.

Joan Campbell moved and Marianne Bradley seconded to accept the Treasurer's Report. The motion carried.

B. Registrar's Report - Meredith Moore

1. Current Membership - Meredith reported that as of August 3rd we had 1,567 members registered, our highest year so far. In 2006 we had 1,540 and in 2005 we had 1,530.

We currently have 35 clubs registered and one more, ATAC, will be registering soon. In 2006 we had 34 clubs and in 2005 we had 37. Meredith stated that currently there were slightly more males (50.8%) registered than females (49.2%). ***John Keen moved and Joan Campbell seconded to accept the Registrar's Report. The motion carried.***

C. Top Ten Report - Livia Zien could not attend the meeting. Tom informed everyone that she was stepping down after the end of the LCM season and that Marly Wilson has volunteered to take over as Top Ten Recorder. Tom asked Marly to read Livia's report. The 2007 SCY Top Ten tabulations have been submitted which include the Clearwater meet relay results. She will have the SCY Florida Top 5 and updated records done by mid August. Livia stated that she will work through the LCM season and is very grateful for Marly taking over.

Livia had a few suggestions that would help the Top Ten position: **1.** Develop a standardized form similar to the one that USMS has for records, splits etc. that swimmers must fill out for swims outside the Florida LMSC if they want their times to be considered for USMS Top Ten and Florida Top 5. **2.** Develop a standardized check list of all meets eligible each season that should be included in Top Ten and Top Five. **3.** Develop a job description for the Top Ten Recorder. Livia stated that Tom Bliss has already requested this and she thinks it is good to have an outline of what a volunteer's responsibilities are.

Sue Moucha questioned when Marly would be taking over so that the sanction packet and website can be changed. Tom said that there will be a transition period. Marly said that she will notify Sue when that is decided. ***Charlie Kohnken moved and Joan Campbell seconded to accept the Top Ten report. The motion carried.***

D. Sanctions Report - Sue Moucha said that she has received the performance bond from Orlando which was required due to incomplete meet results after their last meet. Tom said that the bond will be returned if all meet requirements are met and will not be required for the next meet if everything is done properly. Sue reported that the following meets had been recognized: Polk Senior Games, Feb 23-24; Villages, May 10-11 and June 2-3, 2007. The Sarasota Senior Games have been canceled. An open water swim, The Tropical Splash, will be on October 6 in Siesta Key. The Ocala Marlin Masters one day SCY meet has been moved from September 29 to October 13. There will be a 2-day SCM meet over 2 weekends; November 11 in Sarasota and November 18 in St Pete. All of the regular events will be offered over the two weekend period. As of today, the SUN Masters meet, tentatively scheduled for February 16-17, has not yet applied for a Sanction.

Charlie Kohnken has gone over the Sanctions packet and emailed Sue and Pattie Nardoizzi with his suggestions about adding an Officials paragraph that will explain how to determine the minimum number of officials required for each meet, since pool size is a factor. Specifications for meet Marshalls will also be included. The packet needs to be completed and on our website by the October annual meeting. Tom said to go ahead with the changes and submit it to all the directors as soon as possible for approval. ***Marianne Bradley moved and Joan Campbell seconded to accept the Sanctions Report. The motion carried. (3:27 pm)***

1. Senior Games - Joan Campbell reported that several Florida LMSC members competed in the National Senior Games in Louisville, Kentucky. While records were broken, there was

very little time between events. The results are posted on the NSGA website, www.nsga.com. The Florida State Games will be held in Lee County again this year on December 1- 2. The Sarasota County Games have been canceled. Since you must qualify for the state games at a local meet, Joan has tried to contact the Gainesville Senior Games organizer since they have not yet applied for recognition. So far she has been unsuccessful. She is also trying to get the Golden Age Games in Sanford to apply. Next year is a qualifying year for the 2009 National Senior Games which will be held in Stanford, CA where the Fina World Championships were held last year. The Good Life Games are tentatively scheduled for March 9, 2008 and Polk County will have a spring meet as well. ***Marianne Bradley moved and Charlie Kohnken seconded to accept the Senior Games report. The motion carried.***

E. Newsletter Report - Flavia Zappa said that accepting submissions by email only have made things a lot easier. The August issue has been mailed out. Some members present said that it looked really good. ***Marianne Bradley moved and Joan Campbell seconded to accept the Newsletter Report. The motion carried.***

F. Web Page Report - Gary Zarkis asked how often he should update the website. He said that it is not feasible for him to constantly update and that members need to be aware of this. He wants to post something on the website informing them. Tom said that he should post his deadline dates as well as his job description. Gary decided that he will update the website on the 1st and 15th of each month and submissions need to be in his hands prior to those dates for timely posting. Meredith asked if Clubs should be posted who are not registered since there are several Clubs on our website who have not reregistered for 2007. The consensus was that if a Club did not reregister, or was not a current chapter of FACT, then they should be removed from the website.

Marianne asked if Gary could host the FACT website. Gary said that there was room. Marly suggested that if FACT was hosted then the offer must go to all clubs. No action was taken.

Gary said that earthlink.net were Dick Brewers files and that floridalmsc.org were his. He confirmed with Meegan that the FloridaLMSC.org domain name has been renewed. Gary said that if someone is expecting him to correct information sent to him, they should not send it in pdf format. Tom said that he has requested all Board members to write up their job descriptions and that these should be posted on our website. Sue asked for clarification since she had not received Tom's email. Tom said that having Job Descriptions for the board positions will make it easier for those taking over a position and allow them to know what is involved and how to do a good job. Joannie said that it also allows for others to help out. ***John Keen moved and Gary Trimble seconded to accept the Web Page Report. The motion carried.***

III. Old Business

A. Survey Responses - Tom Bliss handed out the Club Survey report and said that it would be posted on our website. One suggestion was to have more meets in Florida. Tom has attempted to answer this request by asking Nick Pierzchalski of the YMCA Aquatic Center, Orlando to start having meets again and the result was this meet and a SCM meet in October. Another plus was that some of the LMSC meetings will be at a more central location. Another

request was to have some perks for volunteers to help run meets. Joan Campbell volunteered to help with promoting and increasing the number volunteers at meets. While the LMSC cannot effect some requests we will try to address as many as we can.

1. Goals/Objectives - Tom said that the next step will be for Clubs to prioritize their top 5 requests so that the LMSC can better serve its members. He said that our web page is an informative resource that needs to be updated regularly and asked Gary to brainstorm for some informational additions. Joannie said the Club contact email addresses need to be kept current.

B. Policy & Procedures - Tom Bliss said that while our bylaws should be more general and not constantly changed, we need to establish some working policies and procedures that will help run the LMSC more efficiently. Policies and procedures can be developed and easily updated. Charlie Kohnken is developing a meet etiquette procedure. One request at our last meeting was to have a warm down, warm up lane for swimmers over 65, but that will be dependent on meet and/or pool size.

C. Bylaws Revisions/Housekeeping - Since Victor was absent, Tom asked Meegan to lead the discussion. Copies of our current bylaws were handed out. For those present who had not attended our last meeting, Meegan said that the main bylaws changes were included in the April minutes. She further explained that the decision to add a vice chair position at our annual meeting last October had been voted in against our bylaws. At the April meeting, those present did not feel that there was a need to add this position, so the number of directors remain the same, at seven. Meegan suggested that everyone read through the current bylaws and bring any concerns to our Annual meeting in October. If there are any requests for changes, these need to be sent to the Board of Directors well in advance of 30 days prior to that meeting so that Club Representatives can be notified. Meegan also said that she will send the current bylaws to Gary to post on our website.

D. Delegates to Convention - Tom said that the four Florida LMSC delegates to convention will be Sue Moucha, Charlie Kohnken, Marianne Bradley, and Joseph Neal. The other 3 delegates, due to positions in USMS are: Joan Campbell, Finance; Meegan Wilson, Legislation; and Victor Buehler, Convention Coordinator. Florida will have a total of 7 delegates representing the LMSC.

IV. New Business

A. Team Representative Job Description - Tom requested that all directors write up their job description and that they also develop a job description for team representatives.

B. Policy/Procedures Committees - Tom said that Meegan has already come up with a policy and procedure for the annual banquet which was presented at our last meeting. He asked for volunteers to help with developing other policies and procedures. Joan Campbell, Marianne Bradley, Nancy Durstein and John Keen volunteered to form a committee to develop needed policy and procedures.

C. State Meet - Missy Bliss suggested that we discuss the idea of having a state meet between Florida Gold Coast, Florida, and the Florida Panhandle. Tom has taken the idea to

Debbie Cavanaugh, Dixie Zone Chair, who is interested. The goal would be to have one meet of each course, but we will probably pick one course to start. Flavia Zappa said that we could also consider having a Florida vs Georgia meet. Joannie suggested that we discuss this at the Dixie Zone meeting at Convention which will be in Anaheim, CA this year. USMS is a volunteer organization with delegates serving on committees of their choosing. They have just hired a Director for the first time in USMS history which will be expensive. Sue Moucha said that the USMS Convention is a great way to learn and get involved. She is on the Fitness Committee and has written an article for the USMS website. Go to: <http://www.usms.org/fitness/articleofthemoth.php?a=149> for Sue's article.

D. Team Representative Drawing For Gift Card - Tom Bliss introduced Orlando meet director Nick Pierzchalski who was instrumental in getting the Olive Garden to donate some pasta for our dinner. He also picked up salad and bread sticks and Tom purchased some cookies and tea for a delightful repast. Names of those attending the meeting were placed in a hat and Gary Trimble, SYSM, was the winner of a \$25 gift certificate from Olive Garden.

E. Announcements - Our Annual meeting will be held on October 27, 2007 at the SCM meet in Orlando.

With no further business, the meeting was adjourned at 4:17 and dinner was served!

Respectively submitted,
Meegan Wilson
Acting Secretary

* New Policy for the Florida LMSC