

Gulf LMSC Meeting
Wednesday, March 27, 2019
Brenda and John Duncan YMCA

Attendance:

Kris Wingenroth (Chair), Kevin Lunsford (Vice Chair & Sanctions), Mark Hahn (Treasurer), Karlene Denby (Secretary, Newsletter, Long Distance), Stacey Eicks (Top Ten Recorder), Robin Tompkins (Fitness), Bruce Rollins (Coaches), Nicole Christensen (Webmaster)

Elaine Rollins (UNAT), John Keen (COOG), Linda Visser (COOG), Jimmy Durham (SWYM), Carolyn Boak (WMST), Tom Boak (WMST), Andreas Lorenz (DADS), Jenny Brown (KAMS)

Call to Order

The meeting was called to order at 6:55 p.m. at Brenda and John Duncan YMCA.

Approval of Minutes from Previous Meeting

MSA for approval of the minutes as submitted from the Gulf LMSC meeting of January 16, 2019.

Officer Reports

- Chairman (Kris Wingenroth): The Board voted by email to approve a one-day event registration for the Sweetheart meet. The Gulf LMSC survey was completed and submitted. The chair had discussions with the National Office regarding dual sanction meets and the sanction/recognition database. Grant application forms for the recent ALTS training and coaching certification seminars were produced and notification with the grant link was sent out to the membership. The contents of the current Gulf website were reviewed.
- Vice Chair (Kevin Lunsford): Kevin provided a written summary of his and Kris' attendance at the LMSC Leadership Summit held March 1-3. Kevin felt that the summit was well run. Items covered included how to grow an LMSC, how to better engage fitness swimmers, and how to work with other organizations. A two-year LMSC survey conducted by the National Office was presented. A focus of the summit was USMS's goal of removing mundane tasks from volunteers at the LMSC level so that said volunteers could instead concentrate on building the LMSC. Registration was discussed and the desire for subscription registration and bulk team registration by coaches was brought up. Marketing outside of USMS, such as partnering with the Red Cross for ALTS training and working with college club teams, was discussed. It was stressed that LMSCs should be thinking about succession plans by engaging new members in various functions of the LMSC.
- Treasurer (Mark Hahn): Financial report for 2018 has been submitted to the National Office. The ending cash balance as of February 28, 2019 is \$24,649.58 plus \$30,000 in certificates of deposit for a total of \$54,649.58.
- Registrar (Bruce Williams not present, Kris Wingenroth gave update): As of March 26, 2019, 936 members have registered for 2019. This is 85 members fewer when compared to March 31, 2018 registration data. Since the January

meeting, PACK (Premier Aquatics Masters) has registered as a club for 2019 and currently has five members. There are currently 29 registered clubs for 2019, vs. 31 registered clubs in 2018. The number of self-identified coaches for 2019 is 98 vs. 110 self-identified coaches in 2018.

- Sanction Chair (Kevin Lunsford): The Speedo Sectional meet (a dual sanction USAS/USMS meet) was sanctioned. The cost of sanction was borne by the meet host, and Gulf LMSC has already been reimbursed for the sanction fee. The WMST Summer Head Start Meet (June 15) has also been sanctioned.
- Top Ten (Stacey Eicks): Results for Jesse Coon SCY Meet (January 19) and Sweetheart Meet (February 17) have been placed on USMS website. The results of the March Madness Meet were received today and should be up on the USMS website in the next few days. A noticeable increase in requests to submit USAS results to USMS has been noticed. A single USMS swimmer requested results for the USAS meet at Pearland Natatorium be submitted to USMS but Stacy was unable to submit results as no pool measurements were taken.
- Webmaster (Nicole Christensen Rembach): There were problems with the present domain for Gulf Masters Swimming, and current owner of domain has not been helpful. A new domain has been purchased from GoDaddy and will be GulfMastersSwim.org. All content from the old website will be transferred to the new website. This will be discussed in more detail later in the meeting.
- Communications (Karlene Denby): North Channel Aquatics has responded to Karlene's January request for team spotlight information and will be the featured team in the Spring 2019 newsletter. The Winter 2019 newsletter was distributed late (early March) due to editor's surgery and recovery. The Spring 2019 newsletter is anticipated to be published in May 2019.
- Coaches (Bruce Rollins): Bruce attended the Levels I and II coaching certification seminar this past weekend. There were 33 attendees (10 from the Gulf LMSC) and attendees came from Colorado and NY as well. Robin Tompkins, who attended the "how to conduct a swim clinic" seminar, gave an overview of the course. The two classroom hours were focused on how to structure the clinic and how to market the clinic. The following day a four-hour swim clinic was conducted at MACA's indoor pool. The large majority of the clinic participants were fitness swimmers. They were fortunate to have two coaches per six swimmers assisting Bill Brenner and Mel Goldstein. This was considered the practical portion of the clinic seminar for the coaches on hand. Bruce suggested that the Gulf needs to conduct more clinics and incentivize coaches who conduct clinics open to all Gulf members by reimbursing their \$50 fee for taking the "how to conduct a swim clinic" seminar. Bruce will work on and submit a reimbursement form with criteria.
- Secretary (Karlene Denby): Annual meeting minutes have been submitted to the National Office.
- Officials (Herb Schwab, not present): No report.
- Fitness (Robin Tompkins): Gulf Masters Swim University has over 100 swimmers entered for 2019 and positive feedback has been received from several participants. An email reminder will go out to membership in early April reminding them of event ending on April 30th and encouraging that members still sign up.
- Open Water (Karlene Denby): The inaugural Swim Across America charity swim for cancer research is May 4th. There has been minimal engagement by the Gulf Masters swimming community with the exception of Houston Cougar Masters. There is an urgent need for volunteers, in addition to swimmers and donors, to run a successful event. Members are encouraged to volunteer via the SAA

website. An email to the Gulf leadership will be forthcoming in the next few days that can be disseminated to the membership to encourage volunteerism.

Old Business

Communications

Nicole has been given administrative access to member emails and will be sending out notices to the membership as needed using Mail Chimp.

Emmett Hines Award (Gulf LMSC Award)

The criteria and application have been completed. An award has been selected and was viewed by those present. The application will be posted on the Gulf website. MSA to approve the award.

ALTS Seminar Report

Stacey Eicks reported that the recent ALTS seminar had 15 participants, with attendees from both Utah and Arizona. The seminar provided a tool kit of techniques to use to teach adults who don't know how to swim. While the focus was on those who do not have a fear of the water, a section was devoted to those adults with fear of the water. Another section provided tips on how to start an ALTS program. The seminar included five hours of classroom instruction and two hours of in-water practice.

ALTS Seminar Reimbursement

Eight Gulf LMSC members took the seminar. Two have requested reimbursement funds. The deadline to request reimbursement is April 1, 2019. Reimbursement funds are included in the 2019 budget.

Coaching Certification Reimbursement

Ten Gulf LMSC members took the certification seminar. Six have requested reimbursement funds. The deadline to request reimbursement is April 1, 2019. Reimbursement funds are included in the 2019 budget. Following the certification course, there are currently 38 certified coaches in the Gulf LMSC.

Registration of Unregistered Coaches to USMS

Bruce Rollins has reached out to these coaches. He will work with Bruce Williams to get them registered.

MSA to approve registration reimbursement of the newly hired Weekly YMCA coach who registered with USMS in order to attend coaching certification.

Update On South Central Zone Championship Meet

Stacey Eicks reported that the meet has 243 entrants, representing 44 clubs. There are also 20 unattached swimmers. The Friday event (1,650 freestyle) will be conducted in both pools. Psych sheets are being prepared. Meet programs will be distributed to all entrants, thanks to meet sponsors.

New Business

Addition of New Meets to the Events Calendar

MSA to add the following meets to the events calendar.

WMSC Summer Head Start LCM Meet – June 15

Summer Sizzler LCM Meet – June 30

First Time For Everything SCY Meet – September 27 or 28 (TBA)

Proposed Changes to Gulf By-Laws

MSA - Change #1 / Article III BOARD OF DIRECTORS

Members – The Board of Directors shall consist of the elected offices and the chairs of the standing committees. **All members of the Board of Directors shall be currently registered members of USMS.**

Rationale: This is a requirement of USMS so it should be specified in our by-laws.

MSA – Change # 2 / ARTICLE III BOARD OF DIRECTORS

Duties and Powers

Add: 3. **To approve any expenditure which is \$1000 or more over the approved amount in the annual budget.**

Rationale: USMS standards require the Board to approve any overbudget expenditure over \$5000 to be approved. It is felt that an overbudget expenditure of over \$1000 is more appropriate for the Gulf.

MSA – Change # 3 / Article V – Duties of committees

1. Sanctions – ... **Delete:** The sanction chair shall also keep a record of the pool measurement certificates for all pools within the Gulf LMSC boundaries and submit new forms for inclusion in the USMS national database.

4. **Tabulations/Top 10 Recorder – Add: The tabulations/top 10 recorder shall keep a record of the pool length measurement certificates for all pools within the Gulf LMSC boundaries and submit new forms for inclusion in the USMS national database.**

Rationale: The USMS National Office places this duty with the Tabulations/Top 10 Recorder, not the Sanctions Chair.

MSA – Change # 4 / Article V – Duties of committees

4. Tabulations/Top 10 Recorder - The recorder shall upload meet results to the USMS meet results database and work with Gulf LMSC meet directors to ensure that **USMS and World** record applications are submitted appropriately.

Rationale: USMS LMSC standards, to emphasize which records are to be submitted.

MSA – Change # 5 / Article V, Duties of the committees

5. Communications/Webmaster – The ***position of*** communications chair/***webmaster*** ***may consist of co-chairs and*** may name a committee as desired or needed. The communications chair/***webmaster*** shall ensure that the Gulf LMSC website is maintained and updated in a timely manner. ***Announcements and communications of interest shall be produced and distributed to the Gulf LMSC members on a regular basis through a newsletter, emails, social media and/or other appropriate methods.***

Rationale: The duties of this committee may often be best filled by separate people. The current description only refers to the website.

MSA – Change # 6 / Article V, Duties of committees

Long Distance/Open Water Chair

The LDOW chair shall keep a list of Gulf area USMS certified Open Water Safety Directors and USMS certified Open Water Referees.

Tabled – Change # 7 / Article IV, Duties of Officers

1. President
2. Vice-president

Replace all references in the By-Laws to “President” with “Chair” and replace all references to “Vice-president” with “Vice-chair”.

Rationale: It is my opinion that USMS is encouraging the LMSC leaders to be called Chairs, not Presidents, reserving the term President for the National level.

Note: It is likely a proposal will be made to change the term “LMSC” to “Chapter” since the term “LMSC” may be confusing to members. I don’t know whether that would change what term we want to use for our leader or not.

Proposed Changes to Policy

MSA – Change # 1 / Change title: **ANNUAL MEETING TO MEETINGS**

Add: ***USMS Club business shall not be conducted during an LMSC meeting (and vice versa).***

Rationale: Required by the USMS LMSC standards

MSA – Change # 2 / AWARDS

Add: The Emmett Hines Award may be given annually to a Gulf LMSC member who best honors the memory of Emmett Hines.

Rationale: Needs to be added to our awards section

MSA – Change # 3 / COACHES PROFESSIONAL DEVELOPMENT FUNDS

The Gulf LMSC **shall budget** funds for professional development for Gulf LMSC Masters Coaches.

.... **Delete: The application must be filed at least three weeks before the event.**

Rationale: Better wording. We may not always be able to meet the 3 week standard.

MSA – Change # 4 / FINANCIAL POLICIES AND PROCEDURES

A member, other than the Treasurer, shall be appointed by the Board of Directors to reconcile bank statements **annually**. **delete: at least quarterly**

Rationale: We are not meeting the quarterly standard and USMS only requires an annual review.

MSA as amended (change 5 months to 4 months) – Change #5 / FINANCIAL POLICIES AND PROCEDURES

The treasurer shall file the appropriate 990-tax form with the IRS annually, within four months after the end of the fiscal year **and shall provide documentation of the filing to the USMS National Office.**

Rationale: The USMS National Office requires documentation that the filing has been done.

MSA – Change # 6 / FINANCIAL POLICIES AND PROCEDURES

The Gulf LMSC's checking account shall be kept separate and distinct from any other accounts. All checks and cash shall be deposited within 30 days of receipt and payments to USMS shall be made within one week of receipt of an invoice.

Rationale: Required by the USMS LMSC standards.

MSA Change #7 / FINANCIAL POLICIES AND PROCEDURES

Any change in the position of Treasurer shall be reported to the USMS Membership Director as soon as known.

Rationale: Required by the USMS LMSC standards.

MSA – Change # 8 / Add: **LOGOS**

The official USMS logo shall be used in appropriate circumstances and when used, the USMS Logo Style Guide shall be followed.

Rationale: Required by the USMS LMSC standards.

MSA – Change # 9 / OFFICIALS

The Gulf LMSC Officials Chairman should maintain a list of officials **meeting USMS certification requirements that are** willing to officiate Masters swim meets.

A minimum of two officials (a referee and starter, who may double as start and turn judges) are required for sanctioned or approved USMS competitions.

All officials working a sanctioned or approved USMS competition shall be briefed on USMS rules.

Rationale: Required by the USMS LMSC standards.

MSA Change # 10 / POOL CERTIFICATION

The Gulf **Tabulations/Top 10** Recorder shall maintain a list of all Gulf pools which are properly certified. (delete Sanctions Chair)

Rationale: The USMS National Office specifies this duty for the Tabulations/Top 10 Recorder, not the Sanction Chair.

MSA – Change # 11 / REGISTRATION

Individual and club registrations shall be processed within 14 days of receipt, including mailing paper copies of USMS cards.

Original, signed paper registration documents shall be maintained in a dry, secure and safe place for 2 years.

Rationale: Required by the USMS LMSC standards.

MSA as amended (capitalize registrar) - Change # 12 / REGISTRATION

The Registrar shall present the Treasurer any monies collected within two weeks of receipt.

Delete: Once a month, the Registrar shall send the Treasurer the official list of who has registered for that month, along with any associated checks. The Treasurer will deposit the checks and write a single check to the National Office. The monthly report and check shall be sent to the National Office by the Treasurer.

Rationale: Required by the USMS LMSC standards. Deleted section is outdated since registrations are now primarily done on-line.

MSA – Change # 13 / REGISTRATION

Any change in the position of Registrar shall be reported to the USMS Membership Director as soon as known.

Rationale: Required by the USMD LMSC standards.

MSA – Change # 14 / WEBSITE

Current By-Laws and the Gulf LMSC Policies, **a link to online registration as well as printable registration forms and contact information for one or more officers** shall be posted on the Gulf LMSC website.

Rationale: Required by the USMS LMSC standards.

MSA – Change # 15 / **MEET ENTRY ANNOUNCEMENTS (replace Forms) (4/17/10)**

Meet entry **announcements shall** include the meet director's name and contact information

All meets shall be conducted according to the competition rules in the USMS rule book. (provide link)

MSA as amended (change “copy” to “copy”) – Change # 16 / BYLAWS

Any time the Gulf By-Laws are updated, a copy shall be provided to the USMS National Office for posting.

Change of Website Domain and Email Address

As previously discussed, there were problems with the current website domain and the owner of the domain name. Therefore, the website has been changed to GulfMastersSwim.org and all content has been moved over to the new website. There is also a new email address GulfMastersSwim@gmail.com which will go to Kris and Nicole. MSA to approve the new website and email address and verify that change is effective as of April 8, 2019.

Storage of User Names, Passwords, PINs

MSA to approve that the Gulf Treasurer and Gulf Secretary keep copies of the user names, passwords, and PINs for both the new website and email address with their records.

Nicole is requesting that she be kept informed of meet information, results, and other info to keep the website and Facebook page current.

Purchase of Laser for Pool Measurement

MSA to approve the purchase of a new laser for pool measurement. The cost is approximately \$150. Nicole has volunteered to purchase it.

Attendees were asked to review and update the list of Gulf pools that have been measured.

April Adult Learn to Swim Month

No activities are planned for 2019. Need to make plans for 2020 events.

Club Representatives

A discussion ensued about the best way to contact clubs. The great majority of club contacts are the coach who may be too busy to read and respond to communications.

USMS Publications Looking for Stories

USMS is looking members of interest to feature in future publications. Send suggestions to: publications@usmastersswimming.org

Current Gulf Website Content

The administrative section of the Gulf website needs review, possible updating or deletion. Kris is asking for Board members to review and make recommendations on the sections that pertain to them.

National Awards

The deadlines are approaching for USMS national awards such as the Dot Donnelly Award (for volunteers) and the Kerry O'Brien Award (for coaching). Kris is asking for submission of nominations for these and other awards.

Updated 2019 Calendar of Events

- South Central Zone SCY Championship – March 29-31
- Texas Senior Games – April 6 (not USMS sanctioned)
- Rice Twin Lakes OW Swim – April 28 (USAS event – can purchase 1 day membership)
- USMS Spring National Championship, Mesa, AZ – April 25-28
- Swim Across America OW Swim – May 4 (charity swim for cancer research)
- WMST Summer Head Start LCM Meet – June 15
- Summer Sizzler LCM Meet – June 30
- South Central Zone LCM Championship – July 19-21
- USMS Summer National Championship, Mission Viejo, CA – August 7-11
- FINA World Masters Championship, Gwangju, Korea – August 9-18
- FCST “First Time for Everything” Meet – September 27 or 28 (TBA)
- WMST November Classic SCM Meet – TBA (Nov.)

Next Meeting – May 15, 2019 at Brenda and John Duncan YMCA. This meeting will include selection of delegates to the annual USMS national convention to be held September 11-15 at the Hyatt Regency at the Arch, St Louis, MO.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,
Karlene Denby, Secretary