

AZLMSC Board Meeting

June 8, 2021

Telephonic

Present: Katy James-Chairman, Marianne Rexer-Treasurer, Kathy Gallagher-Secretary, Terry DeBiase-At Large, Brigid Bunch-At Large, Susan Foster-At Large, Earl Peters-At Large, Terry Heggy-Coaches Chair, Judy Gillies-Past Chair

Absent: Liz Hobbs-Vice Chair

Quorum present: Yes

Others present: Lindsey Urbatchka

Meeting called to order at 5:03 pm

Old Business-

1. Approval of last meeting minutes (3/11/2021). Brigid made motion to accept, Judy seconded, vote taken, and all in favor. Minutes accepted.
2. Marianne Rexer gave a brief financial report stating that we are in good shape financially. Membership revenue is down about \$4k but should increase as meets are being scheduled and swimmers will need to register to compete. We anticipate lower expenses due to the USMS annual meeting being held virtually.

New Business-

1. Website Report – Susan tidied the website significantly, suggested some ideas to update lackluster content and ensure the website meets members and LMSC needs, and wrote a manual about how the website works. She reported several updates on cleaning up the backend of the site, such as removing unused features and outdated content. She explained the basic functionality of the site and who has access. Susan, Marianne, Lindsey have administrator access and are the only ones who can add other site administrators. Susan also cleaned up the front-facing content, for example she removed old, outdated content and is giving the Gruender Award its own page.

Susan noted several ideas for adding content in response to member inquiries, for example developing the site to better connect meet directors/teams with available officials and volunteers, and adding guidance on the basics of how to host a meet. Members have also

asked for information on officials training, meet schedules, and receiving information when new content is posted to the site, e.g. when a meet flyer is posted or when a meet sanction is authorized.

Action Item: Board and committee chair's personal email addresses are on the site. Susan will send an email asking these positions if they want their personal email on the site, and will remove anyone's email if they so request.

Action Item?: Susan raised the point that it's time for the Board to consider questions such as "What do we want this website to do? What is it doing for the board? What is it doing for members?" and suggested it might be helpful for a small work group to address future development activities in light of these questions and the requests she is receiving from LMSC members about the content they want to see on the site.

Judy noted that any official or meet director wishing to help should contact her, as she is the Officials Chair. **Action Item:** Judy will send Susan a document about how to host a meet and a sample contract.

Action Item?: Susan raised the point that we should not store the Website User Manual on the website where it is available to the public. For smooth continuity of organizational information, how do we store sensitive documents like this so they are readily available to someone new in a worst case scenario situation?

2. Annual Meeting Delegate Selection Process - Katy suggested using the same process as last year to request delegates from our membership. It gave us a lot of insight about what people are interested in. Because responses generally come from people who want to help, it could help us find volunteers and people interested in getting involved in other ways. It was discussed that because the meeting is virtual and we will not incur travel expenses that perhaps we could offer a stipend to the delegates for their time to attend the meeting.
Action Item: Katy will send an email to members requesting they submit their interest in being a delegate. Responses will come to Katy and she will distribute to the board members.
3. USMS BOD Outreach with BOD member Teddy Decker – The board decided that board members would express their own individual concerns and/or questions directly to Teddy during the meeting on Tuesday June 15, 2021. The meeting was requested by Teddy to "discuss any topics from your LMSC on which you feel the Board should be aware and to gather feedback on Board direction, priorities, and projects." Topics that AZLMSC board members indicated they would raise include:
What is USMS agenda with this outreach/call? In general?
Why are we emphasizing membership when some pools aren't even open?
Coaches not feeling supported. Why do registered coaches not get notices?
Lack of direction on sanctions during COVID

Why is USMS so restrictive about meets when USA Swimming is hosting big meets all over the country.

Can Teddy connect our webmaster with someone who can offer brainstorm/guidance on what makes an effective website, best practices, and how we use our website to direct membership.

Will future annual meetings be virtual? Zoom convention isn't the same.

Meeting adjourned at 6:08

Motion by Brigid Bunch, second by Marianne Rexer.

Vote: All in favor.

Submitted by:

Kathy Gallagher, Secretary