

AZLMSC Board Meeting Minutes

These minutes were approved by email vote on 7/5/2023.

June 12, 2023 (via Zoom)

Meeting called to order at 6:03 pm

Board Members Present: Katy James-Chairman, Liz Hobbs-Vice Chair, Marianne Rexer-Treasurer, Kathy Gallagher-Secretary, Judy Gillies-Past Chair, Susan Foster-At Large, Lindsey Urbatchka-At Large, Dorothy Brelh-At Large, Terry DeBiase-At Large

Absent: none

Others present: Lisa Zenoff-Harris, Communications Committee Chair, Terry Heggy, Coaches Committee Chair, Marnie Whitley, Open Water Committee Chair, Kelly Donatell, State Records Chair

Quorum present: Yes

MOTIONS PASSED

1. Minutes from May 9, 2023 meeting approved.
Motion by Susan, second by Terry, vote taken, 2 abstained, 7 in favor.
 2. Reimbursement to Saddlebrooke of \$2,041.76 for meet expenses.
Marianne moved that we reimburse Saddlebrook \$2,041.76 for meet expenses (\$1,500 assistance + \$595 loss reimbursement - \$90 in swimmer surcharge fees). Second by Susan Foster. Vote taken. All in favor.
 3. Susan moved that the Board accept her recommendations for utilizing the 4 volunteers who responded to the AZLMSC request for a volunteer webmaster.
Second by Judy Gillies. No discussion. Vote taken. All in favor.
 4. A board member moved that the AZLMSC accept the four self-nominated annual meeting representatives and provide them with a stipend of \$1,000 to offset expenses to attend the annual convention in person, payable as a reimbursement when receipts are submitted and a report is submitted to the AZLMSC. They also have the option to attend virtually.
Second by Judy Gillies. Voting taken. All in favor
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ACTIONS AND FOLLOW-UP

1. Kathy to send final version of May 9 minutes to Susan to post on website.
 2. Marianne to send Saddlebrooke reimbursement.
 3. Susan will set up meeting with Marcelo, Stephanie, and Lisa to discuss website oversight, and then will reach out to Beck and Terri and link them up with Lisa Zenoff-Harris.
 4. Suggested: Have an attorney review the Meet Contract.
 5. Susan will facilitate board member comments on the revised documents. She will place the most current versions of each document in a shared folder, ask for comments, coordinate/make edits, and submit to board members for an email vote by Friday, June 16.
 6. Susan to post that Heatstroker is canceled. Verify with Katy before posting in case someone has offered to host.
 7. Katy will ask the USMS President for an additional, at-large delegate to annual meeting.
 8. Katy to notify AZ delegate nominees about stipend.
 9. Judy will try to do an officials training before the Ron Jon meet, but is not sure if it will be before or after the USMS annual meeting.
 10. Current at-large members must provide a nomination if they wish to be on the ballot as an at-large member for the coming cycle. They can nominate themselves.
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CONTINUING BUSINESS

1. Minutes from May 9, 2023

Kathy reported that the latest edits were incorporated, which included removing a question mark, replacing the words “unrecognized revenue” with “potential revenue”, adding a note about the post-meeting decision NOT to host the Heatstroker meet, and adding page numbers.

Motion:

Susan moved that we approve the minutes from the May 9, 2023 meeting.
Second by Terry DeBiase. Vote taken: 7 in favor, 2 abstained.

2. Treasurer’s Report

Marianne reported that we did not receive the swimmer surcharge money from meets, which is one reason the Board initiated a working group to revise our meet bid forms, contract, and financial reporting form. Updating these forms gives the Board an enforcement mechanism and clarifies the fees and financial reporting for the swimmer surcharge fee and several other financial situations (awards, hospitality, general assistance).

Saddlebrooke lost money on the distance meet, at an amount large enough they cannot absorb. The Board discussed whether to provide assistance (reimbursement) and at what amount. Members noted that the meet wasn’t contracted through the AZLMSC, but that meets are very important to our membership and the LMSC should provide assistance so

they happen. We clarified several reimbursement/assistance situations by updating our meet bid forms, contracts, and financial report forms, so going forward we have better-defined criteria for most meet reimbursement situations.

Motion:

Marianne moved that we reimburse Saddlebrook \$2,041.76 for meet expenses. While the AZ LMSC doesn't typically reimburse expenses for non-state championship meets, this loss is unusual and we don't want these types of situations to prevent teams from hosting meets. So the motion request is for the LMSC to reimburse typical meet expenses of \$1,500 + \$595 loss reimbursement - \$90 in estimated swimmer surcharge fees). Second by Susan Foster. Vote taken. All in favor.

3. Webmaster Report

Susan received 5 responses to the volunteer Webmaster job posting, and spoke with the candidates. She created and shared an overview of the website and Facebook responsibilities and summarized these open issues related to the position/AZLMSC needs:

- 1) Secure, centralized document storage for AZLMSC documents and media assets
- 2) Additional content creation for website and Facebook
- 3) UX and refresh of website (has been stagnant with same look for a long time)

Based on Susan's interviews with the 5 individuals who expressed interest in volunteering as Webmaster, and their areas of expertise, Susan gave the following recommendation:

- 1) Marcello as Web administrator to
 - a. maintain the website
 - b. solve the document storage issue
 - c. post back content to the site
 - d. attend board meetings
- 2) Stephanie McNichol as UX and Graphic Design
 - a. Website site refresh
 - b. Contribute content
 - c. Create graphics when needed
- 3) Lisa as Communications Chair
 - a. Terri and Beck to join Communications Committee
- 4) Susan remains Facebook admin and add Marcello as additional admin

Motion:

Susan moved that the Board accept the recommendations above. Second by Judy Gillies. No discussion. Vote taken. All in favor.

Action Item:

Susan will set up meeting with Marcelo, Stephanie, and Lisa to discuss, and then will reach out to Beck and Terri and link them up with Lisa.

4. Registrar Report

Current registration is almost 1,100 members, which aligns with where we usually are. It was noted that when we hit 1,300, we get 4 delegates at the National Convention. At current registration level we get 3 delegates.

Marianne noted that beginning July 1, we received a smaller amount (\$7.80) for each new registration because it is only a half year registration.

NEW BUSINESS

5. Meet Documents: Policy and Form Updates

Susan, Marianne, and Terry Heggy reviewed and updated/revised the suite of forms and documents related to hosting a meet for continuity and accuracy, especially related to financial policies. Susan thanked Terry and Marianne for doing much of the work, especially with the formatting. Forms that were updated:

- 1) Meet contract
- 2) Meet host financial report form
- 3) Meet evaluation form
- 4) Meet host checklist
- 5) State championship bid form

Terry noted these things about the update/review process:

- They began with the premise that the forms should match, i.e. not have conflicting information.
- They added extra information to help meet managers understand their responsibilities and be clear about LSMC contributions and expectations, and how LMSC could support meet directors.
- Marianne provided a forecast showing the different revenue amounts using different swimmer surcharges, the demonstrate the overall gain/loss per meet under each surcharge amount.
- They determined a limit for the amount that teams could be reimbursed for high point and team awards

Terry suggested that the contract should be an enforceable legal document and recommended that an attorney review it.

Terry will create final versions of documents, when ready. He requested that the board advise him on what format to use for the final form versions, considering how people need

them. For example, some people are comfortable with fillable forms while others prefer handwritten.

Discussion about the documents/policies:

Swimmer surcharge

Board members mentioned that we don't have a funding mechanism for paying for the medals, and need a way to recoup the cost, hence the swimmer surcharge. If we have a meet with 3-400 people, we will use up lots of medals for 1 meet.

The swimmer surcharge provides a way for the LMSC to assist teams to host meets.

Ideally, we make the swimmer surcharge part of the entry fee, as a built-in revenue, so we don't have to try to collect it later.

Katy asked Anna Lea Matysek (longtime USMS volunteer) about collecting the surcharge upfront, and reported that it can't be done that way yet, but Katy will keep talking to her to see if it's possible in the future.

Will the swimmer surcharge be a limiting factor? Perhaps some people aren't financially able to pay, but we want people to participate. Sharing a thought, not a solution, but stating it so we keep it in mind.

Finding the solution and acceptable surcharge is a balancing act. We want meets. Swimmers want meets. Teams say it's a high cost and want/appreciate assistance. Meets are still more affordable than a triathlon. We don't want cost to be a barrier, but we don't have data to guide us on whether this keeps people from entering. We don't have another solution.

So we don't conflate the two issues, the swimmer surcharge doesn't help the meet director make money. It helps AZLMSC offset cost of medals.

Implement a one-day charge, e.g. if someone wants to only swim one day of a two-day meet. Swimmers have asked about this.

Perhaps we do a per swim fee rather than a per swimmer surcharge.

Meet fee is for the host team. Swimmer surcharge is for the AZLMSC.

Suggested document edits:

Officials. Documents should state that officials can be USA or USMS.

Hospitality. AZLMSC did not reimburse or support hospitality in the past. That expense was up to the host.

Other suggestions/ideas:

One-day swimmer surcharge. Implement a one-day charge, e.g. if someone wants to only swim one day of a two-day meet. Swimmers have asked about this.

Medals. A lot of people love the look of the medals, but we don't want to keep a lot of them. Let's publicize the medal return program. Then, the next time we buy them maybe we can get them cheaper.

High point awards. Make sure high-point award references and costs are referenced consistently throughout the documents. Saw it referenced in some places/documents, but not in others.

Lower surcharge if not a state meet. Maybe lower surcharge when not a state meet?

Partial reimbursement if host doesn't collect the surcharge. AZLMSC will reimburse only some things but not additional (e.g. if there is a loss) if the host team does not collect and remit the swimmer surcharge.

Action item:

Susan will facilitate board member comments on the documents. She will place the most current versions of each document in a shared folder, ask for comments, coordinate/make edits, and submit to board members for an email vote by Friday, June 16.

6. Heatstroker/LCM state Meet

AZLMSC (Katy as meet director) doesn't have the time capacity to host this meet this year. The pool is still available if someone else can be the meet director. Lindsey is reaching out to valley area teams to see if they want to host. Liz/Flagstaff might be able to host but would need a commitment that enough swimmers would attend.

Breakdown of responsibilities:

AZLMSC: Provided a meet director, entries, officials, and food, and paid for pool rental and people running the timing system. Katy can set up the entries if a team wants to host.

Host: Supplied people to run the meet, computer, timing system, post results.

Action item:

Post that the meet is canceled on our website so people can enter the Mission Viejo meet.

7. Medals

Terry D received 21 boxes of new medals and they look good. Cost was approximately \$1.50/medal.

8. Annual Meeting Delegates

Four members submitted requests to represent AZ at the USMS annual meeting: Barb Sloan; Gini Baker; Jim Rowland; and, Judy Gillies. AZ is allowed 3 delegates and can request additional delegates from the USMS President. Katy will ask the USMS President for an additional, at-large delegate.

Motion:

A board member made a motion that the AZLMSC accept these four representatives and provide them with a stipend of \$1,000 to offset expenses to attend the annual convention in person, payable as a reimbursement when receipts are submitted and a report is submitted to the AZLMSC. They also have the option to attend virtually.

Second by Judy Gillies.

Voting: all in favor

9. Officials Training

Judy will try to do an officials training before the Ron Jon meet but is not sure if it will be before or after the USMS annual meeting.

10. Open Water Series

There are three events scheduled, two at Bartlett Lake and one at Lake Havasu. The first one at Bartlett already has almost 60 registrants. Distances are 1k, 2k, and 4k.

11. Elections: At-Large Member nominations

Katy received two nominations. Current at-large members must provide a nomination if they wish to be on the ballot. They can nominate themselves.

Motion to adjourn

Motion by Judy, second by Terry, vote take, all in favor.

Meeting adjourned @ 7:31 pm