

AZLMSC Board Meeting Minutes

These minutes were approved by email vote on February 19, 2024.

February 7, 2024 (via Zoom)

Meeting called to order at 6:02 pm

Board Members Present: Katy James-Chairman, Marianne Rexer-Treasurer, Kathy Gallagher-Secretary, Lindsey Urbatchka-At Large, Barb Sloan-At Large, Jim Rowland-At Large, Judy Gillies-Past Chair

Absent: Liz Hobbs-Vice Chair

Others present: Lisa Zenoff-Harris-Communications Committee Chair, Terry Heggy-Coaches Committee Chair

Quorum present: Yes

MOTIONS PASSED

1. Minutes from December 20, 2023 meeting approved by email vote prior to meeting.
 2. 2024 annual budget approved.
Motion by Marianne, second by Judy.
 3. Meeting notification process approved: Send email blast to notify members of board meetings with basic info about the meeting and a link to the website where there will be instructions for participating.
Motion by Judy, seconded by Barb.
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ACTIONS AND FOLLOW-UP

1. Kathy will purchase Zoom subscription for AZLMSC.
2. Katy will send email blast about board meetings to all members. Process may change once we acquire Zoom.
3. Katy will coordinate an Executive Committee meeting to select an appointee for the vacant At-Large board position.
4. Judy will coordinate a committee to plan food, venue, activities, recognition and awards, member registration and/or RSVP for the event, and communication/announcements to members for the annual meeting.
5. Katy will send an email blast requesting Gruender Award nominations.
6. Terry Heggy will add info about the annual meeting and possibly a registration request on the State Meet entry form.
7. Judy will ask coaches for ideas on recognizing their swimmers at the annual meeting.

8. Kathy will research annual meeting timing relative to USMS requirements. (Not an action item stated during the meeting, but probably helpful info to know.)
 9. Judy will check on the possibility of hosting a SCM meet in the UofA diving well.
 10. Terry Heggy will circulate the list of coaches he uses.
 11. Board members can send Terry ideas for how the Coaches committee can support coaches.
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CONTINUING BUSINESS

1. Treasurer's Report: 2024 annual budget

New draft budget proposed for approval included additional expenses that weren't in earlier draft: 1) higher amounts to reimburse coaches for clinic expenses and 2) annual Zoom subscription for LMSC use.

Motion to approve 2024 annual budget by Marianne, second by Judy.

Vote taken, all in favor. Motion passed.

Action item:

Kathy will purchase Zoom subscription for AZLMSC. (Note: During the meeting Katy James offered to purchase subscription, but Kathy and Katy discussed this later and determined Kathy would make the purchase.)

Related discussion about how to make sure members are aware of meetings (invitation, notification, and attendance processes)

The Board considered how to ensure we are meeting the intended benefit of purchasing a Zoom subscription, which is to facilitate the opportunity for members to participate more easily in a way that gives us control over attendance.

Current process: Katy (Board Chair) sends meeting information to the Webmaster for posting on our website. The notice includes Katy's email and instructions to contact her to request the Zoom link.

The board discussed ideas for changing the notification process and hosting the meeting:

- We want to drive people to the website but acknowledge that may not be the only way to notify members because different audiences use different info channels.
- We can use Facebook to drive people to the website to get meeting info.
- Email blast to members. Many ideas about what information to include in the email.
- Post on the website and people can request to join.
- How to abide with AZ Open meeting law, if required. (Note: Subsequent research by AZLMSC Secretary suggests that we are not bound by AZ Open meeting law. It only applies to certain nonprofits, not all and not AZLMSC.)
- Send agenda to members ahead of time.

- Use Zoom meeting registration and notification tools.

Motion by Judy that we send an email blast to notify members with basic info about the meeting and a link to the website where there will be instructions for participating (with the general understanding that we may change this process once we have a Zoom subscription).

Motion by Judy, seconded by Barb.

Vote taken, all in favor. Motion passed.

2. Webmaster Report

No formal report. Katy reported that she provides info about board meetings and asks him to post meeting announcements on the website.

3. Registrar Report

Current membership is over 900, a bit higher than usual at this time.

4. Communication Report

No formal report.

NEW BUSINESS

1. Appointing a board member to fill board vacancy

The board has four At-Large positions, but only three current At-Large members because only 3 candidates ran for the open positions.

Katy asked for clarification about the official process for appointing new members. Kathy reported that according to the bylaws, the Executive Committee (comprised of the four officer positions) can appoint a member when there is a vacancy. Katy has an idea of someone who might be interested (Gini Baker) and will coordinate with the Executive Committee to take action.

Action item:

Katy will call a meeting of the Executive Committee to select an At-Large appointee.

2. Annual Meeting

The board discussed ideas for hosting the annual meeting and decided to host a picnic/meeting on Saturday at the State Meet in April. We are interested in increasing participation and making the event something that is fun for members. Judy will chair a committee to coordinate the meeting and social activities. Jim and Barb will help. The board discussed lots of ideas for activities and features that would be fun for members. Barb suggested that sticking to the same general timeframe every year would increase member engagement and participation in the event. She also suggested recognizing certain members' accomplishments. The board decided to present the Gruender Award at the

event and will explore other awards and recognition such as those suggested by coaches and perhaps recognition related to length of time as a registered swimmer. Terry Heggy will ask coaches to send ideas for recognizing accomplishments for their own swimmers. It was determined that the budgeted amount would cover the meeting cost, and members also presented ideas for recouping some of the cost through member contributions at the event.

Action items:

Judy will coordinate the committee to plan food, venue, activities, recognition and awards, member registration/RSVP for the event, and communication/announcements to members. Katy will send an email blast requesting Gruender Award nominations.

Terry Heggy will add info and possibly a registration request on the State Meet entry form.

Terry Heggy will ask coaches for ideas on how to recognize swimmers.

3. Other

a. Jim inquired about the feasibility of hosting a SCM meet in the UOfA diving well. Judy mentioned that this has been explored before and was not pursued because the backstroke flags at the north end don't meet regulation standards.

Action item:

Judy will double-check this situation with her contacts.

b. Board members appointed to USMS National Committees:

Judy Gillies: Rules and Officials Committees

Barb Sloan: ALTS committee (Adult Learn to Swim)

Terry Heggy: Coaches and History/Archives committee

c. Terry Heggy asked for ideas/help to improve how Coaches Committee supports coaches, after he received feedback from a coach. Board members who are coaches noted they did not receive information and asked for the list of coaches that Terry has available to use for communications. He mentioned it probably isn't the best list.

Action items:

Terry Heggy will circulate the list of coaches he uses.

Board members send Terry ideas for how the Coaches committee can support coaches.

Motion to adjourn

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

Meeting adjourned @ 7:03 pm