

AZLMSC Meeting Minutes

Feb 12, 2025 07:00 PM Arizona

In attendance,

Barbara Sloan - Chair

Kelly Harrigan - Vice Chair

Rome Yount - Treasurer

Lisa Harris - Secretary

Lindsay Urbatchka – At Large

Al Childers – Newly appointed, Coaches Chair

Doug Adamavich – Member, Grown Up Swimming

Kelly Donatell, Member

Cecilia Cummins, Member

Virginia Baker, At Large

Jim Rowland, At Large

Quick recap

The committee discussed the progress of the swimming program, potential new venues for hosting meets, and the need for a published schedule. They also discussed the need to update the club's bylaws and policies, the removal of the registrar position, and the presentation of a rough budget for 2025. Lastly, they discussed the installation of new committees for 2025 and 2026, upcoming events and initiatives, and the distribution of medals between Phoenix and Tucson.

Summary

Committee Meeting: Program Progress and Scheduling

In the meeting, Barbara, the committee chair, called the meeting to order and discussed the approval of the minutes from the previous meeting. The minutes were approved with a unanimous vote. Doug, the regional grown-up swimming coordinator, reported on the progress of the program, mentioning that they currently have 11 teams in Phoenix with around 40 swimmers. Samantha, another coordinator, shared that she has tentatively scheduled three meets in the Tucson area. The team also discussed the potential of new venues for hosting meets, with Doug mentioning the possibility of new pools in Scottsdale, Maricopa, and Anthem. Kelly Harrington, the vice chair, brought up the interest in the adult learn to swim program and the need for a published schedule. Doug agreed to provide a link to the program's information and to set a more deliberate schedule for the next year.

Updating Club Bylaws and Policies

In the meeting, Barbara and Rome discussed the need to update the club's bylaws and policies to align with USMS guidelines. They also discussed the need for a special committee to handle this task. A vote was proposed to approve changes to the club's budget and reimbursement policies. Rome explained the proposed changes, which would allow for more flexibility in spending within approved budgets and would require board approval for expenses over \$1,000. The team also discussed the need for a timeline for submitting receipts for reimbursement. Lindsey suggested including a step in the process to fill out a reimbursement form. The team agreed to move forward with the proposed changes, with further discussion and approval to follow.

Updating Policies and Procedures

The meeting discussed the need to update the Policies and Procedures (PnPs) of the organization. The team decided to remove the registrar position, which was previously paid a small portion of the membership fee, as it was no longer necessary due to automation. The change was made effective from January 1st, 2025. The team also discussed the need to update the PnPs to

reflect this change. The motion to remove the registrar position was passed with a unanimous vote.

2025 Budget Presentation and Approval

In the meeting, Rome presented a rough budget for 2025, which included revenue from individual renewals, contributions, and a cash balance of \$69,000. He suggested putting \$50,000 into a money market account to earn interest. The budget also included expenses for awards, meet hosting, official shirts, travel, and website hosting. Rome proposed that the board either give him a resolution to manage the cash or simply allow him to do so. Barbara emphasized the need for transparency and suggested that the board should present a budget at every meeting. She also proposed that the board should aim to spend the entire budget and not carry any forward. The board agreed to vote on the proposed budget, which would then become their working budget.

New Committees and Open Water Events

In the meeting, Barbara led the discussion about the installation of new committees for 2025 and 2026. Katie James was confirmed as the Membership Coordinator, while Barry Roth and Kelly Donatell were reappointed as Top 10 and State Recorder, respectively. Lisa Harris and Marcello were confirmed as Communications Coordinators, with Noah Wave taking on the role of Diversity and Inclusion Coordinator. Jenny Baker was appointed as the Awards and Recognition Coordinator. The committee also discussed the need for a Safety Chair and a Coaches Chair, with Allen expressing interest in the latter. Marnie discussed the open water events in Arizona, including a potential event at Lake Havasu. The committee also touched on the upcoming National Open Water event in Portland and the possibility of organizing open water clinics in Arizona.

Upcoming Events and Strategic Planning

The board discusses several upcoming events and initiatives. Barbara announces that a long course meter championship meet will be held on May 17-18 in Oro Valley, with Rome submitting the paperwork for sanctioning. The board also plans to send out their strategic plan to the general membership for transparency. They discuss the need to update coaches and team contact information, as well as correct unattached swimmer designations. Barbara emphasizes the importance of volunteers and describes the LMSC's goals as a three-legged stool: running good programs, telling their story, and asking for help.

Medal Distribution and Storage Discussion

Barbara proposed dividing the remaining medals between Phoenix and Tucson, with half going to each location to avoid transporting them all the way to Tucson. Kelly and Jeff were identified as potential storage locations in their respective cities. Gini suggested investing in plastic containers to make the medals more manageable. Jeff offered to store the medals at the Ora Valley Pool, where the state championship meets are held, pending approval from the facility manager. Barbara agreed to get a count from Katie and coordinate the distribution of the medals.

Appreciation and Upcoming Board Meetings

In the meeting, Barbara expressed appreciation for the team's efforts and acknowledged that the meeting ran over by 15 minutes. She confirmed the next board meeting on March 12th and the annual meeting on March 19th. Barbara also mentioned that the predominant focus of the March 12th meeting would be on the annual meeting and any other urgent business. She encouraged the team to oversee a committee to ensure reports are submitted if the committee chair cannot attend. The conversation ended with a motion to adjourn.

Next steps

Lisa to update the Policies and Procedures document with the approved changes to reimbursable expenses.

Lisa to check with Kathy Gallagher about who makes amendments to the PNPs.

Barbara to send out the strategic plan to the general membership.

Barbara to work on updating coaches and team contact information.

Rome to work with Lisa on sanctioning the Long Course Meter Championship meet for May 17-18.

Barbara to get a count of remaining medals from Katy.

Barbara to coordinate with Kelly and Jeff to split and store medals between Phoenix and Tucson.

Jeff to ask Matt Brower about storing medals at Oro Valley Pool.

Jenny (Awards and Recognition Committee) to review the medal distribution policy after the annual meeting.

Barbara to send the coaches chair job description to Alan.

Barbara to assign board members to oversee specific committees.

Committee chairs to prepare reports for the March 12 meeting or submit them to Barbara if unable to attend.

##