

# U.S. Masters Swimming — 2023 Meeting Minutes

<b>Committee Name:</b>	New England LMSC	<b>Session #:</b>	1
<b>Board Chair:</b>	Alana Aubin	<b>Vice Chair:</b>	Guy Davis
<b>Minutes recorded by:</b>	Douglas Sayles	<b>Date/Time:</b>	April 10, 2023, 6:30 p.m. ET

## Motions Passed:

1. **MSA** (Jason W., Doug S.) motion to approve the minutes of the [NELMSC annual meeting on October 22, 2022](#).
2. **MSA** (Guy, Laura) motion to reimburse the board's 2023 NELMSC SCY championship meet organizers' meet-related hotel expenses totaling \$1,500.

<b>Number of board members present: 13</b>	<b># Absent: 4</b>	<b># Guests: 2</b>
<b>Board members present:</b> Alana Aubin, Doug Bosley, Kysa Crusco, Guy Davis, Laura Dennison, Jennifer Downing, Jason Eaddy, David Grilli, Tracy Grilli, Sue Jensen, Tara Mack, Douglas Sayles, Jason Weis. <b>Absent:</b> John Gillis, Ben Hammond, Kevin Loughlin, Todd Whitford.		
<b>Guests:</b> Jessie Feng (NEM-BOSMS), Rick Osterberg (NEM-CRM)		

## Minutes:

1. **The chair called the meeting to order at 6:30 p.m. ET.**
  - a. Welcome and roll call. Quorum present.
2. **Adoption of minutes**
  - a. **MSA** (Jason W., Doug S.) motion to approve the minutes of the [NELMSC annual meeting on October 22, 2022](#). Passed unanimously.
3. **Adoption of Treasurer's report (David)**
  - a. Cash on hand as of March 31, 2023:  
LMSC Account, \$66,992.25  
HOF Account, \$5,809.56  

The LMSC financial report for 2022 has been filed with USMS in accordance with FOG. Our non profit tax return form 990 EZ has been filed with the IRS for Calendar 2022.

I have registered NE LMSC as a nonprofit organization with the Massachusetts Department of Revenue and acquired form ST-5. We are now sales tax exempt when purchasing taxable items in Massachusetts. When making purchases we will need to send the vendor form ST-2 which I can provide as needed.

Please review the [Operating Statement/Budget Comparison Report](#) for 10/01/2022 through 3/31/2023. We are spot on the budget for anticipated revenue and have spent some money on budgeted items. I anticipate some substantial expenditures in the next month or two as expenses for SCY Champs will be paid out. Everything however should be within budget.
  - b. Working through some issues with WPI vis a vis paying the championship meet officials.
  - c. Not much activity since October but in the past 10 days the NELMSC realized \$7,679 in mostly meet-related expenses and Constant Contact fees partially offset by \$4,409 in additional membership revenue.
  - d. Doug S. & Alana: Moved \$3,425 between Coaches Chair budget line items to increase subsidies for NELMSC members who sign up for [USMS Boston Education Weekend](#) clinics and certification courses.
  - e. Sue: \$3,000 budgeted for SCY championship meet support, ~\$4,500 in meet expenses incurred to date to be offset by meet-related revenue that has not yet hit the books.
  - f. **MSA** (Guy, Laura) motion to reimburse the board's SCY championship meet organizers' hotel expenses totaling \$1,500 and categorize that expense in the budget as "championship meet support." Passed unanimously; Sue, Kysa, and Doug recused themselves.

#### 4. Officer & Committee reports

- a. Championship Committee (Sue):
  - i. SCY championship meet recap. Not a perfect meet but “went well” with 466 registered and 442 actual swimmers at WPI. The NELMSC’s meet merchandise, awards, and snacks contributed to the positive atmosphere.
  - ii. So far, 131 responses to post-meet participant survey with kudos and constructive criticism.
  - iii. Noted Sue, Doug, and Kysa’s teamwork to promote the meet and manage mostly behind-the-scenes issues with the meet director.
  - iv. No championship venues or dates set yet for next season, but not for lack of trying.
    1. Resurrecting the Harvard SCY meet is a possibility but lots of issues yet to work through.
    2. Doug S. and Sue have both spoken with Harvard Women’s Varsity Swim Coach Stephanie Morawski about bringing back the meet, with Steph indicating that she is open to that possibility and thinks the pool administrators may be as well. Sue suggested to Stephanie that the NELMSC could run the parts of the meet traditionally handled by Cambridge Masters and, to that end, requested a copy of the past meet budget. Stephanie indicated to Doug that Harvard’s fee would likely be expensive.
    3. Rick: Meet would almost certainly be during Harvard’s Spring Break in early-mid March. NELMSC board members’ direct involvement is “clearly the only way this meet gets back to Harvard.” Opportunity to “reset” how the meet is run.
    4. Discussion of whether Distance Day would be at Harvard or the Boston Sports Institute.
  - v. Doug S.: Recent experiences underscore the importance of agreeing upon championship meet responsibilities and expectations with the meet director up front before the sanction is granted.
  - vi. Tara: Can we contract a professional meet management team to teach locals and/or pay to send prospective local meet directors to well-run meets outside the NELMSC?
- b. Communications Chair (Kysa): [See attached written report.](#)
- c. Para-Athlete Chair (Laura):
  - i. Planning para-athlete coaches clinic in May. Date and venue TBD.
- d. Hall of Fame (Tracy):
  - i. The [2023 NELMSC Awards & Hall of Fame Celebration](#) reception is scheduled for October 1 at Neighborhood Tavern in Northborough, Mass. Moving forward the last weekend of September will be the annual Celebration date. Will announce the 2023 inductees shortly.
- e. Awards & Recognition (Tara):
  - i. Will announce 2022 long distance awards shortly and solicit nominations for 2023 awards to be presented during the October 1 in-person Celebration. Deadline for 2023 NELMSC service award nominations: May 1 (open water award nomination deadline is later).
- f. Membership (Doug S.):
  - i. [NELMSC membership](#) on April 10, 2023, is at 86 percent of the October 31, 2022, registration year-end total versus the USMS national membership figure of 81 percent. Compared to 2022, about 20 percent fewer members are self-identifying as coaches, underscoring the need to subsidize the USMS Boston Education Weekend courses this October.
- g. Open Water (Jen):
  - i. Four sanctioned open-water events for this summer thus far. Jen and Guy to discuss offline a potential open-water-related webinar.

#### 5. Unfinished business

- a. None

#### 6. New business

- a. Officer Elections (Alana):
  - i. NELMSC officer elections will take place during this fall’s NELMSC annual membership meeting. Current officers should let Guy know their intentions by May 1.
  - ii. Bill Ryan has resigned as secretary. Alana has appointed Doug S. acting secretary.
  - iii. Ben Hammond is stepping down as coaches chair.
  - iv. Alana prefers to step down as board chair this fall but would be interested in another board role.

- v. With the board's consent, Alana appointed Jesse Fang as the NELMSC website administrator, thereby filling one of the two at-large director seats. Jessie must stand for election this fall.
- vi. The other officers indicated their intention to seek reelection.
- vii. Discussion ensued regarding board members more actively recruiting governance volunteers.
- b. Potential NELMSC bylaws amendments
  - i. Doug S.: Discussed potentially allowing NEM workout groups of a certain size to each appoint a voting rep to the NELMSC board. Objective: To find new governance volunteers who might eventually assume NELMSC leadership positions.
  - ii. Laura: Discussed changing the Para-Athlete Chair position to Diversity & Inclusion Chair. Laura will draft a bylaws amendment proposal and D&I chair position description be considered at this fall's annual meeting. Alana and Laura to meet to discuss a plan for creating a D&I subcommittee.
- c. USMS Salesforce transition (Doug S.)
  - i. On April 1, USMS began transitioning from the legacy Esther registration database to a Salesforce customer relationship management software.
  - ii. Membership coordinators can no longer update registration records or effect club transfers in real time. They can initiate the process, but only national office staff can effect those updates. This process may take up to two business days but can be backdated.
  - iii. Moving forward, Salesforce may enable expanded data analyses, member self-service functionality, and new USMS membership options.
- d. USMS [Club](#) and [Event](#) Development Programs (Doug S.)
  - i. USMS grant money and national office support is available to new or existing clubs willing to grow and become Gold Clubs and for new or existing events to safeguard against the event losing money. There is a [USMS webpage](#) explaining what LMSCs can do to support these initiatives.
  - ii. First-of-its-kind College Club & Masters Swimming meet planned at URI on November 12.
    - 1. Objectives:
      - a. Offer a sizeable, competitive, well-run meet for USMS and CCS members;
      - b. Facilitate Masters access to premier aquatic facilities;
      - c. Promote CCS swimmers' engagement with Masters Swimming and encourage them to join USMS during and/or after college.
      - d. Test an innovative meet format that could serve as a regional or national model.
    - 2. Doug S. proposed that the NELMSC officially co-host this meet with URI Swim Club and employ a NELMSC merchant bank account to deposit meet registration fees collected via Club Assistant and to pay certain meet expenses. Doug and the URI Club President are the meet co-directors, Jason Weis has agreed to work the meet admin table, and Doug is hoping one or two other officers might help out as well. The sense of the board was supportive pending its review of the meet budget per Guy's suggestion.
- e. Potential USMS Rules / Policy Ideas (Doug S.)
  - i. That USMS eliminate or modify the fee for a USMS-CCS "Bridge" membership and otherwise remove or lower barriers to CCS members joining USMS.
  - ii. That the House of Delegates amend the Unattached rules (201.3.4 and 201.3.5) to allow for LMSC Unified Club (UCxx) travel teams that can enter relays and score points at sanctioned or recognized events held outside of that LMSC, thereby eliminating the need for regional clubs. When entering an event outside their home LMSC, the swimmer would select as their team affiliation for that event either the local club affiliation in their USMS member record or their home LMSC's travel team (e.g., UC02). Because all USMS members are already automatically affiliated with their LMSC's Unified Club, official swims achieved while competing for this travel team shall be exempted from the 60-day club transfer waiting period rule.
  - iii. Board discussion of these ideas was tabled in the interest of time.

## 7. Adjournment

- a. MSA (Jason W., Jason E.) to adjourn the meeting at 7:49 p.m. ET.

NE LMSC Operating Statement and Budget Comparison 10/01/22 - 3/31/2023

	Oct 1, 2022 - Mar 31, 2023 Actual	2023 Budget	Over/Under Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Direct Public Support</b>			
Member Donations HOF	\$1,740.00		
<b>Total Direct Public Support</b>	\$1,740.00	N/A	N/A
<b>Program Income</b>			
Membership Dues	\$21,034.05		
Pool Sanction Fee	\$50.00		
<b>Total Program Income</b>	\$21,084.05		
Special Events Income	\$3,480.00		
<b>Total Income</b>	\$24,564.05	\$26,610.00	-\$2,045.95
<b>Expense</b>			
<b>Awards and Grants</b>			
Cash Awards and Grants	\$800.00		
<b>Total Awards and Grants</b>	\$800.00	\$500.00	-\$300.00
<b>Coaches Chair</b>	\$0.00	\$13,250.00	\$13,250.00
<b>Official's Chair</b>	\$122.00	\$4,140.00	\$4,018.00
<b>Open Water Sanctions Chair</b>	\$200.00	\$3,050.00	\$2,850.00
<b>Para Athlete Chair</b>	\$0.00	\$100.00	\$100.00
<b>Pool Sanction Chair &amp; CCS Liason</b>	\$550.00	\$1,100.00	\$550.00
<b>Membership Coordinator</b>	\$1,924.00	\$3,710.00	\$1,786.00
<b>Secretary</b>	\$0.00	\$1,000.00	\$1,000.00
<b>Treasurer</b>	\$0.00	\$0.00	\$0.00
<b>Total Chairs &amp; Grants</b>	\$3,596.00		
<b>Operations</b>			
<b>Board Chair</b>			
Existing Championship Meet sup.	\$1,543.92		
Travel and Meetings	\$168.11		
<b>Total Board Chair</b>	\$1,712.03	\$14,000.00	\$12,287.97
<b>Communications Chair</b>			
Telephone, Telecommunications	\$565.12		
<b>Total Communications Chair</b>	\$565.12	\$850.00	\$284.88
<b>Total Operations</b>	\$2,277.15		
<b>Other Types of Expenses</b>			
<b>Other Costs</b>			
Open water USMS fees	\$1,615.00		
<b>Total Other Costs</b>	\$1,615.00		
<b>Total Other Types of Expenses</b>	\$1,615.00		
<b>Total Expense</b>	\$7,488.15		
<b>Net Ordinary Income</b>	\$17,075.90		

**Kysa Crusco**  
**Communications Chair Report – 4/10/2023**

- Meet promotion
  - Constant Contact
    - Save the Date 12/19/2022
    - Upcoming Meets 2/4/2023
    - Meet promo 2/20/2023
    - Meet promo 3/2/2023
    - Meet promo 3/20/2023
    - Meet promo 3/26/2023
  - Instagram/Facebook pages
    - 2/20 – My First Masters Meet promo
    - 2/24 – Logo
    - 3/9 – Heat winner ducks
    - 3/11 – Ribbons
    - 3/20 – High point statutes
    - 3/21 – pins
    - 3/23 – meet announcer
    - 3/27 – reel with prior WPI footage
    - 3/27 – last call for entries
    - 3/28 – caps
  - NELMSC group
    - 2/4 – entries open link
    - 2/20 – My First Masters Meet (Kysa)
    - 2/22 – My First Masters Meet (Sue)
    - 2/24 – cap giveaway announcement (Kysa)
    - 2/26 – champs meet update (Doug)
    - 3/8 – entrants numbers update (Doug)
    - 3/13 – registration updates and promo (Sue)
    - 3/16 – high point announcement (Sue)
    - 3/19 – distance event updates (Doug)
    - 3/19 – My First Masters Meet (Alana)
    - 3/19 – upcoming deadline (Sue)
    - 3/21 – pins/spirit awards (Kysa)
    - 3/22 – meet t-shirt (Kysa)
    - 3/22 – registration reminder/entrants (Doug)
    - 3/24 – meet stickers (Kysa)
    - 3/26 – final deadline (Sue)
- Feedback on merchandise table was positive.
  - Inventory of 100 shirts 20 S, 30 M, 30 L, 20 XL – people were asking for S and M after we sold out. Likely if we had less XL and a few more S and M we would have sold 100 shirts.
    - Remaining 13 XL and 2 L