

MINUTES

USMS New England Local Masters Swimming Committee (NELMSC)
Annual Membership Meeting
Simmons College, Alumnae Hall, Boston, Mass.
Saturday, October 13, 2018

The meeting was called to order at 12:46 pm.

1. Roll Call

NE-LMSC Board Officers

Douglas Sayles, Chair
Guy Davis, Vice Chair
Al Prescott, Treasurer
Sue Jensen, Secretary & Officials Chair
Alana Aubin, Communications Chair
Laura Dennison, Para-Athlete Chair
Jason Eaddy, Top Ten SCM/LCM Recorder
Crystie McGrail, Coaches Chair
Tara Mack, Awards & Recognition Chair
Mindy Williams, Pool Sanctions Chair

Absent Board Members

Charlotte Brynn, Open Water Sanctions Chair (written report)
Laszlo Eger, Top Ten SCY Recorder
Tim Lecrone, Registrar
Bill Meier, At-Large Officer
Doug Bosley, New England Masters Swim Club (NEM) Rep
John Gillis, Maine Masters Swim Club (MESOC) Rep
Nicola Shipman, Killington Aquatic Club Masters (KACM) Rep
Bart Westgeest, Great Bay Masters (GBM) Rep

NE-LMSC Board Club Reps

Kate Radville, Charles River Swimming Club (CRS)
Via phone -- Jessica Stokes, New England Masters Swim Club (NEM)
Via phone -- Michelle Toner, Greater Holyoke YMCA Masters (HOLY), via phone

Others in Attendance

Robert Boynton (NEM-UCLB)
Christophe Cloitre (GBM)
Emily Cook (GBM)
Eileen Craffey (NEM-TNT)
Rosie Delacruz (NEM-CRM)
Ed Gendreau (GBM)
Scott Gieske (NEM-CRM)
Via phone -- Tracy Grilli, (NEM-GSP)
Mary Judge (NEM)
Christina Lorenson (KYM)
Ted Mills (NEM-CRM)
Rick Myers (NEM-MIT)
Via phone -- Rick Osterberg (NEM-CRM), SCY Championship Meet Director
Gretchen Putnam (NEM-CRM)
Chris Schenck (NEM-CRM)
Robyn Shiely (GBM)
Joan Strata (GBM)
Jason Weis (NEM-CRM)

As recorded by Sue Jensen; edited by Douglas Sayles

Opening Remarks: NELMSC Chair Douglas Sayles

Doug welcomed everyone and said that we have a great group of responsible board members for which he is very appreciative. Because of their dedication and our memberships' involvement in USMS programs, New England is considered one of the best LMSCs in the country.

The NELMSC is a volunteer-run, nonprofit subsidiary of USMS that serves as the regional governing body for USMS in New England. It administers and promotes USMS policies and programs locally and supports and provides feedback to USMS's national office, board of directors and committees.

NELMSC board members should always consider how their actions will provide value to NELMSC members. Board members' duties include:

- Duty of Care: Exercise reasonable care when conducting LMSC business. Be informed, prepared and involved, manage finances responsibly, and reveal conflicting interests.
- Duty of Loyalty: Act in USMS's and the LMSC's best interest, not one's own personal interests or the interests of another organization.
- Duty of Obedience: Understand and be faithful to USMS's and the NELMSC's shared mission to promote health, wellness, fitness and competition for adults through swimming.

2. Adoption of Minutes from the 2017 NELMSC Annual Membership Meeting

- Alana Aubin moved to correct one typo and adopt the minutes.
- Al Prescott seconded the motion and the 2017 minutes were unanimously adopted.

3. Adoption of Treasurer's Report -- Al Prescott

- Total NELMSC assets as of 12/31/2017: \$46,610.90
- Bank account balance as of 7/31/2018: \$43,280.33

The NELMSC board is working to reduce this balance through negative budgets and by supporting member value-added programs including event subsidies for meets and events, coaches training courses, swimmer stroke clinics, etc.

- Annual revenue typically totals ~\$12,500 (2,500 members x \$5 registration fee) plus NELMSC Hall of Fame donations. Other revenue such as one-event registration fees are passed through to USMS.
- Al reviewed the balance sheet (attached) and line items that came in over/under budget.
- More open water events in 2018 than in past few years, totaling \$2,400 in NELMSC sanction subsidies.
- Swimming Saves Lives Foundation: As approved at last year's annual meeting, the NELMSC donated \$2,000 to the SSLF to support unfunded Adult Learn to Swim programs in New England and returned \$1,850 in unused funds from a previous SSLF grant to the NELMSC.
- NELMSC Hall of Fame donations currently total \$5,054.75 and are held in a separate NELMSC account to potentially support the proposed revival of the dormant Hall of Fame.
- Doug said that in 2018 Guy started reviewing the NELMSC's bank accounts, in addition to Al doing so, thereby bringing the NELMSC in compliance with USMS's Mandatory LMSC Financial Standards.
- The attached Treasurer's report was unanimously adopted after being moved by Alana Aubin and seconded by Jason Eaddy.

4. Reports, as necessary, from Officers and Committees

- Awards & Recognition Chair - Tara Mack
 - Tara's 2018 A&R report is attached and incorporated herein by reference.

- **Action items:**
 - *Start promoting the nomination process for 2019 NELMSC awards in Q4 2018.*
 - *Develop a monthly/recurring recognition awards process – e.g., “e-awards”.*
 - *Identify and publish past NELMSC award recipients on the NELMSC website.*
 - *Submit NELMSC nominations for 2019 USMS national awards.*
- Officials Chair – Sue Jensen
 - 19 meet officials in New England are certified and available to work at NELMSC meets.
 - Priscilla Davis will continue to staff officials for the NELMSC championship meets at WPI and Harvard. The WPI meet is already staffed.
 - The awards ceremony at the 2018 Harvard meet was well-received, publicly honored 14 meet officials, and bestowed a Lifetime Appreciation Award to Priscilla Davis.
 - USMS has offered Stroke & Turn and Starter officials certification courses since 2016. In January 2019 USMS will begin offering a Meet Referee certification course. These certification courses are free to USMS members. Only three NELMSC members are currently USMS-certified officials.
 - Crystie McGrail plans to encourage Great Bay Masters members to get certified as USMS officials as a means of supporting the three meets GBM runs each year.
 - **Action items:**
 - *Develop recommendations for recognizing officials in 2019.*
 - *Promote the USMS officials certification course as a way for NELMSC members to (1) stay involved even if they cannot swim and (2) increase of number of officials available to staff Masters meets.*
- Top Ten Chair SCM & LCM -- Jason Eaddy
 - USMS requires the results of sanctioned and recognized meets to be uploaded into the USMS database with two weeks of the event.
 - In 2018 to date there was one meet to date for which we did not comply within 14 days, due to a technical data-upload issue caused by USMS’s website upgrade.
 - Responding to a question from Ed Gendreau, Doug explained that failing to comply negatively affects New England’s LMSC Standards compliance score. The USMS LMSC Development Committee is entering its third year of tweaking mandatory and target LMSC Standards and is tracking each LMSCs compliance. They plan to start publishing results and developing remediation plans for low-scoring LMSCs. The NELMSC has been mostly compliant -- any discrepancies have been addressed -- and is striving for 100% compliance in 2019.
 - Event directors must understand pool measurement rules to avoid swim results being invalidated. Pools with bulkheads must be measured before every session of the meet.
 - In 2018 to date, the NELMSC has sanctioned or recognized 19 meets: 12 SCY, 1 SCM, 2 LCM.
 - In 2018 to date:
 - 333 splashes by NELMSC swimmers made USMS’s Top Ten list: 88 LCM splashes, 250 SCY, SCM is TBD.
 - Number of NELMSC swimmers in USMS Top Ten: 34 LCM, 66 SCY, SCM is TBD.
 - **Action Item:** *Top Ten Recorders to work cooperatively with Pool Sanction chair and event directors to achieve 100% compliance with LMSC sanctioning & reporting standards in 2019.*

- Pool Sanctions Chair -- Mindy Williams
 - There have been no new sanctioned meets offered in the NELMSC in the past 5 years.
 - Crystie: GBM's new Fantastic Fun Meet in Portsmouth, N.H. will be a recognized meet.
 - Sanctioned meets are USMS-insured and require all swimmers to be USMS standard or one-event members. Recognized meets are not USMS-insured and do not require all swimmers to be USMS members. Times at recognized meets do not qualify for world records, and one-event-registered swimmers cannot qualify for records or Top Ten.
 - Current USMS meet sanction fees: \$50 sanction or \$100 recognition. NELMSC policy fully subsidizes the sanction fee and provides a 50% (\$50) subsidy for the recognition fee.
 - Doug stated that there are requirements in the USMS LMSC Standards about whether and how the LMSC ensures that meet directors comply with sanctioning requirements. Crystie added that these requirements include having an LMSC observer at meets. This is a controversial topic and various LMSCs have taken different approaches.
 - **Action items:**
 - *Mindy Williams and Charlotte Brynn (Open Water Sanctions chair) to develop strategies for encouraging compliance with sanctioning requirements.*
 - *Work with event directors and the NELMSC Top Ten recorders to achieve 100% compliance with LMSC sanctioning and reporting standards in 2019.*
- Open Water Sanctions Chair -- Charlotte Brynn (absent from meeting)
 - In her written report Charlotte reported on sanction fees, the new requirement that OW referees be certified, the number of actual/projected sanctioned swims from 2017-2019, the permissibility of safe swimmer floats (excluding national championships) at the event director's discretion, and forthcoming NELMSC process improvements to ensure event directors complete their sanction post-event reporting requirements in a timely manner.
 - Charlotte noted that the NELMSC sanction fee subsidy budget should increase \$1,500 for the 2019 Sprint (1-mile) & Long Distance (5-mile) National Championships in Vermont.
 - She also requested \$1,500 for a proposed "1 Mile 101" open water workshop.
 - She posed the question of how best to support the USMS 1 & 5 Mile National Open Water Championships at Lake Willoughby, Westmore, VT, August 16-17, 2019.
 - Charlotte's 2018 Open Water Chair report is attached and incorporated herein by reference.
 - **Action items:**
 - *Work with registrar to ensure compliance with LMSC sanction reporting standards.*
 - *Promote OW referee certification module to members, event directors, etc.*
 - *Coordinate "1 Mile 101" open water workshop in 2019.*
 - *Coordinate NELMSC support for and promotion of USMS national championships in VT.*
- Communication Chair – Alana Aubin
 - Four NELMSC e-newsletters sent this year. One more is likely forthcoming.
 - 2019 goals: Increase the number of contributing writers and the publication frequency of newsletter. Consider a larger quarterly newsletter and just a small monthly one, and possibly paying a professional writer.
 - **Action items:** *Recruit writers and pre-schedule articles via a publication calendar.*
 - Alana asked for volunteers to write about club news, problems, meets attended, etc.

- **Action items:** *Doug Sayles, Laura Dennison and Emily Cook committed to writing features articles this coming year.*
- Alana proposed ordering NELMSC nametags for board members, coordinators and championship meet directors to be worn at big meets/events.
 - **Action item:** *Create/order name tags in time for the WPI meet.*
- See the attached communications chair report, which includes website & social media stats.
- Coaches Chair -- Crystie McGrail
 - Goal is to help educate and train coaches, which in turn benefits members.
 - ~50 coaches from LMSC participated in USMS certification trainings in the past year.
 - Level 4 certification is difficult to achieve; requires volunteering at the zone or national level.
 - Crystie has reached out to NELSMC coaches to host clinics and encouraged those who participated in coaches clinic courses to organize a local clinic with NELMSC support. Only one has done so to date. Alana suggested incentives such as covering pool fees, subsidizing registrations, paying coaches, or other ways of minimizing the host's out-of-pocket expenses.
 - **Action items:**
 - *Crystie requested that Board members and club contacts commit to finding one person to host a clinic in the next year for the LMSC in each state/region.*
 - *Michelle Toner (HOLY) offered to run a clinic in the spring in western Mass.*
 - Crystie wants to train NELMSC coaches to run workshops and clinics.
 - 2018 USMS National Coach Clinic (Baltimore, MD), Oct 19-21. Biennial event.
 - Wants to coordinate on-deck coaching at NELMSC championship meets like at Nationals.
 - 2019 USMS Certification Courses, April 6-7 in Boston area: Increase current \$50 per person reimbursement to \$100 per person for 2019 (75 x \$100 = \$7,500).
 - 2019 High Performance Camp scholarship for a coach to attend High Performance Camp and bring back info for a clinic (\$1,000 scholarship, \$500 clinic support).
 - See Crystie's attached coaches chair report and itemized \$8,350 budget request for 2019.
 - **Action items:** *Coordinate on-deck coaching at NELMSC championship meets, members' participation in Boston Education Weekend, coaches' pursuit of Level 4 certification and attendance at 2019 USMS High Performance Camp.*
 - Emily Cook said there are very few certified coaches in Maine. Crystie observed that the clinic in Portland two years ago was poorly attended. Consider holding in a different part of the state? Need at least 12 people.
 - Doug recommended that every board member take the coaches certification courses and that at least one person from every club take one or more courses in 2019.
 - USMS's Water Warrior Challenge: Virtual competition and way to engage fitness swimmers. Two-week challenge, whoever logs the most miles wins prizes.
 - Discussed forming a NELMSC championship subcommittee to (1) debrief regarding the positive aspects and potential areas of improvement for NELMSC championship meets and (2) identify potential new events. Al Prescott raised the issue of holding a summer NELMSC LCM championship meet, which Guy previously investigated to no avail.
 - **Action item:** *Doug to appoint championship subcommittee including meet directors.*

- College Club Swimming Program:
 - USMS sponsors the CCS league and regional/national championships. Jason Weir, present at the meeting, is on the CCS advisory board and helped create CCS rules.
 - Each CCS club pays a team registration fee based on its number of members (~\$25 per member) so these swimmers can compete in the CCS league. These clubs are all registered as part of USMS's CCS LMSC. These college swimmers can individually purchase a \$25 USMS "Bridge Membership" to compete in standard USMS events under their CCS club affiliation. If they want to affiliate and compete with a standard USMS club, they must purchase a full USMS membership fee like anyone else. They can simultaneously hold both CCS and standard USMS memberships.
 - **Action item:** Jason Weir volunteered to act as the NELMSC liaison and reach out to local college club swim programs to promote CCS/Bridge/USMS memberships.
- Para Athlete Chair – Laura Dennison
 - Laura held a para clinic with Adaptive Sports NE on Sunday, March 25, 2018 at the Quincy Y. Five coaches observed the para team's practice. Mary Judge asked for more visibility moving forward and suggested a news item in the NELMSC e-newsletter before the next clinic.
 - **Action item:** Organize/publicize two coaches' clinics on working with para athletes.
 - Laura said she has fielded several questions about para athlete accessibility at USMS meets.
 - Still interested in seeking a USMS rule change so para swimmers can score points for teams.
 - Need to identify more para swimmers in NELMSC.
 - Wrote a proposal last year to the Harvard Meet director regarding adding a para division.
 - **Action item:** Pursue adding a para athlete exhibition heat at the 2019 Harvard Meet.
- Registrar – Tim Lecrone (absent from meeting)
 - Doug: 8% drop in NELMSC membership year over year, mirrors USMS trend nationally.
 - **Action item:** Doug challenged those present to get one person to join USMS: "We can reverse this trend one swimmer at a time. As local ambassadors of USMS, identify what about Masters Swimming resonates with you and share that with others."

5. Unfinished Business

- Ratify Secretary Appointment -- Ryan Kleinert stepped down as NELMSC Secretary. Doug appointed Sue Jensen as the acting secretary to finish Ryan's term. Unanimous vote ratified this appointment.
- Grievance Procedures
 - In April the board established a grievance committee, which in turn elected Doug as the grievance committee chair and agreed to use the USMS-recommended LMSC grievance procedures. These steps were taken to help adjudicate a formal complaint received in March. The existing NELMSC bylaws dictated the creation of such a committee as needed but did not designate specific grievance procedures.
 - Rick Osterberg questioned the procedures and noted differences versus USA Swimming's process. Discussion ensued with the consensus opinion that the adopted procedures suffice for the time being and that they may be revised/replaced in the future.
 - Guy moved to ratify the grievance procedure approved by the grievance committee. Crystie seconded. Motion passed.

- Bylaws Updates & Corrections
 - Doug reviewed grievance-procedure-related copy changes to the bylaws. Jason Eaddy moved to adopt the changes. Alana seconded. Motion passed.
 - Doug reviewed and proposed copy edits to fix incorrect and obsolete references in the bylaws. Motion to accept the changes was made and seconded. Motion passed.

6. New Business

- USMS Sprint & Long Distance National Open Water Championships
 - One and 5-mile races. Lake Willoughby, Westmore, Vermont, August 16-17, 2019.
 - Discussed ideas to make this event memorable.
 - Doug proposed allocating \$5,000 towards this championship. Jason Eaddy moved, Guy Davis seconded. All were in favor.
 - **Action item:** *Charlotte to coordinate the working group's efforts to support this event. Working group to include Charlotte, Doug, Guy, Alana, Bob Bruce and Phil White.*
- NELMSC Open Water Championships
 - Al noted that we have many open water swimmers in our LMSC and believes that we should have an open water swim championship every year.
 - Doug said the Mashpee SuperSwim event director is interested in making it a NELMSC OW Championship and potentially bidding to host a USMS National OW Championship.
 - **Action item:** *Doug/Charlotte to follow up with Mashpee event director.*
- Club & Workout Group Registration
 - Doug: To avoid registration problems, all NELMSC clubs and WOGs should register by Nov. 1, 2018, the date that 2019 registration/renewal opens for individual members.
 - Only 5 of 54 NEM workout have renewed to date. We will need to make a big push.
 - **Action item:** *Tim/Doug S./Doug B. to follow up with unregistered clubs and workout groups.*
 - 2019 USMS registration fees:
 - Clubs and workout groups: \$45
 - Individuals: \$45 USMS (+ LMSC fee)
 - One-event-membership: \$20
 - Transfer fee: none
- 2018 and Proposed 2019 NELMSC Fees & Subsidies
 - NELMSC registration/renewal fee: \$5
 - NELMSC policy fully subsidizes the \$50 USMS meet sanction fee (no cost to meet host) and provides a 50% subsidy for the \$100 USMS meet recognition fee (\$50 cost to meet host).

7. Proposals

- 1) Alana Aubin requested \$150 to order name tags for NELMSC board members to wear at NELMSC events. Jason Eaddy moved, Guy Davis seconded. Proposal approved.
- 2) Crystie McGrail motions:
 - a. Increase USMS coaches certification course reimbursement line item to \$7,500.
 - b. \$4,000 to support clinics and a High Performance Camp scholarship. Alana seconded. Proposal approved.

- c. Line item to pay timers at NELMSC championships to help prevent timers not showing up. Discussion ensued. Proposal withdrawn after determining that there are enough funds in the championship meet support budget to pay timers if/as needed.
 - 3) Tracy Grilli (via phone) suggested co-sponsoring a joint CT-NE LMSC LCM meet at Wesleyan. Discussion ensued about allocating NELMSC funds for an existing CTLMSC meet.
 - 4) Doug moved to set aside \$1,500 for a Championship LCM meet in New England. Alana seconded. Proposal approved.
8. At-Large Officer Appointments
 - New England Hall of Fame (NEHOF) Chair
 - Doug sought approval to appoint Tracy Grilli as the at-large NELMSC Hall of Fame Chair to revive the NEHOF, develop induction criteria, coordinate induction ceremonies, and create and manage HOF web pages with the Communications Chair. The appointment was approved.
 - Tracy spoke, and discussion ensued about forming a NEHOF subcommittee, the award categories including adding new contributor and long-distance categories, having induction criteria and a scoring process that are easy to maintain year-over-year, the actual form of the awards, and the possibility of holding a brief induction ceremony during the Harvard Meet/
 - The NEHOF inducted one class in 2010-2011 based solely on swimming performance. The inductees were Fred Schlicher, Clara Walker, Win Wilson and Peter Smith. The categories were male, female, active, and non-active. The NEHOF has been dormant since that initial induction.
 - **Action item:** *Tracy to empanel a NEHOF subcommittee of non-board members with historical knowledge of the NELMSC. Doug, Guy, Al and Tara will act as a sounding board and first-line reviewers of the subcommittee's work as it develops its recommendations.*
 - Fitness Chair
 - Doug further defined Bill Meier's 2017 at-large appointment as the Fitness Chair tasked with coordinating and supporting fitness swimmer and Adult Learn to Swim programs in the NELMSC. As previously discussed with Bill, Emily Cooke will now support these efforts as the volunteer Fitness & ALTS coordinator. These actions were approved.
9. NELMSC Swim Time Tabulations Website: www.egswim.com/ne/
 - Doug and Guy recognized the years of work that Ed Gendreau has put into this website.
 - **Action item:** *Guy, Jason Eaddy and Ed Gendreau to work together to promote this website and brainstorm ways to leverage its value to the NELMSC membership.*
10. Resolution and Orders
 - Al reviewed all proposed expenses, including line item allocations identified earlier in the meeting. Questions and clarifications were addressed.
 - Al moved to:
 - Approve \$500 for the Fitness Promotion Fund to support Bill and Emily's efforts. Crystie seconded. Motion passed.
 - Keep the NELMSC membership fee at \$5 for 2019. Tara Mack seconded. Motion passed.
 - Spend a total of up to \$41,400 in 2019. Crystie seconded. Motion passed.
 - Jason Eaddy moved to approve the 2019 NELMSC budget. Tara seconded. Motion passed.
11. **Adjournment:** Doug thanked everyone and adjourned the meet at 5:07 p.m.

NE-LMSC Budget 2019		Totals		
Estimated Income	program income dues	11,500.00	2,300.00	@ \$5
	one day registrations	2,550.00		
	Service fees	0.00		
	w/o group registrations	0.00		
Total		14,050.00		
Expenses				
	Annual Meeting	2,000.00		
	Bank Fees	100.00		
	Championship Meet Support (LCM)	1,500.00		
	Championship Meet Support (Current Meets)	1,500.00		
	Coaches Budget (Clinics, and HPC)	4,000.00		
	Coaches Certification Support	7,500.00		
	Communications (email, conference call)	1,000.00		
	Development Fund	0.00		
	Fitness Promotion Fund	500.00		
	HOF Earmarked Transfers	0.00		
	NELMSC ID Tags	150.00		
	National Coaches Clinic	0.00		
	NELMSC Open Water Swim championships	5,000.00		
	One Day Registrations	2,550.00		
	Open Water Clinic	1,500.00		
	Open Water – Sanction Fees	4,000.00		
	Other Office Supplies	200.00		
	Para Athlete / Coaches Training	500.00		
	Pool Recognition Fees	1,000.00		
	Pool Sanction Fees	500.00		
	Recognition Awards	500.00		
	Registration Supplies	250.00		
	Rule Book to Officials	150.00		
	USMS Convention (6 reg, 1 At Large)	7,000.00		
Total		41,400.00		
Profit / (Loss)		(27,350.00)		

LMSC Bank Balance by Year

Year	LMSC Balance
2009	12,681.35
2010	19,117.69
2011	24,589.64
2012	30,505.73
2013	40,955.45
2014	38,287.43
2015	39,943.14
2016	39,758.60
2017	46,610.90
2018	43,280.33 ** as of Aug 2018

NE-LMSC Statement of Revenues and Expenditures			
For the Year Ending 12/31/17			
REVENUES	Budget	Actual	Difference
Member Assessments and Dues	12,500.00	15,526.00	
One Day Registrations		1,785.00	
Club and workout group registrations		127.00	
Program Service Fees		250.00	
Total Revenue	12,500.00	17,688.00	5,188.00
Expenditures			
Annual Meeting	2,000.00	3,884.04	1,884.04
Awards, Recognition and HOF	1,000.00	0.00	-1,000.00
Bank Fees	100.00	0.00	-100.00
Championship Meet Support	3,000.00	0.00	-3,000.00
Club or Workout Group owed to USMS	0.00	192.00	
Coaches Budget	2500	0.00	-2,500.00
Coaches Certification Support	4000	1,250.00	
Communications (email, conferen	800.00	977.18	177.18
Development Fund	5,000.00	0.00	-5,000.00
Hall of Fame Transfers	0	0.00	0.00
National Coaches Clinic	1,000.00	0.00	-1,000.00
One Day Registrations	0.00	1,770.00	1,770.00
Open Water	2,000.00	1,100.00	-900.00
Other Office Supplies	200.00	0.00	-200.00
Para Athlete / Coaches Training	2,000.00	0.00	-2,000.00
Pool Recognition Fees	850.00	1,200.00	350.00
Pool Sanction Fees	350.00	400.00	50.00
Recognition Awards	0.00	0.00	0.00
Registration Supplies	500.00	194.30	-305.70
Rule Book to Officials	100.00	286.00	186.00
Swimming Saves Lives	0	3,850.37	3,850.37
USMS Convention (6 reg, 1 At La	7,000.00	5,251.07	-1,748.93
USMS Registration Fees	0	0.00	0.00
Website Development	0	0.00	0.00
Check from previous years voided	0	0.00	0.00
Total Expenses	32,400.00	20,354.96	-12,045.04
Profit / (Deficit)	(19,900.00)	(2,666.96)	

Balance Sheet 12 31 2017

NE-LMSC						
Statement of Assets & Liabilities and Fund Balances as of 12/31/17						
ASSETS				LIABILITIES		
Cash - NE-LMSC		46,610.90		Checks written but not cleared, 1287	50.00	
Cash - NE HALL OF FAME		5,054.75				
Other Assets		0.00				
				TOTAL LIABILITIES	50.00	
				FUND BALANCE		
				LMSC Balance as of 12/31/15	39,758.60	
				HOF Balance as of 12/31/15	5,054.75	
				Total as of 12/31/2015	44,813.35	
				LMSC Net 2017 excess (deficit)	6,802.30	
				HOF Net 2017 excess (deficit)	0.00	
				TOTAL FUND BALANCE	51,615.65	
				TOTAL LIABILITIES		
TOTAL ASSETS, AS OF 12/31/2016		51,665.65		& FUND BALANCE	51,665.65	0

LMSC

HOF

BUSINESS CHECKING

Statement Period 07/31/18 - 08/30/18

NEW ENGLAND MASTERS SWIMMING

Account # 47304971584

Balances

Beginning Balance	\$42,625.33	Ending Balance	\$43,280.33
Deposits/Credits	+\$1,755.00	Average Daily Balance	\$43,245.49
Withdrawals/Debits	-\$1,100.00		

Checks Posted

Check #	Date Paid	Amount	Reference	Check #	Date Paid	Amount	Reference
1418	08/10	\$50.00	0881812775	1442	08/28	\$50.00	0898748390
1420	07/31	\$50.00	0894921510	1443	08/03	\$50.00	0895436158
1427	08/02	\$50.00	0880813495	1444	08/20	\$50.00	0882341555
1429	08/13	\$50.00	0896714970	1446	07/31	\$50.00	0894800075
1430	08/15	\$50.00	0881950340	1449	08/01	\$50.00	0895004485
1432	08/07	\$50.00	1184191179	1452	08/03	\$50.00	0895443945
1434	08/01	\$50.00	0880656580	1453	08/21	\$50.00	0898114210
1435	08/14	\$50.00	0897110980	1455	08/03	\$50.00	0895436160
1437	08/07	\$50.00	0881332570	1461	08/15	\$50.00	0881960375
1438	07/31	\$50.00	0894820540	1462	08/24	\$50.00	0882967645
1440	08/01	\$50.00	1183436460	1465	08/01	\$50.00	0895017895

22 Check(s) Posted = \$1,100.00
An asterisk (*) indicates a skip in sequential check numbers.

See attached balance

Account Activity

Date	Description	Credits	Debits	Balance
07-31	Beginning Balance			\$42,625.33
07-31	CHECK 00000001446		\$50.00	\$42,575.33
07-31	CHECK 00000001438		\$50.00	\$42,525.33
07-31	CHECK 00000001420		\$50.00	\$42,475.33
08-01	CASHED CHECK 00000001440	\$50.00		\$42,425.33
08-01	CHECK 00000001449		\$50.00	\$42,375.33
08-01	CHECK 00000001465		\$50.00	\$42,325.33
08-01	CHECK 00000001434		\$50.00	\$42,275.33
08-02	CHECK 00000001427		\$50.00	\$42,225.33
08-03	CHECK 00000001443		\$50.00	\$42,175.33
08-03	CHECK 00000001455		\$50.00	\$42,125.33
08-03	CHECK 00000001452		\$50.00	\$42,075.33
08-06	ATM CHECK DEPOSIT N391 890	\$1,755.00		\$43,830.33
08-07	CASHED CHECK 00000001432		\$50.00	\$43,780.33
08-07	CHECK 00000001437		\$50.00	\$43,730.33
08-10	CHECK 00000001418		\$50.00	\$43,680.33
08-13	CHECK 00000001429		\$50.00	\$43,630.33
08-14	CHECK 00000001436		\$50.00	\$43,580.33
08-15	CHECK 00000001461		\$50.00	\$43,530.33
08-15	CHECK 00000001430		\$50.00	\$43,480.33
08-20	CHECK 00000001444		\$50.00	\$43,430.33
08-21	CHECK 00000001453		\$50.00	\$43,380.33
08-24	CHECK 00000001462		\$50.00	\$43,330.33
08-28	CHECK 00000001442		\$50.00	\$43,280.33
08-30	Ending Balance			\$43,280.33

BUSINESS CHECKING

Statement Period 08/01/18 - 08/31/18

NEW ENGLAND MASTERS SWIMMING

Account # 26900170064

Balances

Beginning Balance	\$5,054.75	Ending Balance	\$5,054.75
Deposits/Credits	+\$0.00	Average Daily Balance	\$5,054.75
Withdrawals/Debits	-\$0.00		

Account Activity

Date	Description	Credits	Debits	Balance
08-01	Beginning Balance			\$5,054.75
08-31	Ending Balance			\$5,054.75

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS
CALL OUR BUSINESS CUSTOMER CONTACT CENTER AT 1-877-768-1145 OR WRITE TO THE BANK
ATTN: BUSINESS CUSTOMER CONTACT CENTER
Santander Way R11 EPV 02 23
East Providence, RI 02915

Please contact us if you think your statement or receipt is wrong or if you need additional information about a transfer on the statement or receipt. We must hear from you no later than 30 days after we sent you the FIRST statement on which the error appeared.

Balance Sheet as of 10/12/2018

New England LMSC - QuickBooks Pro 2011 - [Balance Sheet]	
File Edit View Lists Favorites Company Customers Vendors Employees Banking Reports Online Services Window Help	
Home Search Company Snapshot Customer Center Vendor Center Employee Center Online Banking Doc Center Report Center App Center Q	
Modify Report... Memorize... Print... E-mail Export... Hide Header Collapse Refresh	
Dates	This Fiscal Year-to-date As of 10/12/2018 Columns Total only Sort By Default
2:10 PM	New England LMSC
10/12/18	Balance Sheet
Accrual Basis	As of October 12, 2018
	◊ Oct 12, 18 ◊
	ASSETS
	Current Assets
	Checking/Savings
	NELMSC ▶ 38,706.77 ◀
	Total Checking/Savings 38,706.77
	Accounts Receivable
	Accounts Receivable 50.00
	Total Accounts Receivable 50.00
	Other Current Assets
	Undeposited Funds 25.00
	Total Other Current Assets 25.00
	Total Current Assets 38,781.77
	TOTAL ASSETS 38,781.77
	LIABILITIES & EQUITY
	Equity
	Opening Balance Equity 24,589.64
	Unrestricted Net Assets 12,514.68
	Net Income 1,677.45
	Total Equity 38,781.77
	TOTAL LIABILITIES & EQUITY 38,781.77

NE-LMSC Budget 2018 and Status		Subtotals		Actual To Date	Difference
Estimated Income	program income dues	12,500.00		14,475.00	
	one day registrations			2,175.00	
	Service fees			0.00	
	w/o group registrations			0.00	
Total		12,500.00		16,650.00	4,150.00
Expenses					
	Annual Meeting	2,000.00		0.00	2,000.00
	Bank Fees	100.00		0.00	100.00
	Championship Meet Support	3,900.00		836.00	3,064.00
	Coaches Budget	2,500.00		691.36	1,808.64
	Coaches Certification Support	6,750.00		2,500.00	4,250.00
	Communications (email, conference call)	1,000.00		693.30	306.70
	Development Fund	2,000.00		0.00	2,000.00
	HOF Earmarked Transfers	0.00		0.00	0.00
	National Coaches Clinic	2,000.00		0.00	2,000.00
	One Day Registrations	0.00		1,755.00	
	Open Water – Sanction Fees	2,000.00		2,385.00	(385.00)
	Other Office Supplies	200.00		700.00	(500.00)
	Para Athlete / Coaches Training	1,000.00		0.00	1,000.00
	Pool Recognition Fees	650.00		700.00	(50.00)
	Pool Sanction Fees	350.00		200.00	150.00
	Recognition Awards	1,000.00		287.00	713.00
	Registration Supplies	500.00		207.80	292.20
	Rule Book to Officials	150.00		0.00	150.00
	USMS Convention (6 reg, 1 At Large)	7,000.00		2930.16	4,069.84
Total		33,100.00		13,885.62	20,969.38
Profit / (Loss)		(20,600.00)		2,764.38	

SSL

Closed out

HOF Donations

Donations to LMSC

Date	Amount
01/31/17	375
02/28/17	55
07/31/17	10
11/30/17	1120
Jan	725
Feb	105
Mar	25
Apr\	10
May	6
Jun	25
Jul	10
Aug	10
	2476

2018 NE-LMSC Coaches Chair Report

October 2018

Submitted by Cristie McGrail

Recap of the Past Year:

- ✓ Sunday Jan 21 – Flip Turn Clinic, pool drop in fee (Dover, NH)
- ✓ Wednesday, Jan 31 – open invite coach conference call (6 participants)
 - Reviewed what is the NE-LMSC
 - Upcoming trainings & request for clinic hosts
 - General Q&A
- ✓ Sunday Feb 18 – Open Turn Clinic, pool drop in fee (Dover, NH)
- ✓ Sunday, March 25 – Para Clinic with Adaptive Sports NE (Laura can fill in more)
 - Expenses from Para budget line
- ✓ April USMS Certification Trainings (Boston, MA)
 - USMS Coach Level 1&2 – 24 participants
 - USMS Coach Level 3 – 14 people
 - USMS ALTS – 12
 - \$50 reimbursement to all of these folks (\$2,500 - 2018 budget)
 - AI has requested some form of reduction on USMS registration side and cutting one check to USMS to reimburse – process for this?
- ✓ Current USMS Certified Coaches registered in NE-LMSC
 - Grandfathered - three (Charlotte, Bob O, AI)
 - Level 4 – two (Charlotte, Bill M)
 - Level 3 – 29
 - Level 1 & 2 – 104
- ✓ Saturday May 5 – Building a Better Freestyle Clinic with Bill Meier (Berkshires, MA)
 - Volunteer coaches on deck: Rhonda Grasberger, Karen, Bill Paine, Raymond Zelehoski, Julia Erickson, Alan Weaver, Cristie McGrail
 - 24 participants registered (1 day of?)
 - Need final budget numbers from AI - \$ _____
- ✓ Reached out to Coaches to host clinics with little success. Encouraged coaches who had done the clinic courses for coaches in 2017 & 2018 to set one up with support with little success.
- ✓ **Request to board members and club contacts:** commit to reach out and find one person to host a clinic in the next year for the LMSC in each state/geographic region.

Looking Forward:

- Oct 19-21 - 2018 USMS National Coach Clinic (Baltimore, MD)
 - 3-person subcommittee (Sue, Tim, Charlotte) awarded two scholarships for \$400 to each (David Graham & Trish Cundiff)
 - In return these coaches will host a clinic and write an article to share
 - = \$800 of budget
 - \$100 scholarship to members who register and successfully complete:
 - Scott Brown (NEM CCFM)
 - Trish Cundiff (NEM CCFM)
 - David Graham (NEM GSP)
 - Kelly Ostrander (NEM CCFM)
 - Sybille Rex (NEM GSP)
 - Stacy Sweetser (NEM GSP)
 - Alan Weaver (NEM SRPM)
 - = \$700 of budget
 - Will encourage these folks to write a recap to share a specific session
 - I am attending & will support the future clinics and articles in support of transfer of knowledge (\$400)
 - Estimated Budget use: \$1900 (2018)

- Tentative Clinics:
 - Sunday Nov 11 – flip turn clinic Dover, NH
 - 2 clinics from Coach Scholarships - \$500/support per = \$1000 (2019?)
- 2019 Idea: try On-Deck coaching at LMSC Champs?
 - similar to Nationals try to find one or two volunteers who are VISIBLE (purchase vests or shirts?)
 - available during warm up periods to answer general questions/start off blocks/support meet refs with clearing pool & organizing sprint lanes
 - compensate with reimbursement of meet entry? Or some other flat fee? (2019 - \$600)
- 2019 USMS Certification Courses
 - April 6-7th
 - Level 1-2, 3, ALTS & clinic course
 - Scholarships again (\$50 for 3 courses, estimate of 75 people = \$3,750 - 2019)
- 2019 Idea: Encourage Level 4 applications of current level 3's - provide support & resources toward completing
 - Find ways to gain regional experience (Zone & National)
 - Reimburse application fee? (\$50?)
- 2019 Idea: provide scholarship for coach to attend High Performance Camp and bring back info for a clinic (\$1000 scholarship, \$500 clinic support)

2019 Estimated Budget Items

Item	Amount
USMS Certification Courses	\$3,750.00
NCC Scholarship Clinics, \$500 x 2	\$1,000.00
On Deck Coaching, \$300/meet	\$600.00
Local Host Clinics, 3 x \$500	\$1,500.00
HPC Scholarship & clinic support	\$1,500.00
Total	\$8,350.00

Communications Chair - Alana Aubin

Around the NELMSC Email Newsletter

Date — Open Rate — Click Rate

Jan 18 42% / 19%

Feb 23 41% / 16%

June 20 46% / 12%

Sept 18 50% / 17%

Awards & Championship meet update Feb 6 44% / 19%

Facebook Group: 879 members (up 804 last year)

Instagram: 155 followers (from 100)

Twitter: 95 Followers (from 78)

Website - Last 30 days

1500 visits, 1400 visitors

54% direct, 28% Google, 12% referrals, 6% Facebook

Referrals: swimnem.org, mainemasters.org, swimri.org

57% desktop, 36% mobile, 6% tablet

Average 2 pages/session, Time on site ~2 minutes

Most popular pages: home 25%, calendar 24%, 13% Swim Fest meet page, annual-meeting 12%, club/wog contacts 8%

56% of visitors view a calendar or event page

For the next year I'd like to increase contributions to and publication frequency of the email newsletter / our news pages in general. Perhaps a larger quarterly one and just a small monthly one with event updates. Would like to recruit more writers, maybe one from each team and can schedule those people in advance.

From: [Douglas Sayles](#)
To: [Douglas Sayles](#)
Subject: Laura's report
Date: Saturday, October 13, 2018 12:29:07 AM

Hi it's Laura

My summary:

- coaches clinic

- answering questions re: accessibility

Projects for this year

- accessibility of meet facilities cheat sheet

- coaches clinic

- para division at Harvard meet

- share article in disability USA- possible follow up for New England - similar article locally

I'll print copies of the article. I'll see you tomorrow

Sent from my iPhone

NE - LMSC Annual Meeting 10/13/18

Report from Open Water Sanctions Chair

Prepared by Charlotte Brynn

2018 Sanction Fees NE-LMSC Continued to offer financial support to event directors by covering the total cost of USMS sanction fees which remains at \$100 per event + \$5 per participant

NEW in 2018 OW referees are now required to be certified. This certification is an online module with a written open book test, which is graded by OW safety Compliance officer.

Estimated Sanctioned events in 2019 = 7

Sanctioned events in 2018 = 5

Sanctioned events in 2017 = 3

NEW in 2019

Safe swimmer floats are permitted in USMS sanctioned events at the discretion of the event director. Safe swimmer floats are not permitted in National Championship Events.

Issues in 2018

NE-LMSC OVE Reporting was not completed by event director in timely manner or submitted at all.

PROCESS OF CHANGE

When sanction is approved at LMSC OW Sanction Chair will email event director (cc NE-LMSC Registrar, NE -LMSC Chair) with the following

OVE Form template

OVE reporting instructions

OVE Data Transmittal report Template

Instructions for submitting report. OVE Forms, Transmittal Sheet and payment to registrar

NEW in 2019 *OW Sanction Chair will send a follow up email to confirm receipt of OVE Form instructions.*

2019 OW Budget Request

Sanction Fee Budget should increase by \$1,500 with the addition of National Championship Willoughby Swims in 2019.

OW Workshop “ 1 mile 101 “

Proposal to offer OW swim clinic “ 1 mile 101 “ to help NE- LMSC swimmers get an introduction to OW swimming and prepare for a 1 mile swim.

Request line item budget amount of \$1,500 for expenses such as lifeguard fee, OW clinic sanction fee, coach and/ or promotional swag for participants.

This is a terrific idea from Alana Aubin proposing NE -LMSC Open Water Chair provide Class outline. Local OW swimmer/coach to lead group in their area.

Outline : Safe swimmer practices

OW Swim equipment

Safe Water Entry / Exit

Landmarks/ Sighting

OW variables Waves/ Wind/ Tides/ Currents/ Water Quality

USMS Short & Long Distance Open Water Nationals

Discussion on how to best support a successful, well attended event .

Budget ?

Task Force ?

- Swag?
- Welcome get together?
- Event announcer?
- Music at start/ finish?
- Photo booth (back drop on beach)
- Finish banner

From: [Sue Jensen](#)
To: [Douglas Sayles](#)
Subject: Officials Chair report -- Sue Jensen
Date: Thursday, October 11, 2018 3:45:37 PM

Officials Chair Report, Sue Jensen

~ we currently have 19 certified, experienced, ready and eager officials who love to work at our masters meets throughout the year.

~ Priscilla Davis will continue to staff our two New England championship meets with officials — Dec. SCM Champs @ WPI and March SCY Champs @ Harvard. WPI is already staffed.

~At the March meet, we had a special award ceremony for our officials, and it was very well received. Priscilla Davis received the Lifetime Appreciation award for her 40+ years officiating. She was beaming. Fourteen other officials received “Appreciation Awards.”

~ USMS now has two certification levels for officials — stroke & turn, and starter. These were started in 2016. A Meet Referee certification level will be rolled out in January 2019.

I am planning to advertise this throughout our LMSC. In addition to having more certified officials in our LMSC (especially to replace aging officials), there are benefits for folks in our LMSC who still want to be involved in swimming, but are either injured, or just haven't been swimming. An added perk could be — later on for experienced officials — travel to national and international meets. [Oftentimes, housing and travel expenses are covered at these meets and a small stipend is provided.](#)

~ Crystie has an idea to mobilize members of Great Bay Masters to get certified as officials.

~Sue

Sue Jensen
Secretary & Officials Chair
New England Local Masters Swim Committee (NELMSC)
617-955-7833
suejensen4@gmail.com

NELMSC A&R Chair, TMack

Overview from Position Description

Managing the process of recognizing volunteer (or sometimes contractor or vendor) participation at various levels.

Possibilities:

Mentions in newsletter

Certificates

Plaques/Trophies

Nominating, vetting, and presenting awards to the various recipients according to LMSC protocol

Key Responsibilities:

1. Take the lead in the development of new LMSC awards
2. Solicit or make nominations for LMSC established awards
3. Investigate and vet nominees
4. Form a selection committee and choose recipient(s)
5. Plan or arrange for presentations

Key Deliverables:

1. Present or coordinate the presentation of LMSC awards
2. Maintain LMSC award criteria documentation
3. Order appropriate trophies, certificates, etc
4. Write or solicit articles about LMSC award recipients for publication to the membership (i.e. email, newsletter, local papers)

My summary from 2017-2018:

1. Created/Enhanced a system for nominations that follow the national guidelines and received many nominations that adhered to the LMSC protocol.
 - a. Shared through email, newsletter, word-of-mouth
 - b. Suggested at December meet though not much audio available (Not present)
 - c. Deadline to nominate extended to March 11th, 2018 (less than 1 week turnaround time)
 - d. Created and hosted monthly Zoom meetings and at times bimonthly meetings to communicate, brainstorm, plan, and execute my goal of generating excitement and providing the well-deserved acknowledgements in the area of Awards and Recognition for our amazing LMSC
2. Proposed the creation of and Worked with Lyn Duncan and family to create the “Frank Wuest Open Water Swimming Award” (2 recipients this year: Paul Goudreau and Maura Twomey)
3. Widened the nomination of 1 recipient to include the many Officials whom have gone unrecognized for many years (sometimes decades)

Recipients included:

- a. Lifetime Appreciation Award for Priscilla Davis, with Sue Jensen
 - b. Appreciation Awards for All Officials (13 individual), with Sue Jensen
4. Following protocol, reviewed the nominations and utilized the committee when needed to determine to recognize the following recipients for the 2018-2019 year:
 - a. Appreciation Award: Joel Feldmann
 - b. Appreciation Award: David Graham
 - c. Distinguished Service Award: Rick Osterberg
 - d. Coach of the Year: Dan Rogacki
 5. Ordered awards and established whom would present the awards or co-present the awards and on what days of the NE Championships meet at Harvard.

***Special thanks to Jason Eaddy for his flexibility on both the distance day and the full weekend to allow for these presentations.

Thanks to Sue Jensen and Doug Sayles during the presentation ceremonies

Special thanks also to the amazing (sub)committee whom met on Zoom and via email communication to provide great feedback as needed.

Very special thanks to Lyn Duncan, Avery Wuest and the entire Wuest family for their attendance and support during the inaugural year of the Frank Wuest presentation ceremony and all the work done to create this special award.

What I'll do differently for the 2018-2019 year

1. Promote in November, December, January, closing nominations in mid to late February
*Latest March 1st, 2019
2. Inform recipients that they have been nominated for an award so they may plan to attend the meet / event and ceremony/presentation or have a representative there on their behalf
3. Continue working with Lyn Duncan and her crew to formalize the verbiage for the Frank Wuest award and post it onto the Awards NELMSC site with the other Awards.
4. Promote, Promote, Promote! Via coaches, Social Media: IG/Facebook, Mini meets, and Newsletters
Other ideas???
5. Create an automated / monthly option for an e-Award (monthly awards like the e-cards) sent via email. Awards shared monthly with the NELMSC via social media and newsletter. These can be more simple in scope but still impactful in outcome. There are many amazing people whom contribute time, energy, suggestions, rides, more and whom may not yet be recognized. Creating an avenue for this will be awesome especially for items that may fall outside of the LMSC guidelines.
6. Create a committee to uncover and publish (onto NELMSC site) all former recipients
7. Insure that our nominations are sent to the National level for recognition on the larger scale.

Communications Chair - Alana Aubin

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