



<b>SPMS Meeting Minutes</b>	
<b>March 15, 2012</b>	<b>Called to Order: 7:35 PM PST</b>
<b>Type of meeting</b>	<b>Monthly SPMS Committee Conference Call</b>
<b>Facilitator</b>	<b>Errol Graham - Chair</b>
<b>Note taker</b>	Connie Barrett - Secretary
<b>Attendees</b>	Chair - Errol Graham (West Hollywood Aquatics) Vice Chair - Mark Moore (Mission Viejo Nadadores) Treasurer - Bob Eberwine (South Bay Swim Club) Secretary - Connie Barrett (Mission Viejo Nadadores) Member at Large - Jacquie Cole (Long Beach Grunions) Registrar - Dan Wegner Newsletter Editor - Kim Thornton (Irvine Novaquatics) Open Water Chair - Tanya MacLean (Irvine Novaquatics) Coaches Chair - Christine Maki (Covina Masters) Officials Chair - Robert Mitchell (Unattached) Top Ten Recorder - Mary Beth Windrath Quartermaster - Trisha Commons (Mission Viejo Masters) Planning Chair - Lucy Johnson (Long Beach Swim Club) Michael Heather (Mission Viejo Nadadores) - USMS VP Admin. Michael Collins (Irvine Novaquatics) Mary Hull (Southwest Aquatics) - SW Zone Chair Robin Smith (Irvine Novaquatics) Susan Shore ((West Hollywood Aquatics) Mike Miranda (Long Beach Grunions) Phil Yoshida (San Luis Obispo) Karin Wegner (Las Vegas Masters) Chris Lundie (Santa Clarita)
<b>MSA</b>	February 16, 2012 Minutes approved with following additions: <ul style="list-style-type: none"> <li>List of Attendees: Add Lucy Johnson to the those present in the meeting.</li> <li>Coaches Report: Kim Thornton and Lucy Johnson also reported on the Coaches Certification Clinic</li> <li>Old Business: Lucy Johnson asked about the status of the proposal to establish a finance committee, and in lieu of this, an ad-hoc Planning Committee was formed.</li> </ul>
<b>Officer Reports:</b>	
SPMS Chair: Errol Graham <a href="mailto:chair@spma.net">chair@spma.net</a>	
<ul style="list-style-type: none"> <li>Errol proposed that beginning with the April 2012 meeting SPMS will start with a pilot use of 'consent agenda' in order to attempt to save time and make meetings more efficient. Process will work as follows:               <ul style="list-style-type: none"> <li>All reports from Officers, Contractors and Committee Chairs are to be submitted to Errol and CC'd to Dan (webmaster) by the end of the day (7PM) on the Monday prior to the monthly conference call.</li> <li>Reports will be posted online for committee member review.</li> <li>Reports will also be placed on the meeting agenda under the 'Consent Agenda' items.</li> <li>All committee members are expected to review the reports posted online prior to the monthly conference call.</li> <li>At each monthly conference call the committee will be allowed short discussion time for questions regarding any of the Consent Agenda items, and will be voting to accept the Consent Agenda items as written. Similar to the manner in which prior months' meeting minutes are accepted.</li> </ul> </li> </ul>	



- Any reports which require action items, for example a motion to be presented to the committee, will be handled outside the Consent Agenda items.
- Reports needing action items will have to be forwarded to Errol for the inclusion on the meeting agenda.
- This process is expected to undergo a few refinements during the initial months of implementation.

- Errol announced that the USMS has published the new Standards and Compliance for LMSCs. It appears that SPMS is in compliance with all required items. Errol will also study the requirements more closely and report if there are any items which need to be discussed with the committee at the next meeting. Aforementioned document can be found at the USMS website: [http://www.usms.org/admin/lmschb/gto\\_lmsc\\_standards.pdf](http://www.usms.org/admin/lmschb/gto_lmsc_standards.pdf)

SPMS Vice Chair: Mark Moore [vicechair@spma.net](mailto:vicechair@spma.net)

- See Full report at: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120315\\_Vice\\_Chair\\_Report.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120315_Vice_Chair_Report.pdf)
- Any swim meet incidents (injuries) need to be reported to the Risk Management Services via the form found here: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/Report\\_of\\_Occurrence.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/Report_of_Occurrence.pdf)

<b>MSA</b>	<p>SPMS is instituting a policy to withhold publishing meet information online until after the receipt of the sanction fees.  <i>(Rationale: To strongly encourage timely payment of swim meet sanction fees. Since the newsletter is published much later, impact on the newsletter is not expected. Should nonpayment of sanction fees be delayed that much, newsletter publication of meet forms will be handled on case by case basis, as instructed by Meet Sanctions Chair.)</i></p>
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SPMS Treasurer: Bob Eberwine [treasurer@spma.net](mailto:treasurer@spma.net)

- Treasurer's report: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120315\\_Treasurer\\_Report.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120315_Treasurer_Report.pdf)
- Balance Sheet: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/2012-03\\_Balance\\_Sheet.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/2012-03_Balance_Sheet.pdf)
- Income Statement: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/2012-03\\_Income\\_Statement.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/2012-03_Income_Statement.pdf)
- Bob reports that due to opening balance error in SPMS 2010 Tax records he will have to re-file the 2010 Income Tax.
- Bob delegated DBA filing for the SPMS to Connie Barrett.

SPMS Secretary: Connie Barrett [secretary@spma.net](mailto:secretary@spma.net)

- Minutes prepared.

SPMS Member at Large: Jacquie Cole [memberatlarge@spma.net](mailto:memberatlarge@spma.net)

- Working on the policies and procedures regarding nominations for the SPMS awards.

## Contractor Reports

SPMS Registrar: Dan Wegner [registrar@spma.net](mailto:registrar@spma.net)

- See full report at: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120315\\_Registrar\\_Report.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120315_Registrar_Report.pdf)

SPMS Newsletter Editor: Kim Thornton [newsletter@spma.net](mailto:newsletter@spma.net)

- Working on articles for the next newsletter.
- Jessica Seaton will be working on an article about how to keep your mind and body in check and prepared for competition when traveling significant distance to events.



SPMS Top Ten Recorder: Mary Beth Windrath [topten@spma.net](mailto:topten@spma.net)

- See Full report at: [http://www.spmastersswim.org/c/8B6A80C/file/meetings/2012/20120315\\_Top\\_Ten\\_Recorder\\_Report.pdf](http://www.spmastersswim.org/c/8B6A80C/file/meetings/2012/20120315_Top_Ten_Recorder_Report.pdf)

### Standing Committee Reports:

Planning Committee: Lucy Johnson [lucyj6@mac.com](mailto:lucyj6@mac.com)

- Lucy was recently informed of being appointed the committee chair and is getting prepared for the task.
- Committee members are: Lucy Johnson, Errol Graham, Bob Eberwine, Dan Wegner, Mike Heather, Mark Moore, Connie Barrett. Mike Miranda also joined this evening.
- The next committee meeting was scheduled for Thursday, March 22, 2012, at 8:00PM.

Coaches Committee: Christine Maki [coaches@spma.net](mailto:coaches@spma.net)

- Call is out for Coach of the Year award nominations, and we are looking for nominations from various swim programs.
- Nominations need to be submitted by the end of March and selections are expected to be made by the end of the first week in April.

Marketing Committee: Connie Barrett [connieb@cb-design.net](mailto:connieb@cb-design.net)

- Connie mentioned that a part of the branding and professional corporate image efforts, USMS has the Logo usage guidelines found here: <http://www.usms.org/logos/logostyleguide.pdf> In light of more frequent usage of SPMS logo in print and advertising, Connie will develop the same for the SPMS logo, and use of SPMS logo with USMS Logo.

Officials Committee: Robert Mitchell [officials@spma.net](mailto:officials@spma.net)

- No news on officials staffing requirements for swim meets.
- FINA has developed a new definition of what constitutes breaststroke starting stroke. USMS Rules committee is reviewing possible adoption of the changes.

Open Water Committee: Tanya MacLean [openwater@spma.net](mailto:openwater@spma.net)

- Tanya recently learned about a new open water event at the Marine Stadium in Long Beach with an event course mirroring that at this years' Olympics, and supporting Swim Across America program. There is also a Swim Across America Pool event being organized in San Clemente.

Sports Medicine Committee: Jessica Seaton [JSeaton@aol.com](mailto:JSeaton@aol.com)

- Not Present, No report.

Meet Coordinator, Quartermaster, Awards: Trisha Commons [Trisha5swim@aol.com](mailto:Trisha5swim@aol.com)

*Following report submitted in writing for inclusion herein:*

- Over the four day Holiday in February we had our Las Vegas Swim Meet. The location was changed to Henderson. It was a good meet.
- In March we had a meet in Pasadena. There were 29 heats and five events. The weather was great in the low 90s. There were a lot of good swims. There was one problem before the first event when the Deck Marshal became ill. After the meet was over his condition had worsened. At the end of the meet I stayed to make sure someone drove him to Urgent Care. It was all low key and very few people knew there was a problem.
- This weekend we have a meet at UCI. We are hoping it does not rain

Webmaster: Dan Wegner [registrar@spma.net](mailto:registrar@spma.net)



- Keeping the website up to date as the matter of routine. Please send any comments to the webmaster.

<b>MSA</b>	Officer, Contractor and Committee Reports approved
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## OLD BUSINESS

### SPMS Newsletter Fulfillment Contract Follow-up

- Mike Heather reports that 59 or 60 newsletters were mailed out, and there were no hiccups in the process.
- Dan addressed the discrepancy between actual and estimated numbers of newsletters. March Newsletter mailing is the smallest, as the registration numbers are lowest for the year. As the registration numbers grow throughout the year, so does the newsletter mailing list.

## NEW BUSINESS

### SPMS Open Water Coordinator/Quartermaster//Marketer

- Dan submitted the following document for committee discussion consideration:  
[http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS\\_Open\\_Water\\_Coordinator\\_Quartermaster\\_Marketer.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS_Open_Water_Coordinator_Quartermaster_Marketer.pdf)
- Discussion regarding pros and cons and timing of the need of instituting this position was held and a number of committee members shared their thoughts on the matter.
- Tanya, the Open Water Committee Chair, with the help of Robin Smith and Christine Maki will do additional research on the need and timing of the need for this position, and whether it needs to be a permanent contractor position, a volunteer position, or a volunteer with a stipend, or something different. Open Water Committee will also refine the scope and requirements for this position.

**Next conference call meeting will be held on Thursday, April 19th at 8:00 PM**

**Meeting Adjourned 9:04 PM PST**