



SPMS Meeting Minutes	
March 20, 2014	Called to Order: 8:02 PM PDT
Type of meeting	Monthly Conference Call Meeting
Facilitator	Mark Moore - Chair
Minutes	Robin Smith - Secretary
Attendees	Chair – Mark Moore (Mission Viejo Nadadores) Vice Chair – Eileen Span (Mission Viejo Nadadores) Treasurer – Bob Eberwine (South Bay Swim Club) Secretary – Robin Smith (Irvine Novaquatics) Member at Large – Jacqueline “Jax” Cole (Long Beach Grunions) Registrar – Dan Wegner (Las Vegas Masters) Newsletter Editor – Kim Thornton (Irvine Novaquatics) Top Ten Recorder – Kim Thornton (Irvine Novaquatics) Swim Meet Services Coordinator – Trisha Commons (Mission Viejo Nadadores) Marketing Chair – Anita Cole (Long Beach Grunions) Open Water Chair – Sherry Brooks (Irvine Novaquatics) Michael Collins (Irvine Novaquatics) Chad Durieux (Rose Bowl Masters) Mike Heather (Mission Viejo Nadadores) Mike Miranda (Long Beach Grunions) Robert Mitchell (Unattached) Jessica Seaton (West Hollywood Aquatics) Bill Sive (Long Beach Grunions) Greg Walther (West Hollywood Aquatics) Karin Wegner (Las Vegas Masters)
MSP	February 20, 2014 Meeting Minutes – Approved as corrected
Officer Reports:	
SPMS Chair: Mark Moore chair@SPMasterSwim.org Mark announced that Mike Heather’s name was submitted to USMS as the SPMS nominee for the USMS Captain Ransom J. Arthur M.D. Award. Mark will be working with Bob to conduct a review of the language in the contractor contracts in preparation for the contractor bid process later this year.	
SPMS Vice Chair: Eileen Span vicechair@SPMasterSwim.org Eileen is working with the Open Water Committee on the sanctions process for open water events.	
SPMS Treasurer: Bob Eberwine treasurer@SPMasterSwim.org Reports posted on the SPMS website (see links below): Treasurer’s Report http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/20140320_Treasurer_Report.pdf Balance Sheet http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/201403_Balance_Sheet.pdf Income Statement http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/201403_Income_Statement.pdf	



Budget versus Actuals

http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/201403_Budget_vs_Actuals.pdf

2014 Budget – Revised

http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/2014_Budget_Revised.pdf

Bob notified the committee that he used \$20,000 to open a CD with Bank of America in order to obtain and guarantee the SPMS credit card.

He revised the 2014 SPMS Budget in order to account for expenses from 2012 and 2013 that are now being submitted for reimbursement. These items were in the budgets from those years, however, as the SPMS finances are captured on a real time cash basis and not on an accrual system, the 2014 budget needs to be revised to account for this.

MSP – to approve the proposed revised 2014 Budget.

There was also discussion regarding a policy change to require the submission of expenses for reimbursement within 90 days of the date of the expense.

MSP – to approve the change in SPMS policy to require expenses to be submitted for reimbursement within 90 days of the date that the expense was incurred. Expenses submitted later than 90 days must be approved by the SPMSC before reimbursement. This is effective as of March 20th, 2014 for expenses incurred on or after this date.

SPMS Secretary: Robin Smith secretary@SPMasterSwim.org

Robin reviewed the proposed revised SPMS Bylaws. She is planning to send out a revised draft of the SPMS Policies and Procedures document before the next meeting.

MSP – to approve the proposed revised SPMS Bylaws.

SPMS Member at Large: Jacqueline “Jax” Cole memberatlarge@SPMasterSwim.org

Jax reminded the committee about nominations for the SPMS Coach of the Year Award. She has received 2 nominations thus far. The deadline to receive nominations is March 31st. Jax Cole, Kim Thornton, and Ken Brisbin are serving on the award selection committee.

Dan offered to send out a reminder email to the SPMS membership with the Coach of the Year Award requirements and link to information to encourage additional nominations.

Jax continues to work on the SPMS Places to Swim spreadsheet.

Contractor Reports

SPMS Registrar: Dan Wegner registrar@SPMasterSwim.org

Report posted on the SPMS website (see link below):

http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/20140320_Registrar_Report.pdf

Dan has been fielding general questions and phone calls. He said that we are about 2% ahead of our membership numbers from this time last year.



<p>SPMS Newsletter Editor: Kim Thornton newsletter@SPMasterSwim.org Kim is working on the May/June 2014 Newsletter. The SPMS Coach of the Year Award will be featured.</p>
<p>SPMS Top Ten Recorder: Kim Thornton topten@SPMasterSwim.org Report posted on the SPMS website (see link below): http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/20140320_Top_Ten_Recorder_Report.pdf</p>
<p>SPMS Swim Meet Services Coordinator: Trisha Commons swimmeets@SPMasterSwim.org Report posted on the SPMS website (see link below): http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/20140320_Meet_Coordinator_Report.pdf</p>
<p>Standing Committee Reports:</p>
<p>Coaches Committee: Open coaches@SPMasterSwim.org Mark reported that there are two local USMS Coaches Certification Clinics currently scheduled for 2014 – one in Claremont on April 26th (Levels 1 & 2) hosted by Christine Maki and one in Pasadena (Levels 1, 2, and 3) in September hosted by Chad Durieux. Chad announced that the Pasadena USMS Coaches Certification Clinic will be held at the Rose Bowl Aquatic Center on September 6th (Levels 1 & 2) and September 7th (Level 3). Lunch will be provided and there will be 10 scholarships available (\$50 each) with first priority going to those attending the Levels 1 & 2 clinic.</p>
<p>Fitness Committee: Open No Report.</p>
<p>Marketing Committee: Anita Cole marketing@SPMasterSwim.org Report posted on the SPMS website (see link below): http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/20140320_Marketing_Report.pdf Anita reminded the committee about the “Be My Guest” project which promotes guest days for new swimmers to try a Masters swim team practice.</p>
<p>Meet Operations: Eileen Span vicechair@SPMasterSwim.org Eileen reviewed the upcoming swim meet schedule for the remainder of the SCY season: March 22nd to 23rd (San Luis Obispo LCM), March 23rd (CVMM Matt Biondi in Simi Valley), March 30th (UCLA), April 6th (Pierce College), April 12th to 13th (Southwest Zone/SPMS SCY Championship in Goleta), and May 1st to 4th (USMS Spring National Championship in Santa Clara, CA).</p>
<p>Officials Committee: Alina de Armas officials@SPMasterSwim.org Kim reported on behalf of Alina that she was not able to attend the meeting and has no report.</p>
<p>Open Water Committee: Sherry Brooks openwater@SPMasterSwim.org Report posted on the SPMS website (see link below): http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/20140320_Open_Water_Report.pdf Sherry has been working with the open water event hosts to finalize dates for the 2014 Open Water schedule. She has been getting questions regarding the SPMS surcharge amount for 2014. This surcharge is to offset the USMS open water insurance fees that will be charged to the LMSCs. There was discussion about the open water surcharge applied to the open water events last year (2013) and the various options for offsetting the USMS open water insurance fees for this year (2014). These included keeping the surcharge per open water swimmer the same as 2013 (\$6.00), reducing the</p>



surcharge per open water swimmer (to \$5.00), and charging a specific amount to the event hosts (dependent on number of swimmers entering the event) instead of a per open water swimmer surcharge.

Motion to reduce the SPMS surcharge per open water swimmer to \$5.00 for 2014 did NOT pass.

MSP – to approve an SPMS surcharge of \$6.00 per open water swimmer for 2014 to offset the USMS insurance fees that will be charged to the LMSCs in 2014.

Sports Medicine Committee: Kyle Durieux sportsmedicine@SPMasterSwim.org

No Report.

Webmaster: Dan Wegner registrar@SPMasterSwim.org

Report posted on the SPMS website (see link below):

http://www.spmasterswim.org/c/8B6A80C/file/meetings/2014/20140320_Registrar_Report.pdf

-MSP – Approved all Officer, Contractor, and Committee Reports.

OLD BUSINESS

SPMS Bylaws and SPMS Policies and Procedures:
See Secretary's Officer Report above.

SPMS Awards:
Discussion was tabled to a future meeting.

NEW BUSINESS

Reimbursement Policy:
See Treasurer's Officer Report above.

Next conference call meeting will be held on Thursday, April 17, 2014 at 7:30 PM

Meeting Adjourned: 9:00 PM PDT