

USMS FINANCE COMMITTEE
Minutes of 2nd Session
Friday, September 26th, 1997

The Committee reconvened at 8:15 a.m. with a continuing discussion of revenue items. Committee members in attendance were Jeanne Ensign, Jeff Moxie, Gene Donner, Richard Smith, Anna Lea Roof, Frank Newquist, Katie Cooper, Kim Shaw, Roy Abramowitz and Doug Church. A number of guests appeared from time to time.

The Committee began a discussion of Income items. Line 4150, Championship Meet Surcharge, was estimated conservatively based upon past experience with attendance.

A brief discussion focused on the Mindspring affinity payments. The committee encouraged the use of any and all in-kind benefits of this relationship. It is assumed the Executive Committee will make use of the five free dial up accounts which are part of the Mindspring contract. The budget is based upon the assumption that 100 members will sign up for this service. **Mindspring** account number is established as **4190**.

Other account number changes or additions include **Open Water Meet Guide 4214** and **Miscellaneous Pubs 4220**. **Decals and Brochures** is changed to simply **Decals 4215** and a new account for **Post-it Notes 4216** is established.

The Committee then took up a discussion of Expense items. Line 5019 "Paid Liability Expenses" is the annual funding of our insurance deductible. It was agreed that because our cash position exceeds the reserve requirements set out in FOG, that we could eliminate this expense. Other significant changes were based upon membership count driven by our assumption of 34,000 members.

In reviewing the Planning Committee budget it was noted that \$1,000 is being budgeted for a facilitator. **Upon motion duly made, seconded and unanimously adopted the Finance Committee recommends to the Planning Committee that the services of the facilitator be offered to other committee's of USMS when he/she is in attendance in order to get the most "bang" for our buck.** It was the understanding of the Committee that the facilitator is on site for longer than just the Planning Committee meeting.

The Committee heard a special report from Paul Windrath and Mel Goldstein regarding the conduct of the Pan Pacific Meet in Maui. The focus of the discussion was in regard to the financial arrangements at Pan Pac and the areas of conflict with FOG. This primarily results from the fact that in international meet situations, different local host situations develop. In Maui, the County was a co-host/sponsor and the local LMSC was incapable of meeting the financial obligations required to host the meet. If, in the future, a similar situation arises, we need to have FOG guidelines set up to handle it. It appears that the issues arising out of this situation cross over into several different standing committee areas.

Following discussion, **on motion duly made, seconded and unanimously adopted the Finance Committee directed the Chairperson of the Finance Committee to appoint an ad hoc committee consisting of members from the International Committee and the Championship Committee as well as Finance Committee to**

review FOG relative to a similar situation involving a USMS sponsored in the future and to report findings and recommendations at the next convention; that the conduct of the Pan Pac meet was not in compliance with FOG or the by-laws and the financial results from Pan Pac will not be included in the USMS financial report for 1997; that the apologies of those involved were duly noted and accepted.

A brief discussion was held regarding the need to provide meals or other host type responsibilities that are probably not covered by FOG one way or another. Lucy Johnson was asked to develop a proposed FOG to cover the cost of meals provided in these circumstances. This may include gifts to international visitors according to protocols.

Lucy Johnson gave a brief report regarding the planning for a national swimming championship for disabled swimmers which would include USS and USMS swimmers. Lucy indicated that a seed money contribution of \$1,000 would be appropriate. A \$1,000 addition to the budget was made in line 5810 "Grant Expenditures" to fund this special need.

The Committee then heard a report from Nancy Ridout regarding payments to national meet hosts for USMS sponsor's booth space. The Marketing Committee has developed policy regarding this issue and other related issues. Payments will be authorized for payments to the meet hosts only for those national sponsors attending the meets.

Nancy then reported on the 1996 budget variances as shown in the Statement of Revenues and Expenses by Function. A general discussion was held which helped all concerned understand these variances. In some cases this resulted from coding problems or other communication issues. It was agreed that better and more complete information is needed in regard to various marketing items in order to give an accurate financial report. In particular, it was noted that centralization is desirable for reporting and accounting purposes.

The Committee then had a discussion with Nancy regarding the 1998 Marketing Committee budget request. The discussion focused on the need to have realistic estimates of income in order to keep the overall budget in balance.

Lucy Johnson gave a brief report on the ongoing discussion about creating the position of "executive director" or whatever. The Executive Committee is now proposing the employment of a full time executive director to be employed by the Executive Committee and responsible to them with a specific job description focused on developing sponsorships, working with other governing bodies, working with championship meet hosts, etc. Following discussion, **on motion duly made, seconded and adopted, the Committee approved account 5170 adding \$50,000 to the budget for a compensation package for an executive director, subject to House of Delegates approval, and subject to Executive Committee refinement of the elements of the compensation package.**

The Committee recessed at 1p.m.