

U.S. Masters Swimming

Committee Name: Northwest Zone

Committee Chair: Jill Wright

Minutes recorded by: Sally Dillon

Date/time of meeting: March 5, 2023, 6 pm MST

Actions taken:

Attendees: IW – Matt Bronson, Dave Cabrey, Margaret Hair; MT – Jeanne Ensign, Donn Livoni; OR – Christina Fox, Sandi Rousseau, Joy Ward; PN - Linda Chapman, Sally Dillon, Steve Peterson; SR – Jim Clemmons, Jill Wright; UT – Bruce Schroeder, Jerry Treiman.

Absent: AK unrepresented

Guests: none

NW Zone Chair called the meeting to order at 6:02 Mountain time.

A. General business

1. Actions taken between meetings:

- a. The minutes of the December 4, 2022 meeting were approved via email, distributed to leadership team members, and posted online.
- b. Chair report: Jill referred to recently published information in the Zone Chatter. The zone's SCY champs will be in Federal Way on Apr 15/16. The OW championship bid is for a 1500 meter swim at Elk Lake on July 29. The LCM championship is tentatively scheduled to be at The Dalles, OR on Aug 5 (pending finalization of OR's meet schedule and a submitted bid). Unfortunately, OR was unable to finish construction on its cable course so the 2-mile Open Water National Championship has been moved to Chris Green Lake, VA). It is scheduled for June 3. On the administrative side for Zone championships, and after receiving the Zone Open Water bid from Oregon, there was a discussion started but not finished on Zone versus Oregon Open Water scoring and awards.

2. Financial report: Treasurer Ken Winterberger was absent. Jill noted that the balance was \$5123.42 last quarter. Ken will be contacted for more information.

3. Webmaster report: Dave had been learning how to use the website software and plans to make the website more user friendly. He reached out to Matt Miller to get a copy of the website so he can improve the look and accessibility. He also discovered that the web software is reporting the underlying operating system and PHP language versions are older and no longer supported. Steve asked if the out-of-date PHP might be associated to issues he is having with PNA's website. Unless the software is updated, it won't be possible to use with the WordPress system. The WordPress Zone website continues to run successfully but Dave anticipates at some point the site itself will fail to upgrade or even stop working unless the current underlying software is upgraded. Dave will reach out to Matt. He also offered to move the Zone's website to the same vendor that Inland NW is using. They pay \$143/year, and they can have 4 more sites at no additional cost, but there are storage limits. The Inland NW and Zone's websites shouldn't be an issue as they are quite small. Steve said PNA is frustrated because they can't change the front page without Matt's interaction. Jill suggested that Dave, Steve, and Matt work together to help resolve the Zone's versioning situation. The Zone can share in the expenses if necessary. Dave also noted that the domain name is still owned by former webmaster, Hugh Moore. Hugh has requested permission from the NW Zone board to transfer ownership to Dave Cabrey. The current domain is paid up through 2025. It was MSA to allow Hugh Moore to transfer ownership of the domain name to Dave Cabrey. Dave will send the minutes to Hugh and contact Matt Miller about the issues he's encountered. He hopes to create a snazzier looking website.

4. Records report: No report from Steve Darnell but the zone records appear to be up to date.

5. Secretary report: Sally thanked the LMSC chairs for reviewing the leadership team spreadsheet for accuracy. She received one correction since the last meeting.

6. NW Zone At Large Director report: Paige was unable to attend the meeting but sent the following report: The Board of Directors meets every 3rd Monday each month. At the end of March, they are going to hold our first in-person Winter board meeting since February 2020. She remembered Matt Miller relating his story of how he spent the entire weekend in airplanes and airports trying to get to Sarasota and never managed to make the meeting. She's hoping for the air travel gods to grant her easier passage to Houston and back.

The new Customer Relations Management (CRM) platform upgrades are in the final phases of the Website 3.0 Digital Transformation. The existing USMS registration platform (ESTHER) has been running in parallel with the new Salesforce CRM platform since before the beginning of the year to ensure that all the upgrades and functionality are working properly. This phase has slipped a couple of times to make sure that everything works. Dawson has been keeping the Board updated on the progress of the project.

The Board approved the following schedule for Relay (volunteer) and Annual (business) meetings:

- Annual Meeting: Sept. 8 -10, 2023 hybrid (Houston)
- Relay: Oct. 20-22, 2023 (Houston)
- Annual Meeting: Sept. 13 -14, 2024 virtual only
- Relay: Oct. 18-20 (Houston) National Coaches Clinic to be held prior to this - same location.

It also approved pursuing the contract with the Houston Airport Marriott as the venue for the in-person/hybrid events to take advantage of the significant cost savings of a multi-year contract with a single hotel property. Since the organization is still working its way back out of annual financial loss territory, the BOD supports the staff's efforts to find and capitalize on opportunities like these.

In February they were shown the preliminary year-end financial statements that illustrated the impact of holding the 2022 annual meeting as an in-person event.

Net Inc/(Loss) before Depreciation: \$117,925.60

2022 Annual Meeting expense: \$106,719.34

Ext Net Inc/(Loss) before annual meeting and depreciation \$11,206.26

As normal operations, the BOD has been reviewing policies of the corporation to modify, affirm or scrap them as necessary. They are also approving reports of the Board committees when presented. They just went through the CEO bonus criteria setting and evaluating cycle and affirmed the charter of the Compensation and Benefits committee. The BOD approved renewal of Dawson's CEO contract for another 4 years (through Dec. 31, 2026).

Additionally, Paige was asked to chair the Governance Committee this year. They're going to continue to provide the Board with educational materials and work on the deliverable of looking at best practices for change processes to the parts of our rule book that would be considered bylaws. Ed Coates has let the BOD know that he intends to run for the office of president.

7. NW Zone Championship events update

- a. Approval of bid for OW: The bid and event information were distributed prior to the meeting via email. MSA to approve COMA's bid for the zone's OW event (1500 m). Bob Bruce indicated via email the event may be on 2 days, but the actual zone event will be on Saturday. Bob also said that the event will also be the Oregon championship. Linda noted that the zone does not exclude hosting an LMSC and Zone championship at the same time. She also said that the Oregon Policies don't prevent having awards from both the LMSC and Zone presented. Sally will see that the zone ribbons get to Bend for the event.
- b. Dave asked if he could post events on the website that are from anywhere in our zone. The answer is yes, but Jeanne noted that the calendar on the USMS website is very good (one of the best things USMS does) and it is not necessary to duplicate it. She suggested Dave provide the link to it. He said he can do a more prominent link for the national database. Christina includes the list of meets in the quarterly newsletter (they are submitted by the LMSC chairs) and she will send the list of meets directly to Dave as well. Links should be

included. Jill suggested that each LMSC's sanction chair send Dave the information as soon as an event is sanctioned.

- c. LCM and SCM championships: No bids have been submitted. As mentioned previously, OR is considering a bid for their event at The Dalles. Since the bid deadline has passed, any LMSC can bid for these two events. Send your bids to Jill ASAP. They require approval.

B. New business

1. ALTS: Sandi spoke to recent changes in the requirements for Adult Learn to Swim applications. The ALTS grant application now requires all instructors to have current CPR and First Aid certifications. Lifeguards are already certified, and on the deck when her local program runs an ALTS event. Hood River often has 50 participants learning to swim, with volunteers from her Masters team instructing. Grant applications for 2023 were due back in December. She has reached out to Marlys Cappaert (former USMS ALTS chair) and Mike Hamm (also active in the ALTS program), and neither knew about the changed requirement. Sandi is very concerned because the requirement is not practical for all Masters to have these certifications and will have a negative impact on their program, and other's. Sandi contacted Paige and requested that this be discussed by the USMS BOD, but that has not happened to date. Sandi asked for the Zone's support and agreement, that this is unnecessary, and there were no objections. Jeanne suggested Sandi contact Dawson Hughes directly, to see what the NO knows and what they can do about it. It was also suggested to reach out to Jeff Moxie, who is the USA-S liaison.
2. LMSC reports: Refer to the March Zone Chatter newsletter, which was distributed and is posted on the website. Thank you, Christina!! There were no other announcements.

The next NW Zone meeting is scheduled for Sunday, June 4 at 6 pm MDT.

MSA to adjourn at 7:02 pm MST.