

# Northwest Zone Meeting Minutes

<b>Committee Name:</b> Northwest Zone	
<b>Committee Chair:</b> Sally Dillon	
<b>Minutes recorded by:</b> Sally Dillon	<b>Date/time of meeting:</b> 12/6/15, 6:00 pm PST

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## Motions passed with financial implications:

1. None

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## Motions passed:

1. It was MSA to approve the financial report.
2. It was MSA to approve the appointment of Ken Winterberger as Zone treasurer for 2 years.
3. It was MSA to approve the appointment of Hugh Moore as Zone Webmaster for 2 years.
4. It was MSA to approve Zone Championship bids for 2016: OW at Elk Lake in Bend, OR on 7/30 hosted by COMA and SCM at KROC Center on 11/12-13/16 hosted by KROC Masters.

<b>Number of committee members present: 11</b>	<b>Absent: n/a</b>
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**Committee members present: Ken Winterberger (AK), Matt Bronson (I-NW), Jeanne Ensign (MT), Paula Moores (SR), Mike Grimm (PN), Karen Oliver (UT), Sandi Rousseau (OR), Hugh Moore (PN), Steve Peterson (PN), Phillip Luebke (MT), and Mark Johnston (MT).**

**Committee Members Absent: n/a**

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## Minutes

The meeting was called to order at 6:03 pm PST

1. Sally asked each LMSC representative to state when elections of officers take place.  
Alaska: February in odd numbered years, Inland NW: March/April in odd numbered years, Montana: typically March every year, Oregon: fall in even numbered years, Pacific NW: March/April in odd numbered years, Snake River: fall in odd numbered years, and Utah: fall in odd numbered years.
2. NW Zone Chatter – newsletter: Sally asked that chairs submit quarterly reports before Friday, December 11. Email reports on upcoming events and interesting LMSC news that would be of interest to other zone members. She reminded everyone that LMSCs should send copies of their newsletters to her, other LMSC chairs, and other editors. It was reported that SR, MT, and AK do not do regular newsletters. UT plans to get a newsletter going again in the near future. Those without newsletters use email blasts and website postings. Sandi asked about obtaining addresses of the editors and Sally said she would send the leadership team list to all who are listed. Sandi suggested that emails should go to all who go to convention and Sally said that rather than trying to maintain multiple lists, she will send to everyone on the leadership list.
3. Financial Report: Ken provided a written report and noted that the convention expenses are the only changes since the previous report. There was initial confusion about the reimbursement amounts that has been cleared up. **It was MSA to approve the financial report.**
4. Treasurer position: Sally asked Ken to serve as treasurer for the next 2 years. **It was MSA to approve the appointment.**
5. Webmaster position: Sally asked Hugh to serve as Webmaster for the next 2 years. **It was MSA to approve the appointment.**
6. 2016 Zone Championships: COMA (OR) submitted a bid to host the OW championship (1500 meters) at Elk Lake on 7/30/16. It was MSA to approve the bid. KROC Masters (I-NW) submitted a bid to host the SCM championship at the Salvation Army KROC Center in Coeur d Alene on 11/12-13/16. It was MSA to approve the bid. No bids were received for the SCY and LCM championships. Sally asked the chairs to please contact their meet directors and sanctions chair to encourage the hosting of the meets. The bids are open to all LMSCs; Oregon has indicated that they will not bid. Finally, Sally reminded everyone that Zone Championship information needs to be distributed at least 3 months prior to the event. All information should be in electronic format and it should include entry forms, banquet/social, hotel/motel, and general meet information. It should be sent to the Zone chair, all LMSC chairs, newsletter editors and Webmasters.

7. Updating board/volunteer list: a list of volunteers for all zone LMSCs has been distributed. Sally asked that any changes to volunteer information be reported to her as soon as possible. Everyone on the list was invited to attend the meeting but the last minute information was only sent to those who had responded that they would attend. Sandi suggested that everyone should receive the materials since people don't always RSVP. Sally said that depending on the situation, she will either ask the chairs to pass on information or she will send to the entire list.
8. Policy review: Sally suggested that a review of the Zone Policies is in order. For example, the policies state that a forum will be conducted at each zone championship meet but that has not been taking place. Past chair Tim Waud said that he held numerous meetings but few people attended. Hugh suggested that since no one is coming we should delete the policy. Other policies may need revision as well and Sally suggested we have a subcommittee to review and/or propose changes at the March meeting. Hugh suggested that all of us review the policies and make a list of those we think should be revised. Sally offered to send the policies in Word so people can use tracking. Sandi suggested we use Google docs instead, which are easier to work with. Ken offered to help put the policies in a Google doc (and sent a version before the meeting ended). Sally asked that all corrections and/or revisions be submitted by the first week of February.
9. LMSC websites: The appearance and usefulness of LMSC websites was discussed and Sally suggested that we visit each other's sites to see what works and doesn't work. It was suggested that Sally contact the LMSCs and let them know of the shortcomings with their website.
10. Record-keeping at the LMSC level: Steve Darnell has taken on the job of maintaining all three courses of Zone records. He has recently brought the records up to date. Sally noted the importance of LMSC record keepers staying current with their records.
11. Mentoring volunteers from LMSC to LMSC: At the LMSC Development meeting it was suggested that the Zone Chairs encourage LMSC leaders within the zone to mentor each other. For example, treasurers could have a peer-2-peer conference call to discuss issues that they have with their position. In any given year we likely have new people holding positions and they would likely benefit from conferencing with others in the zone who have more experience. There was some concern that this was redundant considering that the LMSC Development committee hosts these type of calls already, and that many people find there are too many conference calls taking place already. It was suggested that the LMSC chairs address the idea with their leadership team and give Sally feedback.
12. Guide to Operations (GTO): There are volunteer role descriptions for many LMSC positions posted in the GTO on the USMS website. The positions described are the chair, vice-chair, secretary, treasurer, registrar, communications chair, top ten recorder, sanctions chair, coaches chair, officials chair, open water chair, fitness chair, awards & recognition chair, safety chair, and affiliated organization liaison. The path to this information can be found by going to the USMS home page, select "for volunteers", then "Guide to Operations", then "LMSC Management", and finally scroll down to "LMSC volunteer descriptions".
13. March Zone Meeting: The next meeting will be Sunday, March 13 at 6 pm Pacific Standard time (5 pm Alaska, 7 pm Mountain)

The meeting was adjourned at 6:45 pm PST

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