

Northwest Zone Meeting Minutes

Committee Name: Northwest Zone

Committee Chair: Sally Dillon

Minutes recorded by: Sally Dillon

Date/time of meeting: Sunday, March 13, 2016

Motions Passed with financial implications:

1. none

Motions passed:

1. **It was MSA to approve the December 6, 2015 minutes as submitted**
2. **It was MSA to approve the financial report as submitted.**
3. **It was MSA to approve the changes to the policies as discussed.**

Number of committee members present: 12

Absent: n/a

Number of other delegates present: n/a

Committee members present: LMSC chairs attending were: Ken Winterberger (AK), Matt Bronson (I-NW), Jeanne Ensign (MT), and Karen Oliver (UT). Tim Waud represented OR as per Jeanne Teisher. Also attending were Mike Hamm and Margaret Hair (I-NW), Hugh/Jane Moore and Sarah Welch (PN), Sandi Rousseau (OR), and Ruth Carter (AK).

Minutes

The meeting was called to order at 6:01 pm PDT.

A. General business

1. December 6, 2015 NW Zone meeting minutes: **It was MSA to approve the minutes as submitted.**
2. Zone Chair report
 - a. Convention 2016: Sally reported on the room setup options for the Zone meeting and it was agreed that we would request a "classroom" design with a head table.
 - b. Approval of minutes between meetings: Sally suggested that rather than waiting 3-months until a subsequent Zone meeting to approve minutes, she solicit corrections via email shortly after the meeting, and then take a vote of approval, also by email. There were no objections to this procedure.
 - c. Webmaster and Recordkeeping: Sally thanked Hugh Moore for doing a nice job in keeping the website up to date and Stephen Darnell for staying on top of the NW Zone records.
3. NW Zone Chatter Newsletter – Submissions for the March issue of *The Chatter* are due to Sally by March 15.
4. Financial report – Ken provided a financial report which indicated no activity since December. NW Zone has \$3099.45 in our account. Notices will be going out to LMSC treasurers in early April for the per/swimmer surcharges. **It was MSA to approve the financial report as submitted.**
5. LMSC volunteer list updates – Sally reminded everyone to report changes in LMSC leadership teams so the roster can be kept current.
6. 2016 NW Zone Championship events – Sally thanked Karen Oliver and the UTAH LMSC for bidding to host the SCY NW Zone Championship meet. The meet bid was approved between meetings via email. Karen said the pool is in a nice area of Salt Lake City, all deep-water with 8 lanes and one reserved for warmup. All were encouraged to promote the event within their LMSC. Sally noted that we have no LCM Zone Championship at this time and all are encouraged to submit a bid.

B. New business

1. Report on February USMS BOD retreat – Sarah will submit a report for the next *Chatter*.
2. Policy revisions –Ken was thanked for making the NW Zone Policies available to all via a Google Doc. A number of suggestions and comments were posted and discussed. First off, "and Information" was deemed unnecessary and removed from the document title. 1.1 – Long Distance Chair, Coaches Representative, Awards and Recognition Chair, and Newsletter Editor were deleted from the "appointed position" list. 1.2 –

reference to “forums at zone championships” was deleted. Hugh expressed concern that we haven’t defined a quorum and that any action we take needs to be on the agenda. Language was added to 1.3 that indicates that we will only conduct business that is on the agenda and quorum shall be 5 of the 7 LMSCs. In 1.4 language regarding newsletters was deleted and we come back with new wording, which indicates using *The Chatter* for communication. 1.6 – remove entirely the section about entry forms, recognizing that all are able to access the information from LMSC websites, and re-number. Re-worded records section 1.7.6. Regarding Section 2 - Zone Fund and Finances, numerous housekeeping items were made. We discussed the \$700 expense limit for convention reimbursement and Jeanne noted that in some instances this amount won’t cover the expenses. It was agreed that funding per individual will be decided on an annual basis and to strike the sentence in 2.2.1. Removed 2.2.2 because USMS covers all expense for the Zone Chair. 2.2.3 was deleted and the reference to \$300 for a social at convention was moved to 2.2.1. The date for convention reimbursement requests in 2.3 was changed to December 1. It was agreed to delete 3.3 as it is no longer necessary. 3.4 - names of delegates requiring reimbursement are due to the Zone Chair by July 1. Reflecting changes to the bidding process that were approved at convention, a number of changes were made to 4.2 – event location selection. 4.3.2 - delete the second sentence; this is already covered in USMS Rules. 4.3.6, 7, and 9 all include housekeeping changes. 4.4.1 – the span of time for when an open water championship can take place was expanded: June 1- September 30, inclusive. 4.6 – added “unused awards shall be returned to the Zone Chair within 30 days of the completion of the event”. It was suggested that we consider allowing club and team scoring at some point in the future. **It was MSA to approve the changes to the policies as discussed.**

3. Revised LMSC Standards – Hugh explained that the LMSC Development Committee initially proposed LMSC standards 6-7 years ago. There are approximately 50 standards. The current ones have remediation, which is supposed to be involved when LMSCs are not meeting standards. In 2014 only six LMSCs had met all standards so remediation should have been going on, but it wasn’t. The proposed revision divides the standards into two levels of required standards: mandatory and target standards. The USMS BOD agreed to the concept of a revision and the LMSC DC has spent over a year developing the revision, including an investigation to see if other standards should be added. The LMSC DC cmte has provided feedback and they also want feedback from the LMSCs through their Zones. Hugh particularly requested feedback on the “mandatory” vs “target” level of standards. Sally offered to take comments from the LMSCs and submit them on one document to Hugh by the end of March. Out of the roughly 50 original standards, about 35 weren’t met. The 2-week requirement for getting meet results posted was the worst. The last LMSC Standards “report card” was in 2014. The LMSC DC did not think it reasonable to do one in 2015 since progress wasn’t being made to improve the results. Most of the new document has been rewritten and moved into categories. Communications is new, as well as some of the budget information. Hugh pointed out that we require an annual meeting without guidance about what should be covered in the meeting. Sarah said that PNA meets regularly and people are invited to any meeting and asked “what distinguishes an annual meeting”? Sarah will provide some suggestions regarding the financial concerns she has. Hugh asked Jeanne about whether the dual signature was meant to avoid embezzlement and he suggested that this should be better addressed in FOG. Hugh’s concern is that a dual signature is ineffective with electronic transfers. He suggested that we delete the requirement but we need something to replace it. Jeanne said it originated as an insurance requirement. One other standard that is new: requires the LMSC to follow section 8 of FOG. Sally reiterated that comments should be submitted by Mar 31 and she will compile them for Hugh.

The next NW Zone conference call will take place on Sunday, June 12, 2016. Start time will be 6 pm Pacific time zone (5 pm Alaska, 7 pm Mountain)

The meeting was adjourned at 7:45 pm.
