

AMLMSC Annual General Meeting Minutes

Saturday Jan 31, 2026 6:15 PM at Mt Lebanon High School and zoom:

<https://us06web.zoom.us/j/82701742669?pwd=bMJeG1i8NaDk1O9oARLz7tJiHzoTRX.1>

Attendance

Present (in-person): Libby Ernharth, Matt Harris, Mike Kristufek, Wynne Kirchner, Lhea Wiese, Judy Caves, Carrie Whisel, Rebecca Griffith

Present (Zoom): Darren Miller.

Guests: Raza Ali (non-board member attendee).

Agenda

1. Call to order

Libby welcomed the group and expressed appreciation for the board's work and continuity of leadership.

Motion: Call meeting to order.

Moved: Mike. **Second:** Matt Harris. **Vote:** Approved unanimously.

2. Approval of prior meeting minutes (Nov 9, 2025)

Motion: Approve the November 9, 2025 meeting minutes.

Moved: Wynne. **Second:** Carrie. **Vote:** Approved unanimously.

3. Reports (Officers / Committees)

Officials (interim) - Matt Harris reported progress recruiting additional officials (including new officials) and encouraged members to volunteer. Emphasis was placed on flexibility: officiating does not obligate a member to work a fixed number of meets; members can assist as available. Any interest please forward to Matt.

Open Water - No report; meeting noted winter conditions.

Other committee reports - No additional reports were delivered during the meeting; Darren was initially unable to hear and later confirmed no additional updates.

4. Old Business (follow up items from prior Board meetings)

1) Tri-State Long Course Meet (2026)

Wynne provided an update on the Tri-State Long Course meet planning. The event is expected to be a two-day meet in June 13th and 14th 2026 in Buffalo, New York, hosted by the Niagara LMSC at Erie Community College's 50m pool with a separate warmdown area. Registration and event order are in progress, with further work targeted for February and

March. The board discussed increasing the LMSC's contribution to enhance the meet experience.

2) Email Hosting Provider Decision

The board discussed that a decision is still pending regarding an email hosting provider/service (Mail Relay vs Gmail vs USMS tooling). Action was deferred until Bree can re-engage; the group aims to revisit prior notes and select a solution that supports shared access and improves reliability.

3) Officers Insurance

Matt Harris provided a status update on officers insurance (D&O coverage). The underwriter review is in progress and first-time underwriting/assessment is taking longer than expected. Matt Meade will connect with Jen for payment information to purchase once approved.

4) Website Updates

No website metrics or feedback were presented; Bree was not present.

5. New Business

1) Administrative Filings and Conflict of Interest Forms

Matt Harris will draft and circulate the minutes for approval and will submit required annual meeting notification to USMS. The board will also complete annual Conflict of Interest forms; Matt will distribute forms and examples.

2) Go the Distance (May 2026)

The board discussed re-running Go the Distance in May 2026 with improved promotion (participation was low in the prior cycle). Darren stated willingness to help but requested a walkthrough of the process. Judy, Julie (template owner), and Darren will coordinate offline; the board will support running the event if Darren is comfortable proceeding.

Motion: Board supports running Go the Distance in May 2026, contingent on Darren confirming feasibility.

Moved: Matt Harris. **Second:** Wynne. **Vote:** Approved (no objections).

3) Budget Updates and Approval

In Jen's absence, the board reviewed and approved the budget with the following changes:

- Tri-State meet contribution increased from \$2,500 to \$3,000.
- Pool 5K line item (previously referred to as North Park 5K) increased from \$525 to \$750 due to higher facility rental rates; the meet location may shift (e.g., Mt Lebanon) based on availability and cost.
- Added a new line item of \$500 for Go the Distance prizes/awards.

Motion: Increase Tri-State meet expense contribution from \$2,500 to \$3,000.

Moved: Matt Harris. **Second:** Judy. **Vote:** Approved unanimously.

Motion: Increase Pool 5K budget from \$525 to \$750.

Moved: Mike. **Second:** Matt Harris. **Vote:** Approved unanimously.

Motion: Add a dedicated \$500 line item for Go the Distance prizes/awards.

Moved: Matt Harris. **Second:** Lhea. **Vote:** Approved unanimously.

Motion: Approve the 2026 budget as amended above.

Moved: Wynne. **Second:** Lhea. **Vote:** Approved unanimously.

4) Bylaw Amendments

Matt Harris presented proposed bylaw amendments (as pre-circulated) to clarify board position cadence, executive committee composition, vacancy handling, interim duty coverage, voting/quorum, and term boundary standardization. The board approved Section 3.5 position/cadence correction, then adopted the remaining amendments as a group.

Motion: Adopt amendment to Article III, Section 3.5 (Board position list and stagger; Officials moved to odd-numbered years).

Vote: Approved (no objections noted).

Motion: Adopt remaining proposed bylaw amendments and additions as presented.

Moved: Mike. **Second:** Judy (with Wynne also supporting). **Vote:** Approved (no objections noted).

Elections 2026

The following self-nominated candidates were presented for election:

- Chair: Matt Harris (FFH)
- Treasurer: Jennifer Petyk (MLAC)
- Membership Services: Lhea Wiese (FFH)
- Coaches: Wynne Kirchner (FFH)
- Officials: vacant
- Webmaster: Bree Rice (FFH)
- Social: Adam Morrison (TPIT)
- Open Water/Long Distance: Judy Caves (MLAC)
- Diversity and Inclusion: Carrie Whisel (TPIT)
- Safety: Shared responsibility of the full board (no single officer)

Motion: Close nominations.

Moved: Mike. **Second:** Carrie. **Vote:** Approved unanimously.

Motion: Elect the listed candidates by acclamation.

Moved: Mike. **Second:** Carrie. **Vote:** Approved unanimously; elections passed.

Special Election - Vice Chair Vacancy

A Vice Chair vacancy was filled by special election for the remainder of the unexpired term (maintaining election cycle).

Nomination: Wynne Kirchner self-nominated to serve as Vice Chair until the next scheduled election.

Second: Lhea.

Vote: Approved unanimously. Wynne Kirchner elected Vice Chair and will fill coaches chair as interim role.

Interim Coverage - Officials

Given Officials was vacant and no other qualified candidates were available, Matt Harris will continue covering Officials duties on an interim basis (without additional vote).

Motion: Authorize Matt Harris to serve as interim Officials Chair (duty coverage).

Second: Mike

Vote: Approved unanimously.

At-Large Board Positions

To retain continuity and support committee work, the board elected at-large members: Libby and Mike accepted at-large board roles, as did Rebecca.

Motion: Elect Libby to an at-large board position.

Moved: Matt **Second:** Judy. **Vote:** Approved unanimously.

Motion: Elect Mike to an at-large board position.

Moved: Matt. **Second:** Judy. **Vote:** Approved unanimously.

Motion: Elect Rebecca to an at-large board position.

Moved: Mike. **Second:** Matt. **Vote:** Approved unanimously.

Social Chair Clarification and Committee Recommendation

The board discussed ensuring the Social role expectations are well understood by Adam. As he was not present to discuss, Mike will follow up with Adam to confirm interest and alignment. The board also discussed recommending a Social committee at the next meeting to distribute workload and look forward to discussing that further with Adam. Libby noted interest in serving on the social committee if formed.

Other Business

Open Water / Long Distance Chair Role Support

Judy asked for guidance on expectations for the Open Water/Long Distance chair role. The board emphasized that the role can focus on coordinating communications, supporting sanctioned events, and building community around open water participation. Darren highlighted ongoing volunteer needs for the Three Rivers open water swim (kayakers, escort boats, buoy retrieval) and encouraged members to assist.

Future Outdoor 5K / Open Water Event

The board discussed the long-term possibility of adding an open water 5K in the region. The group agreed this is not feasible for Summer 2026 but could be explored as a planning effort this year for a potential 2027 event, recognizing sanctioning and venue logistics.

DEI Code of Conduct

Carrie reported attending a USMS DEI chairs meeting and proposed drafting a Code of Conduct for the LMSC as an initial, actionable DEI deliverable. Carrie will draft an initial version for board review and input.

National Masters Emails for Board Members

USMS distributes a newsletter called "[STREAMLINES for Volunteers](#)". Some board members report not receiving this newsletter. Matt Harris will send board members email addresses and request they be added to the volunteer list when submitting the minutes of the annual meeting.

Next Meeting

The next board meeting was scheduled for Sunday, April 19, 2026 at 7:00 PM ET (Zoom).

Appendix: Proposed Bylaw Amendments (Motions)

Convention: ellipses indicate unchanged bylaw text omitted for brevity. Additions are shown in bold. Removals are shown in strikethrough.

1. Amend Section 3.5 Board of Director Positions (Revised Positions and Stagger)

Motion: Amend Article III, Section 3.5 to reflect the complete set of Board of Director Positions in current LMSC operations and to correct the staggered election cadence, with Officials elected in odd-numbered years.

Proposed Amendment (Excerpted Redline)

Article III – Board of Directors

Section 3.5. Board of Director Positions.

... The Board of Director Positions consist of the ~~Registrar, Awards Banquet Chair, Finance Chair, Safety Chair, Long Distance Chair, and LMSC Club Development Chair,~~
Membership/Communication, Sanctions, Top Ten Recorder, Coaches, Officials, Webmaster, Open Water, Postal (Long Distance), Fitness, Safety, Social, Diversity & Inclusion, and Affiliated Organization Liaison. ...

... Board Positions are elected at a general meeting of AM LMSC held by February 28 on **odd numbered years Sanctions, Top Ten Recorder, Fitness, Officials, Social and Affiliated Organization Liaison shall be elected and on even numbered years Membership/Communication, Coaches, Open Water, Postal (Long Distance), Webmaster, Safety, Diversity & Inclusion.** ...

Justification

this updates the bylaws to match the current lmsc board position structure and naming conventions.

moving officials to odd numbered years improves balance between election cycles and aligns with interim coverage reality.

2. Clarify Executive Committee Composition

Motion: Amend Section 3.4 to explicitly state the Executive Committee consists only of the four Officers.

Proposed Amendment (Excerpted Redline)

Article III – Board of Directors

Section 3.4. Board of Directors Officers.

... The AM LMSC Officers consist of the Chair, Vice Chair, Secretary, and Treasurer, who are elected and collectively comprise the Executive Committee. **The Executive Committee shall consist solely of these four Officer positions. ...**

Justification

this prevents future ambiguity about which roles are part of the executive committee.

no operational change is intended, only clarification.

3. Explicit Officer Election Cadence (Executive Committee Elections)

Motion: Amend Article III to explicitly state the Officer election cadence for the Executive Committee to match current practice.

Proposed Amendment (Excerpted Redline)

Article III – Board of Directors

(Officer Elections Clarification)

... Officers shall be elected at the Annual Meeting. **Chair and Treasurer elections shall occur in even numbered years; Vice Chair and Secretary elections shall occur in odd numbered years. ...**

Justification

this makes officer election cadence explicit and prevents confusion about where executive committee elections are defined.

it matches the current staggered officer terms in practice.

4. Vacancies Fill Without Resetting Term

Motion: Amend Section 3.3 to state clearly that vacancy service is for the remainder of the unexpired term and does not reset the election cycle.

Proposed Amendment (Excerpted Redline)

Article III – Board of Directors

Section 3.3. Elections.

... With an election to fill a vacancy, nominations and elections shall be held by the Board of Directors and the person selected to fill the vacancy shall hold office until the next scheduled election. **Such service shall be for the remainder of the unexpired term only and shall not alter the established election cycle for that position. ...**

Justification

this removes interpretive risk that a vacancy appointment could restart a two year term.

it preserves staggered election cadence and improves continuity.

5. Interim Performance of Duties and Officer Constraint

Motion: Add new Section 3.10 to allow Board-approved interim assignment of duties for continuity, while preventing concentration of Officer authority.

Proposed Amendment (Excerpted Redline)

Article III – Board of Directors (New)

Section 3.10. Interim Performance of Duties.

Add new Section 3.10 as follows:

Section 3.10. Interim Performance of Duties.

In the event a position is vacant or the elected individual is temporarily unable to perform the duties of the position, the Board of Directors may, by majority vote, assign the duties of that position to an existing member of the Board of Directors on an interim basis until the vacancy is filled under Section 3.3 or the elected individual resumes their duties.

Interim assignment of duties does not constitute election to the position and shall not confer any additional vote (see Section 3.11).

No individual may hold more than one Officer position at the same time. An Officer may be authorized by the Board to temporarily perform duties of another Officer role on an acting basis; however, the second Officer position shall remain vacant and must be filled pursuant to Section 3.3.

Justification

this enables continuity when volunteer positions are vacant or temporarily inactive.

it keeps executive authority bounded by preventing permanent dual holding of officer roles.

6. One Vote Per Person and Quorum Based on Filled Seats

Motion: Add new Section 3.11 to clarify that voting is one vote per person (not per office), that interim duty assignments do not confer additional votes, and that quorum is calculated based on filled voting seats.

Proposed Amendment (Excerpted Redline)

Article III – Board of Directors (New)

Section 3.11. Voting and Quorum Clarification.

Add new Section 3.11 as follows:

Section 3.11. Voting and Quorum Clarification.

Each voting member of the Board of Directors shall have one vote per person, irrespective of the number of positions held or duties performed. Interim assignment of duties under Section 3.10 shall not confer any additional vote.

For purposes of Board voting and quorum, a Board position shall be considered filled when a voting director is duly elected to that position or when a vacancy is filled pursuant to Section 3.3. Interim assignment of duties does not constitute filling a vacancy.

Quorum shall be calculated based on the number of filled voting Board seats at the time of the vote.

Justification

this prevents double voting when a director is serving in an interim capacity for another role.

it clarifies quorum calculation when there are vacancies versus interim duty coverage.

7. Term Boundary Standardization (Feb 28 Term Boundary)

Motion: Amend Section 5.1 to define term boundaries within February 28, avoiding leap year ambiguity and decoupling term boundaries from meeting date.

Proposed Amendment (Excerpted Redline)

Article V – Meetings

Section 5.1. Annual Meeting.

... The annual meeting of the general membership shall be held by February 28th of each year for the purpose of elections, with new officers' terms beginning ~~March 1st~~ **at 11:59 p.m. Eastern Time (ET) on February 28** of that year. **Terms of all Officers and Board of Director Positions shall end at 11:58 p.m. Eastern Time (ET) on February 28, and the subsequent term shall begin at 11:59 p.m. ET on February 28, irrespective of the date of the Annual Meeting, provided the Annual Meeting is held by February 28. ...**

Justification

this keeps term boundaries fully within february and eliminates leap year ambiguity.

it allows the annual meeting to occur anytime by february 28 while keeping turnover timing consistent.