

Northwest Zone Meeting Minutes

Committee Name:	Northwest Zone		
Committee Chair:	Paige Buehler		
Minutes recorded by:	Paige Buehler & Sally Dillon	Date/time of meeting:	Thursday, 3/12/20; 7:15pm PT

Motions Passed with financial implications: None

Motions passed:

1. None

Number of committee members present: 17	Absent: 0	Number of other delegates present: n/a
Committee members present (list all, including chair and vice chair): AK - Ken Winterberger; IW - Matt Bronson, Wes Bratton, Paige Buehler (chair) Margaret Hair; MT – Donn Livoni, Jeanne Ensign; OR – Tim Waud, Sandi Rousseau, Ginger Pierson, Matt Miller; PN – Linda Chapman, Sally Dillon, Hugh Moore; SR – Jim Clemmons; UT – Aaron Norton, Anna Marie Forest, Dave Baer		

Minutes

The meeting was called to order at 7:18 pm

A. Actions between meetings: Approval of December 8, 2019 minutes – 6 for, 1 abstain (via email with LMSC chairs)

B. General business

1. Approved housekeeping changes to the December 8, 2019 minutes submitted by Sandi.
2. Standing Reports:
 - a. Chair – Paige Buehler – no report
 - b. NW Zone Chatter – reports from LMSC Chairs are due Friday, March 20th.
 - c. Treasurer – Ken Winterberger
 - i. The current total of the NW Zone account is \$5,133.97. No activity since December 8.
 - d. Ad hoc Finance Committee Report – Ken, Aaron & Sarah Welch made recommendations to NW Zone policies:
 - i. To eliminate the ‘small LMSC’ approach to awarding funding to LMSCs to defray the expenses to send delegates to convention. To replace the ‘small LMSC’ policy by including delegate expenses as an allowable activity under the Zone grant program. (recommend grant request “as needed”) This assumes all LMSCs move to the “Unified Fee” program.
 - ii. To suspend the collection of a registered swimmer surcharge (meet surcharges were removed by vote in Sept. 2019) by the Zone and replace it with a surcharge that is levied every Olympic year (next in 2024). We recommend that a \$1.00 per member surcharge every four years should be enough to fund Zone expenses. This amount should be reviewed at the annual meeting prior to the year it is levied. A four-year cycle allows for predictability. The amount is half what we are currently charging. And it allows for four years of grants to gradually reduce the current fund balance.
 - iii. To continue the grant process for allowable Zone related expenses. Zone grants would allow LMSCs to conduct an activity or training or to send a delegate to convention that they otherwise might not be able to do. The funding for delegate expenses at convention would be an allowable expense under the grant program.
 - iv. To eliminate Snake River as a ‘small LMSC’ under the policies even if none of the other recommendations are adopted. The rationale for this recommendation is that SR’s fund balance is healthy and, the Zone has consistently removed LMSCs from the ‘small LMSC’ group when

their fund balance puts them in a position to be able to fund their own delegates. (Ex: Alaska, Utah, etc.)

- v. Discussion:
 - 1. Sandi liked the balance between the needed funds and the revenue, which seems to have been too high recently.
 - 2. Sally was concerned that we may run out of funds even though Zone grant requests have been minimal. Perhaps the policy should include a stop gap so that funds can be collected without waiting for the approval cycle at Convention. Ken suggested a budget trend review every two years. Jeanne counsels to not make it too complicated. Ken said that the majority of the NW Zone's LMSCs should be seeing a balance increase under the Unified Fee program reducing the grant requests even more.
- vi. Ken requests feedback so the committee can massage this into a policy proposal for the June meeting. We can then vote in September.
- e. Webmaster – Hugh Moore
 - i. Hugh has posted records and zone champs cancellation info.
 - ii. Last meeting, we discussed the lack of security certificate on our website. Since we don't have confidential or financial info Hugh feels it's not imperative, but Chrome can highlight websites without one as "not safe" which can be off-putting to site visitors. Matt M. suggests CertBot as a free SSL certificate provider. Hugh and Matt M. to discuss outside of the meeting.
- f. Records – Steve Darnell reported via email
 - i. All records are up to date since we won't likely be competing in the near future.
- g. NW At-Large Director – Matt Miller
 - i. The Board of Directors met in Sarasota without Matt who had a day flying to Wenatchee and back to Medford due to weather in Seattle and never made it to Florida. He spoke by phone with CEO Dawson Hughes and President Peter Guadagni to get caught up and has these updates for us:
 - ii. Face-to-Face Meeting - Focus: Bridging the gap between National strategies and Local implementation. Emphasis on how LMSC Development can move forward with local implementation of growth strategies. They want to put more responsibility on LMSC and Zone chairs for that.
 - iii. This is the 5th year that membership numbers are down. In 2019 they were down 1% and 2020 so far, it's about 2% down. The National Office is looking at a sizable advertising campaign and special membership rates for 2020+2021.
 - iv. Unified fee discussions continue including phone calls between board members and LMSC chairs.
- 3. Zone Championship Meets:
 - a. SCY – cancelled by meet host BWAQ due to governor's suspension of events >250 attendees and because our target audience (older age groups) is more susceptible to the COVID-19 virus.
 - b. LCM – Gresham, OR * August 21-23
 - c. SCM – Hood River, OR * November 14
 - d. OW Champs – no bids. Bids are open to all NW Zone LMSCs. Send to Paige.
- 4. Upcoming events:
 - a. Spring Nationals: Jim is meet liaison and lots of discussions are happening with decision likely happening next week. [Update: Cancelled as of March 13th 1:00pm PDT]
 - b. MT: July 25 – Lake Como OW event. Coaching certification clinic, Clinic for Coaches and Stroke Clinic for Swimmers in Missoula. Deadline to sign up is April 1st. Minimum of 10 people needed and they are not there yet.
 - c. IW: LMSC Champs March 28th – no decision yet. Will likely have more information to decide next week.
 - d. SR: Two dual-sanctioned LCM meets in May and in July

- e. OR: Assn champs is cancelled. Oregon City dual sanctioned meet on 3/14-15 cancelled. Lake Juniper meet and buoy swim in June are on hold.
 - f. PN: Zone champs cancelled. Pacific Northwest is hosting a Coaches Clinic & Stroke development Clinic on Sunday, March 29th. Still on the calendar. July 19 Summer long-course meet. Western Washington University organized a SCY meet in Bellingham on Feb. 23 due to dearth of SCY meets in PNA over the winter.
 - g. UT: have postponed LMSC Champs.
 - h. Side note: USA Swimming recommended suspension of events for 30 days from today. They're letting LSCs cancel events.
5. Small LMSC "peer-to-peer" teleconference. This idea was received positively so Paige will send a Doodle to find a meeting time with the chairs of AK, MT, IW, SR, UT
 6. Heartfelt condolences to Jeanne Ensign whose husband passed away on March 5th. She said she is right on track with sleeplessness and lack of focus but has been swimming through the grief.

Next Meeting: Tuesday, June 2nd @ 5:00pm Alaska | 6:00pm Pacific | 7:00pm Mountain

The meeting was adjourned at 8:27 PM PT

NW Zone USMS - Financial Report - 2020 March 2020

Date	Description	Swimmer Surcharge	Zone Meet Surcharge	Check Date	Other Income	Convention Expense	Ribbon Expens	Grant Expense	Total - Net Rev/Exp	Balance
1/1/20	Balance Forward 1 January 2019									\$5,133.97
									\$0.00	\$0.00
Subtotal		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Ending Balance										\$5,133.97

Notes: (1) The address for the NW Zone Treasurer is 1201 Denali Street, 311, Anchorage, AK 99501-4598. (2) Checks sent to the NW Zone USMS should be made out to NW Zone USMS and **NOT** Ken Winterberbger. (3) There is a USMS NW Zone Grant Request form template available using a link found at the bottom of the NW Zone website home page. (4) Per swimmer fees - see policy below.

2.1 Revenue

The NW Zone Fund will be overseen by the NW Zone treasurer and consists of funds generated by annual NW Zone fees of \$0.50 per registered swimmer in each LMSC as of May 1. The fees are payable by May 15 of that year.

2.1.1 *The NW Zone Treasurer shall inform the member LMSC chairs and treasurers of the amount due as per the May 1 National Office registration numbers and remind them of the May 15 due date.*

Submitted 12 March 2020 by Ken Winterberger, NW Zone