

Committee Name:	Northwest Zone	Session #:	n/a
Committee Chair:	Aaron Norton		
Minutes recorded by:	Sally Dillon	Date/time of meeting:	March 13, 2022 at 6 PM MT

Actions Taken: Policy amendment for attachments - MSA to switch Attachment A to Attachment B, B to A and to make the necessary adjustments in the preceding section.

Number of committee members present:	14	Absent:	1	Guests:	none
Committee members present: Ken Winterberger (AK), Matt Bronson, Paige Buehler, Mike Hamm, & Rob Heath (IW), Jeanne Ensign & Donn Livoni (MT), Christina Fox, (OR), Kathy Casey, Linda Chapman, & Sally Dillon (PN), Aaron Norton, Bruce Schroeder, & Jerry Treiman (UT). SR was not represented.					

Minutes

The meeting was called to order at 6:05 pm MT.

1. The quarterly Zone Chatter was distributed on March 3 to the LMSC leadership team members. Aaron thanked Christina for the great newsletters since she has taken on the editor position.
2. Actions taken between meetings:
 - a. The December 5, 2021 meeting minutes were approved by the LMSC chairs via email.
 - b. A bid from the Oregon LMSC to host the NW Zone SCY championship meet April 1-3 was approved by the LMSC chairs via email.
3. Standing Reports:
 - a. Chair: Aaron asked those who attended the USMS Relay 2022 event to report on the experience. Many said how great it was to get together in person. Travel was daunting and some people were stranded on their way home due to canceled flights. It was a good introduction for newbies about the hierarchy of USMS; they might have benefitted the most. Some, but not all, of the workshops were helpful. USMS indicated an interest in supporting the local organizations better; some thought the ways need finetuning. USA-Swimming provided ways to team up with local kid's teams. Donn thought it was a positive experience and suggested that LMSCs send different people each time. Mike enjoyed coaching a workout. Linda liked the focus on workshops (as opposed to legislation). She enjoyed hearing about how other LMSCs support their clubs and coaches by paying teams to host meets and paying coach's clinic fees. She also noted that many LMSCs have less expense to send delegates to convention; it's particularly expensive to travel from the Northwest. Paige enjoyed working together on things people agree on (unlike legislation). She wished there was more done in advance to give the new attendees better context before attending and how to wrap up what was done and take it back. The hotel was conveniently at the airport. Everyone stayed there so the organizers had a captive audience. Bruce was accompanied by two coaches; all considered it a great experience and very motivating.
Aaron reported that ~16 UT swimmers are heading to nationals; enough that they are sending a coach for the first time. He encouraged others from the NW to connect with each other while in San Antonio.
 - b. Treasurer: Ken reported that there has been no activity since the last report.
 - c. Secretary: Sally reminded the LMSC chairs to let her know when there are changes in their leadership teams.
 - d. Webmaster: Hugh Moore no longer lives in the zone and a volunteer is needed to maintain the zone's website. LMSC chairs were asked to look at their leadership teams to see if they can find a replacement.
 - e. Records: Steve Darnell has kept the records up to date.
 - f. Awards: Sally will be sending zone ribbons to Tim Waud for the SCY championship meet.
 - g. NW At-Large Director: Paige Buehler provided the following report and added comments during the meeting. In Q1 the Board has focused on reviewing the Strategic Priorities drafts from that ad hoc

committee, on CEO performance, and on thinking about an organizational structure that supports our strategic priorities.

USMS Membership & Budget

January membership is a good indicator of year-end membership, and we are on target to have about 55,000 by the end of October. That is better than the membership budget assumption (53,500). However, to get to where our income best supports our service expenses, we need to set a target of 65,000 members for registration year 2023. Dawson took a stab at how that would look at the LMSC level to provide goals to the LMSCs. This is only in DRAFT form (see 1/17/22 BOD meeting minutes) but I wanted you all to know that these are being developed and will be part of the Local Communications conversations (below.) Of note: the goal for small LMSCs is to have all of them reach 300 members. Paige underlined these as they affect the NW. The numbers are not set in stone, just part of the conversation. They're meant to be goals. Jeanne asked if there was talk about combining small LMSCs and Paige said it's part of the conversation. It's hard to find volunteers when you have really small LMSCs. Ultimately, we want to grow clubs to grow membership. Linda asked how they expect a small LMSC to more than double to make this goal. Aaron said National might intercede with YMCA's that kick Masters out of their facilities.

Restructuring Progress

In 2020 the Governance Committee worked on categorizing human resources (volunteer and paid) and defining the work most suited to each (i.e., local, or episodic, or high income risk, or oversight, etc.). They then used that framework to look at the work USMS needs done and, building off the work of previous task forces, provided a recommendation to the Board of what work should be done by paid staff and what work should be done by operating committees, ad hoc committees, or individual contributors. This is continuing work from various task forces on using our volunteer work force to best effect. To start aligning national committees on priorities and resources, Dawson and Peter presented "Vision for USMS Structure" on January 10th to an audience of national committee chairs and vice chairs. Vice Presidents will be working with the committees to which they are liaisons to answer questions and gather feedback. Board member pairs will be liaisons to the Zones to provide evolving information and solicit input. Some committees are nearing their end of life as to what tasks need to be done. The information is still being put together but should be available next month. Streamlining some committees; enhancing others, decreasing involvement that can be handled within the National Office. Individual contributors might be involved in place of committees. There was concern about the loss of the History and Archives Committee and all the work they have done in the past, much of which is no longer online. Kathy and Walt Reid are concerned about all the work that is lost. She is also expressed the opinion that Rules, Legislation, and Long Distance need to continue their own work.

LMSC/Board Conversations "Local Communications"

In the second quarter Board members will be meeting with LMSC Leadership by Zones in the continuing effort to create better communication vertically. The focus will be on the Strategic Priorities and how to best use our volunteers to accomplish those – which goes hand in hand with decreasing the size of our national level volunteer needs.

Other

Championship Committee proposed suspending the rule governing national qualifying times for the Long Course Meters Summer Nationals (2022 Richmond) because the lack of meets significantly depressed the times on which the NQTs are based. The Board approved the proposal and the LCM NQTs are set based on prior years' data.

USMS CFO Susan Kuhlman Parker is retiring. Her job scope covers finance, accounting, internal controls, and human resources. She leaves big shoes to fill. Please think through your networks of people for who would be a good candidate for this position and let Dawson know.

The Event Sanctioning process was patched with a workaround using SurveyMonkey for meet information file uploads that are then placed into LMSC-specific Dropbox folders.

4. Old Business (From December meeting):
 - a. SWAM grant proposal: After no response from SWAM regarding the zone's request for further information, the application seems to have died. Aaron asked Ken if the group has been in touch with him. He has reached out to the applicant and has not yet heard from her.
5. New Business
 - a. Reminder for SCY Zone Champs in OR: Christina said the meet is set up and registration is open.

- b. Revisions to Zone policies regarding formatting:
 - i. Sally recently discovered that the formatting for the championship meet schedule was messed up on our current version of the policies. Steve Peterson fixed it, but they both observed that if Attachment B preceded Attachment A, it would allow A to be on just one page. Obviously, B would become A, and A would become B. Renaming elsewhere in the document would be necessary. (4.2, paragraph 4 and 4.3.3). **MSA to switch Attachment A to Attachment B, B to A and to make the necessary adjustments in preceding sections.**
 - ii. New A will be moved to follow 4.8 Christina and Linda offered suggestions to improve the charts. It was considered housekeeping to change Attachment A from a list to a chart, and to remove years that no longer exist.
 - c. Revision to Zone Policies regarding revenue in 2.1.1. At our December meeting we approved a motion to reinstate the 50¢ per registered swimmer. The policies indicate we should have done this at the annual meeting. Sally will propose a policy change at the next meeting to resolve the issue.
6. LMSC Reports: Aaron encouraged the chairs to submit their quarterly reports to Christina in a timely manner so they can appear in *The Chatter*. Rob said they are looking to host an OW swim July 16 in Coeur d'Alene. There were no other comments.

The meeting was adjourned at 8:20 pm MT.

Next meeting date: June 5, 2022 @ 6 pm Mountain, 5 pm Pacific, 4 pm Alaska