

## Minutes of the PNA Board Meeting, August 26, 2008

### I. Warm Up

- A. Call to Order and Introductions:** President Steve Peterson called the meeting to order at 7:15 pm at Arni Litt's home (as Yesler Community Center was closed for maintenance). Board members present were Lisa Dahl, Jeanne Ensign, Arni Litt, Hugh Moore, Jane Moore, Jo Moore, Steve Peterson, Walt Reid and Sarah Welch.
- B. President's Report:** Steve briefly discussed his employer's RIET behaviors (Respect, Inclusiveness, and Equitable Treatment). Building an inclusive culture helps to attract and retain the best talent. Treating each other with respect, inclusion and equality is vitally important, particularly for an all-volunteer organization like ours. Steve said he participated in the second annual "Arms Around Bainbridge" relay swim, raising funds once again for another person needing help with her medical bills. In the Arizona Masters chair's email to members about LC Nationals Steve found "...We were able to finish less than 50 points behind PNA, which brought a team over twice as large as ours!"
- C. Minutes: MSA the July 22 minutes with corrections.**
- D. Treasurer's Report: MSA as presented** (in Toby's absence). Sarah Welch wrote a check to Arni Litt to reimburse \$72.00 in postage expenses.

### II. Current Action Items

- A. SC Nationals 2007 Team Reimbursements:** Jeanne Ensign presented the updated list of 10 teams and individuals given stipends totaling \$8,150 for their assistance to PNA at SC Nationals 2007. The details below will be published in *The WetSet*:

Payment Date	Team	Amount
10/23/07	Federal Way Masters	\$2,500
10/23/07	GLAD	2,000
1/29/08	Robin O'Leary – NEO	1,000
1/29/08	Western WA University Masters	750
10/23/07	Ohana	500
1/29/08	North Whidbey Masters	300
1/30/08	Tom Foley	300
7/22/08	Bainbridge Aquatic Masters	300
1/29/08	South Whidbey Masters	250
1/29/08	Skagit Valley Masters	250

- B. Bylaws Revision:** Jane Moore presented Section 6 (Board of Managers) for review. Two updates noted will be to change "Board of Managers" to "Board of Directors" throughout and to increase the Section 6.6 expenditure limit from \$25 to \$100. Jane will make these and other changes and will ask Steve Freeborn or another attorney to review the liability section (6.7) for accuracy and completeness. Jane will send out completed sections for board review. A final approval vote will be taken when all Bylaws revisions have been presented and discussed.

### III. New Action Items:

- A. LC Nationals Meet Summary:** Steve unveiled the banners that PNA earned at the Gresham meet: 2<sup>nd</sup> Place for the Mixed, 2<sup>nd</sup> Place for the Men's and 4<sup>th</sup> Place for the Women's categories. PNA swimmers set 36 PNA records, 9 Zone records, 1 National record, and 3 World records. Rick Colella set world marks in the 200 Breast and 200 IM, while the 240-279 Free relay of Debbie Glassman, Sarah Welch, Sally Dillon and Sue Dills set a new world record by four seconds. A big thank you to designated Nationals Coach Frank Comerford, Lisa and Steve for putting together the relays. Sixty of PNA's 81 swimmers volunteered for relays, from which 40 were used to form 23 relays. There was only 1 no-show and 1 DQ. Eighteen finished in the top ten and four teams set PNA records.
- Lisa presented her Nationals Coach Comments and Review report. Coach Frank's comments:
1. Start Nationals marketing (including relays) much earlier to generate greater interest.
  2. Encourage team meetings each day to verify relay swims and the agenda for that day.
  3. Finish enhancements to Steve's relay program for Clovis and beyond.
  4. Provide a team cap and shirt to each swimmer.

5. Have swimmers check in with coach(es) on their first day and before and after their events.
6. For future meets of this size, appoint at least three coaches (a head coach and two assistants).
7. Keep it light hearted, fun and a positive learning experience for all.

Lisa's five Coach Review questions asked Frank about the pre-meet meeting (critical for coaches); his contact with PNA swimmers (60-70% worked with him); what he offered (pre- and post-race suggestions, splits, opinions on training activities, and encouragement); needs of newer swimmers vs. the veterans (both groups seemed to benefit from either very general advice or very specific physical and mental race planning); and how assistant coach(es) could have helped (give warmup/warmdown advice, work with specific subgroups of swimmers, submit relay entries, spread the coaching knowledge and skill around a bit and otherwise assist where needed). The general swimmers' consensus was that Frank did a great job. Frank will be paid his Nationals Coach stipend and be reimbursed for the relay entry fees he paid once he returns from California.

Board members added suggestions to improve the Nationals experience: Use a message board at the meet. Set up a check-in web page or cell phone number. Send information out via email. Build on the tradition of veteran swimmers helping the newcomers.

- B. Convention Topics:** Walt Reid reminded us that this is a "Rules" year. There will be five significant Rules change proposals and others that are minor.
- C. Effective Use of Committees/Task Forces:** The purpose of this item is to review how we're doing and how we could make better use of these resources. Discussion suggestions include: reviewing how our committees are working now; considering what more we might want to get going/working; giving committees assignments through the minutes; delegation of decisions to committees; communication between committees/task forces and the Board. Sarah Welch questioned the difference between committees and task forces. For instance: Fitness lends itself well to a committee. As to the "task force" to develop a Nationals Coach Policy, is its job done? Should there be start and finish dates on task forces? What task forces do we have now? In fact, we have no description of "task force" but rather ad hoc committees. Board members did agree that committees are empowered to make decisions within adopted policy between board meetings, for example, the Ad Hoc Nationals Coach Selection committee deciding on deck to hire an assistant coach at LC Nationals.

Before October, when Jane Moore conducts the bylaws section 8.0 (committees) review, we should all be thinking about committees, coordinators, and the roles they should play. Jane had asked previously for committee chairs to write up their job descriptions but has received just two responses. We have 13 standing committees and two active ad hoc committees (Nationals Coach Policy and *The WetSet* Content). We should be encouraging their use to involve more people toward making our meetings more effective and building our volunteer base.

#### IV. Reports

- A. Membership:** We have 1358 members. **MSA to keep membership fees the same for 2009.** Arni Litt asked how we can assist meet directors to check for current registrations at meets.
- B. Meets:** Jeanne reported that Fat Salmon broke even due to higher than anticipated City charges and will be able to pay part of the PNA per-swimmer fee. Michael McColly assigned a sanction number to Bainbridge for the BAMFest entry form, which was published in September's *The WetSet*.
- C. Long Distance/Open Water:** Sally reported (in absentia) that she's had no word from Orcas Island about sanctioning their OW swim.
- D. Miscellany:** Hugh Moore suggested having a PNAquatics meeting separate from the LMSC board meeting sometime soon.

The meeting was adjourned at 9:05 pm.  
Respectfully submitted, Jo Moore

#### V. Next Meetings:

Sept 16 ..... Yesler Community Center  
Oct 28 ..... Yesler Community Center  
Dec 2 ..... Potluck Dinner (Arni Litt's home) in Seattle