



<b>SPMS Meeting Minutes</b>	
<b>February 16, 2012</b>	<b>Called to Order: 8:06 PM PST</b>
<b>Type of meeting</b>	<b>Monthly SPMS Committee Conference Call</b>
<b>Facilitator</b>	<b>Errol Graham - Chair</b>
<b>Note taker</b>	Connie Barrett - Secretary
<b>Attendees</b>	Chair - Errol Graham (West Hollywood Aquatics) Vice-Chair Mark Moore (Mission Viejo Nadadores) Treasurer - Bob Eberwine (South Bay Swim Club) Member at Large - Jacquie Cole (Long Beach Grunions) Secretary - Connie Barrett (Mission Viejo Nadadores) Registrar - Dan Wegner Newsletter Editor - Kim Thornton (Irvine Novaquatics) Open Water Chair - Tanya MacLean (Irvine Novaquatics) Officials Chair - Robert Mitchell (Unattached) Sports Medicine Chair - Jessica Seaton (West Hollywood) Michael Collins (Irvine Novaquatics) Michael Heather (Mission Viejo Nadadores) - USMS VP Admin. Mary Hull (Southwest Aquatics) - SW Zone Chair Mike Miranda (Long Beach Grunions) Phil Yoshida (San Luis Obispo) Karin Wegner (Las Vegas Masters) Chris Lundie (Santa Clarita) Dia Rinanda (Golden West)
<b>MSA</b>	January 19, 2012 Minutes approved with a correction that Mary Beth Windrath's presence was omitted from the list of attendees.
<b>Officer Reports:</b>	
<b>SPMS Chair: Errol Graham</b> <a href="mailto:chair@spma.net">chair@spma.net</a>	
<ul style="list-style-type: none"> <li>Errol formed a SPMS Planning committee and announced that the committee meeting will be held via conference call on February 23, at 7:30 PM.</li> </ul>	
<b>SPMS Vice Chair: Mark Moore</b> <a href="mailto:vicechair@spma.net">vicechair@spma.net</a>	
<i>Following report submitted in writing for inclusion herein:</i> <ul style="list-style-type: none"> <li>Meet Operations- all the SCY meets are now listed on the web site. Online registrations will be open soon for the UCLA and regional meet at Santa Clarita.</li> <li>Sanction information for the Long Course meets will sent out to the meet directors next week.</li> <li>The new USMS sanction on-line tool is up and running – new sanctions will automatically be place on the USMS calendar – Mark will be the one to submit all sanctions on the USMS site.</li> </ul>	
<b>SPMS Treasurer: Bob Eberwine</b> <a href="mailto:treasurer@spma.net">treasurer@spma.net</a>	
<ul style="list-style-type: none"> <li>Treasurer's report: <a href="http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMA_Treasurer_Reports_-_2012-02.pdf">http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMA_Treasurer_Reports_-_2012-02.pdf</a></li> <li>Balance Sheet:</li> </ul>	



[http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/2012\\_02\\_Balance\\_Sheet.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/2012_02_Balance_Sheet.pdf)

- Income Statement:  
[http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/2012\\_02\\_Income\\_Statement.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/2012_02_Income_Statement.pdf)
- Bob suggested that SPMS may need to have an audit procedure in the form of a non-interested party having access to review financial information - such as reviewing and reconciling the checking account register.

**SPMS Secretary: Connie Barrett** [secretary@spma.net](mailto:secretary@spma.net)

- Connie pointed out that the graphics and typesetting format of the minutes has changed in an attempt to be more congruent with new SPMS brand presentation. Committee was invited to comment or make input on clarity of information.
- Committee was also reminded about the meeting attendance record and how it will factor in the upcoming selection of the delegates for the USMS convention.

**SPMS Member at Large: Jacquie Cole** [memberatlarge@spma.net](mailto:memberatlarge@spma.net)

- Jacquie proposed to undertake the effort of refining and formalizing awards nominations procedures of four SPMS awards; Coach of the Year, Swimmer of the Year, Jim Marcus and Steve Schofield awards. This would include publishing calls for nominations to the general SPMS membership.
- Also, it was mentioned that it would be very handy to annually publish a summary of changes in USMS rules and local changes in policies and procedures, and have them typeset in bold in respective documents for at-a-glance recognition of changes.

**Contractor Reports**

**SPMS Registrar: Dan Wegner** [registrar@spma.net](mailto:registrar@spma.net)

- See full report at: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120216\\_Registrar\\_Report.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120216_Registrar_Report.pdf)
- SPMS Logo Tents, Banners and Table Covers:  
[http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS\\_tent\\_banner\\_table\\_cover.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS_tent_banner_table_cover.pdf)  
Dan presented the idea of purchasing the SPMS logo items for the use of SPMS operations. Branding and use of SPMS and the USMS Logos in appropriate places and a potential concern about sending out mixed messages was discussed. Prevailing sentiment seemed to be that it may be better to wait until the newly formed planning committee efforts get underway. Mike Heather mentioned that among other items that the former registrar transferred to the new registrar were two USMS Logo banners.
- No action items.

**SPMS Newsletter Editor: Kim Thornton** [newsletter@spma.net](mailto:newsletter@spma.net)

- Newsletter is on time.
- Jessica Seaton submitted an article on hypertension.

**SPMS Top Ten Recorder: Mary Beth Windrath** [topten@spma.net](mailto:topten@spma.net)

- See Full report at: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120216\\_Top\\_Ten\\_Recorder\\_Report.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/20120216_Top_Ten_Recorder_Report.pdf)

**Standing Committee Reports:**

**Coaches Committee: Christine Maki** [coaches@spma.net](mailto:coaches@spma.net)

- Not Present. No Report.
- Mark Moore and Trish Commons reported that the Coaches Certification clinic held at Cal Lutheran University was a smashing success. Several Committee members expressed interest in the list of attendees for follow-up.



**Marketing Committee: Connie Barrett** [connieb@cb-design.net](mailto:connieb@cb-design.net)

- Discussed purchase of the SPMS Stickers, post-it Notes and Luggage tags with Dan Wegner since the last meeting, and the effort is moving forward.
- Intend to be very active on the Planning committee, and much of it will affect SPMS business direction and marketing implementation. Looking forward to those efforts.

**Officials Committee: Robert Mitchell** [officials@spma.net](mailto:officials@spma.net)

- Robert suggested that SPMS meet sanctioning may need to include a guideline possibly a requirement for minimum officials coverage at meets. Robert will prepare a draft of suggested guidelines for discussion at the next meeting.

**Open Water Committee: Tanya MacLean** [openwater@spma.net](mailto:openwater@spma.net)

- Tanya is working on getting the open water records published. Calendar with information on upcoming open water events is published on the SPMS website.

**Sports Medicine Committee: Jessica Seaton** [JSeaton@aol.com](mailto:JSeaton@aol.com)

- Jessica completed the article on hypertension and swimming, and has forwarded it to the newsletter editor for publishing.

**Meet Coordinator, Quartermaster, Awards: Trisha Commons** [Trisha5swim@aol.com](mailto:Trisha5swim@aol.com)

*Following report submitted in writing for inclusion herein:*

- In the month of Feb I had one luncheon and two swim Meets.
- The Rose Bowl Meet went well. Good weather. They did start a couple of mins late, but it was fine.
- This Sat is Las Vegas There is a Venue change. I received the email about the CHANGE ON WED night. Some other people received it on SUNDAY MORNING. I think this is VERY VERY POOR COMMUNICATION. Since I'm Meet Coordinator and Meet Awards.
- In March we have 2 swim meets. Cal Tech and UCI.

**Webmaster: Dan Wegner** [registrar@spma.net](mailto:registrar@spma.net)

- Keeping the website up to date as the matter of routine. Strategizing how soon SPMS should switch to the new domain name.

<b>MSA</b>	Officer, Contractor and Committee Reports approved
------------	----------------------------------------------------



## OLD BUSINESS

### SPMS Newsletter Fulfillment Contract Extension

- Newsletter fulfillment proposals tabled at the last meeting were un-tabled and discussed.
- Dan Wegner: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS\\_Newsletter\\_Responsibility\\_Contract\\_Extension.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS_Newsletter_Responsibility_Contract_Extension.pdf)
- Michael Heather: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS\\_Newsletter\\_Fulfillment\\_Proposal\\_Mike\\_Heather.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS_Newsletter_Fulfillment_Proposal_Mike_Heather.pdf)
- To be congruent with the spirit of volunteerism within the SPMS, Mike Heather redacted the monetary value from his proposal and offered the listed services at no charge for labor.
- KimThornton: [http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS\\_Newsletter\\_Proposal\\_Kim\\_Thornton.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meetings/2012/SPMS_Newsletter_Proposal_Kim_Thornton.pdf)
- In the same spirit, Kim withdrew her newsletter proposal.
- Discussion presented that when contractor services come due for renewal bids, the scope of services and their cost should include changes in the way the newsletter publication is being handled, and the proposals be revised to fit new conditions.

**MSA**

Newsletter fulfillment proposals were accepted as follows: Dan Wegner as proposed; Mike Heather as proposed and redacted.

## NEW BUSINESS

No New Business

**Next conference call meeting will be held on Thursday, March 15th at 7:30 PM**

**Meeting Adjourned 9:23 PM PST**