



SPMS Meeting Minutes	
August 15, 2015	Called to Order: 6:00 PM PST
Type of meeting	Face to Face Planning Meeting for SPMS Officers, Contractors and Committee Chairs (Note: This was not a closed meeting)
Facilitator	Mark Moore - Chair
Minutes	Robin Smith - Secretary
Attendees	Chair – Mark Moore (Mission Viejo Nadadores) Vice Chair – Ken Brisbin (Long Beach Grunions) Secretary – Robin Smith (Irvine Novaquatics) Registrar – Dan Wegner (Las Vegas Masters) Newsletter Editor – Kim Thornton (Irvine Novaquatics) Top Ten Recorder – Kim Thornton (Irvine Novaquatics) Officials Chair – Alina de Armas (Official) Open Water Chair – Sherry Brooks (Irvine Novaquatics) Mary Hull (South West Aquatic Masters) – Southwest Zone Chair Omar de Armas (Official) Lucy Johnson (Long Beach Swim Club) Rendy Opdyke (Irvine Novaquatics) Karin Wegner (Las Vegas Masters)
Agenda:	
Committee Chairs – Current Description and Duties	
Mark requested that everyone review their position descriptions and duties and compare these with what they are actually doing in order to determine if any adjustments need to be made moving forward.	
2015/2016 Committee Projects	
Mark asked the Committee Chairs to review their projects for 2015 and 2016:	
<u>Fitness Committee</u> (Robin Smith) – put together communication to membership regarding the various USMS Fitness Events including the e-Postal events (webpage, email, Newsletter article); looking into details and requirements for providing “fitness clinics”	
<u>Marketing Committee</u> (Anita Cole) – creation of SPMS Club Swimmer of the Month; looking into creating an online SPMS logo store	
<u>Meet Operations Committee</u> (Ken Brisbin) – putting together the 2016 meet calendar; creating a Regional Championship Manual; looking into dual-sanctioning of major local USA-S meets (including LA Invitational, TYR Swim Meet of Champions, and Speedo Grand Challenge) and combined/dual-sanctioning for more USMS meets; putting together a plan for attendance of SPMS Executive Committee members at swim meets	
<u>Officials Committee</u> (Alina de Armas) – finalizing officials training certification and alignment of all LMSCs with USMS National Organization	
<u>Open Water Committee</u> (Sherry Brooks) – looking into options for implementing electronic timing and automated results for open water events; looking into process for online entries for open water events	



2015/2016 Budget Planning

Mark reported that the budget template will go out with 2015 budget numbers to SPMS Officers and Committee Chairs. This will need to be completed with 2016 proposed numbers to put together the draft 2016 SPMS Budget prior to the SPMS Annual Meeting in November.

Robert's Rules of Order

Ken and Robin presented an abridged version of Robert's Rules and there was discussion about the process and challenges of implementing these on the monthly conference calls. Mark asked Robin and Ken to come up with an implementation proposal to present to the Committee.

Mark discussed the voting process during the monthly conference calls and reviewed the current requirements: In addition to Elected Officers and Committee Chairs, others who are eligible to vote include club representatives on the call, and those who have attended over 50% of conference call meetings in the previous 12 months. There was discussion regarding who is the designated club representative and how is this determined. Robin does keep track of meeting attendance and would be able to determine during the conference call meetings who has met the greater than 50% attendance requirement as needed.

Meeting Schedule/Attendance

There was discussion regarding the schedule of conference call meetings versus face-to-face meetings during 2015 and how things went this year. The history of SPMS "meetings" was also presented - scheduled initially as face-to-face meetings and then moving toward more conference call meetings as the membership grew. The challenges of scheduling face-to-face meetings and the pros and cons of both types of meetings were also discussed.

Additional Agenda Items

USMS Convention:

Mark let everyone know that this year is a "Legislation" year, so we will be discussing the proposed legislative and related rules changes at the next conference call meeting.

SPMS Elections:

Mark reminded everyone that this year is an election year for the SPMS Executive Board Positions (Chair, Vice Chair, Treasurer, Secretary, and Member-at-Large). Errol Graham, Chair of the SPMS Election Committee, will be sending out emails requesting nominations.

There was discussion about appointing the "Immediate Past Chair" as a non-voting member to the SPMS Executive Committee. There was also discussion about the duties and responsibilities of the Member-at-Large position in other LMSCs.

Webmaster:

There was discussion about changing the webmaster from a volunteer position to a paid contractor position as the responsibilities continue to grow and expand especially around the maintenance and use of Social Media. If this becomes a paid contractor position in the future, then this position would be open for bids in the same cycle as the other SPMS Contractor positions.

Announcements

Next conference call meeting will be held on Thursday, September 17, 2015 at 7:30 PM

Meeting Adjourned: 7:09 PM PST