Minutes of 5/2/02

1. The committee discussed whether we should go forward with the project and the consensus was that we should.

2. The committee formulated the goals of the project and agreed that the purpose of the task force shall be to define an approach to developing, maintaining, and updating all major USMS databases.

Minutes of 5/30/02

1. The committee developed and approved a mission statement and mission objectives (5/30/02). The mission statement was subsequently amended (6/19/02).

2. **MSA** - We request that the Registration Committee discuss, comment on, and give us feedback on the use of a swimmer ID that consists of 4 characters (LMSC & year) and a permanent ID of 4-6 characters, the last character of which will be a check character.

Minutes of 6/2/02

1. **MSA -** To create a subcommittee to work on the issues surrounding the swimmer ID. The sub-committee will consist of Jim Miller (Chair), Jim McCleery, Leo Letendre, Pieter Cath, Carl House, and Anna Lea Roof (ex-officio from the Registration Committee). The sub-committee will begin work after hearing ideas from the Registration Committee.

2. **MSA** - To create a subcommittee to consider the issues of privacy and security. The sub-committee consists of Lynn Hazlewood (Chair), Patty Powis (ex-officio from the Legal Counselors Committee), Betsy Durrant, Leo Letendre, and Hugh Moore. The charge to the sub-committee is to address issues related to protecting the privacy of members and users of the database and security of the server.

3. The committee decided to ask the Board of Directors for input as to what they will need from this project prior to creating an RFP and putting it out for bids.

Minutes of 6/12/02

1. The committee decided to send a survey to the Board of Directors, Special Assignments, and various database administrators to identify the contents of USMS databases and to offer suggestions as to what information they would like to see incorporated in the USMS database.

2. **MSA** - One feature of our data base will need to be the ability to import and export data in SDIF(Standard Data Interchange Format) so it is compatible with current and future meet management programs.

3. **MSA** - Ask the Executive Committee to contact their committees to find out what data they want to see in the data base.

Minutes of 7/18/02

1. The committee amended the proposed budget and **MSA** to accept the budget as amended.

2. The committee approved the report to the HOD to be printed in the convention packet.

3. The committee agreed to allow Hugh Moore to begin the process of organizing technical volunteers to assist with the project.

4. **MSA** - Approval of Privacy Subcommittee Report for publication.

5. **MSA** - Approval of Swimmer ID Subcommittee Report for publication.

Minutes of 8/27/02

1. **MSA** - The current RFP be modified by H&A so that it maintains or replaces the functions of the program currently used by H&A except that the database will be in an SQL compatible DB rather than APL. The RFP will be reviewed and approved by this committee before it's issued. The vote was 5 Yes, 3 No, 1 Abstain.

2. **MSA** - The $18,000 was budgeted and approved for FY2002. Any of the $18,000 that is not spent in FY2002 shall be carried over to FY2003. Any funds remaining at the conclusion of the project shall be transferred to the Database Project general fund.

Minutes of 9/2/02

1. **MSA** - The Database Project committee will continue to set the broad policy goals of the project and direct the technical arm to implement those policies.

2. **MSA** - The committee will explore using the volunteer technical consultants as much as possible to help accomplish the goals of the broader database project as well as all of it's subsidiary projects.

3. **MSA** - The committee will ask the HOD to approve the creation of a compensated Project Administrator position. The Project Administrator will be compensated for no more than $10,000 in FY 2003.

4. **MSA** - The committee anticipates engaging the USMS Webmaster/IT Director as the Project Administrator. The technical consultants, professional or volunteer, will work under the guidance and supervision of the USMS Webmaster/IT Director. The vote was 7 Yes, 2 No.

5. **MSA** - The committee will submit a proposal to the HOD to approve an alternate selection process by which the Executive Committee will hire the project administrator through a non-competitive selection process. The vote was 7 Yes, 2 Abstain.

6. **MSA** - The committee will make available to the HOD the current draft of the planning document for informational purposes.

7. **MSA** - The committee will submit a proposal to the HOD to approve an alternate selection process for the H&A RFP staffing. The alternate process will be an RFP and bidding process with limited distribution of the RFP to consultants with specialized knowledge. Advertisement in Swim Magazine and the national office newsletter will be waived under this process. All other aspects of the RFP and bidding process shall be observed. Notice of this RFP will be posted in the What's New sections of usms.org and swimgold.org.