

Jim Miller called the meeting to order at 7:15 PM EST. Present were Scott Rabalais, Doug Church, Sally Dillon, Lynn Hazlewood, Nancy Ridout, Jack Geoghegan, Tracy Grilli.

1. The next conference call is scheduled for Tuesday December 11, 7 PM EST. Sally will get the details from Nancy and will arrange for the call. The billing for the account will be switched to Jim Miller.

2. OFFICER REPORTS:

Secretary: Minutes from the 11/18/01 meeting were reviewed. Jack discussed procedures for making minutes appropriate for posting. The reference to the MBNA card was amended to include "budgeted". The amount of detail for the minutes was discussed. Legal Counsel is to give final approval before posting. MSA to approve the minutes as amended.

Past President: Nancy reported on discussions with the prospective PR person and indicated that a plan is being developed. A contract is being developed.

Zone Chair: Lynn reported that the web site for the 2002 election will be posted sometime this week. Melissa Rinker will be the election chair because Lynn will be automatically nominated for the Zone Chair position. She reminded us to watch the deadlines for our submissions to SWIM Mag.

President: Jim reported that he has spoken to a number of individuals who are interested in serving as Legal Counsel and that they would like to be mentored in the position prior to assuming the formal Legal Counsel position. The policies and procedures of USMS are unique, requiring a training period which is not unusual in the corporate world. In conversations with Jack Geoghegan, a number of ideas have been generated. A general sense is that the Legal Counsel should share more of the legal work in the future. Jack has agreed to serve as an interim Legal Counselor and he will be a mentor to candidates for the future. Templates for the contracts used by USMS and "succession lines" for counsel need to be developed. Doug and Jack will confer with each other about liaison roles for the LC Committee and report back to the EC with suggestions. (Jack left the conference at this point in time.)

EC activity since the last meeting: Meg Smath requested (by email) changes in Appendix B, one of which was submitted to her by Pieter Cath. After some discussion it was MSA by the Executive Committee to insert the following paragraph on page 126 at the end of the section labeled "Records" and just before "Scratch Procedures": **For that reason it is recommended that a printout from the timing system be kept in case record applications need to be filed. If you do not use a printer for the timing system during the meet, e.g. if the data is fed directly to a meet manager computer, such a printout can be made at the conclusion of the meet using any available printer.**

The second request by Meg was to Appendix B on p. 130 (and in the chart on p. 131) that is necessary due to legislation passed at convention. The new wording is:

**USMS AND WORLD RECORD APPLICATIONS**

**Documentation requirements for USMS records:**

\* **Complete the "Application for USMS and/or World Record."**

\* **Compile the following supporting data: copy of the printout from the electronic timing device bearing the signature of the meet referee and/or the time card bearing the times from three stopwatches, the signature of each timer, and the signature of the meet referee.**

\* **Forward the supporting data to the LMSC records and tabulation chair, who shall then forward the supporting data to the chair of the USMS Records and Tabulation Committee for verification.**

\* **Upon verification, the chair of the USMS Records and Tabulation Committee shall promptly publish the new record on the USMS Web site.**

3. COMMITTEE CHAIR APPOINTMENTS: Members present reviewed the delegate committee interest data compiled at the National Office and selected the following USMS members to be chairs of Standing and Ad Hoc Committees. The EC liaison was also selected. Jim will contact the chairs by email and phone immediately to confirm their acceptance of the positions. With assistance from the committee liaison, each chair will select a Vice Chair once their committee is set. Regarding the Vice Chair position, there is no reimbursement associated with it nor is there a position on the BOD.

STANDING COMMITTEES

Championship

Coaches

Communications

Convention

Finance

Chair

Barry Fasbender

Michael Collins

Hugh Moore

Mike Heather

Tom Boak

Zone

Oceana

Southwest

Northwest

Southwest

Oceana

Liaison

Doug C.

Scott R.

Lynn H.

Jim M.

Doug C.

<u>Fitness</u>	Pam Himstreet	Northwest	Scott R.
<u>History and Archives</u>	Carl House	Dixie	Sally D.
<u>Insurance</u>	Colleen Driscoll	Colonies	Jack G.
<u>International</u>	Phil Whitten	Southwest	Jim M.
<u>Legislation</u>	Rob Copeland	Dixie	Jack G.
<u>Long Distance</u>	Peter Crumbine	Colonies	Lynn H.
<u>Marketing/Publications</u>	Rich Burns	Oceana	Nancy R
<u>Officials</u>	David Diehl	Colonies	Jim M.
<u>Planning</u>	Betsy Durrant	Colonies	Lynn H.
<u>Recognition and Awards</u>	Kathy Casey	Northwest	Scott R.
<u>Records and Tabulation</u>	Pieter Cath	Great Lakes	Nancy R.
<u>Registration</u>	Anna Lee Roof	Breadbasket	Nancy R.
<u>Rule Book</u>	Meg Smath	Great Lakes	Sally D.
<u>Rules</u>	Leo Letendre	Breadbasket	Jack G.
<u>Safety Education</u>	Patty Powis	Colonies	Sally D.
<u>Sports Medicine</u>	Jessica Seaton	Southwest	Jim M.

AD HOC COMMITTEES	<u>Chair</u>	<u>Zone</u>	<u>Liaison</u>
<u>ISHOF Nominating</u>	Ginger Pierson	Northwest	Jim Miller
<u>Legal Counselors</u>	Jack Geoghegan	Colonies	Jim Miller
<u>USMS Endowment Fund Bd.</u>	Doug Church	Breadbasket	Jim Miller

In the past, members were the EC and chairmen of selected committees.

4. SPECIAL APPOINTMENTS - LIAISONS

<u>FINA Representative</u>	June Krauser	(June is the FINA Rep until 2005)
<u>International</u>	Jim Miller	
<u>Internal Auditor</u>	June Mather	
<u>ISHOF Liaison</u>	June Krauser	
<u>Parliamentarian</u>	Jim Wheeler	
<u>Senior Games</u>	Scott Rabalais	
<u>USAS Representative</u>	Jim Miller	
<u>USMS Liaison to USA-S</u>	Ted Haartz	
<u>USA-S Liaison to USMS</u>	Scott Riewald	
<u>USOC Liaison</u>	Hill Carrow	
<u>USMS Liaison to YMCA</u>	Stu Marvin	
<u>USMS Liaison to USOTC</u>	Nancy Ridout	(Altitude Training Camp)

Inclusion of the USA Triathlon Assn. and IGLA was discussed. Scott will pursue an official request from the USA Triathlon Assn. and Sally will send another message to secure a request from IGLA.

SPECIAL APPOINTMENTS - CONTRACTED

<u>Controller</u>	Catherine Pennington	Doug Church
<u>SWIM Magazine Editor</u>	Bill Volckening	Nancy Ridout
<u>USMS Webmaster</u>	Jim Matysek	Lynn Hazlewood

5. COMMITTEE SELECTION: It was briefly discussed that the new committee chair recommendations will be considered seriously. All past chairs were to have provided a list of the current members and indicate which members they would and would not recommend to continue on the committee.
6. LEGAL COUNSEL: See discussion in the President's report, above.
7. TASK FORCE ON FINANCE, BUDGET AND AUDIT: Doug will provide a list of suggested members and this issue will be discussed in the next conference call.

The meeting adjourned at 10:15 PM, EST.

Respectfully submitted by,  
Sally Ann Dillon, Secretary