

President Jim Miller called the meeting to order at 1:15 PM. Present were Scott Rabalais, Doug Church, Nancy Ridout, Lynn Hazlewood, Tracy Grilli and Sally Dillon. He welcomed all with enthusiastic comments and wishes for an excellent and productive term of office for this new administration.

Minutes: Detail for the minutes was discussed and the expectation will be to have the discussion process spelled out in great detail and the result of each conversation noted. It is not generally necessary for each comment to be applied to individuals within the group. The legal counsel and other members of the committee will review the minutes before distribution.

Communication Links: The importance of prompt responses to e-mail and phone messages was stressed. Each member of the EC was asked to provide complete contact information so they can be reached by phone, fax or e-mail. Information as to when and when not to call is also important for Tracy to have. Scott inquired if a fax purchase could come out of his budget and was advised that that can be determined once the Executive Committee looks at potential expenses.

Selection of Committee Chairs; A procedure was developed as follows: Tracy will contact by e-mail delegates from the last two years who were unable to attend the Louisville convention. A committee request form (e-mail attachment) will be provided with completed form due back to Tracy by Sunday, November 25. A final reminder will go out to those who haven't responded on the 26th. Tracy will compile the data using a format developed by Julie Paque and used by Nancy during the last two committee selection processes. Photocopies of all of the forms will be mailed and electronic copies of the summaries of the data will be provided to all EC members by November 30.

The EC members will hold a conference call on Monday, December 3 at 7 PM EST for the purpose of selecting committee chairs and other business. An account set up by Nancy with Citizen's Conferencing will be used and Nancy noted that calling "in" is least expensive. Selected committee chairs will be contacted to confirm their availability and they will be provided with a database indicating the USMS members interested in serving on their committee. Still to be determined is the method for selecting the committee members.

USMS Budget: Jim suggested each member of the EC obtain a MBNA card and use it exclusively for budgeted committee expenses. Although this would allow the expenses to be listed once a month, Nancy pointed out that Cathy Pennington, USMS Controller, requires receipts from each expenditure.

Selection of Liaisons to Committees: EC members will be liaisons to at least 3 committees each and should be prepared to state their preferences during the conference call. "Natural links" between committees should be considered. It was also suggested that it would be a good idea to have liaisons (non EC) between committees and that these persons could be either ex-officio or a voting member.

Appointments: Jim expressed his desire to allow for a seamless transition between administrations and suggested we re-appoint a number of people to liaison positions. It was discussed that some "long time" liaisons should be encouraged to recommend, and possibly mentor, replacements who might be appointed in a

year or two. It is a goal of the president to do all we can to further the USMS relationship with other organizations (i.e. USOC, USOTC, FINA) and the liaisons are important intermediaries between the EC and the other organizations.

An effort will be made to find a candidate for Legal Counsel as soon as possible. Jack Geoghegan will be contacted to determine his willingness to help. An attorney with contract corporate experience and willingness to contribute available time to USMS legal matters is desired. An emphasis on the increased use of the Legal Counselors Committee is encouraged.

Preliminary Liaison Appointments: : Jim expressed the idea that these appointments should rotate out of sequence with election of a new EC to allow for some continuity. Candidates for the liaison positions were discussed and a final decision will be made on December 3 during the conference call.

Jim suggested the importance of having a liaison with decision making power to work with the Professional Marketing program. The importance of keeping the project within the budget was discussed. It was agreed by all to create a new position of Professional Marketing Liaison.

A suggestion by a member of the House of Delegates that we appoint a liaison to IGLA was well received by the committee. Jim has asked that some details be submitted to him in writing from their board.

Contract Employees: Nancy informed the committee that her Executive Committee extended the employee contracts until June 30, 2002 in order to allow the new EC sufficient time to get organized. All were given quality evaluations. Recognizing Tracy Grilli's outstanding service and evaluation, it was MSA to extend her contract through the balance of 2002 with a 5% increase effective January 1, 2002 as budgeted.

A discussion was held relating to the webmaster and SWIM Magazine editor positions. Doug and Sally will work together and present a proposal to the committee which will be discussed during the conference call.

Executive Committee meetings: All members are to check their calendars and consider when, where and for how long we would like to meet for a mid-year meeting. Jim also suggested we might meet the day before, or after, each National Championship meet. We will discuss these items on December 3.

The meeting adjourned at 3:30 PM

Respectfully submitted,

Sally Ann Dillon, Secretary