

President Jim Miller called the meeting to order at 8:00 PM EST. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli

1. The next conference call will be Monday, December 9 at 8:00 pm.
2. Decisions made since the last meeting: The minutes of the November 13, 2002 conference call were approved, distributed to the BOD and posted on the USMS web site.
3. President: Jim noted that he is trying to empower the Vice Chairs more. He also reported that the Sports Medicine Committee is placing the World Championships on their agenda as a topic of discussion. They will be involved in both assisting with coordination of medical coverage for the games, as they do for nationals currently, and conducting a Sports Medicine seminar.
Vice President: No report.
Secretary: Sally suggested that we include the vice chairs in the distribution of materials that go to the BOD and special assignments and the EC agreed that it was a good idea. Jim will prepare a statement to be distributed to the BOD before implementing this in case they have some objections.
Treasurer: Doug reported that he is getting information together to present to the task force on the merchants account. He hopes to have a consultant (free) who is knowledgeable about this who he met through a Bar Association connection.
Zone Chair: The election web site for the 2003 elections has been updated and will be posted as soon as testing is completed. Purchase of a new web server has been approved and as soon as the company receives the check, they will set up the server. At the web administrator's conference call, it was decided to recruit volunteers to work on web aesthetics. They will begin work after a briefing from the webmaster. To implement the new calendar of events listing procedures, we will have to track sanctioned meets more effectively. See Point #9 below.
Past President: Nancy reported that she has seen the draft of the new marketing brochure and some revisions will be done before publishing. Aimee Fitzgerald, Rich Burns, and Doug Garcia are participating in the project and Rich will work with Aimee on the revisions. Nancy suggested that the "key phrases" be added to the LMSC Handbook.
Legal Counsel: Patty reported that Mel Goldstein (USMS Sponsor Liaison) now has drafts of all sponsor and licensee contracts that need to be renewed by December 31. The current drafts of the contracts reflect Mel's preliminary discussions with the sponsors and licensees and any changes made by Legal Counsel. A subgroup of the Legislation Committee has made good progress on extensive amendments to Part 4 of the USMS Rule Book. Patty has given her comments on the proposed legislation and Rob Copeland (Legislation Chair) and has given additional comments. The legislation is close to being ready for EC review. She noted that we might have found the personnel to work on model LMSC bylaws. Jim Miller suggested getting Vice Chairs from Planning, Legal Counselors and Legislation to work on this project. Patty has spoken with Betsy Durrant about it and this will work for Planning. From Legal Counselors, Vice Chair Mike Lemke has agreed to participate. With regard to committee work, Rob Copeland has contacted the Legislation Committee to explain that this is a legislation year, outline the committee's projects, and set up task forces. He proposes that the task forces work on Part 4, governance, and model LMSC bylaws. Colleen Driscoll (Insurance Chair) has forwarded a renewal quote for Directors and Officers insurance to the Insurance Committee for comment and approval. She noted that the premium came in lower than was anticipated. She has not yet received quotes for other insurance renewals. The EC has remanded two grievances to LMSC's for initial resolution under Part 4. We have not yet seen any LMSC filings on the grievance that arose from the 2002 Short Course National Championships.
National Office Administrator: Tracy reported that the directory has been sent to Gateway Printing and she will be working on the LMSC handbook now.
4. The value of establishing Core Objectives: Scott suggested we establish Core Objectives to help focus where we want to put our thoughts and energies. The Strategic Plan objectives were discussed and it

was agreed that core objectives, plan objectives, mission statements are all related. The EC will continue the discussion at the next meeting.

5. History & Archives RFP – Lynn reported that some changes to the RFP are still in progress and she expects to have a final version for the EC to approve at the next meeting.
6. USMS Server: Doug reported that the check to the new server will be out this week and Lynn noted that December 6 is the date the previous server is up. All of the requirements of FOG have now been met.
7. Sponsor Issue: Lynn reported that the link to one of our sponsors is bad and she suggested that we eliminate the link until sponsor's web site is repaired. Mel has been asked to clear this up and Doug will contact both Mel and the sponsor about the situation.
8. Pool measurement: It was noted that the LMSCs need documentation forms for verifying pool length as soon as possible. Nancy clarified that there is a form available but that there are some disagreements about whether it is adequate. It is important that the language from R15 (approved at convention) be included. As liaisons to Rules and Records & Tabulations, Sally and Nancy will follow up with the committee chairs so the form can be distributed with the LMSC Handbook in a timely manner.
9. Calendar of Events Conversion: Lynn reported that an "on line" sanctions tracking system will be necessary in order to implement the new calendar of events listing procedures. This system will serve two functions: a) automatic publication of sanctioned meets on the calendar, and b) a method of determining permissions for meet directors to access the online registration database to confirm USMS registration. The EC discussed sanctioning and also the question of "what national committee is responsible for sanctioning". It is important that all sanctions chairs are on the same system and we need to have a better way of tracking sanctioned events. The "on line" system is desired and it would allow us to "positively" have every sanctioned event on the calendar. Consideration to have a sanctions coordinator will be discussed further at the next meeting.
10. Exit survey – distribution: Sally noted that the survey is quite lengthy this year (9 pages) and the distribution of the survey was discussed. Scott suggested we summarize the comments to make it easier to read or that we could release the data without the comments. It was MSA that we send a brief summary of the exit survey to the BOD. More discussion ensued and it was MS that we re-consider the motion that was passed. Motion failed. Sally and Scott will work on a summary and present it to the EC before the next meeting.
11. Grievance Response: Jim noted that the official response from the EC was emailed and mailed to those involved in the grievance. He was contacted directly by one of the participants and he will send a letter stating that once the process has started, conversation with just one party is inappropriate.

The meeting adjourned at 10:10 PM EST.

Respectfully submitted by:
Sally Ann Dillon, USMS Secretary