

#### I. Call to order and take roll

The meeting was called to order at 8:35 PM EST by USMS President and Committee Chair Jim Miller. Present were Lynn Hazlewood, Jim Matysek, Hugh Moore, Anna Lea Roof, Tracy Grilli, Carl House, Leo Letendre, Patty Powis, and Betsy Durrant.

#### II. Next meeting date

The next meeting will be Wednesday, December 4, 8:30 PM EST.

#### III. Approvals & Actions

MSA - Approval of minutes for 10/7/02 meeting.

#### IV. Report from DB Project Administrator

1. The Entity Relationship Diagram will be ready for distribution to the committee soon.
2. The on-line national records DB is ready to go live. The plan is to get the records on the server by November 1. There is still some interface work remaining to be done. Walt Reid, who maintains the database, will update records off line and update the on-line files through a batch update process.
3. For the next DB conference call, the Project Administrator will be revising Module #1 of the planning document for committee consideration.

#### V. Implementation of Changes

The committee agreed that, as we move forward with this project, we will need to consult our customers so that when a system is implemented, they will be able and agreeable to the changes in their operations. We need to resolve any potential problems before work is done. As we plan and roll out different areas of the database, we need to write down the specs of how something will work. The customer will see how it will work and sign off on using it ahead of time. Who signs off will be determined on a case-by-case basis.

#### VI. Technical volunteers disposition

Web-Jim and Hugh discussed the technical volunteers. We are still not ready to involve the volunteers until there are tasks to assign to them. There is a small handful of volunteers who are technically capable and a number who can be used for testing and evaluation. Web-Jim and Hugh are still evaluating the volunteers and analyzing their capabilities. The volunteers will be contacted to let them know that we're still working on finding a place for them.

#### VII. H&A RFP progress report

Jim Miller reviewed the Executive Committee decision on release of the H&A RFP. The decision was distributed to the committee by email and Carl has already made the changes requested by the EC. There remain a few outstanding questions which will be resolved shortly, so the RFP can be distributed.

The EC determined that the alternate bid process approved by the DB Task Force on September 2 was not presented to the House of Delegates at convention. The EC is, therefore, requesting the USMS Board of Directors approve the alternate process. The committee **MSA** - That the time frame for the BOD to vote will be 7 days from the time of posting.

#### VIII. Registration

Anna Lea and Leo have been working on getting all the registrars using the registration program so they will be ready to go with the new swimmer ID. They have determined that the software will work on Macs using Virtual PC (a \$200 utility).

#### IX. New items for next agenda

1. Module #1 of the plan will be revised for the next meeting and reviewed by the committee.
2. The committee will begin a discussion on uses that will be made of this database once it is implemented.

**X. Adjournment**

The meeting was adjourned at 9:21 PM EST.

Respectfully Submitted by:  
Lynn Hazlewood, Zone Chair