

I. Call to order and take roll

The meeting was called to order at 8:33 PM EST by USMS President and Committee Chair Jim Miller. Present were Lynn Hazlewood, Jim Matysek, Pieter Cath, Anna Lea Roof, Tracy Grilli, Carl House, Leo Letendre, Patty Powis, and Betsy Durrant.

II. Next meeting date

The next meeting will be on Wednesday, December 18 at 8:30 PM EST.

III. Approvals & Actions

MSA - Approval of minutes for 10/30/02 meeting.

The committee noted the report from the vote by USMS BOD on the alternate selection process for the H&A RFP as reported by Sally Dillon, USMS Secretary: "The vote was 36 yes, 0 no, 5 did not vote. We have 41 BOD members."

IV. Report from DB Project Administrator

1. Database Foundation Report:
 - a. This report is an alternative to the draft Planning Document published in August. The goal is to address the issues in module #1 of the planning document and set the foundation of the DB project as a whole. For each feature within the DB project we will write a requirements document, get approval from the primary customer, write a design specifications, and then implement.
 - b. For purposes of updating databases, we will use the USMS Site/Database Administration web page. This area requires a login process to access. Users who update the DBs, will only see the areas for which they have permissions. Jim will set up access to some item on the page so committee members who don't already have access can get an idea of how it works.
 - c. Access permissions will be documented in the requirements document that is written first for each feature of the DB.
 - d. The committee **MSA** - to give conditional approval of the foundation document as a starting point.
2. Subcommittees: The committee assigned projects to subcommittees. See Attachment A: Subcommittee Projects for details.
 - a. **MSA** - That issues #1 and #2 will be combined and handled by the Swimmer ID Subcommittee.
 - b. **MSA** - that issue #3 will be a topic that is referred to the Privacy Subcommittee.

V. Photo Gallery

The committee held a discussion on maintaining a photo gallery, but no action was taken.

VI. H&A RFP Progress Report

1. The H&A RFP has been revised since the vote was taken in August. The revised version can be viewed at www.usms.org/swimgold/committee/minimalrfp.htm. The changes reflect that the converted database will reside on the USMS web server.
2. Carl and Patty suggested several changes to the posted RFP after which the committee **MSA** - Approval of the amended RFP.
3. Carl suggested that the committee invite Fritz Lehman, a technically knowledgeable member of USMS, to aid in the bid process for the RFP. The committee **MSA** that Fritz Lehman be included on the DB Task Force as a technical resource.
4. At a meeting on 12/9/02, the Executive Committee passed motions requiring the DB Task Force to make a recommendation on the structure of the bidding process and the makeup of the management team that will administer the H&A RFP. Carl and Fritz will draft proposals that will satisfy the EC requests. They will address three topics: a) the structure of the bidding and selection process; b) the project management process; and c) the selection of the management team.
5. Leo reviewed the progress being made toward the use of new Swimmer ID in the converted H&A DB.

VII. Adjournment

The meeting was adjourned at 10:14 PM EST.

Respectfully Submitted by:
Lynn Hazlewood, Zone Chair

Attachment A: Subcommittee Projects

- 1) **Swimmer Name and Club Affiliation Tracking:** USMS Members often change their club affiliation, and sometimes change their names. This subcommittee will define our policy for how we will deal with these changes in our database. For instance: Susie Smith holds several national records and a number of top ten swims. When she marries Freddie Jones and changes her name to Susie Jones, and then sets some more records, these new records will be under her new name. For her old records, we have a choice of 1) never changing her name from the name used at the time of the swim performance, 2) changing her name on the old records to match her current name, or 3) allowing for either 1) or 2) - leave it up to the swimmer. Different swimmers have expressed a desire to handle this situation in different ways, hence option 3). They are usually particularly insistent upon changing their name in older performances after a divorce. For example, if Susie and Fred later divorce and Susie changes her name back to Smith, she may be very insistent that we change her Susie Jones records to Susie Smith. A similar, but less emotional situation exists for swimmers who change club affiliations and have recorded performances in our database under different club affiliations. We need to define our policy for handling these situations, and also to address the impacts of this policy upon our database design efforts. This subcommittee will define our policies in this area and evaluate the impacts upon the database design.
- 2) **Permanent Club ID:** A related, subcommittee would be one for permanent club ID's. Participation in this would be required by Leo, Tracy, Anna Lea, and myself, and we'd also involve Esther. The purpose of this one would be to define permanent club ID's, their assignment process relative to the 2002 and 2003 registration years, and to document an official policy on the use/re-use of club abbreviations (i.e. when does a club abbreviation "expire" for a club that doesn't re-register?). The permanent club ID issue needs to be resolved rather quickly so that database tables can be defined properly for records, meet results, top 10, etc.
- 3) **Member Login & Identification:** There are (or will be) several needs for identifying a member via a login on the web site. These include giving members the ability to directly manipulate their email aliases, giving them the ability to submit an address change on line, and providing a 'my.usms.org' web page they can customize to their needs, showing upcoming events in their region, their previous swim performances, etc. In order to achieve these goals, we need to provide a method for members to log in with a password. The login mechanism (username and password) will be that used for the USMS Discussion Forums. To protect member privacy, we need to ensure that any user ID and passwords provided for these purposes are given to the right person - in other words, we need to have a process for assigning these. This subcommittee will develop and document this process, keeping member privacy issues in mind. Patty noted that, depending on the security of the system developed, she will make an assessment of what features can safely be offered without violating swimmers' privacy.

H&A RFP Basic Principles:

- 1) The H&A DB will be converted to a MySQL DB platform which will reside on the USMS web server.
- 2) The DB will go into the Enterprise DB structure. The contractor will collaborate with the USMS IT Director to accomplish this task.
- 3) If it is possible, the new Swimmer ID will be utilized in the converted database. If so, the plan is to use the new Swimmer ID for any swimmer that has been assigned one and to preserve the ones already in use in the H&A DB for the rest of the swimmers.
- 4) Maintenance procedures written in APL will be converted to SQL where possible and within the budget limits.
- 5) SQL statements will be written to retrieve/replace/append data for maintenance processing.
- 6) Where conversion to SQL maintenance procedures is not feasible within the budget, the current batch processing procedures which are essential will be revised to work in the new system.
- 7) An operator interface will be created to allow members of the H&A Committee to participate in the maintenance and update of the DB.
- 8) For the purposes of this conversion, the current HTML page system will be supported from the SQL database.
- 9) After this conversion is over, the issue of completing the conversion to the Enterprise DB system will be taken up.