

The meeting was called to order by President Jim Miller at 8:03 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 March 10 at 8:00 PM EST.
2. *It was MSA that we approve the minutes of the January 23 conference call.*

3. OFFICER REPORTS:

President: International Committee - Jim was in Arizona last week and talked to Phil Whitten briefly. Phil indicated that he has a large preliminary report regarding the FINA World Championships. We will need to approach facilities that could conduct such a meet soon. Ideally, two 50-meter courses and a warm-down pool are desired and open water will be included in the competition. We also need to be networking with the other aquatic Masters organizations (diving, polo, and synchro). Jim has indicated to the Sports Medicine Committee the need to host an international Sports Medicine Conference to coincide with these games. USOC – as a representative of a national governing body, Jim is in constant contact regarding the issues surrounding the leadership and organization changes at the USOC. USAS International Relations Meeting - USAS is calling a meeting for 5/24 in Chicago and Jim has been requested to attend.

Vice President: Scott reported that the core objective letter to the Board of Directors was completed and e-mailed to the Board of Directors from President Miller. A discussion forum was set up on the USMS web site and comments were solicited from the BOD. Roughly five members responded, all generally supporting the concept and a couple of considerations were presented and will be reviewed. Coaches Committee (Michael Collins) - preparations continue for the Masters track for the 2003 ASCA World Clinic. Nine presenters with topics have been lined up and information has been forwarded to ASCA. The LMSC grant program will be offered to the LMSCs and their coaches in the coming weeks. A TYR Coaches Panel will be held at the ASCA Clinic, organized by USMS and featuring prominent, successful coaches with Masters associations. Planning (Betsy Durrant) - a letter has been drafted and sent to nine LMSCs that are typically not in attendance at the annual convention. A grant is being offered to two LMSCs to help defray the costs of a delegate attending convention. Recognition and Awards (Kathy Casey) - a letter has been sent to committee members and a nomination form and nomination information for the Ransom Arthur award. The committee is working on writing a short narrative detailing the reason(s) each RA winner won the award and intends to post them on the R&A web page. Fitness Committee (Pam Himstreet) - two new USMS Fitness events have been posted on the web site under Fitness. The committee is also looking for additional fitness-related articles to post.

Secretary: Sally reported that the Rules Committee (Leo Letendre) held a conference call to discuss pool measurements. Discussion was held regarding the decision made at the past convention and whether it was intended to “grandfather” pools that already had certifications on file. It is the interpretation of the Rules Committee, subject to review by the HOD at the 2003 convention, that the pool length certifications on file with USMS or USA-S as of 12/31/02 shall be acceptable for Sanctioning, Record Applications, and Top Ten submissions.

Treasurer: Doug reported that the normal questions regarding budget and payment issues have been dealt with. Cathy Pennington has purchased her new computer (budgeted) and is very happy and thankful. Doug will meet with Randy Stiff of Paymentech on Feb. 24th to hear his report back on questions in regard to a merchant's account. Doug is reviewing cash balances to determine what may reasonably be added to investments. Given current rates of return on fixed instruments, we are looking at other FOG permitted options. He is working on the initial outline of the proposed discussion for the Finance Task Force.

Zone Chair: Zone Committee – Lynn reported that Mike Lemke, KY LMSC, has been appointed Great Lakes Zone Chair to replace Melissa Rinker until the next election. The Zone Committee will soon

begin discussions on the Zone Chair election realignment and the purpose of the Zone Committee in USMS. Web site - at the Web Administrators conference call, it was decided to give RaqPort 30 more days to resolve the SPAM issue. Web Jim is in the process of redesigning the documents posting area of the web site. The updates will also include a redesign of the page where minutes are posted. Sally and Lynn will put together a list of items to be considered for addition to this web page and the Committee Chair Handbook will be updated and posted on the web site. H & A RFP –The History & Archives RFP bid process is moving into its final stages. Calendar of Events - the Long Distance and Communications Committees have been charged with discussing the issue of collecting a fee for posting of non-sanctioned events on the USMS Calendar of Events.

Past President: Nancy reported on Marketing (Rich Burns) and that Aimee Fitzgerald's contract is still being discussed (see item #10). Calls continue to come in for article proposals or facts about Masters swimming. The Newsroom feature that Aimee has added to our web site is a great resource for the media and they do use it. The new brochure is done but Nancy does not know whether it has gone to the printer. Records & Tabulation (Pieter Cath) - SCM top ten times for 2002 were due 1/28. The preliminary SCM Top 10 is posted and has been sent out for proofing to the LMSC TT Recorders. The OTC camp was held February 1-5 and was one of the best we've had. The evaluations were very positive, the athletes were excited about what they were learning, USA Swimming was more cooperative and supportive than ever, and new testing and new ways of testing proved to be very good. The athletes were very grateful for the program we offer. The staff worked very well together and brought different strengths to the mix; it was a very good group.

Legal Counsel: Patty reported that after receiving additional inquiries about on-line registration in the past few weeks, and after moving discussion about the issue to the USMS Discussion Forum, we have received some good assurance about the validity of waivers signed on-line. A USMS member who teaches technology law confirmed that current federal and state statutes should make contracts (waivers are contracts) valid if signed on-line. Patty was able to confirm that other organizations are comfortable with waivers signed on-line when she spoke with representatives of a couple of companies who provide on-line registration for organizations and events. One company, which handles on-line membership registration for USA Triathlon, says USA-T has been using that registration method (in addition to registration by mail) since April 2001. The person with whom Patty spoke said that 44% of USA-T's members register on-line. These findings help with the legal issues involved in on-line registration, but USMS will still need to resolve logistical issues. Legislation - the subcommittee from Legislation that is dealing with Part 4 revisions had another conference call to fine-tune the draft revisions. The draft will now go to the full Legislation committee for additional comment on a discussion forum. Contracts - we are getting close to finding a contractor for the History & Archives database conversion. Patty has drafted a rough contract and sent it to Lynn Hazlewood for comment. Insurance - Sandi Blumit, John Peterson, Colleen Driscoll, Lynn Hazlewood and Patty had a conference call last week to discuss whether a company that was providing timing services for Lynn's open water race could be added as an Additional Insured on our general liability policy. As it turns out, the issue became moot as to that company because it did not have its own general liability insurance. However, we will need to come to an understanding as to whether persons providing services for a fee at USMS events can or should be added to our insurance coverage. Since such services are often provided in conjunction with open water events, the Long Distance Committee should be involved in the discussion or at least apprised of whether we will provide such coverage.

4. EMPLOYEE TITLES AND EVALUATIONS

A. Employee job titles - Sally noted that although we changed Tracy's title to National Office Administrator at convention, she is still being referred to as Executive Secretary. Tracy confirmed that her title is incorrect on a number of documents and an effort will be made to make a list of the items and see that they are changed. It was agreed that Tracy should change the business cards right away and the other changes will be made when the documents need reprinting. Mel Goldstein's title is sometimes referred to as Public Relations/ Sponsor Liaison and we also have Aimee Fitzgerald as our Public Relations contractor. *It was MSA that we should drop the Public Relations part of the title (subject to Mel telling us a good reason to not make the change).*

- B. Employee job descriptions – Sally expressed a concern that there are numerous versions of job descriptions for our employees. She will look through the materials from convention, confer with Nancy about it and we will send the results to Jim who will review it with the employee prior to convention.
5. DATABASE TASK FORCE – MANAGEMENT PLAN: *It was MSA that we approve the management plan for the History and Archives RFP.*
6. H&A ISSUES: Lynn reported that the RFP management team will be conferencing the next day and that the final two bidders differ greatly in their approach to converting the H&A documents. The management team will report back with a recommendation for the EC to approve.
7. OBSERVERS FOR LC MEETS: Two meets have been held, the Gay Games and World Masters Games, and no official observers were set up in advance. This has occurred in the past and the liaison was set up after the fact. An observer is necessary so that the times can be approved. Jessica Seaton has submitted a statement verifying that the Gay Games followed the rules. Eric Guest reported that the World Masters Games followed the rules. *It MSA to accept the reports of the observers. It was also MSA that we request that the R&T Committee and FINA Representative investigate ways of recognizing events not sanctioned by USMS such as World Games, Gay Games other NGB's National Championships.* Additionally, in cases where an observer is necessary, a paper addressing the role of the observer should be prepared.
8. SALARY INCREASES: *It was MSA that we approve the salary increases, as budgeted, for the National Office employees.*
9. POOL CERTIFICATION: After some discussion it was suggested that the Rules Committee submit any suggestions about the current certification form to their liaison (Sally) and she will pass it along to the R&T liaison (Nancy).
10. PUBLIC RELATIONS CONTRACTOR'S USE OF PHOTOGRAPHS: We have been discussing the issue of USMS photographs in conjunction with the renewal of Aimee Fitzgerald's contract. To resolve this issue, USMS will only give Aimee photos for which there appear to be no legal ramifications with regard to distribution.
11. OLD BUSINESS
- A Non-approved minutes on web site: Lynn reported on the issue of public posting of non-approved convention minutes. The EC agreed to the following: 1) Minutes of convention committee meetings should show both the original action items as well as the changes made by the HOD (using strike through and underlining) unless it is by friendly amendment; 2) Minutes of meetings that are not approved, such as zone meetings, should be posted with a notation that the meeting body has not approved the minutes. If approval is obtained after the fact, then the notation will be removed; and 3) HOD minutes will be posted with a notation that they will be approved the next time the HOD meets.
- B. Core Objectives: Scott will summarize the comments made so far and send them out to the BOD for further comment.

The meeting adjourned at 10:26 PM EST.

Respectfully submitted by:
Sally Dillon
USMS Secretary