

The meeting was called to order by President Jim Miller at 8:05 PM. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli

1. The next conference call will take place Tuesday, April 15 at 8:30 PM EST. The final agenda must be in Jim's hands 2 days before the meeting.
2. DECISIONS MADE SINCE THE LAST MEETING: *It was MSA to approve the Database Task Force's recommendation to accept the 2 bidders who will do the project sequentially. (See Zone Chair report)*
3. FINAL APPROVAL OF CONVENTION SCHEDULE: No further requests were made to change the schedule and Jim will forward the final schedule to Mike Heather. Every effort will be made to distribute color copies; it was noted that the legend would be removed from black and white copies.

4. OFFICER REPORTS:

President: Jim will be attending a USAS meeting May 24 in Chicago. Our bid for the FINA World Championships has gotten considerable attention within USAS and they are firmly behind it. Jim is contacting the other Masters aquatic disciplines regarding the championships for their help and input. These games will include synchro, diving, water polo, and open water competitions. A FINA medical conference dealing with Masters athletes will be conducted during the festival.

Vice President: Michael Collins (Coaches) is looking for one additional presenter for the ASCA Clinic, preferably a female. On tap as presenters are Jim Montgomery, Kris Houchens, Scott Rabalais, Michael Collins, Ron Marcikic, Clay Evans, Wayne McCauley and Gerry Rodrigues. A TYR coaches panel will include David Salo, David Marsh, Jim Montgomery and Michael Collins.

Secretary: David Diehl (Officials) has sent out a sizeable document to LMSC Chairs and Officials Chairs regarding officials certification and he reports that he has received two responses so far. Additionally, David has previously requested an "Officials Page" on our web site but it has been given a low priority and has not been implemented yet. He plans to request such a page again now that we have our certification procedure in place. David has also requested that the USA-S Officials web page include an application to officiate at the USMS National Champs. Carl House (History and Archives) is working with Meegan Wilson to develop a procedure and policy for handling photos for archival purposes.

Treasurer: Doug reported that National Sponsor Liaison Task Force has been exchanging emails and they have in circulation an executive summary that will be forwarded to the EC when available; We are making a net profit from the sponsor program along with other intangible benefits. The usual Treasurer's business (writing checks, answering questions) has been ongoing. Doug commented on the 2002 financial report that the EC has received from Controller Cathy Pennington. He noted that the expense side of the ledger came in very close to budget. The revenue side is much more difficult to project and in 2002 the good news was that we had more registration revenue than budgeted. The result of holding our expenses in line and receiving greater revenue than anticipated was that we had an actual budget deficit \$100,000 less than anticipated.

Zone Chair: Lynn reported that both bidders on the History & Archives conversion accepted our contract offer as specified by the Management Team. We are now in the process of doing the contract for James Merrill, contractor for Phase I of the project. After the contract is signed, the work on Phase I should begin immediately. Lynn also reported that regarding the USMS Calendar of Events, the Long Distance and the Communications Committees have completed discussions on the issue of charging for non-sanctioned events. Both committees are opposed. (See agenda item #8) Finally, Lynn reported that during the February 26, 2003 conference call, the USMS Database Task Force voted to

recommend to the Executive Committee approval of the plan of the H & A RFP Management. The following action items were submitted to the EC for approval:

MSA - that we accept James Merrill's bid for Phase I minus the cost of the upgraded APL licenses.
MSA - the web-side programming that will implement the DB will be done by the USMS Webmaster/IT Director and contractors should they be needed.

MSA - that we accept Sarah Stevens as a second contractor for the web portion of the RFP.

The plan approved by these motions is to:

- a. Contract with James Merrill of Analytical Software Corporation to convert the History & Archives Database to a MySQL database that will reside on the USMS web server.
- b. Assign the responsibility of implementing the web-side programming for the database to the USMS Webmaster/IT Director. That programming will provide all the functionality for update and maintenance of the database as well as search and display functions.
- c. Contract with Sarah Stevens of Stevens Software & Hardware to work with the USMS Webmaster/IT Director in the implementation of the web-side programming.

Past President: Nancy noted that there are two items on the agenda from marketing (items 9 and 10). There were no reports from the Registration and Records & Tabulation Committees.

Legal Counsel: Patty reported that she continues to work on the contract for the public relations consultant. The History and Archives RFP Management group from the Database Task Force has a proposed contract for H&A database conversion that they are reviewing. The Legislation Committee has a final update of Part IV on the Legislation discussion forum.

National Office Administrator: Tracy reported that the new USMS brochures (10,000) are in her office and that they are really sharp. Web Jim will put an announcement on the web to make them available. She also mentioned that a swimmer who made long course All American has not been identified as a USMS registered swimmer after a significant effort to track her down. She will be dropped and the next USMS swimmer in the event will become the All American. The mid-year report was brought up; Sally will provide a form that is similar to the annual report form and Tracy will distribute it.

5. TOP TEN: The EC discussed sanctions requirements, requirements for recording Top Ten times, and how these requirements are communicated to meet directors. Since this issue involves communicating criteria for sanctions, the EC recommends that the Legislation Committee create a packet for meet directors to ensure that meet directors comply with sanction requirements when running their meets and reporting results. A national minimum standard for meet directors and LMSC Top Ten chairs needs to be established and should be reviewed by the Legislation committee.
6. CORE OBJECTIVES: There has been minimal feedback from the BOD on the discussion forum and we would like the BOD to have some ownership in the objectives. It was decided that another effort would be made to solicit ideas and comments from the BOD before we make a final presentation for a vote.
7. MID-YEAR MEETING: *It was MSA that we will tentatively hold Jan 8-11, 2004 as our mid-year meeting date.* When we talk about sites we should try to be there by afternoon on Thursday so we can work that day.
8. FEE FOR NON-SANCTIONED EVENTS LISTINGS ON THE USMS CALENDAR: *It was MSA that we reconsider the \$25 fee for listing non-sanctioned events on the USMS Calendar of Events. It was MSA to eliminate any added fees for listing non-sanctioned events on the calendar of events.* We will let the Communications Committee decide how to format the calendar so that sanctioned and non-sanctioned events are clearly indicated. The current disclaimers for non-sanctioned events will be maintained.
9. PUBLIC RELATIONS REQUEST: The EC discussed a request from Aimee Fitzgerald (Public Relations Consultant) regarding her need for assistance in covering the cost of a media directory. The protocol required for over budget approval was not met and the EC suggests she go through the appropriate procedures.

10. NEW SPONSOR PROPOSAL: *It was MSA that we approve H2O Swimwear as a sponsor and that we allow Mel to proceed with the negotiation of product and/or services.*
11. OLD BUSINESS:
 - a. Merchant Account: Doug reported that he is developing the specifications that will permit solicitation of proposals for a merchant account and that he continues to work with a potential contractor.
12. ITEMS TABLED UNTIL THE NEXT MEETING:
 - a. Web site inclusion of Safety and Officials Cmte. info (Lynn and Patty - #6 on 1/23 minutes)
 - b. Removal of street addresses (Patty - #8 on 1/23 minutes)
13. ANNOUNCEMENTS: Jim noted that he, Nancy Ridout, and Bill Volckening will meet in Tempe with SWIM Magazine staff on the Monday morning after Nationals.

The meeting adjourned at 10:45 PM EST

Respectfully submitted by:
Sally Ann Dillon
USMS Secretary