

The meeting was called to order by President Jim Miller at 8:30 pm EDT. 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 on Monday, November 10 at 8:30 pm EST.
2. DECISIONS MADE SINCE THE LAST MEETING: The minutes of the September 29 conference call were approved, sent to the BOD, and posted on the USMS web site.
3. OFFICER REPORTS:  
President: no report.

Vice President: Scott reported that the Planning Committee (Betsy Durrant) continues to pursue the development of the VVMOST process and has received information from ASCA in this regard. The Coaches Committee (Michael Collins) is continuing its work in resurrecting a Coaches Manual, which will have a new cover designed by Bill Volckening.

Secretary: Sally reported that she's investigated the Costco conference-calling program. The rate is cheaper than what we currently pay but it does not appear that USMS committees can use it and be billed separately. She will continue to investigate the possibilities.

Treasurer: Doug reported that he has been extraordinarily busy with treasurer duties since convention. Sorting out reimbursement requests, paying bills, investing decisions and the like have been heavy. More important to the organization as a whole, we have received two resumes for the controller position. Perhaps more will come in. Doug will provide each EC member with a folder of information on the candidates shortly after the application deadline.

Zone Chair: Lynn gave an update on web site issues. The EC discussed webmaster expense issues and Doug presented a solution for expediting reimbursement for known, recurring expenses.

Past President: The Registration Chair (Anna Lea Roof) has sent the 2004 information to the Registrars and requested them to inform Tracy of their card needs for 2004. The Records and Tabulation Chair (Pieter Cath) has communicated with the LMSC Top Ten Chairs regarding convention information and the due date for the LC Top Ten submissions. The Marketing Chair (Rich Burns) has asked about his committee make up for 2004, whether it will remain the same or whether there will be changes in its composition as he would like to communicate with them.

Legal Counsel: no report.

National Office Administrator: no report.

4. DELINEATION OF THE GOVERNANCE TASK FORCE: The EC discussed convention committee minutes and future governance. **MSA that based upon actions of the HOD and the work of the Planning and Legislation committees at conventions since 1997, the EC will form a USMS Governance Task Force (GVTF) that will consist of a member from the Executive, Planning, Legislation, Ad Hoc Legal Counselors, Finance, and Zone committees, the National Office, and an expert. MSA that the invitations be sent to prospective members by and the task force be in place by November 1, 2003.**
5. IMPLEMENTATION OF CORE OBJECTIVES: Scott reviewed the information that will be sent to USMS BOD, all LMSC officers, convention delegates, and coaches. Tracy will include it in Streamlines also.
6. ASSESSMENT OF 2002-2003 ACCOMPLISHMENTS: The EC discussed a summary prepared by Lynn and agreed to get additions to her by Wednesday, October 15.

7. CONVENTION EXIT SURVEY: The EC reviewed the comments. **MSA to distribute the convention exit survey as raw data to the BOD.**
8. USMS OFFICIAL PUBLICATION – RFP: The current contract for our official publication (SWIM Magazine) will expire at the end of 2004 and an announcement of the RFP will be published next month. The minimum standards need to be set and with that in mind, a task force comprised of a member from the Communications, Publications, and Marketing committees will be formed. Nancy Ridout volunteered to be the task force chair.  
**MSA to appoint a task force headed by Nancy Ridout and consisting of representatives of Communications, Publications, and Marketing committees. The mission of the task force is to develop the RFP for our National Publication. The RFP has to be practically stated so a vendor looking at it would know exactly what we want. This task force will be in existence for one (1) month.**  
**MSA that the task force would also be charged with determining the distribution of the RFP with the direction that the distribution shall be broad enough and specific enough so that it will attract sufficient qualified bidders.**
9. UPDATE ON THE PROGRESS OF THE SCY NATIONALS: Barry Fasbender (Championship) has reported to Doug that at this time, interest has been expressed in hosting the 2005 event by Minneapolis, MN, Ft Lauderdale, FL, and Brown Deer, WI.
10. AUTHORITY TO SIGN CONTRACTS ON BEHALF OF USMS Patty brought forth the possibility of employees being allowed to sign USMS contracts as they pertain to their particular areas of expertise. It was decided that, as is the current practice, all contracts shall be signed by the USMS President.
11. OLD BUSINESS
  - a. MID-YEAR RETREAT: The EC confirmed the date – January 8-11 but could not come to agreement on a location for the mid-year meeting. Doug will look at sites and get back to us.
  - b. EC LIAISON CHANGE: Doug will be liaison to the Planning Committee and Scott will be liaison to the Championship Committee.

It was MSA to adjourn the meeting at 10:57 pm EDT.

Respectfully submitted by:  
Sally Ann Dillon  
USMS Secretary