

I. Call to order and take roll

The meeting was called to order by USMS President and Committee Chair Jim Miller at 8:36 pm. Present were Lynn Hazlewood, Jim Matysek, Hugh Moore, Patty Powis, Betsy Durrant, Tracy Grilli, Pieter Cath, Carl House, Anna Lea Roof, and Fritz Lehman.

II. Next meeting date

The next meeting will be Wednesday, February 26 at 8:00 PM EST.

III. Approvals & Actions

1. The committee took note that the minutes for the 12/18/02 meeting were approved by email and posted on the USMS web site.
2. **MSA** - Approval of H & A Management document as amended.

IV. H&A RFP Progress Report

1. Carl House reviewed the progress of the bid process for the H & A RFP. As of approximately a week before the bid deadline (January 18), we had no bids. In an effort to encourage bidders to come forward, Carl contacted 6-8 potential bidders to ask if they expected to bid. Three contractors indicated they would bid and the bid deadline was extended January 23 to allow time for the bids to come in. At the time of this meeting, there was one (1) bid in hand with two others expected.
2. Carl has had some conversations with the three potential bidders and will place the information on the FAQ page which reflects the major issues that were discussed. He will also notify all original recipients of the RFP invitation of the changes posted on the FAQ page.
3. The committee **MSA** - to set up a conference call to allow all bidders to ask questions of the management team and, following the conference call, bidders be allowed to amend their bids. The FAQ page on the web site will be updated by Carl to reflect the substance of the questions discussed during conversations with the potential bidders.
4. The committee conducted a discussion on the minimum requirements for an acceptable bid, how bids will be evaluated, and how the contract will be drawn to provide identifiable benchmarks for evaluation of progress. No decisions were made concerning this matter.

V. Subcommittee Reports

The committee considered reports from the various subcommittees. The formal reports will be presented at the next meeting for approval. Below is a summary of the points made:

1. **Administrative Login:** The committee has discussed this issue and there have been no additions or objections since that discussion, except for some clarification asked for by Betsy. Therefore, the issue of logins will be handled as follows:
 - a. All users will use their Discussion Forum user ID and password for login.
 - b. Users who have access to the secure areas of the web site are known and will be assigned access by the webmaster. Therefore, they will not have to apply for access or prove they are who they claim to be.
 - c. Other members of USMS may apply for and receive login access to areas of the web that relate to their personal information only or, in the case of meet directors, access to minimal information to do the job they are engaged in. When a potential user applies for access, the email address from their USMS registration form will be used to send information for an activation login. If this address is incorrect, the local LMSC registrar will have to confirm their identity and provide a correct email address.
 - d. The administration login process already is in use on the USMS web site using permanent cookies, which allow users to access pages without logging in each time. This system will be replaced by one which uses temporary cookies, which will expire when the user leaves the session. This will require all users to login each time they use the site, but is a more secure method which will allow users to log on from multiple computers without leaving permanent cookies.

2. **Permanent Club ID:** The permanent Club ID is needed for the historical records, so that information on a swimmer's club will not be lost if the club goes out of existence. This discussion was tabled until next meeting to allow further discussions among members of the subcommittee.
3. **Swimmer Name Tracking:** Recognizing that it is possible that swimmers may use different names over the years, the following policies will be in effect concerning what a swimmer may be called in the files:
 - a. Swimmers will not be allowed to change history. Whatever name they go by when placed in the database for achieving a particular status (setting a record, making All American or All Star, etc.), will always be attached to that event, regardless of how many times the swimmer changes names.
 - b. In the database, if a user asks for information on a particular swimmer, the system will be able to locate all the information for that swimmer under every name they have been known by over the years.
 - c. The remaining issues surrounding swimmer name tracking are technical and will be addressed by the database designers.

VI. Adjournment

The meeting was adjourned at 10:16 PM EST.

Respectfully Submitted by:
Lynn Hazlewood, Zone Chair