

## Session I - April 22, 2003:

### I. Call to order and take roll

The meeting was called to order at 8:35 PM EDT by USMS President and Committee Chair Jim Miller. Present were Lynn Hazlewood, Betsy Durrant, Tracy Grilli, Pieter Cath, Hugh Moore, Jim Matysek, Leo Letendre, Patty Powis, Anna Lea Roof, and Carl House.

### II. Next meeting date

The continuation of this meeting will take place on Thursday, May 1, at 8:30 PM EDT

### III. Approvals & Actions

It was **MSA** to approve the minutes for 3/11/03.

### IV. Project Administrator's Report

Project Administrator Jim Matysek's written report included a variety of documents intended to graphically show the tables and relationships that will be built into the Enterprise Database System. The committee discussed the documents that show the implementation timeline for the database.

He also reported that a separate database has been created for the History & Archives RFP development and is now available to James Merrill, the contractor who will be doing the conversion of the data. Online entries have been completed for SC Nationals with a record of total of 1312 online entries received. This represents more than 2/3 of the total entries.

### V. H&A RFP Progress Report

The contract has been signed and executed with James Merrill. Carl has already sent the data to him and will meet with him on May 5. Jim Matysek will be contacting Mr. Merrill shortly to inform him of the presence of the database created on the web site.

Jim Matysek will send Patty a description of the work to be done by Sarah Stevens, the second contractor. She will then draft a contract and return it to the RFP Management Team.

Pieter Cath requested that a parallel system be run using the old system as the backup for Top Ten. The DB Task Force was informed that the old system is no longer available. It was also noted that the preliminary 2003 SCY Top Ten will be able to be posted by July 10 either as part of the new database or as HTML pages.

### VI. Online Registration & Online Event Entry System

The Executive Committee has asked Jim Matysek to prepare a Requirements Specification Document for online USMS registration and online event registration system. This will include payment issues and how the flow of money and information will move through the system. The document will also consider issues concerning the variation among LMSCs across the country and how they will be handled. He will consult with USMS leaders representing finance, championship, long distance, registration, insurance, legal, and the national office and include their concerns in the document prior to submission to the DB Task Force.

### VII. Recess

The committee meeting was recessed at 9:52 PM EDT.

## Session II - May 1, 2003

### I. Call to order and take roll

The meeting resumed by USMS President and committee chair Jim Miller at 8:36 PM EDT. Present were Lynn Hazlewood, Jim Matysek, Hugh Moore, Tracy Grilli, Leo Letendre, Patty Powis, Anna Lea Roof, and Betsy Durrant.

**II. Next meeting date**

The next meeting will be held Tuesday, May 27, 8:30 PM EDT.

**III. Approvals & Actions**

The minutes for the April 22 session were not amended.

**IV. New Swimmer ID Implementation**

The committee discussed the implementation of the new Swimmer ID for the H & A conversion. It was:

**MSA** - that the project administrator use the new Swimmer ID in the H & A conversion and not propagate the use of the old H & A ID further than is necessary.

The new Swimmer ID will be populated throughout all of our databases as soon as practical, but at least by the end of the current registration year. It was agreed that any potential disconnect of the linkages between records in the H & A DB will be addressed, if possible, with temporary measures TBD by the DB implementers.

**V. Sanctions Letter Approval**

The committee discussed the wording of a letter that will be distributed to USMS leaders concerning tools that will be placed on the web site to assist the running of sanctioned events. A subcommittee consisting of Lynn Hazlewood, Betsy Durrant, Jim Matysek, and Patty Powis was appointed to revise the letter. Revisions and approval will be put on a fast track so the Executive Committee can approve the distribution by the middle of the next week.

**VI. Old Business**

The committee addressed the issue of the variable portion of the USMS number and considered whether it was necessary. No conclusion was reached and the topic will be held over to the next meeting.

**VII. Adjournment**

The meeting was adjourned at 10:03 PM EDT.

Respectfully Submitted by:

Lynn Hazlewood, Zone Chair