

I. Call to order and take roll

The meeting was called to order at 9:06 PM EDT by USMS President and Committee Chair Jim Miller. Present were Lynn Hazlewood, Patty Powis, Hugh Moore, Jim Matysek, Anna Lea Roof, Leo Letendre, Pieter Cath, Tracy Grilli, and Carl House.

II. Next meeting date

The next meeting will be scheduled as needed or after convention.

III. Approvals & Actions

1. **MSA** - Minutes of 6/26/03 meeting.

IV. Project Administrator's Report

The Project Administrator's report was distributed prior to the meeting and included the following:

1. Top Ten: The Top Ten database structures and data for individual top ten have been exported to the new database. Scripts have been written to import the relay top ten as well as individual top ten in future years. The preliminary 2003 SCY TT data was posted on July 12 and released to the public on July 14. There is still work remaining to be done in terms of identification of swimmer club, LMSC, and verification of swimmer IDs. The committee agreed that some methodology (manual or programmatic) will have to be used to verify the data in the future.
2. Relay All Americans: The relay All American area was modified to allow more flexible searching methods rather than four independent search methods. The 2002 relay All American data was received from the R&T chair and imported to the database, and the new area was released to the public.
3. LC Nationals: On line entries were successfully completed for the LC Nationals with 557 out of 871 entries received on line (64%). This was the second highest percentage of on line entries ever received. The tools for uploading meet entry data and generating psych sheets and meet rosters were made available to the meet host and have been used several times to update the meet data.
4. H & A RFP: See point V below.

V. H&A RFP Progress Report

1. First Contractor: Work by the first contractor is nearly done and should be completed within a day or two. Carl and web-Jim will sign off on the work.
2. Second Contractor: The contract has been executed for the second contractor and web-Jim has sent her account info and some DB info and has spoken verbally with overviews. She's reading the documentation and becoming familiar with the work.
3. Population of Swimmer ID Progress: Population of the new swimmer ID in the H & A database is proceeding well and we are close to completion. The goal is to have everyone in all our databases assigned a number by the end of the year.

VI. Online Registration & Online Event Entry System

1. Requirements Specification Document: This document should be done before nationals.
2. Legislation & Rules Proposals: The committee discussed legislation that may be needed to implement the new online procedures. The committee identified articles that need changing and tasked Leo to clean up the wording and consult with Rob Copeland.

VII. Permanent Swimmer ID

1. The committee **MSA** - To remove the motion on the swimmer ID from the table.
2. The committee then voted on the motion with the following result:

MSD - To eliminate the variable portion of the USMS registration number starting with the 2005 registration year. The DB Task Force shall notify the user base beginning November 1, 2003 and periodically thereafter until the change has been implemented. The vote was 1 Yes, 8 No.

3. The committee **MSA** - That we make the check digit algorithm available to approved vendors after executing a non-disclosure agreement. Note: Leo Letendre was tasked to interface with the vendors in the March 11 meeting.

VIII. New Business

1. Convention: The committee tasked Lynn Hazlewood and Jim Matysek to write the Annual Report for the convention packet.

IX. Old Business

1. The committee discussed the issue of how to get more complete and accurate data from the local level for Top Ten. Pieter Cath is preparing a paper describing the issues and what the options there are for a resolution. This topic will be taken up at the next meeting of the task force.

X. Adjournment

The meeting was adjourned at 10:20 PM EDT.

Respectfully submitted by:

Lynn Hazlewood, Zone Chair