

President Jim Miller called the meeting to order at 8:35 PM EST. 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 Tuesday, March 2, 2004 at 8:30 PM EST.
2. DECISIONS MADE SINCE THE LAST MEETING:
 - a. *It was MSA to go to the BOD for a vote on our recommendation of Carolyn Boak to head the National Board of Review. The BOD overwhelmingly approved Carolyn's appointment on February 6. The vote was 37 votes in favor, 2 abstentions, and one BOD member failed to vote.*
 - b. *MSA to approve the minutes of the January 20 conference call. They will be sent to the BOD, and posted on the USMS web site.*

3. OFFICER REPORTS:

President: Jim reported that in a conversation today, Dale Neuberger (USAS) said that USMS should seriously consider sending a representative to Abu Dhabi (United Arab Emirates) to be present at the FINA meetings in March. It was suggested that we should send Michael Moore. Jim also reported that ASUA has decided to hold its Congress on the last weekend of USAS in Orlando. The host country pays for this meeting and USAS has asked that USMS contribute \$1800 toward these expenses. Doug will investigate the availability of funds for this unexpected expense. Jim held a productive conference call with his committee chairs and they plan to conference again. Jim mentioned the possibility of having a mid-year BOD meeting in the future and said that the idea was well received.

Vice President: Scott reported that Kathy Casey (Recognition and Awards) has distributed information and the nomination form for the 2004 Ransom Arthur Award. Scott reported that he has fielded questions from various publishers on the national publication RFP and will continue to do so until the February 28 deadline.

Secretary: Sally held a conference call with committee chairs Barbara Dunbar (History & Archives), David Diehl (Officials), Meg Smath (Publications), and Leo Letendre (Rules). The group discussed the Committee Chair Handbook, BOD responsibilities, Core Objectives, financial issues, timelines for reports and convention materials, committee projects, Vice Chairs and other issues. Two of the committee chairs shared concerns that the Webmaster has been unable to get to their specific projects and all agreed that the demands on the Webmaster have increased exponentially in the past year. David and Leo will be working together to discuss the proposals that came out of last convention's Block 1 meeting. Meg and Barbara both agreed to initiate conversation with the chairs in their Blocks so that agendas can be prepared in advance of convention for this year's Block meetings (and possibly be included in the convention packet). Sally's other activities included the preparation of minutes from the mid-year meeting and the January conference call, and the tabulation of the votes for the nomination of Carolyn Boak as National Board of Review Chair.

Treasurer: Doug reported that the usual activities have been ongoing. Preparation for the transfer of Controller duties from Cathy Pennington to Margaret Bayless is moving toward a March 1 target date. Margaret and Cathy will be meeting at Cathy's home on Friday, Feb. 20th to go over the books and the computer program (Quick Books) and Doug will join them on Saturday, Feb. 21st for the final review of status in anticipation of the changeover. Cathy intends to have 2003 materials complete so that Margaret will be ready to start fresh with 2004. Doug has continued to work at keeping USMS fully invested. Investment opportunities within the FOG guidelines are very limited and essentially we are trying to time our CD maturities so that we have money when we need it but it is earning if we don't. As of now, we have seen no glitches or trends that look problematic. Margaret will do the first quarter report and Cathy will have some input into it. Liaison roles: Doug reports that Finance (Tom Boak) is deeply involved in the assistant Webmaster issue and Planning (Betsy Durrant) is fully engaged with the governance project.

Zone: Lynn reported that she would have a conference with Rob Copeland (Zone Communications Subcommittee Chair;) and Michael Moore (LMSC Chairs group organizer) on Friday the 13th to discuss the organization of the LMSC Workshops at convention. Selection of the target LMSC for the pilot marketing project will be made at the February 22 meeting of the Zone Committee. Regarding the Web site, SCY Nationals information and the online entry have been posted, preliminary SCM Top Ten has been posted on the web site for public comment, and LCM Nationals information and online entry are due to be posted by March 1. Lynn reported that Hugh Moore (Communications) has called for a motion from the Communications Committee in support of the EC proposal to hire a web developer to assist the Webmaster. She noted that during the discussion in the Finance Committee on the web developer over-budget, there were some differences of opinion as to what the proper order of precedence is when dealing with this type of issue. The root of this confusion is that our guidelines (both FOG and PMG) do not specify in what order approvals should be done. Lynn suggested that FOG needs to recognize that the PMG exists (as specified in the Convention 2000 minutes of the Professional Management Committee). FOG should specify that the process defined in PMG controls the hiring of professional staff and both documents need to specify the order of events when integration of the two documents is required.

Past President: Nancy reported that she has just returned from the OTC camp, which was a rousing success; one of the best. The partnership with USA Swimming in this venture continues to grow more and more positive. They now look forward to our camp and anticipate the interaction with our athletes and coaches. The Chairs of Nancy's committees seem to be functioning well and no problems have surfaced.

Legal Counsel: Patty reported that she had a telephone meeting with the Chairs of Legislation, Safety Education, and Insurance. The Chairs were receptive to our discussion. They had some good input about a possible web developer to assist the Webmaster and posting SWOT results in the mid-year meeting minutes. They also gave some interesting insight into block meetings at Convention but are committed to preparing in advance for their blocks. The panel for the grievance in the South Texas LMSC has reached a decision, but it has not yet been published. Patty noted that now that the Board of Directors has approved Carolyn Boak as National Board of Review Chair, Carolyn should select the pool of potential panel members, which will also need to be approved by the Board of Directors.

National Office: Tracy reported that all publications are out (Rule Books, LMSC Handbook and Directory) and the letterhead/envelopes/note pads went in the mail this morning. The winter issue of Streamlines... was e-mailed out on Sunday and hard copies to those Chairmen/Registrars/Treasurers who don't have e-mail (and to those who requested a hard copy) are in the mail. Registrations are pouring in (this is a SWIM Magazine Label month). Cathy Pennington has asked if and Esther and Tracy can get the month finalized by next weekend so that it is available to work on when Margaret Bayless is with her and they will do their best. Tracy has created an Excel spreadsheet for the hard copy entries for SC Nationals since the National Office is now handling them. At this time she has received 26 entries and the first 24 have been inputted and the checks deposited. Web Jim is working on an on-line process for the NO to enter these swimmers via the website and this should be available soon.

4. SWOT INCLUSION IN MID-YEAR MINUTES: The EC discussed the mid-year minutes and agreed that raw data from the SWOT exercise would be included in the minutes along with introductory information.
5. NATIONAL PUBLICATION BIDS: Scott reported that a number of interested publishers have been in contact with him (see Vice President's report). The EC discussed the use of a paid consultant for the selection of the National Publication. Doug suggested that we investigate a "not to exceed" amount to propose for the use of such consultant.
6. CONVENTION: The EC discussed the convention meeting schedule for Wednesday. It was decided that food would be available immediately prior to the Board of Director's meeting since the individuals expected to attend will not have another opportunity to eat until quite late that evening.

7. MID-YEAR MEETING FOR BOD: The EC is in agreement that we should pursue a two and a half day (Friday night, Saturday, and Sunday morning) mid-year meeting of the Board of Directors for 2005. Doug will provide a sense of the cost with a potential budget item, looking at a central location to cut down on cost and travel time.
8. WEB DEVELOPER HIRING: Hugh Moore joined the call to discuss the Communications Committee's involvement regarding the hiring of a web developer to assist the Webmaster. Hugh's committee is still reviewing the materials that have been generated to support the proposal. It was noted that it was common knowledge at convention that the Webmaster was far behind in certain projects yet many committee chairs went back to their committees and put forth more things for the Webmaster to do. Hugh was asked to get consensus from his committee in support of the proposal or to come up with another solution.

It was MSA to adjourn at 10:12 pm EST.

Respectfully submitted by:
Sally Ann Dillon
USMS Secretary