

President Jim Miller called the meeting to order at 8:05 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 be Tuesday, April 27, 2004 at 8:30 PM EST.
2. DECISIONS MADE SINCE THE LAST MEETING: The minutes of the March 25 conference call were approved, sent to the BOD, and to the Webmaster for posting on the USMS web site.
3. OFFICER REPORTS:  
President: Jim reported that the three initiatives placed before the BOD—approval of the National Review Board Panel and creation of two professional staff positions (National Publication Consultant and Assistant to the Webmaster)— passed and the latter two, which require approval of a budget, have just cleared the Finance Committee. The input and discussion have been stimulating and reinforce the work that Planning is doing on realignment of governance. The consultant assisting with the review of the national publication bids is already at work. The process of selection of an assistant to the web master as a short term independent contractor is under way. The supervision of projects that will be assigned is also under review. The convention is taking shape. It will be challenging since the ASUA convention (Amature Swimming Union of the Americas) will be going on at the same time over the last weekend. Midyear reports are still coming in.

Vice President: Scott reported that the Coaches, Championship, Fitness, and Recognition and Awards committees have submitted mid-year reports. Championship has clarified its medical requirements for national championship pool meets, particularly with regard to "meet doctor."

Secretary: Sally reported that she has reviewed the mid-year reports submitted by the History & Archives, Officials, Publications, and Rules committee chairs and they have been forwarded, along with her own report, to Tracy Grilli for inclusion in the next Streamlines.

Treasurer: Doug reported that the Planning committee mid-year report is in. Planning has continued working on the VVMOST project - the Values statement is nearly completed and work continues. The Finance committee has dealt with the over-budget requests for the Webmaster assistant and the consultant on the national publication bids and both requests were approved. Doug and our new controller, Margaret Bayless, are discussing changes to the payroll system in an effort to prevent periodic problems that have occurred. Doug is working through information provided by Jim Matysek that will enable him to provide a recommendation on the merchant account provider and he will report on that effort soon. Cash flow has been as anticipated and we are trying to take advantage of any opportunity to generate a greater rate of return on our investments but the interest rates on CD's remain miserably low - under 2% on relatively short term (18 month or less) investments. He noted that Margaret Bayless has quickly gotten into the flow and our work together so far has been seamless! He expressed thanks to Cathy Pennington for being such a good teacher/mentor to Margaret and to Margaret for being such a quick learner! Doug also reported good news for the Endowment Fund. We have had an extraordinary response to the request of the David Gregg family that memorials be sent to the USMS Endowment Fund. To date, more than 20 separate individual or corporate gifts have been sent representing several thousand dollars. As is our practice, the donor is sent a letter acknowledging the gift and offering thanks and Mrs. Gregg is notified of the memorial donor. As to the Fund itself, while the market has been sluggish generally since the first of the year, our friends at Legacy Fund tell us that our fund balance has appreciated! So, with the additional contributions and some appreciation in the market place, we should have a healthy balance at convention enabling us to make grants in the range of \$7k to \$10k.

Zone Chair: Lynn reported that, Paul Wrangell, Long Distance Historian, would shortly begin work on digitizing additional information for LD All Americans and All Stars to supplement the data already in the H&A database. The zone committee has released the application forms for the LMSC Grants program.

Details can be found on the new LMSC Services site at <http://www.usms.org/admin/lmscservices/>. Planning for hiring an assistant Webmaster is proceeding and the process will be initiated within the week.

The web administrators have completed short-term planning for web development and have a list of projects to be worked on through 2004. No other projects will be worked on during this time period unless exceptional conditions arise or the addition of the web assistant produces more available time than anticipated. The schedule of projects follows:

Spring:

- Sponsors Featured Item project
- All Americans & All Stars
- Evaluate Online Event Entry System (OLE) needs for all events

Summer:

- OLE for all events
- On Line Registration (OLR)

Fall:

- Web Site Redesign
- Integration with national publication

Early Winter:

- World Championship support

In addition to these high level goals, a quick review of the task list shows that the following things would also be interleaved throughout the rest of the year where necessary; email alias processing update; some remaining Top-10 improvements; evaluate feasibility of doing meet sanctions database as a part of the OLE update (if it would take too much extra time, defer it); Nationals activities and merchant account activities for LC nationals; upgrade vBulletin – our forums software (important security updates with the new software as well as functionality for secure administrative log-ins, which are linked to the forum subscriptions).

Past President: Nancy reported that she has received mid-year reports from the Records and Tabulation committee. The next meeting of the World Championships Organizing Committee will be held April 13th, at Stanford University. Discussions are in progress as to how best to take advantage of the offer from Genadijus Sokolovas (Colorado Springs researcher) to test USMS swimmers for lactate and strength. The plan is moving forward with the Utah LMSC Pilot Plan. Marketing.

Legal Counsel: In reference to previous minutes where it was noted that a party to a recently decided grievance is appealing the matter, Patty reported that she is working with Rob Copeland to advise whether the appeal should be handled under the old Part 4, under which the original grievance was heard, or the new Part 4, which became effective on January 1, 2004. In another issue, she has been corresponding with members in an LMSC where we hope to avert a grievance. This includes reviewing draft minutes and answering questions from the person involved. Mel Goldstein has informed Patty of some developments relating to sponsors. He has negotiated a renewal with Nike and reached tentative agreement with a new sponsor, FINIS. On the downside, one of our sponsors, whose contract runs through the end of 2004, appears to have gone out of business. That sponsor still owes us money and Patty will write to the sponsor to make a demand for payment. She will also work up a renewal for Nike and a contract for FINIS. Patty noted that she is seeking assistance from the Ad Hoc Legal Counselors Committee on a number of outstanding projects (e.g. guidelines for on-line event registration and electronic signatures; advisor to National Review Board). Patty has received mid-year reports from the Insurance and Safety Education committees.

4. REVIEW OF ARTICLES FOR SWIM MAGAZINE: The EC discussed the review procedures for SWIM articles.

5. 2005 MID-YEAR RETREAT DATES: Scott reported that the IMSHOF presentation is scheduled for Saturday, January 8. The EC will plan to arrive Thursday, January 6, 2005 with the meetings going through Sunday morning, January 9. It was discussed that, if approved, the proposed mid-year meeting for the BOD would take place 3 weeks later (January 29-30) at a location as centrally located as possible.
6. CONVENTION:
  - a. ASUA: The organization will meet all day on Saturday and Sunday. Jim expects that some of the members will sit in on USMS meetings as well.
  - b. *It was MSA that the theme for this year's convention be "The Future is Now".*
  - c. Meals at convention – Lynn has discussed the Saturday noon meal situation within the Zone Committee. It has been suggested that each zone take care of their own people (pay for or collect). The food will be delivered at the end of the zone meetings and everyone can take their lunch with them to the LMSC workshops. Lynn, Sally, and Doug will work on the availability of food for these meetings as well as for some committee meetings on Wednesday.
  - d. Rooms at convention – Tracy has reserved rooms for the EC and Doug is making arrangements for USMS to have an account with the hotel to handle the expenses.
  - e. Convention registration – Rob Copeland inquired as to whether someone could attend convention without being registered if they are a designated USMS delegate. It was clarified that USMS members are attending a convention put on by USAS – therefore we must follow their rules and be registered for their convention.
7. ACTION ITEMS FROM COMMITTEE CHAIR CONFERENCE CALLS: The EC liaisons held conference calls with their committee chairs recently. The following recommendations came out of suggestions made during those meetings:
  - a. Recommend that the Finance Committee put together a packet instructing individuals on how to prepare a budget. It should include a summary report for each cost center that includes the breakdown by expense type.
  - b. *MSA to have the mid-year report due in January so the material is available before the BOD mid-year meeting.*
  - c. Agendas for the Block meetings will be published in the Convention Packet. Sally will send a message to all chairs and vice chairs.
  - d. The EC will investigate what, if any, legislative changes are necessary to enable a substitute (possibly the Vice Chair) to attend and vote at a mid-year BOD meeting in the chair's absence.
8. USMS SPONSORSHIP TO WORLD SCM CHAMPIONSHIPS (October 7-11): Dale Neuberger (USAS) has asked USMS to support this event with a donation or sponsorship. More information is needed to make a decision and Doug will investigate and report back.
9. INSURANCE QUESTION: The topic of the ability of our insurance broker to offer services to other adult swimming programs was discussed. USMS has not to our knowledge in the past and does not now limit the broker from providing services to other organizations.
10. FINANCE COMMITTEE VOTES: As reported by Tom Boak, Finance Chair, "the vote from the Finance Committee is as follows:

Proposal #1, Publication Consultant not to exceed \$2500 - 8 Yes, 2 No, 2 Not voting  
Proposal #2, Assistant Webmaster not to exceed \$35,000 - 7 Yes, 3 No, 2 Not voting"

It was MSA to adjourn at 9:50 PM EST

Respectfully submitted by:  
Sally Ann Dillon  
USMS Secretary