

Action Items

Pioneer Awards - It was MSA to ask Kathy Casey, Recognition & Awards Chair, to include the names of USMS members who received the award.

2005 Convention - It was MSA to approve the revised schedule.

Tasks

Committee restructure

- The EC will consult with the current committee chairs to get their opinions of the restructuring ideas.
- The EC will provide the task force with its recommendations by April 1.

San Diego hotel double billing - Doug will send Jim's credit card information to Mel Goldstein right away so the double billing issue can be resolved.

Merchant account - Doug will contact the vendor immediately and get back to the EC with details.

Elections - Tracy will add to *Streamlines* a comment that the EC is more than happy to answer questions regarding their current positions on the Executive Committee.

President Jim Miller called the meeting to order at 9:00 pm EST. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli. Betsy Durrant and Rob Copeland joined the call at 9:30 pm.

1. The next conference call will take place on Monday, February 21 at 8 pm EST.

2. DECISIONS MADE SINCE THE LAST MEETING: none

3. OFFICER REPORTS:

President: Jim reported that issues facing us at this time have a finite time need. In specific, the Governance Task Force is under heavy time demands to meet their deadlines. It is a credit to the task force that they are meeting frequently to complete their tasks. The EC has a critical role to assist them in their job. We have been tasked with proposing a new committee structure, fitting with our mission statement and our core objectives. Secondly, we have taken on the task of finding ways of financing the critical Executive Director position. Many options are being weighed at this time, some in response to the input from Dale Neuburger at our midyear meeting. We are also integrally involved in establishing the role of the EC going forward in this new structure.

Jim has fielded questions regarding the role of Masters oriented organizations and how they relate to USMS. The most recent of these is the Pioneers, a group of people who recently organized under the leadership of John Spanuth. Initially, in a conversation Jim had with John, the Pioneers were presented as an organization that would dedicate itself to the recognition of individuals who, over the years, have contributed in ways other than pool performances to the Masters movement. Now there is discussion of other aspects of aquatics that this organization may be interested in being involved. Jim recognized that John's points have been accurate; there are many wonderful athletes, regardless of ability, who have contributed endless volunteer hours to get us where we and other Masters organizations are today. They deserve a moment of thanks from all of us. Some are associated with USMS and some are not, but their efforts are nonetheless important.

The first Pan American Games are a go. The site in Santa Domingo, Dominican Republic, has been approved by an on site visit from a representative from ASUA/UANA, the regional affiliate of FINA that represents North and South America. The web site for ASUA/UANA, (www.asua-aquatics.org), has the up-to-date information and functions in both English and Spanish.

Vice President: no report.

Secretary: Sally reported that since our midyear meeting she has prepared the convention schedule and distributed it for comment, first to the EC and then to the BOD. She has also prepared the minutes for the midyear meeting that are in the process of review.

Treasurer: Doug reported that the normal business has been attended to with bills being paid, etc. Controller Margaret Bayless and Doug have been making cash projections in order to determine investment options. Rates are still low but creeping up and we want to remain as invested as we can while maintaining necessary liquidity. We are finalizing the information trail for the audit that is being conducted this year and expect to have our audit complete well in time for report at convention. We have a new person at Paychex in charge of our account and we are working out some bugs. The January payroll reflected several adjustments based upon approved increases in compensation for National Office staff and we are trying to insure that any compensation payments, including coaches honorarium will be handled by Paychex in order that they generate 1099's at year-end. Tracking the revenues and expenses continues and there have been no surprises during the preceding month.

As liaison to the Planning Committee, Doug reported that the Governance Task Force continues under the leadership of Betsy Durrant and they have conducted several conference calls to deal with proposed language for the governance elements that are under discussion; specifically, definitions for the HOD, BOD and EC. Circulation of the draft documents on a broader scale will be happening soon.

As liaison to the Finance Committee, Doug reported that the committee (Tom Boak, chair) has dealt with one over budget request that was routine. Involvement in a variety of fiscal issues continues from the FC including the publication contract and the FINA worlds planning. Doug reported that preliminary reports from the Legacy Fund indicate that the investment return for 2004 beat the indexes. A formal report will be forthcoming. Efforts are underway to encourage and solicit grant requests for the 2005 meeting of the Board of Governors. Finally, Doug commented that the midyear meeting was productive and conference calls and EC responsibilities continue to keep all of us stressing to meet deadlines and to get the work done.

Zone Chair: Lynn reported that the new USMS web site is in beta test and would probably be released on Friday, February 4. Some of the beta testers are Rich Barkan, Mel Dyck, Doug Garcia, Chris Beardsley, Connie Barrett, Daniel Cox, Donna Schubkegel, Kelly Crandall, Kenn Lowy, Margot Pettijohn, Bill Volckening, and Barbara Dunbar.

Lynn reported that the Editorial Board would have its inaugural meeting Wednesday, February 9. She shared a report from Editor Bill Volckening as follows: "We're wrapping up the first issue of the magazine and will start to see layouts this week. Assignments have been made for the May/June features, and I'm busy at work on departments. We currently have two contributing editors (Jody Welborn, health, and Rich Abrahams, dry land), and we're looking to add a couple more contributing editors for training/technique and possibly food."

Past President: As liaison to the Records and Tabulation Committee, Nancy reported that the SCM Top Ten submissions were due 1/26. Chair Pieter Cath notified the registrars several times of the upcoming deadline. He is now working on verifying the registration numbers and accuracy of the swims. The numbers are particularly difficult to verify at this time of the year as both last year's and this year's numbers show up. Also, a problem occurred in the registration program that caused it to issue incorrect check numbers and that had to be changed and files updated. Pieter is dealing with these challenges and anticipates sending out the preliminary report on time.

Nancy reported that registrars are very busy and committee activity has taken a back seat to processing memberships. Under Chair Doug Garcia, the Marketing Committee has developed a Marketing Plan, which was reviewed by the EC, which requested an additional revenue-generating segment. The committee accepted this suggestion and they are currently prioritizing the plan, as well as fine-tuning it.

Finally, Nancy reported on the USMS/USA Swimming High Altitude Training Camp that is due to begin in 10 days. USMS sponsor H2O Velocity, is donating USMS logo bags, suits, shorts, shirts, and water bottles. Sponsor Barracuda is donating de-chlorinating shampoo, showering body gel, moisturizing lotion, and their newest goggle, the Ultimate. Amino Vital is donating a sports drink, water bottles and is interested in becoming a USMS sponsor. USMS is donating 2005 Planners and logo athlete and staff shirts. The National Team athlete is Sheila Taormina who was also the first one back in 1999. They are very pleased to have her back to participate in this year's camp. USA-Swimming's John Walker and assistant Jennifer Thomas have coordinated details in Colorado Springs and together we have an excellent program for the camp, which has been expanded from 12 to 18 athletes this year.

Legal Counsel: Patty reported that after fielding many comments and helpful suggestions from others, including the Finance Chair and Ralph Davis, she has sent a proposed publishing services contract to Douglas Murphy Communications. She has exchanged e-mails with John Crittenden, the attorney who did the magazine name trademark search for us, about registering the USMS trademark. Happily, he will do this work for us pro bono, with USMS only having to pay expenses, such as filing fees.

National Office: Tracy reported that the USMS Rule Books are printed and in the mail to those who get a complimentary copy. The LMSC Handbook is done and at the printer. The Winter issue of *Streamlines* will go out as soon as a final review of it is complete. USMS registrations are pouring into the National Office and Tracy's next project is the annual Directory.

4. COMMITTEE RESTRUCTURE UPDATE: The EC discussed various options for committee restructuring. We will consult with the current committee chairs to get their opinions.

5. UPDATE ON GOVERNANCE: Betsy Durrant and Rob Copeland joined the call at 9:30 pm. The group discussed the work the Governance Task Force has been doing with regards to the BOD and EC responsibilities. It needs to be determined if the BOD will govern or manage. The need for clarifying guidelines, policies, and procedures was also recognized. The EC agreed to provide the task force with its recommendations for committee structure by April 1. Rob reminded us to align the committees with the VP positions if possible. Finally, we discussed the options available for including some or all of the Past Presidents on the BOD as ex-officio members. Betsy and Rob will be meeting with the task force soon and will pass along the concerns and ideas that were expressed.

6. PIONEER AWARDS UPDATE: The EC discussed the paragraph previously approved for publication in *Streamlines* at the midyear meeting. *It was MSA to ask Kathy Casey, Recognition & Awards Chair, to include the names of USMS members who received the award.*

7. CONVENTION SCHEDULE: A draft of the schedule has been distributed to the BOD and a couple of changes were made to avoid meeting conflicts. Jim noted that he had had a conversation with Lucy Johnson (SPMA) who asked that we consider having HOD meetings on Sunday (as were done a number of years ago). The EC discussed the suggestion and because of prior issues surrounding Sunday HOD meetings being so poorly attended, we decided against the proposal. The Finance Committee is currently considering the issues surrounding those delegates who have difficulty arriving on Wednesday in time for late afternoon and evening meetings from the West coast. *It was MSA to approve the revised schedule.*

8. ANNUAL AUDIT: Doug reported that this year's audit will be more thorough than last year's review and that it will be completed in time for the information to be distributed before convention.

9. OLD BUSINESS:

a. San Diego hotel bill (2003 Convention) Sally reported that Mel Goldstein has been in touch with the hotel and that he has her credit card documents in hand. Doug said he would send Jim's information to Mel right away so the situation of apparent double billing can be resolved.

b. Merchant account – SC nationals is not yet available for online entries due to the lack of merchant account availability. Doug will contact the vendor immediately and get back to the EC with details.

10. ELECTIONS: Lynn (and Scott) left the conference so the EC could briefly discuss the 2005 elections. We asked Tracy to add to *Streamlines* a comment that the EC is more than happy to answer questions about their current positions.

11. ANNOUNCEMENTS: Nancy announced the sad news that Joe Kurtzman passed away February 1 of prostate cancer.

12. Tabled: Policy for co-sponsoring fundraisers - recommendations from the Marketing sub-committee.

It was MSA to adjourn the meeting at 11 pm EST

Respectfully submitted by:
Sally Ann Dillon
USMS Secretary