

President Jim Miller called the meeting to order at 8:08 pm EST. Present were Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli. Scott Rabalais was absent.

**Action items**

**Midyear minutes** - *The minutes of the midyear meeting were approved and distributed.*

**Tasks**

**Executive Director Funding Task Force** - Patty will arrange a kick-off conference call for the task force.

**Amino Vital Sponsorship** - Jim asked Doug to look at the details to determine the financial affects of the contract.

**Electronic Signatures** - Lynn and Patty agreed to check with various companies that handle online registrations to see how they maintain records of agreement to the waiver. Patty will check with our insurance representative, Sandi Blumit.

**Press releases** - Nancy and Jim will confer with Doug Garcia, Marketing Chair, about press releases.

**Merchant Account** – Doug will submit paperwork for the Bank of America merchant account.

**San Diego hotel bill** - Doug will send Jim's credit card information to Mel Goldstein immediately.

**Committee restructure** – the EC was reminded to contact their committee chairs about the recommendations for committee structure.

1. The next conference call is scheduled for Monday, March 21 at 8:30 pm EST.
2. DECISIONS MADE SINCE THE LAST MEETING: *The minutes of the midyear meeting were approved and distributed.* An error was made in item #20 – Kathy Casey is the chair of the Recognition & Awards Committee, not the History & Archives Committee. A revised version was sent to Jim Matysek for posting on the web.
3. OFFICER REPORTS:  
President: Jim reported that he has been involved in multiple conversations regarding the role of the EC, as it will be defined in the new system. The key address that he has emphasized is the requirement that all branches of USMS governance should be enhanced and better defined as opposed to diminished in their effectiveness. This is not a place for the future leaders to be hampered by language aimed at issues of the past. Progress is being made. The BOD should, under a standard corporation, govern, while an EC should manage. The EC and BOD work together to propose changes in code to the legislative body, the HOD.  
  
Vice President: Scott reported that Kathy Casey (Awards & Recognition) has documented the background of the Pioneer Awards for her committee and other interested parties. Also, the Championship Committee (Barry Fasbender, Chair) is in discussion regarding the necessity of having EMTs at national pool championships on practice days.  
  
Secretary: Sally reported that two of her committees have been particularly busy in recent weeks. Long Distance Chair Peter Crumbine, and his committee, have been discussing proposals to streamline the One Hour Swim data submission. The 2006 hosts are anxious to do the event online and efforts are being made to decide how that might work. The 2005 host, Mel Goldstein, has suggested a number of ideas aimed at eliminating the incomplete and/or incorrect entries that are submitted. Peter has also distributed the bid forms for the 2007 events that will be selected at convention. Hosts for the 2005 events have been submitting their entry forms and other required paperwork. All of this is being done electronically.  
  
History & Archives: Chair, Barbara Dunbar, has agreed to spearhead a project to retrieve and document USMS history - from the beginning. She has asked her committee for their help as well. She is in a good position to do this in that she has been an integral part of the San Diego/Imperial LMSC for many years and she has done a good deal of research already for her LMSC. Many of the movers and shakers in the beginning (e.g. Ransom Arthur) were in San Diego when the ideas for Masters swimming were first generated.  
  
Zone Chair: USMS Election: Lynn reported that apparently USA Swimming used electronic voting during last year's convention. She has passed this information on to the Communications Committee for further investigation. Lynn said the Zone Committee voted to announce candidates as they are qualified, which they will do at each

meeting.

**USMS Web Site:** Jim Matysek and Marian Briones are cleaning up the final issues from the web redesign as well as handling continuing services. The two current priority projects are online entries for SC Nationals and the SWIMMER web site completion in time for publication date. A new policies section is under construction and will reside under the Administration tab. USMS policies and guidelines will be posted in this area as well as the coming governance task force documents. In the next few weeks the web administrators will concentrate on scheduling the major work for the rest of 2005. That includes the World Championship entries as well as the registration database implementation.

**USMS SWIMMER:** The March/April issue is at the printers and should be published on schedule. Assignments for features for the next issue were made some time ago and Bill is currently putting together information for the departments.

**Editorial Board:** The editorial board had its first meeting where a number of organizational issues were discussed and assignments made.

**Past President:** Nancy reported on a number of issues. The Marketing Committee (Doug Garcia, Chair) is engaged in a discussion of the marketing plan priorities. The Records and Tabulation Committee (Pieter Cath, Chair) has posted the preliminary SCM Top Ten and corrections are coming in. The listing will be finalized by the end of the Month and be distributed and posted. Sponsor Liaison Mel Goldstein has been working with Amino Vital, a potential new sponsor, and a contract is in the process.

Nancy reported that the High Altitude Training Camp went very well. Those attending never anticipate the breadth and depth of the program and the benefits they experience. The USA Swimming staff and John Walker were outstanding, as were the USMS coaches Bob Bruce-OMS, Mark Moore-MVN, and Rick Powers-DAM. Part of the criteria in selecting the athletes is their commitment to sharing their knowledge through articles, clinics, and working with other athletes. Already, several have written that they've begun this responsibility. Nancy expressed her deepest thanks to the San Francisco Olympic Club for their generous donation that made this camp possible and a former camp participant who also made a substantial donation to this program.

**Legal Counsel:** Patty also reported on a number of issues. We have agreed to the terms of a contract with Douglas Murphy Communications. DMC was very cooperative in the contracting process and only suggested two changes. The Finance Committee Chair has seen and approved the final version of the contract. The contract is now in the process of being signed.

Everyone to whom Patty communicated about participating on the Executive Director Funding Task Force has agreed to take part. She will now arrange a kick-off conference call for the task force.

Patty had a conference call with two of the three committee chairs for whom she is the EC liaison. Rob Copeland (Legislation), Colleen Driscoll (Insurance) and Patty had a good call, including a discussion of their recommendations on where their committees should go in a governance committee restructure. Shannon Sullivan (Safety Education) did not respond to my e-mails until after the call had already occurred.

At Michael Moore's request, Patty reviewed a release that FINA suggested using for the 2006 Worlds. She advised Michael that the release is inadequate in the US and suggested a few additions to the release she had previously provided for the organizing committee. Michael corresponded back with FINA and was able to get the organization's approval of the release the organizing committee wants to use.

Finally, Patty is working on a contract with a new sponsor for Mel Goldstein (Amino Vital). Because it includes some sponsor benefits that are somewhat different than what our current sponsors have, she will communicate back to Mel with a few questions.

4. **POLICY FOR CO-SPONSORING FUNDRAISERS:** The EC discussed the recommendations from the Marketing sub-committee. We have been asked to allow USMS to sponsor swimming events that are involved with charitable activities and they have wanted our magazine to do the same. We discussed that we cannot assess from the legitimacy of groups from a national level but that it is fine for sponsorship to occur at the local level. It was agreed that our magazine would not sponsor events.
6. **PIONEER AWARDS UPDATE:** The EC discussed the concerns expressed by members of USMS with regards to the Pioneer awards and the conflicts that have arisen with the Recognition & Awards Committee. Kathy Casey, the chair of the R&A Committee, is in dialog with other interested parties regarding these awards.

7. AMINO VITAL SPONSORSHIP: Patty shared contract details for a new sponsor and the EC discussed the various items that are different than what has been in previous contracts. Lynn emphasized that contract details affecting our magazine must be run by Betty Jo Bass at DMC. Jim asked Doug to look at the details to determine the financial affects of the contract. Mel Goldstein (Sponsor Liaison) needs to assure that Nancy, DMC (Betty Jo), and Patty have signed off on the contracts. Patty would like us to simplify the coordination.
8. ELECTRONIC SIGNATURES: The issues surrounding electronic signatures must be resolved as we approach online registration. The question of "How can you prove the person agreed to the waiver?" needs to be answered. Lynn and Patty agreed to check with various companies that handle online registrations to see how they maintain records of agreement to the waiver. Patty will check with our insurance representative, Sandi Blumit. More research needs to be done by looking into other corporations.
9. PRESS RELEASES FOR THE WEB SITE: The EC discussed their role in the preparation of press releases for the web site. It was agreed that press releases should fall under the auspices of the Marketing Committee. Currently Tracy is the respondent for "contact USMS"; she is considered the first line of contact. If she were not available, Nancy would be the next contact. Nancy said that Marketing has delegated this to them but Jim said Marketing themselves should be handling the routine releases. Tracy/Nancy will be responsible for the urgent/time sensitive issues and Nancy and Jim will confer with Doug Garcia, Marketing Chair, about less urgent press releases.
10. GOVERNANCE: Jim, Nancy, and Doug shared the documents being discussed in the task force and we expressed our opinions.
11. USMS NEWS FOR SWIMMER: The EC needs to provide some of the information for this column in our magazine.
12. OLD BUSINESS
  - a. Merchant Account - Doug reported that Jerry Clark has helped with the project. Doug is expecting a package of information shortly. The project will go through Bank of America.
  - b. San Diego Hotel bill double billing – Sally shared a message from Mel Goldstein with information from his conversations with the hotel representatives. Doug promised to send Jim's credit card information to Mel Goldstein immediately.
  - c. Committee restructure – the EC was reminded to contact their committee chairs about the recommendations for committee structure.
13. New Business: Jim asked Sally to prepare the minutes in a format which shows the action items and tasks assigned at the top of the page.

It was MSA to adjourn at 9:52 pm EST

Respectfully submitted by:  
Sally Ann Dillon  
USMS Secretary