

President Jim Miller called the meeting to order at 8:35 pm EDT. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli.

ACTION ITEMS:

1. An over-budget request was approved by the Executive Committee (EC) for Webmaster Jim Matysek's salary increase and forwarded on to the Finance Committee as per USMS Financial Operating Guidelines (FOG). This item was recommended in the Webmaster's annual review but inadvertently overlooked at the 2004 convention. The Controller and the Finance Committee approved the over-budget request and it was then forwarded on to the Board of Directors (BOD) for their approval. The BOD passed the motion with 37 yes votes, 2 no votes and 1 person not voting.

EC TASKS

1. Doug will arrange for the EC hotel rooms for the Greensboro convention.
2. Sally will compile travel information for the EC.
3. EC members should each be thinking of information we can pass along to the new officers who take our positions at convention,
4. Patty will work with the Legal Counselors Committee to prepare the guidelines addressing the issues of signatures on waivers.
5. Patty will report next month on the progress of the Executive Director funding task force.

1. The next conference call will take place on Wednesday, June 1, at 8:00 pm EDT.

2. DECISIONS MADE SINCE THE LAST MEETING:

- a. The minutes of the March 21 conference call were approved and distributed.
- b. An over-budget request was approved by the EC for Webmaster Jim Matysek's salary increase and forwarded on to the Finance Committee as per USMS Financial Operating Guidelines (FOG). This item was recommended in the Webmaster's annual review but inadvertently overlooked at the 2004 convention. The Controller and the Finance Committee approved the over-budget request and it was then forwarded on to the Board of Directors (BOD) for their approval. The BOD passed the motion with 37 yes votes, 2 no votes and 1 person not voting.

3. OFFICER REPORTS:

President: Jim reported that the Governance Task Force is moving along smoothly, though they are at a stage where difficult decisions are being made. The EC submitted a series of recommendations (at the request of the Governance Task Force) regarding USMS committee structure and reorganization. These recommendations came after we had all met with our committee chairs and sought their opinions. After many revisions, the Task Force has accepted the majority of the EC recommendations. Jim noted that it has been a rewarding dialogue for both the EC and the Task Force.

Tracy and the liaisons are compiling the Midyear reports for *Streamlines*, with some urging of the committee chairs.

Jim has been in several discussions with USAS and USA Swimming regarding the international approach of USAS to maximize the opportunities of all aquatic sports. It is clear that we will all have the benefit of hosting more international events if we work together in submitting bids for championships. Quite importantly, we owe these opportunities to our athletes.

Vice President: Scott reported that the Championship Committee (Barry Fasbender, chair) has dealt with a request by the Fort Lauderdale Nationals committee to use one timer per lane in distance events. Leo Letendre and the Rules Committee issued a ruling that stated what timing scenarios would be acceptable for such events. The Championship Committee continues to discuss team-scoring issues with respect to division sizes, and participation by so-called "super teams."

The Recognition & Awards Committee (Kathy Casey, chair) has been discussing the Governance Task Force recommendations as they apply to recognition and awards.

Secretary: Sally reported that convention activities are underway. The LMSC representatives were sent the 1st notice for delegate entitlements on April 18 and three LMSCs have already submitted their lists (Central being the first to respond!). A number of inquiries have come in for At Large Delegate positions and interested parties have been sent details of the procedures President Jim will follow. Liaisons and special appointments have been offered At Large spots in recognition of their service to USMS throughout the year. As in the past, Sally will work with Jim to assign the At Large Delegates.

Committee activity has been brisk the past month. The Long Distance Committee (Peter Crumbine, chair) has had an active discussion about the One Hour Postal Swim and changes that might be made to the event and entry form that would reduce the number of "problem" entries. Mel Goldstein, director of the 2005 event, has provided the committee with ideas and paperwork to aid the discussion. The 2006 hosts have been involved and they should be able to implement some constructive changes. The Rules Committee (Leo Letendre, chair) was asked by the Championship Committee to make a decision regarding the number of timers to be used for the distance freestyle events in the upcoming Short Course Nationals. Their decision appeared to be a good compromise for the situation. The History & Archives Committee (Barbara Dunbar, chair) continues to work on a myriad of projects such as collecting stories, oral histories, and visual images. They are also assembling the history of USMS from 1972-1992 for conversion to electronic files. They are eagerly awaiting the tools and opportunity to manage the historical data on the USMS web site.

Treasurer: Doug reported that Controller Margaret Bayless distributed the first quarter financial reports and they show that we are, by and large, doing better than was budgeted in most areas. We are ahead of last year on registrations, which is a good thing! There are several new areas of responsibility that we are involved in: We are beginning to tackle the issues regarding the merchant's account, which is now in place with Bank of America. Tracking the deposits and charges will be challenging initially until we get a good process figured out. We are working with DMC on our new publication to try to be as efficient as possible with the requirements imposed under our current arrangement. As to the usual areas of responsibility, we are continuing to monitor our cash in order to invest any available funds. The paperwork on the FINA Worlds is now complete and copies of the fully executed documents are being circulated to those who need them. All the bills are paid!

As liaison to the Finance Committee (Tom Boak, chair), Doug has been involved in the over-budget request that was processed pursuant to FOG (see 2b above). The Governance Task Force continues its significant work on the organizational structure of USMS. Draft documents can now be viewed online by going to www.usms.org/admin/policies/ and clicking on the Governance Policies link. Betsy Durrant and crew are making a huge effort to have proposals ready for convention. Now is the time for any interested party to make an application for a grant from the USMS Endowment Fund. Based upon the recommended spending level, as much \$10,000.00 may be available for distribution this fall. Email questions concerning the Endowment Fund and/or grant requests to DChurch@cchalaw.com.

Zone Chair: Lynn reported that a global disclaimer (approved by legal counsel) has been posted on the articles section of the web site. It appears at the top of the page where the articles are listed and at the bottom of each article. The Oral History and Stories sections are ready for release to the History and Archives Committee. As soon as operating instructions for the administrative tools are written the sections will be turned over. These tools allow H&A to update the database and include auto-detection of swimmer story cross references when creating oral history. This feature relieves the committee from manually creating the cross-references. The Merchant Account was set up to handle payments for online entries for SC nationals. Jim Matysek is currently monitoring online entry progress and answering questions. The club web site links page (<http://www.usms.org/links/usmsclubs.php>) has been converted to a searchable database and includes a form for requesting a club be listed. The USMS Style Guide, produced by the Editorial Board and authored by Meg Smath and Doug Garcia, has been posted on the Communications Polices section of the web site and can be viewed at

<http://www.usms.org/admin/policies/content/styleguide>. The guide is intended to assist USMS administrators in preparation of documents and is based on the AP Style Guide.

Regarding *USMS SWIMMER*, Lynn reported that the May/June issue is at the printer and is scheduled to be mailed April 28. The Editorial Board has begun discussions on the promotion of the 2006 FINA World Championships. The event is on the calendar in the On Deck department and will remain on the calendar until the event takes place. Various features are scheduled to keep the event fresh in the reader's minds. DMC is working with Sponsor Liaison Mel Goldstein on a sponsor/advertiser package for 2006.

The Editorial Board will begin discussions in May for the July 15 *SWIMMER* annual planning meeting.

Lynn reported that the Zone Committee has received several convention grants. They are from needy LMSCs and will be reviewed at their May 8 meeting.

Regarding the upcoming election, nominations are still slow coming in. So far there are 2 in hand. Candidates will be qualified at the May 8 zone meeting.

Past President: Nancy reported that there have been quite a few contacts from the web site coming her way. They have come from editors regarding stories, sources, and topic information, from people wanting organizational information, and international swimmers wanting club contacts and information. She has answered them all including one in Spanish that she sent to her son to answer for her.

The Records & Tabulation (Pieter Cath, chair) and Marketing (Doug Garcia, chair) committees continue to be active and both submitted timely mid-year reports.

Nancy reported on the progress of the 2006 XI FINA World Championships organizing committee. Brochures are being printed and will be sent out and/or distributed to interested parties and events. The web site has been approved by FINA and is up and active and hotel accommodations can be made there. Any appropriate web sites on which our link would be useful will be contacted. Any ideas are welcomed. Rich Burns and Nancy are heading up the awards committee. Eight RFPs were emailed with responses from five companies. Those companies were sent a subsequent RFP examples of their products are being sent.

The organizing committee has endeavored to involve the International Committee in determining international events to target for publicity. The International Committee has planned to staff a booth at the World Games in Calgary but the Local Organizing Committee (LOC) has accepted the task for developing a calendar of events to target for either a presence or publicity. This calendar includes all sports contested at the World Championships. Brochures, refrigerator magnets, and a PSA (for the meet announcer) will be sent to those deemed appropriate for this publicity. Swimmers (or divers, synchro, etc.), who might be attending international events in the next year, are being sought to give a physical presence and to answer questions and spread the word. More details: a 3 panel tabletop display has been purchased, the event book is complete and will be sent to FINA for approval, the tours being offered are wonderful and an Alcatraz swim will be included, 9-10 social events are being scheduled, the OW swim will take place in the San Francisco Bay with a view of the bridges and SF, press releases have been written and scheduled to go out periodically, the D & O insurance in place, and many exciting and innovative ideas are being evaluated and fine-tuned.

National Office: Tracy is in awe of the unbelievable excuses people have for missing the meet deadline for Nationals.

4. PROCEDURES FOR MINUTE'S APPROVAL: The EC discussed the approval of our minutes and procedures we can follow in order to make the process go more smoothly and quickly.
5. DIRECTORY: Tracy has had some difficulty obtaining the photos for the directory. She was given the go-ahead to do the directory by email without photos if they are not available in the near future.

6. *USMS SWIMMER*: Lynn brought up a number of issues that involved sponsors presence and product reviews in the national publication. The EC agreed that the Editorial Board should discuss the issues, get consultations as needed, and make a proposal that we can review at a later date.
7. *CONVENTION*: Doug agreed to arrange for the rooms for the EC this year. Sally will compile everyone's travel information. Sally suggested we should each be thinking of information we can pass along to the new officers who take our positions at convention. Materials can be brought to convention and/or mailed afterward.
8. *OLD BUSINESS*
 - a. *Electronic Signatures*: Patty reported that Sandi Blumit, our insurance broker, has told her that many insurers consider electronic signatures on liability waivers acceptable. The next step is for the Ad Hoc Legal Counselors to come up with guidelines. A 3-check system was discussed (e.g. password, mother's maiden name, registration number). While the legal committee is preparing the guidelines, which just address the issues of signatures on waivers, a task force composed of members from the Registration and Web Operations Committees, and the National Office will work out the details of implementing on-line registration. Specifications of how this will work should be ready in time for the convention packet if possible.
 - b. *Executive Director funding task force*: Patty also reported that the group's members are doing interviews of different organizations to learn about pay, duties, and costs for maintaining an office. A summary will be prepared and she will report more next month.
 - c. *ISHOF*: Jim reported that those organizing the May ISHOF presentation would like USMS to support a table. This amount has not been budgeted for therefore we will decline the offer. Nancy is the only person on the EC who has been sent an invitation.
 - d. *San Diego Hotel Bill*: Clarification regarding a double billing is being corroborated through credit card statements.

It was MSA to adjourn the meeting at 10 pm EDT

Respectfully submitted by:
Sally Ann Dillon
USMS Secretary