
Action Items:

1. MSA (unanimously) to recommend the paid time-off policy formulated by the Benefits Task Force to the BOD.¹
2. MSA (unanimously) to recommend the Employee Benefit Program formulated by the Benefits Task Force to the BOD.¹

President Rob Copeland called the meeting to order at 7:03 p.m. EST. Also present were Meg Smath, Tom Boak, Leo Letendre, Michael Heather, Julie Heather, Patty Miller and Tracy Grilli. Mark Gill and Jim Miller joined the meeting at 7:36 p.m. Tom left the meeting at 7:39 p.m.

Officer reports

Treasurer:

Tom reported that USMS is in a good cash position. He said he would have the latest investment report out soon. He expressed concern about the lack of a sufficient quarterly financial report from the World Championships LOC. Tom will request an updated Quickbooks file from LOC Treasurer Barbara Thomas, and ask for a projection of how much of its advance USMS will have returned. The EC resolved, given the substantial portion of the advance to the LOC that has not been repaid to USMS, that the LOC should not incur further expenses that were not included in the approved budget and reported in previous financial statements.

USMS is in the process of having an audit performed, and Tom has done what he needs to do for it. Rob, Tracy, Patty and Meg are finishing up with information they need to provide.

It was noted that the latest financial statements indicate little activity with zone accounts. Julie will check with the Zone Committee on their status during their next meeting.

President:

Rob reminded all officers that they need to fill out their election packets before the April 30 deadline in order to run for reelection. Ransom Arthur nominations are also coming up.

Rob attended a college swimming summit in Colorado Springs and presented ideas about how USMS can help save NCAA programs. He will send his report to the EC.

He also noted that interviews for executive director are coming up.

¹ The benefits and paid time-off policies were amended further after this meeting before being presented to the Board of Directors for approval.

VP Member Services:

Mark participated in a conference call with the Communications Committee, which has another scheduled for March. Since the midyear meeting, there has been much activity with the committees that he works with. Below is a summary of their recent activities related to their annual goals.

Recognition and Awards:

1. A subcommittee was assembled to work on the fabric and process for the ISHOF/IMSHOF award nominations.
2. A large discussion was started on how best to restructure the committee. Currently, a workable definition is being developed.
3. The call for Ransom Arthur nominations was sent out.

Next on the list of things to do:

1. Create a formalized Club of the Year nomination packet.
2. Call for Service Award nominations and Club of the Year nominations.
3. Update personal backgrounds on award winners on the website.

History and Archives:

The History and Archives Committee continues to work on the following projects along with other ongoing activities:

1. Several committee members are working to properly identify Masters swimmers who were on the old All American lists and in the old Masters registration lists and who have been credited with setting national records.
2. John Bauman is transforming 1986–1993 USMS paper registration files into electronic data files. He continues the long, slow and arduous task of reconstructing the 1986–1993 USMS registration files and transferring them to electronic format. Proofing the converted files for accuracy remains as a future task.
3. Several members are working to match or verify names of Masters swimmers in the reconstructed database who have permanent IDs that have been assigned by our national registrar. There are still many of our former Masters swimmers who have not been assigned IDs and whose stories or other archive information cannot be added to the USMS site by the H&A Committee. The committee continues to identify which older swimmers still need to be assigned permanent IDs by the USMS Registrar.
4. The committee continues the identification of swimmers who have been assigned erroneous permanent IDs as well as the older swimmers or “no-longer-in-the-active-system” swimmers whose permanent IDs were reassigned to new swimmers.
5. The committee is trying to locate pre-1993 club lists that identify abbreviated club names with the full club name and LMSC location. For the period from 1972–1985, they continue to seek LMSC lists of clubs, club lists from Nationals or regional brochures and results, or any other source of national club lists such as the USMS Handbook.
6. The committee is searching for pre-1986 LMSC paper registration lists. In order to reconstruct, verify and finalize the pre-1986 registration database, they need to locate any LMSC registration files (paper copies or electronic files) for 1972–1980 when USMS was known as AAU Masters, for 1981

when USMS was known as USMS but our registration was handled by AAU, and for 1982 to 1985. In addition, the committee is looking for the second part or the update to “The Master List for 1974 Compiled by The Masters Team, ACC Gym, Cooperstown, NY,” which was a National Masters mailing list summarized in three sections, the AAU zones for the country.

7. The efforts to collect stories and oral histories continues.

Championship Committee:

Lisa Watson submitted the following report on SCM virtual championships:

Mel Goldstein has compiled results from our “trial” Virtual SCM Championships, which took results from four prominent SCM meets. Compiling these results did bring out one important factor to be considered: any meet involved needs to be using Hy-Tek. Walnut Creek was originally one of the meets involved, but they were not using the Hy-Tek program. Our committee is now in the process of deciding our next step. There has been some discussion of going directly to having one designated SCM Championship; however, it seems like the general consensus is to try the Virtual Championship first. We feel that, at this point, that would draw more participation, allow swimmers to swim more events and be an enticement to those swimmers who don’t meet qualifying times at regular Nationals. We also feel that we should only have a few meets included, as more might dilute its significance. At this point, we’re now trying to figure out all this will entail, such as dealing with awards, etc.

Mel Goldstein submitted the following report on the National Championship Bid Package.

There was discussion about the current bid package. Several bidders have reported that the package is too detailed and gives the potential bidder a very negative feeling. The task force continues to look at the current bid package and suggest revisions to this committee.

Mark also reported that Championship liaisons are in place and working with the next four national championship meet hosts.

Mike asked to be involved in the subcommittee that is revising the bid packet. Mark added that Championship is trying to move toward recruiting bids rather than simply waiting for them to come in. Jim recommended that the subcommittee contact each LMSC and asked if there are pools in their territory that meet the requirements for holding championships; then the task force should contact each designated pool and send them a simplified version of the bid packet. Julie suggested we have a sample version of a filled-out bid packet online, for potential bidders to use as guidance.

VP National Operations:

Leo reported that the Registration Committee is doing well, keeping up to date with the software. Long Distance is getting meet bids out, and debating about how much of the All-Star tabulation to put online. Finance approved the overbudget request for the ED Search Committee to continue operating. Officials is working on a manual, and talking to USA Swimming about using our championships to attract certification candidates. There has been confusion over who pays the expenses for officials sent to FINA meets. The form for designating officials states that FINA will not bear the expense. Rob will

forward the form to Jim, who will make revisions to it to conform to past USMS practices. The EC's request to revise the committee definition of the Recognition and Awards Committee has been passed on to Legislation. There are two approaches to defining the committee: (1) define a separate committee to deal with external awards or (2) define one committee that deals with all awards.

It was noted that committee chairs have been asked to evaluate their committee members, and we should also ask committee members to evaluate their chairs. Jim thought that had been done in the past. Meg will look on the CD of materials she received from Sally Dillon, and if she can't find the form she will contact Sally.

The Online Registration Task Force will meet next week. They will discuss Jim Matysek's comments about the requirements document. Mark and Leo have also been getting information on event software.

VP Community Services:

Mike reported on a conference call of the members of his division held January 21.

Attending in addition to Mike were Terry Laughlin, Marcia Anziano, Mo Chambers, Jody Welborn, Jim Wheeler and Tom Boyd.

The agenda was divided roughly into four parts: a recap of current projects, a poll of the chairs about desired future projects, prioritization of projects and open discussion.

Fitness Committee. The Go the Distance postal event has been launched. Website articles are being written and posted by the committee. The committee would like to compile a Fitness Handbook as a guide to those wanting more information but not necessarily competition.

Coaches Committee. Online workouts are being posted. There is a search for sponsors to host a Masters ASCA panel. The Coach of the Year subcommittee is active. Mentor coach clinics are available; funds for six such clinics were budgeted last year, but funds for only one were used. A marketing strategy is being developed to get the word out about the mentor clinics. The committee would like to have better communications through the use of the coaches database, to provide better tracking of coaches nationwide. They would also like a coaches webpage for content (like the one for Fitness) and direct access between the Coaches and Fitness Committees (for development of the fitness handbook and other cooperative strategies).

Sports Medicine, Health and Safety Committee. A lecture series (like that at Worlds) is being structured for SCY Nationals at Federal Way. They are trying to format the Worlds content in order to make it available to the public. The committee will be meeting with Bill Volckening for strategies on magazine presence. The committee would like an easier way to post content on the website (like the procedure for Fitness). Ideas for promoting health education include 3-minute podcasts and Coaches Clinic lectures by Sports Medicine speakers.

Planning Committee. The VVMOST survey of committees is almost ready to be implemented. Interpretation of USMS Goals and Objectives is being done to reconcile current corporate activities. An LMSC review subcommittee will be formed. Jim Wheeler is involved in the Club Development/Local Assistance Task Force.

Marketing Committee. The annual planner is being completed. Targeted literature is being developed in several stages:

Audit existing images

Review existing literature (and make changes for a uniform presence)
Generate new literature for targeted (currently unserved) audiences.

An image strategy is being developed (how we want to be seen by prospective members/sponsors). Club in a Box delivery concepts and scope are also being discussed. The committee would like to have a liaison between Marketing and Fitness and a training school for Club in a Box (and more) presenters.

It was determined that the priorities were generally self-setting, and the list of projects was not long enough to warrant dropping any actions at this time. The call was productive and well attended. Perhaps the vice chairs of all committees could attend the next one. None of the chairs reported that there were any time concerns with current projects.

Mike has also been reviewing the DVD footage from the World Championships. Jim asked if the footage is separated by NGB, and the answer was no. We need to get the footage to the other NGBs, but the current format cannot be used that way. Mike has not yet received an answer on the availability of the original digital tapes.

VP Local Operations:

Julie reported that the Zone Committee is working on compiling LMSC delegate funding methods. With this information they can work with LMSCs to plan so that LMSCs can send delegates to convention. The committee is also working with the Officials Committee to have each LMSC designate an Officials chair. The committee is up to date with tasks for the election. The committee has also offered assistance to Planning in their task of looking at the future of LMSCs.

Julie did a comparison of the LMSC vs. LSC registrations for 2006. We average 14.5 Masters swimmers per 100 kids, with the bulk of our LMSCs in the 5 to 20 percent range. Pacific and Colorado stand out with their extraordinarily high ratios (59 and 43 percent, respectively). Jim expressed surprise at these statistics and suggested we perform an analysis to find out why these LMSCs are so successful.

On the subject of LMSCs, it was noted that LMSC funds are not to be commingled with club funds; in fact, LMSC funds are not to be commingled with *any* other funds. It was also noted that LMSCs must allow unattached registrations.

Records and Tabulation. The draft of the 2006 SCM tabulation is being reviewed.

Club Development Task Force. The task force had a conference call in which it did a SWOT exercise. The task force is now ranking them, and their next conference call at the end of the month will be the start of strategic planning. Tom Boyd made a great outline of the strategic planning process to assist the task force in directing this project.

Secretary:

Meg participated in a conference call with the Editorial Committee on February 5 and reported that the committee will be addressing the way its membership is appointed. Tracy noted that the last *Swimmer* mailing had a higher than usual return rate because the mailing list was not sent to her first for verification. Meg will forward this concern to Lynn Hazlewood to address.

Meg said it had also been brought to her attention that some of the 2006 award winners had been omitted from the rule book. It was a software glitch, and Susan Ehringer will be sending an updated PDF for posting online. Meg noted that we will need

Jim Matysek to change the notice online that states that if there are discrepancies between the printed rule book and the online version that the printed version takes precedence; actually, the online version is more accurate and up to date. Tracy will post a notice in *Streamlines* about the correct award winners. Tracy also noted that one of the boxes of rule books never arrived at the National Office. She will wait to determine how many more are actually needed, and the printer will reprint that many.

Past President:

Jim has been busy with the BOD Benefits Subcommittee. Once finalized, the policies will need to be presented to in-house and outside legal counsel for evaluation.

Legal Counsel:

Patty had no report.

Discussion forum issues

Rob noted that there have been many nonswimming-related topics recently, and feels that this undermines the purpose of the forum. Mark will post an announcement on the forum that threads that are hijacked will be shut down.

Mailing labels

We have been receiving more requests than previously from outside organizations wishing to buy our mailing list. Tracy noted that the most recent request was not for our entire membership, but just the BOD and club contacts. The policy on selling mailing labels dates back at least to Nancy Ridout's administration, and as technology has evolved, it needs to be updated. Mike, Meg and Tracy will work on revising this policy.

Employee benefits

MSA (unanimously) to recommend the paid time-off policy formulated by the Benefits Task Force to the BOD. MSA (unanimously) to recommend the Employee Benefit Program formulated by the Benefits Task Force to the BOD. Task Force Chair Nadine Day will forward the policies to the BOD, pending review by USMS and outside legal counsel.¹

Adjournment

The meeting was adjourned 9:54 p.m. EST. The next meeting will be March 5 at 7:00 p.m. EST.

¹ The benefits and paid time-off policies were amended further after this meeting before being presented to the Board of Directors for approval.