

ACTION ITEMS: None

Chair Sally Dillon called the meeting to order at 5:05 PM PST. Also present were: Peggy Buchannan, Betsy Durrant, Cheryl Gettelfinger, Cheryl Kupan, Hugh Moore, Ray Novitske, Nancy Ridout, Laura Val, and Robert Zeitner.

1. As a method of introduction, each member stated their LMSC and how they contribute at the local level.
2. Award review – particularly for the benefit of the new committee members, Sally explained the procedures for the USMS awards that the R&A Committee administers. The Ransom Arthur Award (RJA) nomination deadline is March 15 and it is announced initially at SCY Nationals. If the recipient is in attendance, the award is presented there, otherwise arrangements are made to present the award near the recipient's home. A formal presentation takes place at the USAS Convention banquet. All past RJA recipients currently registered with USMS, and all members of the R&A Committee will have a vote in the selection process. All other awards have a July 1 nomination deadline. The USMS President and the Chair and Vice Chair of the R&A committee make the selection for the Dorothy Donnelly Service Award (DDSA). A committee of seven selects the Club of the Year Award (COYA). Members are comprised of the R&A, Coaches, and Fitness committees plus a vice president on the USMS Executive Committee. Sally reported that she has asked Ray, a member of the selection committee, to lead the group in 2012 since he is now on the R&A committee. Five individuals, led by Hugh Moore, make the selection for the Communications Award. Hugh requested that someone from the R&A committee be mentored during the coming year with the objective of being the lead in future years. No volunteers came forward so Hugh will put together information about what the position requires and Sally will distribute it to the committee. Betsy asked if more people are needed for the DDSA and Sally said the combination of three people has worked well since she's been involved in the selection.
3. Discussion Forum – Sally distributed a document with instructions for using the forum prior to the meeting. She reminded everyone to post replies on the forum and not answer the email notifications. With five separate discussions on the "forum agenda", we'll start with one and then move on to the others as decisions are made or discussion wanes.
4. Forum Discussions – Details on the R&A project list was distributed to the committee in a previous email. The order of discussions will be:
 - a. USMS Awards – should recipients be required to be USMS members? Sally pointed out the occasions when awards have been given to non-USMS members in the past and there were 4 people who received awards from 3 different committees in 2011. Sally has asked the other award-giving committees to have discussions about this topic as well.
 - b. RJA – should we change the time and venue for where the award is announced?
 - c. COYA – does the name imply the award is just for accomplishments in a given year, although that is not the intention for the award?
 - d. DDSA – how can we better publicize this award (and all USMS awards)?
 - e. Awards at the local level – how can we further encourage award development at the local level?
5. Other – Nancy and Laura will be spearheading a project over the next year to propose designs and get bids for new DDSA and RJA pins. Robert is frequently in touch with Steve Hasty due to his position as awards chair for the Long Distance Committee, so he volunteered to work on this project.

Hearing no further business, it was MSA to adjourn the meeting at 5:50 PM.

Minutes prepared by Sally Dillon
Minutes approved via Email vote