

**Action Items: None**

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Nadine Day - President called the meeting to order at 8:32 p.m. EDT. Also present were: Michael Heather -VP of Administration, C.J. Rushman -Secretary, Ralph Davis- Treasurer, Ed Tsuzuki- VP of Local Operations, Patty Miller- Legal Counsel, At-Large Directors; Chris McGiffin (Colonies), Phil Dodson (Great Lakes), Anthony Thompson (Breadbasket Zone), Maria E. Williams (Dixie), Hugh Moore (Northwest), Jim Clemmons (Oceana), Don Mehl (South Central), Phil Whitten (Southwest Zone), Executive Director - Rob Butcher; Past-Presidents Rob Copeland, Jim Miller, Nancy Ridout, and Ted Haartz.

Not present: Jeff Moxie -Immediate Past President, Dave Diehl-VP of Programs, Jody Smith -VP of Community Services, Past Presidents - Dan Gruender, Mike Laux and June Krauser. Past Presidents Tom Boak and Mel Goldstein are recused from the BOD due to their contract positions with USMS.

**Agenda Items:**

ED Report – Rob B: Sent out business plan from the National Office. This business plan follows the direction of our strategic plan that was adopted at the 2011 USMS annual convention. It is drafted with a two-year horizon allowing us to use it as a report card. Organizational opportunities within each strategy are highlighted by benefit and assigned to the appropriate committee and/or staff member. The renovation of the office has been completed. Bill Brenner starts next week as Club and Coaches Services Director.

President’s Report- Nadine Day; Nadine asked if any Board members had any questions about the EC minutes that were recently posted. Nadine spoke about the 2012 elections for Zone Directors. Nadine asked the BOD to think several topics as we approach the winter meeting; where can USMS invest, where the most can be done; not what will we get in return. These topics will be discussed in more detail at the winter meeting.

VP of Administration – Mike Heather: Championship Committee is nearly finished with the committee policies that we have requested. Rules and Legislation have not yet indicated their progress. Mike is a member of the Volunteer Task Force and has drafted 6 additional volunteer job templates. Once the TF has had a look at them, we will send them out to committee chairs and others for more detailed feedback. Membership TF has not yet met or created a charter.

VP of Local Operations – Ed Tsuzuki: All of the Local Operations committees have met and are continuing work on their active projects. A deadline of January 20, 2012 has been set for the development of their policy documents.

- **History and Archives** – The History and Archives Committee is continuing to work on our presentation at the International Aquatic History Symposium in May, 2012. We are also continuing with the digitizing of old registration files (pre 1988), locating top ten errata data, verifying online top ten listings, locating USMS attendance records at USMS conventions, archiving at the ISHOF library, searching for open water championship results, writing new and updating old stories, and answering swimmers questions about Top Ten, All American, and rules changes.
- **Records and Tabulation** – The Records and Tabulation Committee is completing a major revision to the “Guide to Operations,” which needed to be updated with the changing nature of

the LMSC Top Ten Recorder (TTR) position. The revision will serve as a reference document that contains all the necessary rules, policies and duties of TTRs as well as the answers to “How do I?” questions. The goal is to have it sent out to the LMSC TTRs in January, 2012.

- **Recognition and Awards** – Recognition and Awards Committee participated in a conference call on 12/7/11. Minutes are in the process of being approved via email and will be posted to the USMS website as soon as the approval process is complete.

The committee is having a discussion on the R&A Forum regarding USMS awards and whether recipients must be USMS members. I have contacted the chairs of all committees that give out USMS awards and they will be having similar discussions as well. To my knowledge, there have never been any rules or policies in place that prevent a non-USMS member from receiving a USMS award that thanks them for their “service” to our organization. Our goal in this discussion is to develop such a policy that will be acceptable to all of the award-giving committees.

- **LMSC Development** – The LMSC Development Committee met on November 13th to get organized as a committee with 10 returning members and 10 new members, including Zone Chairs. To date, the committee has compiled, reviewed and submitted for Board approval several changes to the LMSC Minimum Standards policy with the primary goal of making the standards more measurable and to incorporate new standards needed as a result of process improvements within USMS (i.e. E2EEM). In addition, two subcommittees have been re-established: Standards Surveying under the leadership of Rick Noeth, and Remediation under the continuing guidance of Chris McGiffin. The Zone Chairs will participate on the latter as well as other members of the committee. Items on the future projects list include:
  - Developing recommendations for LMSCs to use their existing financial assets to further USMS's core objectives.
  - Researching and creating a list of LMSC best practices to share.
  - Creating an LMSC Development Committee policy document.
  - Looking into standardizing LMSC bylaws.

End to End Management Task Force will be meeting soon to finalize the rollout to the LMSCs.

VP of Programs – Dave Diehl:

- **Officials Committee:** The committee has been established and all members notified and welcomed. Names of officials were solicited and were submitted for the 2012 World Championships.
- **Open Water Committee:** The committee members were selected and a welcome email was sent. Sub-committees were established and meetings held to begin the work.
- **Long Distance Committee:** The Long Distance Committee names have been set and the roster updated with current contact information. The goals of the LDC have been established. Postal National Championship guidelines have been drafted for the 2012 National Championships have been reviewed and the liaisons verified. Bids have been solicited for the 2013 National Championships. The meeting dates for the LDC have been set through June, 2012.

VP of Community Services – Jody Smith – delivered by Nadine Day;

U.S. Masters Board of Directors Conference Call – December 28th, 2011

- Coaches Committee: Online coaches have been selected and publicized. USMS Masters Coach Certification clinic dates and locations are published on usms.org. Selection of the World Championship Coaching Staff has been completed.
- Sports Medicine and Science: Working on educational displays.
- Fitness Education: Creating the Check Off Challenge for 2012.

Treasurer – Ralph Davis; Held a meeting about the gift acceptance policy and will send draft document to Board for review.

Legal Report – Patty Miller; No legal matters to report.

Governance update – Anthony Thompson; The survey data has been provided to Board Source. Nadine asked that the results could be forwarded onto the Board.

SSL Update – No report given.

Volunteer Engagement- Chris McGiffin; The Roles and Responsibilities for Volunteers ties back to the Strategic Plan. A draft Charter was sent to the Board for review and comments. Please look at the Forum and review the templates and provide any feedback to Chris McGiffin.

- Old Business –
  1. Membership Product Task Force – made up of the following members; Jill Gellatly - Chair, Mike Heather, Ralph Davis, Betsy Durrant, Leo Letendre, and Anna Lea Matysek from the National Office.
  2. Mid Year Board Meeting to be held January 27th through January 29th, 2012 in Peachtree City, Georgia. Please make your travel arrangements and send your meeting topics to Nadine by January 13<sup>th</sup>.
  3. Volunteer master contact list was sent out by Tracy Grilli. Please make any updates to Tracy within the first two weeks of January.
- New Business-
  1. Nadine mentioned that in the Executive Committee minutes from December 13<sup>th</sup>, the EC unanimously supported USMS participation in the AquaZone at the Olympic Trials.
  2. Compensation and Benefits have meet and will be presenting at the Board meeting in January.

The next Board call will be Tuesday January 24<sup>th</sup> at 8:30PM.

**MSA – to adjourn the meeting at 9:20 p.m. EDT.**

Respectfully submitted,

C.J. Rushman  
Secretary