

Committee Name:	Board of Directors	Session #:	Report #:
Committee Chair:	Nadine Day	Vice Chair:	n/a
Minutes recorded by:	Rob Copeland	Date/time of meeting:	01/21/2013 at 8:30 pm EST

Motions Passed:

1. **By consent – approve the ad hoc election committee appointed by the president.**
2. **MSA – granted the immediate past president a temporary leave from the board.**
3. **MSA – to invoke emergency power to adopt and make immediately effective 203.3.3 Fees - Sanctions may be subject to an insurance surcharge, as determined by the Board of Directors or the House of Delegates.**
4. **MSA – to approve the safety recommendations of the Sanction Open Water Task Force Report and make them required for all sanctioned open water events**
5. **MSA – to approve the administrative recommendations of the Sanction Open Water Task Force Report and make them effective for all sanctioned open water events**

Number of committee members present: 20

Absent: 8

Number of other delegates present: 0

Committee members present (list all, including chair and vice chair): Nadine Day - President called the meeting to order at 8:31 p.m. EST. Also present were: Ed Tsuzuki- VP of Local Operations, Dave Diehl-VP of Programs, Michael Heather -VP of Administration, Jody Smith-VP of Community Services, Ralph Davis- Treasurer, Patty Miller- Legal Counsel, At-Large Directors; Maria Elias Williams (Dixie), Chris McGiffin (Colonies), Phil Dodson (Great Lakes), Bruce Hopson (Breadbasket Zone), Hugh Moore (Northwest), Jim Clemmons (Oceana), Jill Gellatly (South Central), Executive Director - Rob Butcher; Past-Presidents Jim Miller, Rob Copeland, and Ted Haartz.

Not present: C.J. Rushman –Secretary, Jeff Gudman – USA Swimming Liaison to USMS, Jeff Moxie -Immediate Past President, At-Large Director; Phil Whitten (Southwest Zone), Past Presidents: Nancy Ridout, Tom Boak, Dan Gruender, Mike Laux and June Krauser – Past Presidents. Mel Goldstein is recused from BOD due to contractor position with USMS.

Minutes

The meeting was called to order at 8:31 PM EST.

1. President's report: Nadine reported that for the past month, she has been highly focused on matters concerning insurance, event compliance, sanctioning of open water, legislation, finance and other task force initiatives.
 - a. Annual Meeting update: The Pre convention site visit is scheduled for April 4th. Tracy Grilli has been in contact with the SPMS LMSC: Mark Moore will secure the pool for practices Thursday, Friday, and Saturday mornings. Mike Miranda and the Long Beach Grunions will be running the hospitality suite.
 - i. The Executive Committee would like a focus on education and leadership training during the annual meeting.
 - ii. Governance will be discussing house of delegate membership at a later date.
 - iii. The LMSC Development committee supports the LMSC Summit concept and has money in their budget for speakers.
 - iv. The BOD will discuss the schedule at the February BOD meeting
 - b. The Ad hoc Elections committee has been formed for 2013 officer elections. The members of the committee appointed by the president are Cheryl Gettlefing (CHAIR), Jill Gellatly, Bruce Hopson, Nancy Ridout, and Susan Kirk. The board confirmed these appointments by consent. Election information will soon be on USMS.org and published in StreamLines.
 - c. Swimming Saves Lives-Doug Church will be making a presentation to the BOD on Saturday, February 9th
 - d. The Governance Committee will have updates for February BOD meeting
 - e. Citing personal reasons, Jeff Moxie has requested a temporary leave of absence from the Board from now until September. By vote of the board, Jeff's request has been granted.
 - f. We are looking into other conference call provider. The new provider has both toll & toll free options and voice over IP, which are less expensive than our current provider. The new service also allows committee chairs to set up and manage their own calls.
2. Officers' reports:
 - a. Mike Heather – VP of Administration filed the following report to the Board.

- i. Championship continues to be busy with preparations for the upcoming national meets in Indianapolis and Mission Viejo, and have already started on a logo for 2014.
 - ii. Rules is on something of a hiatus, but the chair is always available for a rule interpretation and the committee is easily activated if needed.
 - iii. Legislation has had its first conference call and has started using the forums for discussion. They have found it to be a convenient method and will continue to use it as new legislation comes forward this year. The committee provided advice and consent to the BOD to exercise emergency powers (per 506.3.9) to amend USMS rules and adopt 203.3.3 Open Water insurance surcharge fees.
 - iv. Registration is discussing, among other things, the local registrar actions in response to a changed birth date on renewal memberships.
- b. Ed Tsuzuki – VP of Local Operations filed the following report to the Board.
- i. History and Archives
 - 1. The committee continues the tasks of researching and digitizing past USMS registration files, correcting duplicate IDs, locating and posting open water national championship results
 - 2. Committee members reviewed the historical data recorded in Appendix F of the USMS Rule Book and decided that Appendix F contained important information that was utilized by our members and should remain a part of the rule book for the benefit of our membership.
 - 3. Following the launch of the updated USMS website on 12/10/12, H&A requested uploading of the revised and updated main H&A Stories page.
 - 4. With the launch of the updated USMS website, H&A is no longer able to add, edit, update, or verify data in stories. H&A cannot meet one of its goals if access is not restored.
 - 5. The committee request that the National Office automatically archive two copies of the USMS Rule Book to the International Swimming Hall Of Fame Henning Library each year was granted. The library will receive two copies each year starting with 2013. Missing USMS 2010 and 2011 Rule Books were located and archived at the Henning Library.
 - 6. The committee is working on the historical accuracy of the age groups in the early years. In 1971 the age groups were 25-34, 35-44 and 45 & over. The online top tens show results listed with current age groups instead of 1971 age groups, which are not historically accurate and need correction.
 - 7. Meegan ordered and received two copies of the IAHSFF (International Aquatic History Symposium and Film Festival) 2012 Book which will be archived at the Henning Library. There was no CD available.
 - ii. Records and Tabulation
 - 1. Records and Tabulation has held two conference call meetings on Dec 16 and Jan 13.
 - 2. Birth date Falsification
 - 3. The committee was asked to provide recommendations about a case of birth date falsification. The committee recommended using precedent from a similar case in USMS and in other organizations. In a previous case from 1996, all swims (individual and relay) were removed from USMS Records, Top 10 and All Star lists; the committee recommended that the same actions be taken here.
 - 4. The Committee also recommends that the "falsified" swims in the Events Results Database be marked as disqualifications. One committee member believes that this swimmer participated in YMCA Masters Nationals; if so, the committee recommends that USMS present its data to the YMCA organization immediately so that they can decide how they wish to handle the situation.
 - 5. The committee finalized and prioritized a list of IT projects, and the chair sent this list to Jim Matysek.
 - 6. The committee was concerned that measurement procedures were again left out of the USMS Rule Book and a motion was approved to recommend that the entire Pool Length Certification form be included in future Rule Books. When meet officials lack internet or cellular access on the pool deck, the Rule Book may be the only way that they can access measurement instructions.

7. A member brought to the committee's attention that the initial 50 splits in distance events at Long Course Nationals contained many errors, likely due to counters accidentally activating the touchpads. These splits are automatically submitted for Top 10 consideration and would have resulted in at least two erroneous Top 10 listings. Prohibiting counting on the first length might not solve the problem because some touchpads can be triggered from the deck (e.g. from a counter or other person stepping on the top of the pad). Several committee members noted that USMS Nationals are not the only meets that issue "blanket" split requests for all eligible initial distance events.
 8. The committee recommends a rule change so that swimmers are required to submit split requests for the first 50 of the 800/1500 LCM freestyle in writing prior to the event, similar to the current rule for initial distance splits in backstroke events. This allows a meet official to observe that counters and other spectators do not accidentally trigger the touchpad, something that might be difficult for admin referees to detect after the fact. The chair will explore proposing an emergency rule with the Rules Committee.
 9. The committee ratified a new policy that had been decided a couple months earlier by the Chair and the National Records Administrator: certificates issued to swimmers who break one or more USMS Records will list all the record-breaking swims, even if the swimmer broke the record in the same event multiple times. The new policy was added to the committee's policy document, which was also revised for clarity and has been submitted for upload to the USMS website.
 10. The committee revised and approved the 2013 Guide to Operations and the Pool Length Certification form/instructions. These documents had to be revised to reflect new measurement rules, though other changes were also made. They have been submitted for upload to the USMS website. A list of changes to the Guide to Operations has also been submitted for upload.
 11. The chair has asked all Top 10 Recorders to examine and correct the latest list of pool length certifications, which is currently an Excel file available in the USMS Guide to Operations page. The TTRs were also asked to begin providing ALL certification measurements to the National Records Administrator (not just when a record is broken). This information has also been added to the 2013 Guide to Operations.
- iii. Recognition and Awards - The Recognition and Awards Committee has established the following goals for 2013:
1. Support all award-giving committees - Assure that all award recipients are properly posted on the USMS Awards page and that the information regarding their awards is up to date.
 2. Club of the Year - Discuss on the committee's forum, a revision to the current "policy" that clubs may re-apply 5 years after previously receiving the award.
 3. Awards for service at the local level -Make contact with leaders at both the club and LMSC levels within our own Zones. Assure that they are familiar with the R&A committee's document, "Recognizing Your Volunteers", that is on the USMS website (Volunteers/Guide to Operations). Offer support and/or advice and encourage recognition of volunteers for their service at the local level.
 4. Ransom J. Arthur and Dorothy Donnelly Service award pins - Obtain bids, select a provider, and order pins for the RJA and DDSA recipients. New designs were approved at convention.
 5. Review requests for new USMS service awards - A request for an Open Water Service Award is expected. The committee will review the award application and vote on its approval as a USMS service award.
 6. Promote nominations of all USMS awards -Work with Coach Services Director Bill Brenner and USMS editor Laura Hamel to increase the visibility of the USMS service awards so the membership and leaders gain an understanding of the importance of the service awards and so more nominations are received. Specific actions would include:
 - a. Ask USMS web techs to put a link on the Awards page to the Club of the Year's own websites.
 - b. Provide press releases to recipients of awards that could be sent to their local media.

- c. Provide a graphic of the Club of the Year banner to be displayed on the club's own websites.
 - d. Have a feature article in the May/June issue of SWIMMER Magazine that will be co-written by committee volunteers and the magazine's editorial staff. Point of the article is to recognize some of the most recent award recipients and tie the article into the official call for nominations.
 - 7. Coordinate USMS awards given by this committee and select the honorees for 2013. - Assure that the call for nominations goes out for the Ransom J. Arthur, Dorothy Donnelly Service, June Krauser Communication, and Club of the Year awards. Distribute nomination materials within the various selection committees and make a selection. Prepare awards for presentation.
 - 8. Nominate Ted Haartz for the IMSHOF Contributor award -Finalize the paperwork and submit before the March deadline.
- iv. LMSC Development
 - 1. The main work in the LMSC Development Committee over the holiday months has been for the Best Practices Task Force, a subset of the committee, to develop a process for collecting a knowledge repository of "best practices" within the LMSCs. This will be presented to the full committee on January 20th.
 - 2. The Education subcommittee is working to identify a slate of workshops that would fit the EC's suggested convention schedule.
 - 3. Workshop videos, presentation materials and related/resulting materials are now posted on the <http://www.usms.org/admin/conv/2012/> page.
- c. Jody Smith – VP of Community Services filed the following report to the Board.
 - i. Sports Medicine & Science Committee:
 - 1. Will contact Swimming Saves Lives chair and Championship meet liaisons to discuss possibility of continuing health-related displays and/or screening services at national championship meets this year.
 - 2. Will contact the National Office and meet director of Masters Pan American Championships to see if there is interest in providing a sports medicine & science presentation during the meet. This could showcase the unique efforts of the US Masters Swimming committee.
 - 3. Will be forming subcommittees to work on specific issues including presentation at convention, dry land training, medical coordinator job description, health network (possible expansion).
 - 4. Will continue to work with other committees, especially coaches and fitness, on sports medicine and science issues.
 - ii. Coaches Committee:
 - 1. In the process of finishing the curriculum for Master Certification Level 4.
 - 2. Online coaches (seven) were selected for 2013 and paperwork was completed. Open Water - Anne Cleveland, High Intensity - Leslie Livingston, Expectant Mothers - Danielle Newton, High Volume - Patrick Brundage, Basic Training - Wendy Neely (new), Stroke and IM - Laurie Hug (new), Triathlon - Sara McLarty,
 - 3. Selected ASCA World Clinic Master's Track topics and speakers.
 - a. Thursday 9/5/13 - USA Swimming to USMS-Bill Brenner, The Shoulder- A delicate Balance for All Ages- Dr. Jim Miller, Nutrition Basics for Masters Athletes- Pam Giese
 - b. Saturday 9/7/13 - Dryland for Masters- Katherine Longwell, Embracing your Triathlete Community - Sara McLarty, Masters Swimming for Newbies - Kris Houchins
 - 4. Working with Championship Committee on a coach's hospitality policy for nationals.
 - 5. Priorities remain Education, Publications, LMSC Communications.
 - iii. Fitness Committee:
 - 1. Next Meeting, January 27. More to report after this call.
 - 2. 2013 Check-Off Challenge is up and running and launched January 1.
 - 3. As a new 2013 member to "my fitness log" (FLOGS) and "Go the Distance", I encourage everyone to join.

- d. Dave Diehl – VP of Operations filed the following report to the Board
 - i. Officials Committee:
 1. The main officials positions and the liaisons for the 2013 Spring and Summer National Championships have been confirmed.
 2. Officials for 2014 National Championships are being solicited
 3. 2013 Projects
 - a. Review of the Officials Section of the USMS Guide to Operations
 - b. Proofing the article that governs the Officials committee work
 - c. Review the Officials committee Championships contract
 - d. Work on the Open Water Officials Requirements Training Project
 - e. Review of the Open Water Safety Director Document
 - f. Annual refresh of LMSC Officials Chair contact list
 - g. Revisit USMS Officials Training Material and Officials Certification program
 - h. Review, update and re-issue USMS/USA Rule Difference Quick Reference Card
 - ii. Long Distance
 1. Working with Sanction Open Water Task Force to identify solutions to the new insurance safety requirements and costs
 2. Drafted and approved the USMS Open Water National Championship Safety Coordination plan
 - iii. Open Water
 1. USMS Open Water logo approved
 2. OW committee focusing on safety, communication, open water guide to operations, swimmer training, recognition and awards, legislation and rules, innovation
 3. approved the USMS Open Water National Championship Safety Coordination plan
 4. The committee chair and vice chair have been members of the Sanction Open Water Task Force; assignments of task will result in restructuring of the OWC 2013 workload during the February 17th meeting.
 - e. Ralph Davis- Treasurer
 - i. Investment report from Dave Burgio via Susan Kulhmann
 1. The Market Value of our Portfolio ending 12/31/2012 was \$1,817,432 referenced to our Cash Investment of \$1,699,976. USMS began 2012 with a portfolio value of \$1,460,716 (plus \$205,000 added in March, 2012) equaling \$1,665,716. For 2012 our portfolio earned a composite Total Return (Capital Appreciation plus Income) of 9.11%. Our combined US and International Equities returned 16.33% and our Fixed Income returned 4.0%.
 2. Our target asset allocation remains at 60% stock/40% fixed income-cash. As of December 31, 2012 our Equity Securities totaled 57.3%, Fixed Income Securities totaled 39.4%, plus 3.3% in Cash and Short Term securities. Our average Fund Costs were 19.5 basis points (\$3543), and our Management Services Fee was 18 basis points (\$3408), a great combined bargain for USMS!
 3. The Investment Committee meets quarterly, followed by a conference call with our Portfolio Manager. We are beginning 2013 with the ‘fiscal cliff’ averted, but the compromise deal left many issues unresolved. There still remain bright spots including Housing and Manufacturing, but the unemployment rate remains essentially unchanged amid continued slow job growth. We expect upcoming Federal debt ceiling discussions to contribute to market volatility.
 4. The Investment Committee, along with our Portfolio Manager, still believes that our current Portfolio asset allocation remains appropriate for USMS.
3. Executive Session
 - a. The Board went into executive session regarding a membership issue
 - b. The Board returned from executive session and voted to send a private reprimand to a member for actions discussed in executive session. The Executive Committee will draft the reprimand, which will be sent by the president.
 4. Hugh Moore reported an appeal to the Board of a National Board of Review decision was heard and decided. The decision does not require any board action.

5. IT Update

- a. Online Magazine is receiving very positive feedback
- b. Chris and C.J. are working with IT to focus on tracking priority projects.

6. Legislation Committee's actions

- a. The Legislation Committee met January 13th to act on a request from the Board to give advice and consent to exercise the emergency power to adopt an administrative regulations of competition in Part 2, per 506.3.9. The Committee determined that immediate action is required to serve the interests of USMS and:
 - i. By vote; Did not give consent to the original amendment proposed by the Board to allow the HOD or BOD to set insurance surcharges for pool events and sanction fees for open water events.
 - ii. By vote; Gives consent to the BOD to amend code as follows: Add a new 203.3.3 moving the current 203.3.3 and 203.3.4 down. "203.3.3 Fees - Sanctions may be subject to an insurance surcharge, as determined by the Board of Directors or the House of Delegates."
 - iii. The committee determined that the recommended amendment to article 203.3 does not conflict with article 508.2 ("Fees shall be established by the House of Delegates") because the House of Delegates does not have exclusive rights to set fees.
 - iv. By vote; Recommend the BOD specify the changes approved as prescribed shall become effective on adoption (601.5).
 - v. By vote rendered the following opinion regarding the above provision; The authorities we have consented to in this amendment are not in violation of USMS Rules, including but not limited to 508.2, and require no action by the House of Delegates for the amendment to be enforceable upon its effective date.
- b. In accordance with 506.3.9, legal counsel determined that immediate action is required to serve the interests of USMS.
- c. MSA – to adopt 203.3.3 as written, above, in accordance with emergency power. And MSA to make this provision effective immediately.
- d. The president shall make a detailed report of the actions taken to the HOD within 30 days.

7. Sanction Open Water Task Force Report to the BOD

- a. The task force has been working with the Long Distance, Open Water and Finance committees, the national office and other subject matter experts to provide the Board with recommendations on addressing the issues surrounding increased liability insurance costs and requirements of insurance. The task force is asking the board to take action on the safety and administrative recommendations at this meeting to defer action on the fees recommendation until the February 8th-10th board meeting
 - i. The Board MSA the following Safety Recommendations:
 1. All propeller driven watercraft used in conjunction with the sanctioned open water events must have a propeller guard(s) installed for the duration of the event.
 2. Exceptions:
 - a. Boats owned and operated by Coast Guard, police, fire and rescue, or other government agencies
 - b. Boats at anchor from start to finish of the sanctioned event with engine(s) off, while any swimmer is in the water
 - c. Boats with propellers fore of the rudder (e.g. in-board motors), provided:
 - i. These boats do not run directly on the designated swim course,
 - ii. For events requiring personal escort craft, water craft with in-board motors may be allowed on the course provided their engines are off when any swimmer is within 20 feet of the propeller and during relay exchanges. For feedings the swimmer may approach within 5 feet of the bow or side of boat with engines engaged.
 3. Propeller guards must be of a design that protects swimmers from propeller strikes.
 - ii. The Board MSA the following Administrative Recommendations:
 1. Give board consent to the executive director to create and fill a National Compliance Open Water Coordinator contractor position to ensure a second level review over required safety plans and administrative procedures for all OW events.
 2. Grant the president and executive director the authority to revoke an OW sanction for failure to comply with any safety or administrative procedure.
 3. All open water sanctions must be registered through the online E2EEM system.
 4. Inform all sanction chairs that Clinic, Training Swims and OW Practices do not require sanctions and should not be sanctioned.

8. Finance committee's action to the BOD
 - a. The recommendations of the Finance Committee regarding open water insurance surcharges will be addressed at the February 8th-10th board meeting.
9. New Business – None.
10. Next Meetings:
 - a. The next Board of Directors call will be held on Monday February 4th at 8:30 pm EST, to review discuss consent agenda or any additional information needed for the face to face meeting in Mesa; PLEASE have all reports to the BOD by February 1st.
 - b. Mesa, AZ BOD Meeting February 8th – 10th - PLEASE SEND CLAUDIA your flight information ASAP-we are arranging transportation.
 - c. Summer BOD meeting possibly in Tampa, FL. The date and location to be firmed up in the near future.

The meeting was adjourned at 10:17 PM EST.