

Committee Name:	Board of Directors	Session #:	1	Report #:	1
Committee Chair:	Nadine Day	Vice Chair:			
Minutes recorded by:	Chris Colburn	Date/time of meeting:	July 19, 2014 8:00am EDT		

Motions Passed:

1. MSA to nominate Mel Goldstein and Dr. Jim Miller as USAS representatives to the UANA Masters Committee.
2. MSA to approve the Consent Agenda.
3. MSA to approve the draft Tax Return.
4. MSA to approve the recommendation of the Swimming Saves Lives Foundation Committee to transfer the funds from the Central Indiana Community Fund to the USMS unrestricted funds.
5. MSA to approve the audited draft financial statements.
6. MSA for the Board to allow the presentation of a budget with a significant deficit of up to \$200,000 to invest in programs and services.
7. MSA to determine once we know how much space we need to store the USMS archives, the EC may make a decision on how and where to store them.

Number of committee members present: 17	Absent: 10	Number of other delegates present: 12
<p>Committee members present (list all, including chair and vice chair): Nadine Day - President called the meeting to order at 8:01am EDT. Also present were: Ed Tsuzuki - VP of Administration; Chris Stevenson - VP of Local Operations; Chris McGiffin - VP of Programs; Chris Colburn – Secretary; Phil Dodson – Treasurer; At-Large Directors: Bruce Hopson (Breadbasket); Dave Diehl (Colonies); Maria Elias-Williams (Dixie); Jill Gellatly (South Central); Hugh Moore (Northwest); Jim Clemmons (Oceana); Rob Butcher – Executive Director; Past Presidents: Nancy Ridout, Rob Copeland, Jeff Moxie and Ted Haartz.</p> <p>Not present: Jody Smith -VP of Community Services; Patty Miller - Legal Counsel; CJ Rushman (Great Lakes) and Phil Whitten (Southwest); Jeff Gudman – USA Swimming Liaison to USMS; Tom Boak, Jim Miller, Dan Gruender, Mike Laux and June Krauser – Past Presidents.</p> <p>Guests: Bill Brenner; Marianne Groenings; Tracy Grilli; Anna Lea Matysek; Jim Matysek; Susan Kuhlman; Claudia Woods; Kyle Deery; Laura Hamel; Ravi Gehlat; Jeff Perout; Mel Goldstein (Past President) is recused from the Board due to his contractor position with USMS, but is present to report in his role as FINA rep.</p>		

Minutes

The meeting was recalled to order at 8:01am EDT.

1. Nadine thanked the Board for their last year of service. She used the 50% off/BOGO (Buy one/get one) analogy to demonstrate different perspectives. She asked the Board to keep an open mind and take into consideration the many perspectives in the room.
2. Board Training (Hugh): Hugh presented a number of suggestions to improve the performance of the Board, based on surveys and feedback from the National Office (see Hugh's discussion forum post for details). Nadine mentioned some of the items related to what we can do to help election candidates and new Board members in the interest of transparency and training. Ed mentioned that we're beginning to make progress, but we have no way of knowing that sharing resources (such as books) gets the candidates and new members to use them.
3. FINA Update (Mel Goldstein): Mel gave a summary about Worlds and spoke positively about the meet. The organizers have done their best to have a safe experience in the Open Water event. Mel has been assigned to club development for the FINA Masters technical committee. Mel will be getting funded to help those countries without masters programs to develop clubs similar to what we have in the US. Nadine mentioned that we submitted 8 USMS officials for selection for the meet but none were picked. Three officials were put on an alternate list to be covered by their respective NGB, but there was no overbudget request from Officials to cover it. Officials will be adding funds for this to their budget for further Worlds. Rob asked if there were other NGBs who would like to attend convention, but they don't have sufficient funds to attend. Rob Copeland mentioned we might want to make some hotel rooms available in Jacksonville for that purpose. Mel mentioned that Africa had its first Masters championship 2 months ago. The proposal from FINA is to incubate standalone NGBs like USMS. RB mentioned that the Coaches Committee has suggested incubating a Masters World Clinic, which is in their budget proposal for next year.

4. Mel left the room for the UANA discussion. The BOD needs to make a recommendation on the USAS reps to the UANA Masters Committee. The current reps are Mel and Jim Miller. David Lorell (Georgia) is representing Venezuela on the UANA Masters Committee as well. **MSA unanimously to nominate Mel and Jim to the UANA Masters Committee.** Mel returned to the meeting. Rob Butcher mentioned that Nadine has taken a real leadership role within USAS. Fernando Canales, Secretary/Treasurer of UANA, is now with the Federation of Turkey. The recommendation has been that he continue in his role until his term expires.
5. Consent Agenda: On the Comp and Benefits Charter, Hugh asked questions about charters for committees that are not permanent committees of the Board. Nadine thinks that the updated documents and recommendations of the committees should be approved by the Board until the Guide to Operations and Policy Manual are updated and approved. The July 7 BOD Conference Call minutes were pulled from the consent agenda as they will be completed by end of day. **MSA unanimously to approve the Consent Agenda.** The Consent Agenda reports are attached as appendices to the end of this document.
6. Financial Presentation (Phil): **MSA unanimously to approve the draft Tax Return.** Phil presented the Treasurer's Report. It was mentioned that the Finance Committee Charter isn't posted on the website. The Finance Committee noted that the detailed written Financial Policy isn't posted on the website. Also, the detailed financial policy is different from the Financial policy in 5.08 of the Rule Book. There are substantive changes to that policy that will be brought to the BOD for approval before Convention. A number of people have worked on a complete revision of FOG. Phil then reviewed the plan for the revised budget process that will be used going forward. The VPs may distribute the quarterly CFO reports to the Committee Chairs. They will also be posted on the website. Phil and Susan asked for a motion to approve the recommendation of the Swimming Saves Lives Foundation Committee to transfer the funds from the Central Indiana Community Fund to the USMS unrestricted funds. **MSA unanimously to approve.**
7. Rob Butcher thanked Claudia for making all the arrangements for dinner. Jim introduced Ravi Gehlat and talked about the programming work he's been doing. Nancy thanked the staff on behalf of the board for the great work the staff has done this past year. Bill Brenner introduced Marianne Groenings, who is doing program work in the Education division.
8. Jim from Northern Trust gave a presentation on USMS's portfolio, which is performing well ahead of the markets in general, returning 5.53% for the six-month period ending June 30, 2014.
9. Rob Lane from Kerkering & Barberio presented our 2013 auditor presentation. No material weaknesses were noted during the audit. The assets of the organization are showing steady growth over the last 4 years. Discussion centered around what portions of this presentation and our financial presentations are most useful to the Board in terms of their fiduciary responsibility. Discussion of operating expenses included the value of the volunteer focus and how it reduces administrative overhead. The staff left the room to ask questions of Rob Lane. Phil mentioned that the Board is extremely satisfied in working with the audit firm. Staff returned to the room. Chris McGiffin asked if there's a plan of action to audit LMSC finances. Phil mentioned that it would be costly, and that Anna Lea helps LMSCs with auditing their books, and filing tax returns. Anna Lea talked about some of the challenges she faces in helping the LMSCs with their financial responsibilities. Nancy mentioned that we spend a lot of time dealing with non-compliant LMSCs while we don't spend enough time patting on the shoulder the LMSCs who are consistently doing a good job. Rob Butcher asked Rob Lane if there were 2 or 3 questions every board member should ask themselves before they walk into a board meeting: 1. Are we producing the funds to support programs and services we provide? 2. Are we doing things at a level our members expect us to? 3. How can we bring more value to our members, and are we providing access appropriately to sponsors who are providing added value to our members?
10. Phil mentioned that he and Susan met and identified the major financial risks: risk management; IT personnel; key resources; extensive or unproductive discussion of \$2 dues increase discussion in the HOD; lack of office space; fitting the new OW business model successfully into USMS. Rob added that we have a third party who provides much of the event registration programs and services.
11. Phil presented a plan that provides a conceptual overview of the USMS planning process and 5-year strategic plan. The purpose of the presentation is to show the process by which the dues increase was established. Nadine suggested that we use some of the graphics produced by Rob Lane be used for this presentation because they illustrate effectively how the dues are being used, especially for programs and services. The discussion continued with strategies to communicate this information to the House of Delegates.
12. The Board recessed at 12:06pm for lunch and reconvened at 12:59pm.
13. Phil continued his presentation with the highlights of the five-year plan in the context of the four pillars of the Strategic Plan. Discussion focused on tightening up the document for use with the House of Delegates. The goal of the discussion is to develop a message for the common philosophy we're all trying to share. Rob showed the Board a one-page infographic, developed by the staff, that shows where USMS is investing its resources. Rob informed the Board that they'd be asking the BOD to accept a budget that represents a deficit of \$160K, funded from reserves, to support expanded programs and services. By delivering projects and implementing programs in 2015, the expectation is that 2016 will look better financially. Meanwhile, the suggestion is to update Phil's document to integrate with the staff's infographic. Rob nominated Patty to

present a “Strategic Plan Update” at Convention. **MSA to approve the audited draft financial statements. A motion was made for the Board to allow the presentation of a budget with a significant deficit of up to \$200,000 to invest in programs and services.** Discussion included the National Office reports.

14. Rob introduced the Staff Update. Anna Lea will present on the 16-month membership option; the definition of a clinic for the purposes of the 30-day trial membership; and an update on USA Swimming/USMS dual sanctioning activities. On the 16-month membership option, USMS will charge the individual LMSC fees as well. After 9/1/2014, members will have the option to purchase a 4 month or 16 month membership. This will involve a lot of math on the part of the programmers depending on the LMSC of the registrant since each LMSC charges different fees both for their full-year and partial-year fees. Mel proposed that we offer a BOGO promotion for new members. Phil reiterated that we have to make sure that we cover leveraging LMSC resources. Maria suggested incentives for offering member services or specific membership drives.
15. Rob Butcher recognized Anna Lea for the months of work she put into developing the new forms. As part of this initiative, the Board asked Anna Lea to define a clinic. There are two types of clinics (sanctioned and non-sanctioned). A sanctioned clinic is like a sanctioned event in that the swimmer must be a full USMS member or a One-Event member to participate. Non-sanctioned clinics would be covered like a swim practice, and could be covered by the 30-day tryout waiver. Further, all the 30-day tryouts are going to be submitted to the National Office for tracking.
16. The staff met with ESIX to get clarification on the dual-sanction agreement between USA Swimming and USMS. Anna Lea will work with Patty and Kathy Casey to ensure that the document is all-inclusive with respect to liability and coverage.
17. Bill Brenner provided an update on Education Services (formerly Club and Coach Services). Bill recognized Chris Colburn for leading the Coaches Committee when the initiative to take certification in-house was incubated. Phil spoke to the experience of the coach certification courses and encouraged the Board members who haven’t taken them to consider taking them. Bill gave an overview of the Levels 1-3 courses, as well as the evaluation process for Level 4. Level 5 is in the works within the Coaches Committee with no current timetable for deployment. Bill then described a new initiative to develop and deploy a curriculum for teaching adult learn-to-swim instructors to offer adult learn-to-swim programs. This is unique because no other organization is offering this. Bill credits Marianne with his ability to support the programs he serves.
18. Laura provided an overview of our communication methods. Laura demonstrated how she and Elaine are using Google Calendar with the committees to keep track of tasks and deadlines. Laura then showed how we’re trying to communicate consistently with external audiences.
19. Rob Copeland asked that the motion on the floor be reread. **MSA unanimously for the Board to allow the presentation of a budget with a significant deficit of up to \$200,000 to invest in programs and services.**
20. Chris Stevenson presented the Open Water Task Force update. The task force summarized goals; insurance coverage comparisons; financial models; the value of a USMS sanction; and a checklist for Open Water-specific workouts. Nadine asked if ESIX had a checklist for Open Water workouts. Nadine asked that Anna Lea and the task force make sure they’re not duplicating efforts. The task force has made recommendations related to education, budget, and sanction fees. Future tasks include the creation of an Open Water business model.
21. IT Liaison Report (Chris McGiffin): Chris McGiffin provided a project list and report on the Board discussion forum to be shared with committee chairs. Board discussion surrounded how to determine and stick to target due dates for active projects in the face of a large number of projects and a small number of developers. The fourth programmer position is no longer posted but it budgeted for 2015. Chris McGiffin summarized the LMSC Identifier project. This project has been open since 2011 and does not have an ETA. The big issues include ClubAssistant’s programming on their end, as well as the USMS programming on the receiving end. Lookups with club abbreviation will change just about every tool on the website. As a result, there’s more to do to react to the change. Jim believes that the cost doesn’t need to be re-estimated, and would represent a couple months’ worth of work. It just needs to be prioritized, and will push back other projects. Rob recounted the original purpose for this project. Jim mentioned that if clubs wanted to change club abbreviations, that it requires a lot of extra work for the National Office. Ed made the recommendation that the project be prioritized with the other projects. Ed went on to make some additional suggestions to approve the IT Log and reporting on it, including latest estimated due date; changes to formatting including removing the blank row for sorting purposes, and not using color to identify something related to the project being worked.
22. Jill had a question regarding the Headquarters Task Force update. Nadine mentioned that ISHOF is closing the Ft. Lauderdale location in December with no clear destination yet. Discussion centered around whether USMS should store its items, and if we take on the task, where those items should be stored. The sense of the board was that USMS should take ownership of steps to ensure our history is appropriately stored. Nancy recommended that Nadine work in conjunction with Rob Butcher to determine appropriate steps to preserve our archives. Rob mentioned that the Headquarters Task Force recommended that USMS secure an additional 1200 square feet of space for our archives. Jill is concerned about the amount of space we’re looking for. **MSA to determine once we know how much space we need to store our archives, the EC may make a decision on how and where to store them.**
23. Ed relayed what he is looking to achieve in tomorrow’s discussion on our objectives for Convention.

24. Next meeting will be July 20, 2014 at 8:30am EDT (Day 2 of the Summer Board of Directors meeting).

The meeting moved into recess at 5:19pm EDT.

Respectfully Submitted,

Chris Colburn, Secretary

APPENDICES: Consent Agenda Reports

President's Report:

USMS Mission:

To promote health, wellness, fitness, and competition for adults through swimming.

Vision:

To be the premier resource for adults aquatic fitness in the United States and will make fitness through swimming available for as many adults as possible.

CORE Objectives:

Service the membership, Educated the membership, and Build membership

Strategic Plan:

Volunteers, Membership/Services/Programs, Marketing/Branding, Partnerships

Dear BOD,

We all learn time is finite. What we do during this time is up to each of us.

One thing that I have learn is that I need to acknowledge my limits, acknowledge what is important and acknowledge the need for help.

This weekend, I am hoping that we, as board members, have made the decision to put USMS first. I know that each of us are members and come from a club and a LMSC. We need to keep an open mind and think "BIG PICTURE". We need to make sure that we do not miss opportunities. First and foremost, during our decision process, we need to ensure our integrity and be transparent. We can all reference the "Ten Responsibilities of Nonprofit Boards"

Last year we dealt with a crisis, which seemed to stop the momentum of our growth. However, at the same time, we have learn about the health of our organization. Membership, which is our main revenue stream, was brought in house. With that, we intend to offer more programs and services to our members. Risk Management Assessment was completed and we continue to implement recommendations.

This year we have established a board action plan and determine what our priorities are this year. Our BOD action plan focused on 1) Convention (what are our goals and objectives), 2) Open Water TF, 3) 5 year financial plan and oversight, and 4) BOD education on operating strategically.

Travel Safely and see you all in Sarasota.

Respectfully

Nadine

Treasurer's Report to the BOD, July 2014

Audit Committee:

The AC meet in Sarasota on June 6th to review the 2013 draft audited financial statements for year ended 12/31/13, related Federal income tax returns on Forms 990 and 990T, meet with the auditors and CFO and review auditors' and CFO's performance with respect to the audit process. Both performed outstanding. It was also noted that the auditors issued no comments in their management letter, which is an exemplmentary finding for which our CFO is to be recognized.

Subsequent to the meeting, after some minor revisions, the committee approved both the 2013 draft audit financial statements and related tax returns with a recommendation to the BOD to likewise accept and approve.

Note: in an effort to go "green" we will supply paper copies of the documents only if they are requested. Please respond to Susan at

skuhlman@usms.org if you prefer a paper copy.

The AC has noted that its Charter is not posted on the USMS web site and recommends it be posted under Financial Policies and Guidelines.

Finance Committee:

The FC has met several times by phone since January, primarily preparing for the upcoming budget process and bringing forth a complete overhaul of FOG (Financial Operating Guidelines). The FOG overhaul is a complete reorganization of content and significant updating of some content. It will not be possible to review track changes from the old version to the new recommended version. Substantial time has been and will be invested in the revision prior to delivering a recommended update to the BOD for approval, which is expected before convention.

The FC has noted that its Financial Policies is not posted on the USMS web site and recommends it be posted under Financial Policies and Guidelines. It also noted, the policy name "Financial Policy" is the same name in the USMS By-Laws Article 508, but the content is significantly different. The FC is also working on revisions to update the Financial Policy and expects to present the BOD with its recommended changes prior to convention.

Investment Committee:

The IC met in January and April and will again meet tomorrow night Wed July 16th, to review our investment advisor's performance compared to benchmarks and the overall investment environment. While I do not know tomorrow's discussion, I anticipate comments will include: performance to bench marks is satisfactory, diversification to market risk remains acceptable, the investment market for equities continues to be positive though volatility should increase somewhat and USMS overall performance continues to outperform its long term target objectives of 5-7% total return strategy.

Treasurer:

In June I submitted recommendations to our Executive Director, CFO and Coach and Club Services Director from the Metrics sub committee of the FC. The recommendations identify two basic types of relevant Key Performance Indicators (KPI's); KPI's that measure 1) Program achievements and 2) Impact on membership and club growth and retention. Identified are 13 potential KPI's for program achievements and 12 for impacts on membership. The recommendation calls for selecting 2 KPI's from program achievements and 3 from impacts on membership, a total of 5 KPI's to communicate results of C&CS. All were very accepting and appreciative of the recommendations.

The 2015 budget process is well underway and on schedule. I will distribute an outline of the ED, FC and BOD respective responsibilities and timing through the BOD forum.

Vice President of Programs - Chris McGiffin

The Programs committees are in the midst of another very productive year as they continue their efforts to support the USMS mission of delivering high-quality adult aquatic products and services.

Less than two months from the 2013 Convention, one of my first assignments as the newly elected Vice President of Programs, was to survey LMSC volunteer contacts (Chairs, Vice Chairs, Sanctions) to collect information regarding how the cost of the insurance surcharge was being managed at the local level. The feedback received covered 38 LMSCs (from 43 responses), and the data served to reveal the creative strategies and the budgetary challenges our volunteers experienced as they sought successfully or unsuccessfully to face the circumstances during the 2013 Open Water sanction season. It was a valuable exercise that set the tone for moving things forward in the direction of improving risk management and addressing how the open water product fits within our membership offerings.

The Long Distance Committee, chaired by Donn Livoni, set its sights on four committee goals this year above and beyond the ongoing work performed by its various sub-committees.

- ◆ To increase the number of qualified bids received for review for all of the Postal and Open Water National Championships.
 - 2016 Postal and OW NC bids are due by 7/15
- ◆ To restructure the NC bid forms distribution and collection process to streamline the collection and compilation process for the LDC.
 - Complete
- ◆ Begin development of a multiple-day LD festival
 - Complete. Included with 2016 bid package.

- ◆ Increase participation in OW and Postal National Championship by 10%

POSTAL NC

2013 OHP = 2491	> 2014 = 2407
2013 5K/10K = 290	Event ends 9/15/14
2013 3000/6000 = 567	Event ends 11/15/14
2013 Total = 3274 (so + 327 or more in 2014)	

OW NC

2013 Ft. Myers 5K = 118	2014 Elk Lake 5K (8/3) =
2013 Las Vegas 10K = 66	2014 Lake George 10K (8/23) =
2013 Lake Del Valle 1mi = 290	2014 Lake Berryessa 1mi (6/7) = 270
2013 Lake Minnetonka 10mi - not held	2014 Lake Minnetonka 10mi (7/26) =
2013 Dana Point 2.4mi = 156	2014 Tennessee River 2.4mi (5/17) = 127
2013 Lake Placid 2mi cable = 150	2014 Mirror Lake 2mi cable (8/14) =
2013 Total = 780 (so + 78 or more in 2014)	2014 Total =

One of the initial strategies employed by the committee was soliciting direct feedback from the USMS member community regarding Open Water National Championships. Led by the National Championship Bid Selection sub-committee, with support from the National Office, this effort helped the committee gain further insight into member preferences with the goal of proactively soliciting potential hosts for the Open Water National Championships based on the survey findings.

Additional priorities for the LDC in 2014 are:

- ◆ To continue to enhance the Club Assistant customized software for the Postal National Championships for improved efficiencies for both the event directors and for the LDC Committee.
- ◆ To update the tools utilized for the oversight and administration of the Postal and Open Water National Championships
- ◆ To improve the publicity of the Postal and OW NCs (Publications Liaison working with L. Hamel)
- ◆ To create an orientation and mentoring program for the new committee members.
- ◆ Finish updating the Postal GTO

The following LDC sub-committees support other coordinated and ongoing efforts to maintain the internal processes that serve the organization and its members:

- Rules/Legislation - Bob Bruce (Chair), Rob Copeland, Lynn Hazelwood, Bruce Hopson, & Donn Livoni.
- Patches, All-Americans, Records, All-Stars (PARA) - Greta Van Meeteren (Chair), Denise Brown, Ali Hall, Robert Zeitner, Bruce Hopson, Phyllis Quinn, & Jill Wright.
- Safety - Bill Roach (Chair)
- Open Water Manual - Ann Svenson (Chair), Greta Van Meeteren, James Biles, Bob Bruce.
- Club Assistant - Susan Kirk (Chair)
- National Championship Bids - Susan Kirk, Ann Svenson, Ali Hall

The Officials Committee, led by Ed Saltzman (Chair) and Pat Baker (Vice Chair), established five goals for 2014.

- ◆ Complete refresh of Officials Section of the Guide to Operations (GTO) [OPEN as of 6/19]
- ◆ Refresh of the USA vs. USMS Rule Quick Reference Card [COMPLETE]
- ◆ Review of Section 103 of the 2014 Rule Book [by 7/1]
- ◆ Distribute 2014 USMS Rule changes to LMSC and LSC Officials Chairs as part of our continuing education efforts [COMPLETE]
- ◆ Succession planning for the position of national championship Administrative Referee/Official. [Herb S. is completing documentation for his position - to be reviewed at convention]

The Officials Committee continues to work closely with National Championship meet hosts, and is already reaching out to contacts to coordinate event coverage at San Antonio for 2015 SCY.

Ed Saltzman attended a USA Swimming Open Water Official Clinic in Fort Meyers, FL, and reported that USA Swimming, by comparison, emphasizes on-course officials and safety monitors. He expects to share the clinic materials with the OW and LD committee chairs for their reference.

For the 2014 Convention, Ed Saltzman is preparing a demonstration of the Pool Officials Certification course. The 2015 Officials Committee budget includes funding to cover the expenses of one (1) Official to represent USMS at the 2015 FINA Masters World Championships in Kazan, Russia.

The Open Water Committee, led by Lynn Hazelwood (Chair) and Rob Copeland (Vice Chair) organized its 2014 committee goals to align with the objectives of several ongoing initiatives.

- ✦ Committee Development - John Carlson
 - Goal: To energize others to contribute to committee activities.
- ✦ Safety - Jim Wheeler
 - Continue safety education projects and dissemination of safety information to event hosts including:
 - Revise OWGTO Part 2: Safety Guidelines to conform with recommendations of risk management
 - Look at the other outstanding safety issues and make recommendations on how to approach including: open water practice safety (done), potential implementation of Independent Safety Monitors (in process in rules subcommittee), implementation of Safety Observers on motorized boats (done), temperature collars (in process in rules subcommittee), safety checklists for sanctioning (done), differentiating between guidelines, recommendations and rules and when to use them.
 - Present Education Webinars (in process)
 - Revise Safety Objectives document to remove the appearance of regulations and emphasize the educational value of the document (in process)
- ✦ OWGTO - Rob Copeland
 - Goal: Improve the usefulness of the OWGTO by defining presentation of information and updating sections as necessary including:
 - Put all OWGTO documents into a consistent format this year (done for all published and in process documents except for the Clinics Manual, which is published in its original form)
 - Ensure that necessary changes get incorporated into the appropriate documents (in process for published documents)
 - Define what information goes in which document including where we want duplication and where we need the information in only one place
 - Determine what will be part of rules, guidelines, and best practices.
- ✦ Safety Director Education - Bill Roach [HOLD, pending the BOD OWTF findings]
 - i. Goal: Create and implement a SD rating program for training safety directors including:
 - Come up with a program that educates our safety directors
 - Ensure that the SDs watch the OWC webinars and read the OWGTO and pass a test based on that reading
 - Administer and keep track of people who have a current SD rating
 - Provide an identification card that says the SD has taken the course and passed the test.
- ✦ Rules & Legislation - Bob Bruce [Complete unless other topics come up for review]
 - i. Goal: Prepare Rules and Legislation proposals for HOD consideration at convention including:
 - Activate an OWC-LDC inter-committee subcommittee for rules and legislation
 - Propose rules that are going to be needed to support committee projects.
- ✦ Awards - Lynn Hazelwood [Two nominations received by July 1; nomination committee will select winner]
 - Goal: Design and/or implement awards for USMS open water swimming including:
 - Manage OW Service Award (in process)
 - Complete the definitions of data needed for the ERDB (done)
 - Complete the definitions for an open water swimmer ranking system (done)
 - Complete the definitions for an open water swimmer challenge system for fitness swimmers.
- ✦ Swimmer Training - Rendy Lynn Opdycke [Convention workshop]
 - Goal: Promote the development and participation in USMS open water clinics, camps and training programs including:
 - Update the clinic manual to make it current and make it a more comprehensive support document
 - Create more communication with event directors and encourage them to use the Swimmer Training subcommittee and the clinic manual as resources to include an open water clinic prior to their event (in process)
 - Create more communication with USMS teams around the country to increase open water training awareness and excitement for open water within USMS
 - Work to enhance the use of usms.org for open water swimmer development.

The Open Water Committee, in collaboration with the Coaches Committee, is preparing a 2014 Convention workshop on Training and Safety during Open Water activities.

As of 7/11, Bill Roach reported that there are 55 approved Open Water event sanctions (with 2 applications pending approval). By comparison, in 2013, there were a total of 57 Sanctioned Open Water events.

In addition to the scheduled committee meetings, I organized periodic checkpoint calls with the USMS Programs committee chairs and vice chairs to review/discuss hot topics, committee goal progress, volunteer mentoring, and volunteer recognition.

A lot has been accomplished in the first half of 2014, and I wish to express my thanks to the committee leaders and members who dedicate their time and efforts in support of the organization and its members. Thank you!!

Below is a summary of current IT Liaison activities for your reference:

- > We have held three meetings in 2014 - 3/11, 5/22, and 7/8.
- > We have agreed to use JIRA to generate summary project activity reports for the BOD and Committee Chairs.
- The attached report is a first draft for BOD review/feedback, prior to sharing with Committee Chairs.
- The Project/Issue Description column reflects the background information and comments pertaining to the project rationale or nature of the defect.
- Project categories are broken down into unique items (see Key column) for easier reference.
- For now, the report shows the currently active priorities in rows 2 - 34, highlighted in Green.
- Backlog project items are listed thereafter (rows 36 - 227), sorted by Key value.
- > We are still investigating options in JIRA to report the priority (i.e., rank) of the "backlog" project items.
- > We started the conversation about creating a generic Open Water, LD Event Results Database (ERDB) input file.
- Chris M. provided a first draft that included data fields from existing LD NC and Postal event forms in use.
- Jim is currently reviewing and will provide his feedback, and include data field formats, valid values, and missing fields.
- Once we reach the point of a more comprehensive draft layout, we will share it with the LDC and OWC for their input and comments.
- > We discussed the value of keeping the IT programmer position open, as the pool of available, local and experienced talent is extremely limited. With the plan to add eventual headcount, it seemed like a reasonable option to consider.
- > We discussed the LMSC Identifier project, and would like to reaffirm its value to the organization and member clubs with the BOD.
- It makes sense to view the cost/benefit in the context of the other backlog priorities.
- > We discussed the 16-month membership project. It is on track for delivery with the opening of the 2015 Registration.
- The Registration Committee is engaged, and will be asked to support UAT testing of the changes prior to the launch.

Action Items for the BOD:

1. Review/comments related to the USMS IT Project list report.
2. Comments related to leaving the IT programmer position open.
3. Comments related to the LMSC Identifier project

Please feel free to respond with any immediate questions or concerns. Otherwise, I look forward to covering this report in Sarasota.

Thanks,
Chris

VP Administration Report to the BOD

July 18, 2014

The Championship, Legislation, Registration and Rules Committees have been active throughout the year. With annual reports and meeting agendas being worked on at this time, I am providing an edited version (focusing on "completed items") of what will be seen in the convention packet for 2014.

• **Championship (Jeff Roddin, Chair; Kim Crouch and Erin Shields, Vice-Chairs) • Completed items** (from convention through 7/18/2014)

- o Established Local and Regional Club classifications for 2014 USMS clubs
- o Removed requirement to require split books at Nationals due to online availability
- o Reviewed financial reports for past Nationals to ensure better consistency
- o Reviewed Nationals entry fee structure (no changes made)
- o Reviewed EMT coverage requirements at Nationals (no changes necessary at this time)
- o Discussed Coaches Hospitality policy to further restrict eligible club coaches to only USMS Recognized coaches (no changes made)

- o Discussed feasibility of coaches being able to sign up for Nationals as coaches (enabling them to receive pre-event notices, be able to sign up for items such as social, shuttle, Gold Medal, merchandise, etc.)
- o Discussed service animal policy at Nationals o Updated bid application and sample budget and converted entire bid package to be online
- o Updated meet contracts (re-evaluated bonus criteria and clarified merchandise options) and sent contracts to 2015 hosts
- o Assigned liaisons for 2015 Nationals (Kim Crouch and Tom Boak for San Antonio and Jack Groselle and Jeff Roddin for SPIRE)
- o Approved logos for 2015 hosts
- o Updated Meet Liaison Guidelines and Meet Director's Guide
- o Changed final results mailing policy to have the National Office do this instead of hosts (fees now go to USMS): updated contracts and the Meet Director's Guide and submitted rules proposal to effect this change
- o Discussed changing club scoring policy for Regional Clubs from Top 10 to Top 5
- o Discussed new warm-up hours on distance day policy at Nationals
- o Discussed shortening the entry deadline at Nationals from 35 days prior to the meet to include one more weekend and set it on that Monday instead
- o Discussed removing the Order of Events from the rulebook and instead making this task part of Championship policy (submitted Rules proposal)
- o Discussed changing allowable dates of Long Course Nationals from 8/1-9/15 to 7/15- 8/31 (submitted Rules proposal)
- o Discussed changing the bid deadline from July 1 to June 1 (submitted Rules proposal)
- o Submitted rules proposals to remove postmark deadlines, mention of a banquet and requiring the use of a computer to process data at Nationals since these items are antiquated
- o Evaluated past results at Nationals with respect to NQTs and how they may affect the session timelines
- o Discussed posting the pre-event email newsletters to USMS.org so coaches and other can see them and not just registered swimmers

◆ **Legislation (Meg Smath, Chair; Sean Fitzgerald, Vice-Chair)**

◆ **Completed items** (from convention through 7/18/2014)

- o The committee discussed emergency legislation proposed by the Board of Directors to amend article 203.3.3 giving the Board of Directors authority to levy the insurance surcharge for open water events in 2014
- o The committee agreed to further discuss the events leading to the necessity of the above amendment to determine if there is a better way to proceed in the future

◆ **Registration (Leo Letendre, Chair; Susan Ehringer and George Simon, Vice- Chairs)**

◆ **Completed items** (from convention through 7/18/2014)

- o The committee oversaw, through testing and feedback, the implementation of the in- house registration system. The system has been operating well since the beginning of the registration year. A number of issues were identified and most were addressed by the IT staff.
- o In conjunction with the Staff, options for modifying the membership options for those wishing to join USMS during the latter part of the year were discussed. The committee recommended a "16 month" membership which offers a membership which automatically renews the member at the start of the following registration year having pre-paid for that year.

o The committee adopted a policy which indicated that registrars shall not provide a registration card to a third party but must deliver (including through the postal system) the card directly to the member since the membership card contains personal identifiable information.

o The committee received consultation with respect to the new member waiver and provided appropriate feedback.

✦ **Rules (Kathy Casey, Chair; Charles Cockrell, Vice-Chair)**

✦ **Completed items** (from convention through 7/18/2014)

o Proofread the 2014 rule book for the correct insertion of:

✦ § FINA-approved and USA Swimming-approved amendments that were also adopted by USMS

✦ § USMS-adopted amendments to Parts 2 - 6 as proposed by the Rules Committee

✦ § reference numbers throughout the rules

✦ § corrections to the rule book that were reported throughout the year

✦ § additions to the index

o Updated the "Differences" documents for Appendix B in the 2014 rule book (USA-S, NCAA, FINA, and NFHS rules differences) and submitted the USMS/USA-S rules differences to USA Swimming for publication in their rule book

o Submitted rules text for "Major Changes for 2014" o Reviewed the USMS rules included in the "Our Kids Initiative" (OKI) comparison of

rules for all swimming governing bodies

o Published several updates of the FINA rule changes that impacted USMS rules

o Published monthly articles in Streamlines for coaches that address the most frequently asked questions about rules

o Reviewed the Glossary and all of Part 1 and compared it to the applicable rules of USA Swimming, the Meet Director's Guide and contract for national championship meets, and the Guide to Operations and will present recommendations for changes/updates to the House of Delegates

o Compared USMS articles 101, 102, 103, and 108 to USA Swimming articles 101, 102, and 105 looking for any USA Swimming changes that may have been missed. Combine with #6 above

o Provided a Rules Liaison and a Liaison in training to National Championship meets to assist with rules questions and rules interpretations and provided information for automatic split retrieval for official times

o Worked with Meg Smath, Legislation Chair, and Leo Letendre, Registration Chair, to update the adopted amendment to 201.3.4 (unattached rule) as requested by FINA, so the Legislation Committee could give advice and consent to the Board of Directors for emergency action

o Answered all questions about rules
