



**President's Report – Peter Guadagni
Board of Directors Winter Board Meeting
March 6, 2021**

What a difference a year makes! Our 2020 Winter Board Meeting concluded on March 1. At that time, we saw the first hints that a pandemic was coming but it is doubtful any of us realized the impact it would have on our lives let alone the U.S. Masters Swimming organization. Less than two weeks later the NBA announced it was suspending its season and by the end of March 2020 a new reality had set in across the nation. USMS was not immune with virtually all in-water practices and events being canceled. We were fortunate the timing limited the impact on our membership numbers. I am proud of our rapid response to the challenges. While some painful adjustments were made in 2020, we approach the future with our reserves largely intact.

A positive outcome of the pandemic is the implementation of changes that have long been resisted. In 2018 the Convention Task Force recommended the organization slim the business and committee activities of our annual meeting and put a greater emphasis on volunteer development. Many of their ideas were rejected by the Board, Legislation Committee, or House of Delegates. Last year necessity forced change on us, and we conducted necessary business activities at a lower cost in terms of both dollars and volunteer time. At this meeting we will explore how to improve the experience and consider if this approach should be permanently adopted. We will also explore how we can implement the Convention Task Force's other vision of improved volunteer development.

Last year the theme of our Winter Board Meeting was "Bridging the Gap Between National Strategies and Local Implementation". The challenges of the past year diverted our attention from pursuing some ideas that were developed and they should be revisited. We should also address a culture which seems to place greater emphasis and recognition on national rather than local service. Most of the value of USMS membership is delivered locally: on the pool deck, at club or LMSC socials, or local events and clinics. Volunteer time is usually more productive when it is deployed locally, and national volunteer efforts are frequently more productive when they support local volunteers. We should think about this as we consider the value and responsibilities of our national committees.

As we strive to bring focus and vitality to our local programs, I invite the Board, particularly new members, to explore the varied geographic development of Masters swimming. Look at the LMSC map [here](#) and drill down on a few LMSCs or look at LMSC membership trends [here](#). Few areas are fully developed, and most are far from their potential. It does not have to be that way. As a lifelong Californian, I can assure you there is no structural reason why Northern California has twice as many members as Southern California. Also look at our registration statistics [here](#). Twenty years ago, our biggest age cohort was 30-34, today it is 55-59. This is a problem that must be fixed, or our recent membership challenges will only increase. College Club Swimming and our partnership with USA Swimming may offer opportunities but we must find ways to exploit them.

The upheaval of the past year has given us an opportunity to take a fresh look at USMS and its operations. I look forward to working with you to make a great organization even better.

U.S. Masters Swimming
2021 Winter Board of Directors Meeting
Secretary Report – Greg Danner

Minutes taken, approved, and posted to usms.org:

- Board of Directors Conference Call: 9/21/2020
- House of Delegates (All Sessions): 9/25/2020-9/27/2020
- Board of Directors Conference Call: 10/5/2020
- Board of Directors Conference Call: 10/19/2020
- Executive Committee Conference Call: 11/2/2020
- Board of Directors Conference Call: 11/16/2020
- Executive Committee Conference Call: 12/7/2020
- Board of Directors Conference Call: 12/14/2020
- Executive Committee Conference Call: 1/11/2021
- Board of Directors Email Discussion: 1/15/2021
- Board of Directors Conference Call: 1/18/2021

Minutes taken, pending approval:

- Executive Committee Conference Call: 2/1/2021
- Board of Directors Conference Call: 2/8/2021
- Board of Directors Conference Call: 2/16/2021

Minutes posted to usms.org:

- Diversity & Inclusion Committee Conference Call: 10/3/2020, 12/2/2020
- Sports Medicine Committee Conference Call: 10/14/2020
- Long Distance Committee e-Exchange Minutes: 10/25/2020, 12/27/2020
- Finance Committee Conference Call Minutes: 11/5/2020
- Recognition & Awards Committee Conference Call Minutes: 11/14/2020, 1/17/2021

BOD Actions Taken since Sep 2020 Annual Meeting:

1. Approved (10/5/2020): September 21, 2020 Session #2 BOD Meeting minutes.
2. Approved (10/5/2020): Changes to the USMS Whistleblower Policy, as revised.
3. Approved (10/5/2020): Memo to amend the USMS Club Relief Plan (with Phase II & III).
4. Approved (10/19/2020): October 5, 2020 BOD Meeting minutes.
5. Approved (11/16/2020): October 19, 2020 BOD Meeting minutes.
6. Approved (11/16/2020): Retain current sanction guidance policy (for traditional in person events) that was effective November 1.
7. Approved (11/16/2020): Juliet Cox appointed as National Board of Review Chair.
8. Approved (11/16/2020): 40k draft budget with net ordinary loss of \$552,446.
9. Approved (11/16/2020): MOU between USMS and USA-S Foundation.
10. Approved (12/14/2020): November 16, 2020 BOD Meeting minutes.
11. Approved (12/14/2020): New National Board of Review hearing pool members: Karen Harris, Ian King, and Diana Triana.
12. Approved (12/14/2020): The Compensation and Benefits recommendation on the CEO bonus goals for 2021 as presented.
13. Approved (12/14/2020): The Compensation and Benefits recommendation for 2021 CEO merit increase.
14. Approved (1/15/2021): Approve a loan amount of up to \$280,000 issued under the 2nd draw of the SBA Paycheck Protection Program.
15. Approved (1/15/2021): Grant USMS Treasurer, Teddy Decker, the authority to execute the necessary documents on behalf of USMS and state formally that this action is consistent with our by-laws.
16. Approved (1/18/2021): December 14, 2020 BOD Meeting minutes.
17. Approved (1/18/2021): January 15, 2021 BOD Meeting minutes as amended.
18. Approved (2/16/2021): January 18, 2021 BOD Meeting minutes.
19. Approved (2/16/2021): Tom Boak appointed to National Board of Review hearing panel pool and Charles Cockrell appointed to the Governance Committee.
20. Approved (2/16/2021): Two-week extension to Article 104.5.6 B (3) for the Championship Committee publishing a list of regional and local clubs.

Executive Committee Actions Taken since Sep 2020 Annual Meeting:

1. Approved (11/2/2020): September 8, 2020 Executive Committee Meeting minutes.
2. Approved (12/7/2020): November 2, 2020 Executive Committee Meeting minutes.
3. Approved (1/11/2021): December 7, 2020 Executive Committee Meeting minutes.
4. Approved (2/1/2021): January 11, 2021 Executive Committee Meeting minutes.

2021 Treasurer Report for Winter BOD Meeting

Teddy Decker

Audit: All of the work of the audit committee (AC) takes place after the completion of the audit, so not much has happened yet for 2021 with the AC. Susan is beginning to work on her audit preparations and fieldwork is scheduled to start in April. The AC will meet virtually again in May or June this year to review the audited financial statements and tax return.

Investment: The investment committee has met a few times since the annual meeting in order to continue to monitor the investment portfolio. An adjustment was made to maintain concurrence with the investment policy. See additional extended report from the chair in the this packet.

Finance: The finance committee (FC) met once to continue monitoring the financial progress of USMS for the 2021 year. We agreed that we will not be adjusting the 2021 budget, but rather will rely on the forecasts for anticipated changes for 2021. Susan will provide analysis against budget as well as forecasts for the 2021 year. In addition, Susan will be working on a 2-year forecast (per FOG IV#4) through the end of 2022 after the first quarter 2021 forecast is fairly well set.

Management is cautiously optimistic about our membership numbers for 2021 so far. We typically have 70% of our annual membership by this time and if that holds true for 2021, we should end the year with about 42,500 members for 2021 – which is greater than our budgeted membership of 4k. In addition, management is hopeful that we will be able to hold the Olympic marketing campaign which usually attracts several new members as well as increasing our partner revenue. In addition, USMS was awarded a second round of PPP funding, which is expected to be fully forgiven, as the first round was and there are discussions of other government stimulus options that we will be continuing to monitor and take advantage of wherever possible.

Although we are not at pre-pandemic levels, the prudent stewardship of our finances leaves us in a good position this year and we are hopeful that we will be able to make a full recovery by the end of 2022.

Report of the USMS Vice President of Community Services to the Board of Directors

Winter 2021

The Committees under Community Services--Coaches, Diversity and Inclusion, Fitness Education, and Sports Medicine and Science, have continued to expand upon their efforts from 2020, following the Annual Meeting in September. As was the case last year, clear definition of work scope and deliverables continues to be our overall objective. A point of emphasis is the focus on returning USMS activity and support to some level of “normalcy” in the wake of the COVID-19 pandemic, be it in the return to training and competition, or to enhancement of community-building efforts. This report, while noting any accomplishments since the Annual Meeting, will focus on planned 2021 efforts and activities, noting any issues and obstacles to these objectives.

The Diversity and Inclusion Committee continues under the leadership of Sarah Welch. Vice Chair duties have passed from Ally Sega to Jeff Commings. Since the 2020 Annual Meeting, D&I met via Zoom Call during October, December, January and February.

This Committee continues to be meticulously organized, dynamic, and highly engaged in their efforts to enhance inclusiveness across USMS. Specifically,

1. The Committee will tailor the successful Diversity and Inclusion Training and Webinar for the LMSC audience. The comprehensive PowerPoint presentation for Coaches is a template for the basis of the training, which the Committee hopes will be augmented with examples from LMSCs and their experience. At this time, three LMSCs (Minnesota, Connecticut, and Southern Pacific) have established LMSC Diversity and Inclusion Chair/Coordinator positions. The Committee will assist and guide the training of these positions for these and other LMSCs.
2. The Committee is developing a Diversity and Inclusion Recognition Program. They will coordinate with the Awards and Recognition Committee, leveraging off successful examples in other areas of USMS volunteer recognition.
3. The Committee continues to identify and write up best practices concerning inclusiveness and embracing diversity. The group is determining how to solicit ideas from various local organizations that they can turn into examples for Clubs and LMSCs.
4. The Committee is in the process of drafting guidance on how USMS notes and observes holidays.
5. The Committee continues coordination with the National Office to distribute the 2021 Coaches Survey to identify more coaches who are champions of diversity and inclusion.
6. The Committee continues evaluating suggestions for D&I related legislative updates.
7. The Committee continues to support the National Office in their roll out of the online community module, where members can self-identify their ethnicity and other characteristics. This information is critical to having a sound foundation for targeted diversity initiatives in the future.

The main obstacle that this Committee faces is that their field of endeavor is so vast that there is always something that needs attention, anywhere they look. This can result in dilution of efforts, and not being in step with the National Office and BOD on their respective efforts and initiatives. This can cause counterproductive drag and friction between parties, both in terms of direction and use of available resources. Regular tag ups between Committee leadership and the BOD and National Office representatives to synchronize priorities and direction are recommended.

The Coaches Committee, under Kenny Brisbin and Chris McPherson, remains a well-organized group with clearly defined and well-established deliverables and responsibilities. Meetings were held in October, December, January and February. They remain focused on the education, support and recognition of coaches throughout USMS, bringing great value to the National Organization in terms of products and services.

One pitfall that can occasionally trip up this Committee is that their exceptional levels of expertise and experience have the potential to make them more resistant to change than is sometimes warranted. However, to their credit, they are aware of this, and they take active steps to alleviate any potential friction.

2020 was a particularly trying year, with the operations of many Club and Team Programs significantly curtailed, if not outright suspended. Many Clubs have been out of the water for the better part of a year, while others operate as if there were no pandemic restrictions at all. The rules of engagement vary state to state, county to county, facility to facility. There is very little commonality from which to determine appropriate guidance. All in-person Coaches Certification training was suspended, while most competition events, including several USMS National Championship events, were dramatically reduced in scope, if not outright suspended or cancelled. The 2020 National Coaches Clinic was cancelled. The Coaches Mentoring Program, one of the Committee's flagship efforts, suffered during 2020. A significant goal for 2021 is to work more closely and in better alignment with the National Office with respect to the revitalization of these and other local programs, pending the status of the COVID-19 pandemic and implementation of vaccine protocols. Some prime examples of these efforts include:

1. The launch of an online version of USMS Level 1 Coaches Certification, the effort currently in the final stages of development.
2. The development of a hybridized (online and in person) version of Level 2 Coaches Certification.
3. Assisting the LMSC Development Committee in developing a template for the requirements, desires and standards for the position of LMSC Coaches Chair.
4. The relaunch of monthly Coaches Peer to Peer Webinars, the first of which happened in February. 100 coaches signed up, and over 60 were in attendance.
5. Closer liaisons with as many standing committees as possible. Currently, Coaches liaise with Diversity and Inclusion, Open Water, Fitness Education, Awards and Recognition, and Sports Medicine and Science. The Committee would like to be connected to more.

As noted, the Coaches Committee makes significant and dynamic contributions to the National Organization in terms of products and services. As the pandemic hopefully fades, and restrictions are lifted, Coaches will be further challenged with the additional efforts associated with the revitalization of USMS at all levels. Engagement and alignment with the National Office will be paramount. This will be the focus of my efforts with this Committee throughout this year.

The Sports Medicine and Science Committee is again chaired by Christopher Rieder. The Vice Chair position has transitioned from Jane Moore to Arlette Godges. A meeting was held in October, while November's meeting did not field a quorum necessary to conduct business. December's meeting was an informal review of the year's work. Regular monthly meetings have resumed in January and February. The Committee made great strides last year not only in terms of more clearly defining their scope of work, but also by introducing a much higher degree of scientific rigor to their endeavors. The notable accomplishments along these lines from last year include the establishment of a pool of qualified technical reviewers to vet any publications generated or brought forth for presentation to USMS membership. They function as gatekeepers, serving to investigate and research publications in the best interests of our membership, and in protecting our USMS Brand. In addition, several members of the Committee have authored articles that have been published by USMS or are in the queue. The Committee is also soliciting topics for research and publication. It is hoped that these activities will increase in frequency and range over the coming year.

My concerns with this Committee center on the volume of products that they can deliver to the USMS Community, and how much of their current scope of effort can be performed by National Office Staff. Duplication of effort is counterproductive, makes poor use of our volunteers' talents, and does not serve the best interests of USMS.

The Fitness Education Committee, led by Mary Jurey and Emily Cook, continues their improvement in focus and performance that started last year. Committee meetings were held in October, and in November, but as was the case with SMS, the November meeting did not have a quorum of members present, and no official business was conducted. Regular monthly meetings reconvened in January and February. The focus for 2021 centers on fitness education and participation initiatives. Notably, the Committee seeks ways to drum up more participation and support for the seasonal Fitness Challenge events. They track the event dates and participation levels, and they are working to harvest useful participation and registration metrics. They are bulking up communications related to these events. They are also developing strategies to emphasize the "Education" portion of their name—seeking to develop a blog or newsletter to flow fitness education information down to the LMSC and local level (e.g., to the LMSC Fitness Chairs, should such positions exist). In particular, the existing USMS Fitness Award suffers from a lack of visibility. The Committee is in the process of clarifying vague award criteria and finding new and better ways to publicize the award and solicit nominations. The upcoming USMS Events newsletter is viewed as a potential conduit to USMS membership for many of these efforts. Ultimately, the idea is to pass the information on to the members via different forms and levels of media.

The Committee is developing additional recognition programs to honor Fitness Champions throughout USMS. Definition of the parameters is ongoing, and the Committee will approach the Awards and Recognition Committee to examine existing recognition programs to determine best practices. The Committee is also considering partnering with the Sports Medicine and Science Committee to find better ways to flow fitness information to the membership, and to develop and present fitness topics for the membership several times a year. This would involve recruiting speakers and subject matter experts and developing webinars, much like what the Coaches Committee is currently doing.

My concerns with this Committee's efforts should be evident from this report. Much of the Fitness Education Committee's work concerns the Fitness events that are already under the purview of the National Office Staff. Likewise, many of the education topics discussed in their meetings lately are within the scope of the Sports Medicine and Science Committee. Simply put, there don't seem to be many products or deliverables of which Fitness Education has total ownership. They collaborate with, partner with, and otherwise support initiatives and activities related to health and fitness, but, as has been observed and pointed out by others, Fitness Ed is not the generator nor prime mover of these efforts.

When I assumed this Executive Committee position in 2019, I was vehemently opposed to the recommendation of the Volunteer Task Force to merge the Fitness Education Committee and the Sports Medicine and Science Committee. To my mind, while the Committees were similar in some respects, I viewed their approaches to their subject matter as very different—SMS worked from the scientific and theoretical point of view, while Fitness Education promoted more of the practical applicability and marketing of such information. Certainly, members of these two Committees view their roles thusly. However, as I write this report, I am no longer so sure. While I still appreciate the distinction between the two committees, particularly in terms of their approaches to their efforts, it now seems to me that SMS is limited in the scope and volume of what they can offer to our Community, while Fitness Ed serves more as an adjunct to other organs within the National Organization, albeit a valuable one. While I admire the passion and diligence of the members of both Committees, I have concerns about the independent viability of each of these two Committees going forward for these reasons.

At present, I am not advocating an approach one way or the other, but perhaps it's time to reconsider the recommendations of the Volunteer Task Force about merging the two Committees, despite my earlier misgivings. Assuming that the appropriate legislation could be brought forward, redefining the charter and scope of work of the resultant joint Committee would be required, a significant effort in and of itself. This is a matter I hope to examine and discuss with other members of the Board of Directors this year.

Respectfully submitted,

Chris Campbell
USMS Vice President of Community Services
February 28, 2021

U.S. Masters Swimming 2021 Winter Board of Directors Meeting Administration Division Report

Vice President of Administration (Chris Colburn)

1. I have communicated individually with each of the committee chairs to get up to speed on the work of each committee; the committees' planned communication styles and frequency; and to understand how the committees interact both within the division and with other committees and parts of the organization.
2. One key theme I communicated to all of the committee chairs was to ensure that the work of all the committees would be focused on alignment with objectives related to the Strategic Plan as well as with improved operations as we move toward a post-pandemic landscape.
3. I attended all my committee's kickoff activities and January/February meetings for 2021. Much of the initial work there and our email communications inform this report.
4. Among the volunteers in my committees, I have observed a marked desire to get back to events and in-person meetings in 2021, provided the safety of the participants is feasible.
5. I continue to work with Governance Committee, and as part of the Education Subcommittee. We have begun to plan our educational and training work for the Board for this year while looking for more volunteers for the subcommittee.

Championship Committee (Jim Clemmons, Chair)

1. The Committee has continued its ongoing work surrounding the 2021 pool championship events.
2. The Committee concurred on the postponed dates for 2021 pool National Championships (Short Course in Greensboro in July and Long Course at the SPIRE Institute in October).
3. Due to the uncertainty surrounding 2021's pool championships, the committee decided to postpone the solicitation of bids for 2023 pool championship events until an as-yet-undetermined later date.
4. In the meantime, the committee is working with meet hosts on logistics and guidelines for what 2021 pool national events will look like from the standpoint of numbers of athletes, and logistics surrounding the meet.
5. One key decision involved restructuring of the meets to five days (from four) to accommodate shorter sessions that are separated by age groups to limit the number of athletes in the venues at one time.

Legislation Committee (Charles Cockrell, Chair)

1. The Committee held a kickoff meeting in December to introduce Charles as chair and to answer any questions from the committee regarding the change in leadership. Discussion centered around logistics, leadership styles, and plans for the coming year.

2. The Committee had their initial meeting for 2021 on January 19 to discuss further internal business; to communicate a plan to contact other committee chairs and key stakeholders on potential legislation for 2021; and to look at salient items from last year that may carry over into 2021.
3. One item of interest included the work to reorganize items in Part Two functionally in the Rule Book that failed in the House in 2020. Strategies were discussed to make the work more digestible to the House, how to break up the legislation to reduce the dependency on an “all-or-nothing” strategy, and how to communicate the overall plan well in advance of the Annual Meeting.
4. The Chair has engaged in ongoing discussions with the Chair of the Rules Committee not only to facilitate the work in #3 above, but also to continue the dialogue on how the two committees can collaborate on relevant topics as they come up.
5. In addition, Charles will continue in his role to represent USMS to the USA Swimming Rules and Regulations Committee. He will communicate relevant information as needed to me and to the Rules Committee chair.

Membership Committee (Sue Nutty, Chair)

1. The Committee had a kickoff meeting on January 27. They discussed the work of the Committee and explored some of the relevant work they could participate in this year.
2. Most work that was suggested centered around updates to the Guide to Operations, updating it to reflect better the current role of LMSC Membership Coordinators; to update the processes used by Membership Coordinators with respect to the current registration process; and to address issues raised by Membership Coordinators from LMSCs of different sizes.
3. In addition, the committee is working on a list of updates to the FAQ that pertains to Membership Coordinators.

Rules Committee (Mollie Grover, Chair)

1. The Committee met in December to introduce Mollie as chair and to answer any questions the committee might have with respect to the change in leadership.
2. The Committee held their first meeting of the year on February 2. Discussion centered around the Committee Survey results; ground rules for the committee; the proposed cadence for committee work, which will proceed much as it has in previous years; and the potential topics for discussion this year. As with Legislation, Mollie plans to reach out to inquire on any salient topics that the committee might consider this year.
3. Mollie communicated to the Committee that Charles Cockrell would continue as the USMS representative to the USA Swimming Rules and Regulations Committee, and that Charles would relay any germane information to the Rules Committee as it becomes available.

USMS EXECUTIVE COMMITTEE REPORT
Winter Board meeting March 2021

Vice President of Programs

Donn Livoni

The Programs division consists of two committees (Long Distance and Officials). The VP of Programs serves as an *ex-officio* member of these two committees. I am extremely fortunate to have worked with a committed group of committee chairs. Both of these committees work all year as they have a continuous work cycles preparing for pool meets and open water events and championships. For details of each committee's achievements, please see below.

Long Distance Committee (LDC)

Committee Members:

Ali Hall, Chair; Phyllis Quinn, Vice Chair

David Brancamp, Robin Smith, Sarah King, Stephen Rouch, Alana Aubin, Catherine Rust, Jim Davidson, Tim Murphy, Bob Singer, Bob Bruce, Lorena Sims, Jenny Hodges, Chuck Beatty, Jill Wright

Ex-Officio: VP Donn Livoni, David Miner, Jay Eckert

Introduction

Duties include: The Long Distance Committee shall oversee the rules and administration of open water and long distance events. The committee shall solicit and review bid proposals and select the sites for the long distance championship events. The committee shall work in a coordinating and advisory capacity with event hosts and make recommendations to enhance the quality of Long Distance championship events. The committee shall maintain records and select the Long Distance All-American and Long Distance All-Star Teams. The committee shall assure that the competitive rules in Part 3 of the USMS Rules and Regulations provide for fair and equitable competition in the best interests of all USMS members and that these members are informed of current rules, interpretations, and changes. The committee may initiate and shall accept, consider, and report proposed amendments, with the committee's recommendations, at the annual meeting of the House of Delegates, in accordance with the provisions of Part 6. When necessary, the committee shall interpret and render opinions regarding any provision of the rules and regulations of USMS within the committee's jurisdiction as defined in article 601.1

Discussions and Projects Since the 2020 Virtual Annual Meeting

1. All 2020 event results, compilations, awards and records are complete and posted.
2. The LDC Goals working group has established the following priorities: a) absorb the functions of the Open Water Committee (OWC) into the LDC; b) evaluate LDC rules review processes, especially to gather feedback and communicate with interested members from outside the LDC pre-HOD; c) Review & develop job descriptions for open water officials; d) find a home

- within USMS rules for postal event that are not “long distance;” e) develop guidelines for evaluating the appropriate use of and rules around new technology; f) compare USMS and USA Swimming open water rules and prepare rules/guidelines for dual sanctioning; g) organize and centralize LDC internal documents; h) increase ePostal participation
3. The LDC continues to develop proposals for rules updates, in conjunction with the Open Water Committee and will work with the Rules and Legislation Committees as the year goes on.
 4. The LDC has met both through e-exchanges and regularly scheduled virtual meetings. All minutes approved have been sent to the USMS Secretary for posting.
 5. The LDC developed, posted and distributed the Long Distance National Championship (LD NC) call for annual award nominations. This LD NC recognition is awarded to a USMS registered individual or group that has made significant contributions to the success and promotion of USMS Long Distance National Championship events.
 6. The 2023 LD NC selection working group developed, posted and distributed the call for bids for all ePostal and OWNC distances. This working group will review bids received and make recommendations to the LDC.
 7. The 2021 One Hour e-Postal, hosted by Oregon Masters, is in progress. The LDC voted to extend the event through March 31, 2021, as an acknowledgment of pandemic-related difficulties with pool and counter access. To date, more than 300 individual entries have been received.
 8. 4 scheduled 2021 OWNC events remain on the established calendar and we await pandemic-generated modification requests if appropriate. The Bourne Texas OWNC Festival (Sprint and Long Distances) are scheduled for May 2021, though pandemic-related restrictions present a barrier. The host is in discussions with the LDC about moving the events to September or October, as water there is too warm for an event to be held between May and September. The host is aware of the scheduled Annual Meeting and LCM Nationals dates, so will seek to steer clear of those calendar conflicts.
 9. The in-person OW clinic connected to the Texas festival events has been transitioned to a planned video format. A working group has met virtually and is currently creating content for production and distribution.
 10. The document flow work group continues to update guidelines, documents and worksheets used by the LDC support event hosts, liaise with the National Office, to collect and publish information, as well as track events.
 11. Lead and back-up roles for each task and function in the LDC ensure continuous coverage of responsibilities, serve to mentor newer committee members and distributes workloads more evenly. Lead and back-up assignments will be identified shortly for the 2022 LD NC events, as the National Office prepares the contract signature processes.
 12. A Virtual Annual Meeting workgroup will coordinate a variety of activities to support the LDC’s mission and responsibilities, should the scheduled in-person Annual Meeting change format.

13. The LDC has formed an ePostal Participation working group, composed of all 2021 ePostal liaison teams, the LDC rules leaders and the goals workgroup lead, to collaborate with the National Office.

Officials Committee

Committee Members

Teri White Chair; Mike Abegg Vice Chair

Jerrilynn Bayless, Omar De Armas, David Diehl, John Fox, Judy Gillies, John King, Michael Moore, Alina Perez de Armas, Lisa Phillips, Jeff Sargent

Ex-Officio: Donn Livoni, Onshalee Promchitmart

Introduction

The Officials Committee (OC) is responsible for training, education, and certification programs to ensure that the competitive program offered to USMS members is conducted with the highest standard of professional officiating and in full conformance with USMS rules and regulations. With the pandemic of COVID-19 in 2020 and into early 2021, our competitive swimming meets across the country have been severely curtailed, if not completely shut down. Both National Championship meets were cancelled, along with College Club Swimming Championships. We are optimistic that 2021 will once again bring us back on deck by the summer months.

Discussions and Projects Since Last Convention

14. **Officials Certification Program:** despite the cessation of most meets after March 1, 2020, new officials continue to be added and we are now at 246 total (21% increase) with 46 USMS Referees (43% increase). As more officials gain experience at USMS meets, word is spreading of our certification program with positive results.
15. **Championship Meets, 2021:** Short Course Nationals planned for Greensboro, NC in July. Working with Championship and Meet Host to provide strong support for their selected Meet Referee who is not a Nationally certified USA Referee (normal requirement). Committee members Alina Perez de Armas and Teri White, along with former Committee Chair Ed Saltzman will serve in Team Lead positions plus offer observations for officials seeking USA National credentials and renewals.
Long Course Nationals planned for The Spire Institute in October. Discussions underway with Championship and Meet Host for selection of all lead officials. Committee asked to nominate candidates for approval.
College Club Swimming Championships: being held as an ‘aggregate meet’ from as many locations as can offer competition. Not an opportunity for the Committee to formally support, looking forward to supporting in 2022.
16. **Officials Excellence Award:** Nominations being solicited for 2021 recipient from LMSC Officials Chairs. Previous nominations included in the review process for this year’s award.

17. **Officials content on USMS website:** Existing links continue to be verified for broken or erroneous links.
18. **USMS Administrative Official:** Concern that time verification process may not be correct in small meets. Need for creating an “Administrative Official” position discussed. Will work with Recognition Committee to determine concerns and need.
19. **Online Training Video/Webinar:** Lack of meets in 2020 could cause need for ‘refresher training’ in many areas. PowerPoint presentations for both Stroke & Turn and Starter online, but perhaps an online presentation or taped Webinar could be offered to interested officials. Ongoing discussion.

Action Items

1. Officials Certification Program: review test questions on the USMS Supplemental Test for current rules and emphasis of best practices.
2. Championship meets: actively recruit USMS recognized officials to support both Greensboro and Spire. Nominate candidates for Meet Referee, Admin Referee, Head Starter and Team Lead Chief Judge for Spire.
3. Officials Excellence Award: email LMSC OC’s for new nominations, review existing nominations for recommendations to Committee on “final candidates”.
4. Website content: all committee members encouraged to look through our content for outdated materials or broken links, reporting back to Mike A.
5. Administrative Official: Need working relationship with Recognition to see what concerns are being seen with data submitted from LMSC level meets.
6. Online video training/webinar: Onshalee believes we can use USMS Zoom account for a live presentation, also that a Webinar recording might be possible. Ongoing discussion.

Agenda – March 10, 2021

1. Call to order, approval of Feb 3 meeting Minutes
2. Officials Certification Program
3. Championship Meet Support:
 - Short-course Championship in Greensboro
 - Long-course Championship at Spire Institute
4. Officials Excellence Award
5. Website content development/review
6. USMS Administrative Official
7. Online Training session/Webinar

U.S. Masters Swimming
2021 Winter Board Meeting
VP of Local Operation Report
Submitted by Ed Coates

Vice President of Local Operations

In December and January, I held kickoff calls with the committee chair and vice-chair of each of my assigned committees. We discussed committee objectives, projects and resource needs for the year. We also discussed that activities need to be aligned with USMS strategic objectives.

For 2021, we have new committee chairs for LMSC Development and Recognition and Awards. I worked to help with transition for these committee chairs and to orient them to committee members and activities.

I also facilitated the selection of a new Pacific Northwest Zone Chair, after Paige Buehler stepped down when she was elected to the Board of Directors. In accordance with the rulebook, I selected Aaron Norton to replace Paige after consultations with the LMSC chairs in the PNW zone and concurrence with the USMS President. I will be doing the same process for the Southwest Zone in the coming weeks, after the chair stepped down. I also coordinated a review of draft LMSC volunteer job descriptions developed by the other VPs. I appreciate the feedback and input received from the VPs. I will be coordinating the posting of the Job Descriptions with the National office.

Below is a summary objectives and projects discussed during the kickoff calls and any items of interest from committee meetings held to date.

History and Archives Committee (Frank “Skip” Thompson, Chair)

Subcommittees met on February 3 and 10

2021 Projects:

- Updating historical Relay Top Ten results
- Updating USMS committee membership history
- Maintaining list of deceased USMS member
- Maintaining list of Olympians that are USMS members
- Assist Recognition and Awards committee with biographies of award recipients.
- Local/LMSC living history – Research and identifying LMSC to highlight as an example of best practices. Identify resources that LMSC could use to capture and share this information. Develop educational resources to share best practices with LMSC.

LMSC Development Committee (Rob Copeland, Chair)

Held meeting on January 21 and February 16. Monthly committee meetings to be held on the 3rd Tuesday of each months.

2021 Initiatives and activities:

- Setup committee Task forces
 - Volunteer Development, Education and Opportunities -
 - LMSC Standards
 - Volunteer Roles – Job Descriptions
 - Peer to Peer webinars and Volunteer Summit –
 - Mentorship
- Develop new plan for regular volunteer education in place of peer to peer calls
- Not going to administer LMSC standards survey in 2021
- Conduct survey of LMSCs to get feedback on needs
- Revise LMSC standards for updates in procedures approved by BOD in 2020
- Help develop Volunteer education summit based on BOD task force recommendations
- Develop legislation to merge West Texas LMSC with New Mexico
- Utilizing free Slack channel as committee communication platform

Recognition and Awards Committee (Charis McCarthy, Chair)

Held meetings on January 27 and February 28

2021 Initiatives and Activities

- Organizing subcommittees to administer awards and other activities for the year. Below are the committees and the designated chair
 - Ransom J. Arthur - Nadine
 - Dorothy Donnelly Service Award - Charis
 - June Krauser Communications - Nancy
 - Club of the Year - Laura
 - MISHOF - Rich
 - Zone/LMSC Communications
 - Award Bios
- Increase nominations for all awards. Set goal for the number of nominations for each award.
- Inventory awards given and coordinate purchases of awards through the National Office
- Improve ease of use of nomination forms. Working to develop fillable PDF for each award.
- Review award policies for consistency with the award forms
- Work with VPLO and National office on methods to communicate and promote local recognition.

Records and Tabulation Committee (MJ Caswell, Chair)

2021 activities:

Update committee sections to the Guide to Operations

Make recommendation on deadlines for Top Ten recognitions due to Nationals date changes



**2021 Winter Board of Directors Meeting
Immediate Past President's Report**

The Immediate Past President's main role is to provide transition and counsel to the successor President. It's been my pleasure to continue to consult with Peter Guadagni as he is now in the second year of his presidency. I am impressed by Peter's focus on improving USMS's volunteer structure and optimizing the relationship between the governing board, volunteers, and the staff that drives USMS business. The latter focus has been important while Peter works with Dawson as USMS makes its way through its most difficult time with the disruption of the COVID-19 pandemic.

In addition to consulting with Peter, I serve on the Governance Committee, where I participated in a sub-group that developed a delineation of volunteer roles. The document is intended to be a background understanding of roles that may assist in determining how best to organize and align national committees and other national volunteer structures.

I also served recently as the Interim National Board of Review Chair to resolve an outstanding grievance and provide a bridge as USMS's NBR Chair, Juliet Cox, stepped into her role. It was gratifying to have assisted.