

1999 Computer On Line Committee Minutes

September 16, 1999

Action Items

*** Request a draft of a privacy statement from the Executive Committee to place on our web site.

*** Investigate and make appropriate recommendation to executive committee regarding changing the Webmaster position to a contract position [Julie Paque].

*** Schedule a web site demonstration and walkthrough session for next year's convention [Jim Matysek].

Attendance

Number of committee members present: 9 Number of committee members absent: 4

Total number of delegates attending the meeting: 31

Minutes

I. The meeting was called to order at 3:00 PM, and the committee roll was taken.

II. Old Business:

Last year we asked for Web banner information to see what kind of revenue USA Swimming was realizing from these efforts. We still need to check and see if we can take care of getting some of the revenue.

Mindspring continues to provide our web site and 3 dialup accounts for free. We have had several occurrences of our accounts timing out and being shut off without notice, due to Mindspring not tracking these complimentary accounts well. Mel Goldstein has stepped in as our Mindspring interface, and now makes contact with them prior to the renewal dates to be sure this doesn't happen again.

III. Review of Ongoing Projects:

USMS.org Aliases:

USMS has approximately 1100 alias accounts today, with an average of 1 or more requests per day. Administering these requests is a very time consuming task, and servicing these requests in a batch mode has been delayed to every 3-4 weeks lately as a result. Discussion was held on whether to discontinue offering new aliases to the general membership. The national officer and LMSC officer aliases would continue to be offered, and current aliases would not be deleted. Our options are to discontinue the personal aliases, find a new volunteer willing to support the aliases, or find a method of

batch processing aliases rather than the current tedious interface (requires Mindspring support). **M/S/P** to discontinue offering new personal aliases unless a replacement volunteer can be found.

Nationals On Line Entries:

Aproximately 420 out of 2100 swimmers registered on line for SCY, and 220 out of 1000 for LCM. The swimmers liked the system, and Santa Clara found that it saved them time. For the Minnesota meet, a concern was raised over the extra time that was required to track down the swimmers who did not follow-up by sending in a copy of their registration card and the signed waiver.

We are working on using the National Database in order to verify registration and require signature on waiver statements when registering at the meet to resolve these issues. One concern was that the on line meet entry did not have foolproof verification for extremely long times for verification, so if a swimmer enters 10:00 for a 50, that time will be accepted. A change for next year will be made to allow for time zone differences for the cutoff date/time for entries. A modified version that LMSC's could use for their meets is not currently available, but may be at some point in the future.

Y2K Status:

An evaluation of our susceptibility to the Y2K bug has been done. We have found no problem as the only thing that use dates are the Discussion Forums and on line entries. Both of these areas have been found to be Y2K compliant.

Discussion Forum Administration:

Need new moderators for Discussion forums. Several volunteers were suggested: Wayne McCauley, Barry Fasbender, Sally Dillon.

On Line Meet Results Database:

On line database thru Hy-Tek can now be shown on the website. Various search orders can be used. All meet entry in the Hy-Tek or USAS-SDIF format can be placed into the database and all LMSC's are encouraged to submit results. The question about odd-ball events was asked (will a 75 relay event adversely impact the database), and Jim will check into the database to see if they can be entered.

Committee Liaisons Reports:

Long distance website - if anyone has any articles contact Lynn Hazelwood in order to get them on the site.

Top Ten - Carl House gets the data and compiles them into the database. Relays are created by Pieter Cath. If there is anyone who knows any missing All Americans, about 70% of 3000 are missing data, either birthdate, or LMSC, so Carl House needs the information. If anyone knows the people please notify Carl to help identify the people. A suggestion was made to create up to 3 documents and give to the National Secretary for distribution should someone want to look up the names and help identify, including each of the LMSC reports. Also, we may want to mail out and give it out at House of Delegates.

Book Store Status:

Our affiliation with Amazon has generated almost \$10/week on average. For the past 3 or 4 weeks we have quadrupled our sales due to placing a Best Seller's list on the home page. It is not a lot of money but it does help defer costs. In order to qualify for a referral sale, you must go to Amazon.com by linking directly from the usms.org web site.

Other affiliate programs are being considered by the Executive Committee, but there are no exclusive

affiliate programs that could affect a LMSC's decision to use advertising on their site.

IV. New Business

Registration:

Items worked on this year, is how do I join. Now there is an item on the home page that informs potential new swimmers how to join our organization, by referring them to their local Registrar. There is also a registration area that is under test that refers the swimmer directly to the LMSC registration web page and a PDF registration form for the LMSC. We will offer to all LMSC's a service to convert their registration forms to PDF format, and will place these forms on the USMS web site for LMSC's that don't have their own site. Since some swimmers may not be able to use the PDF format, a Fax back service was suggested as an alternative. The requirements for providing this service will be looked into.

A question was asked if the CO-L Committee going to create information on educating people on how to use PDF format. No commitment was made regarding this suggestion. Perhaps an item in the FAQ could be added – referencing the Adobe site was considered not a good idea, since this intimidates some novice computer users.

Our long-term goal is to figure out a way to handle on line registrations. There are many logistical hurdles involved in this, and we must ensure that we maintain a strong liability defense from a legal standpoint. It was suggested that a sub-committee look into the feasibility of on line registration, including credit card payment and legal implications. Craig Campesi, Jim Matysek, and George Simon will look into this.

New Initiative Brainstorming:

It was suggested that this committee make a presentation to the House of Delegates on how to use the web site. There was significant interest in this item, so we will plan a session at next year's convention.

Privacy issues are a concern of many and need to be addressed. Perhaps releases for the use of photos on top ten are needed, and guidelines from C O-L as to how to use information and what should or should not be published. LMSC should send all people who give e-mail address the chance to not be able to be used. The Executive Committee should be asked to create a privacy policy statement to be posted on our web site. Every site should have a privacy statement.

Need to create an LMSC resource center to provide an area where LMSC officers can obtain information and helpful hints on how to run their organization. It was also suggested that a collection of LMSC newsletters could be placed here so that LMSC's can find out what is going on in other LMSC's.

We should consider changing the Webmaster to a contract position. Julie Paque will chair a subcommittee so study this and make recommendations to the Executive Committee.

There was a request to expand our information about Open Water Swims on the web site, including information and results of more events (not just national championships) and to include photos where they are available.

We will contact the Finance Committee about placing the FOG and Budget on the web site.

The Coaches Committee has requested that we place the Coaches Manual on the web site.

Bill Tingley has offered a listing of all international Masters Swimming contacts that we can place on the web site.

Adjournment – 6:45 PM

Tasks for Upcoming Year:

- Create an LMSC Resource Center on the web site, including the contents of the LMSC Handbook, the LMSC Officers list (with edit capability), information on how to create an LMSC web site and the tools required, information on newsletter creation and a collection of LMSC newsletters, etc. Jim Matysek will lead this activity.
- Investigate changing the Webmaster position to a contract position, and make recommendations to the Executive Committee. Julie Paque will lead this activity.
- Investigate what would be required to create a Fax on demand capability from our web site for people to be able to retrieve useful documents and forms.
- This committee will conduct one or two sessions at next year's convention showing delegates how to use the web site and what is available in one session, and possibly a second session on developing web sites (more technically oriented).