

**United States Masters Swimming Executive Committee Midyear Meeting
The Woodlands, Texas**

January 26–27, 2006

FINAL

Action items:

1. Recommend to the Board of Directors that we allow online entry for sanctioned events.
 2. Recommend to the Board of Directors that meet hosts must accept paper entries for national championships, even if they are using online entry.
 3. Recommend to the Board of Directors that we not allow LMSCs to contract with outside companies for online membership registration.
 4. Appoint a task force to develop requirements, and issue and evaluate an RFI (request for information) for online membership registration.
 5. Direct the webmaster to cease work on the One Hour Postal entry system immediately.
 6. Direct the webmaster to immediately cease all but emergency web maintenance until the World Championships online entry system is completed.
 7. Waive PMG, if necessary, to hire an outside contractor for development of the World Championships online entry application.
 8. Direct Margaret Bayless to buy professional insurance related to her USMS position, and USMS will reimburse her.
 9. Recommend to the Board of Directors that we investigate whether we still need an internal auditor.
 10. Recommend a policy to the Board of Directors that committee members may be reimbursed for budgeted expenses, but they will not be compensated for performing committee services.
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President Rob Copeland called the meeting to order at 3:31 p.m., Thursday, January 26, at The Woodlands Waterway Marriott Hotel. Also present were Vice President of Member Services Mark Gill, Vice President of Community Services Michael Heather, Vice President of National Operations Leo Letendre, Vice President of Local Operations Julie Heather, Secretary Meg Smath, Treasurer Tom Boak, Immediate Past President Jim Miller and National Office Administrator Tracy Grilli. Legal Counsel Patty Miller joined the meeting at 4:35 p.m. USAS President Dale Neuberger joined the meeting at 10:15 a.m. Friday, January 27.

Appointments

Mark suggested that in the future we consider appointing a liaison with Team in Training, an organization that raises funds for the Leukemia and Lymphoma Society by having its participants run marathons and do triathlons and bike rides. We could partner with Team in Training to help their participants with their swim training. Jim said he has long had a goal of having an NCAA liaison. Rob said that anyone who wants to go to an organization and pitch USMS should do it, but notify him first.

Communication

We need to establish appropriate lines of communication and make sure everyone is in the loop who should be. We should err on the side of early notification. In order to get the minutes to our meetings out as quickly as possible, Meg will keep on everybody to vote on amendments and approving minutes. Officer reports should be turned in four days before a meeting so that Meg can pull out items that should be on the agenda, and everyone on the Executive Committee should be copied. She will send reminders about upcoming conference calls 10 days out.

Convention schedule

The Executive Committee will arrive at convention on Tuesday, September 12, and begin meeting at 2:00 p.m., discussing general business. Employee evaluations will take place on Wednesday, September 13. Meg will email the employees' job descriptions and goals to the committee. The vice president of local operations will organize new delegate orientation.

A subcommittee of Meg, Tracy, Jim, Julie and Michael organized the meeting schedule. It will be distributed to the remainder of the Board of Directors for their input, and then sent to committee chairs for their input.

Using outside vendors for online meet entry

The host of one of the upcoming long distance national championships is planning to use an outside vendor as the only means of entering the meet (in other words, they would accept no paper entries). We recognized that online entry by outside vendors has already been used for some local meets. Patty said we need to make sure that when clubs set up online entry that they are still in compliance with our sanctioning requirements (e.g., they need to make sure that the step in which the user agrees to the waiver cannot be skipped). Patty will write guidelines for sanction chairs to follow for online entry. **MSA to recommend to the Board of Directors that we allow online entry for sanctioned events.** Because it would be unfair to our members without Internet access if the only way a national championship could be entered was online, **MSA to recommend to the Board of Directors that meet hosts must accept paper registration for national championships, even if they are using online entry.**

Mark said that Hy-Tek has partnered with another company that imports registration information into Meet Manager. They have contacted Mark to ask for access to our registration database, but Leo said this would only be possible when we have online membership registration available. Julie recommended that when this day comes that the database also be accessible to all registrars and Top 10 coordinators.

One LMSC had been planning to contract with an outside firm for online membership registration. Because this could lead to inconsistent data formats, **MSA to recommend to the Board of Directors that we not allow LMSCs to contract with outside companies for online membership registration.** This discussion made us wonder if the better way to develop online registration might be to outsource it. Maybe we could partner with an outside company, and negotiate a discount. **MSA to appoint a task force to develop requirements, and issue and evaluate an RFI (request for information) for online membership registration.** We will ask the Board of Directors

for a volunteer or recommendations to lead the task force. The task force will need to establish a timeline and let the LMSCs know when they will have to provide information.

Online entry for World Championships and One Hour Postal

Both online entry systems were supposed to be operational by January 1. While acknowledging that these projects are behind schedule, Mark pointed out that because of many interruptions, Webmaster Jim Matysek is only able to focus on entry development for 3 to 5 hours a day. Jim estimates he has 15 hours left of development for the One Hour Postal. Even though the time to swim the event is almost over, the online entry system would still be useful, at least to the meet hosts, through the end of February. The World Championships entry is bogged down in figuring out multiple-event entry. When asked if it would be possible to hire someone to finish the programming for either the One Hour or Worlds, Jim said that at this point he is close enough to being finished that it would be inefficient to bring someone new in and have to bring the new person up to speed. Data integrity is the big hang-up. Jim Miller pointed out the importance of completing the Worlds entry system; it impacts FINA and USAS, not just USMS. In addition, swimmers from other countries have to have lead time to apply for visas (however, paper entry is available right now). In order to communicate that our top priority is completing the Worlds online entry, **MSA that the webmaster immediately cease work on the One Hour Postal entry system.** The larger issue is that we must try to change the way requests come to the webmaster, and we must ask ourselves if we're asking him to do too many different things. We need to track the way his time is spent so we can decide what we want to do in house and what we want to do through contractors. Jim Miller suggested that the Editorial Committee designate a person to set priorities. Mark will act as a buffer to protect the webmaster. Meg and Rob will get an email out as soon as possible to let committee chairs know they need to go through Mark with requests for web work, and not contact the webmaster directly. **MSA that the webmaster cease all but emergency web maintenance until the Worlds online entry system is completed.** Jim Matysek will give us a realistic estimate, before the Board of Directors meeting, of how much more time it will take to complete the Worlds entry system. The Executive Committee will then decide whether to hire an outside contractor to complete the programming or have Jim finish the project. **MSA to waive PMG, if necessary, for development of the Worlds entry application.** Laura Kessler (a representative of O*H*I*O Masters, the event host) and Long Distance Chair Marcia Cleveland were notified about suspension of work on the One Hour Postal application. Although disappointed, they understood the necessity of this action. If O*H*I*O Masters asks to use the original unsecure application that they proposed last September, we will request that they not use it unless it is made secure. Once the Worlds application is finished, maybe Jim Matysek could get data entry set up for O*H*I*O Masters. Leo has an application that could be used to verify registration. Mark will touch base with the webmaster every day to keep track of progress.

Indemnification of the controller

MSA that Margaret Bayless buy professional insurance related to her USMS position, and USMS will reimburse her.

Evaluation of organization chart

The Planning Committee was moved from the president's oversight to the oversight of the vice president of community services. The controller was moved from the treasurer's oversight to the president's. We noted that the past president does not appear on the organization chart. Although he doesn't have any committees or appointments reporting to him, he still has an important responsibility, which is to carry on with the previous Executive Committee's work. Keeping the past president informed is important, so that we can draw on his experience. Meg will add past president to the grid.

It appears that all the duties assigned to the internal auditor are now being performed by an external auditor and the controller. We need to communicate to the Finance and Legislation Committee chairs that we will need emergency legislation this year to make article 507.4.3 consistent with current practice. We should consult Jeanne Ensign (previous internal auditor), Colleen Driscoll (current internal auditor), Jeff Moxie (Finance chair) and Sean Fitzgerald (Legislation chair) and ask them if there's any need for this position anymore. We were unsure if our articles of incorporation required us to have this position, so Tracy will send copies of our articles of incorporation to the Executive Committee. **MSA to recommend to the Board of Directors that we investigate whether we still need an internal auditor.**

Rob asked all the officers to draft roles and responsibilities to add to the organization chart.

Mike reported that he has communicated with the committee chairs assigned to him, but not the liaisons. Leo has had a conference call with his committee chairs, and another is scheduled. Julie has been in close contact with the Zone Committee and the Records and Tabulation Committee. Mark has had numerous conference calls with his committee chairs and the Editorial Committee.

Reimbursement of committee chairs

MSA to recommend a policy to the Board of Directors that committee members may be reimbursed for budgeted expenses but they will not be compensated for performing committee services.

National Board of Review

Meg announced that Jack Geoghegan was unanimously confirmed by the Board of Directors as chair of the National Board of Review. She will notify Jack of the available hearing panel pool and ask him to pick a panel for a pending grievance.

Replacement High Altitude Training Camp

Mark and Rob are working on a training camp to replace the one formerly held at the U.S. Olympic Training Center, possibly in Indianapolis or northern Arizona. Mark suggested that this may be a future activity of the Coaches Committee.

Nevada Ultimate Sports Entertainment

Mark had nothing new to report on the status of this venture.

Conference call vendor

Tom is almost finished with preparations for our switch to Costco.

Policy manual

A copy of the USA Swimming policy manual is on its way to Julie. Once Meg finishes scanning archival documents, she and Julie will compile the manual.

Public relations

Mike requested that we consider a new public relations person to work with the Marketing Committee to help us with a public presence in the media. This position should be included in the new marketing plan. This position could be supervised by the Executive Committee or perhaps by the new executive director.

Insurance

Previously the corporation was insured for a total of \$10 million, but after 9/11 all we could get was \$5 million. Now it's possible to get \$10 million again. It's a question of what we feel comfortable with. The Board of Directors should set the parameters, and the insurance coordinator will work within them.

Committee issues

Julie pointed out that there was no Southwest Zone representative on the Long Distance Committee. This was an oversight, and Steve Schofield should be the Southwest representative. Meg will add him to the online version of the rule book.

Next meeting

Our next meeting will be Wednesday, February 15, at 7:30 p.m. EST.

Meeting adjourned at 2:55 p.m., Friday, January 27.