Registration Committee Minutes
October 1, 1998

Action Items

♦ The Registration Committee recommends that Leo's software be the "program of choice" among Registrars.

♦ The registration forms will NOT include a check-off box, for the purpose of not receiving mailings. Individuals who request that their name be removed from the mailing list can contact their local registrar or the National Registrar.

♦ The committee proposed a budget of $1,000 for the purpose of reimbursing Leo Letendre for printing, telephone and mailing costs associated with supplying his software and support services to the LMSCs.

♦ It was moved that a standard input format for registration submittals be adopted and required to be used by November 1, 1999.

♦ The committee will submit a $2700 over budget request for the added expense of label printing in 1998.

Attendance
Number of committee members present: 9   Number of committee members absent: 1
Total number of delegates attending the meeting: 26

Attendees:
Committee Members:
Sarah Hromada, George Simon, Jeff Roddin, Kim Shaw, Adrienne Pipes, Anna Lea Roof, Joanne Tingley, Charles Kohnken, Nancy Ridout, Bill Black Ex-officio

Other Attendees:
Clay Evans (Reg), Debbie Cavanaugh, Tracy Grilli, Bob Isbister (Reg), June Mather (Reg), Craig Campesi (Reg), Cynthia Jones, Barb Protzman (Reg), Art Mayer (Reg), Walt Reid, Chris Gilligan, Marcia Cleveland, Tom Brunson (Reg), Jean Fox (Reg), Bill Lotz (Reg), Jack Buchanan (Reg)

Minutes

I.   **LMSC Handbook** - a copy of the LMSC Handbook was circulated for attendees to mark up.

II. **Registration submittals** - Sarah stated that her goal is to get all Registrars on computer, and all using the same software package.

III. Another goal is to eventually have all LMSC Registration Forms on-line, possibly with drop-down menus. Craig Campesi will work with the on-line committee

IV. **USMS/ISHOF Foundation donations** - Donations to USMS Foundation 1998: $3800, Donations to ISHOF 1998: $2700. We will include an explanation of what the two foundations are in the LMSC handbook. Why do we have to list the names of all donors? Bill Black said that it came from the Endowment Committee last year. the difficulty of tracking and submitting donor names to the Blacks

V.   Registration software - George Simon did a comparison of the USMS program and Leo's software. He concluded that Leo's program is superior to the USMS program. Leo's program comes with a 50-page manual. His program gives the registrar the flexibility to customize the software for their LMSC's specific needs. Leo's software can handle the USMS and ISHOF foundation donations; the USMS program does not. The program will also allow the insertion of non-registered USMS swimmers, for example, for newsletter mailing purposes. George brought an example of this month's submission from his LMSC to show everyone. The software is available from Leo Letendre. If you are going to a computerized system from a manual system, the Blacks can give Leo your LMSC's database so that Leo can load it into the software, allowing you to start off with your

LMSC in the computer. George Simon moved that the Registration Committee recommend that Leo's software be the "program of choice" among Registrars. The motion was seconded and approved. Craig Campesi suggested that USMS keep a copy of Leo's software "in escrow", in case something were to happen to Leo. This matter will be further pursued by the Registration Committee in the coming year.

VI. **National Registrar**-A job description for the National Registrar position needs to be written. The Blacks have agreed to a one-year extension of their current contract, which will take us through 12/31/99. (Jeff Roddin)

VII. **Registration Privacy Check-Off** - Many swimmers have requested "no junk mail". Should a check-off be included on the USMS registration form? Right now, only USMS sponsors have access to our mailing list. In light of the discussed issues, Nancy Ridout moved that we NOT include a check-off box, for the purpose of not receiving mailings, on the USMS registration form. The motion was seconded and approved.

VIII.**Professional Management Proposal** - discussion

IX. **Software changeover expense** - Reimbursement of expenses to Leo Letendre - George Simon moved that the Registration Committee budget $1,000 for the purpose of reimbursing Leo Letendre for printing, telephone and mailing costs associated with supplying his software and support services to the LMSCs. The motion was seconded and approved.

X. **Uniform submittals** - It was moved that a standard input format for registration submittals be adopted and required to be used by November 1, 1999. The motion was seconded and approved.

XI. **Contract of National Registrars** - Since mid-1997, additional expenses have been incurred for printing Swim magazine mailing labels. This expense allows less lead time for the printing, which means that more newly-registered swimmers will get their magazines. This equates to $300 every magazine issue, which means that by the end of their existing contract they will have incurred $2700. They will probably incur $2700 more for their one-year extension. The 1999 expenses were included in the proposed registration budget.