

1999 Registration Committee Minutes

September 17th, 1999

Action Items

*** None

Attendance

Number of committee members present: 10

Number of committee members absent 2

Total number of delegates attending the meeting: 37



Minutes

I. Introduction of committee and registrars. The meeting was convened at 9:06 a.m. in the Ascot Room.

II. Old Business

A. **Registration software.** Leo Letendre (Ozark) will combine all the changes discussed at convention on one upgrade and distribute in one mass mailing at the end of October/beginning of November. He will try to do it before October 15th, in the time for the 2000 registration year.



1. **Printing Reports:** Sarah noted that the most common complaint on the software concerned printing difficulties. There are two major difficulties: one, report lines wrapping around and two, one line of the report ending up on a separate page. Leo has tried to replicate the first problem, and is working with Jeff Roddin (Potomac) to replicate it. The second is result of a printer driver error. Registrars with this problem should see Leo to get a new disk.
2. **Printing Cards.** Some printers, especially top-loading printers, have difficulty printing correctly. Leo is addressing these problems on an individual basis.
3. **E-Mail Transmittal.** There was some discussion on the naming conventions that the program uses to label files for transmittal. Leo will have the program print the name of the file on the report, to make it easier to tie the report into e-mail submissions.
4. **Additional e-mail field.** Clay Evans (SPMA) requested that an additional e-mail field be added, as many of his swimmers have two.

5. **Changes of address.** George Simon (North Carolina) requested that a field be added to date an address change, to better track multiple address changes. Tracy Grilli indicated that address changes received at the National Office would be mailed monthly to the registrars, as part of their monthly report from National.



B. Membership Cards.

1. **Laser Printers.** To run cards through a laser printer, tear them in 3-ups. Some laser printers require that you pull off the tractor feeds; others do not.
2. Tracy Grilli spoke to the printer, and has arranged for them to print them in two ways: one, in sheets of four (knowing that the fourth card would be a waste card) and two, as a tractor-fed form as usual. The LMSC registrars will be asked to identify which type and how many they will need before the cards are mailed in October.
3. MSP that the cards printer be asked to remove the lines from the cards to eliminate alignment problems.

- C. **Permanent ID Numbers.** The Insurance and Top Ten committees have requested that swimmers be assigned a permanent ID number. Tracy Grilli indicated that she, Esther Lyman and Carl House (Florida Gold Coast) have worked on a permanent ID that would be used in-house to track members when they change LMSCs, etc. The local registrars would not be responsible for assigning a permanent ID. There was some discussion regarding how the number was generated, and also how to track members who have changed their names, etc. Carl raised a concern on how an in-house ID number would trickle down to a usable form for Top Ten.



D. Registration Forms – Paper and On-Line.

1. The paper form will be two-up instead of three-up, because of the amount of information that is collected. The Coaches Committee has asked that the check-off for “Are you a coach?” specifically say “Are you a *Masters* coach?” be consistent between LMSCs, especially for those LMSCs who use their own registration forms. Sarah indicated that all LMSCs will receive the Registrar’s portion of the handbook at the beginning of October.
2. **On-Line.** Jim Matysek (Chairman, Computer On-Line) is developing an area on the website to have each LMSCs registration form referenced so that potential swimmers can download a form. Craig Campesi (Virginia) asked registrars to send forms to him if your LMSC does not have a website; he will create the appropriate PDF files.



III. New Business.

A. National Office – Registration Procedures for 2000.

1. **Submission Deadlines.** Tracy Grilli indicated that if National has not received your monthly submittal by the 7th, the LMSC registrar will receive a reminder phone call. If a submission is not received by the 14th, the LMSC chairman will receive a phone call.
2. **Reports.** Tracy described the reports that will now be sent to the LSMCs detailing the transactions that have occurred during the month, including a transfer report (transfers in and transfers out) and a change of address report.
3. **Cut-Off of Submissions to the Blacks.** Sarah reminded that all 1999 business will still go to Bill & Diane Black. All 2000 business should be sent to Tracy Grilli. Tracy will provide labels to the LMSC registrars that will uniquely identify submissions at the National Office.

- B. Foreign Swimmers.** Even though the legislation was voted down in Legislation, Babs Larsen (Indiana) asked that the Registration Committee address the issue of foreign swimmers. Clay Evans (SPMA) indicated that he was against reducing the opportunities for participation for all. Adrienne Pipes (San Diego) indicated that she felt that American records should be held by American citizens. June Krauser (Chairman, International) noted that there is a difference between “American Records” and “National Records”. MSP that the Registration Committee support the disapproval of L2 and L3.



- C. Membership Growth.** Bill Black distributed a set of summaries describing retention and growth in the various LMSCs.



Adjournment. The meeting was adjourned at 10:28 a.m.

Tasks for Upcoming Year:

- * Transition of National Registration functions to the National Office will be a top priority for the remainder of 1999.
- * All LMSCs are requested to send registration website links or paper forms to Craig Campesi as soon as possible to facilitate registration through the USMS website.