<div align="center">**Minutes for the 2000 USMS Convention**</div>

Committee Name: Records and Tabluation_____   **Committee Session:** ____1___

Day and Date of Meeting: Friday, October 13, 2000_____

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Action Items

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***   Pieter Cath to follow up with Tracy Grilli requesting that National take care of mailing Top Ten Subscription notifications and sending labels to the printers.

***   Implement revised Top Ten website (swimgold) home page

***   Pieter Cath will survey Top Ten recorders to identify different methods and software being used in all LMSCs

***   Request Computer On-Line committee to make recommendation for future plan for automating and standardizing the collection and reporting of top ten times.

Attendance
Number of committee members present: _11_   Number of committee members absent __0__
Total number of delegates attending the meeting: _14 + 11 committee members (total 25)_

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Minutes

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1. **Records** (Ginger Pierson, chair of ISHOF)
    1.1. Need **total number of records** for consideration in to Hall of Fame, so Ginger built a database of all USMS records.
    1.2. This project will become a part of the Records and Tabluation Committee. Ginger will continue to maintain records for at least one year.
    1.3. Looking for a volunteer to take on this task for relays, in age group sections (John Bauman volunteered to assist)
2. **Rules proposal**
    2.1. Split notification – recommend that the requirement to request that a lead-off split on a relay be submitted prior to swimming the event, be changed to prior to the completion of the meet.
        2.1.1.   This rule change was passed
    2.2. Relay ages for SCY meets – recommend that the age group categorization for SCY (youngest person on the relay) be changed to match SCM and LCM (sum of ages)
        2.2.1.   This rule change was **not** passed
3. **New method to list relay results**
    3.1. The reporting of relay results in the Top-Ten compilation has been changed to the order that we use for individual results (sex, agegroup, event, time)
4. **Top-Ten subscriptions**

4.1.Can National office take on responsibility of sending out renewal notifications and labels? Pieter Cath will follow-up with Tracy Grilli

5. **Top-Ten website proposal**
    5.1.Presented proposal for new home page for the Top Ten (swimgold) website to improve visitor navigation within the Top Ten site
        5.1.1.   Suggestions made to revise some text and move to the new design
        5.1.2.   Ed Tsuzuki will start a discussion group for feedback on this new design

6. **Review of LMSC handbook instructions**
    6.1.Reviewed proposed **"Top Ten Procedures"**:
        6.1.1.   Names should be replaced with position titles
        6.1.2.   Revise All-Star determination procedure, removing Tracy Grilli (since it is based on formula)
        6.1.3.   Publish to the web
    6.2.Software for Top-Ten recorders
        6.2.1.   Need to look at a program to help Nancy Ridout.
        6.2.2.   Pieter Cath will survey Top Ten recorders to identify different methods and software being used in all LMSCs
        6.2.3.   Request Computer On-Line committee to make recommendation for future plan for automating and standardizing the collection and reporting of top ten times.

7. Other Business
    7.1.We now have an Ad Hoc history and archives committee, responsible for ensuring that we manage to protect the intellecutal property of USMS in a form that is readily useful and available.

Adjournment

Tasks for Upcoming Year:

***   Pieter Cath to follow up with Tracy Grilli requesting that National take care of mailing Top Ten Subscription notifications and sending labels to the printers.

***   Implement revised Top Ten website (swimgold) home page

***   Pieter Cath will survey Top Ten recorders to identify different methods and software being used in all LMSCs

***   Request Computer On-Line committee to make recommendation for future plan for automating and standardizing the collection and reporting of top ten times.

Please follow this format, using these headings and your committee's agenda.
Turn in one copy of the printed minutes, the roll, and the disk to Betsy Durrant.