

**USMS Executive Committee  
Tuesday, April 02, 2002, 7:00 PM EST  
Conference Call**

Call to order by Jim Miller at 7:05 pm. Present: Doug Church, Lynn Hazlewood, Nancy Ridout, Tracy Grilli, and Jack Geoghegan. Scott Rabalais joined the meeting in progress. Sally Dillon was absent.

**I. Next meeting date – Tuesday, May 7<sup>th</sup>, 7PM EST**

**II. Review of Actions arising from the Houston midyear meeting**

**a. Convention – feedback so far –**

Most people have said that they like the idea. Doug Church spoke with the Indiana delegation and they are very enthused. All feel that this is what we need to do in order to get away from being too bogged down with details. There were very few negative comments.

**b. Sanctions for misrepresentation of age:**

A standard should be set to assist the local registrars when age discrepancies occur that appear to be intentional and to determine whether there are competitive advantages gained. A joint project was proposed to have the Registration, Legislation, and Legal Counselors committees determine what should be done about swimmers who intentionally misrepresent their age on their registration form.

**c. Recognition Rings –**

It has been recommended that Ed Nessel research other companies in addition to Hasty Awards for competitive bids to produce USMS Rings. Blewett, Balfour and Jostens have been recommended as ones to consider.

**d. New Sponsor – Clif Bar**

The contract has been written and reviewed by Mel Goldstein, Nancy Ridout and Jack Geoghegan. Final changes have been made and the contract is out for comment to the EC. It will then be sent to Tom Boak, Finance Chair for approval. The contract will then be sent to Clif Bar for signature and then to Jim Miller for signature. One original will go to the national office and the vendor will receive the second original. All others will receive copies.

**e. >40 Magazine –**

Jack Geoghegan has been in communication with Kevin Ferguson and is finalizing language for the contract that will be sent to >40 Magazine. They will return language on their letterhead. If all are agreeable, the contract will be signed.

**III. Data Base Project –** The Executive Committee has invited the following people to work on this project: Jim Miller (chair), Lynn Hazlewood (EC liaison to Communications & Planning, Calendar of Events editor), Hugh Moore (Communications Chair, former registrar, Professional Management Guidelines author), Leo Letendre (part of the creation of and the sole maintenance person for the registration software), Pieter Cath (Records & Tabulations Chair, computer knowledgeable person), Carl House (History & Archives Chair and creator of the H&A data base), Betsy Durrant, (Planning Chair and a former registrar), Anna Lea Roof (Registration Chair), Jim McCleery (in-house technical consultant), in-house legal consultant (to be named). Lynn will work up a job description for the legal consultant to assist Jack in recruiting someone for the job.

**IV. Legal Counselors' Project –**

Jack is waiting for responses asking for volunteers to be legal consultant to the data base project. No responses so far. He will ask again. Jack will notify legal counselors, that he will be resigning from the

position soon and asking for volunteers to replace him. The Legislation Committee with the assistance of the Legal Counselors Committee is working on the revisions of Part 4 of the Rule Book.

**V. EC action on recommendation of H&A / R&T Committees setting the records straight** – The USMS History and Archives Committee has presented the following draft of a Policy Statement regarding corrections to the data listed in the USMS Archives Files:

Proposed corrections to USMS Archive data involving USMS All Americans, USMS All Stars, and USMS National Records generally will require the approval of the USMS Executive Committee and approval of either the USMS Records and Tabulation Committee Chair or the Long Distance Committee Chair if the correction involves the addition or deletion of a swimmer to the All American and All Star lists or if the correction changes the name of the person credited with a National Record. The approval of the current USMS Records and Tabulation Committee Chair is required when the data proposed for correction involves USMS Pool All Americans, USMS Pool All Stars, or USMS National Records. The approval of the current Long Distance Chair is required when the data proposed for correction involves USMS Long Distance All Americans, USMS Long Distance All Stars, or USMS Long Distance National Records.

The USMS History and Archives Committee will submit the proposed Archived Data correction only after doing complete research into the data being questioned and only when we have clear evidence that a correction is warranted. The History and Archives Committee acknowledges that there may be or may have been errors in the data submitted to us for archiving. While it is not a high priority of this committee to search out and discover past errors, we will research potential errors and take appropriate action when potential errors are discovered by the History and Archives committee or are brought to our attention.

Nancy Ridout is working on suggested changes to remove the EC from the routine approval process and provide wording for exceptions that should come to the EC.

**VI. Responses from the renewal of contracts** – Jim Miller received responses from all contractors agreeing to the renewals until the employee reviews occur at next convention. Both Jim Matysek (Webmaster) and Bill Volckening (SWIM Magazine Editor) also included details on how their responsibilities have become much more extensive than what is written in their original job descriptions.

**VII. Website design** –

If we contract for Webmaster, that contractor will be responsible for all aspects of the website. This will include sub-contracting for website design, if necessary.

**VIII. SWIM Magazine**–

The development of the new business relationship with SWIM Magazine was discussed in light of the increased role that USMS has taken in the production and coordination of each issue.

**IX. Payments to USMS Webmaster and SWIM Magazine editor** –

A subcommittee will be created to discuss how to approach these two positions. It is likely that changes will be needed both in compensation and in alignment of the workload due to the dramatic increase in the responsibilities and time requirements of these positions

Jim Miller will send out a letter to Jim Matysek and Bill Volckening stating that we discussed the issue of their remuneration in light of their increased workload and are in agreement with their positions. Jim and Bill need to formalize their view of their position as it is and how it should be and submit the revised job descriptions to Hugh.

**X. Proposal to amend the Professional management Guidelines** –

Applicability of Guidelines - The Professional Management Guidelines were initially intended for the management of professional staff – employees as well as independent contractors. They do not really cover the process of contracting with consultants for single jobs, such as the kind we are contemplating

with the data base project. These contractors won't really be our professional staff and the wording should be revised to cover this new kind of professional staff.

Lynn Hazlewood, Rich Burns and Doug Church will work on wording for the changes. This will be finalized by EC and then sent out to Board of Directors and then presented to the HOD

Budgeting – We should have a Finance committee policy where anyone requesting sums of X amount must have a detailed plan in order to be part of the budget brought to the floor. Doug Church, Finance liaison, will consult with the Finance Chair about this issue.

**XI. Database Administrators raise** – It was brought to the attention of the Executive Committee by the Executive Secretary that the discussion of the usual cost of living increase for the position of Database Administrator was discussed and recommended by the prior Executive committee but did not get acted upon at convention. The Executive Committee will recommend to the Finance committee that the cost of living increase be approved effective January 1<sup>st</sup>, 2002.

**XII. Committee 1/2 year reports** – It was noted by Tracy Grilli that the Board of Directors, Liaison and Special Assignment 1/2 year reports are due April 15<sup>th</sup> (2 weeks) to the respective Executive Committee Liaison and National Office. A few reports have already been sent in. These will be published in the Spring issue of Streamlines... that will be sent out the last week in April.

**XIII. Other/New –**

Nancy Ridout noted the discrepancy of dates for the Long Course Nationals at Cleveland State. In the Rule Book and Planner, the dates are listed incorrectly as August 16-19 (which is a Friday – Monday). The correct dates are August 15-18 (Thursday – Sunday). This has been corrected on the Working Calendar on the USMS Website.

Meeting Adjourned at 9:21 pm EST

Respectfully submitted by:  
Tracy Grilli, USMS Executive Secretary