

President Jim Miller called the meeting to order at 7:05 PM, EST. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Jack Geoghegan, Patty Powis, and Tracy Grilli.

1. Forum at Long Course Nationals: Members of the EC will host an open forum for all Masters swimmers that is scheduled to take place on Wednesday, August 14 from 3-5 PM. Jim, Scott, Nancy and Tracy will attend and Doug hopes to be there as well.
2. The next conference call will take place on Wednesday, Aug. 7 at 7 PM, EST.
3. **It was MSA to approve the minutes of the June 24 conference call.**
4. Officer reports:  
President: The Sports Medicine Committee is working hard on their policies regarding research involving athletes. Central to this theme is the issue surrounding confidentiality. The International Committee is working on a proposal for creation of a Pan Am International meet. This would be in addition to the Pan Pac and the FINA World Championships. They are considering the bidding process that would place the US in the position of a meet host.

Vice President: Scott reported that the Search Committee met via conference call and the proposed compensation for the webmaster and SWIM editor are still under review. Job descriptions for both positions have been finalized.

Secretary: Sally reported that about 30 LMSCs have not submitted their delegate lists and she will get a list to Tracy so she can send them a reminder by Friday. She reminded the EC members that they should be sure their committee chairs submit the information to them directly with the finished products going to Tracy (annual report) and Tom Boak (budget). The reports should be finalized by mid-July.

Treasurer: Doug reported that the financial review of the organization by Clifton-Gunderson is due to be completed soon and we should have it to discuss at our August meeting. The goal is to review it in time to be included in the convention packet.

Zone: Lynn reported that the Database Project has had 7 conference calls. All minutes are being posted on the USMS web site at <http://www.usms.org/admin/excom> as soon as they are approved and are also distributed to the BOD by e-mail. She presented a proposal for updating the Professional Management Guidelines for the EC to discuss (see later agenda item). The changes are intended to add the category of professional consultant to the professional staff positions already defined by the PMG. This is the type of consultant that projects, such as the Database Project, will be hiring.

Regarding committee business, Lynn reported that the Long Distance Committee (Peter Crumbine) is continuing to refine the rule proposals. The Zone Committee will join the LMSC project as soon as the planning moves forward. The Communications Committee is discussing funding and workload issues concerning the Webmaster and SWIM Editor. The Calendar editor will begin a conversion of the Calendar of Events to an on-line database in August. Update and maintenance will work very much like the Places to Swim database. The Zone Committee is proceeding with long-term discussions about the process and function of the committee.

Past President: Recently, Nancy has worked extensively with Aimee Fitzgerald, our PR Consultant. Additionally, she reviewed the Search Committee job descriptions and participated in a conference call to finalize these statements and the protocol for the selection procedures.

Nancy has had several conversations with Hugh Moore regarding the Professional Management protocol and has planned to conference with Bill Volckening and Phil Whitten to prepare an editorial calendar for 2003 that can be shared at the convention. Hopefully, this will also lay some groundwork for the mutual trust and teamwork that we desire to develop.

Esther Lyman (USMS Registrar) has created a map showing the USMS membership (for year-end 2001) by state. It is quite interesting and attached to this report. She hopes to refine this map to include specific areas or cities as well.

Legal Counselor: Jack reported on contracts that have been finalized with Kast-A-Way Swimwear, Greater than 40 Magazine, Barracuda, and Hasty Awards). All documents will be distributed to Mel Goldstein, Cathy Pennington, and Doug Church.

5. Policy for minutes taken during committee and sub-committee conference calls: The EC discussed the various committee meetings that have been taking place in recent months and whether minutes of the meetings should be prepared and disseminated. The quarterly report would be an appropriate venue to report any decisions that are made during e-mail discussions within a committee but in-person meetings or conference calls need to be reported in a more timely manner. **It was MSA that minutes must be prepared of all meetings outside of convention, whether in person or by conference call.** The minutes should include who attended, summarize what was discussed, and list all action items. The format for the minutes should be similar to the one used at convention. Points were made regarding legal counsel review of the minutes and it was determined that the minutes could be reviewed by the committee's EC liaison who would seek legal counsel if needed. In most instances, the EC liaison would take part in the meeting. **It was MSA that the minutes must be approved by the EC liaison for each committee before distribution.**
6. Discussion of the Zone Chair Election: Lynn informed the committee that deadlines are not being met. Doug will contact the Election Chair.
7. Professional Management Guidelines: Lynn presented the draft for proposed changes to the PMG. After some discussion, she offered to reformat the for the EC for an on-line vote.
8. Procedures for the Retention of Official Documents: The EC discussed procedures presented by Sally and Lynn that were designed to give guidance to committee chairs for the maintenance and retention of important documents. The procedures would be placed in the Committee Chair Handbook. **It was MSA to approve the PROCEDURES FOR RETENTION OF OFFICIAL DOCUMENTS**  
**At the very least, committee chairs should retain and pass along to the next chair (in hard copy or electronic format):**
  1. **Copies of minutes from all meetings.**
  2. **Documentation for all decisions made "outside" of meetings (i.e. e-mail discussions). A compendium of decisions made (i.e. Operating Guidelines) is encouraged.**
  3. **Whenever practical, copies of correspondence that relates to decisions that are made**
  4. **Yearly budget submissions. This information is very important for a new chair and it is sometimes hard to get through finance or the controller. Finance does not keep copies of the budget category breakdowns once the budget is approved.**
  5. **Copies of documents, brochures, manuals or the like that are produced by the committee.**

**Each committee should decide if there is additional documentation that should be retained and a list of that documentation should be developed.**

**Each committee chair is also be encouraged to prepare a journal that describes why they did things as they did and what was tried, but didn't work.**

9. Convention: Convention plans were briefly discussed. Since the EC members expect to arrive by Tuesday evening, we will begin our meeting on Wednesday at 9 AM to allow more time for employee reviews. 30 minutes will be allotted for each employee review and Sally will put together and distribute a schedule. The EC will also meet on Sunday for a couple of hours – concluding by 1 PM.

10. Budget reports for the Finance Committee (Tom Boak): Tom informed the EC that he is anxious to get the budget requests in order to allow ample time to prepare his materials. A draft budget will be included in the convention packet.
11. Consolidation of two LMSCs: Jim reported that he has received word that two LMSCs are considering a merger and more information will be forthcoming. A concern was expressed that the problems of reduced registration need to be addressed. The “message” is discouraging; the intention is to grow, not to shrink.
12. Bill Earley: The Executive Committee expressed its sorrow at the passing of Bill Early on July 4. He will be truly missed by his many friends in USMS.
13. Jim has appointed Mike Laux to be an additional USA-S liaison.

The meeting adjourned at 8:45 PM

Respectfully submitted by:  
Sally Ann Dillon  
USMS Secretary