

The meeting was called to order by President Jim Miller. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis and Tracy Grilli. Jack Geoghegan was not present.

1. **DECISIONS MADE SINCE THE LAST MEETING:** The minutes of the July 10 conference call were approved, sent to the BOD, and posted on the USMS web site.
2. **OFFICER REPORTS:**  
President: The committee chairs are requiring varying amounts of encouragement to finalize their financial requests, as reviewed by their EC liaison, and their convention reports, with designated bullet action items. Once again, this is a move to strongly encourage more committee work outside the context of the convention, and give USMS more financial data earlier in the budgeting process.

Vice President: The Search Committee finalized job descriptions for the SWIM Editor and Webmaster (now officially "Webmaster/Information Technology Director") positions. Submitted for the convention packets along with the JDs was the annual report of the committee. The Search Committee also proposed 2003 compensation amounts for the two positions.

Secretary: To date, 210 delegates have been submitted to me for convention. Six LMSCs (Iowa, Midwest, Missouri Valley, North Dakota, Snake River, and Wyoming) will not send a delegate although one is represented with a delegate on the Long Distance Committee. Seven LMSCs have not reported their delegates (Gulf, Michigan, New Mexico, North Texas, Ozark, South Dakota and Southeastern) – one will be having its meeting on Thursday of this week. Tracy has received the list of registered delegates from Ellaine Cox and she and I will compare lists. In addition, the delegate survey has been prepared and will be sent with the convention packet.

Treasurer: Interest rates are low. The bills are paid. There's money in the bank.

Zone Chair: The Zone Chair had no separate report as the salient items were elsewhere on the agenda.

Past President: Reports and budgets are in. My committees seem to be operating – some better than others. There seems to be a commitment on the part of USA Swimming, via its new USMS Liaison John Walker, to continue to make the Training Camp a priority. Found the PR Consultant a room and Tracy found her a roommate for the convention. And I have my plane reservation and convention registration all set.

Legal Counsel: No report

3. **CLIFTON-GUNDERSON FINANCIAL REVIEW:** Doug restated our financial status in relatively simple terms to reflect our actual status. This being only a review, the auditors accepted the information without looking through receipts. The things material are:
  - a. No management comments that we are doing something wrong or anything should be changed.
  - b. Review itself did not include a comment that reflected the comments from last year. Cathy Penington's letter apparently answered their questions and concerns and Doug read it to the committee.
  - c. Cathy and Doug have reviewed the financial review and are satisfied.
  - d. Jim will sign it and will attach the letter that Cathy P. did to respond to last year's comments.

It was MSA to authorize the final draft of the Clifton-Gunderson financial review to be prepared. Jim will send back just the letter itself. We need to send this out by email to the BOD and delegates when the final version is back.

4. **POLICY REGARDING COMMITTEE MINUTES:** The EC discussed the distribution of committee minutes and decided that when the minutes are finalized, an announcement will appear on the web and in the Streamlines that the minutes are available from the National Office.
5. **SUBMISSION OF LMSC DELEGATES:** Sally reported that a number of LMSCs are slow in determining their convention delegates. Guidelines will be developed for next year. .
6. **RE-VISIT NON SANCTIONED EVENTS ON USMS CALENDAR:** In response to a letter from Dan Frost, the EC re-visited the issue of charging non-sanctioned events for a listing on the USMS Calendar. It was MSA that a nominal charge be assessed for the listing of non-sanctioned meets on the web site in the amount of \$25 per listing. This will take affect as soon as the calendar is converted to an on line database (Jan 1, 2003 or when the web site is operational, which ever comes later). This decision does not prevent LMSCs from posting non-sanctioned events on their web sites if they so desire.
7. **SIGN ME UP SPORTS – ON LINE REGISTRATION.** We were approached by Sign Me Up Sports about using their firm for on line registration and it was MSA to table this discussion until the mid-year meeting or until we reach a point with our database project where we can make a more educated decision.
8. **CONFERENCE CALL PROCEDURES FOR SPECIAL COMMITTEES:** After some discussion, it was MSA that any conference call charged to the EC account must be moderated by a member of the EC or their appointee.
9. **PERMANENT MERCHANT ACCOUNT:** A merchant account that could be used for Nationals, the National Office, and possibly the LMSCs was discussed. It was MSA that Doug and Cathy Pennington investigate a merchant account for the National office and that we include the needs of the LMSCs. Doug will inform Tom Boak and invite him to participate. Lynn will notify others who have been interested in this topic.
10. **BOARD OF DIRECTORS MEETING AGENDA:** The EC discussed the various items that will be on the BOD agenda and recognized the amount of meeting time will be short. In the future we might want to schedule a longer meeting time so the BOD can accomplish more as a group. Sally will take minutes during the block meetings when the committees meet together in addition to the BOD and HOD meetings. (Or she will designate who else can do it).
11. **BUDGET DISCUSSION:** Scott mentioned that we're looking at a large budget deficit. It's significant in nature and he questions whether we can depend on the HOD to bring it to a balance. Should some action be taken between now and convention or do we rely on the process as we have in the past? Doug commented that in the context of conservative budget preparation, we have tried over the last several years to be cautious about our predictions of membership and also cautious about our expenses. In other words, we estimate low on members and high on expense. We aren't trying to be too high or too low, but just not too optimistic. Since we are budgeting before the end of our actual income and expense cycle, we have to estimate for the next year in certain areas and for that purpose, we make assumptions about the levels of membership based upon the best information available at the time the budgets are prepared.

It was MSA that we direct Tom Boak to give us a complete analysis of all the different options.

The meeting adjourned at 9:34 PM EDT

Respectfully submitted by  
Sally Ann Dillon,  
USMS Secretary