

President Jim Miller called the meeting to order at 8:00 PM EST. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli.

1. The next meeting of the EC will be at the planning retreat in Phoenix, AZ January 2-5.
2. Decisions made since the last meeting: The minutes of the November 18 conference call were approved. They will be distributed to the BOD, various others and posted on the web site.
3. Officer reports:
President: Jim participated in a 2 hour USAS conference call on 12/6 regarding the death of the ASUA President, Jerry Olsen. The US has the presidency and will be appointing the next president heading into the Pan Am Championships in Santa Domingo. A review of the new ASUA bylaws is under way. Jim gave some background on the ASUA position and noted that at the moment, Masters is not directly involved with ASUA. The Officials Committee has submitted the names of those who expressed interest in being a recognized FINA official. One unregistered individual wished to be recommended and was rejected by the Officials Committee. Letters have gone out to address the grievance issue and requests from one of the parties to reconsider the EC stance.

Vice President: Scott reported that a conference call was held with Michael Collins (Coaches), and Mel Goldstein regarding progress in the planning for the 2003 ASCA clinic in San Diego. Among the main items discussed were: 1) selection of participants in TYR Coaches Panel, which will be held on Thursday night of the clinic; 2) selection of presenters for nine Masters talks, which will be offered on the Friday and Saturday of the clinic; 3) budget allocations for LMSC grants and presenters' expenses; 4) selection process for LMSC grants; and 5) social/interaction plans for Masters coaches in attendance. Betsy Durrant (Planning) has established subcommittees in four areas: checklist for LMSCs, materials for selling program, convention subsidy for LMSCs and long-range planning. Each subcommittee has been provided with a general idea for proceeding. Pam Himstreet (Fitness) has continued to push for participation in fitness events and virtual swims, particularly as the New Year approaches.

Secretary: Sally reported that the Rule Book has been sent to the printer by Meg Smath (Publications) and David Diehl (Officials) has produced a number of documents for Officials certification. Leo Letendre (Rules) has worked with other committees to produce the Pool Length Certification Form. Members of the History and Archives Committee have been working on the various projects Carl House's committee has undertaken. Sally has revised the Committee Chair Handbook and copies are being sent to the new chairs. Everyone has already received the revised budget, FOG and budget documents.

Treasurer: Doug noted that the bills have been paid, the moneys in the bank, and we recently received Cathy Pennington's report.

Zone Chair: Lynn reported that the new web server was set up on Friday, November 29 and Jim Matysek is in the process of doing the conversion. The conversion was not completed before our current contract ran out on December 6 and it will cost \$388.08 to rent the old server for an extra month. There are sufficient funds in the Communications budget to handle the cost. Both Carl House and Aimee Fitzgerald have requested the creation of a system to contain photo galleries on the web server. Although these projects will have different uses for the photos, they may have sufficient similarities to build together.

Carl House has finished updating the History and Archives RFP, which can be seen at <http://www.usms.org/swimgold/committee/minimalrfp.htm>. The Data Base Task Force will conference in a few days and vote on the proposal. If approved, it will come back to the EC for final approval before being implemented. Carl's expected implementation schedule is: a) Distribution of RFP starting next

week; b) deadline for bids of January 18; c) Choose the consultant within 3 weeks; d) Completion of contract quickly. The Task Force will discuss determination of the make-up of the committee to choose the contractor and naming of the management team to administer of the contract.

Past President: Nancy reported that Rich Burns (Marketing) has been working on brochure revisions and has submitted the marketing section of the LMSC Handbook to Tracy Grilli. Aimee Fitzgerald has been working with Jim Matysek to get archival photos on the web so they could be available to the media and this project overlaps with the one the H&A committee is doing. Patty will research the legal ramifications regarding photos obtained from USMS and non-USMS sources. Anna Lea Roof (Registration) has been working with registrars to ensure that the new registration numbers are assigned correctly. Pieter Cath (Records and Tabulation) and Leo Letendre (Rules) have come up with a final form for Pool Certification. Some revisions are likely for next year.

Legal Counsel: Patty reported on a number of items: 1. Comments on a draft revision of Part 4 of the USMS rules have been solicited from the full Legislation Committee. A subcommittee is now fine-tuning the revision based on those comments, with the goal of having a draft approved by the committee for EC review at the EC's mid-year meeting. 2. Rob Copeland (Legislation), Betsy Durrant (Planning) and Patty have begun discussions on the staffing and direction of a project to create model bylaws for LMSCs. 3. We're in the process of preparing a required non-profit organization filing in New Hampshire. Tracy Grilli is pulling together copies of all the documents USMS will need to file. We'll then have to file a copy of our federal tax return with the New Hampshire Attorney General's office every year. 4. We've notified Sandi Blumit about one of the pending grievances and have sent her copies of the filings that have been made by the parties. 5. Julie Heather was unsure if she had the final list of committee members for Safety Education, so she hadn't e-mailed the committee yet. She now knows for certain who is on the committee and has received the Safety Education files from the past year, so she will move forward with the committee.

4. Core Objectives: Scott produced an article for the EC to consider. Jim suggested we consider two issues: a. value – do we all consider this a value and b. timing – when do we want to work on this? It's important to put this together with enough pieces so that it is a “living” document and the most difficult task will be in getting it off paper and into effect. The EC will discuss core objectives in depth at the planning retreat.
5. Sanctions Coordinator with the web: Lynn suggested we take a new look at the benefits and problems involved in the proposed changes to charge for web listing of events. After some discussion the EC decided to let the decision stand, recognizing that we are not ready to make the conversion.
6. LMSC Handbook Review/reorganization by the Publications Committee: Tracy mentioned that the LMSC Handbook was originally developed in order to send information to the registrars. The handbook has grown and it needs a review for content. She suggested that we have one committee review the document. It was MSA that we forward the LMSC Handbook to the Publications Committee for review and reorganization so that a revised version can be published in 2004. The EC has the power to do this because 507.3.15 the HOD has already approved the LMSC Handbook as a USMS document.
7. Review of the H&A RFP and the awarding process: Noting that the Data Base Task Force would be meeting in a couple of days, it was MSA that the EC vote on the RFP after it receives approval from the DB Task Force. It was MSA that the EC request that the DB Task Force make a recommendation as to how the bidding process for the History & Archives RFP should be structured. The EC will need to approve the process once its proposed. It was MSA that the DB Task Force recommend to the EC the makeup of the management team that will administer the History & Archives contract. It was MSA that the EC will need to approve the management team once it's proposed.
8. Unfinished business:
 - a. Web site problems with one of our sponsors: Doug reported that the site would be repaired soon.

- b. Exit survey: Sally asked that we revisit the issue of the exit survey. It was MSA that we reconsider the motion that we would send a summary, only, of the exit survey to the BOD. It was MSA that we send both documents to the BOD and special assignments.
9. LMSC Bylaws: Patty has been working with Rob Copeland (Legislation) on a couple projects. There has been a request from some teams and some LMSCs for bylaws guidance. The question is - should the bylaws be mandated in the format that we propose? USA-S has a 60-page bylaw document that includes mandated provisions. Nancy noted that this issue has come up because the LMSCs should have grievance procedures yet many don't. It was suggested that recommendation and guidance would be appropriate but no final decision was made.
10. Electronic Signatures/On-Line Entries: Patty mentioned that a team inquired about having online registration for a meet. USA Swimming doesn't require release signatures with each entry and the question has been posed - why do USMS swimmers need to sign each time they enter? With regard to the use of per-event releases, which is separate from the issue of on-line entries, USMS is different from USA Swimming because the latter's members are generally minors for whom a release has little legal significance. In contrast, USMS needs the added protection of making sure there is a valid release by a swimmer for each event because those releases are valid in many states and having to read and sign the release informs the swimmer about the risks of each event he or she enters, which may be useful in an assumption of risk defense. With regard to electronic signatures, new state and federal statutes on electronic signatures haven't been tested enough to know whether such signatures on a release will be valid.

It was MSA to adjourn at 10:20 PM EST

Respectfully submitted by:
Sally Ann Dillon
USMS Secretary