

I. Call to order and take roll

USMS President and Committee Chair Jim Miller called the meeting to order at 8:09 PM EDT. Present were Lynn Hazlewood, Hugh Moore, Carl House, Patty Powis, Anna Lea Roof, Betsy Durrant., Tracy Grilli. Pieter Cath, and Leo Letendre.

II. Next meeting date

A decision about the next meeting will be determined after convention.

III. Approvals

MSA - Approval of minutes of August 27, 2002 as amended.

IV. Technical Volunteers

Questions posed to the technical volunteers were:

1. What are the criteria by which a database environment should be selected?
2. Review the Swimmer ID report and identify any areas of the plan that may be problematic.
3. Evaluate the advisability of doing an interim conversion of the History & Archives database as opposed to converting the database directly into the new system.

This discussion will be carried forward to the next agenda.

V. Future Planning Proposals

- A. **MSA** - The Database Project committee will continue to set the broad policy goals of the project and direct the technical arm to implement those policies.
- B. **MSA** - The committee will explore using the volunteer technical consultants as much as possible to help accomplish the goals of the broader database project as well as all of its subsidiary projects.
- C. **MSA** - The committee will ask the HOD to approve the creation of a compensated Project Administrator position. The Project Administrator will be compensated no more than \$10,000 in FY 2003.
- E. **MSA** - The committee anticipates engaging the USMS Webmaster/IT Director as the Project Administrator. The technical consultants, professional or volunteer, will work under the guidance and supervision of the USMS Webmaster/IT Director. The vote was 7 Yes, 2 No.
- D. **MSA** - The committee will submit a proposal to the HOD to approve an alternate selection process by which the Executive Committee will hire the project administrator through a non-competitive selection process. The vote was 7 Yes, 2 Abstain.
- F. **MSA** - The committee will make available to the HOD the current draft of the planning document for informational purposes.

In a discussion, the committee decided to place the word DRAFT across the document and add verbiage indicating that, although the various elements have been discussed separately, it is a work in progress and not a final, approved document.

VI. H&A RFP Process

- A. **MSA** - The committee will submit a proposal to the HOD to approve an alternate selection process for the H&A RFP staffing. The alternate process will be an RFP and bidding process with limited distribution of the RFP to consultants with specialized knowledge. Advertisement in Swim Magazine and the national office newsletter will be waived under this process. All other aspects of the RFP and bidding process shall be observed. Notice of this RFP will be posted in the What's New sections of usms.org and swimgold.org.

VII. Adjournment

The meeting was adjourned at 10:00 PM EDT.