

## I. Call to order and take roll

The meeting was called to order at 8:35 PM EDT by USMS President and Committee Chair Jim Miller. Present were Lynn Hazlewood, Jim Matysek, Pieter Cath, Hugh Moore, Anna Lea Roof, Tracy Grilli, Carl House, Leo Letendre, Patty Powis, and Betsy Durrant.

## II. Next meeting date

The next meeting will be Wednesday, October 30, at 8:30 PM EDT.

## III. Approvals & Actions

**MSA** - Approval of minutes of 9/2/02 meeting.

Note actions taken at USMS Annual Meeting concerning the DB Task Force:

1. Database Project approved.
2. Budget approved.
3. USMS Webmaster/IT Director approved as Database Project Administrator.
4. Alternate bid process for the History & Archives RFP approved.

## IV. Report from DB Project Administrator

Jim Matysek asked the committee for a specific plan of action or charge for the Project Administrator. The committee would like to see:

1. The organization of the project and how Jim will proceed with analysis, design, and implementation.
2. Hugh Moore and Jim include the technical volunteers in the project. Hugh & Jim will go over the qualifications of the volunteers and determine how they can be utilized. There are an additional three individuals who have volunteered to work on this committee since the last meeting. They will be added to the list of resources for the supporting subcommittee.
3. A schema of the database. This includes a layout of what types of data we collect and how it would be organized.
4. Registration information on line as quickly as possible and a determination of how the registration data fits in with all of USMS data.
5. A consistency of information in the DB for National Office use. The important element is the permanent Swimmer ID and how it is assigned to new swimmers, existing swimmers, swimmers who re-register after a number of years, and swimmers in the historical database.
6. Jim review the original road map and the planning document and report back on recommendations (e.g. what elements will be retained, discarded, or re-worked). From there we can get agreement on a plan of action and define how to proceed.
7. If Jim has any comments on the H&A RFP, Carl would welcome them.
8. Jim become familiar with how the current registration system is being retrofitted for use of the permanent Swimmer ID.
9. Benchmark of registration systems of organizations similar to ours.
10. The issue surrounding confidentiality (who will have access to what fields and in what form) be part of the design consideration from the beginning. Safeguards should be built into the database all the way through the process.
11. Copies of the webmaster status report sent to this committee.
12. The project keep in mind the data being collected that we weren't aware of before starting this project.

Jim Matysek then made the following comments to the committee:

1. Jim commented that the Privacy Subcommittee Document is excellent and is the kind of approach we need to define confidentiality issues.

2. He is building a "pseudo entity relationship" diagram. He needs to determine how the information is naturally organized in our world and how they relate to each other. Then he can come up with a database document that describes things. Jim will send the document out to the committee showing the relationships. The planning document will then be analyzed as it relates to this document.
3. For the registration data, the biggest problem we will have with database capture is our process among the 53 LMSCs (how the data travels from swimmer to LMSC to national office to national registration database). We will have to document how the process works now and how we can we improve it. Anna Lea noted that during the 2003 registration year, we will be moving the non-Leoware LMSCs to the current registration program, so they should all be using the same process by 2004.

#### **V. Technical volunteers disposition**

This issue was addressed in point IV.2.

#### **VI. H&A RFP progress report**

Carl House reported that the RFP is written and ready to be distributed. Patty Powis will review the RFP from a legal standpoint and give Carl her comments. The Executive Committee will approve the RFP at its October 23 conference call. Carl will then be free to advertise for bidders.

#### **VII. Items for next agenda**

No special items to add for the next meeting.

#### **VIII.Adjournment**

The meeting was adjourned at 9:20 PM EDT.

Respectfully Submitted by:

Lynn Hazlewood, Zone Chair