

#### I. Call to order and take roll

The meeting was called to order at 8:33 PM EST by USMS President and Committee Chair Jim Miller. Present were Lynn Hazlewood, Carl House, Pieter Cath, Tracy Grilli, Anna Lea Roof, Jim Matysek, and Patty Powis.

#### II. Next meeting date

The next meeting will be Tuesday January 21 or 28 at 8:30 PM EST. Lynn will poll the members by email to determine which date is best.

#### III. Approvals & Actions

**MSA** - Approve the of minutes for the 12/11/02 meeting.

#### IV. H&A RFP Progress Report

Minor revisions were made to the RFP as a result of working on the Management Plan. Those changes are as follows:

1. Bids will be required to be submitted in PDF format. Carl will put a message on the FAQ page that if they can't create a PDF file, they can send a Word file to web-Jim and he will convert it and return it to them for approval before posting.
2. A link to an FAQ page where Carl will place responses to bidders' questions has been added.
3. Early bidders may revise their proposals if relevant new information becomes available on the FAQ page.

The committee **MSA** - to accept the revisions to the RFP as they appear above. Jim Miller noted that he said the RFP does not need to be held up pending the approval of the management plan.

The committee then discussed the Management Plan and the naming of the Management Team for the RFP. The team will consist of Carl House, Jim Matysek, and Fritz Lehman and will report to Lynn Hazlewood, EC Liaison. The USMS Legal Counsel, Patty Powis, will be available for consultation. The committee **MSA** - to accept the H&A DB Management Plan as amended.

#### V. Subcommittee Draft Reports

The committee had a round table discussion regarding the permanent club ID with a recommendation to send back to committee the issues of club number assignments. There was another discussion of member login & identification with no recommendations. There was a discussion of how to track swimmer name changes. It has been the policy of H & A to maintain historically correct names for swimmers, regardless of name changes over the years. There were no votes taken and these discussions will be carried forward to the next meeting.

#### VI. Adjournment

The meeting was adjourned at 9:44 PM EST.

Respectfully Submitted by:

Lynn Hazlewood, Zone Chair