

I. Call to order and take roll

USMS President and Committee Chair Jim Miller called the meeting to order at 9:09 PM EDT. Present were Lynn Hazlewood, Hugh Moore, Pieter Cath, Carl House, Patty Powis, Anna Lea Roof, Betsy Durrant., and Tracy Grilli. Leo Letendre joined the meeting in progress.

II. Discussions and/or Decisions Made Between Meetings

MSA - Approval of minutes of 6/12/02 meeting as amended.

The database survey was sent to the USMS Board of Directors, Special Assignments, and selected other personnel who either own or use the databases. Jim Miller reiterated the importance of the survey to inform the BOD about what our project is doing.

III. Jim McCleery

Jim McCleery has resigned from the committee. Jim Miller will call him to clarify his relationship with the committee and determine if we can keep him involved by offering more limited service to the committee since we value his contribution and expertise.

IV. Discussion of Report for Convention

The committee began a discussion of the report that will be prepared for the convention packet. The report will include the following topics:

- A. Introduction—A verbal description of the purpose of the project and the ultimate goals. We will use the definition of the database project which appears in the minutes of the May 2, 2002 meeting as the basis for this section. The introduction will also include the URLs that point to the minutes of the Database Project meetings.
- B. Mission—The mission statement and mission objectives as described in the project roadmap will appear in this section. The committee **MSA** to amend the mission statement so it reads as follows:

"The purpose of the USMS database project is to create a comprehensive database system that will maintain the data we use to support our organization and the swimmers it serves."
- C. Scope of USMS Databases—This section will define the databases that will be included in the project and the databases that will not be part of the project, but will be developed and/or maintained under the guidelines of the project. This section will be written after the database survey information is compiled.
- D. Special Issues—The Privacy issue and the Swimmer ID issue will be discussed in this section. They will consist of a summary of the subject and a URL which points to the full subcommittee reports. Patty Powis will write the summary of the privacy issues. The Swimmer ID section will be written after the subcommittee report is reviewed.
- E. Process and Timeline for Project—This section will contain a summary of the process that the committee will go through to implement the databases. Among the topics to be discussed are:
 1. Analysis of USMS Databases
 2. Benchmark the experience of similar organizations in the development of their databases
 3. RFP Development
 4. RFP Bidding Process
 5. Bid Analysis Process
 6. Contracting
 7. Full Database Design
 8. Implementation Schedule
- F. Budget Considerations—Development of a budget request to bring before the HOD. There will need to be a minimum budget line item to cover the operations of this committee as well as initial funding for the first year of development.

V. History & Archives RFP

The committee took up the issue of the History & Archives RFP that was funded at the 2001 convention. Discussions on this RFP were suspended after three meetings to allow the broader Database Project to get started. The History & Archives Committee has a proposal for converting their databases to conventional formats. This topic will be on the agenda for the next committee meeting and will be discussed via email in the interim. The question to be determined is, will this proposal be a worthwhile utilization of USMS funds, or will we be spending money that we will have to expend on another conversion in a couple of years.

VI. Next meeting date

The next conference call will be Thursday, June 27 9 PM EDT.

VII. Adjournment

The meeting was adjourned at 10:28 PM EDT.

Respectfully Submitted by:

Lynn Hazlewood, Zone Chair