

The meeting was called to order by President Jim Miller at 8:30 PM EDT. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli.

1. DECISIONS MADE SINCE THE LAST MEETING:

- a. The minutes of the July 29 conference call were approved, sent to the BOD, and posted on the USMS web site. It was noted that the Planning Committee asked the EC for support for the project, not for suggestions for someone to create it. They are currently working with the Marketing Committee and the Publications Committee and they will be contacting knowledgeable individuals for suggestions.
- b. The proposed announcement for the opening for Controller and the procedure to be followed was approved.

2. OFFICER REPORTS:

President: Jim reported on the 2006 FINA World Championships bid. The circle of communication has increased with the addition of Tom Boak and Michael Moore to the committee. Pacific Masters has shown enthusiastic support for the event if it is held at Stanford University. Tracy and Jim are preparing a packet for the BOD and HOD that will bring them up to date as to the progress that has been made starting from last year's convention's endorsement to proceed with the process to the present. Regarding ASUA, Jim reported that considerable progress has been made including the formation of a Masters Committee within ASUA, the assignment of 2 voting positions for the USA Masters aquatic sports, and the formation of a Masters PanAm Championship, which will probably dovetail with the current championships on an alternating basis (i.e. it would be held every 2 years to satisfy the needs of the Central American countries and the Caribbean countries).

Vice President: Scott reported that the Coaches Committee (Michael Collins) continues to prepare for the Masters track and special events for the ASCA World Clinic in San Diego. The Planning Committee (Betsy Durrant) has contacted the Marketing Committee (Rich Burns) regarding the brochure they wish to publish. Further input for the brochure and its publication will be gathered at convention.

Secretary: Sally has been working on the delegate lists and currently, 211 delegates are planning to attend. Sally and Tracy have sent numerous reminders and now, only one LMSC has not responded. Sally and Tracy have also worked with Joanne Tingley; Debbie Cavanaugh and other members of the Convention Committee toward making registration of USMS delegates go more smoothly this year. Sally has also made changes to various forms for convention as per suggestions made last year. She distributed the meeting and review schedule that the EC will follow on Tuesday and Wednesday in San Diego and the EC members provided input.

Treasurer: Doug reported that he has had a busy month. He worked through the funding process for the ESPN commercials and with the auditor as needed toward completion of the audit. Doug arranged for a master account with Town and Country for convention and monitored Finance Committee (Tom Boak) with the development of budget information. He reviewed the PMG and drafted an announcement for the controller position. He is currently working with Piper Jaffray and Smith Barney on reserve fund investments as CD's roll over. Doug is still working on the merchant account project and plans to meet with several people at convention regarding the Financial Task Force.

Past President: Nancy reported that she has been involved with the 2006 World Championships bid activities, specifically with Mel Goldstein, Barry Fasbender, Tom Boak and Michael Moore. Pacific Masters met the previous evening and the members are enthusiastic about the prospect of bringing the event to northern California. Nancy is preparing an agenda for the SWIM Magazine/ USMS meeting that will be held on Monday the 8<sup>th</sup> in San Diego. It will be distributed to participating members.

Zone Chair: Lynn reported on various topics as follows:

WEB – The web administrators are working on a client FAQ and a set of web management guidelines. The FAQ will be distributed to clients as soon as it is completed.

ZONE COMMITTEE- Zone financial issues: Some zone financing changes will be made in 2004 which will allow zones to plan and execute projects aimed at strengthening USMS from the local level. Plans will be discussed during the Zone Committee convention meeting as well as individual zone meetings.

Legal Counsel: Patty has been working with Mel Goldstein and Jim Miller to memorialize discussions that Mel has had with Stanford about arrangements related to USMS's bid to host the 2006 FINA Masters World Championships. Between now and convention, she'll be working on contracts for our independent contractors in the hope that we can present them with contracts during their reviews at convention. A grievance has been filed against the South Texas LMSC. The LMSC's response is due soon and the EC will decide about how it wants to have the grievance heard. The Safety Education Chair has cancelled the CPR training scheduled for Convention, despite communication to her that it should still be held. She has already contacted the registrants to notify them of the cancellation and offered AED training as an alternative. Block 2 chairs (Finance, Planning, Legislation, Convention and Ad Hoc Legal Counselors) have been working hard to come up with a block meeting agenda for convention and now have one that should be very interesting.

3. CONVENTION:

- a. Delegate information: Sally noted she has forwarded the delegate information in "alpha" and "roll" format to Joanne Tingley. Joanne and the other members of the Convention Committee who handle registration at convention have been busy making plans to assure that everything will go smoothly. Debbie Cavanaugh is being "trained" and is expected to take over Joanne's responsibilities in 2004. Tracy has sent special packets of information to the new delegates; Ginger Pierson and Steve Peterson prepared those materials.
- b. Tracy has distributed the convention packets by mail, a color copy of the schedule by email, and is preparing various materials which she will bring to San Diego.
- c. The EC will meet on Tuesday and Wednesday in San Diego and Jim reminded all to submit items for our agenda as soon as possible.
- d. The annual review of our employees and contractors will take place on Tuesday and Wednesday as well. Sally will notify them of the schedule and send them a form so that they can evaluate us as well. Every member of the EC will contribute comments for the written evaluations in advance so they can be summarized and shared, in writing, during the review process.
- e. The EC discussed a conflict in the convention schedule that the Finance Committee was concerned about. It was suggested that their meeting could be moved to an earlier slot on Saturday and Sally will contact Tom Boak accordingly.
- f. Tracy will send an email to remind everyone that all Zone meetings are at noon on Saturday in order to clear up any confusion.
- g. EC members were assigned as liaisons to the Blocks and they will contact them within the next few days to see how they are doing regarding the setting of their agendas for the "block" parties.

4. FINA WORLD CHAMPIONSHIPS – 2006: Jim reported that on the US bid for the World Championships. As mentioned in Jim's report, a packet of information will be distributed to delegates at convention. A separate meeting (unopposed) to discuss the issues surrounding the championships is scheduled for Saturday morning (10:30-noon). The HOD will have the final say as to whether we go forward with the bid.

5. FINANCE ISSUES: The EC discussed budgetary issues that were brought to us by Tom Boak. In the future, we will take a more active role in the development of our committee's budgets.

6. CPR TRAINING AT CONVENTION: The cancellation of the CPR class was discussed.

7. WEB ADMINISTRATION (Client FAQ and guidelines, server change): Jim Matysek has asked that we change servers due to long time dissatisfaction with the current server's performance. ***It was MSA to***

**authorize Jim to accept a bid that is not the “lowest” if/when he chooses to abandon our current provider.** It was noted that the “suggested bid” from Jim is actually lower than what we are currently paying. It was also noted that this move might not be necessary due to developments that have taken place just today.

8. OW SWIM – SHARK ATTACKS: Patty reported on correspondence she received from Colleen Driscoll (Insurance Committee) regarding a shark attack at Avila Beach, San Luis Obispo, CA. SPMA has sanctioned an event that is due to take place in September at the same location. The beach is now closed but is unlikely to remain that way. (Shark sightings and beach closures are not uncommon on the California coast). The USMS insurance carrier is aware of the situation and has expressed some misgivings. After some discussion, it was decided that the LMSC must make the meet director aware of the concerns. If the director chooses to hold the event (assuming that the beach is no longer closed), they must give adequate warning to the participants. .
  
10. OLD BUSINESS
  - a. Task force on finance, budgets, and audits: see Doug’s report.
  - b. Merchant Account: Doug reported that he is trying to get to a point of having a common RFP. He is hopeful that at least one will give approve.

It was MSA to adjourn at 10:51 PM EDT

Respectfully submitted by:  
Sally Ann Dillon  
USMS Secretary