

The meeting was called to order by President Jim Miller at 5:32 PM EST. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli.

1. The next conference call will be Monday, December 8, 2003 @ 8:30 EST.

2. Officer reports:

President: Jim reported that he attended a USA Swimming BOD meeting the previous weekend in Colorado Springs. Their board meets face to face quarterly for two days. The response to his presence was very positive. He made a presentation regarding our bid to host the 11th FINA World Masters Championships in 2006. The dates were discussed with them since officials will be needed in large numbers for the event. Jim also solicited their coaches' support, since many of them have masters members that would be very interested in the opportunity. Used correctly it could help them market their programs and USMS. The BOD was concerned about any financial exposure that USA Swimming may have in the case of a financial shortcoming. Language currently exists through USAS, placing the financial risk upon the hosting organization. This will be in effect here.

Though the dynamic and the makeup of their BOD is different, Jim found their approach to their core objectives a real learning process. They are just 18 months into their governance restructuring, so you can see their new system evolving. In most cases, they approach their difficult issues in a multidiscipline task force manner. The face to face meeting quarterly helps to open up the discussions to their BOD earlier in development; thus, they clearly feel informed and involved.

The vote tally is in for the governance issue and a letter will go out to Planning and the BOD indicating the result and outlining a time frame within which to work on the project. The work that has been done for USA Swimming has run to an estimated \$250,000 in consulting fees. Jim feels that we must start with a well-conceived document such as this to use as a template.

Finally, Jim noted that the president of LatyCar is coming for a meeting with him on December 3.

Vice President: Scott reported that the Championship Committee certified the Orlando, Fla., bid for the 2005 Short Course Yards Championships. The BOD took a vote between Orlando and Fort Lauderdale to determine the meet host and Fort Lauderdale was selected with Stu Marvin as meet director. The Championship Committee has negotiated a contract with Hy-tek for their involvement in our pool national championships over the next four years (meets in 2004-2007). The proposed contract is under review by our legal counsel.

The Fitness Committee continues to promote the events that it adopted in 2003: Check-off Challenge, 30 Minute Swim and the Virtual Swim Series. The committee also continues to publish an article of the month on the USMS web site. Beginning in January, a section called "Making Masters Fun" will be up and running on the web site. Coaches Committee Chair Bob Bruce has named Scott Williams as vice chair. Our Recognition & Awards chairperson, Kathy Casey, has been contacted and plans for the coming year have been discussed. Likewise, the newly-appointed National Senior Games liaison, Bill Tingley, has been contacted and information has been forwarded to him.

Secretary: Sally reported that since our last meeting, she has completed and distributed the HOD minutes (with Tracy's assistance). She also distributed the exit survey "raw data" to the old and new BOD. The Committee Chair Handbook is revised and ready to go and will be distributed as soon as we firm up deadlines that are on our agenda for this meeting. She is working on the Committee Meeting Evaluations and will distribute all of the data to the EC and will also see that each committee chair receives the information for their committee. Sally expects to have the Sunday "wrap up" session finished very soon now that she has the notes Patty took. She tabulated the results for the governance survey. There was one more vote for the EC after the deadline but it did not "officially" count.

Treasurer: Doug reported that thanks again to Cathy Pennington, the tax return was properly done and we should have no problems. Since our last meeting, he has received additional inquiries about the controller position resulting from the SWIM announcement. It looks like we will have 5 or 6 candidates and as of now, all but one is a CPA. One is not a USMS member currently but would join; all have considerable background in not-for-profits. Per our announcement, 11/30 is the cutoff for applicants. Doug will prepare a chart of the candidates and he anticipates that we will make a cut to 2 or 3 for interview purposes. A chart with attachments (resumes, etc.) will be circulated by email immediately after the cutoff date so that the EC will have a chance to review and decide as soon as possible thereafter. Doug will package and send resumes of the controller candidates as well. Doug recommended we have 3 people on the interviewing team and Jim and Nancy volunteered to assist him.

Endowment Fund: Doug reported that the Board of Governor's has approved the award of two grants and he gave thanks to Sports Medicine and Jessica Seaton for their thorough review. We have two exciting projects.

Zone Chair: Lynn reported that the USMS web server was successfully moved on October 23 from RaqPort to Coloco. Preliminary TopTen results for LCM has been posted. The committees creating their own web info. pages are moving forward with their projects. The LD Committee has chosen a design for it's new national championship medal; Bill Volckening designed the medal with input from numerous members of the committee. Finally, results for the 5k/10k postal championships have been released and all corrections made.

Past President: Nancy reported that the committees have just recently received their 2004 committee roster so they haven't had much time to communicate yet. Registration Chair, Anna Lea Roof, has been busy sending out solutions to problems with the latest software updates to each Registrar. Leo Letendre has been very responsive to the glitches and there haven't been additional problems within the last week. Marketing Chair, Rich Burns, has been working on the 2004 Planner and received quotes for the printing. At the request of the Top Ten chair we discussed the progress of the conversion of the Top Ten to the web site. The 2004 USMS/USA Swimming High Altitude Training Camp is gearing up for its seventh camp. Nancy anticipates a great group of athletes, coaches and one intern coach. The RFP for the USMS official publication continues to be refined and should be in final form within one or two days.

Legal Counsel: Patty reported that she received several e-mails and phone calls from officers of an LMSC that is having a dispute about the roles of its officers and how they work together. The LMSC was to address these matters in a regularly scheduled meeting on November 23. Her advice to the LMSC officers who inquired related to the manner in which their meeting should be conducted rather than what the outcome should be. Pending Grievance - The hearing panel for a grievance between a member and the member's LMSC has been convened and is considering the filings by the parties. Patty expects a ruling from the panel relatively soon. Contracts - Mel Goldstein has been good about giving advance notice for sponsor and logo licensee contracts that are coming up for renewal at the end of the year. Patty is working on those contracts now. Mel has also brought in another logo licensee, D&J Sports, and she's sent him a proposed contract for that company. Safety Education - Julie Heather has resumed activity on the Safety Handbook. She's gotten approval of the current (close to final) draft from Legal Counsel, the Insurance Committee Chair, and our insurance broker. She'll next send it to the Sports Medicine Chair for comment and then to Meg Smath to clean up wording before finalizing the handbook. Model LMSC Bylaws - Legislation Committee member Bill Cleveland has jumped on the project of developing model LMSC bylaws. He is working with Bruce Hopson and Mike Lemke from Ad Hoc Legal Counselors. They are in the process of looking at bylaws from LMSCs that are considered to have good bylaws or that have recently updated their bylaws. Insurance - The insurance premiums obtained by our broker, with approval from the Insurance Committee, are lower than what the committee voted for at convention, which is good news.

National Office: Tracy reported that she is waiting for three committee chairs to appoint their vice chairs and she will send the committee information to Meg Smath for the Rule Book without the information if she gets no response.

3. 2004 DEADLINES: The EC discussed and determined deadlines as follows:
 - a. April 1 - Mid-year report to EC liaison.
 - b. April 15 – Approved Mid-year report to Tracy Grilli.
 - c. May 1 - Budget detail for prior year and current spending sent out from Finance to committee chairs.
 - d. July 1 - Annual report to liaison.
 - e. July 1 - Agenda to liaison.
 - f. July 1 - Proposed budget to liaison.
 - g. July 15 – Approved annual report and agenda to Tracy Grilli; approved budget to Tom Boak.
4. GOVERNANCE VOTE: Sally noted the official results from the vote were: Planning-23 votes, EC-8, abstentions-6, did not vote-3 by the deadline. Jim will send a notification to the BOD.
5. MID-YEAR MEETING AND INTERVIEWING SCHEDULE: After some discussion, it was decided to hold the mid-year meeting in Ft. Lauderdale, FL, January 8-11. This will allow Jim to attend the IMSHOF presentation and since we'll all be there and Tracy will see if the rest of us can attend as well. She will also contact the Doubletree Hotel for rooms. Doug will set up interviews with the controller candidates on Thursday afternoon and the EC members involved in the interviews will plan to arrive by noon that day. All others will arrive in the evening with official meetings beginning Friday AM and continuing through Sunday morning.
6. OFFICIAL PUBLICATION RFP: Jim reported that the distribution would go to numerous publishers as supplied to Tracy by him and Aimee Fitzgerald. Some discussion took place about the RFP and recommendations being made by Nancy, Lynn, and Patty. Tracy has a letter from Jim that will accompany the RFP and she will distribute the information as soon as the revisions are complete.
7. CHAIR OF THE NATIONAL BOARD OF REVIEW UNDER THE NEW PART 4: Jim asked the EC to be thinking of a person for this position and a decision will be made at the next meeting so they are ready to go in 2004.
8. LMSC ISSUE: The National Office and our legal counsel have both been enlisted to help with an internal problem regarding one of the LMSCs. The EC discussed the roll of the National Office and the EC regarding LMSC issues and recommends that we have a workshop on dispute resolution for LMSCs at the next convention.
9. OLD BUSINESS: Jim noted that regarding the 2006 Worlds bid, the committee has met in recent weeks. They originally thought the BOD wanted to review the financials before the bid is submitted. The bid packet (25 pages or so) is actually what was voted on at convention so it will need to be distributed. Our BOD will have to approve the bid within a very brief period of time. After they vote it has to go to USAS and then to FINA – all before December 31. The target date for the packet to be completed by PMS is December 1.

It was MSA to adjourn at 10:44 PM EST.

Respectfully submitted by:
Sally Ann Dillon
USMS Secretary