

The meeting was called to order by President Jim Miller at 5:30 pm. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli.

1. **DECISIONS MADE SINCE THE LAST MEETING:** The minutes of the December 8, 2003 conference call were approved, sent to the BOD, and posted on the USMS web site.

2. **Officer reports:**

President: Jim reported that the focus of the last few weeks has been on getting the approval process for the FINA World's through the BOD and then going through the steps to get the bid to FINA. Michael Moore sent the bid packet from the West Coast, while the check and contract signed by Dale Neuberger (USAS) and Jim came from the National office. Jim noted that he has a meeting with the President of LatyCar in Ft. Lauderdale on 1/8 in the morning. It is an informal meeting to outline the role of LatyCar and history behind them and their fit into the ASUA scheme, if any. Following the midyear meeting Jim is going to Puerto Rico to meet with the ASUA President and the ASUA Masters chair.

Vice President: Scott reported that the Bob Bruce (Coaches Committee) has appointed two new coaches to serve on the on-line workout panel.

Secretary: No report.

Treasurer: Doug reported that he has been doing the usual; paying bills, managing money, and answering questions. Cathy Pennington and Doug will be working on the year end financials and are hopeful people will get their year-end reimbursement requests submitted in a timely manner. They want to be able to close the books as quickly as possible so that the new controller can take over with the slate relatively clean. Controller interviews will take place on Thursday, January 8, at the Doubletree Hotel in Ft. Lauderdale. Three interviewees will be present and at least four members of the EC will conduct the interviews (Doug, Jim, Patty, and Lynn). Doug provided EC members with a packet of information on the candidates a couple of weeks ago.

Zone Chair: Lynn reported on various activities. Web - a document describing the present and future methods for TopTen processing is now under discussion among Records & Tabs Committee, National Office, and Web Administration personnel. Long Distance - official results for the final LD Championship (3/6 Yd Postal) are now posted. The postal swim manual is nearing completion and should be available for release soon. Communications - Hugh Moore has put out a call to the communications committee for people to assist with web site activities. Zone - the Zone Committee has been organized into subcommittees and will be working on the following projects this year: EOG revisions for 2005 election (Lucy Johnson, chair); Project Development & Management (Mike Lemke, chair); National/Local Level Communications (Rob Copeland, chair); Zone Rep Job Description Development (Debbie Morrin-Nordlund, chair).

Past President: Nancy reported that the committees to which she is the liaison are operating successfully though the holiday season has preempted large amounts of communication and new projects. Leo Letendre, for the Registration Committee, continues to update the software for 2004 and is very responsive to problems and suggestions. Pieter Cath and the Records and Tabulation Committee are beginning to tabulate the 2003 SCM season. Rich Burns (Marketing) responded to our questions by indicating a Strategic Marketing Plan could move forward while the Planning Committee works on VVMOST and governance. He will have something ready for us to discuss at our mid-year meeting and does not feel his presence is necessary for our understanding or review. He will be available by phone if needed. Nancy put an item on the mid-year meeting agenda dealing with USMS insurance.

Legal Counsel: Patty reported that she and Mel Goldstein are in the final draft stages of contracts for several sponsors and logo licensees. The final drafts will soon be sent to Nancy Ridout for review and comment. She also noted that the hearing panel reviewing the pending Part 4 grievance between a member and an LMSC appears to be close to a decision. Patty continues to receive frequent questions by e-mail about insurance coverage if non-USMS members, especially USA Swimming members, swim in Masters practices. She also gets questions about meets in conjunction with USA Swimming or sponsored by non-USMS entities. She passes them on to Colleen Driscoll and Sandi Blumit, who probably receives a lot of the same questions.

National Office: Tracy reported on a number of activities: the LMSC Handbook is now completed, has been e-mailed to Web Jim, and has been snail mailed to Gateway. Labels were sent with the handbook and complete hard copies will be sent to the members of the EC, LMSC Chairmen and Registrars. Individual sections were e-mailed to the appropriate LMSC Officers. Hard copies will be sent to anyone who does not have e-mail, who's e-mail bounced or who requested one (because they prefer a hard copy or could not read the electronic files). The new letterhead is being reprinted due to a web site address change that was overlooked. Labels for mailing USMS Rule Books were sent to Gateway Printing and they will be sending the first shipment out from there any day. This shipment will include all the complimentary copies, those that have been ordered, and those going to members of the FINA Masters Committee. Many SAS envelopes have come in for the Planners and Tracy expects the shipment from Gateway any day. Registration is complete through November (a tedious month) and reports will be going to LMSC Registrars and Treasurers and the USMS Treasurer, Finance and Registration Chairs. Tracy's next project is the Directory which she hopes to get completed before going to Florida in January.

3. MID-YEAR MEETING PLANS: The EC discussed the meeting schedule and agenda for the mid-year meeting which will be held in Ft. Lauderdale, FL January 9-11. Items to be discussed will be:
 - a. Setting Priorities
Introduction, SWOT analysis, (strengths, weaknesses, opportunities, threats) and SWOT application.
 - b. Marketing Strategic Plan
 - c. International involvement
 - d. Web development priorities
 - e. National Publication goals/requirements
 - f. Insurance for members
 - g. 2004 convention schedule

It was MSA to adjourn at 9:30 pm EST.

Respectfully submitted by:
Sally Ann Dillon
USMS Secretary