I. Call to order and take roll

The meeting was called to order by USMS President and Committee Chair Jim Miller at 8:03 PM. Present were Lynn Hazlewood, Jim Matysek, Anna Lea Roof, Pieter Cath, Betsy Durrant, Tracy Grilli, Leo Letendre, Carl House, and Patty Powis.

II. Next meeting date

The next meeting will be on Tuesday, March 11 at 8:30 PM EST.

III. Approvals & Actions

MSA - Approve the minutes for 1/21/03 meeting.

IV. Project Administrator's Report

Project Administrator, Jim Matysek, summarized the work that has been done since the last meeting:

1. The groundwork is being laid for implementation of the Registration DB as follows: a) There is now a utility to generate/validate the check digit for registration numbers. This utility will be available throughout the DB; b) The 2003 registration data has now been incorporated into the MySQL DB and the structure of the DB has been changed to handle future needs; c) An administration area has been created for the registration DB to allow users to update and maintain the information in the DB.

2. The Relay All American data has been converted and placed in a DB and an administrative area has been built for this data.

3. The Awards DB has been updated and an administrative area provided for the Recognition & Awards Committee to administer the DB information.

4. The SwimGold photo gallery has been loaded into a DB. Display features and administrative controls will be programmed next.

5. The On Line Entry area for national championships has been modified. These modifications are laying the foundation to fulfill the ultimate goal of the Meets portion of the DB. The goal is to allow the listing of all sanctioned meets and their details, plus to allow for optional on line entries for any meet, automatic generation of heat/psych sheets, and inclusion of results in our results DB.

The committee discussed the fact that 2/3 of the Top Ten data received at the national level is missing the swimmers' USMS number. In order for Top Ten information to be used in the Enterprise DB, it will be necessary for each swimmer listing to contain the USMS number. President Jim Miller asked Pieter Cath, Records & TT Chair, to devise a plan for the orderly conversion of our procedures so that the USMS number is incorporated in the data at the LMSC level prior to submission to the Top Ten Chair.

V. H&A RFP Progress Report

The History & Archives RFP Management Team presented a report on the bidding process for the RFP. In that report, were the following three action items:

1. **MSA** - That we accept James Merrill's bid for Phase I minus the cost of the upgraded APL licenses.

2. **MSA** - The web-side programming that will implement the DB will be done by the USMS Webmaster/IT Director and contractors should they be needed.

3. **MSA** - That we accept Sarah Stevens as a second contractor for the web portion of the RFP.

The committee discussed the report and separately approved the three action items. By this endorsement, the committee recommends to the Executive Committee that the plan be approved and implemented. The plan is to:

1. Contract with James Merrill of Analytical Software Corporation to convert the History & Archives Database to a MySQL database that will reside on the USMS web server.

2. Assign the responsibility of implementing the web-side programming for the database to the USMS Webmaster/IT Director. That programming will provide all the functionality for update and maintenance of the database as well as search and display functions.

3. Contract with Sarah Stevens of Stevens Software & Hardware to work with the USMS Webmaster/IT Director in the implementation of the web-side programming

4. Have the new database functional by July when the 2003 SCY Top Ten will be ready.

VI. Adjournment

The meeting was adjourned at 10:00 PM EST.

Respectfully Submitted by:
Lynn Hazlewood, Zone Chair