

#### I. Call to order and take roll

The meeting was called to order by USMS President and Committee Chair Jim Miller at 8:59 PM EDT. Lynn Hazlewood, Jim Matysek, Anna Lea Roof, Hugh Moore, Patty Powis, Betsy Durrant, Tracy Grilli.

#### II. Next meeting date

The next meeting will be Thursday, June 26 at 8:45 PM EDT.

#### III. Approvals & Actions

1. Wording for the Sanctions letter was approved by email by both the DB Task Force and EC.
2. The committee **MSA** - Approve the minutes for the 4/22/03-5/01/03 meeting.

#### IV. Project Administrator's Report

Jim Matysek, Project Administrator, distributed his report prior to the meeting. It included the following:

1. An update of the DB Implementation timeline.
2. A report on the event check-in database that was written for the recently completed SC Nationals. The system worked effectively at the meet.
3. The NQT's and meet information for LC Nationals have been added to the database and the on line entry system has been tested for the meet. There remains the completion of the program for processing the online transactions, which should be completed this week.

A decision was made to accommodate workout groups. Although these groups are not official USMS entities, it will be necessary to address their needs in our databases. The Project Administrator outlined a plan for handling workout groups which the committee agreed to as follows:

1. The committee **MSA** - that we attempt to accommodate the need to handle workout groups in the online entry system for the purposes of scoring meets that use workout group competition. Hugh Moore and Jim Matysek were assigned the task of devising the methods for dealing with the workout groups. They will consult with the affected LMSCs to confirm that we have provided them with the tools they need and report back to the committee.
2. Workout groups will be provided free web hosting on the USMS web server, but only as sites that are subsidiary to their official club web site.
3. The USMS club website listing page is scheduled to be converted to a database-driven page. During that conversion, provision will be made to allow listing of multiple web sites associated with a single registered club to accommodate the workout group sites.

#### V. H&A RFP Progress Report

1. The projected completion date for the database conversion by James Merrill is May 31. A full report on that conversion will be presented to the committee after that date.
2. The contract for Sarah Stevens, is ready for approval by Jim Miller.

#### VI. Online Registration & Online Event Entry System

1. The first draft of the Requirements Specification Document for the on line registration and on line event entry system is on track to be completed and distributed to interested parties by June 1. Once the comment period is over, the final version will be ready for presentation to the DB task force at the next meeting.
2. The task force decided to postpone the discussion of legislation changes that will have to be made as a result of an on line registration system until the implementation plan is approved.

#### VII. New Business

1. The committee had a discussion of the accuracy and timeliness of information that is posted on the web site. It was pointed out that most of the items that may be incorrect or out of date are those that are dependent on outside parties to maintain - particularly sites such as the calendar of events and places to swim. Various

suggestions were made as to how to keep these items more current, but no conclusions were reached. Other potential problem areas are those with information that is generated by official USMS entities (such as standing committees). The web site is systematically being converted to a database-driven site. When the conversion is complete, those users will be able to manage their own pages and information.

2. The task force began a discussion of the role to be played by this committee in the future as we complete the major elements of the database. No conclusions were reached and the discussion will be continued at the next meeting.

#### **VIII. Old Business**

1. The committee addressed the issue of whether we need to retain the variable portion of the USMS registration. This issue will continue to be discussed electronically between meetings. The committee identified a number of users outside this committee that need to be consulted.
2. A compilation of comments received from distribution of the sanctions letter has been prepared. Jim Matysek will prepare a FAQ sheet in response to several questions that were brought up.

#### **IX. Adjournment**

The meeting was adjourned at 10:24 PM EDT.

Respectfully Submitted by:

Lynn Hazlewood, Zone Chair