

President Jim Miller called the meeting to order at 8:35 PM EST. Present were Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli. Scott Rabalais was absent but submitted a written report.

1. The next conference call will take place on Thursday, March 25 at 8:30 PM EST.
2. DECISIONS MADE SINCE THE LAST MEETING: The minutes of the February 10 conference call were approved, sent to the BOD, and posted on the USMS web site. We approved by Email the language that would go to the BOD regarding the Web assistant and the consultant for the National Publication bids.
3. OFFICER REPORTS:
President: Jim reported on ongoing interactions re. ASUA and LatyCar as well as setting up for the first ASUA Masters Committee meeting in Orlando on the last weekend of USAS.

Vice President: Scott reported that on February 22, he engaged in a conference call with the chairs of the Coaches, Championship, Fitness and Recognition & Awards Committees.

Secretary: As per Ginger Pierson's request, Sally has reviewed and made suggestions to an informational document for new delegates. She has also done the same with information from Debbie Cavanaugh about convention certification procedures. The minutes from the Feb. 10 meeting have been sent to the BOD and Jim Matysek (for posting on the web site).

Treasurer: no report

Zone Chair: Lynn distributed the Webmaster's February status report and a proposed budget for the \$35K over-budget request. The web administrators (Jim Matysek, Hugh Moore, Michael Moore, and Lynn) are in the process of a comprehensive review of the web task list. One item they have noted is that there are frequent votes in the HOD that impact the task list and utilization of Webmaster time. A process is needed to handle these requests so they don't negatively impact Webmaster timelines or the existing task list. Lynn reported that the USMS Top Ten section has been updated with new display options for top ten times. The updates include a new search mechanism including locating swimmer's relay top ten achievements and showing all top ten details for a given swimmer, the ability to list top ten times by LMSC, Club, or Zone, and some text and spreadsheet export capabilities for LMSC listings. The top ten area can be found at <http://www.usms.org/comp/tt/>.

Rob Copeland, Michael Moore, and Lynn met by conference call on February 13 to discuss the convention workshops. The topics chosen for the 5 workshops were: 1) LMSC Chairs Networking Meeting (organized by Michael), 2) Club Development (organized by Michael & Rob), 3) LMSC SWOT Analysis (organized by Lynn and created by the Marketing Committee), 4) Communications (organized by Lynn and created by the Communications Committee), and 5) Management of Corporate Documents (organized by Lynn and created by Barbara Dunbar, Meg Smath, Tracy Grilli, and Patty Powis). The group also discussed the issue of leadership development, but determined it was too big a topic for a 1 hour 45 minute workshop. This issue will be reserved for the 2005 convention where we might arrange for a larger block of time. At the February 22 meeting, the Zone Committee voted approval of the five topics.

Lynn met with committee chairs Hugh Moore (Communications) and Peter Crumbine (Long Distance) on February 13. Also invited were the committee vice chairs Michael Moore (Comm.) and Marcia Cleveland (LD). A number of ideas came out of the discussion and they will be discussed in future EC meetings. The Zone Committee met by conference call on February 22 and chose Utah as the target LMSC for the marketing project. Although any of the three candidates (Utah, Adirondack, and North Carolina) would have worked, the Zone Committee chose Utah because it has some decent population

centers, presence of pools, universities with swimming programs, an eager LMSC leadership, and potential for growth. They also felt it was similar to many of our small LMSCs and knowledge gained in this LMSC will be transferable. For other LMSCs with needs, we will use our grants program to assist them. The program will be put together in time for advertising in the Spring Streamlines.

Past President: Nancy reported that she had a productive meeting with her committees and special assignments and she shared the preliminary minutes and the agenda for the conference call. Bill Volckening (SWIM Editor) has received a more complete schedule for magazine timelines so he feels it will be easier to adhere to deadlines. Rich Burns (Marketing) is proceeding on an individual strategic marketing plan for the Utah LMSC

Legal Counsel: no report

National Office: Tracy distributed information to the EC about the bidders for our National Publication. A new contract employee has started working on data entry for SC Nationals.

4. WEB ASSISTANT: Jim reported on a conversation he had with Finance Chair, Tom Boak regarding the Web Assistant position. Patty, Doug, and Lynn will contact Tom to discuss the concerns he has raised.
5. NATIONAL PUBLICATION BIDS: Tracy reported on the information that has been received by the bidders. Jim asked Tracy to request samples of magazines for each of the EC members by March 16.
6. DISTRIBUTION OF CD: Mel Goldstein budgeted for the production and distribution of a CD containing the USMS commercial and Club Building information for distribution to each of the LMSCs. 100 disks have been made and, as per Mel's request, it was *MSA that we allow him to sell those not sent to the LMSCs.*
7. CONVENTION: Sally reported on a request to move the Records and Tabulation Committee meeting and it was agreed that we would move it to 4:15-5:45 on Thursday (from 2:15, same day). Meals for Wednesday's BOD meeting and Saturday's LMSC meetings were discussed and Jim will contact Michael Heather about arrangements. The EC discussed the convention theme but no decision was made.
8. MERCHANT ACCOUNT: Jim Matysek has requested that a specific account be set up for LC Nationals and Doug will follow up on the request.
9. ON LINE REGISTRATION: The EC discussed on line registration for meets and membership. It was stated at convention last year by the Legal Counselors Committee that an electronic signature is valid if certain protections are in place. Patty noted that any procedure needs to be reviewed – a protocol needs to be established.
 - It was *MSA that the EC approve the use of online registration for membership in accepting online signatures subject to a protocol established by the Legal Counselors Committee or individual approval by USMS legal counsel.*
10. PANEL MEMBERS FOR THE NATIONAL BOARD OF REVIEW: Our new National Board of Review Chair, Carolyn Boak has appointed a group of USMS members to serve on the pool from which NBR hearing panels will be drawn. Under the new Part 4, the Board of Directors must approve her appointments. The list below consists of 14 persons who are well qualified to serve on the NBR hearing panel and who are drawn from many parts of the country. Not all of them will serve on a hearing panel at the same time. Rather, they form a pool from which Carolyn can create a hearing panel for a grievance proceeding.

Peggy Buchannan, Colorado LMSC, Rules Committee
Bill Cleveland, Southern LMSC, Legislation and Coaches Committees
Jerry Clark, North Carolina LMSC, Championship Committee
Peter Crumbine, Connecticut LMSC, Insurance and Long Distance Committees
Errol Graham, Southern Pacific Masters LMSC, Championship Committee

Julie Heather, Southern Pacific LMSC, Registration, Records and Tabulations, Safety Committees
Laura Kessler, [Lake Erie](#)* LMSC, Long Distance and Sports Medicine Committees
Kristy King, Pacific Masters LMSC, long time USMS member
Hugh Moore, Pacific Northwest LMSC, Communications Committee
Ginger Pierson, Oregon LMSC, ISHOF and Records & Tabulations Committees
Jeff [Roddin](#)*, Potomac Valley LMSC, Championship and Records & Tabulation Committees
Joan Smith, Pacific Masters LMSC, Officials and Recognition & Awards Committees
Kris Wingenroth, Gulf LMSC, Finance and Rules Committees
Charlie Cockrell, Virginia LMSC, Officials Committee

• *It was MSA to approve Carolyn's list of members for the pool and to submit them to the BOD for their approval..*

11. OLD BUSINESS:

Grievance: The EC reviewed the decision made by the investigative committee regarding a grievance between individual swimmers and an LMSC.

It was MSA to adjourn the meeting at 10:24 PM EST.

Respectfully submitted by:

Sally Ann Dillon
USMS Secretary

* [revised](#)