

President Jim Miller called the meeting to order at 8:32 pm EST. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli. Bill Volckening joined the call at 9:15 pm for the discussion of the national publication transition.

1. The next conference call will be Wednesday, December 15 at 8:30 pm EST.
2. DECISIONS MADE SINCE THE LAST MEETING: The minutes of the October 25 EC conference call were approved and distributed.
3. OFFICER REPORTS:  
President: Jim reported that he had engaged in two conversations with Phil Whitten prior to the release of the Nov/Dec *SWIM Magazine*. Regarding the content of the Editor's note, Jim felt it was misleading for SPI to take credit for the growth in USMS that has taken place during the 12 years SPI has been associated with USMS. While *SWIM* does indeed deserve a segment of credit, the hard work of our volunteers and coaches deserved a large part of the credit as well. Phil did modify his statements regarding this issue. Jim also spoke to Phil about the fact that there was no mention of a new publication that would be going to the membership but Phil refused to back down on that issue. This misconception has caused considerable problems. Jim noted that Phil did listen to his concerns but closed with the fact that it was an editor's column and he would write it as he saw it.

Jim and Tracy have been working on the USMS committee composition. The lists of potential committee members have been sent to each committee chair for their feedback and their requests will be honored where they can. There is a percentile of delegates that request committees and then never participate. Jim put a grading scale of committee members in effect two years ago to find out who these delegates are and wherever possible, they are being removed from committee assignments. Jim announced that there would be two new committee chairs in 2005. Doug Garcia will chair the Marketing Committee while Shannon Sullivan will chair the Safety and Education Committee. Jim noted that he appreciates the fine job that Rich Burns and Julie Heather have done chairing their respective committees over the past 3 years.

Vice President: Scott reported that an introduction of the World Swim for Malaria was sent to all USMS clubs on Monday, Nov 15, and clubs have begun to show interest in participating. The Championship, Coaches, Fitness and Recognition & Awards committees have shown their preferences for committee members and forwarded the information to the National Office.

Secretary: Sally reported that the convention minutes were finished and distributed to the HOD as well as the minutes from our last meeting. She is still working on the exit survey and filing away various documents from convention. Chairs of the History & Archives, Officials, Publications, and Rules committees have reviewed the list of potential committee members and forwarded their opinions to Tracy as requested. She plans to have a conference call with her committees soon.

Treasurer: Doug reported that routine expenses are paid to date. Convention expenses are still in process. We are sorting out the apparent double billing of EC members and finding out who the person is who was added to our master account that no one knows. The budget for the year is still on track. The Governance Task Force (Planning/Betsy Durrant) is working very hard. Donations are still coming in (Endowment Fund) and the market is doing well enough now that appreciation is taking place.

Zone Chair: Lynn reported that the results for the 5K/10K National Championships have been posted on the Long Distance site. The proposed amendments to the Election Operating Guidelines (EOG) have been distributed to the BOD for approval and are being discussed with voting on various issues taking place. She hopes we will have the final vote for approval soon. The web professional staff is on target to fulfill deadlines through December 31. The establishment of a merchant account is still outstanding. In addition to setting up the account, consultation with the Finance Chair concerning

account management processes will be necessary. Lynn suggested we could use a document prepared by Jim Matysek in June of 2003 as the basis for discussion.

Lynn also reported on the registration database: Anna Lea Roof (Registration Chair) and Jim Matysek (Webmaster) began discussions in August on the development of the database, including online membership registration. The Web Administrators have worked out a process for design and implementation and distributed it to the principals for approval. The principals for the project will be Anna Lea Roof (registration), Jim Matysek (web operations), Tracy Grilli and Esther Lyman (National Office), Leo Letendre (current registration technical support), Legal (electronic signature issues), and Finance (merchant account management and flow of money to and from LMSCs). LMSC Registrars, and others will be consulted as needed. Executive Committee liaisons will be in the information loop to monitor the process. The steps in the development process will be consistent with the previously published Web Management Guidelines (WMG). Once the requirements specification document is approved, an evaluation will be undertaken to determine whether we will develop in-house or outsource the project.

Finally, Lynn reported on the transition to *USMS SWIMMER*, our new national publication. Editorial assignments for the March/April issue have been made and content is due to Bill Volckening by December 8. Bill will assemble the materials and he and the content proofing team will review them for delivery to Virginia Sowers (DMC) by December 17. In addition to the content proofing team, other proofreaders will be used for content requiring specialized knowledge, such as sports medicine features. The text of the media kit has been proofed by Bill and Lynn and is currently being converted to the layout format for the transition team to review. Bill and Lynn have discussed Bill's job description and agreed that what he is doing is more of an editor's position than a coordinator and is requiring more time than originally anticipated. They also have discussed budgeting for 2006, which will need to include operating expenses. The transition team will have its next meeting in early December to continue the discussion of post-transition management.

Past President: Nancy reported on her committees as follows: Marketing – Doug Garcia is reviewing the proposed committee membership. Records and Tabulation - Pieter Cath has completed the LC Top Ten final tabulations. He created new programs to check names, numbers, ages, and club affiliations that seem to have worked very well. Registration - Anna Lea Roof has been diligent in keeping her committee members apprised of new developments and in asking for feedback on various subjects. She has submitted her committee membership. SWIM Editor - There was some miscommunication and confusion over the content for the last issue of SWIM - not on our end. Bill Volckening is now working on the last issue. Sponsor Liaison - Mel Goldstein is working toward renewing current sponsorships that expire in 2004. Finally, Nancy reported on the expanded High Altitude Training Camp that will take place February 12-15, 2005 at the Olympic Training Center in Colorado Springs. 18 swimmers (9 women and 9 men) have been selected. They come from CA, CO, FL, GA, IL, IN, KY, NC, NY, OH, TX, and WA and range from 35 to 68 years of age. The staff has also been appointed and the USMS coaches are Bob Bruce, Mark Moore, and Rick Powers.

4. EC LIAISON POSITIONS: the EC liaison / committee assignments were discussed and it was decided that no changes in the assignments was needed.
5. MERCHANT ACCOUNT: The EC discussed the progress of the project to obtain a merchant account for USMS. The logistics of such an account for our organization are complicated. Doug suggested we not pursue Echo any further after all the difficulty he's had with them in the past year trying to get this set up. Patty noted that we should look at 3 or more companies and make comparisons. Lynn will ask Webmaster Jim Matysek to make some recommendations.
6. NATIONAL PUBLICATION UPDATE: Bill Volckening (Coordinator) joined the call at 9:15 pm. He reported that he and Virginia Sowers are working on the departments and features for the first issue. Bill is impressed with Virginia and the team at Douglas Murphy (DMC) and is getting used to their procedures. He is working with USMS committees to develop resource people and media resources for the stimulation of ideas and development of departments. Bill noted that some committees have been more responsive than others and the EC offered to assist as liaisons when needed. Conference calls

are being held regularly. Bill reported that the contents for the media kit have been prepared and DMC is currently working on the layout.

a. Non-member subscriptions: The EC discussed non-member subscriptions and it was agreed that we would like to offer outside subscriptions. SPI represents that it has a circulation of 6000 that does not come from USMS memberships. We need to get the word out to people that they can subscribe to *USMS SWIMMER* and discussed the various options. We will create a web URL and a mailing address for people to inquire. Lynn will discuss the logistics with DMC and get back to us with an appropriate fee for the non-member subscription.

We will include information about this in the President's column in the January/February issue of *SWIM Magazine*. The EC also discussed the lack of information in *SWIM Magazine* about the new publication and Sally suggested it would be a worthwhile expense to send postcards to every member about the new publication. Jim said information in the last issue should be sufficient.

b. Business plan: Doug has been working on narratives and will prioritize them in the coming week. Ralph Davis has provided Doug with input on the business plan. Patty noted that discussions still are taking place that will define the contract. The contract must be signed by December 31 and she recognizes that the Finance Committee needs to review the materials prior to the signing.

7. 2006 WORLDS UPDATE: Nancy reported that the organizing committee is getting the entry forms reviewed by the National Governing Bodies (NGB) so the booklet can be available on time. They are working on hotels and she does not think the contract has been signed for the destination travel company. They are also reviewing the insurance companies for additional insurance (due to having people who are not USMS members). Patty asked about the legal services and Nancy said that a pro-bono attorney is doing the incorporation work. Michael Moore sent Patty sample releases from previous events.
8. GOVERNANCE UPDATE: As mentioned previously, the Governance group is hard at work. Doug has been involved in discussions with Jim Miller, Rob Copeland and Ralph Davis and they are looking at documents that deal with the current positions and the executive director.
9. ELECTION OPERATING GUIDELINES UPDATE: Voting on allowing floor nominations in the HOD for Directors closed after the EC meeting was completed. The final vote will be reported to the BOD and recorded in the minutes of the next EC meeting.
10. OLD BUSINESS:  
Convention expense: Tom Boak has asked about a bill of \$2342.90 that was forwarded to Michael Heather from USA-S for the USMS contribution toward ASUA representative expenses in Orlando. Jim did not expect the amount of support to be so significant and we will try to determine if USAS had previously given us an estimate.

It was MSA to adjourn the meeting at 10:23 pm EST.

Respectfully submitted by:  
Sally Ann Dillon  
USMS Secretary