

President Jim Miller called the meeting to order at 9:04 pm EDT. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli.

**ACTION ITEMS:**

- a. *It was MSA that the Executive Committee supports creating the Publications Committee as a Special (507.1.3) or Standing (507.3) Committee.*

**EC TASKS:**

- a. Doug will submit an over-budget proposal for the EC to have a Monday night stay at convention to the Finance Committee.
- b. All EC members are to add items to the list of accomplishments originally prepared by Lynn.
- c. Tracy will contact Michael Heather to confirm that we would like to have power point equipment at the BOD and HOD meetings.

1. The next conference call will take place on Tuesday, July 26 at 8:30 pm EDT.
2. **APPROVAL OF THE JUNE 1 MINUTES.** *It was MSA to approve the minutes of the June 1 Executive Committee conference call.*
3. **OFFICER REPORTS:** Jim reminded the EC to look critically at the proposed budgets being submitted by our committee chairs. Committees that regularly budget for funds that are not spent need to make adjustments. Committees that are scheduled for dissolution need to have a budget that can be absorbed by the committee that will absorb them. It was agreed that the EC would review all budgets once they are submitted to the individual liaisons.

President: Jim reported that he had a teleconference related to the topic of the merchant account and the processing issues. The individuals involved in the ongoing discussion include Tracy Grilli, Jim Matysek, Tom Boak, Lynn Hazelwood, and Jim Miller. The tracking process that had been required for Ft. Lauderdale had been anything but straightforward. The discussion of how this account can go forward and address the needs of the LMSC's, meet directors, and national office while keeping all of it straight is under investigation. The current agreement states that we will support the needs of the national championship and that the championships will support whatever overhead costs are incurred. We have arranged for services to be provided to assist Tracy in the national office with this task. Currently, the services will be very limited but will allow us to assess the feasibility of extending the capacity, as has been stated from the onset of the proposal.

This year's convention is in a Sheraton in Greensboro that Jim visited two weeks ago for a medical convention. It is very well appointed with a very large convention center. The rooms have free high-speed Internet connections. Multiple restaurants are on the site as well as restaurants within walking distance. A mall with a food court is across the parking lot. The hotel will not allow food to be brought into the meeting rooms, according to USAS. USAS has requested a 2-minute video from each discipline to show at the beginning of the banquet and USMS has a professionally produced one that was used for Worlds a couple of years ago that will work quite nicely. It is also to be noted that the Sheraton will hold the appropriate NGB responsible for any bad checks passed by its members.

Nancy Ridout and Jim attended the USAS International Relations meeting in Chicago on June 18. It is remarkable how much can be accomplished to mold the aquatic sports into a cohesive unit when they work together face to face. Several topics came forward that directly affect USMS. Nancy and Jim gave a presentation on the progress of the XI FINA World Masters Championships and a pitch to all of the governing bodies to make this a prime focus for their athletes in 2006. There was an active question and answer period from all of the aquatic sports. The issue of applying early for a visa is an issue for most of the world. Last minute applications (less than 6 months) may be problematic for some nations. LOC leaders, Michael Moore and Anne Cribbs, have met in Washington, DC with officials to

smooth the process as much as possible. The USOC already has a position there to assist, but time remains an issue.

In addition to the above, Jim will be traveling to Santo Domingo to participate in the first Masters Pan American Championships sponsored by ASUA/UANA. There will be a Masters Technical Meeting prior to the championships.

The Governance Task Force remains quite active and their initial proposals will soon be on the Internet for comment.

Vice President: Scott reported on good news for the Coaches Committee (Bob Bruce, chair). ASCA, which originally agreed to fund three Masters coaching presenters at the World Clinic in September, has agreed to fund all six presenters. Presenters will be Kerry O'Brien, Karlyn Pipes-Neilsen, Charlie Hoolihan, Kris Houchens, Paul Hutinger and Mel Goldstein. The Fitness Committee (Pam Himstreet, chair) is working on creating a list of fun swims, such as enjoyable workouts or fun things done during a swim meet. Ideas can be submitted to Janet Latham at [janet.latham@okc.gov](mailto:janet.latham@okc.gov).

Secretary: Sally reported that the third and final notice of delegate entitlements went to LMSC representatives last week. A number of delegate forms have been submitted since then but there are still many outstanding – 24 to be exact. She has contacted the employees and contractors but has not yet firmed up a schedule for their annual reviews. Sally continues to assist Jim with the At Large Delegate assignments. Two of her committees (Long Distance (Peter Crumbine, chair) and History & Archives (Barbara Dunbar, chair) have submitted their annual reports and budgets for her review.

Treasurer: Doug reported that the USMS financial position continues to remain strong heading into the close of the first 1/2 of the calendar year. The bills are paid and the budget forecast continues to be optimistic with expenses below budget and income trending higher than budget. Thanks to Margaret Bayless for her timely reports from the Controller's office. Doug has made a request for Smith Barney to review our investment options under FOG. Our major banking arrangement is conducted through a cash management account with Smith Barney and they have made such an analysis for Doug in prior years. FOG provides strict guidelines on the investment options and given the relatively low yield on CD's (although better this year than last!), Doug is always interested in seeing what other potential there is to park our reserves. The audit is nearing completion and many thanks go to all who have helped by supplying information and materials requested. Thanks also to Clifton Gunderson for their thorough work. We expect the audit report to be complete before convention and it will be available to delegates at that time.

The FINA Worlds organizing committee has worked with us to maintain timely reporting and communications as we progress toward the World Championships. We have a good format for keeping track of their cash demands so that we can keep our reserves available as needed. So far, while the learning curve is still a reality, there have been no problems in forecasting that change our ultimate expectations about the commitment of USMS.

Regarding the USMS Endowment Fund, Doug reported that we have had two requests for funding which have been circulated to the Board of Governors for their review and which will be considered for funding at convention during the meeting of the Board of Governors of the Endowment Fund. We have received several memorial contributions honoring Pieter Cath and his many years of service to USMS. Each of the donors had something very positive to say about Pieter and all that he has done for us and we have let his friends and companions know of these expressions.

The Finance Committee (Tom Boak, chair) is gearing up for budget work and FOG revisions and since Doug's last report there have been no over-budget requests. The Governance Task Force (Betsy Durrant, chair) continues to do prodigious work! Check the USMS web site for a look at the documents being generated. Betsy and the Planning Committee are busy with other chores as well. Great work all around.

Zone Chair: Lynn reported that major web activities since the last EC meeting include advising financial arm of USMS on management of the merchant account; completing work on merchant account reconciliation administrative tools and training the National Office worker who will use them; preparing for publication the July issue of *USMS SWIMMER* on the web site plus implementing enhancements to the *USMS SWIMMER* web site; scoping out additional *USMS SWIMMER* web site improvements for the future; working on media insurance application; responding to a request from the external auditor; setting up web schedules and priorities for the remainder of 2005; working on draft of online registration specifications; redesigning of Fitness section of the web site; posting convention information on web site; adding Hasty Awards as a USMS sponsor; working on H&A request for *USMS SWIMMER* information to be posted on the web site; and continuing support for existing services.

Regarding Editorial Board issues, Lynn has discussed with Virginia Sowers what kind of access to the World Championships we will need for our publications. Virginia will put a written request together. Preparation is proceeding for the July 15 *USMS SWIMMER* annual planning meeting. An agreement has been reached with the H&A committee on access to *USMS SWIMMER* articles.

Finally, Lynn reported that the Zone Committee voted to distribute seven convention grants. LMSCs receiving grants are Adirondack, Allegheny Mountain, Hawaii, Midwestern, Snake River, Inland Northwest and Oklahoma. She has sent an invitation to apply for club mentoring grants to the seven clubs/LMSCs who had unsuccessful bids for the Nike grant. We have sufficient funds for two grants. With the help of the zone representatives, seven of eight coach/mentor clinics have been assigned to date. We expect the eighth clinic (for Dixie Zone) to be organized shortly. This will be the first time all eight zones have a coach/mentor clinic for their members.

Past President: Nancy paid tribute to Pieter Cath, who recently succumbed to cancer: As the EC Liaison who has worked most closely with Pieter, Nancy cited his many and valuable contributions to USMS. With gratitude and enormous appreciation for his service, the USMS Executive Committee honors Pieter, mourns his loss to USMS and to his family, and offers its condolences. We will also miss his warm smile and great sense of humor.

Nancy reported that Mary Beth Windrath has sent messages to her committee and to the LMSC Top Ten recorders introducing herself as the new Records & Tabulation Chair, having been appointed by President Miller. She invited them to communicate their concerns and suggestions, requested input on several issues, and suggested the possibility of an informal get together at the convention to go over the top ten software and share information. She and Nancy have been in contact regarding her budget. Doug Garcia (Marketing Chair) continues to communicate with his committee, invite input and feedback, and complete elements of the Marketing Plan. They are currently discussing the pros and cons of continuing to publish the Planner. They have had discussions about the Marketing Committee budgets. Mel Goldstein (Sponsor Liaison) has been in touch with Anne Cribbs (2006 FINA Worlds Executive Director) regarding event sponsor opportunities.

Reporting on the 2006 XI FINA Masters World Championships, Nancy said that Bill Matson (FINA Liaison) will be in San Francisco July 1st and he will meet with Michael Moore and several other members of the LOC.

As noted in the president's report, Nancy attended a USAS meeting in Chicago, June 18. The meeting was informative and productive. The concept of working together (and teaming together) toward common goals is the necessary approach for today's situations. She commended Dale Neuburger for expanding the role of USAS President to more than a caretaker, rather as being proactive, creative, and finding better ways to play the game successfully. The USAS efforts at Montreal regarding FINA appointments will be to expend considerable effort in securing committee positions for the Olympic sports. However, Nancy has no doubts that if the nominations for the other FINA positions (including hers) need more support than anticipated, he will find a way to advocate either personally or through an effective contact.

Legal Counsel: Patty reported that the Executive Director Funding Task Force held a conference call to discuss research results to date, preliminary funding ideas, and next steps. Jerry Clark is creating a summary of the information from task force members who conducted interviews with other organizations on the costs associated with Executive Directors. The task force members will refine that summary, which will become the first part of the task force's report and should help inform budget planning for 2006. Patty is creating a summary of funding recommendations discussed, which will be expanded and revised by the task force and, again, rolled into the final report.

Patty received a proposed agreement from Michael Moore that the XI FINA World Championships Local Organizing Committee wants all of the NGBs to sign. It addresses insurance coverage to be provided by each NGB for the events it has sanctioned, which is not a problem, but also asks for indemnification. She has been discussing the issue with Sandi Blumit (USMS insurance agent) and Colleen Driscoll (Insurance Committee chair). Regardless of what we agree to accept, she will have to get back to Michael with some wording clarification for the agreement.

Patty has spoken with Shannon Sullivan (Safety Education Committee chair) to give her some guidance on the Safety Education Committee's annual report and budget request given the Governance Task Force proposal to roll the committee in with the Sports Medicine Committee.

Patty has sent copies of contracts for all of USMS's sponsors, licensees, and contractors to our auditors. We should discuss keeping these at a central location like the National Office where office equipment and services are available to gather, copy and transmit requested items. Renewal contracts have been prepared and sent to our contractors and Jim Matysek to cover the remainder of 2005.

National Office: Merchant Account - As Lynn and Jim mentioned in their reports, Louise Dion/Accounting Wise, has been hired to analyze the Merchant Account/VeriSign transactions. Jim Matysek created tools and trained Louise. Margaret has created an Excel report sheet, which Louise will "populate" and send to her twice per month (15th and 30th). Louise submitted the first report (May 15-31st) to Margaret today. The 2nd report (June 1 - 15th) will be sent to Margaret by Friday.

4. CONVENTION:

- a. Delegate update – The deadline for applying for an At Large delegate position is July 15 and Jim will fill the final six spots at that time.
- b. EC meeting schedule – The employees/contractors reviews will be conducted over two days and we will be able to work with their travel schedules so that they do not have to arrive a day early just for their review.
- c. Hotel arrangements – Doug reported that it is not resolved as to whether the EC will be reimbursed for the Monday arrival as we have scheduled. He has prepared an over-budget request and will send it to the FC for approval.
- d. Election plans – Lynn reported that one person has submitted paperwork for their floor nomination. Other nominations are expected and they will also come from the floor. Written information for floor nominees will be made available to the delegates when they are presented at the first HOD meeting – not before.
- e. Summary to pass on to new EC – We discussed the list of accomplishments previously prepared by Lynn and each EC member will make an effort to add to the list.
- f. Audio-visual materials - Tracy will contact Michael Heather to confirm that we would like to have power point equipment at the BOD and HOD meetings.

5. EDITORIAL BOARD PROPOSAL: The description of the proposed Publications Committee was reviewed. It was *MSA that the Executive Committee supports creating the Publications Committee as a Special (507.1.3) or Standing (507.3) Committee.*

6. HISTORY & ARCHIVES COMMITTEE REQUEST: Jim and Lynn reported on the conference call held to resolve issues surrounding the request by the H&A committee to have access to articles in the national publication for their committee's use on the USMS web site. The extra expense for doing this was not budgeted for so H&A has been asked to include funds in their next budget. The current policy

of the editorial board is that *USMS SWIMMER* is a member benefit, which needs to be preserved for future marketing and business plan needs. The decision on how much editorial content is published freely on the web site and when that should happen is for the Board of Directors to determine.

7. 2006 XI FINA WORLD MASTERS CHAMPIONSHIPS: See Nancy's report (above) for an update.
  - a. Insurance – Patty reported that she has been involved in a discussion with the Local Organizing Committee (LOC) and Sandi Blumit, the USMS insurance broker, regarding the naming of additional insured and indemnification. Patty and Doug will review any proposal to insure that we are receiving appropriate coverage at reasonable cost.
8. OLD BUSINESS:
  - a. Guidelines for signatures on waivers – Patty reported that no attorneys from the Legal Counselors Committee volunteered for this task so she will focus on drafting guidelines based on her prior research.
  - b. Executive Director funding task force – see Patty's report above.
  - c. San Diego hotel bill – Doug reported that to resolve the situation, Jim would reimburse USMS for the amount in question and then resubmit expenses that should have been included.
  - d. Merchant Account – Ft. Lauderdale issues, etc - see Jim's report above.

It was MSA to adjourn at 10:45 pm EDT.

Respectfully submitted by:

Sally Ann Dillon  
USMS Secretary