

End-to-End Event Management (E2EEM) Meeting Minutes

January 22, 2012

Attendees:

Lynn Hazlewood, Open Water Committee Chair
Emmett Hines, Gulf
Anna Lea Matysek, National Office
Jim Matysek, National Office
Jeanne Seidler, Wisconsin
Luke Shaheen, National Office, IT
Ed Tsuzuki (Chair), New Jersey
Mary Beth Windrath, Adirondack

The task force reviewed the training documentation created by Anna Lea Matysek for the requester and the approver and also the announcement letter that Ed will be sending to the all the LMSC Chairs.

- 1) Training Documentation – Anna Lea captured the feedback from the task force while Ed reviewed the documents using GoToMeeting. Anna Lea has agreed to sit down with Luke and review the documentation side-by-side with the application to ensure that the screens captures are the latest and that all the steps are included accurately. In addition to basic clean up, some of the important highlights are listed below:
 - a) Request Process
 - i) A link will be added on www.usms.org under the “Competition” tab to have a link that goes directly to “Request an event sanction.”
 - ii) A link would be provided at the top of the application itself as well as the Guide to Operations to the training documentation
 - iii) Instructions to add a new venue would be added
 - iv) Instructions to upload an updated meet entry form would be added
 - b) Approval Process
 - i) Add explanation at the beginning of the procedure that the approver must have a USMS Discussion Forum ID
 - ii) Remove the “Remove” link for the entry form
 - iii) Clarify the “Submit changes & Exit” procedure
 - iv) Clarify the meet ID vs. the sanction number
 - v) Illustrate the “Cancel and Event” procedure
- 2) The announcement letter was also reviewed



- a) Include the new link to the sanction request process (under "Competition" tab)
 - b) Change references to "meet director" to "event director"
 - c) Include hyperlinks to training document(s)
 - d) Improve word usage (tremendous 2x)
 - e) Attach (to email) listing of LMSCs that have provided sanction chair forum IDs to Anna Lea
- 3) E-mail communications that are sent back to the requester were also reviewed:
- a) In general, they should have more of a "business" feel
 - i) Subject line should say "Your USMS Event Request Has Been Approved"
 - ii) The "Calendar of Events" should be referred to as the "USMS Calendar of Events"
 - iii) A statement that says "This electronic process replaces the former "Official Sanction" form from the USMS Guide to Operations
 - iv) Recognition Number is not a Sanction Number
 - v) When referencing the Top Ten Recorder and Sanctions Chairs, it should list the person's name as well as their email address
- 4) Luke is addressing additional items reported via e-mail

Next steps:

- 1) Luke to confirm all fixes
- 2) Anna Lea to complete training tutorials and distribute
- 3) Ed to update announcement letter (will require new links to sanction request form and training documents)
- 4) Jim and Luke to work on preparing the data base
- 5) Ed to present to BOD on January 28, 2012
- 6) Target launch date is January 31, 2012
- 7) Next meeting to be scheduled after launch