

Committee Name:	Recognition & Awards	Session #:	Report #:
Committee Chair:	Ray Novitske	Vice Chair:	Megan Lassen
Minutes recorded by:	Ray Novitske	Date/time of meeting:	Aug 29, 2018 8:30 pm EDT

Motions Passed:

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Number of committee members present: 15	Absent: 1	Number of other delegates present: 0
Committee members present (list all, including chair and vice chair): Ray Novitske (Chair), Megan Lassen (Vice Chair), Charis Anderson McCarthy, Marcia Benjamin, Carolyn Boak, Chris Campbell, Nadine Day, Sally Dillon, Barry Fasbender, Cathy Hallman-Kenner, Linda Irish Bostic, Lori Payne, Ginger Pierson, Nancy Ridout, Laura Val, Chris Colburn VP, Jessica Porter – ex officio, Onshalee Promchitmart – ex officio		

Minutes

The meeting was called to order at 8:30 pm EST

1. Roll call was taken and a quorum established.
2. Ray reported on the Dorothy Donnelly Service Award recipients and nominations.
 - a. The section committee of Ray, Patty Miller, and Megan selected 14 recipients this year out of 21 nominations. This year we looked at more quality nominees.
 - b. In an effort to get nominations to list service and impact, Ray returned 4-5 to the nominators and requested more substance. All but two complied and revised the nominations. We also requested information on compensation where coaching was listed as a service. Ray was very happy with the recipients selected this year.
 - c. For the first time, a few nominations included nominees' swimming accomplishments. We should reemphasize that this is a service award and swimming accomplishments are not considered.
2. Nancy Ridout reported on the June Krauser Communications Award
 - a. This year there were two nominations where last year there were six. Both nominees were deserving.
 - b. The committee voted by email and a recipient was selected. There was no conference call for members reviewing the nominations
3. Laura reported on the Club of the Year
 - a. The nominations this year were very competitive. Both a regional and local club was selected. There was a close vote between two clubs for the local club, and after a subcommittee conference call, discussion, and voting by all committee members, a club was selected.
 - b. Ray will order the banners for presentation at the convention.
 - c. Doug Fetchen, voting member of the Coaches Committee, suggested a review of the nomination materials for next year and had offered some suggested revisions.
4. The website award page bios continue to be developed for award recipients but at a slow pace. 13 years have been completed, and 7 more remain or are in the pipeline.
 - a. Earlier years not yet completed will not have nomination letters in the files and will need to be written after research into the recipients.
 - b. Marcia, Rich, Cathy, and Carolyn will continue to develop the bios.
 - c. In the coming year, we can begin to populate the bios for other committee service awards.
5. Our committee will again write small press releases for 2018 service award recipients. These are sent out to local LMSCs with instructions on how to use them for announcing recipients to their members and the local new media.
 - a. Charis, Rich, Lori will write the press releases. They need to be completed by the convention so they can be sent out immediately after the awards are announced.
6. Ray will develop the award slide presentation given at the convention. The template is used from previous years, but the time consuming part is tracking down photos of the recipients. Ginger agreed to help find photos where we need them. Chris Campbell agreed to provide photos for the Kerry O'Brien Coaches Award recipients.
 - a. We send a list of all recipients to the National Office ahead of the convention to allow them to develop national press releases.
 - b. Ginger suggested that we request a photo with all future nominations.
 - c. Jessica requested that the slide presentation be sent to the convention committee before the presentation so it can be uploaded to the projection system computer.

7. Some nominations for the Dorothy Donnelly Service Award have been lacking in content and qualifications, concentrating on unsubstantial praise. One way to counter this is to revise the nomination materials. As mentioned, another method - returning thin nomination letters - was tried this year and produced better results.
 - b. Ray requested that committee members review the nomination forms and instructions for our four awards (Ransom Arthur, Dorothy Donnelly, June Krauser, and Club of the Year), and come to the convention meeting with ideas to discuss on revisions (if needed). Nomination materials are on the USMS website awards page, and will be sent out to the committee, too.
 - c. The JK Communications Award committee updated their nomination materials last year.
 - d. Subcommittees will be formed to revise the materials if they are needed, and will proceed immediately following the convention, with a goal of being completed by January.
 - e. Ray suggested that we remind the delegates about what is important and not important in nomination letters during the committee's report at the convention. Chris suggested this may be more appropriate during the "speed dating" exercise if it is held this year. It was agreed that an even more appropriate time may be at the committee meeting; we should include positive examples of what we are looking for.
8. Cathy suggested that we promote recognition of volunteers during the convention by wearing buttons labeled "#usmsvolunteer". We could also give out stickers with the hashtag. Ray and Cathy will investigate this.
9. Sally suggested reviewing and updating the volunteer store merchandise as a way to increase use of the merchandise. Ray mentioned that the retail company was disappointed in the sales to date and might not want to work with us on adding more items. We should first learn why sales have been low, and if offering new merchandise would increase their use. We agreed to investigate the possibility of revising the products with the retail company and if acceptable, form a subcommittee at convention to investigate possible products.
10. Kyle Deery wants to review and approve all use of the USMS logo on our awards. Proofs will be sent to him for approval before our award orders are placed.

The meeting was adjourned at 9:09 pm EDT
