

Committee Name:	Board of Directors	Session #:	1
Committee Chair:	Patty Miller	Date/time of meeting:	2/11/2017 8:30am MST
Minutes recorded by:	Chris Colburn		

Actions Taken:

1. Approved: the minutes of the January 16, 2017 Board Conference Call
2. Approved: the report of the Investment Committee
3. Approved: that Dawson move forward on a plan to develop an appropriate IT strategy as discussed and recommended
4. Approved: that the Board appreciates the proposal of the Futures Task Force and recommends that it be referred to Recognition and Awards for development
5. Approved: to recommend that the Governance committee consider term limits for Zone Chairs, to align it with other elected National positions
6. Approved: to accept the recommendation of the Compensation and Benefits Committee regarding the CEO’s bonus payout
7. Failed: to invoke Rule 506.3.10 to suspend Rule 102.5 to allow sanctions to be issued for meets that offer less than all age groups over 18
8. Approved: to approve the changes to the Election Operating Guidelines recommended by the Elections Committee

Number of committee members present: 25	Absent: 4	Guests: 5
Committee members present (list all, including chair and vice chair): Patty Miller - President; Ed Tsuzuki - VP of Administration; Chris McGiffin - VP of Programs; Chris Stevenson - VP of Local Operations; Frank (Skip) Thompson -VP of Community Services; Chris Colburn – Secretary; Ralph Davis – Treasurer; Maria Elias-Williams - Legal Counsel; At-Large Directors: Tom Moore (Breadbasket); Dave Diehl (Colonies); Rob Copeland (Dixie/Past President); Dan Cox (Great Lakes); Sarah Welch (Northwest); Leianne Crittenden (Oceana); Ed Coates (South Central); and Laura Winslow (Southwest); Dawson Hughes – CEO; Dave Coddington (USA Swimming Liaison to USMS); Past Presidents: Nadine Day (by phone), Tom Boak, Jeff Moxie, Jim Miller and Nancy Ridout.		
Not present: Past Presidents: Ted Haartz, Mike Laux and Dan Gruender. Mel Goldstein is recused from the Board due to his contractor position with USMS.		
Guests: Jessica Porter - Senior Director of Membership Services and Retention; Susan Kuhlman – CFO; Bill Brenner – COO; Patrick Brundage – Chair, Arizona LMSC; and James Williamson (Bonfire, Inc.).		

Minutes

The meeting was called to order at 8:36am MST.

1. Call to Order (Patty): Patty welcomed everyone to the meeting. Patty reported that this is the first in-person non-Convention meeting with our new Board members. Patty welcomed Patrick Brundage, Chair of the Arizona LMSC, to the meeting.
 - a. Agenda Review: Patty reviewed the agenda and related some changes to the schedule.
 - b. Declaration of Conflict of Interest: Patty mentioned that anyone running for office this year may have a conflict about the Election Operating Guidelines (EOG) discussion. Tom also indicated that he is the host of Summer Nationals, in case anything regarding Nationals comes up.
 - c. Icebreaker: Patty led an icebreaker exercise to get us thinking about the volunteer experience.
2. Minutes and Ratification (Chris Colburn)
 - a. January 16 Board of Directors Meeting: **MSA to approve the minutes of the January 16, 2017 Board conference call.**
 - b. January 2 Executive Committee (EC) Meeting: Due to some recent changes, Chris Colburn tabled the vote on the EC minutes until the March EC Conference Call.
 - c. Ratification of Actions Taken Since September Board Meeting: Chris reported that there were no actions previously taken by the Board that require additional ratification today.

Patty indicated that she would be reaching out to the EC about this year’s Convention schedule shortly after the Board meeting. Patty also mentioned that she will be reaching out to the Vice Presidents in terms of turnover for committee chairs and the like for this Fall. Jim made some comments about the timing and purpose of some of our committees.
3. Financial Oversight (Finance Team)
 - a. Treasurer’s Report (Ralph): Ralph provided a summary of the items in the Financial reports in the packet. **MSA to accept the report of the Investment Committee.** Ralph and Jim discussed initiatives whose funds were not spent in the past year, and better ways to perform some of our processes.

- b. CFO's Report on 2016 Financial Results (Susan Kuhlman): Susan provided some record-breaking performances in 2016. Our membership has grown 30% since 2010. We certified 781 coaches last year, and 433 Adult Learn to Swim instructors. Bill held 15 beta classes for the new stroke clinics. We received \$137,428 in SSL donations in 2016, an increase of over \$45,000 from 2015. Holly Neumann has been instrumental in not only the ALTS work, but also with SSL. We have earned \$660,000 on our investment accounts since we started investing in 2011. Due to our growth, we have more than doubled our office space in our new 5600 square foot facility. Susan reported that despite differences in the finances from the original budget, we ended the year with a net operating deficit of \$4357. Susan provided some details around the various line items. Tom Moore asked some questions about our ability to share these numbers in our monthly reports. Susan and Ralph clarified the purpose of the numbers Susan shared in her report. Discussion continued about the breakdowns in the report, including revenue sources; membership composition; online vs. paper registration (in 2016, we are seeing only 1% paper registrations); revenue per FTE; and projects for 2017.
- c. 5-Year Financial Plan (Dawson/Susan): Susan presented the highlights of the National Office's 5-year financial plan, including the assumptions used; new initiatives considered; specific metrics related to the assumptions; proposed staffing levels by department. Discussions involved the assumptions used, how realistic the growth numbers are with respect to the plan, and how quickly we can adjust the assumptions based on changes in the real-time data. Following the presentation, Patty introduced Jessica Porter to the Board.
- 4. CEO's Report (Dawson): Dawson provided reports on the strategic vision and IT roadmap context for the National Office. Dawson included a breakdown of our membership; event participation; facts about the magazine and its appeal; ALTS/SSL Engagement; Digital Benefit and Marketing Tools Engagement; Marketing Tools and Benefits engagement; areas for further phased development in each of the above areas. The next part of the presentation involved an operational shift that helps implement the vision, including a revenue share model, uniform discounts/incentives for all LMSCs, and the like.
- 5. Information Technology

Dawson framed the discussion for James Williamson's presentation with an overview of our current IT capabilities, priorities, and needs.

 - a. Envisioning/Roadmap Findings (James Williamson/Bonfire): James gave a summary of Bonfire's findings, perspectives, and recommendations for the USMS IT strategy, in addition to USMS's current proposed direction and strategies. The preliminary discussion indicates that we need to make sure that we have a solid set of business processes around the foundation that we put into place.
 - b. Board Discussion: **MSA that Dawson move forward on a plan to develop an appropriate IT strategy as discussed and recommended today.** Discussion included people, processes, and technology involved in the next steps in the decision-making process.
- 6. Internal Partnerships – Volunteers
 - a. Futures Task Force (Dan): Dan gave a report on the work of the Futures Task Force. The areas of focus included the transition of volunteers, and to develop a system to encourage volunteers to bring new people into the fold. Dan included survey data about lengths of terms of service in both LMSCs and at the National Level. The Task Force tried to ask the question about how to get people to move on to other roles without imposing term limits. Dan outlined a 5-star program for recognizing volunteer service, as well as a proposed implementation of the program. Part of the discussion includes the turn of the cultural conversation about encouraging a healthy turnover of people. Some of this involves expanding the network of people who are interested in volunteering. One recommendation was to bring the Zone Chairs' term limits into line with other national offices. **MSA that the Board appreciates the proposal of the Futures Task Force and recommends that it be referred to Recognition and Awards for development. MSA to recommend that the Governance committee consider term limits for Zone Chairs, to align it with other elected National positions.**
 - b. Board Discussion – USMS Volunteers: The Board had a discussion related to the future of volunteers in USMS. The goal is to understand the role of volunteers and to optimize the volunteer experience. The original purpose of the committees was to do the business functions of USMS. Many of our committees have changed in terms of their purposes and functions over the years. We will begin the discussion and determine next steps. The first discussion involves volunteer engagement, about what work needs to be done by volunteers to accomplish USMS' goals and objectives over the next 5-10 years. Do we have the right types of volunteers and volunteer structures to do that now? The Board split into groups to discuss a brainstorming exercise.
- 7. The Board entered Executive Session at 3:36pm MST to discuss the Compensation and Benefits Committee report and a personnel issue. **MSA to accept the recommendation of the Compensation and Benefits Committee regarding the CEO's bonus payout.** The Board exited Executive Session at 4:06pm.

8. Action/Discussion Items

- a. Rules Committee Interpretation of Rule 102.5 (Patty): Patty provided some background on the potential issue regarding the Rules Committee's interpretation of Rule 102.5 and its effect on sanctioning of meets that are open to less than all of USMS's age groups, including USA Masters Games, the Hunstman Games and Senior Games. The discussion revolved around precedent, the role of recognized events, and the thinking surrounding an appropriate strategy. The Board also discussed the emergency nature of acting pursuant to Rule 506.3.10 and whether the current situation is an emergency. **MSF to invoke Rule 506.3.10 to suspend Rule 102.5 to allow sanctions to be issued for meets that offer less than all age groups over 18.** Because the Board would like to ensure opportunities for swimmers that may arise in limited age meets (e.g., Senior Games), Ed will ask the Rules Committee to explore amendments to 102.5 or other sections to accommodate such meets.
- b. USMS Recognition for Chuck Wielgus (Dawson/Patty): There was discussion regarding a recognition for Chuck's contributions to swimming. The Board will work with the National Office to recognize and honor Chuck Wielgus and his contributions to swimming and the collegial relationship between USMS and USA Swimming.
- c. ASCA International Masters Coaching Course (Dawson): Dawson asked the Board what presence we want to have internationally, both with our presence in governance, with coaches/clinics, and with open water initiatives. There are issues related to branding and trademark issues, but it ties into items related to our international presence and our intended relationship with ASCA. Having international coaches at a Pan Ams-located National Coaches Clinic is a good thing, but the idea is not to branch out into the realm of international coaching because it doesn't support our strategic initiatives. Dawson will have a conversation with John Leonard about the issues.
- d. Election Operating Guidelines changes (Patty): **MSA to approve the changes to EOG recommended by the Elections Committee.** The Board asked the Elections committee to remove the elections packet from the EOG so that it can be modified by the committee without required board approval as a policy change.
- e. SSL Fundraising – What is our goal? (Ralph): Ralph gave a presentation on SSL contributions to date. Ralph believes that if we want to increase the size of the foundation, that we need a full-time business development manager to oversee the fund and its contributions. The Board will look to the SSL Board for recommendations for measures for success regarding the investment of another person, as well as for the fundraising goals of the Board.

9. The next meeting will be at 8:00am MST on Sunday, February 12, 2017, Day 2 of the Winter 2017 Board of Directors Meeting.

The Board recessed at 5:13pm MST.

Respectfully Submitted,

Chris Colburn, Secretary

Committee Name:	Board of Directors	Session #:	2
Committee Chair:	Patty Miller	Date/time of meeting:	2/12/2017 8:00am MST
Minutes recorded by:	Chris Colburn		

Actions Taken:

1. Approved: to include in the Diversity Task Force mission statement the topics of the bullet points contained in the report
2. Approved: the Task Force recommendation that USMS collect racial/ethnicity data voluntarily from the membership
3. Approved: to appoint Patty Miller as the USMS representative to the FINA Masters World Congress

Number of committee members present: 25	Absent: 4
<p>Committee members present (list all, including chair and vice chair): Patty Miller - President; Ed Tsuzuki - VP of Administration; Chris McGiffin - VP of Programs; Chris Stevenson - VP of Local Operations; Frank (Skip) Thompson -VP of Community Services; Chris Colburn – Secretary; Ralph Davis – Treasurer; Maria Elias-Williams - Legal Counsel; At-Large Directors: Tom Moore (Breadbasket); Dave Diehl (Colonies); Rob Copeland (Dixie/Past President); Dan Cox (Great Lakes); Sarah Welch (Northwest); Leianne Crittenden (Oceana); Ed Coates (South Central); and Laura Winslow (Southwest); Dawson Hughes – CEO; Dave Coddington (USA Swimming Liaison to USMS); Past Presidents: Nadine Day (by phone), Tom Boak, Jeff Moxie, Jim Miller and Nancy Ridout.</p> <p>Not present: Past Presidents: Ted Haartz, Mike Laux and Dan Gruender. Mel Goldstein is recused from the Board due to his contractor position with USMS.</p> <p>Guests: Susan Kuhlman – CFO; Bill Brenner – COO; Jessica Porter – Senior Director of Membership Services and Retention.</p>	

Minutes

The Board was recalled to order at 7:59am MST.

1. Patty welcomed everyone to the meeting, and wished Dave Coddington a Happy Birthday.
2. Task Forces
 - a. Diversity (Sarah): Sarah gave a brief update of the Task Force’s recent work. She followed with an overview of the Task Force’s recommendations to the Board about their mission, and about the recommendation to collect diversity-related demographic data as other USOC-related NGBs already do. The Board followed with a discussion about a potential mission statement for the Task Force. The discussion surrounded the nature of the mission and vision of the group, and who we’re focusing on trying to include. The group is trying to focus on racial/ethnic diversity, identifying where our membership has not achieved participation from racial/ethnic populations, developing strategies to overcome gaps and achieve membership goals, while recommending actions/goals to USMS/the Board to achieve goals. **MSA to include in the mission statement the topics of the bullet points contained in the report. MSA the Task Force recommendation that USMS collect racial/ethnicity data voluntarily from the membership.**
 - b. Convention Awards Banquet (Laura): Laura recognized the members of her Task Force: Maria, Dave Diehl, and Rob Copeland. The group looked at the purpose for the Convention skit, and what it takes into account, while developing a checklist of criteria to inform the conduct and content of the skit. They recommend the President to appoint a skit director, and that year’s House of Delegates will be solicited for people to help put together and run the skit. The content will be reviewed by the President or his/her designee for final say-so before it is performed at the USAS Banquet.
 - c. LMSC Leadership Summit (Chris McGiffin): Chris stated the objectives for the summit: align to the strategic plan; stressing the importance of Local Operations and governance; and to improve the overall volunteer experience at the local level. The agenda is not set, and still needs some tweaking from the framework the group has put together. Modules include the Strategic Plan; governance and operational improvements; and attracting, retaining, and inspiring volunteers. Jill Gellatly has lined up a guest speaker, Dr. Todd DeWitt, who is an expert in developing teams and working with nonprofits. He will be speaking on Saturday. 46 LMSCs are attending the summit. The summit is for LMSC chairs/vice chairs or their designees. Each LMSC can send one delegate. Leianne asked who from LMSC Development would be there. Ultimately the Board would like LMSC Development to take this on going forward.
 - d. Convention Rules: The Task Force is still fleshing out recommendations, including the appointment of a Clerk of the House who would receive info that could go on the big screen to eliminate confusion during House of Delegates proceedings. One idea was to recruit staff members to serve as the clerk of the house. The idea was well received.

Tom Moore suggested and Rob agreed that we should manage the House of Delegates schedule through the Clerk of the House as well. The Clerk will work on a standard format for presentation, in conjunction with the presenters. We will not do the roll call for the elections, as voting members are verified as they approach to submit their ballots. The list of non-certified delegates will be listed on the Board instead of roll-called. The group is also looking at the Standing Rules, and making them more human-readable.

3. USA Swimming Report (Dave Coddington):

- a. The biggest item currently going on is the replacement of the current President, with Chuck Wielgus' impending retirement. Ron Van Pool is the chairman of the search Task Force.
- b. There is a Grand Prix event in May in Indianapolis.
- c. World Championship Trials will be in June in Indianapolis.
- d. USA Swimming is also moving to a new technology platform, and this multi-year project is almost complete.
- e. Online registration is a big current issue at the LSC level.
- f. Nadine indicated that the Open Water official for USA Swimming in Budapest is USMS Officials Committee member Sandy Drake.

4. Officer Reports

The Consent Agenda is based on previously written reports, unless there are questions or comments about those reports. The comments below are items since or in addition to the submitted reports.

- a. President (Patty): There's a reference to some international items at the end of the report. The FINA Masters World Congress is this summer in Budapest. Typically, the USMS President is the one who represents USMS at the Congress. **MSA to appoint Patty as the USMS representative to the FINA Masters World Congress.** UANA is going to update their constitution and by-laws this summer. Patty suggested some amendments to the by-law regarding administrative items for the Pan American Championships. Nadine will not be in Budapest.
- b. Immediate Past President (Nadine): In May, Nadine was asked to attend the USAS Meeting in Puerto Rico, and the CCCAN EC will also hold their meeting there. Also, Mark Weber, the USA Swimming Athletes Executive Committee Chair, will be at the meeting for USAS. The funds are in the UANA budget. Dawson, Patty, and Tom Boak will be at the USAS meeting as well.
- c. VP Administration (Ed Tsuzuki): One clarification on Registration was that the committee has not met yet, and the item in the report on 2015-6 goals are out of date.
- d. VP Local Operations (Chris Stevenson): Chris has had a call last week with the Local Operations Chairs/Vice-Chairs. The chairs were happy with how things are going with the national office. They're interested in the Futures report, and volunteerism. He was very pleased with the tone of the conversation. Two committees have not yet met. History and Archives has a lot of long-term projects, and have communicated via email. Records and Tabulation has not met yet. Chris Stevenson and Jeanne Seidler have questions about Records and Tabulation continuing as a committee. Jeanne will talk with Chris, Leianne, and Patty offline about that. Nadine had a question about the upcoming peer-to-peer calls.
- e. VP Programs (Chris McGiffin):
 - i. Long Distance has some ideas regarding e-postals and how it might be re-branded. LDC recognizes that waivers have little impact on e-postals. Maria is working on language on removing the waiver requirements for sanctioning e-postals events. Dawson said the National Office will work with them and come back soon with some Open Water recommendations.
 - ii. Officials: 2 names have been submitted for officials FINA worlds in Budapest. Nadine had a question about the selection process. There was a selection process that Dave Coddington chaired, the results of which Patty will present through USAS. Once we hear if we have candidates selected we'll send an overbudget request to Finance.
 - iii. Open Water: The committee is looking for any Board/Staff who are interested in or will be attending national championship events so they know who will be at those events. There were some issues regarding one National Championship event (in Chattanooga). There will be a secondary event for each race that will be a non-championship wave to allow for one-event registrations.
- f. VP Community Services (Skip): There's a Coaches meeting tomorrow night. All committees have met once. Sports Medicine and Science is getting going on some projects in their next meeting. Chris McGiffin had some questions about Fitness' initiatives for this year. The committee is still working on prioritizing/selecting those items to work on that they didn't get to last year. Rob had a question about one of the Sports Medicine projects. The Public Service project is an open issue. Sarah had a question regarding coach coverage at Budapest. Nancy suggested that a Team

Manager would be helpful as opposed to a Head Coach in that environment. Patty asked Skip to take that suggestion back to Coaches.

- g. Secretary (Chris Colburn): Chris has two outstanding sets of minutes to post; otherwise, there is nothing new to report.
 - h. Legal Counsel (Maria): Nothing major is pending at the moment. Maria reminds us that at national events, we are members of the Board and represent USMS in the eyes of the attendees.
 - i. Treasurer (Ralph): Ralph reminded the Board that although Ted is not present, he is one of the catalysts of why we are here. Ralph thanked Patty for the agenda she put together, and for keeping the Board on task.
5. Rob Copeland mentioned that 4 officers are terming out, this year, and that we as a Board should be looking for potential candidates to fill those roles going forward.
 6. Chris Stevenson had an announcement about LMSC level grievances, and requested that Board members pass on any communications about such grievances to him so they can go through the official process.
 7. Tom Boak reported that Bruce Rollins put forth a proposal to change the boundaries of the Border LMSC, to add to it the panhandle from the North Texas LMSC, and 2 counties from South Texas. The rationale is to expand the boundaries to improve the LMSC's potential for growth. Chris Stevenson indicated that the request was submitted to LMSC Development by the deadline. This currently affects only 14 members. Patty asked what would resolve the issues for which Border is trying to solve. Dawson asked what should come first, the growth in the target area(s) or the redrawing of borders.
 8. Maria reported that Charleston SC is opening a new state-of-the-art 50m facility. Much of the work came from the efforts of swimmers. One of the city council members in Charleston is a Masters swimmer who was instrumental in making this happen.
 9. Rob thanked Jessica and Dawson for coming to the College Club Swimming Summit. They expect ~2000 swimmers from ~90 clubs at College Club Nationals in April. There was some further discussion about the proceedings and the outcomes of the Summit.
 10. The next Board call will be held at 8:30pm EDT on Monday, March 20, 2017. The Next EC call will be at 7:30pm EST on Monday, March 6, 2017.

The meeting was adjourned at 10:21am MST.

Respectfully Submitted,

Chris Colburn, Secretary



**President's Report
Board of Directors Winter Meeting
February 11-12, 2016**

2017 is well under way, with USMS's activities guided by our recently updated strategic plan. While the plan's pillars – Membership Value, Brand Clarity, Innovation, and Partnerships – are not entirely new topics, the refined strategies give focus to our efforts. Many initiatives under the plan are being executed by our National Office, from exploration of IT changes to help customize value for our members, to development of new and innovative fitness offerings. But the Partnerships pillar, in particular, provides an opportunity for USMS's Board of Directors and volunteer leaders to make an important impact.

Internal Partnerships

The Internal Partnerships strategy is: "Enhance the partnership between volunteers, coaches, and the National Office with the shared focus on providing the best membership experience possible." This strategy is being addressed through the upcoming LMSC Leadership Summit, to be held in Houston, March 10-13. There, LMSC leaders will get information for operational excellence through the program and from each other, learn more about the USMS membership and brand, and get ideas for engaging and developing other volunteers.

In addition, the USMS Futures Task Force, after a successful exploration last year of ways to appeal to younger members, is focusing this year on the development of new volunteers. We will hear their ideas from Dan Cox at our Winter Meeting. This will lead into a discussion of the future of USMS's volunteer structure. That discussion will be just the start, as we create a vision for the future, taking into account USMS's continuing development as a combined staff/volunteer organization.

Board Business

Of course, we will take care of other USMS business at our meeting. We will fulfill our financial oversight responsibility as we hear from the Treasurer and CFO about 2016 full year financial results. We will also plan for the future as we discuss the proposed 5-year financial plan and hear findings from a consultant who has been working on a proposed IT-based roadmap for USMS's future.

We will also receive updates from several task forces. The Convention Rules and Convention Awards Banquet Task Forces are classic task forces in that they were created to address a particular task and will not exist after that task is completed. We will also get an update on the Diversity Task Force. As a Board responsible for providing direction, we will discuss what the “task” and mission should be for that group, which was formed in 2015.

There are other matters that have arisen in the weeks leading to our Board meeting that we will address. These include a recent Rules interpretation and other matters for which you will have materials in your meeting packet.

International

Events continue to take place in the international aquatics community. I attended the FINA 4th World Aquatics Convention in Windsor, Ontario, Canada in December. This was a great opportunity to learn more about sport governance; initiatives such as FINA’s Swimming For All, Swimming for Life program; and the contributions that aquatics can make to a healthier society. For the first time, United States Aquatics Sports sponsored a booth at the Aquatics Convention. Representatives from all of the USAS NGBs staffed the booth, including USMS Manager of Business Development, Jay Eckert, and me. It was a great opportunity to network and represent Masters swimming.

This year, the FINA Masters Congress will take place in Budapest on July 31. Unfortunately, the legislation that USMS offered through USAS to lower the age for international Masters competition to 18 was not reported out favorably from the FINA Masters Technical Committee, so it likely will not be supported by the FINA Bureau. But we will see what other legislation is proposed as the Congress approaches. The FINA Masters World Championships will begin after the Masters Congress, with open water swimming on August 10-12 and pool swimming on August 14-20.

During the FINA meetings in Budapest, FINA Committees for the next quadrennium will be selected. As a reminder, we put forward Mel Goldstein to continue to serve on the FINA Masters Technical Committee, where he is currently Vice Chair, and USAS will move that nomination to FINA. USMS Board member Jim Miller is also slated to be nominated to the FINA Sports Medicine Committee by USAS.

Finally, Union Americana de Natacion (UANA) the entity within the FINA structure that organizes aquatics in North America, South America, Central America, and the Caribbean, will have an Extraordinary Congress during the activities in Budapest. They will be considering amendments to the UANA Constitution at that time.

Championship Committee

Committee Members

Jeff Roddin, Chair; Kim Crouch, Vice Chair

Jim Clemmons, Barry Fasbender, Don Gilchrist, Mark Moore, Erin Moro, Sandi Rousseau, Ed Saltzman, Jody Smith, Jeff Strahota, Pete Tarnapoll, Natalie Taylor, Charlie Tupitza, Jillian Wilkins, Paul Windrath.

Ex Officio: Kyle Deery, Donn Livoni, Jay Eckert

Introduction

Our mission is to serve in an advisory capacity to national championship hosts and make recommendations and decisions that enhance the quality of championship meets for all registered U.S. Masters Swimming members; to actively solicit and receive bid proposals, review bids and select the sites for national championship meets; and support marketing opportunities for U.S. Masters Swimming Corporate Partners.

Discussions and Projects Since Convention

- Updated NQT FAQ posted on USMS website (10/13/2016)
- Sent out Riverside fall site visit agenda (10/20/2016)
- Riverside selected the medal design with Champ approval (10/20/2016)
- Updated Evaluation Form to match 2017 contracts (10/27/2016)
- Proof read 2017 rulebook (11/4/2016)
- Instructed Greensboro to save the liability waivers for 3 years per North Carolina laws (11/9/2016)
- Worked with the Rules committee to update the Automatic Splits section of the MDG (11/14/2016)
- Instructed Oregon to save the liability waivers for 6 years per Oregon laws (11/16/2016)
- Updated Bidding Resources page on USMS website for 2017 bid season (11/16/2016)
- 2017 Summer Nationals contract ratified (11/18/2016)
- Added separate section of the Bid Packet that includes Financial Summaries from all Nationals since 2010 (11/18/2016)
- Oregon Final Report received electronically (11/25/2016) and sent to Riverside, Minn and Indy (11/30/2016)
- Updated Bid Packet for 2017 cycle (11/30/2016)
- Meet Director's Guide sent electronically to Riverside, Minn, Indy, Orlando and USMS Rules Chair (12/1/2016)
- Shipped 2016 Final Reports (Spring & Summer) to USMS (12/7/2016)
- Shipped Oregon Final Report to Riverside, Minn and Indy (12/7/2016)
- Shipped Meet Director's Guide to Riverside and Minn (12/7/2016)
- Kicked off online relay entry subcommittee (12/13/2016)
- Kicked off registered coaches at Nationals subcommittee (12/13/2016)

- Final Evaluation sent to Oregon (12/16/2016)
- Generated NQT time standard file (st2) for Meet Manager for Riverside and it was posted on the Nationals forum page for local meet directors to use (12/16/2016)
- Initiated adding portable strobe light at Nationals (Meet Info, Site Visit agenda, pre-event emails, Officials briefing, etc.) (12/19/2016)
- 2017 Spring Nationals contract ratified (1/6/2017)
- Initiated \$10k advance check request for Riverside (1/9/2017)
- Sent out Riverside Meet Program Production Schedule (1/9/2017)
- Indy confirmed they will attend 2017 Spring Nationals for observation (1/11/2017)
- Riverside Relay Entry Form sent to National Office to post (1/12/2017)
- 2017 Regional vs. Local Club Categories posted to public Forums (1/12/2017)
- Subcommittee sent draft policy for coaches' registration at Nationals to full committee for input (1/13/2017)
- 2018 Spring (Indy) has opted to have USMS do the logo (1/16/2017)
- Sent Meet Program free ad notice to Minn and Indy (1/24/17)
- Drafted contract revision with Minn to include pre Merchandise sales (1/27/17)
- 2017 Spring Nationals Meet Information and Entry Form reviewed and sent to National Office for posting (2/1/2017)
- Sent out agenda for Riverside Feb 9 site visit (2/6/2017)
- Started discussion about offering automatic splits at 2017 Spring Nationals (2/6/2017)

Legislation Committee

Committee Members

Meg Smath, Chair; Richard Garza, Vice Chair

Wyatt Bradbury, Joan Campbell, Rob Copeland, Sean Fitzgerald, Heather Hagadorn, Michael Heather, Nikki Merson, Jane Moore, Teddy Palmer, Steve Peterson, Heather Stevenson, Erin Sullivan, Patrick Weiss, Kris Wingenroth

Ex-Officio: Charles Cockrell, Maria Elias-Williams, Tracy Grilli

Introduction

This committee considers amendments to Parts 2, 4, 5, and 6 of the rulebook, plus the glossary.

Discussions and Projects Since Convention

In response to a request at convention, the Legislation committee has been discussing how to handle new fees as part of the budget process. The committee has concluded that there is already sufficient language in code but has recommended the following language to Finance to include in FOG:

VII. BUDGETING PROCESS AND CONTROLS

A. Dates for the budgeting process shall be as follows:

5. Fourth Monday in August - The CEO shall submit the following to the Finance Committee and the Board: business plan; organizational goals;

summary financial plan; funding priorities; a list of all proposed changes to fees (individual membership, club/workout group, sanction, recognition, one event, and any new fees) including a rationale for the change; and related detailed annual budget. The Finance Committee shall also receive a summary of all travel for the National Office and volunteers. The CEO is required to submit a no deficit Net Ordinary Income Budget, unless otherwise authorized by the Board;

6. First Monday in September - The president shall submit the CEO's report to the Board (FOG VII.A.5) to the HOD;
(New 6 and renumber remaining)

9. Third day of the Annual Meeting – Finance Committee shall present the budget to the HOD for review and present proposed fee changes to the HOD for discussion and vote;

10. Fourth day of the Annual Meeting – The HOD shall approve the budget.).

Registration Committee

Committee Members

Leo Letendre, Chair; Marcia Anziano, Vice Chair

Susan Ehringer, Douglas Handler, Tim Lecrone, Arni Litt, Charlene O'Brian, George Simon, Kim Thornton, Dave Young

Ex-Officio: Anna Lea Matysek

Associate Member: Diann Bauer

Introduction

The registration committee has initiated work on its 2015-2016 goals as well as working on day-to-day issues as we are required.

Discussions and Projects Since Convention

The committee has not met yet.

Rules Committee

Committee Members

Charlie Cockrell, Chair; Katherine Casey, Vice Chair

Carolyn Boak, Chris Colburn, Marilyn Fink, Christina Fox, Laura Groselle, Mollie Grover, Karen Harris, Matt Hooper, Brian Hoyt, Claire Letendre, Chris Lysinger, Barbara Protzman, Jessica Seaton, Steve Unruh, and Rand Vaillancourt

Ex-Officio: Brian Albright, Tracy Grilli, Meg Smath, Jay Thomas

Introduction

The Rules Committee has jurisdiction over Part 1: Swimming Rules and the Glossary. Part 1 is based on articles 101, 102, and 105 of the USA Swimming Technical Rules, which, as amended, govern all Masters swimming competitions. The Rules Committee will make recommendations to the delegates on amendments approved by USA Swimming at this year's convention in accordance with 601.4.7A. The committee may also recommend changes made to USA-S article 103 (Facility Standards) to the USMS House of Delegates for USMS article 107.

Discussions and Projects Since Convention

There has been some discussion around the interpretation of Rule 102.5 regarding age groups at USMS sanctioned meets. This has to do with San Diego-Imperial's question regarding the USA Masters Games (scheduled for July 2017). USA Masters Games has requested a USMS sanction, but they advertise a minimum age of 21, with the lowest age group being 21-24. While there have been situations in the past of USMS sanctions being granted for meets with dissimilar age groups from USMS (e.g. "50 and over" events), this is the first time the Rules committee has been asked to provide a rules interpretation on this situation. The committee met and has offered the following:

"USMS 202.1.1G(1) says that "The conduct of a sanctioned event shall be in strict compliance with applicable USMS swimming rules and administrative regulations..." USMS Rule 102.5 says that "Any event conducted must be offered for all age groups and both genders". In the context of 102.5, we mean "a series of races in a given stroke and distance". Rule 102.3 defines the age groups for individual events and relays starting at 18-24 for individual events, 72-99 for relays (for meets held in 25-meter or 50-meter pools) and 18+ for relays (for meets held in 25-yard pools). The rules do not provide for any exceptions to tailor or restrict the age groups at sanctioned meets.

Therefore, all events conducted at USMS sanctioned meets must be offered for all of the age groups listed in 102.3. A format that limits or alters the age groups from those listed in 102.3 is not in compliance with USMS rules. Sponsoring organizations who are unable or unwilling to offer each and every event to all USMS age groups (as listed in 102.3) are not in compliance with part one rules, as required for all USMS sanctioned meets.

Per USMS 202.2.1E, compliance with rules 102.3 and 102.5 is not required for recognized meets."

This will be discussed further at the February BOD meeting.

Local Operations Report: 2017 Q1

History and Archives

Work continues on a number of ongoing projects, which are listed below. The first committee conference call will occur sometime in February.

- Conversion of various hardcopy documents to electronic format: Top 10, SWIM-MASTER, convention/committee minutes, championship results, old registration data, and others.
- USMS national record chronology updates.
- Swimmer ID projects: locating missing IDs, resolving duplicates.
- USMS historical timeline project: proper archiving USMS documents, documentation of significant changes, etc.
- Identifying deceased members and updating membership database.
- Factual review of existing award stories and bios.
- Correcting and updating existing swimmer stories.
- Maintaining and appending the list of USMS Olympians.

LMSC Development

The committee has met twice since convention, in November and January.

- The committee is divided into three subcommittees: Mentoring, Education, and Practice and Standards.
- Surveys were created and dispersed to LMSC leadership to evaluate compliance with the new mandatory LMSC Standards. Responses are still being collected. As stipulated in the standards document, the VPLO will initiate remediation---possibly with assistance from the Zone Chairs---for LMSCs that do not meet one or more mandatory standard.
- There have been four Peer-to-Peer (P2P) calls since Convention; see below. The plan is to have 11 P2P calls between the 2016 and 2017 conventions.
 - October: chairs and vice-chairs (CJ Rushman)
 - November: Secretaries (Hugh Moore)
 - December: Fitness (Mary Jurey)
 - January: Treasurers (Bruce Rollins)
- Additional topics planned are, in order of appearance: chairs and vice chairs (repeat), Secretaries (repeat), Officials, OW Chairs, Top 10 & Records, Coaches, and Communication/Webmasters.
- Several committee members are involved in the planning of the Leadership Summit in March.

Recognition and Awards

The committee has met once since convention. Rather than initiating new projects this year, the committee will concentrate on improving the quality of existing projects and programs.

- Ransom J Arthur Award: no major changes planned, some minor updates on award and voting procedures.
- IMSHOF: the committee is currently considering two potential candidates; nominations are due by May.
- A subcommittee has been formed to increase nominations for USMS service awards, especially for Club of the Year, Dot Donnelly, and Communications.
- A subcommittee has been formed to promote awards at the LMSC level.
- The committee has also been crafting award stories and short bios of past service award winners.

Records and Tabulation

The committee has not met since convention. Most committee work has been going on behind the scenes, largely by Jeanne Seidler (cmte chair), Mary Beth Windrath (National Swims Coordinator), and Mary Sweat. Work includes: answering Top 10 queries (several per week), proofing Rule Book portions related to the committee, such as the split notification or record application forms, informing LMSC Top 10 Recorders of important rule changes.

Committee activities planned before next convention:

- Managing/prioritizing End to End Event Management (E2EEM) IT projects, including identifying any new project requests.
- Evaluate several potential rule/legislation proposals.
- Make modifications and additions as necessary in the Top 10 Guide to Operations, which is maintained by the committee.
- Continuing responses to Top 10 queries.

**USMS Programs Report - Winter BOD Meeting
February 11-12, 2017, Phoenix, AZ**

The Long Distance Committee - Donn Livoni, Chair; Ali Hall, Vice Chair
Committee calls held - 11/27, 12/27, 1/29

As of 1/29:

Dawson and Casey attended the 1/29 LDC call and shared some thoughts about developing improvements related to registering, promoting and rebranding ePostal events.

- The BOD is drafting rule changes to remove the waiver requirement for ePostal participants. It will be submitted to the LDC as soon as a final draft is available.

2016 Goals:

1. Increase participation by 10 percent over 2016 in total for postal national championships
2. Identify two LDC members who will collaborate with two different USMS committees for mutual interests
3. Incorporate diversity/inclusivity language into 2019 LDNC bid documents
4. Recruit at least one 2019 festival bid
5. Identify an LDC member to generate a standard entry form (SEF) for use by OWNC hosts and liaisons

Working Groups:

- ❖ Rules/Legislation - Bob Bruce (Lead), Donn Livoni, Lorena Sims
- ❖ Patches, All-Americans, Records, All-Stars (PARA) - Greta van Meeteren (Lead)
 - Patches & Awards – James & Melinda
 - All-Americans (AA) - Men – Jim Davidson; (AA) Women - Greta; (AA) Relays - Phyllis & Allison
 - Records - Jill & Michael,
 - All-Stars – Laurie;
 - Postal Series – James & Laurie
 - Checkers – Mike, Lorena & Josie
- ❖ Club Assistant - Colleen Driscoll; Phyllis Quinn
- ❖ Safety - Bill Roach (Lead), Bob Bruce, Jim Davidson, Josie, Melinda
- ❖ Documents - James Biles (Lead), Donn Livoni, Phyllis Quinn
 - ePostal Guide – James, Bob, Jill Melinda
 - OW Champs Guide - James, Phyllis
- ❖ 2019 National Championship Selection - Ali Hall (Lead), Jim Davidson, Colleen Driscoll, Allison Ware, Phyllis Quinn
- ❖ Communications - Laurie Hug (Lead), Ali Hall
- ❖ National Championship Oversight - Donn Livoni (Lead), James Biles, Ali Hall, Bob Bruce (ePostals)

**USMS Programs Report - Winter BOD Meeting
February 11-12, 2017, Phoenix, AZ**

2017 ePostal National Championships:

★ Speedo USMS 1-Hour ePostal Nationals

January 1 – February 28, 2017

Hosted by Ohio Masters Swim Club

Event director: Judi Norton

LDC Liaison: James Biles lead; backup: Mike Fanelli & Allison Ware

★ Speedo USMS 5K/10K ePostal Nationals (50 meter pools only)

May 15–September 15, 2017

Hosted by Swim Fort Lauderdale

LDC Liaison: Greta van Meeteren lead; backup: Phyllis Quinn & Lorena Sims

★ Speedo USMS 3000/6000-Yard ePostal Nationals (25 yard or 25 meter pools only)

September 15–November 15, 2017

Hosted by Loveland Masters Swim Club

LDC Liaison: Colleen Driscoll, lead; backup: Jim Davidson & Josephine Palmerin

2017 U.S. Masters Swimming Open Water National Championships

★ USMS Marathon Distance Open Water National Championship (≥ 6 and < 9 Miles) (7 miles)

Swim Around Lido Key, Sarasota, Florida, April 22, 2017

LDC Liaison: James Biles backup: Allison Ware

Safety Director:

[National Office/BOD: Rob Copeland](#)

★ USMS Middle Distance Open Water National Championship (> 1 and ≤ 3 Miles) (2.4 miles)

Chattanooga, Tennessee, June 3, 2017

LDC Liaison: Ali Hall backup: Laurie Hug

Safety Director:

[National Office/BOD: Rob Copeland](#)

★ USMS Ultra-marathon Distance Open Water National Championship (≥ 9 Miles) (9.2 miles)

Chattanooga, Tennessee, June 4, 2017

LDC Liaison: Ali Hall backup: Laurie Hug

Safety Director:

[National Office/BOD: Rob Copeland](#)

★ USMS 2-Mile Cable Open Water National Championship (2 miles)

Foster Lake, Oregon, June 24, 2017

LDC Liaison: Phyllis Quinn backup: Melinda Grieg-Walker

Safety Director:

[National Office/BOD:](#)

★ USMS Long Distance Open Water National Championship (> 3 and ≤ 6 Miles) (5K)

Elk Lake, Oregon, July 30, 2017

LDC Liaison: Jill Wright backup: Jim Davidson

Safety Director:

[National Office/BOD:](#)

★ USMS Sprint Distance Open Water National Championship (1 mile)

Angle Lake, Washington, September 23, 2017

LDC Liaison: Donn Livoni backup: Michael Fanelli

Safety Director:

[National Office/BOD: Sarah Welch](#)

[Long Distance Committee Operation Guidelines](#) (Per Donn, revisions expected this year)

**USMS Programs Report - Winter BOD Meeting
February 11-12, 2017, Phoenix, AZ**

The Officials Committee - Brian Albright, Chair; Terri Wright, Vice Chair
Committee calls held - 1/30

As of 1/30:

USMS SCY Nationals, Riverside, CA

- Omar named Meet Referee
- Target to get 40 or more Officials to work the 4-day meet
- Confirming whether or not N3 certification will be offered to incent officials to apply to work

USMS Officials Certification program

- Total of 30 Stroke & Turn officials have been certified (17 also achieve Starter certification). Of the 30, 90% are not current USA officials
- Terri is working on drafting a path to achieving USMS certification as a Referee

Rule Changes

- Dave is heading up a task force looking at possible changes
 - 103.3.1 refers to Appendix B "USMS (through its LMSCs),"
 - 104.5.10 Championship referee

FINA Masters World Championships, Budapest, Hungary

- Currently 7 applications under review by Dave C.
- Final selection of nominees is expected by Feb. 10, at which time the names will be provided to Patty and Mel for final approval and submission to FINA.

Officials Service Award

- Herb is leading an effort to draft purpose and criteria

Officials Reimbursement

- Steve is leading an effort to review the [Financial Guidelines for Officials](#)
- Need to simplify the reimbursement process

Championship registrations

- Terri to reach out to Jeff to confirm steps to submit a proposal to add some per swimmer surcharge to help support budget for covering more/most/all Officials expenses.

[GTO Officials web page](#) (Per Brian, some of the documents will get reviewed/modified this year)

**USMS Programs Report - Winter BOD Meeting
February 11-12, 2017, Phoenix, AZ**

The Open Water Committee - Bob Bruce, Chair; James Kennedy, Vice Chair
Committee calls held - 12/11, 1/22

As of 1/22:

Report from Safety Coordinator Bill Roach

Final 2016 Sanctioned Event data:

- 64 total sanctions (12 new, 52 repeat)
- 6 cancellations

Total 2017 Safety Directors trained = 15

Total 2017 OW Sanctions = 5 approved, 2 pending, 4 in progress

No issues reported regarding new OW Sanction requirements for Safety Plan, Venue/
Course map, Certified Safety Director

Rules & Legislation: Subcommittee Chair (jointly with the Long Distance Committee)
Bob Bruce:

- Although the Long Distance Committee (LDC) has the task of considering rules proposals to Part 3 of the rule book and preparing proposals to the House of Delegates, the OWC reviews all rules proposals relating to open water swimming before the LDC formally considers them. This partnership assures that both committees fully discuss pertinent issues and craft strong proposals.
- At this point, I have asked for all members of the OWC to review Part 3 and report questions, comments, & proposals by Sunday, January 29. I will then review the responses, collate them into categories called "issues" & "proposals", and begin the process of rules consideration. Last year was the last de facto 'rules year', so I hope that we will spend less time on rules this year than we have in the recent past.

Open Water Guide to Operations: Subcommittee Chair Bob Bruce

- To make the OWGTO a more streamlined and user-friendly construct, the OWC Subcommittee will begin meeting in the next month to begin a major overhaul in the structure of the OWGTO. This project is a major priority this year.
- We have already updated the Safety Director Education Module, the SD Test, and the SD Checklist, and have posted those changes to the USMS website. This will help Safety Compliance Officer Bill Roach in his ongoing work.
- We have also removed the Independent Safety Monitor material from the website, but plan to use much of this material to build an event evaluation package suitable for LMSC use.

Safety Education: Subcommittee Chair Jim Wheeler: No action yet.

Event Management: Chair to be decided. No action yet. The OWC is continuing to develop this comprehensive training, a portion of which was piloted at the 2015 Convention.

**USMS Programs Report - Winter BOD Meeting
February 11-12, 2017, Phoenix, AZ**

Officials (new subcommittee): Chair to be decided: No action yet. The purpose of this committee is to develop training material for open water officials. The major project this year is developing training for event referees.

Open Water Swim Training: Subcommittee Chair Jim Kennedy: This project was stalled this year, but due back on the OWC agenda.

Awards: Subcommittee Chair Sue Nutty: The projects for this year include selection for the annual Open Water Service Award and consideration of ways to honor USMS open water pioneers.

Task force: Chair Will Reeves: This task force will consider ways to track swimmer open water yardage (perhaps as an extension of Go-the-Distance) and to collate information about where USMS swimmers can find programs that include safe open water swimming practices.

Overall development of open water (our primary responsibility): The OWC spent most its Convention meeting on brainstorming overcoming barriers to participation in open water swimming, and spent some of its latest meeting on asking each committee member what he or she was doing specifically to develop open water participation at the local or LMSC level. We hope to collate and distribute this material soon as a way to help LMSCs improve participation locally.

**USMS Programs Report - Winter BOD Meeting
February 11-12, 2017, Phoenix, AZ**

BOD IT Liaison report (as of 1/11)

- Jim M. summarized some highlights of recently completed work:
 - Registration YearPlus: Refund support, National Change Of Address (NCOA) changes, Swimmer Opt-out, Error Checking, Bulk Emails, LMSC Access issues, End of Year notifications
 - Authorized Payment Provider: issue with secure certificate update
 - Other Registration: Bug Fixes

Current Priorities:

- 1) Complete PHP upgrade [INF-7]
- 2) PCI Compliance (with SouthTech assistance) [INF-23]
- 3) Cyber Security (with SouthTech assistance) [no JIRA issue found]
- 4) College Club registration and invoice support by end of March [COLLEGE-1]
- 5) Mobile Responsiveness [DESIGN-4]

Other updates:

- College Club (see above)
- Assessment from Bonfire - Per Dawson, we will review the 5YR vision/roadmap and recommendations at the Winter BOD meeting.

Next meeting target is April 2017 - date/time is TBD

USMS Community Services Report to the BOD
February 11, 2017

Coaches Committee (Bob Jennings, Chair; Kenny Brisbin Vice Chair)

Committee Members – New members for 2017 are: Chris McPherson and Laureen Welting.

Returning members: Scott Bay, Kenny Brisbin, Chris Campbell, David Clark, Matthew Edde, Dean Hawks, Bob Jennings, Mark Johnston, Andrew Le Vasseur, Jennifer Masquelier, Erin Mathews, Helen Naylor, Kerry O'Brien, Tim Waud, and Steve Weatherman. Ex Officio: Bill Brenner.

Meetings held: 12/12. Meetings planned: 2/13, 3/13, and 4/10.

2017 Goals and Subcommittee Assignments:

1. National Masters Coaching Summit – USMS National Office and the USMS Coaches Committee are collaborating for this future clinic/summit to be held in the 2018 calendar year. Helen Naylor has been appointed to lead a subcommittee and there will be a discussions and ideas about hosting the clinic.
2. Coach Certification – Eleven Level 1 - 2 and three Level 3 classes are scheduled for the first half of 2017. Bill Brenner will be working closely with the committee and providing updates on Levels 1 – 2 and Level 3 Coach Certification Classes. Scott Bay will head the subcommittee which will be split into 3 groups: 1. Evaluating Level 4 applications, 2. Revising Level 4 applications, and 3. Possibly creating a new level of Coaching Certification.
3. USMS High Performance Camp – This camp is a joint venture from the Triangle Sports Commission, the Greensboro Aquatic Center, and USMS. The tentative dates for the camp are 8-25-17 to 8-30-17 at the Greensboro Aquatic Center. Bob Jennings, Chris Campbell, and Steve Weatherman will be involved in the camp as a subcommittee and the committee will help in the search of coaches to work the camp.
4. LMSC Communications – Kenny Brisbin is the lead on this topic and he and Tim Waud will be surveying the needs of LMSC Coaches Chairs and sending them minutes of the USMS Coaches Committee meetings.
5. Open Water – Charlotte Brynn is assigned to be the online open water coach to post workouts on the open water forum. Mark Johnston participated recently in an Open Water teleconference and that committee is interested in becoming involved in the open water component of the coaching certification process. Mark would like to reach out to Triathlon and Open Water coaches and provide a resource guide for them.
6. On Deck Coaching – Erin Mathews has done an outstanding job in the past and will continue to lead this project and be responsible for setting everything up and coordinating this through Sign Up Genius at both USMS National Championship meets and with the USAS Convention in Dallas in September 2017. USMS will need a coach to take charge of warm ups at both Spring and Summer Nationals.
7. Awards – Chris Campbell will lead this subcommittee and is a member of the USMS Recognition and Awards Committee. He will be assisted by David Clark, Kerry O'Brien, and Andrew Le Vasseur. We need to encourage individuals, coaches, and LMSC Boards to go to the Awards section of the USMS website and review the awards and their nomination process. We need to encourage more nominations this year before the date deadline. In 2016, USMS had 4 nominations for the USMS Coach of the Year and 11 nominations for the Kerry O'Brien Grassroots Coaching Award. Award winners will be announced at the 2017 USAS Convention in Dallas.
8. Publications – Chris McPherson will lead this subcommittee with assistance from Bob Jennings and Matthew Edde. Coaches will submit favorite workouts, drills, and ideas that are successful in the USMS Coaching community and it would be appreciated if everyone on the Coaches Committee would submit an original article this year. Chris has reached out to the USMS National Office and is working with Laura Hamel on a process to follow.
9. Web Workouts – Erin Mathews leads this subcommittee with assistance from Mark Johnston. The workouts have up and running on the USMS site for 5 weeks starting in the beginning of January. There are eight different categories (5 workouts a week) which try to cover all demographics of USMS swimmers. Coaches are paid a stipend and can write workouts in one category for two years. There are no new coaches writing the workouts for 2017. In the future, a list of the coaches will be sent to Bob Jennings. In August, the Coaches Committee will advertising for new coaches to write the 2018 workouts. A suggestion was to recruit individuals about being replacement coaches for the next year and the current coaches could act as mentors.
10. International Coaching – The 2017 FINA World Championships in Budapest, Hungary are the next International Championships that coaches will be selected and those will be held in August 2017. Mark Johnston will be leading the subcommittee, which will collect applications, choose coaches for the meet, and then disseminate information to swimmers attending the meet. Bob Jennings and Dr. Jim Miller MD will be part of the subcommittee. The budget for coaching is being revised because there is more going on than anticipated.

11. Cross Collaboration with Coaches, Sports Medicine and Fitness Education Committees was successful at the 2016 Convention in Atlanta and there will be more discussion to pursue this in the future. A Dry Lane presentation was presented to the HOD during one of the breakout sessions and members of all 3 committees participated in the session which included a slide presentation and demonstrations from committee members.
12. ASCA World Clinic – Dates are August 31 – September 2, 2017 in Washington DC. USMS is scheduled to have a booth for the 2017 World Clinic Trade Show. The dedicated Masters Track at ASCA is yet TBD.

Sports Medicine Committee (Megan Carlson, Chair; Sally Berry, Vice Chair)

Committee Members – New members for 2017 are: Connor Bailey, Jim Izzi, and Eduard Tiozzo.

Returning members: Sally Berry, Megan Carlson, Sally Guthrie, Jane Katz, Dr. Jim Miller MD, Jane Moore, Clare Rudd, Jessica Seaton, and Robin Tracy. Ex Officio: Laura Hamel.

Meeting held: 1/22. Meeting planned: 3/5.

2017 Goals and Subcommittee Assignments:

1. USAS Convention Presentation – Topics will be discussed in the next meeting on 3-5-2017.
2. Sports Medicine Blog – In the past year, a non-interactive Sports Medicine Committee directed Blog to dispense sports medicine related articles and studies have proven successful. Jessica Seaton is highly involved with the blog, posting a variety of topics related to swimming, health and nutrition. The blog is updated regularly with a focus on current topics in research and the media.
3. Public Service Announcement – David Samuelson has partnered with Sports Medicine to develop a public service announcement related to the benefits of masters swimming and the importance of preventative heart care. The desire was to have a more diverse representation of ages and background and the SMC sent information and suggestions to Samuelson to incorporate this into the PSA. The project is still currently underway, pending final approval from the Sports Medicine Committee.
4. Nationals Informational Booth – Sally Berry leads this project. In 2016, the Spring Nationals had a Blood Pressure check and Andrew Catlin, an athletic trainer from Indianapolis provide hands-on education regarding proper use of PT equipment along with proper mechanics for stretching and working on sore or painful muscles. At Summer Nationals in Oregon, SM had partnered with the Fitness Committee to provide a Yoga Instructor. Lisa Ward was on hand to offer 20 minute sessions focusing on spine release, hip opening, shoulders and legs with relaxation breathing. Lisa is a registered Yoga Teacher on the Fitness Committee.
5. Shallow Water Blackout Video – A you tube video by Coach Bob Bowman about the dangers of underwater swimming is to be reviewed by the SMC for recommendations to the Coaches Committee for future use in clinics and coach certification classes.

Fitness Education Committee (Mary Jurey, Chair; Brian Cummings, Vice Chair)

Committee Members – New members for 2016 are: Ruth Carter, Kelly Davis, Ina King, and Ann Marshfield. Returning members: Andrea (AJ) Block, Stacy Broncucia, Brigit Bunch, Anita Cole, Karen Gernert, Fares Ksebati, Lisa Ward, Lisa Watson, Karin Wegner and Ken Winterberger. Ex Officio: Kyle Deery.

Meeting held: 1/22. Meeting planned: 3/20.

Several USMS National Office initiatives for the 2017 year are planned for which Fitness Committee input would be helpful and items already in progress from 2016 can be incorporated to help with this strategy. An overview of a strategy for a fitness initiative has been defined and Fitness Committee members have been invited to participate in 4 sub-groups and these will be used as resources as research and development starts and proceeds for the program throughout the 2017 year. The 4 sub-groups are defined below:

1. Fitness Initiative - A group to serve as a sounding board on the research and development that we are undertaking over the next 6-8 months.
2. (Fitness) Events - A group to look at our electronic Postals, GTD, Check-off-Challenge events and determine which should be looked at as 'fitness' vs. 'long distance'. For fitness events that are underperforming from a participation standpoint, and whether we should continue them as programs with adjustments to improve participation. With the knowledge gained this could be a group that researches and recommends new fitness oriented programs (i.e. 30 minute swim).
3. Fitness Swimming Technology - (e.g. FLOGS, Virtual Swims, mobile applications, etc.) - What do our members want?

What is attractive to a prospective member that doesn't plan on competing?

4. Fitness Research/Education/Marketing- Research and provide recommendation fitness related content and marketing. How can we condense the benefits of swimming exclusively for fitness (i.e. not competitive) in simple messaging? Possibly include a sports medicine committee liaison with this group to provide technical/medical input. Example: Orange Theory<<https://www.orangetheoryfitness.com/>> is franchise interval fitness training program that is expanding rapidly. From their website: ' Backed by Science: Our heart-rate monitored, high-intensity workout is scientifically designed to keep heart rates in a target zone that spikes metabolism and increases energy. We call it the afterburn'. In conjunction with Sports Medicine expertise, can we develop this type of messaging to support the benefits of swimming in USMS programs.

2017 Ongoing Projects and Assignments:

1. Go The Distance Program – Successful and gaining popularity year after year. In 2016, over 3300 participants and this is a good event to attract Fitness swimmers and can be a model for other types of fitness events.
2. Check Off Challenge – The event is up and running and hosted by the Flow Swimmers Club (Flathead Lake Open Water Swimmers) in Montana and coaches committee member, Mark Johnston is the event director. As a coaches and swimmers incentive, for every 5 swimmers a Club enters, they get 5 t-shirts plus one extra at no charge. A discussion about how to improve participation in this event with ideas of recording swimmers who participated in the event and having results posted on the USMS website. Ideas were split on recording of times in the specific events. A host could keep score by Club like the 1 Hour Swim but the question is would you score by time, by age-group, or by participation. Currently the \$30 fee entry fee includes a custom-designed check-off challenge t-shirt, swim cap, and a certificate of completion.
3. LMSC Communication with LMSC Fitness Chairs on ideas that are being done with success at the LMSC level. How to better effectively communicate fitness activities out to the LMSC and swimmer level. Improve on communicating fitness updates to the National Office and Fitness Chairs. Work to more effectively communicate with Coaches and the Coaches committee.
4. Fitness Committee Blog – In the past year, a non-interactive Sports Medicine Committee directed Blog to distribute sports medicine related articles and studies as proven successful. A possibility that has been discussed is creating a Fitness blog, where it would be live on the USMS forum and fitness committee members could contribute with articles, ideas, and studies that are going on in the fitness community.
5. USMS Half Hour Swim Postal event as a charity event - The Fitness committee wants to organize a postal swim with either a host or USMS and have the entry fees go straight to the SSL Foundation. Issues have been raised and discussed at the recent BOD and EC meetings. The BOD has discuss some guidelines for USMS events who want to use their event as an SSL fundraiser. The 1/2 hour swim for charity (SSL) will be discussed and hopefully be launched in the 2018 year.

Treasurer's Report
Board Meeting February 11 & 12, 2017

Audit Committee:

The June Audit Committee meeting has been scheduled for Friday, June 9th in Sarasota. The Audit Committee will review and discuss the draft financial statements, Board report, management representation letter and Form 990 tax return. The Committee will summarize their comments on the various documents for further discussion with representatives from Kerkering, Barberio & Co. ("K&B") later in the meeting.

The Audit Committee will also follow-up on June 9th with Dawson Hughes on the status of the cyber security review that was discussed at last year's meeting.

Investment Committee:

The Market Value of our USMS Portfolio for 2016 was \$2,357,864, with a gain of \$162,263 with a return of 7.39%. The Market Value of SSL for 2016 was \$188,281 with a gain of \$12,966 with a return of 7.40%.

The Investment chair, Phil Dodson, has prepared for 2016 year report of the USMS Investments and the SSLF funds. I will requested that the Board to accept the Investment Committee Report.

Finance Committee:

The Finance Committee reviewed the 5-Year Plan assumptions with Dawson and Susan, thought the plan and assumptions appeared to be reasonable and consistent with the narrative.

The Finance Committee created a Budget and Fees Subcommittee. The Subcommittee will look at the types of fees, and the timing of fee changes in the annual budget and fee setting process. The Committee has noted that the budget is based on an analytical framework with significant work behind it, but in the HOD line items can be and are changed without any clear logic, with no time to make other adjustments if needed due to the change. Legislative proposals are expected as a result of the subcommittee work and it was agreed that any proposals should come from the BOD. The Finance Committee goal is to make a recommendation to the BOD prior to their June meeting.

Treasurer and CFO:

The CFO will make a 2016 financial slide presentation at the February Board meeting. In addition, the CEO and CFO will make a slide presentation on 5 year Plan

The Treasurer and CFO will make a recommendation by the summer board meeting about adding additional funds to the USMS NT investment account.

The Treasurer and CFO will review the USMS Rules that restrict USMS business and how they can be changed? Ex: waiver signed after the swim in the ePostals. This doesn't make sense, but we can't change until the rule is changed.

The Treasurer will make a slide presentation on SSL.

College Club Swimming Summit – 2017 Report

On February 3rd – 5th Dawson Hughes, Kyle Deery, Jessica Porter, Jay Eckert and Rob Copeland met with a dozen college club presidents and advisors to discuss the continuing development of the College Club Swimming (CCS) organization.

Goals for Summit

- Create a solidified governance structure through the CCS Handbook (including Advisory Board voting, rules definitions, zones, events, etc.)
- Develop short term and longer term ways to promote CCS
- Create committees to help develop and maintain certain areas of CCS (best practices, marketing, events)

Items for Board consideration:

- Club discounts for early registration
 - One of the biggest concerns we are hearing is that our registration fee is too high. And there is a USMS concern that we won't get broad acceptance of the CCS program. An "early adopter" discount of say 20% (\$50 for a small club) would give us an early indicator of the buy in to CCS and it might sway some opinions on our fee structure.
- Allocation of revenue if revenue exceeds expectations
 - Our current fee structure is build around the idea that 65-70 clubs will be a breakeven point for our hard costs. This does not account for soft development or support costs. In an effort to quell concerns about what is USMS going to do with all our money (albeit \$10K - \$25K if we get 100 more clubs), we should consider allocating a percent of boon to discretionary spending for the CCS Advisory Board. I suggest considering something like after the first 80 clubs 50% of the revenue generated from additional club registration would be allocated to the CCS Advisory Board for spending on CCS programs and events.

Other items of information:

- A college club swimming website has been established <http://www.usms.org/collegeclub/>
- Attendees drafted a CCS handbook. Much work is still needed, but the general framework of college swimming was reviewed.
 - The definition of zones, club members and individual members
 - The definition of the Advisory Board (8 from the college clubs, up to 4 advisors and 2 USMS)
 - Rules of competition local, regional and national
 - The formation of committees (Rules, Competitions, Club Development)
- This year's national championship at Georgia Tech is expecting over 2,000 swimmers from around 90 clubs
- USMS College Club Swimming will be hosting a presidents lunch/meeting where the CCS Advisory Board will lead the discussion about CCS
- Attendees thoughts on acceptance of CCS range from 20 to 150 clubs the first year
- The group decided to use Slack as our primary means of communication for committees and the board
- At this year's nationals USMS/CCS will 1) have a booth on deck to inform the attendees on the benefits of CCS and to get intent sign-ups, 2) provide photography and live streaming of the event, 3) host and present at the presidents meeting
- Marketing and outreach discussion - Website updates, engaging the club president to post on CCS FB page, outreach to new colleges
- USMS hopes to have club registration available this spring with member registration up by August.
- Kyle will continue to serve as point for USMS

USMS Convention Rules Task Force Midyear BOD report

Mission: To propose updates to the Standing Rules of the USMS Annual Meeting and make recommendations regarding streamlining procedural practices to facilitate better engagement during House of Delegates meetings.

Members: Rob Copeland, Chris Colburn, Leo Letendre, Bill Tingley

Goals

- Review and revise Standing Rules to simplify and streamline proceedings when practical
- Review and revise USMS Robert's Rules of Order – the Basics
- Review HOD process and practices to streamline and to facilitate better HOD interaction
 - o Registration and certification (are there areas of automation?)
 - o Elections (e.g. floor nominations, eliminate roll call for secret ballot, electronic voting)
 - o Reports and announcements not requiring action by the HOD
 - o Deciding amendments to USMS Code of Regulations and Rules of Competition (develop standards to be used by Rules, LD and Legislation)
 - o Review and approval of the annual budget
 - o Receive and approve all annual reports
 - o Motions and amendments requiring a vote of the HOD
 - o Use of visual aids to keep HOD informed and on track
- Out of scope
 - o Committee meetings and workshops
 - o The meetings schedule

Midyear Report:

The task force has met and at this point does not have any final recommendations for the board. However based on preliminary discussions there are a few items which the task force would like to hear board input. These are:

- **Appoint a Clerk of the House.** The Clerk's role would be defined in the standing rules, but basically all original main motions and amendments to them would be filed in writing (preferred electronically) with the Clerk and then shown on the big screen prior to debate. For on the fly amendments, the amender would move to postpone debate on the motion until their amendment can be filed with the clerk; so we can move on to other business and return once the amendment can be projected to the house. The Clerk can also project a list of pulled items from the budget and rulebook amendments.
- **Standardize presentment of amendments.** Currently Rules, Legislation and Long Distance have different formats and styles in presenting proposed amendments in the convention packet, in the committee report to the HOD and in the HOD. It is suggested that the VP's get together with the 3 committee chairs to standardize the process.
- **Election roll call.** Elections are by secret ballot, so a roll call is unnecessary. We could be as effective with ushers sending you the delegates row by row.
- **HOD roll call.** Instead of beginning each HOD session with the secretary calling out the names of delegates who have not registered, this list is projected before the HOD and the secretary reports the number of registered/certified delegates and attendees and directs the House's attention to the list. Invariability during the roll call someone shouts out such and so isn't coming; which is irrelevant. It only matters the HOD members are certified and not why they are not. The task force will discuss how best to report LMSC's delegates entitled when less than the entitlement has been identified or sent. The same for automatic members.
- **Standing rules.** We are reviewing all standing rules and will provide the board our recommended amendments.

CONVENTION SKIT TASK FORCE
Update to the Board of Directors
February 11 and 12, 2017

Members:

Rob Copeland
David Diehl
Maria Elias-Williams
Laura Winslow

Background:

Each year at convention Masters does a skit on Saturday night at the banquet which usually revolves around the winner of the Ransom Arthur award winner. The audience at the banquet is members of all five constituents of USAS: USA-Swimming, USA Diving, USA Synchro, USA Water Polo, and US Masters Swimming. Some of the members of these groups are teenagers. In some years, the skit has been thought to be a little risqué and inappropriate for all the age groups present. In addition, the skit has come across at times to be demeaning towards some of the members of the five constituents.

The task force met and developed the following proposed guiding principles and procedures for the skit. We opted for a more generic approach with oversight to encourage creativity and encourage people to participate.

Guiding Principles:

- The skit should provide entertainment for not only members of US Masters Swimming, but all those present at the banquet. It should be age appropriate for all present.
- The skit should represent what US Masters Swimming is about. Specifically, that we are an all-inclusive organization that does not discriminate or demean others.
- The skit should take into account that US Masters Swimming is part of the larger USAS family.
- If possible, the skit should include the Ransom Arthur award winner.

Procedures:

- The President would appoint a skit director who will be responsible for overseeing the skit. This would be done in advance of the first email sent to the HOD for the upcoming convention.
- The first email sent to the HOD would ask for writers to help with the development of the skit. This would make the skit more inclusive to all Masters attending convention.
- The skit director would work with the volunteers to develop the skit, taking into account the guiding principles. Ultimately, it would be the skit director's responsibility for what is presented for consideration.
- The skit director would present the proposed skit to the President, or designee, and Legal Counsel who have final authority to make changes.

Diversity Task Force

Update to USMS Board of Directors for Mid-Year Meeting

The Diversity Task Force's current focus is identifying a concrete purpose/mission statement. Patty is joining our call on February 1st so we should have more to report at the mid-year meeting after that discussion.

We gathered demographic information from USA that profiles their membership. USA swimming has a voluntary reporting of racial and ethnic identification and they prepare an annual report that details this information by LSC. We are exploring how this information could inform our work.

The Diversity Task Force continues to work on its two goals we prioritized last year:

- Communication/Information Strategy: To communicate through our national office, website, publications and promotional events about our commitment to inclusion of all adults in Masters swimming.
- Information/Education/LMSC development: To educate and increase awareness throughout the organization about our vision of inclusion...as well as.... To collect and share success stories, models and information found in local programs to help other organizations to be more inclusive.

We reviewed evaluations of our workshop from convention and identifying ways to identify best practices for inclusion from local programs. We have collected a few examples of how local groups are addressing diversity and looking for other examples. Ideas include working with LMSC Development to further education and awareness, developing content for a possible peer to peer conference call and holding a Task Force meeting during convention to provide an opportunity to include convention delegates in identifying best practices and sharing for inclusion. We would use the designated BOD task force meeting time for such a meeting.

Our communications group is identifying opportunities and working with the national office regarding publications. Our targets are promoting examples of diversity and inclusion around Black History Month (February), Adult Learn to Swim (April), LGBTQ (June) and Hispanic (October). Nadine Day heads this sub group.

Futures Report to the Board of Directors.

We have turned our focus from our membership to our volunteers. We started our look at our volunteers by asking these questions:

- How long have our volunteers in the LMSC's been in their respective positions?
- Have they served on a national committee, if so how long?
- What is a healthy turn over in our volunteer positions?
- How can we foster a healthy turnover?
- How can we make sure the new volunteers understand the history and workings of USMS?

To answer these questions, we set out to do two things. One: survey the LMSC Membership to answer the question on how long they have served and in what capacity. Two: Come up with a system that would reward our membership for their service and give some soft guidelines as to when to move on. We also wanted to put in place a mentoring system that would encourage veteran members to bring on new volunteers with the correct skills and enthusiasm to benefit USMS.

Survey: We started surveying our LMSC membership two weeks ago to answer the first set of questions pertaining to the length of service our volunteers have served. The results are still coming in at the time of this posting. The raw data has shown some members have served in their respective positions for 20+ years. We intend to follow up on those LSMC that have not yet responded to the survey and analyze the data to find out the average length of service.

Healthy Leadership: To answer the second part of our question, we looked at the example set by our Board of Directors which has set term limits of four years for each board position. We used this as a basis for our proposed system which would reward our members, encourage turnover and mentoring without setting term limits. This is the basis for our 5 STAR Program.

5 STAR program.

How it would work: For each year of volunteering on a committee or board of directors the volunteer would receive one star and would receive an additional star for each year thereafter until they reached a total of four. They would remain a four-star volunteer until they either mentored someone into their position or changed positions. If they moved to a different committee or position they would start all over again with one star.

The fifth star: For anyone to achieve a fifth star they must do two things: One, mentor someone for a year into their position and two leave that position.

Recording stars. This would be done on the volunteer's profile page. Currently we are listing each committee or position in USMS, the stars could be added to those listings.

For example, someone could have served on Legislation for three years, Finance for four and LMSC Development for six and mentored someone into LSMC Development.

Their profile would look like this>

Amy DoRight volunteer

Finance 2011-2015 ****

Legislation 2010-2013 ***

LMSC Development 2009 -2015 ***** 5 Star volunteer

The hope for the system is to give the volunteers a sense of when they should move on and reward them for mentoring someone into their position before they leave. Another idea to reward our 5 star volunteers would be to give them discounts to our sponsors, which would reward our volunteers while supporting our sponsors.

Update from Diversity Task Force to BOD for Mid-Year 2017 Meeting

The Diversity Task Force met February 1st and undertook a mission/goal setting discussion. Patty Miller joined the call.

Out of the discussion, the Task Force recognized that has not clearly defined what gaps in membership and participation we are working to rectify, or, said differently ‘what problem are we trying to solve?’ The Task Force concluded that obtaining data on the racial and ethnic demographic makeup of our membership is fundamental to defining where the gaps are and designing strategies to address these. We have USA Swimming demographic data and know that some other aquatics sports organizations collect this data but it isn’t sufficient to determine participation gaps for Masters swimming.

The Task Force adopted a recommendation to the BOD, as follows:

The Diversity Task Force makes a recommendation to the USMS BOD to have USMS collect Racial/Ethnicity data voluntarily through the membership registration.

The task force would like to collect racial/ethnic data to compare with other US population data and other sports’ participation to identify which groups are underrepresented and develop goals accordingly.

The Task Force also asked Patty to work with Dawson to see if he can obtain information from other sports organizations as to whether they collect racial/ethnic information and how they use it to make strategic decisions. Dawson has already followed up found that the USOC requires member organizations to collect and report on this information which is public and available to us.

The Task Force is asking that the Board consider this recommendation at the Mid-Year meeting so that USMS could prepare to collect the information during the next registration period, if approved.