

**USMS EXECUTIVE COMMITTEE MEETING**  
**Burlingame, California**  
**September, 1997**

September 24, 1997

Attendees: Mel Goldstein, Jim Miller, Suzanne Rague, Lucy Johnson, Jeanne Crouse, Stephanie Walsh

President Mel Goldstein called the meeting to order at 2:05 P.M.

1. The Committee reviewed the performance of the Executive Secretary, Tracy Grilli, over the past year. It was agreed that her performance had been very good and that her monthly compensation should be raised by 5% beginning in January, 1998.
2. Gail Dummer requested to make a presentation to the Committee. A USS championship meet for swimmers with disabilities will be held at the University of Minnesota, June 26-28, 1998. She asked for USMS to support this event, and it was agreed to submit a 1998 budget item in the amount of \$1,000 for this purpose.
3. Mel said that he has spoken with Chuck Wielgus, the new USS Executive Director, and that they discussed items that might be of joint interest and benefit to our two organizations.
4. Several registration issues were discussed. Problems with the National Registrar, including non-compliance with the contract and preparation for a possible transition to a new registrar in 1998 were reviewed. It was recommended that the Legal Counsel impress upon the National Registrar that the terms of their contract will be enforced.
5. Ceil Blackwell and George Simon from the North Carolina LMSC spoke to a problem earlier in the year when the National Registrar failed to register approximately 500 swimmers from several LMSCs, with the results that these members failed to receive several issues of Swim Magazine. A motion was made to issue a phone card in the amount of \$2.50 to each of the approximately 500 swimmers affected in recognition of their failure to receive full value from their USMS membership in 1997. It was also moved to submit an over-budget item for 1997 to cover the cost of producing and mailing the phone cards. Motions seconded and carried (MSC).
6. Babs Larsen was invited to discuss problems with the National Registrar, and she indicated that her committee will work to communicate USMS's performance expectations to the National Registrar. The Executive Committee reviewed the registration contract and noted areas of problems and non-compliance.
7. The committee discussed a letter from the registrar of the Metropolitan LMSC. Mel said he would write to this person to indicate that the issues raised do not come under the authority of the USMS Executive Committee, but also to recommend that the functions of LMSC Treasurer and Registrar not be performed by the same person.

8. The Committee reviewed the materials submitted by the people interested in performing the job of USMS Swim Magazine Editor. The Committee agreed to forward recommends to the next Executive Committee, who will make the final decision.

9. The Committee reviewed recommendations made by the Planning Committee regarding the position of a business manager.

The meeting adjourned at 5:40 P.M.

September 25, 1997

The Executive Committee re-convened at 7:00 A.M. Members present were Mel Goldstein, Jim Miller, Suzanne Rague, Lucy Johnson, Dan Gruender, Jeanne Crouse, and Stephanie Walsh.

10. The subject of a USMS Business Manager/Executive Director was discussed. At the suggestion of Jeanne Crouse, the committee members were asked to state whether they had a personal interest in this position. Mel Goldstein answered in the affirmative, and he excused himself for the balance of the discussion about this position. The committee discussed possible roles and tasks for this position. A proposal was developed to be presented to the Planning Committee and the Legislation Committee (see the attached).

The meeting adjourned at 9:40 A.M.

The Executive Committee re-convened at 8:30 A.M. Members present were Jim Miller, Suzanne Rague, Lucy Johnson, Dan Gruender, Jeanne Crouse, and Stephanie Walsh.

11. The Committee continued its discussion of its proposal for an Executive Director position.

12. There was a discussion of the Treasurer's proposal to alter USMS's financial structure. Lucy presented her proposal. Jeanne Crouse discussed legal and insurance problems with the proposal. Jim Miller suggested that the idea should be forwarded to the next Executive Committee for their review.

13. The Committee discussed adopting a procedure for circulating proposals and tallying votes when the Executive Committee formally votes on an issue between meetings. It was agreed that the Corporate Secretary should be the person to disseminate proposals to Committee members. Also, to facilitate communication, a current list of phone and fax numbers and E-mail addresses should be maintained.

There was a motion to adjourn the meeting at 9:40 A.M. MSC.

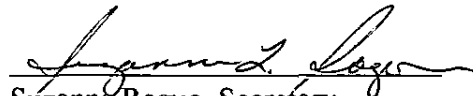
September 27, 1997

The Executive Committee re-convened at 7:35 A.M. Members present were Mel Goldstein, Jim Miller, Suzanne Rague, and Jeanne Crouse. Also present were the newly elected members to the Executive Committee: Nancy Ridout, Jack Geoghegan, Betsy Durrant, Jeanne Ensign, and Hugh Moore.

14. There was a discussion of issues related to a USMS Executive Director/Business Manager. It was agreed to present to the House of Delegates a budget item to cover expenses of the Past President who would continue work with USMS sponsors. Also, it was agreed that the discussion of the recommendations of the Ad Hoc Business Manager Committee should be scheduled as part of the Planning Committee presentation during the House of Delegates meeting.

The meeting of the Executive Committee at the 1997 USMS Convention was closed at 8:30 A.M.

Respectfully submitted,

  
Suzanne Rague, Secretary

## PROPOSAL TO ESTABLISH A USMS EXECUTIVE DIRECTOR

### *Proposed Legislation:*

507. There shall be a full-time paid Executive Director who shall be selected by, be responsible to, and serve at the pleasure of the Executive Committee. He/she shall make a report at each annual meeting of the House of Delegates.

.... Renumber the parts of Section 5 which follow.

### *Proposed Job Description:*

1. Promote United States Masters Swimming:
  - Promote USMS with the national media.
  - Assist LMSCs with their promotion to local media.
2. Pursue sponsorships for USMS:
  - Seek additional sponsors for USMS.
  - Work with and service existing sponsors.
  - Negotiate sponsorship contracts in conjunction with the Legal Counsel.
3. Work with sponsors in accordance with and under the direction of the Executive Committee.
4. Work with other National Governing Bodies (e.g. USS, Trifed, other Masters sports).
5. Work with USMS committees, as directed, to pursue the goals of USMS.
6. Work with Championship meet hosts to help promote their meets in the media, including pre-meet publicity and publication of meet results.
7. Generally assist in the development of Masters swimming. Specifically, assist LMSCs, act as a liaison with coaches, and promote Masters activities at new facilities.
8. Accountability. There shall be regular communication with and accountability to the Executive Committee. The Executive Committee shall retain all powers to run the Corporation, including but not limited to the power to execute contracts.

*Financial Proposal.* Amounts to be proposed for inclusion in the USMS 1998 Budget.

- \* \$50,000 -- Salary (amount of annual salary).
- \* \$ 5,000 -- Payroll taxes and other required payroll-related costs.
- \* \$25,000 -- Annual expense account
- \* \$ 5,000 -- Capital budget for office equipment

...draft 1:11 pm, September 25, 1997