
Action Items:

1. MSA to proceed with the national sponsor package proposed by Mel Goldstein, as modified, pending discussion with Douglas Murphy.
 2. MSA to include a communications opt-out checkoff box on registration forms for 2006.
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President Rob Copeland called the meeting to order at 8:33 p.m. EDT. Present were Leo Letendre, Mark Gill, Julie Heather, Michael Heather, Meg Smath, Tom Boak, Jim Miller, Patty Miller and Tracy Grilli. USMS Sponsor Liaison Mel Goldstein joined us at the beginning of the meeting to discuss the proposed sponsor package.

Sponsor Package. Mel explained that the previous Executive Committee had proposed a package with five levels: diamond, platinum, gold, silver and bronze. Mel simplified and summarized what each level includes in a spreadsheet emailed to all committee members earlier in the day. If present sponsors would like to continue their current packages, without the option of buying ads in *Swimmer*, then the prices would be adjusted to reflect the diminished value of the package. Julie felt that if in the future we begin sending emails to the membership, we would have to have it as an opt-out checkoff in the registration program.

Mel summarized the cost of sponsorships without advertising. Rob said it seems the Executive Committee agrees with the numbers discussed tonight, and unless something drastic happens when we talk to DMC, we will go forward. Jim said we should make sure swimmers understand that the opt-out checkoff applies to all communications, not just email, and that it would be better if the opt-out could be stated in a positive way. We should make it clear that email would originate from USMS, not an outside party, and that the email list doesn't leave our control. He asked if it would be possible to get the opt-out checkoff on this year's form, and Tracy said yes, if we hurry; many registrars are preparing their 2006 forms as we speak. Mark asked if we are currently using email to communicate with our membership, and the answer was no. Julie observed that the bounces she receives as Southern Pacific registrar don't go to the National Office now, as it would be a huge time investment for both her and the National Office. **MSA to move forward with the package pending discussion with DMC.** Mel thanked everyone for their attention, and left the conference call.

Tracy will immediately send a note to all registrars asking them to add the opt-out checkoff to registration forms. She will need to inform Anna Lea Roof as well, since she is still chair of the Registration Committee until a replacement is named. Julie asked that we make a special effort to contact Nancy Ridout, who, as the registrar of Pacific, may have already begun making preparations to send out re-registration invoices. **MSA to include the opt-out checkoff box on registration forms for 2006.** Leo and Anna Lea will work with Tracy to come up with the language for the LMSC registrars.

Organization Chart. Rob referred everyone to the organization chart emailed to them that afternoon, and asked if anyone had any comments on the committees assigned to them, or for that matter *not* assigned to them. Julie said she would like to have Records and Tabulation, since the Top 10 lists are compiled at the local level. She asked why Registration was under Vice President of National Operations and not Vice President of Local Operations, since swimmers register through their LMSC. Rob said he looked at it as the national registration database being owned by National Operations, but local portions are shared with Local Operations. Long Distance was also moved from Member Services to National Operations; the national publication editor was moved from Community Services to Member Services and the USMS webmaster/IT director was moved from National Operations to Member Services. The Insurance Committee was changed to Insurance Coordinator, but remains with National Operations. The National Office administrator and National Office staff were moved from National Operations to the President. The Executive Director Search Committee was added to National Operations. The ad hoc Legal Counselors Committee was removed from the secretary's oversight, since the committee is not being continued. A new Legal Advisory Board was added to the President's oversight. The name of the Sports Medicine Committee was revised to Sports Medicine, Health and Safety. See attached chart for current assignments.

Tom noted that we may have to move some committees around as we actually begin working with the new arrangement. Mike asked if we should make being a committee chair more demanding, so that the committees won't need so much oversight. Rob said he intends for all chairs to have goals and objectives, and be held accountable. Tom noted that some of the vice presidents have responsibility for many more committees than other vice presidents, and asked if we should balance the responsibilities more. Mark pointed out, however, that although it may appear, for example, that Local Operations has fewer responsibilities, in reality Julie has 53 LMSCs under her supervision, which is plenty of responsibility. Jim said he felt that with the current arrangement, we should be set until the midyear meeting, at which time we can reevaluate. And he noted that everything will change once we have an executive director, because every employee will report to the executive director once that person is on board.

Mark said he has already been asked to participate in the next conference call of the Editorial Committee. Mike said his goal is to double our membership in four years.

Rob noted that Jim coordinated with USA Swimming during each organization's governance restructuring, but Patty cautioned us not to equate ourselves too closely with USA-S. We are really more like USA Triathlon, and perhaps we could contact them. Jim also suggested the USTA (U.S. Tennis Association).

Tom said the Finance Committee is already studying compensation for our employees, and is working on setting up the merchant account. The merchant account is critical, because we can't go forward with online registration without it. When asked if Finance will consolidate all compensation into one cost center, Tom said he wasn't sure, because everything will change when we get an executive director.

Committees. Rob has been working with Tracy to compose the committees. The first step is to name the chairs. After his first cut, he will work with the respective vice presidents. One of his goals is to get new blood in the chairmanships. In cases where old chairs continue, they should be grooming someone to replace them. The consensus of the Executive Committee was that we should avoid having a vice chair who is also chair of another committee. The preliminary list of committee chairs shows 13 new committee chairs. Rob asked that ideas for committee members be emailed to him, and we should not discount people who can't go to convention.

Mike said he had heard that the Henning Library at ISHOF has closed. Rob is investigating this development.

Midyear Meeting. The midyear meeting of the Board of Directors and Executive Committee will be January 26–29, 2006, at The Woodlands, Tex. The Executive Committee will meet Thursday afternoon (1/26) from 3:00 p.m. to 7:00 p.m., then break for dinner. They will also meet Friday morning. The Board of Directors will meet from 3:00–7:00 p.m. Friday, and also all day Saturday and Sunday morning. One meeting room is all that will be required. Tom and Carolyn Boak will host a dinner for everyone, probably Friday night. USMS will pay for lodging and transportation; the participants will pay for their own meals. Two vans will be needed to transport everyone to and from the airport. Jim suggested it may be possible for a travel agent to coordinate all the arrivals. Tom said everyone should fly into Houston Intercontinental Airport (*not* Hobby). The meetings will be held at The Woodlands Conference Center Resort, which is within walking distance of Tom's team's pool, so we will be able to work out with the team. For planning the 2006 convention, we will use the 2004 schedule as a template and modify as necessary.

Goals and Objectives. This agenda item was tabled until the next meeting.

Budget. This agenda item was also tabled until the next meeting.

Next Conference Call. November 1, 2006, 8:30 p.m.

Meeting adjourned at 10:55 p.m.

Division	Member Services	Community Services	National Operations	Local Operations			
Chief in Charge	<i>Vice President of Member Services</i>	<i>Vice President of Community Services</i>	<i>Vice President of National Operations</i>	<i>Vice president of Local Operations</i>	<i>President</i>	<i>Secretary</i>	<i>Treasurer</i>
Committees within division, direct reports & executive sponsor authorities	Championship Coaches Communications Editorial History & Archives Recognition & Awards Ad Hoc ISHOF	Fitness Marketing Sports Medicine, Health & Safety	Executive Director Search Committee Finance Legislation Long Distance Officials Registration Rules	Records & Tabulation Zones LMSCs	VP of Member Services VP of Community Services VP of National Operations VP of Local Operations Secretary Treasurer International Planning	National Board of Review	USMS Endowment Fund Board of Governors
Special appointments and liaisons	USMS liaison to U.S. Olympic Training Center USMS National Publication Editor USMS Webmaster/IT Director	Senior Games Liaison USMS Liaison to YMCA USMS National Sponsor Liaison USMS Liaison to USA Triathlon USMS Liaison to IGLA	Convention Coordinator Insurance Coordinator Rule Book Coordinator		ASUA Representatives FINA Representative ISHOF Liaison Legal Counsel Legal Advisory Board National Office Administrator National Office staff USAS Representative USOC Liaison USMS Liaison to USA Swimming Parliamentarian		Controller Internal Auditor
Additional constituent responsibility	Individual members Club members	Sponsors One-event registrants Foreign swimmers Public relations				Affiliate members Allied members	
Role and responsibility				LMSC compliance with USMS & LMSC bylaws LMSC financial reports and minutes Assist in forming LMSC Assist LMSC mergers Help underperformers			

Notes:

1. The president shall serve as the Board chair; the secretary shall serve as the Board secretary.
2. The immediate past president shall be responsible for Board orientation.
3. At this time, not all special appointments and liaisons and none of the additional constituent responsibilities have been included on the organization chart.