
Action Items:

1. MSA not to extend the online entry deadline for the World Championships.
 2. MSA to print and ship 1,500 copies of the latest edition of *USMS Swimmer*, at a cost of approximately \$700, to distribute to foreign competitors and synchro, water polo and diving athletes at the World Championships.
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President Rob Copeland called the meeting to order at 7:35 p.m. EDT. Also present were Mark Gill, Julie Heather, Meg Smath, Tom Boak, Jim Miller, Patty Miller and Tracy Grilli. Michael Heather joined the call at 7:50 p.m. and Leo Letendre joined at 8:47 p.m.

Officer reports

Vice President of Local Operations

Julie reported that the *Zone Committee* has been working on getting LMSCs that have not been represented recently to the convention. They have already voted to extend a grant to these LMSCs, and will also consider helping fund smaller LMSCs that may need help. The *Records and Tabulation Committee* has compiled an FAQ for the website; it will go up when Jim Matysek finishes with World Championship commitments. This committee has begun distributing the workload among committee members and is looking for more ways to spread the workload. Julie would like to see the Top 10 compiled in a way similar to the compilation of the Top Times database on the website. Mark interjected that Mel Dyck, who has been maintaining the Top Times, is no longer doing so, and the Communications Committee has been having a hard time finding someone to take it over. The Top Times database is probably a better fit for the Records and Tabulation Committee, and Julie will see if they can take it over.

Treasurer

Tom and Controller Margaret Bayless have been working with our auditor to resolve some disagreements over their report. We have not been getting the service we deserve, but Tom thinks the situation has been resolved. The Finance Committee has approved our overbudget request for paying convention expenses for at-large directors. The coordinators' convention expenses are already budgeted, so no overbudget request is needed for them. Tom recommended that we not change our policy for past presidents at this time, and instead deal with the issue at convention.

Secretary

Meg reported the outcome of a grievance filed with the National Board of Review. The review panel found that the swimmer had falsified his birthdate and imposed a one-year suspension. The respondent has indicated he will appeal to the Board of Directors.

Legal Counsel

Patty reported that she has been working on an Executive Director employment contract as part of the search/hiring process. She is lucky to have the assistance of USMS member Jill Chasson, who is an employment attorney from Arizona and who has graciously given her time pro bono to provide advice with regard to the agreement.

The process of registering or re-registering several USMS trademarks is under way, as factual information for the applications has been gathered (thanks to Meg Smath) and Patty has transmitted it to John Crittenden, the intellectual property attorney who has offered to perform trademark registration services pro bono.

The Long Distance Committee, which in its very organized manner is finalizing the 2007 Championship packet, consulted with Patty for advice on the Open Water Safety Guidelines, which are part of the packet. The committee members working on the guidelines were right on target and Patty only needed to do a bit of tweaking.

Patty has received several questions about the status of online event entry from LMSCs. It appears that the communication earlier this year of interim guidelines to LMSC chairs and sanctions chairs was not disseminated widely enough. Patty communicated to Rob and Leo that there are still people not informed of the guidelines, and Leo is now working with the Legislation Committee to turn the interim guidelines into more formal policy that can be communicated widely.

Working with Mel Goldstein, Patty has prepared a renewal contract for USMS sponsor Barracuda. In addition, Mel requested and received a revised agreement for FINIS, which in addition to being a USMS sponsor has agreed to sponsor pool and long distance All-American awards.

In addition, the usual legal issues have arisen lately, such as a subpoena for records of a member's competition results, the need to review the now-written conflict of interest policy, and questions about a nonsanctioned event using USMS's name.

Patty also said she and husband Jim had the opportunity to view the national office firsthand when they visited New Hampshire recently, and were quite impressed with what Tracy and her staff are able to accomplish from the office Tracy has created at her home.

President

Rob reported for the Katrina Task Force that a check has been written from the legacy fund to USMS for \$8,059.50; all but \$2,000 of this amount subsequently went to the Southern LMSC. The remaining \$2,000 was awarded to two individuals. An additional \$5,000 from USMS has been disbursed to individuals.

Vice President of Community Services

Mike said that the *Sports Medicine, Health and Safety Committee* is continuing to finalize the lecture series at Worlds, including designing a brochure to present to all competitors at registration. Laura Kessler is in contact with Bayer (courtesy of Anthony Thompson), applying for grant money to defray expenses of the series.

The *Marketing Committee* is currently at an unknown position. Mike spoke to Chair Connie Barrett two weeks ago, and presumed that she would try to get the committee to start work on at least one part of the Marketing Plan while waiting for results of the member survey to be tabulated. This committee may need to be smaller and more active, with a tighter focus.

The *Fitness and Planning Committees* have not been contacted.

Vice President of Member Services

Mark reported that Short Course Nationals in Coral Springs was a great success. He heard many positive comments about the meet—hospitality was outstanding, the facility

was very nice with plenty of shade and warm-up space, experience of the meet host was obvious, and small meet size was nice (1,275).

The Ransom Arthur Award was presented to Sally Dillon. Although Sally was not at the meet, *Recognition and Awards* Chair Kelly Crandell conspired with Sally's husband to have the award presented to her at her home. The Club of the Year Award deadline has been extended until July 30. Applications are being emailed to coaches and club representatives.

The *Communications* Plan is in its second version. Now included are many details and specifics on how the plan will impact USMS and how the specifics will be carried out.

The *Coaches Committee* is redesigning the on-deck coaching program to effectively deliver services at the World Championships.

Mark met with *Ad Hoc ISHOF Nominating Committee* Chair Ginger Pierson at Nationals and went over the selection criteria for the different types of nominations that we make.

Vice President of National Operations

Leo reported that the *Long Distance Committee* has been dealing with a number of issues with respect to national championships. They have also prepared a preliminary packet of information, contracts and the like for the 2007 championship meets.

The *Long Distance* and *Rules Committees* have been working on submitted rules proposals. Rules Chair Kathy Casey attended the USA Swimming Rules Committee meeting in Chicago.

The *Legislation Committee* has been asked for the results of our request for legislation spelling out the requirements for offering online entry for local meets.

Past President

Jim submitted as his report the minutes of the most recent meeting of the Impact Task Force (attached). Jim particularly wanted to compliment Laura Kessler on the fine job she's done heading up planning for the Sports Medicine Conference at the World Championships.

Executive Director update

An offer letter has been sent to the candidate, but the offer has not been accepted yet. The offer expires June 7. The search committee may need to hold a conference call the afternoon of June 11.

Convention

Planning for Executive Committee time

Rob asked Jim to give an overview of what usually happens during Executive Committee meetings at convention. Jim said we should spend about 1½ hours discussing what we have and have not done this first year. We will also conduct employee and contractor reviews. Meg will look up agendas from previous years to use as a guideline.

Employee/contractor reviews

Meg will distribute last year's forms to the committee and we will tweak them if necessary. Employees won't be brought in early just for reviews, but if they are in Dearborn already, their reviews can be scheduled on Tuesday. Tracy will already be there on Tuesday; the others will probably be scheduled for Wednesday. We will try to spread the reviews out through the day, rather than schedule them one after the other.

Each review will be in three steps.

- (1) We review the employee's performance. This part of the process begins about a month before convention. The Executive Committee member who supervises the employee does this review, which is then sent to the rest of the Executive Committee for more feedback.
- (2) The employee reviews us. The entire Executive Committee will be present. Any compensation recommendations that come out of these meetings will be forwarded to the Finance Committee. If any extraordinary changes in duties or compensation are anticipated, they should be brought up before convention. Each review will last about an hour. Rob will write Tracy, Bill Volckening and Mel Goldstein's reviews; Mark will write Jim Matysek's; Tom will write Margaret Bayless's. Reviewers may request input from others who work closely with the employees.
- (3) The EC and employee will review the job description, perhaps resulting in a change in compensation as a result.

Annual reports and budget requests

Meg has sent annual report notices to everyone she can think of. All EC members need to write short summaries and send them to Tracy by July 15. Appointments and committee chairs should submit their reports to their liaisons by July 1, and then the liaisons will send them to Tracy by July 15. Rob urged everyone to see to it that the reports they are responsible for are turned in on time.

Budget forms need to be sent to all cost-center heads. Tracy will send last year's forms to Finance Chair Jeff Moxie for his input, then after he makes any needed changes, Tracy will send the forms to everyone. We should remind committee chairs to budget for conference calls if they would be useful. The chairs need to know how much the calls cost so that they can budget appropriately. When they make conference calls, they should use the budget line item number for their committee as the host code, so that we can track the calls for proper billing. Budget forms also should go to EC liaisons before being turned in to Finance. Tom reminded everyone that their job as liaisons was to provide helpful feedback, not to be a roadblock. Julie said we should encourage supporting information be turned in along with budgets, to help Finance determine the appropriateness of the requests. If anyone has any suggestions for the budget forms they should email them to Jeff.

Mark noted that we should also have Technology Request forms, so that we can budget the webmaster and National Office staff's time better. Committee chairs would not necessarily know how much time a requested task would take, but if they gave a detailed description, web personnel (or whoever is appropriate) could make an educated estimate. Along these same lines, Tom said he would like Jim Matysek to report how much time he spends on specific projects so we can bill against the proper committees.

Having a form to fill out might also force committees to plan further in advance. Mark will design a Technology Request form.

Rules/Long Distance proposals

Rules and Long Distance proposals are due to Kathy Casey or Marcia Cleveland by July 10. Emergency proposals for Legislation are due to Sean Fitzgerald by the same deadline.

At-large delegates

Rob has received six requests for at-large appointments so far, and is dealing with them as they come in. Meg is also keeping track of at-large delegates, as well as LMSC delegates. The deadline for submitting LMSC delegates is June 15; deadline for at-large delegates is June 30. Meg will send out one more reminder to LMSCs that have not yet submitted delegates (Arkansas, Connecticut, Delaware Valley, New England, New Mexico, Pacific, Snake River, South Texas and Wisconsin). Iowa, Midwestern, Minnesota, North Dakota and Wyoming have indicated they will not be sending any delegates. Several LMSCs are not using all of their entitlement.

Three most important topics USMS will address at the convention

Rob asked us to consider the three most important topics for convention. The consensus was:

- Online registration
- Executive Director integration
- Providing services differently (a long-range goal). Examples might be tools for sanctioning meets and one-event registration.

Convention theme

Several ideas were tossed out, the most popular of which was “Thinking Outside the Pool.”

Worlds

Deadline extension

Michael Moore and the Local Organizing Committee for the World Championships requested that the online entry cut-off be extended beyond the previously established deadline of June 3. In its discussion, the EC considered the prospect of increased revenue from a deadline extension, the issue of fairness to entrants who went to great lengths to submit their entries on time, the work that still needs to be done to process entries that were received by the deadline, and the time toll that processing entries has taken and will continue to take on the National Office and USMS staff to the exclusion of other USMS work that needs to be done. **MSA not to extend the online entry deadline.** We recognize, however, that mailed entries do not always arrive on time, through no fault of the person mailing the entry. Therefore, if it is clear that the person mailing an entry intended to enter on time (i.e., postmarked by June 3, 2006), then we will accept those entries, even if they arrive after June 3.

The EC also discussed the revenue and expense projections that were provided by the Local Organizing Committee along with the request for a deadline extension, and questioned why expense projections had increased substantially since the last report from

the LOC and to what the increases were attributable. The EC would like more detail about current projections for revenue and expenses.

Magazine overrun

Mark reported that the *Editorial Committee* has devised the following plan for distribution of extra copies of *USMS Swimmer* at Worlds:

- Copies available for foreign athletes, along with subscription applications
- Distribution through NorCal Swim Shop (not finalized)
- Posters around the facility
- Ad in meet program (also in question)

The goal is to increase the awareness of the magazine with foreign competitors, as well as synchro swimmers, water polo players and divers, and increase circulation outside of USMS membership. **MSA to print and ship 1,500 copies of the latest edition of *USMS Swimmer*, at a cost of approximately \$700, to distribute to foreign competitors and synchro, water polo and diving athletes at the World Championships.** Mark will ask NorCal, the Speedo vendor at Worlds, if they will distribute the magazines. We will have to encourage USMS swimmers not to pick up copies; they will have their own copies delivered to their mailboxes. We could put notices in the goody bags, and also run an ad in the meet program to publicize the promotional copies. Jim will talk to Michael Moore to ask that we be allowed to place an ad in the meet program instead of using a booth at the meet.

Pool length

Michael Moore has notified Rob that Baker Pool, one of two pools being used for competition, measures exactly 50 meters without pads. This means that timing in this pool may have to be by three buttons instead of touchpads. FINA officials are aware of this development, but Michael needs to officially notify them by letter.

Other

The IMSHOF induction ceremony will probably need to be held at Stanford, not Todd Spieker's home.

Conflict of Interest statements

Meg still needs quite a few signed Conflict of Interest statements from directors, employees and contractors. Please email, fax or snail mail them to her. Meg will remind those who have not yet returned their signed statements to do so as quickly as they can.

Online registration

Leo has been busy with other tasks lately, and has asked for help with this project.

Our Kids Initiative

Leo attended the Our Kids Initiative meeting in Indianapolis. (The purpose of the initiative is to bring technical rules from eight different governing bodies closer together, so that there is less chance of swimmers being disqualified because they are unfamiliar with the rules in force at a particular meet.) The initiative has requested that, as our contribution, we donate space on our web server to host their site, using their own

domain name. Julie suggested that this was a policy decision for the Board of Directors to make. We will discuss this at the next BOD meeting on June 22.

Leo also learned at the meeting that YMCA Swimming will be switching to USA Swimming rules.

Adjournment and next meeting

The meeting adjourned at 10:42 p.m. EDT. Our next conference call will be June 26 at 7:30 p.m. EDT. In addition, a Board of Directors conference call is scheduled for June 22 at 7:30 p.m. EDT.

Meg Smath
Secretary

**Joint Meeting of Impact Task Force and Sports Medicine
Re Sports Medicine Conference
XIth FINA Masters World Championships
Minutes submitted by Jim Miller**

4/27/06

Attendees: Laura Kessler, Jody Welborn, Anne Cribbs, Michael Moore, Michael Heather, Jim Miller

Action Items:

- Site of the lectures, including the keynote speakers on the opening day, to be conducted in the McCaw Auditorium, the site of the FINA Congress, with a capacity of 250
- Financial support for this change is under investigation
- Finalization of speakers for all three days is noted below
- Handouts to be conducted over the Internet for those interested
- DVD/CD's of the conference to be available for sale at a nominal cost to cover expenses of production and distribution
- Free tickets for all interested in attending the conference day by day to determine the size of attendance. These are to be available over the Internet as well as at registration prior to the start of the conference.
- Next meeting 6/29/06 at 8 p.m. EDT

Introduction:

The meeting was called to discuss the financial requirements of the conference, to include:

- Auditoriums. A larger auditorium will be needed for the opening addresses on the first day in the McCaw Auditorium at the Alumni Association (site of the FINA Congress – capacity 250) and smaller for the remaining two days in the new band auditorium just off of the pool site (capacity 150).
- AV (setup and production) – needing to use two separate firms for each auditorium as dictated by Stanford
- Speakers
- Event coordinator

Auditoriums and AV:

The concept of tickets to gain admittance to the events on given days was proposed and widely accepted, as a way to gauge the size of the audience and support needs for the conference. The tickets will be able to be requested via the website entry or in person upon registration. That desk will be manned until the conference opens. The auditorium

being used dictates the companies used for setup. These companies are preset with Stanford and are accustomed to the requirements of each site. There is a proposal at this time to provide the lecture series in a DVD format for a nominal profit covering production and distribution of the three-disc set for those interested.

Speakers:

The list of speakers and topics are being firmed up at this time. Dr. Gordon Matteson from Stanford is the director of the Center for Sports Performance and will be working with Laura to provide three to four local speakers who will contribute to the quality of the conference and involve the wealth of talent that Stanford has to offer.

Event Coordinator:

Laura is working to finalize speakers, topics and coordinating grant efforts through local and national firms. As an aside, I feel that she should be praised for her commitment to this project on behalf of the Sports Medicine, Health and Safety Committee.

Summary:

This meeting had a lot of energy and this excitement will be seen in the final product. It will bring credit to USMS and engage FINA further in the idea of promoting a Sports Medicine Congress for Masters aquatic sports as a standing part of this international event.