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**Action Item:**

1. MSA the minutes of the June 11, 2008, EC meeting.
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President Rob Copeland called the meeting to order at 8:04 p.m. EDT. Also present were Mark Gill, Mike Heather, Meg Smath, Leo Letendre, Jeff Moxie, Patty Miller, Rob Butcher and Tracy Grilli.

## **Officer report**

### ***VP of Local Operations***

Julie Heather, who could not attend the meeting, submitted the following written report:

The Local Operations Division had a conference call on June 22. Rob Butcher attended the first part of the call and was introduced to the committee chairs and vice chairs that were present. Anna Lea Roof and Jim Matysek joined the call to discuss End-to-End Event Management. There were many issues that were discussed that cross committee lines. In particular, it is clear that we need to have some way of tracking club transfers for swimmers.

*History and Archives:* They are moving forward. Jim Matysek has provided some tools for them to use to update the USMS website. They are continuing to identify errors in the permanent IDs.

*Records and Tabulation:* Ed Tsuzuki is working very closely with End-to-End Event Management Task Force. The committee has started proactively contacting LMSCs to make sure that they are planning to submit a Top 10 report. This will identify problems early, and we will include the zone rep if there are problems. Ed has asked for guidance from me on the process to get items in the queue for the USMS website.

*Zone Committee:* The Zone Committee has submitted two legislation proposals, and a long list of housekeeping changes for Appendix D. Plans for the elections are on schedule. We need to have an agenda item at the first BOD meeting at convention to set the election committee for 2009, which will be an election year for officers. We seem to be having more problems than normal getting financial reports from LMSCs for 2008, and there are also problems with LMSCs not cashing checks for online registration sent by USMS, or paying for paper registrations. The zone reps are working on these issues.

We are working on the schedule of workshops for convention. Jim Wheeler and Sandi Blumit will do a Risk Management/Insurance workshop and Ed Tsuzuki and I will do a Leadership workshop. Tom Boak decided not to do the workshop on working with USA Swimming clubs, so I am trying to find a replacement. I'd like a communications-related workshop (conference calls, emails, websites, newsletters). The Saturday morning workshops will be more "roundtables" with five options: Registrars, Sanctions and Records, Coaches, Chairmen, Long Distance.

## **Executive director's report**

Rob B reported that he has started drafting a “state of the union” message, which he will deliver to the Board of Directors. He has hired an assistant, Ashley Gangloff, whose first day of work was July 8. Welcome, Ashley, and congratulations to your husband Mark, who made the U.S. Olympic team in the 100 breaststroke!

## **Minutes of last meeting**

MSA the minutes.

## **BOD training**

Rob B presented two scenarios for BOD training. The first would be for the BOD to meet with USA Swimming Executive Director Chuck Wielgus on Sunday during convention. The second would be for the BOD to meet for a weekend in October in Dallas. Mark commented that we miss an opportunity for the BOD to meet more during convention because BOD members are busy with committee meetings then. He therefore suggested that we consider keeping BOD members off of committees so that they can concentrate solely on BOD matters. Rob C will suggest this to the BOD at its next meeting on July 9. The EC felt that BOD training at convention would be more fruitful if held at its first meeting on Wednesday rather than at its second meeting on Sunday. Because there will be some turnover in at-large directors, candidates for those positions could also be invited to the first BOD meeting. Rob B has discussed with Hill Carrow and Raena Latina potential companies for conducting a longer training session in October. The consensus was that both scenarios are worthwhile, and Rob B will continue researching the specifics.

## **Recognition and Awards Committee**

Kelly Crandell's job responsibilities have made it necessary for her to step down as chair of that committee. Rob C has appointed Sally Dillon to take over as chair. VP for Location Operations Julie Heather will help with the transition.

## **Appendix B amendment**

The History and Archives, Records and Tabulation, and Open Water and Long Distance Committees submitted a proposed amendment to Appendix B of the rule book, which the Executive Committee has jurisdiction over. The amendment would increase the recommended storage time for documents relating to meet results from one year to two years, and add a recommendation that liability releases be kept for a minimum of six years. Patty's opinion as legal counsel was that it was not appropriate to have procedures in the rule book; the current Appendix B references what is codified as rules elsewhere in the rule book, whereas the proposed amendment would instead reference policies. She felt that this information belongs more properly in our Policy Manual. Mark noted that some of the additional information being requested to be added to meet results cannot be stored in Meet Manager, the software most commonly used to run meets, thus adding an extra step to preparing meet results. Leo felt that much of the information being requested in the proposed amendment is being addressed by the End-to-End Meet Management

Task Force, and also suggested that a more practical way to communicate meet procedures would be to compile a meet directors handbook. This task will be given to the End-to-End Event Management Task Force.

## **Olympic Trials report**

Rob B reported that USMS was the co-event sponsor for the men's 100 backstroke (along with Adolph Kiefer). Other USMS activities included Mel Stewart making an appearance at one of the workouts for Masters swimmers and Rowdy Gaines making an appearance at which he signed autographs and addressed the crowd (while wearing a USMS polo shirt). Rob participated in many meetings while at the trials, and made many contacts with organizations such as USA Triathlon, YMCA and ASCA. He also met with some potential sponsors. He noted that the trials have grown tremendously in the last decade and are much improved (they were always wonderful, but now are even better). He also reported that there is movement to consolidate all three NCAA division championships into one championship and that this might lead to an annual festival for swimming, with opportunities for exposure for all levels of swimming. He expects that even more Masters swimmers will participate in the 2012 Olympic Trials.

## **IGLA application**

International Gay and Lesbian Aquatics has applied for affiliate status with USMS. Meg reported that the BOD voted unanimously in favor of granting this status. Tracy will send the appropriate documentation to IGLA.

## **Club Development Task Force**

Meg reported that the EC approved the process proposed by the task force for a pilot program, and implementation is under way. Their next meeting will be July 10. Rob B commented that this is an important priority for USMS.

## **Branding Task Force**

Patty reported that there has been some confusion about how to move forward. Rob B said he sees branding as one part of our communications strategy, which he will be looking at in the next couple of weeks. He spoke with task force chair Lynn Hazlewood, and suggested to her that she move forward with the overbudget request to hire a branding consultant. He will also look over the RFP the task force put together and provide comments.

## **Satellite office**

Rob B reported that he has obtained 700 square feet of office space in Charlotte. It is in a multi-use building near a large YMCA. He is currently setting up the office, and hopes to have phone lines and Internet access by the end of the week (July 12). Ashley's first day was spent inventorying their needs. She will begin establishing contact with our employees and BOD members soon. Rob B is working on updating her job description, emphasizing marketing, PR and project management. She can be reached via email at agangloff AT usms DOT org. Rob B praised Jerry Clark, who is a real estate broker in

Charlotte, for his tireless work in securing the office space. Jerry donated his services, and made the process much more efficient; without Jerry's help, "we'd be spinning our wheels." Thank you Jerry! Rob B gave background on Ashley, who swam and dived for Auburn, where she also obtained her MBA. Before joining the USMS staff, she previously worked for a PR firm.

## **Convention planning**

Meg reported that delegate appointments are beginning to come in from the LMSCs. Rob C has been working with the Georgia LMSC, and a pool has been identified for morning workouts. We are still searching for a theme for convention.

## **ISHOF induction ceremony at Olympic Trials**

Rob C and Rob B and several other USMS leaders attended this ceremony during the Olympic Trials. We will also encourage delegates to the USAS convention to attend the IMSHOF induction ceremony to be held then. Mark suggested that we publicize this ceremony more than we did last year, when we merely included an invitation from ISHOF in delegates' convention packets. Rob C said that the Georgia LMSC will hold a social preceding and in conjunction with the IMSHOF ceremony.

## **Dual sanctioning**

Our insurance broker has forwarded an agreement to both USMS and USA Swimming to allow dual sanctioning of pool meets. Patty had no legal problems with the agreement, but noted that the agreement does not require USA Swimming members to sign the USMS waiver or provide indemnity. Both organizations should emphasize following rules and safety requirements during meets. Leo was concerned that the term "dual meet" as used in the agreement does not fit the definition of a dual meet in our rule book. We will ask our insurance broker to instead use the term "dual-sanctioned event."

## **Next EC meeting and adjournment**

The meeting adjourned at 10:11 p.m. EDT. Our next meeting will be August 5, 2008, at 8:00 p.m. EDT.

Meg Smath  
Secretary