

<b>Committee Name:</b>	Long Distance	<b>Session #:</b>	1	<b>Report #:</b>	1
<b>Committee Chair:</b>	Donn Livoni	<b>Vice Chair:</b>	Vacant		
<b>Minutes recorded by:</b>	Donn Livoni & Chris McGiffin	<b>Date/time of meeting:</b>	12/22/2013		

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## Actions Requiring Approval by the HOD:

1. None

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## Motions Passed:

1. LDC Goals

<b>Number of committee members present:</b> 11	<b>Absent:</b> 8	<b>Number of other delegates present:</b> N/A
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**Committee members present (list all, including chair and vice chair):** Donn Livoni, James Biles, Bob Bruce, Colleen Driscoll, Susan Kirk, Greta van Meeteren, Phyllis Quinn, Denise Brown; Chris McGiffin and Lynn Hazelwood, *ex officio*.

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## Minutes

The meeting was called to order at 8:02 p.m. EST

1. Welcome and roll call --
2. Approval of Minutes – Nov. 24 (tabled until reports are included)
3. Insurance Update from BOD – full details will be forthcoming.
4. OW Temp/Quality Task Force – Bob report that the WTTF is still finalizing their report and documents.
5. 2013 Sanction Surcharge Report – there was discussion as how this document would be used by the LDC in identifying potential bidders for future NC events. Chris was acknowledged for putting this document out.
6. Working Calendar – is on the shared Google Drive and all Working Group leads are encouraged to post important dates for all to see and learn from.
7. LDC Goals – Chris led the discussion and the LDC approved the following goals for 2014.  
The committee voted in favor of pursuing four (4) goals for 2014:
  1. To increase the number of qualified bids received for review for all of the Postal and Open Water National Championships.
  2. To restructure the NC bid forms distribution and collection process to streamline the collection and compilation process for the LDC.
  3. Begin development of a multiple-day LD festival.
  4. Increase participation in OW and Postal National Championship by 10%
 There are some other goal items that are getting secondary attention outside of these primary goals:
  1. Lynn H. submitted a proposal for IT project work related to compiling All Stars, All Americans and National Records.
  2. The LDC Working Calendar is now available using Google Docs. (see above #6)
  3. Dick S. and/or James Biles were going to reach out to the new Masters Club in Fort Wayne, IN, to inquire about the certified cable course in Huntington, IN.
8. 2014 NC events – Donn
  - Contracts – 2 still out – Lake Minnetonka and Chattanooga
  - Liaisons – were reminded to keep their back up's in the communication loop and update the timeline when new data is received.
  - Championship packet – The 2014 Championship packets are currently being developed and will be shared with the event liaisons by early January.

9. Working groups (WG)

- a. Rules/Legislation – Bob lead; Donn, Bruce, Lynn & everyone involved – Part 3 rules review due to Bob on Jan. 15. See his email that followed our meeting.
- b. PARA (Patches, All-Americans, Records, All-Stars) – Greta Lead; Denise, Ali, Robert, Bruce, Phyllis, Jill, - I've added a 2014 timeline for this committee to the working calendar on Google Drive. Am working on the task descriptions for this committee and hope to get these done early January 2014. Awards: 5K/10K postal - received the returns and payment today, which was more than 3 weeks past due. 3000Y/6000Y postal - shipped awards order; returns not yet due. Begun the spreadsheet for the 2013 postal patch recipients.
- c. Club Assistant--Susan, lead; We are currently awaiting a timeline from Club Assistant for the (2) software enhancements for the Postal National Championship module. Club Assistant has been consumed with the transference of the 2014 USMS individual registration to in-house USMS, so the PNC enhancements are on the back burner for now.
- d. Safety – Bill Roach, lead A short (4-5 page) set of open water safety guidelines are being written plus a check-list type attachment. This document will become the OWGTO Part 2: Safety Guidelines and will represent USMS expectations for open water safety in sanctioned events. A re-craft the of the current open water safety guidelines are being written as an educational document, which will be one of the attachments to the short guidelines. New insurance requirements for open water safety are being re-written. The hope is to begin approving open sanctions as soon as possible.
- d. Manuals & Documents – Ann, lead; Greta, James, Bob -- We're almost done editing the **Postal GTO** (Postal Manual)! It's been a long process but we plan to be done by year's end. Thanks to Greta (and her husband Hans), Bob, and James for their input. Susan will review for Club Asst updates and then we're ready to go. All 2014 postal liaisons should review it and send it to hosts. **Liaison Guide** is revised and now needs to be put into a volunteer role template for prospective liaisons. **2014 OWNC Champ Forms** are almost ready and will go out to all liaisons by year's end. Lynn & the OWC are still working on the **Open Water GTO**; the old out-dated Open Water Manual is still on the website, but we don't recommend you recommending it to hosts--if they ask let them know it's being revised to reflect new policies & procedures. **Open Water Safety & Sanction** documents on the LD/OW section of the website are up-to-date.
- e. 2016 NC Selection – Susan, Ann, Ali, Robert, Denise They have been busy drafting a concise survey (using Survey Monkey) to be distributed to the full USMS membership with the help of the National Office to gain further insight into members' preferences regarding Open Water National Championships. The information gained from the survey will help to guide the WG and the LDC with proactively soliciting potential hosts for the Open Water National Championships. A big thanks to Ali, Ann, Robert, and Denise!
  - Festivals
  - Survey
    - Current draft is being finalized.
    - Once it is ready, the next steps are:
      - a) survey questions are developed by LDC.
      - b) survey questions are sent to Rob B. as the LDC liaison to the USMS NO.
      - c) the NO will create the survey in our USMS account and send to the LDC rep for feedback/approval
      - d) promotion of the survey can be in What's New on [usms.org](http://usms.org), STREAMLINES and social media
      - e) survey results are sent to the LDC following a pre-determined response deadline.
- g. LDC Communications and Publications Liaison to USMS NO Susan, lead ; Ann -- December 2013 Streamlines contained a nice 3 paragraph blurb -- The 1-Hour Postal is Coming! -- to generate some excitement and buzz for the 2014 1-Hour Postal NC which begins January 1st.
- h. LDC National Championship Oversight ~~ Ann and Susan: See above

Below is a list of the 2014 LD NC events and the liaisons assigned.

- Chattanooga Outdoors (Tennessee River, TN) 1-3 mile (2.4 mile) 5/17
    - Liaison: Donn Livoni backup: Greta Van Meeteren, Chattanooga swim has not returned their contract.
  - Davis Aquatic Masters (Lake Berryessa, CA) 1-mile 6/7
    - Liaison: Phyllis Quinn backup: Jill Wright
  - Genesis/Hopkins Masters (Lake Minnetonka, MN) 9+ mile (10 mile) 7/26
    - Liaison: Robert Zeitner backup: James Biles Contract not returned
  - Central Oregon Masters (Elk Lake, OR) 3-6 mile (5K) 8/3
    - Liaison: Ali Hall backup: James Biles Elk Lake 5k OWNC--all on schedule, contract signed and delivered.
  - Adirondack Masters, (Mirror Lake, Lake Placid, NY) (2-mile cable) 8/16
    - Liaison: Colleen Driscoll backup: Denise Brown Contract has been signed.
  - Green Leaf Racing (Lake George, NY) 6-9 mile (10K) 8/23
    - Liaison: Ali Hall backup: Colleen Driscoll Lake George 10k OWNC--all on schedule, contract signed and delivered.
  - OHP: Indy Swim Fit
    - Liaison: Ann Svenson/Susan Kirk co-leads; James Biles -- Club Asst tutorial needs to be scheduled, but Mel is set to open the event in 2 weeks.
  - 5,000M/10,000M Postal: Rogue Valley Masters
    - Liaison: Greta van Meeteren, lead; backup: Jill Wright The 2014 USMS 5K/10K Postal National Championship draft online entry form is currently being developed to be ready for review by the host and the Liaison by January 1st.
    - 2013 - 5K and 10K Postal National Championships: awaiting finalizing the awards payment and return of unused awards, and also awaiting the final financial statement.
  - 3,000/6,000 Postal: Central Oregon Masters
    - Liaison: Dick Sidner, Lead; backup: Bruce Hopson
    - 2013 Report -- The 3000/6000 postal preliminary results for individuals and relays were posted on or about Dec 20. Jan 3rd is the deadline for corrections. 3000/6000 Individual entries - 493 swimmers, 566 events. Relays - 61 total
10. Other business for the good of the order – Happy Holidays!
11. Next Call – **Jan 26 with times of 8 PM EST, 7 PM CST, 6 PM MST & 5 PM PST.**

Meeting adjourned at 9:17 PM EST