

Report to be given on: Fri ___ Sat X (check one)

Committee Chair: Meg Smath

Recorder: Meg Smath

Action Items

No action items

Attendance

Number of committee members present: 10 Number of committee members absent 0

Total number of delegates attending the meeting: 21

Minutes

The terrorist attacks of September 11 changed the way we do many things. One thing that was changed was the way this committee would conduct its business. Because the late date of the rescheduled convention means we will have much less time than usual to get the rule book ready for press, we needed to decide as many things as possible before convention. Another problem was that several committee members would be unable to attend the rescheduled convention. So we decided to conduct much of our meeting electronically, via a series of e-mails sent out in September and October. Besides allowing us to conclude our business much sooner than at convention, this also allowed all ten committee members to participate; had we met at convention, at most only six could have participated.

I. Cover Design

Four excellent designs were submitted by Bill Volckening, Tom Lyndon, Victoria Grilli, and Roy Farrell. The committee chose the design submitted by Bill Volckening.

II. Bid to Print Rule Book

We are in the second year of a two-year bid from Gateway Printing. Meg has spoken with Gateway and made them aware we will be getting the rule book to them late this year. They were very understanding and said for us to get the rule book to them as soon as we can, and they will make it a priority to print it as quickly as they can.

III. Number of Rule Books to Print

Last year we decided to print 1200 full-size rule books and 400 mini rule books. Tracy reported that we have not run out, nor do we have too many left over. This seems to be an appropriate print run, so we'll stick with it for 2002.

IV. Assignments

Mary Lee Watson will coordinate ads. Meg will make changes to the computer files and provide camera-ready copy to the printer. Tracy Grilli will compile Appendix E. Kathy Casey will proofread Part 1. Lil Haneman and Steve Peterson will proofread Parts 2 and 4. Bob Carter and Mary Beth Windrath will proofread Parts 5 and 6. Debbie Cavanaugh will proofread Part 3. Marilyn Fink will proofread the appendices.

V. Dedication

The committee voted to dedicate the 2002 rule book to Nancy Ridout, for her outstanding leadership as a competitor, Marketing Committee chair, and USMS president for four years.

VI. Memorial

We will make space available to Asphalt Green Masters to publish a memorial to their two swimmers who were lost in the World Trade Center. Depending on how many blank divider pages remain after all ads are sold, we may also do memorials for New York City firefighters and other groups related to the September 11 tragedy.

Adjournment

Tasks for Upcoming Year:

- Compile 2002 rule book and submit to printer by mid-December.
- Compile housekeeping amendments for the 2003 rule book, concentrating on parts 1 and 3.