

Committee Name:	Records and Tabulation		
Committee Chair:	Chris McGiffin	Vice Chair:	MJ Caswell
Minutes recorded by: MJ Caswell		Date/time of meeting:	March 1, 2026 3:30PT/6:30ET

Motions Passed:

- 1.

Number of committee members present: 0	Absent: 0	Ex-Officio: 0
Committee members Present: Chris McGiffin (Chair), MJ Caswell (Vice Chair), Cheryl Gettelfinger, Robert Mitchell, Alina Perez de Armas, Tim Sinnenberg, Gerald Treiman, Ed Tsuzuki		
Ex Officio Present: Bethany Burchill, Mollie Grover, Walt Reid		
Executive Committee Present: Julie Dussliere, Vice President of Administration		
Committee Members Absent: None		

Action Items:

1. New committee members will partner up with veteran committee members for onboarding questions and support:
 - a. **Chris** will partner with Ed
 - b. **Robert** will partner with Jerry
 - c. **Alina** will partner with MJ
 - d. **Tim** will partner with Cheryl
2. R&T committee members to partner up with new LMSC TTRs to offer proactive support as they acclimate to the role
 - a. **Jerry** to connect with Lindsey (AZ)
 - b. **Ed** to connect with Sara (CT)
 - c. **Cheryl** to connect with Scott P. (IL)
 - d. **Robert** to connect with Scott N. (MN)
3. **Bethany/Julie** will notify Dawson that the R&T committee would like to be an early adopter for Slack to use as a chat/forum tool
4. **Chris** to draft an initial communication to all LMSC Top Ten Records to share with committee members for feedback
 - a. Announce World Aquatics record submission changes (deadline is now 30 days)
 - i. **USMS** to send a message to competitive pool swimmer members.
 - b. Include mention of awareness and vetting of record submissions for completeness.
 - c. Need to include a target date so that the national office has time to review the records and ask for any missing information or forms.
5. **Chris** to survey committee members for assignment to various committee working groups
 - a. Rules, Policies, Guidelines
 - b. Documents
 - c. LMSC TTR best practice training
6. **Chris** to invite Dawson to our April meeting to share the front-end meet result prototype and project vision
7. **Mollie/MJ** to review Top Ten data and formatting with the committee on next call, so volunteers know what things to they should spot check

Minutes

The meeting was called to order at 6:30 PM EST.

Agenda

I. Introductions

- Name, LMSC and current volunteer role(s), favorite meet location
 - All present introduced themselves and briefly summarized their National and LMSC volunteer roles and listed their favorite competition pool
- Onboarding new committee members (Chris/Ed, Robert/Jerry, Alina/MJ, Tim/Cheryl)
- Onboarding new LMSC Top Ten Recorders (AZ, CT, FGC, IL, MN)
 - Jerry will partner with the new AZ TTR, Ed will connect with the new CT TTR, Cheryl will support Illinois and Robert will partner with the new Minn TTR

II. Committee Working Agreement - proposed and accepted the following -

- Zoom Meetings
 - Stay muted when not speaking
 - Avoid interruptions - let speaker finish their thought
 - Recordings, transcripts
 - Guests are listen only, until called upon by the Chair
- Communications - email, text, phone, chat - Slack
 - for committee members
 - for subcommittees
 - for connecting with LMSC Top Ten Recorders
 - Chris shared a draft email he is working on to help communicate the deadline change for World Masters Swimming record submissions
 - Chris to incorporate feedback to highlight the deadline change and more specifics about the qualifying meets and conditions LMSC TTRs should know
- 2026 R&T Committee will use this shared [Google Drive](#)
- Robert's Rules will be followed
- USMS acquired non-profit rate licensing for Slack and R&T will be an early adopter

III. Committee Business/Areas of focus

- Rules, Policies, Guidelines analysis (Julie D.)
 - Julie gave a summary and provided links to the board documents to review (see below)
 - [USMS Guidelines for Rules, Polices, and Guidelines](#)
 - [Rules, Polices, and Guidelines Chart](#)
 - Julie recommended we work with Mollie to collaborate to review current rules and consider moving rules to policies or guidelines.
 - The overall goal of the organization is to streamline our rules so that the business of USMS is easier to conduct
- Document Subcommittee
 - MJ updated the group - documents were updated last year and there is more that need to be updated
- Software Subcommittee
 - Will be paused until the national office is ready to start work on updating the meet results processing
 - Chris shared the current [prioritized list](#) of changes requested started last year
 - Dawson and the developers have started thinking about what the front end access to the meet results should look like and he is going to demo for the committee some of the ideas they have prototyped
 - Chris will invite Dawson to our April meeting for a demo and to get his project vision perspective
- LMSC TTR training
 - The committee discussed this will be a high priority that we will work on
 - We expect to host at least 1 webinar for TTR this year
- Monitor [Community](#) - [Events and Results](#) forums

- Chris suggested that committee members periodically visit to see what question and concerns are being raised by members
- Top Ten spot check duties for SCM, SCY, LCM
 - Mollie and MJ will review the data and how it's formatted and discuss how best to spot check it.
 - MJ, Tim, Alina, Cheryl volunteered to help spot check
- Lessons Learned archive
 - The idea is to create a Lessons Learned document that provides everyone with a view into the types of past issues and the resolutions
 - This is a good idea and we will see if it should be moved into the documents that we currently maintain

IV. Next Meeting date - TBD

- Chris will send out a quick survey to select the next meeting date

The meeting adjourned at 7:30pm ET