
USMS NATIONAL OFFICE

Executive Secretary – Tracy Grilli

It is very hard for me to believe that I am finishing up my 5th year as the Executive Secretary. Boy...time flies when you're having fun!!! I have found that running the National Office is one of those kinds of jobs where you can't always keep to the schedule that is planned for the day. I usually start of each morning with the answering of e-mail (50-60 per day) and then the rest of the day kind of "takes off" from there and next thing I know it is time for supper.

Over the years since I have been in this position, the National Office has become much more efficient. This is very much due to the popularity of the Internet - increased use of email and the availability of information on various websites, including our own at www.usms.org. Inquiries coming in are quickly answered or pointed in the right direction. Thank you Webmaster Jim and all the LMSC Webmasters who continue to keep our National and Local websites updated. I would also like to thank all of you out there who I have referred people to for answers to questions that I could not answer.

Good communication is our goal and we want to provide information that will assist everyone from the National level to the local level. Streamlines... from the National Office (Quarterly National Office Newsletter) is now being sent out via e-mail to anyone (who has e-mail) who is a member of the USMS Board of Directors, USMS Liaison, Special Assignment, Convention Delegate, Convention Attendee or LMSC Officer.

Building A Successful Masters Swim Club has been converted to a PDF File (thank you Bill Volckening) and is now available through our website to download and or print out for FREE! I would say that I have referred well over 50 people to this on-line booklet, who are interested in starting a Masters program in their area.

With less phone calls to answer and "snail mail" letters to write, more time is available and I have taken on some added responsibilities over the past year - Top Ten Subscriptions, Open Water Manual Sales, and LMSC Officer Database updates on the USMS website.

As you know, we are finishing up our second year as the administrators of the National Membership Database. Esther and I both thoroughly enjoy working with the LMSC Registrars and Treasurers and feel that we have made tremendous progress with all aspects of the registration process (see her report below). I have to say that Esther is an absolute GOLD MINE. She puts a lot of thought and effort into the maintenance of our database and has created some "nifty" reports that are designed to assist the LMSCs and USMS in understanding the "flow" of our membership. Thank you Esther, you are a real professional and a pleasure to work with.

Dee Lajoie, my office assistant for the last 2 years is headed off to Bentley College to major in Finance this fall. Dee was responsible for processing the mail, creating the National Record and All American certificates and inputting the numerous address changes that come in from SWIM Magazine. Thank you Dee! Hillary Robertson will be taking over where Dee left off and will be entering her Junior year at Londonderry High School this fall.

Lastly I would like to thank the members of the Executive Committee: Nancy Ridout, Jack Geoghegan, Jeanne Ensign, Betsy Durrant, Mel Goldstein, Lynn Hazelwood/Hugh Moore and Jeanne Crouse. It has been a pleasure to work for you over the last 4 years. I look forward to convention and would like to wish all the candidates (my future bosses) GOOD LUCK!

Database Administrator – Esther Lyman

Registration capture and recording has settled into a comfortable groove. We are still tinkering with the underlying systems for getting it in, getting it right, keeping it current, and maximizing the usability of our base of registration data going back to 1994. But the basic structure as we envisioned it is holding up and doing the monthly job(s). We can now polish the apple and extend some of the concepts.

Tracy and I have developed a good routine for reconciling between us, even when we get errors and omissions thrown at us from all sides. Not all these errors are the registrars' doing. The world is simply complicated and there will always be mismatches in information and people will do the unexpected. The large and medium LMSCs are almost all transmitting to us via Leo Letendre's program, and the ones too small to invest time and training in this have found

USMS NATIONAL OFFICE

Database Administrator Continued

ways to accommodate us by getting the data to us electronically. We have also developed good routines for reconciling with each LMSC.

The project to come up with a unique identifier for each swimmer over their competitive lifetime is ongoing and may not be finalized in an election year. We have, however, added a temporary identifier to all the current and previous years' registrations so we will be able to run reports to compare the composition (ages, location, etc) of the membership going back to 1994. Unlike the Growth/Retention reports which will be run automatically at year-end, these reports will be produced upon request for each LMSC, or large clubs. A few have already been done. They require some picking over of previous years' data before we can produce them (e.g. cities have to be spelled the same way), but this helps get the databases updated.

It is common for us within USMS to remind ourselves that we are mostly a volunteer organization. But make no mistake about it – it is staffed by very professional people who just happen to generously volunteer their time and efforts. Our job at the national office is to off-load them as much as possible to give them more time for swimming, coaching, and other pursuits in life.
