

Minutes of the Executive Committee Meetings
The Woodlands, TX
January 13-14, 2001

SATURDAY, JANUARY 13

2001 Convention

a. It was agreed that the theme for the convention will be: Swimming for Life.

b. The Executive Committee reviewed the suggestions from the 2000 Sunday morning session and from the 2000 Convention Evaluations. Some topics of concern: (a) The Legislation open session must be publicized better than the open session for Rules was this year. (b) A social on Wednesday night would be good. We will check with Michigan Masters. (c) "Job alike" sessions on Wednesday (i.e., representatives from successful LMSC's or clubs can talk about what it takes to handle newsletters, web sites, finances, etc.) were discussed, but no decision was made to incorporate this into the next convention. (d) Thursday mornings agenda needs to be redone without breakout groups. (e) Time for Zone meetings should be adjusted. Some zones would like to begin earlier.

c. More attention to the use of Roberts Rules of Order (RRO) was discussed. The Wednesday meeting of the Board of Directors could include: (1) discussion on running a meeting, (2) review of RRO, (3) reminders to committees to keep the Finance Committee informed on any budget changes.

d. Additions/Changes to the agendas:

Thursday morning: (1) Introductions/Roll 8:30-9:00. Delegates will be asked to stand when their LMSC/Committee is called. (2) Jim Wheeler will be asked to conduct a ½ hour session on RRO and to prepare a plan/handout for use throughout the convention (9:00-9:30). The handout should be sent out with the Pre-Convention packet. (3) Candidate Speeches, 5 minutes per candidate. (10:00-11:30).

Thursday evening: Candidate Forum 8:00-9:30.

Friday evening: (1) The election will be held before the Championship presentations. (2) The Championship Committee should enforce the time limits on Championship bid presentations. (3) A list of the bids will be included in Pre-Convention Packet.

e. The next topic on the agenda was an election update. I left the room during this part of the discussion. I was told that Lynn Hazlewood reported on who the candidates were (at this point) and on the website for the election. Lynn requested that when the convention schedule is finalized, 1 ½ hours be set aside for nominations. NO ACTION.

f. ACTION: It was decided that Nancy and Jack will work out the final schedule and times for meetings, including a Convention Orientation.

Strategic Plan

Betsy had reviewed the convention minutes for each committee and Nancy had prepared a list of committees and what they planned to do during the year with regard to the Strategic Plan. These were discussed and suggestions were made for actions that could be taken by other committees not on the original list. ACTION: By March, committees will be asked for Strategic Plan activities.

Convention Evaluations (Exit Survey)

It was agreed that Betsy should send the comments from the evaluations to the Board of Directors. She will include a copy of the survey for reference.

ACTION: Proposed changes for a 2001 survey: The rating scale will have just 3 choices (1-Excellent, 2-Satisfactory, 3- Needs Improvement). There will be room for 3-4 comments on specific committee meetings (each delegate will fill in the names of the committee he/she attended). The delegates will receive the evaluation form at registration so they can evaluate committees as they meet. Extra forms will be available at the Saturday HOD.

Sponsor Liaison Survey

When the Sponsor Liaison was hired, he was requested to conduct a “needs assessment” survey of membership. Mel reported that he has spoken with three companies who do surveys and all recommend a statistically random sample of 3000. We need updated demographic information and information on what members want from USMS. There may be some overlap with the Marketing project.

ACTION ITEMS: Executive Committee were asked to send Mel input for the survey.

Nancy will send the old survey to Mel and will contact Becky Heller for assistance. Mel will coordinate with Marketing.

Marketing

The Executive Committee received a request from a member of the Marketing Committee who wished to make a presentation to the Executive Committee on the Marketing Committee Public Relations proposal that was approved at the convention. Since this person intended to submit a bid for the proposal, the Executive Committee decided that it would be inappropriate to meet with this member.

Contracts

a. Sponsors: The Victor, TYR, Arena, Kieffer. Mel is in the process of completing negotiations with these entities under Nancy’s direction. ACTION: Once negotiations are finalized, Jeanne Crouse will take care of contracts ASAP.

b. Independent Contractors: The Executive Committee reviewed the status of our agreements with independent contractors. (1) At the Executive Committee meetings at the convention, Cathy Pennington’s contract was extended to the end of 2001. The new Executive Committee will decide if the contract should be extended for another year or to re-advertise for the position immediately. (2) Bill Volckening and Jim Matysek will report to the President through the Chairman of the Communications Committee, Hugh Moore. Both contracts are valid through 2001. The new Executive Committee will make the decision to extend the contracts and/or advertise for the positions immediately. (3) Mel Goldstein was recused from and left the meeting for discussion of the Sponsor Liaison performance and contract. Reminder: The contract was extended through 2001 (action at the Executive Committee meetings at the convention) so all contracts are based on the calendar year. Again, the new Executive Committee will have to decide what do in regard to this position. **NO ACTION TAKEN ON THE PREVIOUS ITEMS.**

ACTION ITEMS: (4) The Secretary will set up and keep a file for Contractors’ evaluations (Privileged

and Confidential). Nancy has the signed evaluation forms for the September evaluations and will get them to Betsy. (5) Henning Library: Jeanne Crouse will call Sam Freas for clarification on the terms of this agreement. (6) The contract for SWIM magazine still needs to be finalized.

ISHOF Update.

Jack summarized his meeting with the ISHOF board. ISHOF is considering moving the Hall Of Fame to a nearby location with new pools, etc. It is also re-evaluating the selection process for all sports. NO ACTION TAKEN.

Complaints/Concerns

a. There will be no change in policy on open or closed meetings at this time. Minutes of the Executive Committee meetings will be published on the website.

b. Communication regarding the Professional Management proposal to reimburse our webmaster and SWIM editor was discussed. Not sure more could have been done to keep the delegates informed before the convention.

c. Over the past few months, Tom Tripp has also asked questions about these issues and whether our rules and policy conform to Ohio and federal law, and about USMS corporate governing structure. ACTION ITEM: It was unanimously agreed to authorize Jeanne Crouse to retain Ross Wales on behalf of USMS for a legal opinion regarding the questions that Tom has raised.

Legal Issues

Jeanne C. reported that Carl House has agreed to encrypt birthdates on the website. This action is necessary to protect our membership; identity fraud is a growing concern in the United States. On another topic, Jeanne C. will ask a member of the Legal Counselors Committee to review the E-Sign Bill and coordinate our efforts on that project. NO ACTION TAKEN.

SUNDAY, JANUARY 14

Endowment Fund

Nancy has been invited to meet with Bank of America senior executives to discuss a possible donation to our Endowment Fund. NO ACTION TAKEN.

24 Hour Fitness

Proposal from Dick Diehl involving Water Polo and USMS was discussed. After discussion, the Executive Committee decided that not enough information had been provided on the potential benefits to USMS to make a decision. NO ACTION TAKEN.

Election/Transition

ACTION ITEMS: Lynn again asked each officer to send Lynn a brief summary of his/her job for posting if they haven't already. Nancy asked each member of the Executive Committee to prepare material that will be helpful for our transition to a new Executive Committee this fall. This transition material will include information on the position that will help each new officer or member of the

Executive Committee, such as deadlines, responsibilities, etc.

USOC Membership

USMS seeks to be recognized as an affiliated organization. Nancy is still working on the application. She explained that recognition and membership will bring status and prestige to our organization and outlined for us the application process. This is an ongoing project; there are no deadlines at this time; help from various USMS sources will be needed. NO ACTION TAKEN.

Registration

- a. Jeanne C. will do more research (and ask members of the Legal Committee to coordinate our efforts) on e-sign.
- b. The need for a new registration program was discussed. Using Hy-Tek is a possibility.
- c. Nancy will communicate with Hugh, Jim, Registration, Top Ten, Championship, and the national office about an on line data base.
- d. Esther will be asked about the pros and cons for a permanent swimmer ID. USA Swimming should be asked why they use a permanent registration number.

Responses to Executive Committee Meeting Message to the Board of Directors:

Lack of communication from some committees was discussed. It was agreed that Executive Committee members should call their liaison Committee Chairmen regularly.

Doug Church proposed changing the budget procedure by preparing the budget before the start of the convention. The Executive Committee agreed that this was a good idea.

Doug also brought up the question of what amount of reserves is needed. The Finance Committee and the Treasurer, in consultation with Legal, will make a recommendation of how much USMS should have in reserve. The Executive Committee will discuss what is to be done with any money over the needed reserves. A recommendation will be made at the 2001 convention, but no action will be asked for until the 2002 convention.

Other Issues.

The contracts for Webmaster and SWIM Editor were discussed. The House of Delegates approved the Professional Management report that waived the hiring process for the first term. The contracts for Webmaster and Swim Editor will be valid through December, 2001. It was decided that the new Executive Committee should decide whether to extend the contracts or rebid them immediately.

The design and layout of the website was discussed. It was agreed that the Webmaster should be asked about redesigning the layout

Respectively submitted,
Betsy Durrant, USMS Secretary