

**USMS Convention—Atlanta, Ga.  
2008**

<b>Committee Name:</b>	Recognition & Awards	<b>Session #</b>	1	<b>Report #:</b>	11
<b>Committee Chair:</b>	Sally Dillon	<b>Vice Chair:</b>	Hill Carrow		
<b>Minutes recorded by:</b>	Sally Dillon	<b>Date/time of meeting:</b>	9/25/08 2:15-3:45 pm		

**Action Items:**

1. It was MSA that the Club of the Year Award make the following changes to procedure: 1) Have 7 judges rather than 5, 2) use only current year submissions, 3) require all submissions to be electronic, and 4) not allow photos, graphs, and tables.

**Number of committee members present: 11                      Absent: 5                      Number of other delegates present: 19**

**Committee members present (list all, including chair and vice chair): Sally Dillon, Hill Carrow, Marcia Benjamin, Marianne Bradley, Margie Hutinger, Graham Johnston, Joan Smith, Richard Smith, William Tingley, Reed Vaillancourt, and Julie Heather (Ex Officio)**

**Minutes**

The meeting was called to order at 2:15 PM by the chair.

1. Committee members introduced themselves.
2. Ransom Arthur: The 2009 Ransom J. Arthur award pin was presented to Barry Fasbender.
3. The chair reviewed activity since she has taken over the leadership of this committee. The Dorothy Donnelly Service Award (DDSA) and the Club of the Year Award (COYA) were advertised and selection committees were tasked with making the decisions. Other business has fallen by the wayside and she mentioned the need to update the R&A Policy Manual, a copy of which was distributed. It needs a thorough review and possibly some reorganization. It appears that some committee minutes are not accounted for. Marianne volunteered to work with Sally on the collection and organization of the materials.
4. Budget Review: The chair distributed a copy of the submitted budget. Julie Heather pointed out that some committee expense has been moved out of the committee budget to other budgets (like convention registration, conference calls, and national postage). The cost for the COYA award (and for the past 2 years, which have not received their awards) needs to be included in the budget so Sally will try to determine the expected cost and contact the Finance committee.
5. ISHOF & IMSHOF: Walt Reid was unable to attend the meeting but he submitted a report, which the chair distributed. Walt clearly explained the criteria for both ISHOF and IMSHOF. His report is attached.
6. Dorothy Donnelly Service Award: Hill reported on the nominating process. The committee (R&A chair, R&A vice chair, USMS president) can select up to 15 recipients. The nominations were excellent, there were more than 15, and a vote was taken. Those selected will be announced when R&A reports to the HOD. Hill noted that this is a great award for recognizing people at the local level for their service – whether it is to fellow swimmers, clubs, or LMSCs. He encouraged nominators to include sufficient information so the selection committee can make an educated decision. Julie suggested we ask Tracy Grilli to email LMSC chairs with a reminder, at least a month in advance of the deadline and include Hill's recommendations. When asked, the chair clarified that if we did not have 15 qualified recipients, we would not present all 15 awards. It was suggested that we might have a form to fill out for a nomination but it was agreed that we want nominators to think "outside the box" and we didn't want them to have to fit within selected criteria.
7. Club of the Year Award:
  - a. Revision process: Margie reported on the process undertaken to revise the nomination form. The previous year's selection committee was overwhelmed by the amount of material sent. Some submissions were 20 pages long. The committee was tasked with reducing the volume. The committee (Sally, Marianne, and Margie) cleaned up the form with short questions that encouraged short answers. The directions were revised as well.
  - b. Selection process: Hill reported for the subcommittee, which included himself and Gail Roper (R&A committee members), Don Mehl (Coaches), Marcia Anziano (Fitness), and Mark Gill (USMS VP). Due to the revision

process and changeover of leadership for the committee, the deadline was extended to August 30. There were 14 clubs nominated this year. Materials were distributed and reviewed and each committee member selected and ranked their top three choices. Comments were made and a numeric value was assigned. He noted that there was more order and objectivity to the process this year. The 2008 Club of the Year Award will be announced during the R&A committee report to the HOD.

c. Suggested changes for the future: The chair reported that the committee felt the new form streamlined the submissions well (for most) and the evaluation form provided was very helpful. The selection committee made recommendations by both email and in person at convention. It was recommended that we have more than 5 judges (7 or 9), that we not consider "old" nominations (those from previous years were often in a different format and did not compare well), that all previous nominations be provided with the form and encouraged to resubmit it, that all submissions be electronic (as the scanned documents were difficult to open and/or read), that we limit the size of the documents and provide guidance regarding photos/images/graphs (as they were tedious to download and often redundant), and that we encourage the selection committee to visit the club websites to gain additional information. **It was MSA that the Club of the Year Award make the following changes to procedure: 1) Have 7 judges rather than 5, 2) use only current year submissions, 3) require all submissions to be electronic, and 4) not allow photos, graphs, and tables.** We will follow through with the other recommendations as well but felt they did not need a motion.

d. Do we extend recognition to more clubs? The chair reported on the suggestion from a year ago (or more) that we award to more clubs - of different size and/or type. In talking with Carolyn Boak (who initiated the idea) and Jeanne Ensign (chair of the club development task force), it was decided that for 2008, it was premature to make changes. There had not been very many nominations in 2006 and 2007 and it would be a good idea to wait until Rob Butcher's plan is implemented regarding club development. Bill suggested that in the meantime we should have a subcommittee investigate USA-Swimming's club award program and get input from USMS coaches. The fact-finding group would come back next year with information and/or recommendations. Volunteers for this subcommittee are Bill and Margie and an effort will be made to get someone from the Coaches Committee as well.

#### 8. Other business

a. Maintenance of the Awards page on the USMS web site: Sally noted that she has volunteered our services to the other committees presenting USMS awards; not to select the recipients but to manage their section of the website or other needs that they might have. Susan Ehrlinger, the editor of our rule book, asked for help from the R&A committee regarding the yearly dedication to the rule book. (This is not to be confused with memorial pages.) Up to now there has been no vehicle for submitting a rule book dedication. She would like to have criteria established and a committee set up to make the decision each year. She suggested the dedication be for someone who epitomizes upholding the rules of USMS. Barbara Dunbar has a document with the list of all previous dedications and the rationale. All dedications are printed in the current rule book. It was agreed that this committee could coordinate, oversee and assist in setting up the process for people to submit people for dedication in the rule book. The R&A committee need not receive nominations but we can provide Susan with help. Marcia, Susan, Hill, Nancy Ridout, and Rob Copeland will address the issues as a subcommittee.

b. Assuming a role in the recognition of volunteers on the local level: Julie suggested that we take an educational role in helping LMSCs learn how to thank their volunteers (officials, worker-bee's, etc.). We could compile a list of ways, recommendations, and tools such as downloadable letters, certificates, note cards, and templates to make cards and notes. Marianne and Marsha mentioned a company, [cafepress.com](http://cafepress.com), that can be used to make cards, shirts, mugs etc. that can be used by clubs and LMSCs. Marianne and Julie volunteered to be part of a subcommittee to expand on this concept and another volunteer is needed.

The meeting was adjourned at 3:44 PM

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