

<b>Committee Name:</b>	History & Archives	<b>Session#:</b>	<b>Report #:</b>
<b>Committee Chair:</b>	Kirk Clear	<b>Vice Chair:</b>	N/A
<b>Minutes recorded by:</b>	Kirk Clear	<b>Date/time of meeting:</b>	Feb. 15, 2024 8pm ET

## Actions Requiring Approval by the HOD: None

## Motions Passed: None

<b>Number of committee members present:</b> 6	<b>Absent:</b> 1	<b># of other delegates present:</b> 0
<b>Committee members present:</b> Kirk Clear (Chair), Maryanne Barkley, Barbara Dunbar, Jesse Feng, Terry Heggy, Anna Lea Matysek		
<b>Ex Officio present:</b> Crystie McGrail (VP Local Operations), Daniel Paulling (National Office)		
<b>Not present:</b> Walt Reid		
<b>Others present (guests):</b> None		

## Minutes –

1. **Welcome:** The Meeting was called to order at 8:00 pm EDT by the Chair, Kirk Clear, who welcomed all the attendees and went through the agenda.
2. **Introduction of Committee Members:** Kirk introduced and welcomed Crystie McGrail, the new USMS Vice President of Local Operations, and new History and Archives Committee members Jesse Feng and Terry Heggy. Crystie took a minute to introduce herself to those who may not know her. Next, Kirk went through the committee membership for this year, giving all an opportunity to introduce themselves (see list above for the committee members present).
3. **Approval of last Minutes:** Not applicable. The minutes from the last meeting were previously approved, as it was our Annual Meeting (8/22/2023), and already posted on the USMS website.
4. **Activities Since Annual Meeting:** Even though we had not conducted a meeting since August, a great amount of work was still accomplished since then. Some of those activities included:
  - a. On the USMS Website's History Page, we changed the “Swimmer Biographies” title to “Stories about swimmers.” This will hopefully clarify any misconception that these are living biographies.
  - b. Completed scanning of, and posted, USMS Rule Books from 1981 – 1988.
  - c. Completed and uploaded the following Top Ten Relays to the USMS website: 1978 SCY, 1978 LCM, 1979 SCY, and 1979 LCM.
  - d. Responded to multiple member inquiries for historical information.
  - e. In Memoriam Presentation/Video: We continuing to receive and collect information on deceased USMS members for next year’s video—we’ve actually received a couple over the past few days on some significant individuals. We have also received some thanks from members to the committee for this past year’s “In Memoriam” video presentation.

5. **Project Updates:** As part of the History & Archives Task Force, a table was put together to track the current project work of the committee. Below is an extract from the table with a current status; that is followed by a few additional comments from committee members.

<b>Project</b>	<b>Description</b>	<b>Notes/Status</b>
<b>In Memoriam Video</b>	Remembrance of deceased individuals who were USMS members at one point.	Requires weekly engagement by committee members, searching obituaries, cross-checking facts against records and the National Office.
<b>Relay Top-10</b>	Conversion of Relay Top 10 hard copy data into digital files for each year and course, ensuring all swimmers have a USMS ID assignment, and uploading into the USMS Top 10 Relay database.	Still trying to track down many of these records to then get them digitally transferred and uploaded; big challenge is identifying swimmers with only initials or partially missing names and assigning ID #s. Still incomplete are: 1973-1977 SCY TT Relays 1982 SCY TT Men's Relays 1972-1977 LCM TT Relays
<b>All-American Relay</b>	Ensure Relay A-A achievements are recognized in swimmer's profile.	Still researching many swimmers, tracking birthdays, and assigning membership ID #s. Many swimmer IDs missing for 1991-1996. IT may be able to assist by creating a program that does not rely on every relay member to have an ID #.
<b>National Record Chronology</b>	USMS maintains a database for the chronological listing of National records for all events and courses. This project aims to add precise record dates, since many older records were missing month and day.	Members working to locate precise dates for both individual and relay National records.
<b>Living History</b>	Project aims to come up with best practices on how to record and maintain local history. Involves researching LMSC websites and interviewing LMSC representatives, developing some best practices, and then sharing with LMSCs for consideration to implement locally.	Research completed; Best practices to be compiled and shared with LMSC Development Committee for distribution or webinar. Could involve some H&A Committee members mentoring and/or assisting LMSCs.
<b>Physical/ Digital Archives &amp; Records Repository</b>	Members and family members routinely send historical artifacts; but USMS currently has no way of inventorying and loading them into electronic databases in a useable format that can be accessed by members and researchers. Many physical records are currently being stored at a member's home until the ISHOF Library/repository has completed renovations.	Working with National Office on alternative repository until ISHOF is complete.
<b>USMS Rule Book Project</b>	Involves scanning old rule books and uploading to USMS website.	Still needed to be scanned and posted to the USMS website are the full USMS Rule Books for 1989 - 1996, 1998, and 2000.
<b>Updating/ Maintaining Olympian List</b>	Confirm accuracy and veracity of USMS members who participated or were named to an Olympic team.	Project only active when Olympic affiliation claim is made.
<b>Review USMS Website History Page</b>	Update and maintain information on USMS History Page.	Requires working with National Office to make updates.

- a. Anna Lea noted that she and Maryanne were the primary individuals working on the "In Memoriam Project." She noted that they had about 40 names on this list so far for this year's presentation. Kirk mentioned that he and Maryanne, along with the Task Force, have been talking about this project, mostly the fact that not many members outside of the House of Delegates know this presentation exists. The Task Force agreed that with some more publicity and better branding, a lot more people could know this exists and we believe it would be very much appreciated by a much larger audience. Anna Lea remarked that it has been posted on the website, but it's buried under the Annual Meeting. She suggested that the link be duplicated and possibly added under the USMS History page on the website. Then members could be directed to the History page.
- b. For the benefit of the new members, Barbara explained in more detail all of the different steps of the Relay Top 10 Project. She then added that transcription of all of the relays, except for the 1982 SCY Men's relays, are complete. Barbara also confirmed the data sets noted in the table above were completed and uploaded, and the committee continues to work on the remaining ones. She mentioned that it is

somewhat easier to do the earlier years, because there weren't as many relays; but it's tough because the copies of the results were in much worse shape. She noted that in some cases, names were truncated, missing first names, or missing entirely. So it takes a long time to rebuild these files, verify names, and also proof for errors.

- c. Anna Lea gave a quick update to the USMS Rule Book Project. She explained that the USMS Rules uploaded a few months ago (1981-1988) were actually the ones published in the USA Swimming Rule Books. She methodically went through those rule books and extracted the USMS portions. Starting in 1989, USMS published its own rule book, so there are several since then that we need to actually physically scan page-by-page.
- d. Kirk encouraged everyone to go to the USMS History page on the website and identify anything that may be inaccurate or need to be updated.

**6. Committee Priorities:** Kirk went over some Committee priorities the USMS Board of Directors identified for this year.

- a. In Memoriam Presentation – Look to discontinue at the National level; create a best practices document for LMSCs to follow .
- b. Close out Living History project – Create a document of best practices for LMSCs to follow.
- c. Evaluate value and criteria for Olympians list on USMS website – Consider discontinuing.
- d. Transfer any historical artifacts from H&A Committee members' possession to National Office.
- e. Continue work on historical Top Ten Relays – Make substantial progress.

**7. New Items/Other Topics:**

- a. Barbara wanted to know what was going on with the Task Force and what was the status. Kirk provided a recap of the Task Force for the new members and then provided the following update. He stated that there are 6-7 members of the Task Force, who have been meeting every other week, and now weekly, taking an analytical look at the questions that the Board posed about the History and Archives Committee. Maryanne described a little of the process the Task Force was following. She stated that we first went through all the projects, looking at where they were and what still need to be completed. She also said that the Board is looking forward, while history looks backward; the Task Force was trying to figure out where that intersects. Marianne continued to say that we've got a pretty good list of Pros and Cons about the different strategies that could be deployed in the future. She stated that the best part is that everything has been written down and recorded—something previous task forces failed to do. So if there's any question about how did this come about or how did you come to these conclusions, it's all written down. Maryanne added that Daniel also provided us with some good metrics of website activity. From the data we can quantify that the work we do does in fact serve our members in some way.
- b. Anna Lea asked some questions around the Priorities the Board wanted H&A to focus on. She stated that most of these sounds like they are telling us not to do anything and asked, "Are our committee's priorities not to do anything?" Crystie mentioned that she thinks a lot of these priorities were set before Task Force suggestions were made. She stated that it sounds like the Task Force is looking at these things and helping us determine if all of the work and effort going into some of these projects is just benefiting a small group of people or the wider membership. She said that these priorities may be adjusted or changed based on the directives from the Task Force or information they come up with.
- c. Kirk followed up the discussion to state that the Task Force has not reported anything to the Board as of yet; but we are trying to get something to them by their Spring Retreat in March. As such, he mentioned the Task Force has moved their meetings to weekly in order to try to deliver something in March. Kirk noted that he and Maryanne, even though they have been committee members for a long time, have really had their eyes opened to some of the information the Task Force has been able to uncover or suggest. He said that we are on track to deliver a couple of recommendations—not just one—to the Board.
- d. Barbara brought up the fact that it is very difficult to find items on the current USMS website. She stated that members contact her frequently to ask where things are located. Maryanne added that the Task Force also noted that the website is tough to navigate and some things, especially history related, seem to be buried. Crystie mentioned that one of the highlights on the Tech plan this year is to improve the "Search" function of the website, so hopefully we will start seeing that roll out soon where you can get better results. Several committee members stated that was good to hear.

The meeting was adjourned at 9:03 pm EDT.