

USMS CONVENTION – DALLAS, TEXAS - 2002

Committee Name: Communications

Session #: (if more than one) 1

Agenda item #: 13

ACTION ITEMS

In late July the committee requested a \$1250 over-budget payment to Jim Matysek for performing tasks beyond reasonable job expectations

MSA The Communications Committee recommends that the Webmaster position be expanded to a full time position and that it include project administration of the database project.

MSA The Communications Committee recommends that the Webmaster be compensated \$60,000 per year.

MSA The Communications Committee recommends that the House of Delegates approve an alternate bidding process per Section IV of the Professional Management Guidelines and that the current USMS Webmaster and USMS Magazine Editor be selected without an application and interview process.

MSA The Communications Committee recommends that an over-budget request be approved for 2002 per FOG Section V to make the new level of compensation for the USMS Webmaster and USMS Magazine Editor effective 10/1/02.

Committee Chair: Hugh Moore

Vice Chair(s): Michael Moore

Number of committee members present: 10 Absent: 12 Total delegates attending this meeting: 46

Committee Members present: Hugh Moore, Michael Moore, Cindy Hawkinson, Bill Volckening, Jim Matysek, Betsy Durrant, Sarah Hromada, Kenn Lowy, Nancy Miller, and Hill Carrow.

MINUTES

Time Meeting Called to Order: 8:45 a.m.

1. Action Items outside of convention

In late July the committee requested a \$1250 over-budget payment to Jim Matysek for performing tasks beyond reasonable job expectations. Jim has been averaging over 100 hours per month. Maintenance tasks alone average nearly 40 hours per month. The request was made so that three urgent tasks could be accelerated. These tasks included creation of a PR webpage per request of Aimee Fitzgerald, update and rotation of sponsor logos and links, and an update to the records webpage. The request was approved by the Finance Committee.

The Swim Magazine Editorial Calendar is still being developed and will be distributed to committee members and other members of the HOD when completed.

Hugh, Bill Volckening, and Nancy Ridout held a conference call with Phill Whitten and Dick Deal in early August to discuss the roles of USMS and Sports Publications in developing SWIM magazine. As a result of the meeting, the Communications Committee was asked to form two subcommittees. 1) Mission subcommittee to work on a mission statement for SWIM Magazine. This could also lead into goals and objectives. 2) Screening subcommittee to screen articles submitted to USMS. These committees are currently being formed.

2. Webmaster Report

We could save as much as \$4,000 per year by purchasing our own server. Our current server contract expires at the end of November and Jim is investigating options. SPAM and virus are out of control and Jim is constantly working on ways to prevent these. Jim advises that you should never respond to unsolicited emails and that you should never click on 'REMOVE' on a SPAM email.

3. **SWIM Magazine Editor Report**
To aid the development of the 2003 Editorial Calendar, all committee chairs were asked to suggest articles along with proposed authors. The calendar will represent a balance of education, entertainment and enlightenment for all types of swimmers. Bill has talked to Sports Publications regarding compensation for feature writers (currently USMS writers are not compensated), USMS's influence over the overall quality, design and graphic appeal of the magazine, necessary and proper equipment to accomplish the graphic design of the magazine (asking Sports Publications for this equipment), and more face-to-face meetings for planning.
4. **National Office Communications**
Tracy reports that the National Office is there for whatever you need. LMSC officers and any convention attendees receive Streamlines via on-line. The next day it is posted on the website thanks to Jim.
5. **Email Distribution List**
Many types of distribution lists are available via the website. There are possibilities out there for quick communications. Every committee chair has a list of their members. Mike Collins requested a coaches' lists.
6. **LMSC Communications**
Working w/Newsletter Editors to have each LMSC to have one. We need a regular method for LMSC to contact someone when there is a question or problem.
7. **Workloads of Webmaster and SWIM Magazine Editor**
Bill Volckening and Jim Matysek were excused. The committee has discussed the workloads of the Webmaster and USMS Magazine Editor via email. Based on these discussions, the committee considered the following proposals.

MSA The Communications Committee recommends that the Webmaster position be expanded to a full time position and that it include project administration of the database project.

MSA The Communications Committee recommends that the Webmaster be compensated \$60,000 per year.

MSA The Communications Committee recommends that the House of Delegates approve an alternate bidding process per Section IV of the Professional Management Guidelines and that the current USMS Webmaster and USMS Magazine Editor be selected without an application and interview process.

MSA The Communications Committee recommends that an over-budget request be approved for 2002 per FOG Section V to make the new level of compensation for the USMS Webmaster and USMS Magazine Editor effective 10/1/02.

Time Meeting Was Adjourned: 9:59 a.m.

TASKS FOR THE UPCOMING YEAR

1. Create Mission subcommittee to work on a mission statement for SWIM Magazine.. 2. These committees are currently being formed.
2. Create Screening subcommittee to screen articles submitted to USMS.