

USMS CONVENTION – Orlando, FL 2004

Block #5

Cmte. report #: 10

Minutes recorded by: Barbara Dunbar

Wednesday, September 15, 2004 - 9:15 – 10:00 pm

ACTION ITEMS
PROPOSED EXPENDITURES
None

ACTION ITEMS

MSA – The minutes of the September 10, 2003 meeting.

Acting Committee Chair: Kathy Casey

Number of committee members present: 6 Absent: 0 Number of other delegates at this meeting: 13
Present: Scott Rabalais (Executive Committee Liaison), Kathy Casey (Recognition and Awards Chair), Barbara Dunbar (History and Archives Chair), Ginger Pierson (Ad Hoc ISHOF Chair), Pieter Cath (Records and Tabulation Chair), Meegan Wilson (History and Archives Vice Chair), Milton French, Lazzlo Eger, Cav Cavanaugh, Cheryl Gettelfinger, Danielle Ogier, Wayne McCauley, Jim Matysek, Sarah Hromada, Trisha Commons, Margie Hutinger, John Bauman, Kelly Crandell, and Walt Reid.

MINUTES

The meeting was called to order at 9:15 PM.

1. Introduction of new delegates.
2. **MSA** – The minutes of the September 10, 2003 meeting.
3. Discussion of the status of data base projects impacting Recognition and Awards, History and Archives, Ad Hoc ISHOF Nominating, and Records and Tabulation. The database conversion of the Top Tens was completed in February 2004 allowing the Records and Tabulation committee to add, update, and maintain Top Tens and includes a "sort by LMSC" feature. Conversion of H&A data files was completed in September 2003 while the display and administrative tools, which were to be completed by Sept. 2003, remain unfinished. The estimated completion date is the end of 2004 at which time it is hoped that Individual All American and All Star lists can be updated while new stories, photos, and oral histories can be added along with other H&A projects. The database project for the Recognition and Awards committee is partially done. Links from Recognition & Awards and History and Archives need to be completed. Swimmers using the USMS.org web site have difficulty in locating Recognition and Awards and existing History and Archives data because those topics appear on the drop down menu under "Administration."
4. Discussion of desired communication among the database project coordinators and committees.
5. Committees will be responsible for management of committee materials on the USMS web site. Web Management Guidelines (WMG) outline how to request additional database projects. Discussion of priority of database projects. A temporary web assistant was hired (Aug. 2004 through Jan. 2005) to help with the backlog of unfinished projects.
6. Additional database technology needs were discussed.
7. Communication among block 5 committees is very good but should also include the Registration committee since the registration/permanent ID number is an important piece of data for all of the block 5 committees. Some permanent ID numbers are difficult to read resulting in input errors when names of swimmers and ID numbers are submitted along with the top ten times. There is confusion between some numbers and letters (such as number 8 and letter B, number 5 and letter S, and number 6 and letter G). It was noted that the letters "O/o," "I/i," and "L/l" are never used as part of the USMS ID number. A request was made to have the "check digit" re-engineered. Scott Rabalais will initiate regular e-mail communications or updates to be followed up with a mid year conference call.
8. The status of the webmaster's assistant was reviewed.
9. The proposed mid-year (Jan. 2005) Board of Directors meeting was discussed. Concerns included the expense, lost work due to travel and meetings, potential weather problems, and whether a meeting was necessary. Polled meeting members preferred having a conference call (10 in favor) instead of a face-to-face meeting (0 in favor).
10. Members were reminded to promote the core objectives (service, educate, and build) in the conduct of business.
11. The meeting was adjourned at 10:00 PM.

TASKS FOR THE UPCOMING YEAR

Initiate regular e-mail communications or updates and a mid year conference call among the following committees: Recognition & Awards, History & Archives, Ad Hoc ISHOF Nominating, Records & Tabulation, and Registration.