USMS Convention—Atlanta, Ga.
2008

Committee Name:	Records and Tabulations	**Session #:**	1	**Report #:**	14
Committee Chair:	Ed Tsuzuki		**Vice Chair:**	Mary Sweat	
Minutes recorded by:	Mary Sweat		**Date/time of meeting:**	9/25/08 4:00 p.m.	

Action Items: Proposed Expenditures

None – outside of proposed 2009 budget

Action Items:

None

Number of committee members present: 11	**Absent: 6**	**Number of other delegates present:** 26
Committee members present (list all, including chair and vice chair): Ed Tsuzuki, Mary Sweat, Barbara Dunbar, Laszlo Eger, Milton French, Chris Stevenson, Will Amos, Mary Beth Windrath, Julie Heather, Cav Cavanaugh, Jeanne Seidler		

Minutes

The meeting was called to order at 4:00 p.m.

1. Committee members and special roles and responsibilities were reviewed. Mary Beth Windrath is the National Swims Administrator and Walt Reid is the USMS Records Administrator. Audience members were also introduced.

2. The main objective of the committee meeting was for attendees to understand the objectives and benefits of the "End-to-End Event Management" (E2EEM) initiative, as well as to gain a detailed understanding of the on-line tools that have been developed to support the meet results data base and the top ten file generation. A screen-shot demo of these tools was presented and the following topics were discussed: current state, open enhancement requests, pilot participation, training, and documentation.

3. Many questions were entertained and several upcoming tasks identified (see below).

4. Status of additional major projects was reviewed:
   - Records and Tabulation Knowledge Center (http://www.njmasters.org/RecordsandTabDB/recordstabdb.html)
   - Top ten submission deadlines – 100% of 2008 SCY submissions received by deadline
   - Additional field to identify meet end date has been added to the top ten (Walt Reid) file format. The field will be in mm/dd/yyyy format and will be appended to the end of each row.
   - Pool length database – on line at the R&T Knowledge Center, and maintained by Walt Reid. All LMSC chairs have been contacted to provide local pool information.
   - Top Ten archives – John Bauman and Barbara Dunbar working to get top ten data from 1971 through 1992 on to the USMS website.
   - Records chronology – Open project to get individual record history available on the USMS website.

Tasks for the Upcoming Year

1. Continue to work closely with E2EEM team to develop, test, and implement tools for supporting the on-line meet results data base and the creation of the top ten file to be submitted to the National Swims Administrator. The tools are to be piloted for the 2008 LCM top ten, due October 20, 2008. The new tools will still run in parallel with the existing process until fully tested. Enhancement requests:
   a. Relay processing
   b. Adding single swims and splits
   c. Submitting non Hy-Tek file formats
   d. Audit reports of meet submission activity
   e. Potential record flagging
   f. Method for entering LMSC records
   g. Prelim/Semi-final meet format

        h.   Checking for "reasonable" times
        i.   Flag to identify (non-sanctioned, non-recognized) meets to be excluded from top ten file

2. Develop training and documentation for online meet results tools.
3. Recruit pilot testers for online meet results tools.
4. Maintain/enhance Top Ten Knowledge Center
5. Post 1971-1992 Top Ten tabulations, with as many IDs as can be accurately identified, on the USMS website
6. Maintain Pool Length Data Base, actively seeking input from the LMSCs
7. Create the capability of posting the USMS individual records chronology on the USMS website

The meeting was adjourned at 5:30 p.m.