

Minutes for the 2000 USMS Convention

Committee Name: **History and Archives** _____ Committee Session: **1** _____

Day and Date of Meeting: **Thursday October 12, 2000** _____

Action Items

*** Our only action item is the approval of our relationship and budget for The Henning Library at the International Swimming Hall of Fame for the storage of our archives and for serving as a window to the world for USMS.

Attendance

Number of committee members present: 9 Number of committee members absent 5

Total number of delegates attending the meeting: 37

Minutes

I. Carl House called the meeting to order at 1:05 p.m. Others present were: Sharon Theriot, Ed Saltzman, Ted Haartz, Pieter Cath, Ed Tsuzuki, Irene David, Dan Gruender, Edie Gruender, Nan Stager, John Bauman, Margie Huting, Helen Bayly, Jennifer Parks, Marcia Anjiano, Marcia Cleveland, Sandy McNeel, Jill Wright, Jane Masters, Cav Cavanaugh, Chris Allen Meier, Joan P. Smith, Hugh Moore, Skip Thompson, Dan Wegner, Clay Evans, Wayne McCauley, Heidi Renner, Sarah Hromada, Don Mehl, Bill Volckening, Tom Brunson, Bob Kolonkowski, Dore Schwab, Nancy Ridout, Sally Dillon, and Meegan Wilson.

II. Status of Our Archives: Carl House stated that many hundreds of people have contributed to the History & Archives of USMS starting with Ham and Mildred Anderson, Joanne Smith, Edie Gruender, June Krauser thru Swim-Master, and the publishers of Swim Magazine. Initial documents in paper format were Registration files, Top Ten lists, Championship meet results, and Historical books. Carl said that our goal is to establish the USMS Historical Archives in the Henning Library at the International Swimming Hall of Fame in Ft. Lauderdale.

III. Databases: Databases now exist covering most of the desired subjects and are in good shape. Work in the coming year will be maintenance and improvement plus the addition of one or two important databases (e.g. records set).

IV. Storing Paper Archives: Carl said that preserving documents is a top priority now for the Archives Committee. The need is to catalog them and, for the most important documents, to remove the acid from the paper and secure them in hermetically sealed plastic envelopes so they will not deteriorate as rapidly as ordinary paper does. Even the storage boxes must be acid free.

V. LMSC Resource People: Resource people are needed in USMS and each LMSC for identifying people, for collecting stories and oral history, and for typing articles. Previously, Nancy Ridout suggested that rather than focusing efforts on the History of USMS, we need to focus on the history on the individual LMSCs. Virginia and Connecticut have written articles about their history and Earl Walter of the Oregon LMSC has just written their history.

VI. New Business: Carl posed the following question: "What are the specific tasks that we should undertake to move forward on these needs?"

A. Nancy Ridout said that the priority of the committee last year was gathering more Oral Histories of our aging masters swimmers. One way to start moving forward on this is to develop a standard set of questions. Carl House said that

there is an Oral history on Ted Haartz on the Web where there are 12 questions and that would be a good starting place. The web site is www.swimgold.org.

B. Bill Volckening suggested that we submit an article to Swim magazine about the Archives committee, what we have done, what we plan to accomplish, and what individuals and LMSCs can do to help. Included will be the standard questionnaire. It was further suggested that the same information be sent to LMSC chairmen, team representatives, and newsletter editors. Sally Dillon suggested that once the standard list has been sent to LMSCs, follow-up should continue until each responds. Nancy Ridout said that a specific challenge should be thrown out to each LMSC asking for a specific number of stories etc. One person should be designated in each LMSC to take charge of obtaining their history.

C. Two things are needed: 1) identify the people who know the history of masters swimming in each LMSC and 2) find people to obtain this history.

D. Carl House said that a "must have" for doing oral histories from tape is a recording system with a foot control so that the tape can be started and stopped easily. He said that there may be money in the budget to pass around these recorders as needed. Another suggestion was to ask at Historical Societies for use of their equipment.

E. Nancy Ridout said that the criterion for accepting articles and in what format should be established so that volunteers know specifically what is needed.

Ed Tsuzuki volunteered to scan articles into text as needed and Wayne McCauley volunteered to scan and store in Adobe Acrobat format 10 pages of Ham and Mildred Anderson's book to see if this would be a good way to preserve its character. A suggestion was made to ask people to save their swimming magazines and newsletters and donate them to the Archives committee.

The meeting was adjourned at 2:00 p.m.

Tasks for Upcoming Year:

* Prepare and send a request to each LMSC for assistance. The request will take several forms including a letter to each chairperson, a notice in swim magazine, a letter for Sarah to send to each Registrar, and a web page. This is expected to result in a substantial increase in the amount of material in our archives.

* Mobilize and train volunteers to work with our archives at ISHOF to hasten progress while reducing our dependence on professional (ISHOF staff) effort. This is important for controlling our costs.

* Increase the rate at which we are putting important historical documents into digital form.

* Organize our digital archives for easy access at ISHOF and elsewhere, including databases and html pages and including availability on a CD for serious research and for use in the ISHOF Museum.