

USMS CONVENTION – San Diego, CA – 2003

Committee Name: History and Archives

Cmte. report #:

Minutes recorded by: Barbara Dunbar

Date/time of this meeting: September 11, 2003, 10:15-11:45 am

ACTION ITEMS

1. **MSA – Motion to approve minutes from the September 14, 2002, meeting.**
2. **MSA – Motion to affirm previously budgeted acquisition of Swim Magazine photos from year 2003 editions and to authorize expenditure this year of up to \$500 of the current 2003 budget for the acquisition.**
3. **MSA – Motion to go forward with application of watermarks to photos and to continue cataloging photos by permission granted/not granted category.**
4. **MSA – Motion for the History and Archives Committee to develop a mission statement.**
5. **MSA – Motion that the SwimGold folder that existed through 12/31/02 and which is located on the USMS web site should remain intact with no changes unless those changes are authorized by the History and Archives Committee.**

Committee Chair: Carl House

Vice Chair(s): Barbara Dunbar

Number of committee members present: 7 Absent: 10 Number of other delegates at this meeting: 11

Committee members present (list all): Carl House, Barbara Dunbar, Marcia Cleveland, F H Ted Haartz, Wayne McCauley, Cris Meier-Windes, Meegan Wilson

Executive Committee Liaison present: Sally Ann Dillon

MINUTES

The meeting was called to order at: 10:20 am

1. Committee members and observers introduced themselves.
2. **MSA – Motion to approve minutes from the September 14, 2002, meeting.**
3. The 2003 financial report was reviewed. **MSA – Motion to affirm previously budgeted acquisition of Swim Magazine photos from year 2003 editions and to authorize expenditure this year of up to \$500 of the current 2003 budget for the acquisition.**
4. Photograph copyrights, watermarks, annotation, and cataloging concerns were discussed. The committee decided that Marcia Cleveland would head a subcommittee to secure permission of both the photographer and the subject(s) of the photos. **MSA – Motion to go forward with application of watermarks to photos and to continue cataloging photos by permission granted/not granted category.**
5. Issues of major concern to committee members included the integration of the History and Archives (H&A) database into the USMS enterprise database; the H&A committee's inability after 12/31/02 to update or maintain archives; and the need for and lack of update procedures and tools to integrate new historical and archive materials into the database.
6. The H&A committee discussed its role for upcoming years, the need to continue to preserve the history of masters swimming, and the lack of procedures to maintain or update archives and historical materials.
7. The value of a mission statement was outlined. **MSA – Motion for the History and Archives Committee to develop a mission statement.** A consensus was reached to have Marcia Cleveland and Wayne McCauley head a subcommittee to develop a mission statement and implementation methods with help from Tom Hindle and review by other committee members.
8. The H&A committee's tremendous past and present accomplishments were noted including locating and archiving vast quantities of historical data and materials. The archived materials and data have been made available for others to view and use. The committee will continue to actively seek stories, oral histories, publications, photos, videos, and other important historical materials or data.

9. The committee decided that liaisons between the H&A committee and the database, legal, and publications committees would be beneficial and should be pursued. The following members were suggested as liaisons: Meegan Wilson (IT), Marcia Cleveland (legal counsel and ISHOF), and Carl House (Records and Tabulation). The value of having someone to act as marketing liaison needs to be assessed.
10. Marcia Cleveland reported on the status of the USMS physical archive location at the International Swimming Hall of Fame (ISHOF) and her conversations with ISHOF archivist Preston Levi about our archives and the current storage capacity. A cabinet listed on the 2003 capital expenditure budget for storing additional USMS archived materials at ISHOF will not be purchased until next year and now appears on the 2004 capital expenditure budget. The committee needs to ensure that the H&A catalog of archive items delivered to ISHOF agrees with the one generated by ISHOF and needs to determine whether all publications such as Swim-Swim and Swim Master have been located and archived.
11. It was suggested that the committee develop a resource catalog listing the locations of materials that are historically important to LMSCs or clubs but which will never be part of the USMS archives at the ISHOF.
12. Meegan Wilson reported on her project to index swimmers found in Swim Magazine (stories, photos, etc.). She has accomplished a tremendous amount to date having indexed Swim issues from 1996 through 2002. Another project discussed was the reconstruction of the top ten times lists from 1972 through 1992 by John Bauman who is creating an electronic database of all top tens from 1972 through 1992. It was noted that the top tens from 1993 forward are currently part of the online archives.
13. The committee affirmed the importance of preserving all of the archives and specifically discussed preserving the SwimGold files and folders that existed as of 12/31/02 since they are the property of USMS, are historically relevant, and should be retained. **MSA – Motion that the SwimGold folder that existed through 12/31/02 and which is located on the USMS web site should remain intact with no changes unless those changes are authorized by the History and Archives Committee.**
14. Carl House announced that he was stepping down as committee chair and was thanked profusely for his guidance, leadership, and overwhelming contributions to USMS and to the History and Archives Committee.

The meeting was adjourned at: 11:44 am

TASKS FOR THE UPCOMING YEAR

1. Acquire photographs for all year 2003 Swim Magazine editions.
2. For all archived photographs, seek and secure permission to use the photos from both the photographer and the subject(s) of all archived photographs.
3. Create the watermark application process and procedures, add watermarks to photos where necessary, and continue to catalog the photos as to permission granted/not granted by photographer and as to permission granted/not granted by photo subject(s).
4. Continue to preserve the history of masters swimming and update archives and historical materials. Actively seek stories, oral histories, publications, photos, videos, and other important historical materials or data.
5. Develop a mission statement and methods to implement the statement.
6. Improve committee interactions with the database, legal, and publications committees through use of liaisons. Assess whether a marketing committee liaison would be beneficial.
7. Compare the H&A catalog of archive items delivered to ISHOF with the one generated by ISHOF. Determine whether all publications such as Swim-Swim and Swim Master have been located and archived.
8. Develop a resource catalog listing the locations of materials that are historically important to LMSCs or clubs but which will never be part of the USMS archives at the ISHOF.
9. Meegan Wilson will continue her project to index swimmers found in Swim Magazine.