

Awards Meeting Minutes, 5-4-25, Submitted by: Awards Committee

Committee members present: Elizabeth Nymeyer, Michael Moore, Caitlin Gagnon, Nancy Ridout, Crystie McGrail, Shannon Linsey, Nancy Nevid, Sara Dunn, Ann Marshfield, and Hill Carrow.

Committee members Absent: Amy Wagner, Tara Mack, Jessie Feng, Rich Burns, Daniel Paulling

The meeting was called to order by Beth at 7:00 PM EDT.

Agenda 05.04.25

1. **Welcome and Approve minutes.** Minutes were approved.
2. **VPLO Report. National Meeting Date.** Christie. Sep 12-14 in Kansas City. Oct 24-26 Virtual Relay in Kansas City. Election year for Board of Directors Officers.
3. **Approval/review of Minutes.** Minutes were approved.
4. **Set next meeting.** June 8th. August 17 for Annual Meeting.
5. **Subcommittee Reports:**

The meeting covered various administrative topics, including approval of AI-generated minutes, updates on upcoming events, and discussions about awards and nominations. The team addressed ongoing projects such as writing bios, creating social media content, and planning outreach efforts for different zones. They also discussed logistics for future meetings and events, including a new long course meet and registration details for an upcoming event in Ohio.

Next steps

- Caitlin to update the Ransom J. Arthur Award due date on the social media tile to July 1st.

- Caitlin to create a social media tile for the Fitness Award.
 - Caitlin to make a copy of the outreach spreadsheet, update permissions, and share the link with the committee.
 - Committee members to contact their assigned zones/LMSCs for award nominations within the next few weeks.
 - Michael to update the Ransom J. Arthur Award nomination form and webpage with revised wording.
 - Beth to merge Nancy's points into the AI-generated minutes and send them out to the committee.
 - Beth to forward Tara's emails about the standardized nomination form to Sara.
 - Sara to work with Jessica and Beth to create a standardized nomination form for the Club of the Year award.
 - Nancy to provide Beth with the list of 78 legacy bios that still need to be written.
 - Committee to work on completing the remaining legacy bios over the summer.
 - Caitlin, Beth, and Shannon to create cutesy videos for award promotions.
 - Committee members to utilize community forums for posting pertinent information about awards and events.
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Summary

AI-Generated Minutes and Upcoming National Meeting

In the meeting, the team discussed the AI-generated meeting minutes and approved them with a correction to Sara's name. They also discussed the upcoming national meeting, which will be a hybrid event in Kansas City from September 12th to 14th. Christie mentioned that it's an election year for officers and there will be a board of directors off-site in July. The team also discussed the date for the USMS volunteer relay, which will be in Kansas City from October 24th to 26th. They decided on August 17th as the date for the next meeting, with the option to move it if there are any major objections.

Update Ransom J. Arthur Award Page

Michael discussed the need to update the wording on the Ransom J. Arthur Award page and the nomination form to align with the USMS's vision, mission, values, and strategic priorities. The subcommittee agreed to make these changes, with Michael taking the lead. There was also a discussion about the confusion caused by the separate PDF nomination information document and the Google form for nominations. The team suggested that the PDF should be integrated into the page and the Google form link should be clearly visible. In the meeting, Michael was assigned to lead the subcommittee and was tasked with finalizing the submission deadline. Nancy N. expressed concern about the July 1st deadline, suggesting it might be too soon. Michael agreed to move forward with the update, assuming no new information was available.

Finalizing Submission Deadline and Fitness Award

Ann discussed her post in the community forums about the fitness award, encouraging coaches to nominate deserving individuals or programs. Caitlin offered to create a social media tile for the award, and Ann agreed to provide her with necessary information.

Updated Tiles and Award Reminders

Caitlin will send updated tiles to Rendy, the USMS Social Media contact, for potential use. Nancy is seeking clarification on who will send out reminders for awards. The committee will discuss this further. Beth will address the service award during a later discussion. Hill has been added to the club of the year committee.

AI Minutes and Attendance Discussion

Beth and Nancy N. discussed the AI minutes from a previous meeting, with Nancy N. providing a preliminary version. Beth agreed to merge Nancy's points into the AI minutes and send them out. They also discussed the need for a roll call to ensure accurate attendance records. Crystie suggested moving away from Google forms for submissions to maintain historical information and proposed a standardized system. Beth agreed to forward relevant emails to Crystie for further action.

Awards Committee Bios Progress Discussion

Nancy and Beth discussed the progress on writing bios for the Awards Committee, with 13 completed and 78 remaining. They considered dividing the remaining bios among the committee members or using AI to assist with the writing process. Beth suggested reaching out to the individuals directly for their bios, using the master email list. Crystie asked about the years these bios were for, and Nancy confirmed they were from various past years. The team agreed to continue working on the bios, with Beth offering to reach out to the individuals directly.

Summer Project and Outreach Strategies

The team discussed their summer project, which involves writing bios for internet stocking. They also discussed the creation of new social media tiles and the use of a form letter for direct outreach. The team also discussed the need for accurate information and the importance of not double contacting people. The conversation ended with a discussion about updating permissions and assigning tasks to team members.

Assigning LMSC's and Outreach Zones

In the meeting, Caitlin discussed the process of assigning LMSC's and zones for outreach. Ann and Nancy Ridout agreed to handle the Great Lakes and Western United States zones, respectively. Local offered to handle the breadbasket zone. Caitlin also mentioned the need for a copy of the outreach committee's work for the committee to access. The team also discussed the possibility of creating a video for the awards. Ann encouraged the team to use the community forums to post information about the fitness award. Ann then shared her plans for a new long course meet.

Pool Event Registration and Accommodations

Ann announced that 56 people have registered for the upcoming event, with most coming from outside Ohio. The event will be held at a pool with a block of hotel rooms available at \$139 per night. Ann mentioned the difficulty of finding pool time for long course swimming and suggested that people could take a PTO day for the event. Ann also mentioned that the 1,500 event is already sold out. Caitlin asked about the goal date for emailing all the people, and Ann suggested aiming for a month from now.

6. Finishing Projects and New Projects

MEETING ADJOURNMENT 8:09PM EST By Beth