

4 USMS R&A Committee Meeting Notes 4-19-26, 7:30 PM ET
2026 Recognition & Awards Committee US Masters Swimming

Committee Name: Recognition & Awards	April 19, 2026 Meeting
Committee Chair: Tara Mack "TMack"	Vice Chair: Caitlin Gagnon
Minutes recorded by: TMack & Zoom AI	Meeting Date/Time: 4/19/2026; 7:30pm ET

Actions Taken:

Number of committee members present: 12	Absent: 3	Guests: 0
Committee Members Present: Tara Mack "TMack" (Chair); Caitlin Gagnon (Vice Chair); Rich Burns; Emily Cook; Sara Dunn; Hayley Martin; Jane Moore; Michael Moore; Beth Nymeyer; Nancy Ridout; Crystie McGrail (VPLO); Ann Marshfield		
Committee Members Absent: Hill Carrow; Dan Underbrink; Daniel Paulling (Ex-Officio)		
Guests: n/a		

The meeting was called to order at 7:34 pm ET. Meeting agenda [here](#)

1 Welcome: "Roll Call": TMack recorded attendance automatically.

2 VPLO Report, Crystie: Crystie reported the Streamlines March 2026 edition has been released and encouraged us to look it over. It has leadership notes and summaries in it. Nancy R said she still cannot access this electronically. Crystie shared a link to the archived and online copies and reviewed how to log into our USMS account to find the [resource](#). TMack offered to do this step with Nancy R on a separate zoom call if desired.

3 Minutes were previously approved. Thank you

4 TMack shared that the national office and Jessica got the first drafts completed and loaded into JotForm for us to test tonight. TMack shared links with the subcommittee Chairs and will put them into the chat for this meeting. She asked individuals which **subcommittees** they were interested and willing to work on and those in attendance are as follows:

Club of the Year: Chair: Sara and Beth

Fitness: Co-Chairs Jane & Emily; and Ann

RJA: Chair, Michael and Crystie

DDSA: Chair, TMack, Hayley, and Ann

June Krauser: Chair, Nancy, Caitlin and Rich

Absent members to indicate their preferences at another time.

Break out rooms to preview and complete test nominations
Report back out together.

All awards reported the Back and Next buttons are overlapping, except if using mobile devices. Crystie mentioned she had already let Jessica know about this and will be optimized to account for all platforms / types of devices.

Michael Moore shared (via email previously) that he was not sure what the “Your USMS Affiliation” means, and it was discussed to make this a drop down option to include:

Member

Volunteer

Staff

(Do we want anything different here?)

CLUB:

Had the wrong description- it has the June Krauser description vs the Club of the Year information.

June Krauser:

Inquired about having the nominator check the box that says Yes they are a current member and then allow for a space to enter the Member’s USMS ID. There was discussion on this as it would be prudent to have chairs check this information regardless of the ID being filled in.

Hayley mentioned Google sheet can be linked to JotForm that will allow JotForm to automatically cross check IDs. Caitlin said she had an issue with a Grown Up Swimming registration for a member who has online privacy features that seemed to interfere with the automatic checking feature.

The resulting discussion was to ensure that chairs check the IDs for each award nomination personally as a back up method even if JotForm is set up to cross check internally.

Specific award changes for the JKCA include:

1 For the first question: Who are the specific targets... Adding the word Member after some of the prompts such as: Club <insert **members**>, LMSC <**members**>, Zone <**members**>, ADD **Prospective members**

2 Turn on Required answer for the Mission, Vision, Goals question

3 Turn on Required answer for the Approximate years question

(Keep required off for the last question- any other relevant information question)

A critical feature was revealed in this process: The nominations need to have the ability to be **saved as a draft** by the person(s) filling out the forms. Some of the nominations are extensive in time, depth and scope and often require a nominator(s) to gather information and then return to the form / nomination over the course of hours, days, even weeks. Does JotForm have a "Save as Draft" feature? If so, Please turn this option ON!

If JotForm has this feature but USMS doesn't currently pay for the JotForm plan that has this feature for, **please upgrade to the plan that allows work to be saved and returned to at the nominator's convenience.**

IF JotForm does not offer that, **we would request to find another platform that does allow for work to be saved as a draft over time.**

The group also discussed providing some instructions on how to fill out the forms and what information will be needed at the introduction of each award.

Fitness

1 Emily mentioned they want to turn **off** the requirement for the quantitative metrics and make that component optional so as not to discourage completion of the nomination.

EMILY, ANN, JANE- I don't know what question this refers to in the nomination form. Please advise..

*ALSO, do we want the questions numbered? (I do)

2 Ann asked about Character limits- are there any set? TMack shared that it is possible to set them, the subcommittee would be the one(s) to indicate how many characters they want to limit the question(s) to have.

3 Emily asked about the mandatory photo feature. We discussed its relevance and Caitlin mentioned she has had to hunt for pictures of people and some people have a small digital footprint so she benefits from having at least something sent in so she can find an alternative with a higher rate of success than having no clue what the person looks like.

Emily mentioned she does this for the officials' nominations and offered to contact nominees and let them know they have been nominated and asking them if they would like to send in a photo of their choosing.

DDSA

Hayley completed the test nomination with no glitches and no concerns, using a cell phone.

5 Adjourn OOPS! Forgot to ask for or receive a motion and a second! (I was so excited Ann was on and that we got through the info!

_____ made a motion to adjourn the meeting. _____ seconded.

Meeting Adjourned 8:32 pm ET.

Next Meeting is Sunday, May 17th, 7:30 pm ET