

President Rob Copeland called the meeting to order at 8:01 p.m. EST. Also present were Meg Smath, Patty Miller, Jim Miller, Mike Heather, Mark Gill, Jeff Moxie, Leo Letendre and Tracy Grilli.

Officer reports

Legal Counsel:

Patty submitted the following written report:

After our discussion at the midyear meeting regarding member benefits and corporate partners, I revised the proposed Liberty Mutual agreement. Mel Goldstein discussed the changes with Liberty, which accepted them. The agreement is in the process of being signed.

We worked with USMS's health insurance agent before Todd Smith's last day to get the proper COBRA notification to Todd and document his election. Nadine Day was very helpful and Jeff Moxie is still tying up some loose ends for USMS with the agent.

Mel Goldstein has asked for a revised agreement for one of USMS's corporate partners that is hoping to change the terms of its partnership arrangement.

Our trademark counsel has drafted a proposed Trademark Coexistence Agreement with another organization that she will present to that group's counsel.

VP Member Services:

Mark submitted the following written report:

The committees in this division are all busy and focused on their goals and objectives. Below is an update of the current projects they are working on.

Communications. The Communications Committee met last week. Progress is being made in ensuring all LMSCs have at least a basic website.

Jim Matysek has finished the new event results database. This now supports the list of meet results, the event ranking and individual results services. This task is actually under the direction of the Event Management Task Force, but was reported on during the Communications meeting.

International. The committee had its initial meeting Sunday, February 24. As this took place at the same time as a Marketing Committee call, I was not able to participate. Jim Miller was on the call and can give a more accurate update than I can right now.

The committee is working on a policy for listing international meets on our events calendar. They are interested in determining which events are sanctioned by the NGB so that our swimmers will know that their times will count for FINA recognition.

Marketing. The committee met Sunday, February 24, and continued their discussion of the five segments of our membership. They are trying to identify what materials we have that address the specific needs of each segment.

They also asked about the task force created at the midyear meeting that will address the strategy for affiliated organizations. In the minutes, it states that former presidents and at-large directors would be appointed. Has this occurred and how is their progress?

Publications Management. This committee has not met since the midyear meeting report was submitted.

USA Triathlon Liaison. Jerry Clark, our current liaison, has been given the mission, goals and objectives approved at the strategic planning meeting and asked to revise them. We are in the process of doing that.

Video library and Snooper rental program

Currently the Coaches Committee runs a video library and Snooper (underwater camera) rental program. It was suggested that we consider running these programs through the National Office because of concerns about paying volunteers to run these programs, when we have employees who could run the programs as part of their duties; USMS funds not in the accounting system; and lack of control over our resources. We would also like to increase these programs' exposure. Mike suggested divesting the VHS tapes, buying more new DVDs, as well as one or two new Snooper cameras, if necessary. The Coaches Committee will continue to provide input and review on which DVDs and other equipment to buy. Mike was directed to contact Coaches Committee Chair Mo Chambers to have the videos and equipment moved to the National Office.

New chair for Sports Medicine and Science Committee

Jody Welborn has resigned as chair of this committee. Mike will arrange a conference call with the committee to discuss replacing the chair.

Research proposal

Jim had received a research proposal from Steve Erickson of Michigan Masters. The proposal has not yet been reviewed by the Sports Medicine and Science Committee. Steve is asking for access to our members' email addresses in order to disseminate a questionnaire. Mark commented that in his profession he often receives emails with a description of a study and a link to it that he can follow if he chooses to participate; he suggested this might be preferable to sending an unsolicited attachment to our members. He also noted that we have not yet developed a policy for outside groups to survey our membership or established a method of communication for broadcast emails to our membership. Jim said the research is a worthwhile project, and recommended that Steve submit a proposal to the USMS Endowment Fund. Jim and Mark will work on a process for email distribution of this and any similar future projects, and Mike will compose a response to Steve.

Online registration

Leo submitted the following written report:

Issues. Issues continue to crop up and continue to be addressed. Several have come up over the weekend and are being investigated.

Test bed. After review by several registrars with IT background, an RFP was sent to Club Assistant last Tuesday (February 19) and we are awaiting a response. Discussions with this group with respect to testing methods will continue.

Other. Tom Boyd has provided the wording for a new welcoming letter after my attempt was rightly found to be better than what we had but not what we needed.

The Registration Committee has a subcommittee working on the access to data issue.

A series of conference calls with all registrars is planned for early March to discuss their experiences and suggestions.

Leo noted that 20 percent of the registrations for February were done online.

Executive director transition

Jim submitted the following written report on the Executive Director Search Task Force's first conference call:

The first meeting of the task force was conducted on 2-19-08. The members of the task force are Nadine Day, Raena Latina, Ted Haartz, Jeff Moxie and Jim Miller (chair). A review of the last search process was conducted in detail. Topics on the agenda included:

- Review of the exit interview and the potential impact on the candidate search process.
- Review of the ED job description.
- Review of the ED benefits package currently in place and approved by the Board of Directors.
- Review of the search firm process, which last utilized Anderson and Associates, with our direct contact, Mr. Martin Godwin.
- It is noted that at least eight individuals have already expressed interest in the position, some of whom have submitted résumés.

The Search Task Force will meet next on March 10.

Rob summarized his exit interview with Todd. One of Todd's strongest recommendations was that we establish a physical national office. We discussed whether we want to establish a national office first, or hire an ED first.

Club Development Task Force

Jim submitted the following written report of the most recent meeting of this task force:

The Club Development Task Force conducted its first conference call since the midyear meeting on 2/21. The key action items include:

- Follow-up discussion by the task force of the mentor trainee workshop in January in Dallas, along with planning for further workshops. Budgeting is already in place for another workshop.

- Creation of the position of club development educational director. The creation of the position would include job description, budget and the outline of the hiring process, all of which would be submitted to the BOD for approval. The Finance Committee would have the budgetary requirements submitted to them, pending approval of the development of the position. A subgroup of Carolyn Boak, Chris Colburn and Jeanne Ensign will work on creating the proposal for submission to the task force.
- There will be four modules for the mentor workshops. Tom Boak is developing a finance module to go along with the three existing ones (i.e., facilities and agencies, marketing and branding, and effective club models).
- Assembling of the list of tools for use by mentors and clubs, including existing tools and development of those that do not currently exist.
- Development of the process by which clubs are selected to benefit from the mentor program and assigning members.

Next EC and meeting and adjournment

The meeting adjourned at approximately 9:45 p.m. EST. Our next meeting will be Tuesday, March 11, at 8:00 p.m. EST.

Meg Smath
Secretary