

USMS Convention — Kansas City, Missouri 2015

Committee Name:	History and Archives	Session #:	1
Committee Chair:	Meegan Wilson	Vice Chair:	Barbara Dunbar
Minutes recorded by:	Barbara Dunbar	Date/time of meeting:	10/1/2015, 3:30 – 4:35 p.m.

Actions Requiring Approval by the HOD:

1. None

Motions Passed:

1. None

Number of committee members present: 12 **Absent: 4** **Number of other delegates present: 15**

Committee members present (list all, including chair and vice chair):

1. Meegan Wilson (Chair), Barbara Dunbar (Vice Chair), John Bauman, Joan Campbell, Jennifer Carlson, Jayne Saint-Amour, Frank “Skip” Thompson, Marie Vellucci, Ken Winterberger, Cheryl Gettelfinger
2. Ex Officio: Anna Lea Matysek (National Office), Executive Committee: Christopher Stevenson (Vice President Local Operations)

Committee Members Absent: Margie Hutinger, Kim Lloyd, Gail Roper, Steve White

Special liaison present: Walt Reid

Minutes

The History and Archives meeting, scheduled for 3:30-4:35 pm, was called to order at 3:30 p.m. on Thursday, October 1, 2015.

1. History and Archives committee members introduced themselves, and Chair Meegan Wilson established a quorum. New delegates were welcomed, and other delegate attendees introduced themselves.
2. The current status of History & Archives Projects were reviewed.
 - a. The H&A pre-1994 Relay Top Ten Project includes converting pre-1994 Relay Top Ten paper and early digital lists into electronic files, researching and identifying listed swimmers, adding missing first names and permanent IDs, and reformatting files into the format required for upload into the USMS database. Mary Beth Windrath created a program in lieu of IT project EEEM-67 to convert the file to the format required for upload.
 1. The 1989 SCY Relay Top Ten list was digitized by Walt Reid and updated by Meegan Wilson to add missing names and IDs. The file was reformatted and incorporated into the USMS database on 3/28/15.
 2. The 1988 SCY Relay Top Ten list was converted from paper form to an electronic file by H&A assistant Ginger Pierson. Missing swimmer first names and IDs were added by Ginger with help from Barbara Dunbar, Gail Roper, Nancy Ridout, Mary Beth Windrath, and Walt Reid. Mary Beth has converted the file to the format required for upload.
 3. The 1987 SCY Relay Top Ten list including the errata have been digitized by Jennifer Carlson who added missing first names and IDs. Additional names and IDs are being added by Mary Beth and Walt for eventual conversion into the upload format.
 4. Jennifer has manually converted the 1976 SCY Relay Top Ten list into electronic format.
 5. Progress continues on locating first names and IDs for the SCY Relay Top Ten lists from 1990 (Marie Vellucci), 1991 (Kim Lloyd), 1992 (Barbara), 1993 (Ken Winterberger), and 1995 (Marie).
 6. Additionally, Walt has converted the 1990-1997 SCY, 1988-1997 LCM, 1986-1997 SCM Relay Top Ten lists into searchable pdf files for immediate posting onto the USMS web site on the USMS Top Ten Publication page (Printed Listings, www.usms.org/content/top10print).
 7. Meegan has scanned the Top Ten Booklets for 1993-94 SCY, 1994-95 SCY, 1994 LCM, 1994 SCM, and 1995 LCM for posting onto the USMS web site on the USMS Top Ten Publication page.
 - b. The project to identify swimmers, add missing names and IDs, and assign IDs is being performed by Anna Lea, John Bauman, Meegan, and Barbara.
 - c. The project to digitize 1986 USMS Registration Data by John Bauman is ongoing. When this project is completed, IT project REG-1247 will enable the addition of these old registration records to the USMS database.
 - d. The deceased member project to identify deceased members and dates of death is being done by Barbara, Kim Lloyd, Ken, Cheryl Gettelfinger, Jayne Saint-Amour, Meegan, and Anna Lea. As data is located, it is being added

- to the USMS Registration database.
- e. Names of USMS-member Olympians are continuously being added to the Olympian Masters List by Gail Roper and Anna Lea.
 - f. The project to locate and scan early USMS documents is ongoing. Meegan sent 1972-1992, 1997, and 1998 convention documents, scanned by Meg Smath and Barbara, to Anna Lea who has posted them on the website.
 - g. Existing stories in the H&A story section have been reviewed and documented for link and other problems by Jayne and Meegan. Link and page title issues remain but will be fixed by Anna Lea and Jim Matysek.
3. Award Stories will be edited and verified by the Recognition & Awards Committee instead of the History and Archives Committee.
 - a. Sixteen 2014 award stories were edited, verified, and posted on the swimmer stories section. Subsequently, those stories were removed because the National Office decided they were award articles instead of swimmer stories.
 - b. Meegan informed the committee about a meeting with Chris Stevenson (VPLO), Ray Novitske (Recognition & Awards chair), and Laura Hamel (National Office) about the status of posting awards articles.
 - c. Projects WEB-10 and WEB-11 regarding the displaying and posting of award articles have been completed.
 4. Swimmer stories are being written, edited, updated, and submitted for posting.
 5. Access to Swimmer magazine articles was discussed. Swimmer Magazine content can be viewed by current USMS members from the member-only link (www.usms.org/myusms).
 6. Communications issues were discussed. By the 10th of the month, the National Office will update the status of H&A requests.
 7. The standards for submission of stories was discussed as well as ways to encourage story submission
 8. Web projects, timelines, and priorities were discussed. IT project WEB-9 to track volunteer leadership has begun.
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Tasks for the Upcoming Year

1. Tasks for the upcoming year include continuing all of the History and Archives projects listed above.

The meeting was adjourned at 4:40 p.m.
