

USMS Convention — Dallas, Texas 2017

Committee Name:	History and Archives	Session #:	1
Committee Chair:	Barbara Dunbar	Vice Chair:	Meegan Wilson
Minutes recorded by:	Meegan Wilson	Date/time of meeting:	September 14, 2017, 11am-12pm

Number of committee members present: 9 Absent: 4 Number of other delegates present: 14

Committee members present (list all): Barbara Dunbar, Chair; Meegan Wilson, Vice Chair; Maryanne Barkley; John Bauman; Marcia Benjamin; Richard Burns, Betsy Durrant; Jayne Saint-Amour; Chris Colburn (Ex Officio)

Committee Members Absent: Alan Bernard, Margie Hutinger, Anna Lea Matysek, Gail Roper, Christopher Stevenson (Ex Officio)

Minutes

The chair called the meeting to order at 11:00 am on Thursday September 14, 2017, welcomed attendees and new delegates, and called roll. The History and Archives committee locates, records, collects, and preserves USMS documents to ensure that the achievements of USMS, including its AAU Masters predecessor, and Masters swimmer members will be properly documented, maintained for posterity, and accessible. Committee members and other non-committee helpers were thanked for their outstanding efforts during the past year. Ex officio Chris Colburn attended in place of Ex Officio Chris Stevenson who was unable to attend. Chris Stevenson was thanked for his guidance over the past year and prior years.

The prior year projects and accomplishments were reviewed and ongoing projects were prioritized as follows.

1. **Top 10 Publication (Lists, Booklets, and Errata) Project** - The project to scan, OCR convert, and post all Masters Top 10 lists, booklets, publications, and errata is nearly completed by Meegan and Barbara. Anna Lea posted many onto the USMS website earlier this year at <http://www.usms.org/content/top10print>. The goal is to upload the remaining Top 10 lists and errata, to locate missing errata as well as clearer copies of some documents already posted, and to post any remaining Top 10 documents.
2. **SWIM-MASTER Project** - The project to scan, OCR convert, and post all 181 Swim-Masters covering the period from December 1971 through December 1991 has been completed. Swim-Master was the original Masters swimming publication and was published by June Krauser. The main committee members involved with this massive, labor-intensive project were Meegan, Barbara, and Anna Lea. Links to the 181 Swim-Master documents can be found at <http://www.usms.org/content/swimmer>.
3. **SWIM-MASTER Index Project** - Meegan has created an index for all 181 *Swim-Masters* to enhance content searches. The indexes were submitted in late July for addition to the page containing the links to all of the scanned *Swim-Masters* and have been uploaded by the National Office staff to the USMS web site.
4. **USMS National Record Chronology Project** – Committee members are making progress locating missing National Record chronology dates. With the availability of posted Swim-Masters on the USMS web site which contain a number of old results, the committee will focus on researching and locating as many of the missing National Record dates as possible. This will be a priority project.

Non committee members are invited to assist the History and Archives committee with this project.

To help search for National Records by a swimmer, go to “Records” on the USMS web site at http://www.usms.org/content/usmsrecords?utm_campaign=top_nav&utm_medium=events_and_results. Under the column titled, “Individual Records,” select “By Swimmer.” Additionally, go to <http://www.usms.org/comp/records.php?slt=s&ri=i> for the record list for a particular swimmer, then enter the last name (ONLY the last name). Currently, if you enter the full first and last name, you will get no list. If you enter just the last name, you will get a list that might include more than just the person you were looking for. If you need help with suggestions for names, please contact Archives@usms.org. There are many swimmers who have set National Records for which there is no complete date listed.

Please note the following when you look at a list: in places where there is a plus (+) sign to the left side in column one, you will need to click on the "+" to show more listings for the year. This is for instances where a record was broken more than once during the season.

To search the National Records by age group, go to “Records” on the USMS web site at http://www.usms.org/content/usmsrecords?utm_campaign=top_nav&utm_medium=events_and_results. Under the column titled, “Individual Records,” select “By Age Group.” Enter the course, gender, and age group, and click on the “search” button to view the current records. Then, click on each plus (+) sign to the left side in column one to view all of the chronological records for each event. Note the records missing full dates, and search for those dates.

5. **Relay Top 10 (On-line Posting) Project** - Pre-1994 Relay Top 10 lists are being converted for upload into the USMS Top 10 database. Both Walt Reid and Mary Beth and other helpers have been working to add swimmer IDs and to re-format the data for proper upload.
6. **Olympians who are USMS Members Project** - Additional Olympians have been added to the USMS Member Olympian list at <http://www.usms.org/hist/oly/>.
7. **Deceased Member Project** - The USMS registration database continues to be updated as more deceased members are identified and dates of death are located and verified
8. **Project to locate and scan USMS documents and to identify the dates for existing USMS convention documents** – Some unidentified convention documents from AAU Masters and USMS conventions with missing committee names or dates have been identified. Thank you to Betsy Durrant as well as other committee members and non-members for their diligent research. Additional convention documents need to be scanned, indexed, and posted onto the USMS web site. This is a priority for the coming year. Other committee members have been searching through old *Swimming World*, *Swim Swim*, *Swim*, and other Masters publications for Masters articles and relevant documents which may need to be archived.
9. **Project to locate and scan Open Water and Long Distance National Championship results** - This project has been on hold for several years, but will now become a major focus of the committee. A list of missing results can be found at www.usms.org/hist/missing_id-ow_results_1974_1991.pdf.
10. **Other H&A Projects** - Additional projects include: locating swimmers on the USMS 1970-1992 Top 10 lists who have not been assigned IDs; identifying swimmers with duplicate IDs; converting old registration hardcopy data into digital format; proofing swimmer stories; fact-checking, and completing special research requests. H&A has been helping to locate missing LMSC designations for Individual and Relay All American listings.
11. **Various History and Archives committee projects were reevaluated and prioritized.** The three tasks which will receive highest priority include the Open Water/Long Distance National Championship Results Project, the Convention Documents Project, and the USMS Records Chronology Project.
12. There were discussions regarding updating and adding swimmer stories and the required style format and photos.
13. **Special thanks** to Anna Lea Matysek, Tracy Grilli, and Jim Matysek for all of the help and services that they have provided to the History and Archives committee, to other committees, and to volunteers in general over the years. The History and Archives committee has greatly benefitted from having Anna Lea as our National Office Ex Officio representative who provided a great deal of quality assistance and was a methodical and meticulous researcher and proofer among her many other talents.

Tasks for the Upcoming Year

1. Upload the remaining Top 10 lists and errata to the USMS web site. Locate missing errata as well as clearer copies of some documents already posted and post any remaining Top 10 documents.
 2. Scan and upload clearer copies of Swim-Master and other USMS magazines and newsletters. Perform a second proofing of the Swim-Master index documents posted on the USMS web site.
 3. With the availability of posted Swim-Masters on the USMS web site, a major focus for the committee for next year will be to research and locate as many of the missing National Record dates as possible.
 4. Assist with the project to add more Relay Top 10 years to the online Relay Top 10 database.
 5. Continue to identify and add Olympians to the USMS Olympian member database. Continue to identify and verify deceased USMS members and dates of death and upload the information to the USMS registration database.
 6. Scan, index, and post missing AAU Masters and USMS convention documents onto the USMS web site.
 7. The project to locate and scan Open Water and Long Distance National Championship results will be a top focus.
 8. Identify USMS swimmers on the pre 1993 Top 10 lists who are missing IDs and dates of birth. Assign IDs. Identify duplicates in the registration database. Perform various fact-checking, research, and story update tasks.
 9. The meeting was adjourned at 12:00 pm.
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