

USMS Convention—Anaheim, California 2007

Committee Name:	Records and Tabulation	Session #:	1	Report #:	10
Committee Chair:	Mary Beth Windrath	Vice Chair:	Ed Tsuzuki		
Minutes recorded by:	Ed Tsuzuki	Date/time of meeting:	September 27, 2007 4:15pm		

Action Items:

None

Number of committee members present: 16 **Absent:** 7 **Number of other delegates present:** 17

Committee members present (list all, including chair and vice chair): Mary Beth Windrath (Chair), Ed Tsuzuki (Vice-Chair), Barbara Dunbar, Paula Smith, Nancy Ridout, Margie Hutinger, Walt Reid, Mary Sweat, Ed Saltzman, Julie Heather (ex-officio), John Bauman, Cheryl Gettelfinger, Jean Smith, Bruce Hopson, Cav Cavanaugh, Will Amos

Minutes

The meeting was called to order at 4:15pm.

1. Attendee introductions and specific committee member roles were reviewed.
2. Anna Lea Roof reviewed the Strategic Planning process. The most important focus must be on our members. Ed Tsuzuki reviewed the existing R&T objectives.
 - a. Long term strategy to build comprehensive times data base also addresses Customer focus.
 - b. Walt Reid suggested adding “timely record submissions” as a deliverable.
 - c. Julie Heather suggested developing a succession plan for the LMSC top ten recorder. Ed Saltzman to lead subcommittee to do this.
3. Mary Sweat reviewed the Procedures Subcommittee Recommendations.
 - a. Long Term objective – Create validated data base of all times. Ed Tsuzuki will lead the effort to define this strategy.
 - b. Reviewed Short Term objectives for improving R&T processes.
 - i. Julie Heather suggested that we create a R&T knowledge database of the committee’s documentation (e.g. procedures, templates, applications, FAQs, etc.) Ed Tsuzuki will create the repository.
4. Ed Tsuzuki reviewed the Pool Measurement Subcommittee Recommendations.
 - a. Re-evaluate proposed rule change for measurement of pools with moveable bulkheads.
 - i. Recommend to all meet directors that measuring of pool before meet is **highly** recommended.
 - b. Create data base of pools that have been certified for length.
 - i. Need to allow for specific identification of pool when one site has multiple pools of same course.
 - ii. Need to allow for exceptions (e.g. one lane too short).
 - iii. Need to identify someone to do this.
 - iv. Put on R&T Knowledge data base first.
5. Mary Beth reviewed the legislation proposal that all USMS swimmers must enter foreign meets as USMS members in order for times to be considered for USMS top ten.
6. Mike Collins has suggested a mythical club championships using top ten times by course.
7. Nancy Ridout informed the committee that non-FINA masters meets will not count for masters world records.

Tasks for the Upcoming Year

1. Update strategic objectives with increased focus on customer.
2. Develop succession plan for LMSC top ten recorder.
3. Create a database of pools and their certification status.
4. Work with Top Times group and USMS organization to understand overall strategy with regard to meet data base, standardization of meet data formats, and development of web tools on the USMS website. Develop high-level proposal (assumptions and requirements) for achieving vision.
5. Create on-line Records and Tabulation knowledge repository.

The meeting was adjourned at 5:52pm.