

Committee Name:	History & Archives	Session#:	Report #:
Committee Chair:	Kirk Clear	Vice Chair:	N/A
Minutes recorded by:	Kirk Clear	Date/time of meeting:	Aug. 6, 2024, 8pm ET

Actions Requiring Approval by the HOD: None

Motions Passed: None

Number of committee members present: 7	Absent: 0	# of other delegates present: 16
Committee members present: Kirk Clear (Chair), Maryanne Barkley, Barbara Dunbar, Jesse Feng, Terry Heggy, Anna Lea Matysek, Walt Reid		
Ex Officio present: Crystie McGrail (VP Local Operations), Daniel Paulling (National Office)		
Not present: 0		
Others present (guests): MJ Caswell, Sally Dillon, Marilyn Fink, Donita Flecker, Andrea Hahn-Lawson, Eric Hektner, Jim Izzi, Ann Marshfield, Ray Novitske, Sandi Rousseau, Doug Sayles, Robin Smith, Skip Thompson, Marnie Whitley, Mary Beth Windrath, Jill Wright		

Minutes –

1. **Welcome:** The Meeting was called to order at 8:00 pm EDT by the Chair, Kirk Clear, who welcomed all the attendees and outlined the agenda topics.
2. **Roll Call:** Kirk verified the presence of committee members and noted guests that joined the call. Committee members included: Kirk Clear, Chair (Florida LMSC), Maryanne Barkley (Ozark LMSC), Barbara Dunbar (San Diego - Imperial LMSC), Jessie Feng (New England LMSC), Terry Heggy (Arizona LMSC), Anna Lea Matysek (Florida LMSC), and Walt Reid (Pacific Northwest LMSC). Ex Officio members present were Crystie McGrail, Vice President, USMS Local Operations, and Daniel Paulling, National Office Representative (Florida LMSC). Mary Beth Windrath was present and is an integral part of the H&A committee although she is not officially a committee member.
3. **Approval of last Minutes:** Drafts of the minutes from the last meeting on 2/15/2024 were previously reviewed by committee members. Comments and feedback were incorporated into the document that was shared prior to this meeting. Barbara Dunbar moved to approve the minutes; Maryanne Barkley seconded the motion. All committee members approved the minutes.
4. **Project Updates:** Kirk noted current project progress and asked for any recent updates from the sub-committee members working those projects.
 - a. **In Memoriam Video.** *Brief Description: Remembrance of deceased individuals who were USMS members at one point.* Status Update: Anna Lea and Maryanne have created slides for about 80 individuals to date for this year's presentation. There will probably be a few more added. Terry will convert the slides into a video and then set the video to music. H&A had discussed making the slides a little simpler, with less information on each slide, so the whole presentation can run a little faster. Kirk added that the committee intends to work with the National Office to ensure more visibility for the presentation in addition to the views by those who attend the Annual Meeting. The link to the presentation should be positioned more prominently on the USMS webpage. H&A believes that many more USMS members would appreciate this video, but don't know that it exists.

- b. **Relay Top 10 Project.** *Brief Description: Conversion of Relay Top 10 hard copy data into digital files for each year and course, ensuring all swimmers have a USMS ID assignment, and uploading into the USMS Top 10 Relay database.* Status Update: Kirk noted that huge strides were made this year. The committee completed and posted the following Top 10 Relays: 1975 SCY and 1975 LCM, 1976 SCY and 1976 LCM, 1977 SCY and 1977 LCM, 1978 SCY and 1978 LCM, and 1979 LCM. All Short Course Meters (SCM) Top 10 Relays have been posted. Still to be completed are 1973-1974 SCY and 1972-1974 LCM Top 10 Relays. Barbara added that H&A periodically reviews previous postings, often finding and adding missing information. She stated that a lot of work remains to be done. With these older relays from the very early years of the organization, there are fewer entries to review, however there is a lot of missing information. Barbara added that data cannot be automatically added by being scanned. All data must be entered manually, proofed, and re-proofed extensively. One critical note is that H&A needs to ensure that additional directions are posted on the Top 10 search page to assist with the location of old Top 10 times. In the early years, the age groups for LCM relays were similar to those for SCY and were not cumulative. There should be a note on the search page explaining how to search for all of the possible age groups. Crystie stated that the H&A should draft explanatory text and send it to the National Office to add to the search page.
- c. **All-American Relay Project.** *Brief Description: Ensure Relay All-American achievements are recognized in swimmer's profile.* Status Update: Research is ongoing to add missing swimmer information including dates of birth and member IDs (or assigning member ID #s). Many swimmer IDs are missing for All American Relays from 1991-1996. Due to software constraints, all #1 relay members (i.e., All American Relays) must have a listed ID in order for the All American Relay status to appear for any one of the individual relay members. Work continues to assign and/or add IDs for members of all #1 relays. USMS IT should be able to assist by creating or modifying a program/software that does not require every relay member to have an assigned ID number in order for relay members to be identified as All American.
- d. **National Record Chronology.** *Brief Description: USMS maintains a database for the chronological listing of National records for all events and courses. This project aims to add precise record dates, since many older records were missing month and day.* Status Update: During this past year, H&A was able to locate more dates that were added to the Chronological Record Listings. Members are working to locate precise dates for additional individual and relay National records.
- e. **Living History.** *Brief Description: Project aims to come up with best practices on how to record and maintain local history. Involves researching LMSC websites and interviewing LMSC representatives, developing some best practices, and then sharing with LMSCs for consideration to implement locally.* Status Update: Research has been completed. Best practices are to be compiled and shared with the LMSC Development Committee for distribution or webinar. This could involve some H&A Committee members mentoring and/or assisting LMSCs. There is a need to evaluate levels of interest and next steps. Kirk plans to confer with the LMSC Development Committee regarding levels of LMSC interest.
- f. **Physical/ Digital Archives & Records Repository.** *Brief Description: Members and family members routinely send historical artifacts; but USMS currently has no way of inventorying and loading into electronic databases in a useable format that can be accessed by members and researchers. Many physical records are currently being stored at a member's home until the ISHOF Library/repository has completed renovations.* Status Update: There is a need to inventory records, and work with the National Office on an alternative repository location until the ISHOF renovation is complete. H&A wants to ensure that documents are not lost, or stored in a closet, or uploaded to some obscure database folder. H&A wants to ensure documents and other items are archived in a manner that is retrievable to researchers and members.
- g. **USMS Rule Book Project.** *Brief Description: Involves scanning old rule books and uploading to the USMS website.* Status Update: This year, H&A posted USMS rule books from 1981 through 1988. The full USMS Rule Books for 1989 - 1996, 1998, and 2000 still need to be scanned and posted to the USMS

website. H&A will follow up with former H&A committee member Skip Thompson and others who may have all of the missing hard copies.

- h. **Updating/ Maintaining Olympian List.** *Brief Description: Effort includes adding names of Olympians who are or have been USMS members and to confirm accuracy and veracity of USMS members who claim to have participated in the Olympics or were named to an Olympic team. Status Update:* Approximately 10 names were added to the Olympians list this past year. Of interest, the History & Archives Task Force discovered that there were 3,400 clicks on this webpage in 2023, far more than anticipated. The list is used frequently at National Championships and by many, many others.
- i. **Review USMS Website History Page.** *Brief Description: Update and maintain information on the History Page of the USMS website. Status Update:* There were a few updates made this year, most notably, H&A changed the title “Swimmer Biographies” to read “Stories about Swimmers.” This should clarify misconceptions that these are living biographies. Updating content on the History Page requires working with the National Office staff.

5. New Business/Other Topics:

- a. **Task Force Update:** Kirk provided an update on the Task Force established to look at the value that the History and Archives Committee delivers to the membership and its role in the strategic direction of USMS. The task force was also charged with looking at alternatives for completing the work of the committee. The Task Force completed its efforts in late February and submitted findings and recommendations to the USMS President and Board of Directors in March. It is Kirk’s understanding that members of the Board have seen the report; but these findings and recommendations have not yet been discussed in detail at that level. However, Kirk noted that there were no proposals submitted to Legislation to change any committee structure or present any changes to the House of Delegates this year.
- b. In the Chat box during the meeting, a guest noted concern that this year’s USMS Rule Book did not include committee members’ names which were only available online. The member asked that H&A ensure that names of committee members are included when the books are scanned. Anna Lea mentioned that H&A does not scan the new Rule Books; they are simply uploaded by USMS. USMS would need to add Committee Member names to the online Rule Book. Barbara added that it’s important those names be included as archived information; those lists are accessed frequently. Crystie noted that one of the issues this past year was that membership on all of the committees was not finalized by the time the Rule Book was printed. She agreed that there should be some way to save and archive those lists to ensure the information is not lost. Anna Lea noted that the names of all USMS Committee Members are in all of the Rules Books through 2023; names are just missing from the 2024 version.

6. **Summary:** Kirk wrapped up the meeting with a summary. He noted that he had previously submitted an Annual Report in accordance with the Annual Meeting requirements. The Committee will continue to work on its projects for the rest of the year. H&A will evaluate the Living History project and determine the next steps; collaborate with the LMSC Development Committee to understand the needs of LMSCs. H&A will consider a feasible repository for historical artifacts that is searchable and retrievable to members and researchers and will continue to review History and Archives page on the USMS website and provide recommended updates.

Crystie McGrail, USMS Vice President of Local Operations, encouraged everyone to join other committee meetings leading up to the USMS Annual Meeting and to listen in to the other projects going on to see if attendees have any interest in volunteering. Crystie thanked the History and Archives Committee members for their dedication, for being good stewards of USMS archives, and for ensuring H&A continues to move forward and make progress on its outstanding projects.

The meeting was adjourned at 8:42 pm EDT.

(These minutes were approved on 9/11/2024 by the H&A Committee members through email vote.)