

**Recognition & Awards Committee  
Conference Call  
Tuesday, December 11, 2012**

**Minutes**

Chair Sally Dillon called the meeting to order at 5:02 pm PST. Also present were Peggy Buchannan, Rich Burns, Betsy Durrant, Cheryl Gettelfinger, Heather Howland, Margie Hutinger, Ray Novitske, Lori Payne, Walt Reid, Nancy Ridout, Laura Val, and Robert Zeitner. Carolyn Boak, Hugh Moore, and Ed Tsuzuki were unable to attend.

**1. Amend R&A committee Policies** – Unfinished business from convention included proposed changes to the Policies. It was MSA (Zeitner/Buchannan) to approve changes to the R&A Policies:

a. Regarding the USMS Capt. Ransom J. Arthur M.D. Award:

Article C/1 - The official name was incorrect in the policies approved last March so the proposed change was to correct the name to read "Capt. Ransom J. Arthur M.D. Award".

Article C/10 – three issues: housekeeping - changing "is notified" to "notify"; also add an additional sentence: "If the recipient is not present at Spring Nationals, an announcement will be made at an appropriate break in the meet"; and finally, a clarification was made by inserting "for the recipient" in the last sentence.

b. Regarding the USMS Dorothy Donnelly Service Award:

Article D/7 – Clarification changing "Only" to "Up to" 15 DDSA awards shall be given each year.

Article D/8 & 9 – Separated two subjects by adding a new "9". Also clarified when the award is presented at convention.

**2. Award review**

a. Ransom Arthur (RJA) – The Call for Nominations will be in the Jan/Feb *SWIMMER*; nomination deadline is March 15. ALL committee members are entitled to vote as well as all past recipients of the award who are USMS registered in 2013.

b. Dorothy Donnelly Service (DDSA) – The Call for Nominations will be in the May/June *SWIMMER*; Nomination deadline is July 1. These deadlines apply to all other USMS awards as well. The R&A chair, vice chair, and the USMS president will select the honorees.

c. Club of the Year (COYA) – Seven people are on the selection committee: Ray (lead), Betsy, and Heather served from R&A, three from other committees and Ed Tsuzuki (the committee's EC VP). Efforts are made to assure that members have no connection to nominated clubs. Ray reported that in 2012 we received no nominees for the Regional division and three solid nominations for the Local division. Obviously, we are looking to increase nominations in 2013. All three R&A members agreed to serve again. Betsy asked if the nomination form might be too difficult for regional teams – particularly with regards to gathering the information. Heather said that with the Illinois LMSC she thought it hard to gather the information about coaches. Robert offered to look at the form and see how it would work for Illinois and Ray will check with Michigan, our past winner of the award to see how their experience went. It was agreed that others on the committee would do the same so Sally will send the form to all of our members who belong to regional clubs so they can test the difficulty level.

d. Communications – There are six people on the selection committee: Nancy (lead), Margie, and AJ Block represented the R&A committee and three from other committees. Nancy has agreed to be the lead again and Cheryl volunteered to replace AJ, who is no longer on the R&A committee.

**4. Projects & Discussions for the year**

a. Bids for RJA and DDSA pins – The final artwork has been done and Rich said more detail could be provided if bidders request it. Robert volunteered to send out the request for bids as he has a lot of contacts after handling awards for the Long Distance Committee for many years. The subcommittee (Robert, Nancy, Laura, and Rich) will all be involved in the bid writing and can suggest companies for bids. The subcommittee will narrow down the bids to 3 and make recommendations to the R&A

committee for a final vote. Previous RJA pins were 3/4" in diameter and made of 22K gold. We voted on the new design and on increasing the size to 1" in diameter at convention. Bids will ask for different quality gold in case 22K cost is beyond our budget. Previous DDSA pins were 3/4" in diameter and they will remain that size. They were cloisonné pins, which we will continue to spec in our requests for bids.

b. USMS Service Awards – At convention Sally, Ray, and Heather met with Club and Coach Services director Bill Brenner. He pledged support in our efforts to increase interest in the Club of the Year Award as well as the awards presented by the Coaches Committee. Other suggestions were:

1) Provide constructive feedback to individuals & clubs not selected – A letter was sent to those who failed to win, encouraging them to refresh their submission forms and submit them in 2013.

2) Put a link to the winning club's website on the USMS awards page – it was suggested that Jim Matysek or Ed Tsuzuki would be able to handle the links. Sally will provide them with a list of club websites that need to be added.

3) Provide press releases to local communities of clubs and individuals being honored. We discussed whether we should ask the clubs and individuals to provide contact info for local papers where we could send press releases. It was also suggested that we write up a press release and send it to the winners so they can distribute it as they see fit. It was agreed that the second option was the best one and Rich volunteered to write up the press releases. Sally will get the info to Rich about the various winners.

4) Provide a logo or graphic of the award that can be posted on club and/or LMSC website. Ray pointed out that the Michigan website has a photo of their Club of the Year Award. Rich said a JPG of the original artwork would be best and Sally offered to request that info from Kast-A-Way (they provide the banners each year).

5) Have a feature article in a spring issue of *SWIMMER* Magazine that focuses on most recent winners and announces the "call for nominations". Sally noted that this article would be in the May/June issue and it would contain a "call for nominations" for all USMS awards except RJA. The article would highlight honored clubs, coaches, and volunteers (some but not necessarily all) who were honored in September of 2012. There were no volunteers to actually write the article but it was suggested that different people could do a short write-up of various awards and we could submit them as a group to the USMS editor. The magazine staff would do a follow-up, with quotes from individuals and the finishing touch. For example, Nancy could write up a paragraph on the Communications award and staff could do a brief phone interview of Phil Whitten. Ray agreed to write up something on the Club of the Year. Rich, Nancy, and Laura agreed to work together on the committee's other awards. Heather will write up something on the two coaching awards. Sally will contact Hill Carrow about the National Championship award. The deadline for finishing this task will be January 15 so we can send it to Laura Hamel in plenty of time to be finished by her deadline for the May/June issue.

c. Service awards at the local level – providing encouragement to LMSCs and clubs. In our never-ending mission to encourage LMSCs and clubs to recognize the volunteers in their swimming communities, it was suggested that R&A committee members spread the word to LMSCs and clubs in their Zones. They can point everyone to the "Recognizing Your Volunteers" document about service awards that is on the USMS website in the Guide to Operations (located under the Volunteers tab). An offer of support and/or advice should be included when contacting LMSC and club leaders. Margie noted that her LMSC has encouraged every club to nominate a volunteer – to be recognized with a certificate at the LMSC annual awards dinner.

**6. Forum** – R&A members should visit the committee's discussion forum to see what issues the committee has "discussed" over the past few years. A summary of the last two discussions was distributed.

a. The COYA discussion led to revisions to the nomination forms, including a change to "submission" form.

b. The DDSA discussion led to revisions to the nomination details located on the website.

**7. IMSHOF** – Mel Goldstein was selected as the 2012 Honor Contributor! This is the only category to which we can make a nomination. Now that Mel has been honored, we need to move forward with our nomination of Ted Haartz, which has been on the “wait” list. Kelly Sharitt has been working on Ted’s nomination paperwork but she is no longer on the committee nor does she have time to commit to the project. Lori volunteered to complete the project and Sally will forward what has been previously done. All work on this project must be done by March, when Walt believes the call for nominations will take place. It was suggested that Lori confer with Tom Boak, Penny Taylor, and June Krauser for additional information as needed.

**8. New business**

a. The committee was polled regarding the best day and time to hold a future conference call. There were no objections to Sundays – in fact it was preferred by the majority. Some thought 6 pm PST was too late to start and one said 4 pm PST was too early. All agreed 4 pm was fine if on a Sunday. Sally noted that the committee does most of its business on our discussion forum or by email but any future conference calls will be focused on Sunday if at all possible.

b. Ray brought up the committee’s policy about how often a club can be a nominee for the Club of the Year Award. Our policy of “LMSCs may nominate clubs or clubs may nominate themselves. Once a club receives this award, they may not be nominated again for five years” may not be adequate. He suggested we consider revising this number. It was agreed to make this our first forum discussion.

Having no further business it was MSA to adjourn at 6:10 pm PST.

Note: Regional clubs are as follows:

AFAM  
AKMS  
ARIZ  
CMS  
FACT  
GAJA  
HIMA  
HMS  
IAMA  
IM  
MICH  
MM  
NCMS  
NEM  
NIAG  
NMMS  
OREG  
PNA (renamed – now PSM)  
SKY  
SMS  
SWOM  
UTAH  
WMAC  
WMSC