

Committee Name:	Recognition & Awards	Session #:	Report #:
Committee Chair:	Ray Novitske	Vice Chair:	Sally Dillon
Minutes recorded by:	Ray Novitske	Date/time of meeting:	Aug. 30, 2015 8:00 pm EST

Motions Passed:

none

Number of committee members present: 15	Absent: 2	Number of other delegates present: 0
Committee members present (list all, including chair and vice chair): Chair, Ray Novitske, Vice Chair Sally Dillon, Rich Burns, Maria Elias-Williams, Megan Lassen, Hugh Moore, Mark Moore, Lori Payne, Nancy Ridout, Laura Val, Robert Zeitner, Erin Matthews, Cheryl Gettelfinger, Tracy Grilli – ex officio, Chris Stevenson - EC		

Minutes

The meeting was called to order at 8:00 pm EST

1. Housekeeping

- a. Ray noted that members with knowledge of the award results should not mention names during the meeting.
- b. Ray will take meeting minutes in lieu of no volunteers stepping forward.

2. Award recipients

- a. We will display at convention photos of the recipients for our awards and the awards of other committees. Robert agreed to help contact the other committees to determine their recipients. Megan agreed to help as needed.
- b. We will develop press releases for award recipients, with the exception of the Coaches Committee awards, which will be handled by them. The releases will be sent after the announcement of the recipients at convention. This year we will work with the National Office staff to develop the materials. Rich, Cheryl, Maria, and Lori volunteered to write releases and Ray will provide the necessary information. The press releases will be accompanied by instructions for distribution to LMSC and club news editors and webmasters. We will also attempt to send the information to the recipient's clubs and/or workout groups.
- c. Ray will send the names of the Dorothy Donnelly honorees to Tracy so she can prepare the certificates.
- d. Ray, Chris and Sally will meet with Laura Hamel and other staff at some point during convention to discuss better methods for promoting the service awards. One suggestion was to announce the Ransom Arthur Award recipient at a time other than at Spring Nationals in order to avoid competition with the meet news. After discussion, it was decided that the presentation and announcement at Nationals was preferred as it promotes not only the recipient but also the award. Ray will discuss with Championship Committee chair Jeff Roddin ideas for promoting the announcement and award either in the meet program or the emails leading up to the meet. We could consider including all nominee's names in the announcement, or develop another way of holding swimmer's attention during the presentation.
- e. Ray asked the committee to review the awards page on the web site and offer suggestions for improvement; responses are to be sent before convention. We will present ideas at the Publications staff meeting during the convention.

3. Promotion of Local Service Awards

- a. Sally reported that a subcommittee including Laura, Mark, Megan, and Robert developed templates for LMSCs to use for coaches, appreciation, contributions, and distinguished service awards. The templates allow personalization with fill-in blanks for information. They will be made available to LMSCs so they can develop their own service awards. A summary document was also created.
- b. Sally has been working with LMSC Development Committee chair Paige Buehler to arrange for thank you gifts. After consultation with the Kyle Deery of the National Office, it was decided to investigate the possibility of a USMS supplier branding a handful of items that the local organizations could purchase directly. More information on this ongoing project will be available at the convention.
- c. An electronic template of thank-you note cards can be developed and sent to local organizations for their use. The card would be set up to accept a customized message, which could be printed and sent by the local organization. Nancy mentioned that past committee chair Julie Heather had developed such a template, but Sally noted that its whereabouts is unknown. It was agreed that although electronic thank-yous are possible, mailed handwritten notes could convey a deeper appreciation of service.

The meeting was adjourned at 8:50 pm EST