

5 USMS R&A Committee Meeting Notes 5-17-26, 7:30 PM ET
2026 Recognition & Awards Committee US Masters Swimming

Committee Name: Recognition & Awards	May 17, 2026 Meeting
Committee Chair: Tara Mack "TMack"	Vice Chair: Caitlin Gagnon
Minutes recorded by: TMack & Zoom AI	Meeting Date/Time: 5/17/2026; 7:30pm ET

Actions Taken:

Number of committee members present: 7	Absent: 7	Guests: 0
Committee Members Present: Tara Mack "TMack" (Chair); Caitlin Gagnon (Vice Chair); Sara Dunn; Jane Moore; Michael Moore; Beth Nymeyer; Crystie McGrail (VPLO)		
Committee Members Absent: Rich Burns; Hill Carrow; Emily Cook; Hayley Martin; Ann Marshfield; Nancy Ridout; Dan Underbrink; Daniel Paulling (Ex-Officio)		
Guests: n/a		

The meeting was called to order at 7:34 pm ET by Caitlin Gagnon. Meeting agenda [here](#)
Thank you for running the call, Caitlin!

1 Welcome: "Roll Call": TMack recorded attendance.

2 VPLO Report, Crystie:

VPLO Report, Crystie: "Just two things. One, that they're working on finalizing the volunteer relay schedule, in some of the sessions, and I do believe that there is a plan to present awards at that, so we'll just make sure that we keep in touch with them about what that looks like, and what type of format you guys would want to see it in, or what's possible. So just kind of having it in the back of the mind, what that could be."

"And then the second thing is that this is an election year for at-large board of directors, so if you know anybody who's interested in running for the USMS National Board of Directors, encourage them to take a peek at the elections page and take a look at what's available. And if they have questions, they can reach out to me. Or anybody who's currently in an at-large role."

Caitlin asked about the video and where that would be shown. Crystie mentioned that because Convention is virtual this year, it could be used for both and to consider recycling content to have it available for both convention and relay.

Crystie shared that the idea as of right now is that Coach of the Year and the RJA awards might be presented at Relay in person.

3 Minutes were previously approved. Thank you

4 2026 Awards: Caitlin mentioned that the updated Awards are posted. She highlighted that our changes were added and uploaded. All of our concerns were addressed and solved. This included being able to start and save a nomination in progress.

TMack had shared that the national office has a new hire whose name is Meredith, and she has been great to work with and that between Jessica and Meredith the changes and tweaks have been incorporated for ease of nomination process. This includes PDFs of the nomination questions. There are additional tweaks to be added to the RJA and these have been sent in and will likely occur by Monday.

Caitlin reminded us to each look at at least one awards page and check it over for completion.

Michael asked if we had received any nominations yet. TMack said she had not. Michael mentioned he could run another test as Donald Duck for the RJA to test the process. TMack said yes please, and perhaps Donald will be a front runner.

5 Awards email campaign, Caitlin

Caitlin shared that the R&A focuses on direct outreach to promote award nominations through two means:

1 email

2 social media

Caitlin mentioned she has a form letter that she used and shared last year and can share it again. (She mentioned she searched her drive and TMack said she can share it back to her.)

The approach has been to have a 'sign up' sheet for R&A committee members to reach out to people we know and our own LMSCs. We can then customize the letter (names, LMSC, dates, etc) and send these out for a more personalized touch and ideally to promote nominations.

It was noted that the 'form' emails are still problematic and that we can use the best resources possible at this time. Caitlin mentioned she has a list and has direct emails and TMack also shared that she dug through team websites and other locations last year to create a more up to date and functioning email list. Crystie mentioned it is still an area of improvement for the national office as the alias feature does not always work consistently. TMack mentioned that ideally we can get this task sorted out as a final big project for better communication across the USMS community. (Post meeting thought: Use JotForm and ask LMSCs to fill in updated info)

The process is that R&A committee members send the info/invite email to people we know or LMSC chairs, and possibly Zone chairs, to gain more nominations. TMack and Caitlin will coordinate their lists to make one list and share that with the R&A committee for sign ups.

The second direct outreach is via social media. Caitlin put 2026 social media tiles into the R&A community for ease of access for all LMSCs, Clubs, everyone.

Michael shared that he sent out information to all of the LMSC chairs. Caitlin confirmed that she received that. Michael was glad to know it worked.

Caitlin shared that she will also create a video to use to promote the Awards and the nomination process and deadline of July 1st.

Caitlin shared a link to the social media tiles in the USMS R&A community. That link is [here](#). She then shared:

“The square images or tiles are linked in Community and you can give them to your LMSC or your team's social media person, and they can use these, to be scrolled through, and then put a link to just the generic awards page, or if there's one that you really want to focus on, as an LMSC, like, you want to send in 20 Kerry O'Briens. Just post that one, that's fine. When you go to the community, this Google Drive link will take you right here.

And these are the same as last year. This one is meant to be a cover, and then you can put them in whatever order you so desire.

Any questions about the social media images?” (None were heard.)

The focus now is: Promote, Promote, Promote.

6 Subcommittees- will organize June 14th

TMack mentioned that we will utilize the same subcommittees that we had during the April meeting and also addressed that we likely don't need a meeting in June because the nominations will still be open, but we would want to have 2 meetings in July, dependent on subcommittees. TMack will share the subcommittees list by R&A email and ask for any changes/requests and then we can proceed in July when the process is at its peak. The subcommittee chairs can work with the subcommittee members on meeting date(s) and time(s).

7 Other business- Additional meeting(s) Early July in subcommittees

Caitlin highlighted that we won't need a June meeting.

Discussion about the potential process included Michael sharing his experience and rough estimates of timeline from last year as an example for the committee and anyone new or as a great reminder of the process.

Michael shared: (paraphrased by TMack)

On or about July 7, have all nominations in a standard format. Noting that JotForm will assist on this. July 14th send the nominations to the subcommittee members for their review. Have one (1) week to look them over and form their individual voting plans. Vote on or by July 21.

At the end of the month, we will know the recipient and coordinate with the national office regarding awards and location of presentation as needed. (In person or by video, etc.) Thank you, Michael. Very helpful and was a similar timeline for all awards.

Caitlin requested that for homework we look at the community and chart/times. AND sign up on the LMSC spreadsheet to Email people- and email them!

8 Adjourn: Michael made the Motion to adjourn and TMack 2nd. The meeting adjourned at 7:54 PM ET.

TMack will send an email to conform subcommittees and the next meeting will likely be early July by subcommittees.