

Committee Name:	History and Archives	Session #:	Report #:
Committee Chair:	Barbara Dunbar	Vice Chair:	Meegan Wilson
Minutes recorded by:	Meegan Wilson	Date/time of meeting:	Thursday 2/16/2017 5 pm PST

Number of committee members present: 8	Absent: 4	Number of other delegates present: 0
Committee members present (list all, including chair and vice chair): Barbara Dunbar, Meegan Wilson, John Bauman, Alan Bernard, Rich Burns, Betsy Durrant, Jayne Saint-Amour, Chris Stevenson, (VPLO)		
Absent: Maryanne Barkley, Marcia Benjamin, Margie Hutinger, Anna Lea Matysek, (National Office)		

Minutes

The meeting was called to order at 5:02 pm PST

1. Relay Top 10 Database Integration Project:

The project to convert Top 10 paper files into formatted data files for uploading into the USMS Top 10 database was put on hold in late 2016. Previously, the 1989 Top Ten relays data was completed and uploaded into the Top 10 database. Additional progress was made for 1976-1979, 1987-1988, and 1992. The project was put on hold in late 2016 due to the immense volunteer time requirement. Walt Reid volunteered to continue the work to convert the data into the format required for uploading into the USMS Top 10 database which involves IT project EEEM-67 to incorporate the historical Top 10 relay data into the USMS Top 10 database. John Bauman stated that he had a lot of old relay data which he will send to H&A chair Barbara Dunbar.

2. Top 10 Publication Project (Booklet, List, and Errata for Relay and Individual or Combined):

This project was started in November 2015 because the larger Relay Top 10 Data Integration Project was proving to be an overwhelming task for volunteers. All published Top 10 Booklets or Lists and associated Errata for 1971 onward have been located, scanned as originally printed, and converted into searchable PDF format when feasible. The Top 10s and errata are being posted at <http://www.usms.org/content/top10print>. The project is assigned to Meegan Wilson, Barbara Dunbar, & Anna Lea Matysek and should be completed shortly.

3. National Record Chronology Project:

The project to research and locate missing dates in the chronology of USMS/National Records is underway. To view dates or dates for an individual, go to web page <http://www.usms.org/comp/records.php?slt=s&ri=i> and enter a name to view records for that person. To view all listings for when a record was broken, click on the "+" sign. Incomplete dates need to be identified. 200 missing dates have been found, but more need to be located. Searching old meet results is necessary to locate these missing dates. This project is assigned to Alan Bernard, Rich Burns, Marcia Benjamin, and Betsy Durrant although Barbara encouraged all H&A members to help. Found dates are to be sent to Barbara who forwards the dates to the USMS Records Recorder for upload.

4. SWIM-MASTER Project:

SWIM-MASTER editions from 1971 – 1991 have been scanned into pdf format. Pages will be aligned and made as searchable as possible. Anna Lea will post the Swim-Masters onto the USMS website. Meegan has completed indexing each issue and is finalizing the index. After Swim-Masters are posted onto the USMS website, committee members will be able to search for specific meet results, etc. by using the indexes and viewing documents. This is an important research tool. Meegan and Barbara will have the Swim-Masters posted soon.

5. Identification of USMS Top 10 Swimmers With Missing ID Project:

The project is to identify 1262 swimmers from the 1970-1992 Top Tens who have not been assigned permanent IDs due to missing information (mostly birth dates). See "http://www.usms.org/hist/tt_swimmers_no_id.pdf" for the lists showing swimmers alphabetically (pages 1-11) and by LMSC designation (pages 12-38) with "unknown (00) LMSCs" at the end. The project is assigned to all H&A members. Barbara, Meegan, John, Rich, Jayne, Betsy, and Anna Lea have provided recent input. 64 swimmers have been identified.

6. Locate, Scan, and Post Missing AAU and USMS Masters Documents:

The focus on convention minutes (as well as National Championship meet results and Top 10 Lists).

a. Convention documents (<http://www.usms.org/admin/minutes/index.php?GROUPID=&EVENTID=75>) are being reviewed by Marcia to ensure that content matches the title and that links are going to correct documents.

b. Missing convention documents are being located, scanned and sent to Anna Lea for posting. (Assigned to Meegan, Barbara, and Anna Lea)

c. Some unidentified convention documents need to be reviewed and researched to identify the originating committee and convention year. Betsy sent the unidentified document lists to various people. A list of located dates and committee names is being created. (Assigned to Barbara, Meegan, John, Marcia, Betsy, and Gail)

d. H&A has compiled an easy reference document containing Major Rules Changes from 1987–2017. A timeline of relay rules changes is being documented. (Assigned to Barbara and Meegan)

e. The documentation of pre-2012 USMS Committees and their members (WEB-9 IT to track volunteer leadership over time and link to member records) has been put on hold until other projects are completed.

7. USMS Historical Timeline Project:

Research, documentation, verification, and archiving of the USMS Historical Timeline and historical documents continues and has been assigned to Meegan & Barbara.

8. Open Water and Long Distance National Championship Results Project:

H&A Committee members were asked to view a list of missing official 1974 – 1991 Open Water and Long Distance National Championship results at http://www.usms.org/hist/missing_ld-ow_results_1974_1991.pdf and requested to ask older swimmers in their LMSCs for old meet results. Since early open water results were not officially documented, there is probably no hope in finding every result, unless someone took a picture of the posted results following an event. H&A is also verifying that all 1992 and later OW and LD National Championship results are posted onto the USMS website. Barbara and Meegan are scanning results into a searchable format, if possible, for posting onto the USMS website. Some progress has been made.

9. Olympian Masters Project:

Identifying “Masters Swimmers who are Olympians” is ongoing. See <http://www.usms.org/hist/oly/> for the list. This project is assigned to Gail but all H&A members can help. Any Olympian of any sport who is or has been a member of USMS should be on this list. Alan will make a request on one of the discussion forums he uses.

10. Deceased Member, Date of Death (DOD), and Identification of Deceased Members Project:

The project involves the identifying deceased members who are not listed as deceased in the USMS registration database (see <http://www.usms.org/reg/deceased.php>) and locating dates of death (DODs). Dates of death (DOD) must be verified so that Anna Lea can update the registration database records. Jayne, Anna Lea, and Barbara are working on this project. All H&A members were encouraged to review the list and help.

11. Identification of Swimmers with Duplicate IDs and ID Consolidation of Swimmers with duplicate IDs:

Swimmers are being identified, verified, and sent to Anna Lea to update. (Assigned to John, with help from Barbara & Meegan)

12. Factual Review of Recognition & Awards Stories, Bios, and Award Notices:

Fact checking of stories, bios, and notices is done when requested by R&A. (Assigned to Meegan & Barbara)

13. Special Research Requests Project:

Periodically, the H&A chair and vice chair confidentially research registration or top ten databases or search other documents to verify statements, data, or information. (assigned to Barbara, Meegan, and Anna Lea.)

14. Old Registration Data Project:

John converted old paper registration lists and documents into digital format and added missing dates of birth. The data was sent to Anna Lea for incorporation into the USMS registration database via IT Project REG-1247.

15. Link Checking Project:

This ongoing project includes checking various links on the USMS website, locating and reporting bad links, and providing the correct link address. Sixteen broken links found on the National Championship page were reported to Anna Lea along with correct link addresses. (Assigned to Jayne and Meegan, but all can help.)

16. Swimmer Stories Project:

The project includes updating, correcting, and checking links of existing stories and fact checking new stories. Discussion came up about how to submit new stories for inclusion on the USMS website. Due to the addition of new writing guidelines implemented by the National Office, adding new stories has become much more difficult. H&A cannot directly upload stories anymore. Rich will talk to Laura Hamel to see what can be done to get historical articles and swimmers histories posted on the website. (Assigned to Meegan, Jayne, and Rich)

17. The H&A meeting at convention is scheduled for Thursday, September 13, 2017, from 11 am to 12 pm, at the Hyatt Regency Dallas at Reunion, in Dallas TX.

18. Committee projects were prioritized for this year. Note that all projects are important and need to be worked on throughout the year. For this year, the projects which benefit the most USMS members or which greatly enhance the committee's ability to perform research on other H&A projects are itemized at the top of the priority list.

- a. Top 10 Publication Project (Booklet, List, and Errata for Relay and Individual or Combined):
- b. SWIM-MASTER Project
- c. Open Water and Long Distance National Championship Results Project
- d. National Record Chronology Project:
- e. Locate, Scan, and Post Missing AAU and USMS Masters Documents
- f. Deceased Member, Date of Death (DOD), and Identification of Deceased Members Project
- g. The above were followed by the remaining projects, all of which are important.

The meeting was adjourned at 5:56 pm PST