

Committee Name:	Records & Tabulation	Session #:	1 of 1	Report #:	
Committee Chair:	Jeanne Seidler	Vice Chair:	Greg Danner		
Minutes recorded by:	Greg Danner	Date/time of meeting:	Sun, Jan 11 2015 / 8:30 pm EST		

Motions Passed:

1. None

Number of committee members present:	13	Absent:	1	Number of other delegates present:	0
Committee members present: Jeanne Seidler (Chair), Greg Danner (Vice Chair), Mary Beth Windrath, Chris Stevenson (EC), Walt Reid, Kim Thornton, MJ Caswell, David Bergquist, Hans Van Meeteran, Mary Sweat, Jim Matysek (ExO), Cheryl Gettelfinger, Mike Abegg.					

Minutes

The meeting was called to order at 8:30 pm EST.

1. **Minutes from Convention approved at Convention (Normally will have a motion to approve minutes from last meeting and open discussion, if discussion needed.)**

No further discussion.

2. **Announcements ... Rule Books, Legislation year, Proposals for Legislation, Thanks for volunteering for this committee, committee intros.**

No further discussion.

3. **Summary from BOD meetings by VP Chris Stevenson.**

The BOD meets once a month. Recent meetings revolved around the upcoming Leadership Summit in March. One goal is trying to get all the LMSC chairs on the same baseline with USMS. Volunteer recruitment is very important and will be covered during the Summit. The Open Water Task Force is attempting to get rid of \$1000 surcharge on OW events. Sanction, Branding, and the Recognition Task Force are also areas of focus.

4. **Records Web ... Thanks to the efforts of Walt Reid and others, the record progression of relays and individual events are now posted on the USMS Records website. This was a huge multi-year effort in which many historical documents and websites were used to assemble the data. But, some of the old records are missing data. The intent is to ask the swimming community to review the data and fill in any missing information. But, this committee will be the first reviewers of the data to get feedback on the review process. Over the next week, please review the historical data on the Records Web and give me feedback on your experience of the review process. If you can fill in the blanks on any of the relay history, please e-mail Walt with the following:**
 - a) Requests for "missing" records (if you see a spot where there should be a record and you have the data.
 - b) Full dates of the swim – A lot of the older records were taken from Swim Master and all we have is the year.
 - c) Full names of the swimmers – some of the older relays only have an Initial for the first name.
 - d) Any errors you see in the records.

The records progression has been documented and they are as complete as they can be based on the documents and sources that were available. This is open to the public to review and possibly compare with their LMSC records, since there may be missing information. How to proceed on this identification process? Streamlines may be utilized to inquire with the membership, but better to use this committee as a test case on providing feedback. The progression for any record can be found by going to Results – Pool – Records (per Jim), selecting a record and hitting the plus symbol next to the swim. Members should Email Walt if there are errors or additional information can be provided (dates, names, etc.).

5. **Mentoring TTRs. Need one or two volunteers to handle mentoring of new TTRs on case by case basis.**

Kim Thornton, Mary Beth Windrath, Mike Abegg, and Mary Sweat have volunteered to mentor TTRs.

6. **Projects List for IT Committee ... List has been on the forum. New requests.**
 - a) Pool Measurement Database
 - b) Records identification in meet results

c) Records Web (must apply to Communications to publish review request & I expect we probably need to isolate data to be reviewed as a list (similar to individual missing names list.)

All pool measurement forms that were submitted in the past have been scanned by Walt.

7. Recent discussion on clubs re-branding (e.g., changing 4-letter ID) and how to handle during transition period of Nov-Dec each year.

When a TTR is working on a meet in November or December, they have to know what registration the person has when the meet was held. If they have registered for the next year and the old number is used, there's no way to tell when the new registration number is in effect. Effective date in the display would be useful for TTRs. The TTRs may have a problem trying to process the meets if a club has re-branded. The problem is especially on relays: some members are already registered for the next year with the new club name and other members on the same relay are still registered under the old club name. In the past they are manually corrected since the system flags the relays. Hy-Tek has no way to handle this issue. Can we address it with web tools? Policy question for the committee: should we throw those relays out if they are mixed and matched or should we set all swimmers on the old name? When registering for the New Year, the 60 day club change does not apply. This may be up to the Registration Committee to decide. Jeanne says in the past that Registration indicated the members should be put on the same club for the purpose of the relay. She will add something for GTO on how to address this.

8. Pool Measurement documents out of date on LMSC websites. Need 3 volunteers to review LMSC websites for out-of-date Top Ten documents.

Cheryl Gettelfinger and MJ Caswell volunteered.

9. Changes to Guide To Operations. Cheryl Gettelfinger and I discussed adding more info to GTO regarding Top Ten instructions for processing recognized meets. Please review GTO and e-mail any changes Steps to take to address this point or other points that you feel need to be in the GTO.

Tabled.

10. New Topics?

Anna Lea Matysek may be working on a meet directors' guide.

11. Last call for speakers

Hans had some questions regarding the pool measurements database. Hans asked about different measurements from time to time on the same pool: What ends up in the database when new measurements are taken regularly? He suggested that some type of control should in place. If all lanes measured: Walt assumes they're all the same quality. Walt stated that he won't keep a surveyed measurement over a laser measurement. Even if only a bulkhead measurement is necessary, if all lanes are measured, Walt keeps the most current. Walt is not aware if there are physical changes to the facility, so he keeps the latest measurements. Committee members suggested having local procedures, such as the TTR from the LMSC should be on hand during measurements to confirm accuracy.

12. Establish next meeting dates

To be determined.

13. Adjourn

Motion made to adjourn and seconded. Motion carries unanimously.

The meeting was adjourned at 9:35 pm EST
