

<b>Committee Name:</b>	<b>History &amp; Archives</b>		
<b>Committee Chair:</b>	<b>Meegan Wilson</b>	<b>Vice Chair:</b>	<b>Barbara Dunbar</b>
<b>Minutes recorded by:</b>	<b>Barbara Dunbar</b>	<b>Time: 8:30 – 9:35 PM EDT</b>	<b>Date: March 31, 2015</b>

**Motions Passed:**

1. **MSA to approve the USMS History and Archives committee January 18, 2015, meeting minutes.**
2. **MSA to adjourn the meeting at 9:35 PM EST**

<b>Number of committee members present: 12</b>	<b>Absent: 4</b>	<b>Number of others present: 2</b>
<b>Committee members present: John Bauman, Joan Campbell, Jennifer Carlson, Barbara Dunbar (Vice Chair), Cheryl Gettelfinger (Ex Officio - Recognition and Awards Liaison), Margie Hutinger, Gail Roper, Jayne Saint-Amour, Christopher Stevenson (Ex Officio – Vice President of Local Operations, Executive Committee), Frank “Skip” Thompson, Meegan Wilson (Chair), Marie Vellucci</b>		
<b>Non-committee members present by request: Ginger Pierson, Walt Reid</b>		
<b>Committee members absent: Kimberly Lloyd, Anna Lea Maysek ( Ex Officio, National Office), Steve White, Ken Winterberger</b>		

**Minutes**

- I. History and Archives chair Meegan Wilson called the meeting to order at 8:30 PM EDT.
  - A. The vice chair established attendance during roll call.
  - B. **MSA to approve the USMS History and Archives committee January 18, 2015, meeting minutes.**
  
- II. Discussion of ongoing projects
  - A. Conversion of pre-1998 Top Ten Relays for eventual uploading to the USMS web site
    1. Digital Conversion of Top Ten Relays:
      - a. Jennifer Carlson has digitized the 1987 SCY Top Ten Relays and incorporated the errata. She is adding missing first names and needs a better copy of the original paper version.
      - b. Non-H&A assistant Ginger Pierson completed the conversion of the 1988 SCY Relay Top Tens with help from Nancy Ridout, Gail Roper, and Barbara Dunbar and has submitted her list to Walt Reid for the next step in the project.
    2. Addition of missing first names and permanent IDs to Top Ten Relay files:
      - a. Meegan Wilson completed digitizing and adding first names and IDs to the 1989 SCY Top Ten Relay file. Mary Beth Windrath, with help from Jim Matysek and Walt Reid, posted the 1989 SCY Top Ten Relays on the USMS Top Ten web site as of 3/28/2015.
      - b. Steve White will add missing information to the 1990 SCY Top Ten Relays.
      - c. Kim Lloyd will add missing information to the 1991 SCY Top Ten Relays.
      - d. Barbara Dunbar is making progress with adding missing first names and IDs to the 1992 SCY Top Ten Relays file.
      - e. Ken Winterberger sent a report that he is making progress with adding missing first names and IDs to the 1993 SCY Top Ten Relays.
  - B. Swimmer Story additions, updates and corrections:
    - a) Jayne Saint-Amour reviewed all existing History and Archives Stories on the USMS web site for link and other problems and compiled a list of updates and corrections which Meegan transmitted to the National Office for implementation.

- Jayne has written one story and is working on others.
- b) Margie Hutingler will be sending stories to the H&A Chair to add to the web site.
- c) Cheryl Gettelfinger is working on additional new stories and has edited fifteen 2014 Dorothy Donnelly Service Award recipient stories and the Communications Award recipient's story. Meegan received permission from the authors to post the stories, received approval from photographers to post photos, and transmitted stories and photos to the National Office on March 14, 2015 for uploading. One story still needs permission to post.
- d) Following a request for a story update from Tank McNamara, Barbara Dunbar wrote the update which has been forwarded to the National Office for uploading.
- e) In reply to Meegan's suggestion that Swimmer Magazine consider a story about Tank McNama's testicular cancer, magazine editor Laura Hamel reported that she is in the process of creating a story ideas submission list.
- C. Deceased project to identify deceased members and dates of death from a list of 4000+ members who were born before 1934:
  - a) The committee has located and verified more than 1350 dates of death and located links to obituaries. Updated lists are sent periodically to Anna Lea Matysek who enters the deceased status and dates of death in the USMS registration database.
  - b) Barbara is researching member names starting with A-F and has made considerable progress.
  - c) Kim Lloyd is working on names starting with G-L.
  - d) Ken Winterberger is researching names starting with M-O.
  - e) Jayne Saint-Amour has completed names beginning with P, Q, and R.
  - f) Cheryl Gettelfinger has made good progress with the S-V names.
  - g) Anna Lea Matysek is working on the W-Z names.
  - h) Barbara and Meegan are working on a separate, additional list of 17 names of members who appear in the database as deceased but without a date of death. In the process, Meegan identified an Oral History entry which was incorrectly attributed to one of the names on the list. Anna Lea will update.
- D. Barbara continues to identify Top Ten Swimmers who need permanent IDs and to identify USMS members who have duplicate IDs in the USMS database.
- E. John Bauman has completed converting the paper 1987 registration list into a digital format and is working on the 1986 list. He needs a copy of the original list which shows the registrations at the bottom of each page.
- F. Gail Roper and Anna Lea are updating the list of Olympians who are USMS members. An additional 29 Olympians were recently identified and will be added to the list along with information about their events to be added by Gail. Gail will also identify the names of Olympians who are now deceased.
- G. Barbara and Meegan continue to search for Open Water, Long Distance, and Postal National Championship official results missing for 1974-1991 and to scan located Championship results for posting onto the USMS web site.
- H. Walt Reid, Barbara, and Skip Thompson continue to research and locate missing dates (month/day) for old pool National Records which contain only the year they were set.
- I. Barbara and Meegan have begun locating early USMS documents for scanning and archiving.
- J. Barbara and Meegan have done preliminary work on a USMS historical timeline.
- K. Marie Vellucci asked about the process for locating permanent IDs and for requesting assignment of a permanent ID once a missing date of birth is located.
- III. Adjourn at 9:35 PM EST – **MSA to adjourn the meeting at 9:35 PM EST.**  
(Minutes recorded by (Barbara Dunbar))