

Committee Name:	History and Archives	Session #:	Report #: Conference call #1
Committee Chair:	Barbara Dunbar	Vice Chair:	Meegan Wilson
Minutes recorded by:	Meegan Wilson	Date/time of meeting:	January 31, 2016, 5 - 6 pm PST

Actions Requiring Approval by the HOD:

1. None

Motions Passed:

1. None

Number of committee members present: 12	Absent: 2	Number of others present: 0
Committee members present (list all, including chair and vice chair): Barbara Dunbar (Chair), Meegan Wilson (Vice Chair), John Bauman, Jennifer Carlson, Margie Hutinger, Lucy Johnson, Phillip Luebke, Gail Roper, Jayne Saint-Amour, Marie Vellucci, Chris Stevenson (VPLO), Anna Lea Matysek (National Office)		
Committee members absent: Marcia Benjamin, Betsy Durrant		

Minutes

The meeting was called to order at 5:00 pm PST (8:00 pm EST) by Chair Barbara Dunbar who welcomed attendees. The meeting agenda included review of projects, project assignments, and project priorities. Members were reminded to view the History and Archives section on the USMS website, http://www.usms.org/hist/?utm_campaign=top_nav&utm_medium=about_usms, located in the "About USMS" drop down menu, for helpful information and documentation.

1. National Record Chronology Project

- a. The USMS Record Recorder posts new, verified National Records and updates and maintains the chronological list of prior records. H&A is helping to locate missing dates. Barbara assigned this project to all committee members and gave specific assignments to herself, Gail, Lucy, Chris, and Margie.
- b. Committee members were asked to go to <http://www.usms.org/comp/records.php?slt=s&ri=i>, check for missing record date information, and send updates to Barbara. The missing dates will be sent to the USMS Records Recorder Mary Beth Windrath for uploading to the USMS website.

2. USMS Identification of Top 10 Swimmers (Missing ID) Project

- a. All committee members were assigned to this project and asked to review the alphabetical and LMSC-sorted unidentified swimmers lists located at http://www.usms.org/hist/tt_swimmers_no_id.pdf, find missing information, and solicit help from LMSC members. The swimmers on these lists do not have a USMS ID because of missing dates of birth or first names, name changes, misspellings, or foreign status. If the LMSC is missing, then "00" appears in the LMSC column.
- b. Located information is to be sent to Barbara. Marcia, Jayne, Meegan, Barbara, John, & Anna Lea have provided recent input. As swimmers are identified, Anna Lea assigns a USMS ID and places a red line through the name on the list.

3. Open Water and Long Distance National Championship Results Project

Some National Open Water and Long Distance Championships results from 1974-1991 are missing. Some results were never officially published. The list of missing results is at http://www.usms.org/hist/missing_id-ow_results_1974_1991.pdf.

- a. Part 1, to locate missing official 1974-1991 Open Water and Long Distance National Championship results, was assigned to all committee members. Verification that all 1992 and later OW and LD National Championship results are posted onto the USMS website needs to be done. Gail Roper will contact Ann Adams for additional help.
- b. Part 2, to scan results into a searchable format for posting onto the USMS website, was assigned to Barbara and Meegan.

4. Deceased Member Project to Locate Missing Dates of Death (DOD)

- a. Locating the date of death of 12 USMS members for whom no date of death has been found was assigned to all.
- b. Review of the complete list of deceased members found at <http://www.usms.org/reg/deceased.php> and verification of DODs and source documentation, such a link to an obituary, SSDI, or other source, was assigned to Jayne and Barbara.
- c. All located information needs to be sent to Barbara for final review. Anna Lea subsequently marks the individual as deceased and adds the date of death to the registration database.

5. Deceased Member Project to Identify Deceased Members

- a. A list of USMS members born before 1944 is being reviewed to identify previously missed deceased members and locate their dates of death and DOD documentation. Members working on this project must sign a confidentiality agreement.
- b. The project was assigned to Jayne, Phillip, and Barbara. Anna Lea marks the swimmer as deceased and adds the DOD.

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

- a. Pre-2006 Top 10 Booklets and Errata are being scanned into a searchable format whenever possible by Barbara and Meegan and posted at <http://www.usms.org/content/top10print>, to allow USMS member access to old Top 10 lists. The scanned booklets will be "as is," including any published errors later corrected via an Errata document.
- b. Thirty Relay Top 10 booklets from 1986-1997 have been posted. Complete booklets for 1998-2005 will be posted by Ann Lea, as well as the individual event Top 10 booklets and errata for 1997. This project continues until completed.

7. **Relay Top 10 Project**

- a. Part 1 - Convert pre-1994 Top 10 Relay hard copies into a format that can be uploaded into the USMS Top 10 database; add missing swimmer first names and permanent IDs; correct name misspellings. Part 1 is very labor intensive.
 1. The 1976-1979 SCY Top 10 Relays were assigned to Jennifer for conversion to digital format.
 2. The 1980 SCY Top 10 Relays were assigned to Lucy Johnson for conversion to digital format.
 3. The 1981-1986 SCY Top 10 Relays are unassigned and need to be digitized before adding IDs and first names.
 4. The 1987 SCY Top 10 Relays and Errata were completed by Jennifer; missing first names and IDs were added.
 5. The 1988 SCY Top 10 Relay list was digitized by Ginger Pierson; missing first names and IDs were added with help from others, and the file was reformatted for upload.
 6. The 1989 SCY Top 10 Relays were completed by Meegan; some first names and IDs are missing.
 7. The 1990 and 1991 SCY Top 10 Relays are unassigned; IDs and first names need to be added.
 8. The 1992 SCY Top 10 Relay file was assigned to Barbara Dunbar to locating first names and IDs.
 9. The 1993 SCY Top 10 Relay file is unassigned; IDs and first names need to be added.
 10. The pre-1994 LCM Top 10 Relay files need to be assigned
 11. The pre 1994 SCM Top 10 Relay files need to be assigned
 12. The 1994, and 1995 SCY, LCM, and SCM Top 10 Relay files are unassigned; first names and IDs need to be added.
- b. Part 2 – IT project EEEM-67 to incorporate historical Top 10 Relay data into the USMS database.
 1. The 1989 SCY Top 10 Relays were incorporated into the USMS database on 3/28/15.
 2. The upload status of the 1987 and 1988 SCY Top 10 Relays needs to be checked.

8. **Digitize Old Registration Data**

- a. Old USMS registration paper documents are being converted into digital format by John Bauman. Prior to 1983, registrations were done by the AAU.
- b. John completed the 1987 data and sent an excel file to Anna Lea. He was working on the “Ws” for 1986 and had added 5,900 names to the 1986 registration data.
- c. John estimated that there were 130,000 names in the USMS registration files with no assigned ID.
- d. Eventually, the data will be uploaded into the USMS registration database via IT Project REG-1247.

9. **Olympian Masters List**

This ongoing project is to identify additions to the “Masters Swimmers who are Olympians” list and update the current list posted on the USMS website at <http://www.usms.org/hist/oly/>. The list includes Olympians of any sport. This project is assigned to Gail Roper, but all committee members can help. Anna Lea updates the information on the USMS web site.

10. **Locate and Scan USMS and AAU Documents**

- a. Locating missing USMS and AAU Masters documents was assigned to Meegan and Barbara, but all committee members can help locate missing documents.
- b. Convention minutes from 1972 through 1992 as well as some from 1997 and 1998 were located, scanned, and sent to Anna Lea for posting onto the USMS minutes page. Other documents will be scanned and posted as they become available and searchable documents will be created wherever possible.

11. **Track Volunteer Leadership Roles**

The WEB-9 IT project to track volunteer leadership over time and add to member records will be reviewed in the future to determine the required format for information and to decide whether H&A can assist.

12. **Swimmer Stories Project**

- a. Part one, to update, correct, and check links of existing stories, was assigned to Jayne and Meegan.
- b. Part two, to find and fix navigation and page format or display issues was assigned to Meegan.
- c. Part three, to add and fact check newly submitted or updated stories, was assigned to Meegan and Barbara.
- d. New stories and updates to existing stories have been submitted to Laura Hamel at the National Office via DropBox. New stories and updates or corrections have yet to be posted.

13. **SWIM-MASTER Project**

The project to scan SWIM-MASTER editions into pdf format for posting onto the USMS website was assigned to Meegan and Barbara. The National Office will be archiving copies of Swim-Master, SWIM, and SWIMMER magazines at its new, larger location and may be able to provide better copies for scanning.

14. **Special Research Requests Project**

Periodic, confidential or other research requests have been and will be assigned to the H&A chair and vice chair.

15. **USMS Historical Timeline Project**

Research, documentation, and verification of the USMS Historical Timeline which includes identifying, verifying, and archiving USMS historical documents was assigned to Meegan and Barbara.

16. **Email Policy**

Barbara requested that History and Archives members include "H&A" or "History & Archives" in the subject line when sending emails regarding H&A business.

With no further business, the meeting was adjourned at 6 pm PST; 9 pm EST.

Respectfully Submitted,

Meegan Wilson