

Committee Name:	History Archives	Session#:	Report #:
Committee Chair:	Skip Thompson	Vice Chair:	R. Anderson B. Dunbar
Minutes recorded by:	Skip Thompson	Date/time of meeting:	July. 14, 2021 8pm EDT

Motions Passed: None

Roll Call

Number of committee members present: 16 Absent: 3 # of other delegates present: 0

Committee members present (list all, including chair and vice chair): Skip Thompson (Chair), Bob Anderson (Vice-Chair), Barb Dunbar (Vice Chair), Maryanne Barkley, Ashely Braniecki, Mike Laux, Anna Lea Matysek, Molly Meyer, Walt Reid, Jayne Saint-Amour, Ed Coats VP Ex-Officio.

Not present: Rich Burns, Kirk Clear, Gail Roper, Daniel Paulling.

Others present: n/a

Purpose

The History & Archives Committee will be responsible for the presentation that honors all of the deceased USMS members since the 2019 Annual Meeting.

Minutes

Anna Lea Matysek started out by discussing the current process, a history of how the obituaries process got started and where we are today with the current process. We have 4 members of the committee (Anna Lea, Barb, Jayne, with additional help from Jessica Riley) that work with obituaries during the year and track and verify when they are reported. The master list of deceased members are created from this effort and links to the obituaries make up a spreadsheet database.

A discussion of what Brian Albright accomplished in the last 4 years was discussed and how we can use some of his concepts for the presentation, such as information on the slides, creating a USMS Power Point template, and start adding deceased members to it. When the Power Point slides are set, they have to be exported as JPEG files.

A google document from the 2021 deceased master member list will be created in a spreadsheet and Molly Meyer has volunteered to keep track for the 2021 year and we will use this list for the presentation. The deceased member list should be since the last convention and stop sometime in mid-September, as a cutoff date to be ready in time for the September 20, 2021 deadline for the USMS Annual Meeting presentation.

Walt Reid has volunteered to verify and get information on FINA World Records, FINA Top Ten, ISHOF, and IMSHOF for members that earned them. Bob Anderson has agreed to take the lead of the Power Point slides presentation and the movie maker presentation with music coordinated with the number of slides presented. Since the meeting, Bob has tested the technology for adding music and turning a Power Point slide deck into a movie within the Power Point app and has been successful.

What should each slide convey? Significant life accomplishments and documented USMS information. Look up additional items from the obituaries and judge what should be included in the one page slide. Find photo's, store them and then cropping them for Power Point. If a photo cannot be found, the picture of the candle that was used in last years presentation will be used.

The slide length that was used last year was 4 to 6 seconds. Once the music is picked, start to manipulate the length for the slides so that the slides and music match up in length to the total number of slides. The total number of slides will be determined by the total number of deceased members in the presentation. Total length should not be more than 12 minutes. Last year there were 113 slides and currently we 143 members on the deceased list so that means we will have a larger presentation.

Outline of the Process

Data Collection – 2021 Master Deceased Member list with obituaries link created by Ann Lea Matysek.

Google Document – Spreadsheet that is accomplishments created by Molly Meyer and is attached.

Reviewing the Master List – Committee members and volunteers collecting any additional important information and reviewing the information that is in the obituary.

Creating Power Point slides from the information that has been gathered on the google spreadsheet with added photos. Bob Anderson taking the lead and others from the committee to help as needed.

Select Movie Maker software program and select the music that fits with this type of presentation – Bob Anderson.