

USMS Convention — Jacksonville, Florida. 2011

Committee Name: Registration	Session #:1	Report #:9
Committee Chair: George Simon	Vice Chair: Leo Letendre	
Minutes recorded by: Leo Letendre	Date/time of meeting: 16 Sep 2011:	10:45

Actions Requiring Approval by the HOD:

- 1.

Motions Passed:

1. Request that the BOD modify the LMSC minimum standards to require printing of membership cards by registrars within 14 days of registration by a member.
2. After a request for a printed card has been in the queue for 30 days, the National Office may print and mail the card and bill the LMSC accordingly.
3. A subcommittee will investigate membership card options including a potential membership package. Members include Nancy, Arni, Susan, Leo
4. Online event entry vendors that accept One Event Registrations must provide a spreadsheet of the One Event Registrants to the LMSC Registrar in a timely manner.

Number of committee members present: 9

Absent: 4

Number of other delegates present: 23

Committee members present (list all, including chair and vice chair):

George Simon, Leo Letendre, Susan Ehringer, Arni Litt, Nancy Ridout, Robin Tracy
Ex Officio: Anna Lea Matysek, Tracy Grilli EC: Michael Heather

Minutes

The meeting was called to order at 10:48 AM

1. George opened meeting and initiated a discussion of the opening page in the registration system.
2. Discussions with respect to registrars' duties:
 - a. Bad addresses determined by return of magazine: Club assistant can modify system to better automate marking bad address in system and notifying members.
 - b. National change of address notification: registrars need to keep this current.
3. Issues with registrar performance:
 - a. Printing Cards: Some LMSCs are not sending cards to members who request them or who have registered on paper. LMSC requirements indicate that they must be sent out although there is no time limit specified. Recommendations to improve the current situation:
 - i. Change wording on Club Assistant to indicate that printing a card will cost the LMSC to produce.
 - ii. Change wording on Club Assistant to indicate member will have an opportunity to print card later in session.
 - iii. Improve education of registrars when they don't print cards.

MSA Request that the BOD modify the LMSC minimum standards to require printing of membership cards by registrars within 14 days of registration by a member.

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MSA A subcommittee will investigate membership card options including a potential membership package. Members include Nancy, Arni, Susan, Leo

4. The issue of one-event registrations not being passed on to the registrar in a timely manner was discussed. To resolve:

MSA Online event entry vendors that accept One Event Registrations must provide a spreadsheet of the One Event Registrants to the LMSC Registrar in a timely manner.

The meeting was adjourned at 12:05 PM
