

## USMS CONVENTION – San Diego, CA – 2003

Committee Name: Recognition and Award

Session #: 1

Comte. report #: 22

Minutes recorded by: Kelly Crandell

Date/time of this meeting: 09/12/03

### ACTION ITEMS PROPOSED EXPENDITURES

(NA)

### ACTION ITEMS

**MSA to change the wording in the nomination instructions, “Each nomination: 1) MUST be endorsed by an LMSC, 2) MUST be limited to a one-page-only (8 ½” x 11”) application form, 3) May Should include an optional single one-page-only letter of endorsement.”**

**MSA “Electronic submissions will be accepted.”**

**MSA to have the Awards and Recognition committee request USMS to continue to sponsor the Newsletter of the Year Award to a newsletter, and to authorize the Communications Committee to issue additional awards to satisfy other forms of communication subject to the approval of the Recognition and Awards Committee.**

Committee Chair: Kathy Casey

Vice Chair(s): Carolyn F. Boak

Number of committee members present: 15 Absent: 13 Number of other delegates at this meeting: 13

Committee members present (list all): Kathy Casey, Carolyn Boak, Walt Reid, June Krauser, Hugh Moore, Joan Smith, Sandi Rousseau, Nancy Ridout, Bill Tingley, Sarah Hromada, Hill Carrow, Ted Haartz, Jane Moore, Kelly Crandell, Richard Smith

### MINUTES

The meeting was called to order at: 2:45pm

1. Sandi Rousseau was presented the Ransom Arthur Award pin, and, in return, she thanked the committee for the honor bestowed upon her. Nominees for the 2003 Ransom Arthur Award were: Betsy Durrant, Leo Letendre, Sandi Rousseau, and Meegan Wilson.
2. The budget request for 2004 was \$500 (no increase). Year-to-date expenses total \$360: \$130 for the Ransom Arthur award, \$60 for a secondary Ransom Arthur trophy for presentation only at the USAS banquet (not to be kept by the winner), \$10.00 to frame a copy of the President's speech for the award winner, \$50 for calligraphy for the framed speech, and \$110 for convention registration. Inventory includes 155 pins for the Dorothy Donnelly USMS Service Award (at the rate of 15 awards per year, this stock will last 10 years) and 14 Ransom Arthur Award pins.
3. A proposal was made to change the wording in the Ransom Arthur Award nomination instructions. **MSA to change the wording in the nomination instructions, “Each nomination: 1) MUST be endorsed by an LMSC, 2) MUST be limited to a one-page-only (8 ½” x 11”) application form, 3) May Should include an optional single one-page-only letter of endorsement.”** In addition, Mel Goldstein spoke about including instructions encouraging electronic submission of the application. **MSA “Electronic submissions will be accepted.”** will

be added as the last sentence of the fourth paragraph. Additional discussion surrounded the issue of announcing each year's Ransom Arthur nominees and the method of distributing the nomination forms and letters to the voting members of the committee.

4. The Dorothy Donnelly USMS Service Award nomination, selection, and presentation process was reviewed as well as the reasons for the limit of 15 recipients.
5. The list of award winners was distributed to all delegates present. The list can be found on the USMS Awards web site. **Committee consensus was to research committee approval of the Fitness Award and include it as a part of the distribution list.**
6. The web site project continues as committee members submit information on the Ransom Arthur Award winners. USMS members are reminded to go to the awards site through "administration".
7. The committee considered a proposal from the Communications Committee to restructure the Newsletter-of-the-Year Award to include not only LMSC newsletters, but to also consider other methods of communication used amongst LMSCs. This is aimed at including web sites, thorough and responsive e-mails, and other methods of frequented communication to target the interest of an LMSC. Concern was raised in relation to how a newsletter would be over-shadowed by other forms of communication, and communication that is not based on the local level. **MSA to have the Awards and Recognition committee request USMS to continue to sponsor the Newsletter of the Year Award to a newsletter, and to authorize the Communications Committee to issue additional awards to satisfy other forms of communication subject to the approval of the Recognition and Awards Committee.**

The meeting was adjourned at: 4:00pm

#### TASKS FOR THE UPCOMING YEAR

1. Review awards and criteria proposed by the Communications Committee.
2. Research committee approval of the Fitness Award and include the list of winners based on that research.
3. Discuss a USMS volunteer patch via e-mail.
4. Continue compiling the reasons each person won the Ransom Arthur Award and collect pictures of each winner to post on the web site.
5. Solicit nominations for the Ransom Arthur Award, select a winner, and make the presentations.
6. Solicit nominations for the Dorothy Donnelly USMS Service Award, select winners, and make presentations.