

U.S. Masters Swimming

Committee Name:	Recognition & Awards	Session #:	n/a
Committee Chair:	Charis Anderson McCarthy		
Minutes recorded by:	Sally Dillon	Date/time of meeting:	2/28/2021 6:30 pm EST

Actions Taken:

1. Approved: The January 17, 2021 meeting minutes were approved via email and posted to the USMS website.

Number of committee members present: 13	Absent: 2	Guests: 0
Committee members present: Charis Anderson McCarthy, Richard Burns, Nadine Day, Barbara Deshler, Sally Dillon, Mike Hillegonds, Michael Moore, Ray Novitske, Beth Nymeyer, Ginger Pierson, Nancy Ridout, Laura Val, and Ed Coates (VPLO, ex officio).		
Not present: Marcia Benjamin and Jack Groselle. National office staff was not represented.		

Minutes

The meeting was called to order at 6:31 pm EST.

1. Subcommittee Assignments: Chairs distributed a spreadsheet listing subcommittees and members as follows:
 - Ransom Arthur Award: Nadine (chair), Sally, Jack, and Ginger
 - Dorothy Donnelly Award: Charis (chair), Sally, Michael M., Beth, and Peter Guadagni
 - June Krauser Award: Nancy (chair), Marcia, Barb, and Michael M.
 - Club of the Year Award: Rich (chair), Mike, Ray, and Ginger
 - MISHOF: Rich (chair), Jack, and Ginger
 - Zone/LMSC communications: Beth (chair), Charis, Marcia, Barb, and Mike
 - Award Bios: Ray (chair) and Sally. More “bio writers” are needed
 - Award Forms: Sally (chair), Barb, and Nancy

Other members will be added to the JKA and COYA committees once nominations have been received. It’s important that members of the selection committees don’t have personal connections with the nominees. Charis will make appointments. Members can be identified now but changes may need to be made when nominations come in. Ed agreed to be the VP on the COYA selection committee. Nadine noted that the Coaches committee is at work on their awards. Ray offered support for the DDSA committee as needed. Convention will be virtual in 2021 so our presentation will be as well.
2. Subcommittee Updates – Each chair was asked to provide a short update on their subcom work thus far, including updates on setting goals (as discussed on our last call).
 - a. Ransom J. Arthur Award: Nadine noted the March 15. Some nominations have been submitted. Apparently, the fillable pdf form has caused a few problems. Charis suggested there be some brief instructions on the form to help with the fillable program and avoid the issues. More about this later.
 - b. Dorothy Donnelly Service Award: Charis reported no progress thus far but she plans to have a subcom meeting within a couple weeks to discuss ways to increase nominations.
 - c. June Krauser Communications Award: Nancy has had no committee contact yet but will be going over ways to encourage nominations. She’s received one submission already. Sally asked Nancy to be sure to send all nominations to Charis. This is the only award that hasn’t been going to the committee chair first. That needs to be resolved when the form is evaluated.
 - d. Club of the Year: Rich is looking to update the nomination form on the website. Sally explained the progress the Award Forms subcom has made. The COYA information has been revised and posted. The subcom is currently working on the Local and Regional forms and will copy both Ed and Rich for review before posting. Charis asked Rich to send her and Ed the information that he previously sent to Sally.
 - e. MISHOF: Rich reported that Hall of Fame CEO, Brent Rutemiller, confirmed to him that the 2020 Contributor nomination for Kerry O’Brien still stands. If the committee receives another nomination, we’ll likely hold that until the following year. Brent wasn’t aware that there would not be an in-person annual meeting, so discussion continues about how to manage a presentation.

- f. **Zone/LMSC Communications:** Beth sent a survey to the subcom to get ideas. She prepared a spreadsheet with suggestions for communication to LMSCs/etc. Ideas include personal “asks” for nominations, using Facebook and other social media to publicize. She’s using “sales-type” ideas. Charis encouraged Nancy and other award committee chairs to collaborate with Beth and her subcom.
 - g. **Award Bios:** Ray has completed the 2004 DDSA bios and sent them to Sally for proofing. The final grouping, 2002 DDSA, has stalled while Sally works on the award forms. Ray said the next step is sending messages to other committees who have awards and encouraging their submissions. Charis offered to help edit. Sally noted that the JK and COYA award honorees need bios written, so the subcom needs to start gathering those nomination documents.
 - h. **Award Forms:** Sally reported that COYA information has been revised and posted (see 2.d above). The subcom is working on the COYA nomination forms, correcting language and parallel construction issues. JK Communications Award will be reviewed next.
3. **Feedback on Fillable PDF Award Form:** Charis reported that one RJA award nominator struggled with the issues listed below. The person was concerned that we would use fillable pdfs for the other awards as well. The goal for the online form was to make it easier for nominators to use.
- a. Nominator could fill the form in online, but changes did not save when they downloaded to computer. Nominator felt they had to fill the form out in one sitting, which wasn’t feasible. Nadine said they should be able to save their work.
 - b. Various fields do not expand to match the amount of text included rather the font just keeps getting smaller and smaller. The font on the first part of the form is locked at 14pt New Times Roman, so there should not be a problem. Nadine said the summary chart is limiting; too much information and the font size shrinks. The cells are fixed so information cannot go to the next line. The rest of the nomination form will accommodate more data.
- Ray asked if the National Office would be willing to create a web-based form rather than a fillable pdf. Ed and Charis will follow up on this.
4. **Other business:**
- a. Rich noted that R&A has advertised the award nominations through the USMS magazine and Daniel Pauling asked recently if we wanted to run another ad. It was agreed that we should; Rich will submit last year’s ad. Charis would like the National Office to confirm that the award announcements will appear in Streamlines and the magazine as expected. Beth and Charis think social media would be a great place to encourage nominations, but the National Office doesn’t want social media to be used. Beth wants to engage a more members by reaching a younger audience and encouraging them to nominate other people.
 - b. Nancy asked if subcommittees can she access the USMS zoom platform for meetings. Ed said we can use the USMS contract and to email him to arrange for a call.

Charis would like to schedule the next meeting to occur in about 6 weeks (mid-April). She will send a Doodle poll to select exact date/time.

The meeting was adjourned at 7:15 pm EST.