USMS CONVENTION – Orlando, FL 2004

Committee Name: **Records and Tabulation**   Session # (if more than one meeting): _____   Cmte. report #: 19

Minutes recorded by: Ed Tsuzuki   Date/time of this meeting: Thursday, September 16, 2004 / 4:15-5:45pm

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ACTION ITEMS

Top-ten recorders are encouraged to use Mary Beth Windrath's top-ten processing software to help improve the data quality and automate the process.

Need to identify an interested individual who can make a graphic design for a new and expanded certificate for Relay All-Americans.

Prepare and submit a request for the webmaster to develop tools to verify that the data in the top-ten files on the web corresponds to the data in the off-line top-ten files.

Committee Chair: Pieter Cath   Vice Chair(s): Mary Beth Windrath

Number of committee members present: 13   Absent: 4   Number of other delegates at this meeting: 9

Committee members present:

John Bauman	Margie Hutinger	Ed Saltzman
Pieter Cath	Ginger Pierson	Ed Tsuzuki
Barbara Dunbar	Walt Reid	Mary Beth Windrath
Julie Heather	Nancy Ridout – EC Liaison	
Carl House	Jeff Roddin	

MINUTES

The meeting was called to order at 4:16pm

1. Welcome and Introductions

2. Software for Top-ten Recorders
    DOS programs are available to convert output files from Hy-Tek Meet Manager (cfile01.cl2 or hfile001.hy3) into comma-delimited (*.csv) files that can be imported into Excel spreadsheets for sorting and editing.

    Mary Beth demonstrated her Windows program for top-ten recorders.
    Top Ten recorders are encouraged to use Mary Beth Windrath's top ten processing software to help improve the data quality and automate the process.
    These programs are available on request and we would like people to try them and provide feedback and comments.

3. Top-ten Listing on the USMS Web Site

    Ed Tsuzuki has been updating the top-ten information on the USMS web site using editing tools provided by Jim Matysek. Ed provided a project status update and presented screen shots of the Admin area of the USMS web site.

4. Experience with Supplying Registration Numbers

    Most of the top-ten recorders are now supplying USMS registration numbers. Unfortunately not all these numbers are accurate, even numbers that are submitted on record applications and by our National Championship meets.

    A separate problem is caused by the delay between the time of registration and the time that the registration is received by the National Office and finally when the numbers are made available to the Rec. & Tabs Committee

    Pieter now has software to supply missing numbers and check for accuracy. At this time an accurate age for the swimmer is needed for this program to work correctly.

5.   Task Assignments for Committee Members

John Bauman is manually creating a database using old top-ten books for both individuals and relays.

Pieter Cath provides camera-ready copy for the top-ten books, generates the All-American lists (Individual and Relay) and the lists of National Qualifying Times.

Ginger Pierson sends out all requests for Relay All-American and World Record certificates and patches. Need to identify an interested individual who can make a graphic design for a new and expanded certificate for Relay All-Americans.

Walt Reid processes all record applications, both USMS and World Records and provides the record information that is used in the top-ten publication and the USMS Rule Book. Walt reported that there are some problems with collecting birth certificates to support pending record applications in a timely fashion.

Ed Tsuzuki uploads and edits the top-ten information for the USMS web site. He also acts as secretary for our meetings at Convention.

Mary Beth Windrath is vice-chairman of this Committee and independently creates a top-ten database that is used to find discrepancies.

5.   Other Business

6.   Adjourn

The meeting was adjourned at: 5:54pm

TASKS FOR THE UPCOMING YEAR

Continue to develop and evaluate the software that is used to verify and correct registration numbers in the top-ten files.

Continue to work with USMS Webmaster to develop enhanced tools for posting and maintaining records, Top-Ten data, All-American, and All-Star listings.