

Registration / Membership Committee  
June 5, 2024, at 1 p.m.  
Meeting Notes

In Attendance: Angela Monty, Loren Fischbach, Karyn McCannon, Moriah Tyrrell, Harold Christiansen, Tracy Meese, Oded Ravid, Vanessa Brewer, Laurie Benton, Eric Stimson, and Denise Thomas

#### Quick recap

The team reviewed the previous meeting notes, approved the agenda, and Eric provided updates on recent releases, the application process, vendor integration, and future projects. Eric discussed the format and topics for upcoming sessions, emphasizing leadership, governance, policy, and interdepartmental collaboration. The meeting schedule was adjusted, and the successful scholastic program application process was reported.

#### Next steps

- Eric will shape the agenda for the upcoming US Swimming workshop sessions, focusing on topics such as vendor integration, LSE and club development roles, and foreign travel permission.
- Denise and Eric will organize a session on foreign travel permission and invite Moriah to share her experiences and solutions for managing foreign athlete registrations.
- The team will plan a committee meeting for early July, on the 9th or 10th, to discuss upcoming meeting dates and ensure continuity of communication and collaboration.

#### Summary

##### Team Approves Agenda and Attendees

Angela led a discussion where the team approved the agenda and reviewed the meeting notes from May 8th. Denise confirmed that Eric's attendance was the only essential factor for the meeting. There were no changes or updates to the agenda, and all members voted in favor of its approval. Angela pointed out that the only missing information in the May 8th notes was the list of attendees.

##### Small Release, Merge Tool, and Trials

Eric announced a small release with a few minor updates and improvements, including tweaks to the merge tool to automatically detect and eliminate duplicate accounts. He mentioned ongoing testing and potential future enhancements to the safe support system. Angela pointed out the Olympic trials qualifier report in the last release, which received positive feedback. Eric also shared that the trials numbers were surpassing initial expectations, indicating a significant improvement from the originally estimated 950 to over 990.

##### Resolving Issues and Improving Communication

Eric reported that there were some issues with the initial holding tank and fuzzy logic, but these had been resolved. He noted that the application process for the scholastic America was working well, a marked improvement from the previous year. Eric also highlighted the comprehensive communication plan, which included monthly releases, a coach's newsletter, and direct communications to clubs. He further mentioned that they were introducing a new feature to inform head coaches about people who had qualified but not yet applied. Denise confirmed that everything was working as expected.

### Vendor Integration, Bulk Renewal, and USA Swimming Workshop

Eric informed the team about the upcoming vendor integration and its expected completion by July 16th. He clarified the team's role in communicating the integration details to their respective constituent groups. Eric also discussed the progress of the 'bulk renewal' project, encouraging clubs to utilize this option for member registration. He mentioned that Denise would be leaving on the 13th, and assured the team that customer support would continue to be a priority. Lastly, Eric announced that the USA Swimming workshop would include the registration chairs for the first time in a while, with four 90-minute tracks planned.

### Planning Collaborative Sessions for LSE

Eric discussed the format and potential topics for upcoming 90-minute sessions, emphasizing the necessity of leadership, governance, and policy. He also stressed the importance of interdepartmental collaboration, particularly between the LSC, Registration chairs, and other committees for the benefit of the LSE and the athlete. Moriah proposed a collaborative session focused on sharing and learning from each other's processes and techniques, which Eric agreed would be beneficial for all involved.

### Evolving Roles of LSCs and Integration

Eric and Susan discussed the evolving roles of Local Swimming Clubs (LSCs) and LSC Registration Chairs, emphasizing the need for LSCs to take on more responsibilities like managing their own memberships and reporting. The team also discussed the need for better integration between different platforms to resolve issues with information exchange and recurring errors. Proposals were made for conducting demos to educate LSCs about available resources and to demonstrate the new integrated system, as well as further sessions to address these issues and improve understanding.

### Agenda Planning and Meeting Adjustments

Eric was tasked with shaping the agenda for four upcoming big sessions, with a deadline of the 14th. Angela proposed a post-workshop committee meeting, with no formal plan yet. The group also decided to adjust their meeting schedule due to a busy course season and other commitments, settling on a bi-monthly meeting schedule starting July 4th, with the first meeting planned for July 10th. Lastly, Angela reported on the successful scholastic all American group meeting and the active application process for the program.