

2021 U.S. Masters Swimming Virtual Annual Meeting
INSTRUCTIONS FOR COMMITTEE MEETING MINUTES
PLEASE SHARE THIS INFORMATION WITH THE PERSON WHO WILL PREPARE YOUR
MINUTES

As you are aware, the minutes from your committee meetings become part of the history of our organization, and they are posted on the website as soon after your meetings as possible. It is important that the minutes be accurate and easy to follow. To that end, please pay close attention to these instructions, as well as to the forms intended for minutes and attendance.

Please familiarize yourself with the procedures for reporting the minutes of your meeting(s) in advance. You may not have prepared minutes before, so please let me know if you have questions.

Preparation of Minutes:

1. Record your minutes using the template that can be found on the [2021 USMS Annual Meeting page](#). You should save the form to your laptop computer (or the computer of the person who will be doing minutes for you) or onto a USB drive (you can then open the file on any computer). Please rename the file with your minutes using the name of your committee and the date (so I can tell them apart).
2. Please [send the minutes to the USMS Secretary ASAP!](#) This is important because minutes are posted directly to the website as soon as they are received so other members of the HOD have time to read them.
3. List the names of your attending committee members. Note that there is a space provided to list separately the committee members and other delegates who attend your meetings.
4. To be consistent, please use the abbreviation “MSA” (moved, seconded, approved) when appropriate. “MSF, motion failed” is used when the motion does not pass.
5. Delete all instructions and unnecessary information before sending the minutes.
6. Please PROOFREAD your minutes BEFORE submitting them for distribution. You might ask some committee members to assist you. Due to the time constraints related to posting the minutes on the website, the Secretary may not have time to proofread your minutes, so please make sure this is done at the committee level.
7. Save your minutes on the computer you are using or a USB drive. Then email them as an attachment to secretary@usmastersswimming.org. Please send attachments in Microsoft Word format if at all possible. If you have spreadsheets or PowerPoint presentations to submit, please use the respective Microsoft formats as well. If you use iWork (Pages, Numbers, Keynote) to generate your documents, please submit the document(s) to me as-is and they will be converted accordingly to preserve formatting and fonts. All attachments will be converted to PDF before posting them on the website unless otherwise specified.
8. Please do not change fonts or any other formatting in the minutes template so all minutes are consistent.
9. NOTE: Your minutes must be available to the delegates BEFORE HOD #2 on Saturday, September 26th.

Any activities internal to your committee, but are not truly action items, go into your minutes. Committee reports, meeting minutes and proposed amendments to the USMS Rulebook may be presented to the House for consideration by Unanimous Consent. The protocol for this can be found in the Proposed Standing Rules of the USMS Annual Meeting of 2021.

Thanks for all your hard work! Please let me know if you have any questions.

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Greg Danner
Secretary | U.S. Masters Swimming
secretary@usmastersswimming.org