



Membership / Registration Committee Meeting Notes  
December 3, 2025  
1:00 p.m. (MT)

In attendance: Angela Monty, Susan McDonald, Nick Weiner, Lisa Olack, Laurie Benton, Loren Fischbach, Vanessa Brewer, Eric Stimson, and Denise Thomas

1. Call to order – 1:09 pm
2. Welcome to new members, Nick and Lisa
3. Agenda Approved
4. Approved Meeting Notes – (November 12, 2025)
5. SWIMS 3.0 Updates/Releases – Denise
  - a. Login changes – moving away from Ping, with new login experience to launch on February 1
  - b. Next release December 9
    - i. Fixing the pop-up for a parent account that leads you to the correct help document
    - ii. The release does not involve so much member facing updates; so more on the backend
6. Meet File/Documents on AO decisions – Angela/Eric
  - a. What are the protocols/best practices on who you release meet documents to?
  - b. Guidance on what LSCs do with their post meet documentation
  - c. Requirements or a policy that lists requirements of post information
    - i. Maryland Swimming has a post meet compliance form
    - ii. Timeline reports form that includes pdf of results file, results file and meet backup file
      1. This information is submitted to the meet operations chair
    - iii. Same process for Observed meets
    - iv. Gulf Swimming (Loren) – keeps a spreadsheet of all DQs
  - d. Lisa, Susan, and Tracy volunteered to be on the working group to establish guidelines/policies on meet information
    - i. Once a document has been drafted, connect with the official's group for feedback in producing a final document
7. LSC Registrar Newsletter – Denise
  - a. Asked the group for ideas to include in the newsletter
  - b. To be finalized and distributed by December 31
8. Follow-up On New Projects for the Committee

- a. Mentoring Plan Status
  - i. Angela has a working document to track everything of who has been contacted, what conversations were had and how to proceed in providing assistance
  - ii. Zone contacts to reach out to members in their zone
  - iii. Will circle back in January to see where everything stands
  - iv. Backup help for registration/membership when the LSC registration chair is out
    - 1. Not a lot of time to train someone and have them get comfortable with the process
    - 2. Possibly use other LSC registrars as backups
- b. Updates working with Diversity Inclusion Community Engagement on Outreach Project
  - i. Pam Lowenthal, Chair, will be joining our meeting in January to provide details on what their committee is doing
  - ii. The committee is looking at zip codes in various areas of lower incomes
  - iii. The committee is working on the parameters and the processes for this program and will involve the Registration / Membership committee
- c. Topic Selections for Lunch n' Learn Sessions Status
  - i. It does not have specific topics, but open it up for questions
  - ii. Post Meet Documents
  - iii. New Club process
- d. Membership Types – review/discuss to see if the structure/timeline needs to be changed
  - i. Some type of membership for high school athletes
  - ii. Other options for some who are not eligible for Flex
  - iii. Task the committee in putting together a proposal sooner than later

9. Upcoming Meeting Dates – January 14 at 1:00 p.m.

#### 10. Announcements

- a. Final Registration OPM, Registration / Membership Guide have been reviewed and will be presented to the board for their approval
- b. Preliminary Times Policy manual is drafted, and would like the committee to review and provide edits/feedback
- c. There will be a change to login accounts. More details to follow
- d. Angela mentioned sanctioning process changes. Will collaborate with Nick
- e. Talk about SWIMS punch list, and have it put forth to the committee for the committee to take action
  - i. Create the list and present it to the developers
- f. Meet recon for TYR Pro Swim – January 14-17, Austin, TX – Tracy
  - i. Getting requests from meet staff and how do you manage these requests
- g. OMR flow – create a login first



11. Adjournment – 2:12 p.m.