

The meeting was called to order by President Jim Miller at 7 :35 PM EST. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Jack Geoghegan, Patty Powis, and Tracy Grilli.

Jim welcomed Patty Powis to the group and announced that he has appointed her to be the next Legal Counsel. She will train with Jack Geoghegan until after convention and then step into the position. Patty has been very responsible within Jim's team and LMSC and he's looking forward to having her advise the Executive Committee.

1. The next conference call will take place on Wednesday, July 10 at 7:00 PM EST.
2. It was MSA to approve the minutes of the June 6 conference call. Jim asked that "final" be posted on minutes in the future so that it is clear they are no longer a "draft".
3. Convention plans were discussed and the first order of business was to name the Theme. Scott had led an Email discussion in recent weeks and a number of ideas had been proposed. Considering the unconventional convention format this year, with our block meetings and emphasis on committee interaction, it was decided that our theme would be "Teaming Together . . . ". Each of the blocks will have their own version of the theme.

Jim will be addressing each Block at the beginning of their meeting to emphasize the committee's relationship to their theme. The convention packet will arrange the committees by their Block groups. Once the committee chairs become aware of their theme it is hoped that they will begin working within their committee and Block toward the theme's goal.

Schedule details: The proposed room assignments were discussed. Although the EC meeting on Wednesday will take place in the suite meeting room, it will not be a closed meeting except during the time we are conducting employee reviews. The EC is particularly concerned that the Block meetings and HOD meetings should be in the same room throughout the convention. Another concern is that some meetings appear to require an elevator ride to reach the meeting rooms. During the Block meetings, one of the committees should remain in the main room for their meeting and only the others would move to other meeting spaces. Sally was directed to contact Mike Heather about the various questions regarding the room schedule.

Employee reviews: The performance review form was discussed. The EC will discuss concerns and observations of performance prior to meeting with each employee. In the past, the discussion was written directly onto the form and the employee was asked to review and sign the form at the end of the review. Jim would also like the employee to review us and provide their observations. He proposed that we have a form for the employee to bring to their review. Jim will send Sally a copy of one he has in his possession to use as a format. Sally will send out the review form once it is prepared. In the meantime, Jim asked Sally to contact the employees immediately about the review schedule so they can keep it in mind when arranging for their flights.

Sports Medicine Speaker: Regarding the registration of a speaker the Sports Medicine Committee is bringing to convention, it was determined that he must register with the convention. Tracy will contact Elaine Cox to determine the rate the speaker will be charged.

Friday Night Social: Tracy was asked to contact the LMSC chair, Elizabeth Johnson, to see if the LMSC is organizing a social event for Friday night.

The meeting adjourned at 9:00 PM EST

Respectfully submitted by:

Sally Ann Dillon  
USMS Secretary