

The meeting was called to order by President Jim Miller at 5:33 pm EST. Present were Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli.

1. The next EC meeting will be on Monday, December 28, 2003 at 8:30 pm EST.
2. DECISIONS MADE SINCE THE LAST MEETING: After some discussion it was MSA to approve the minutes of the November 24 conference call.
3. OFFICER REPORTS:
President: no report.

Vice President: no report.

Secretary: Sally reported that she has distributed the Committee Chair Handbook to the chairs electronically. As per Lynn's suggestion, she sent separately the PMG and has officially given it an appendix letter so it won't be missed next year. She has heard back from new chairs that the handbook is a great resource. Sally also distributed the evaluation and comments about committee meetings that were on the exit survey to the chairs individually. Regarding committee activity, Meg Smath (Publications) reports that a few items remain to be resolved before the Rule Book is complete. She will work on the LMSC Handbook with Tracy next. Barbara Dunbar (History & Archives) is off to a good start and has an extensive list of projects she and her committee will tackle in coming months. Leo Letendre (Rules) reports that he's been helping the registrars resolve registration issues.

Treasurer: no report.

Zone Chair: no report.

Past President: Nancy reported that Mel Goldstein (Sponsor Liaison) is negotiating for potential new partnerships and that Cliff Bar has declined to renew its contract for 2004. All other sponsor contracts should be signed before 1/1/04. Nancy has verified that all sponsor ads in the 2004 Planner were indeed current and signed.

The 2004 Planner looks very good and is ready to go to the printer. Rich Burns (Marketing) has solicited bids and a limited number will be printed for requests from those who desire to have them. Nancy noted Rich's request for clarification of the Strategic Marketing Plan to be presented at the mid-year meeting. He feels that with the Planning Committee's governance project, our request for him to present such a plan might have changed.

Legal Counsel: Patty reported that she has reviewed and revised a contract with Hy-Tek for services at Master Nationals as per an arrangement requested by the Championship Committee. We are awaiting any comments that Hy-Tek may have on the contract. Julie Heather (Safety Education) has contacted her committee and proposed their focus for 2004, which will primarily be a Safety Education section on the USMS web site and a Safety Education section in the LMSC Handbook.

National Office: Tracy reported that letterhead and notepads are ordered and she's working on the LMSC handbook. She has sent out information regarding the RFP for our national publication to those who have requested it.

4. FINALIZE THE DECISION ON THE INTERVIEWEES FOR CONTROLLER: Doug reported that we received five applications, three of which are CPAs. It was agreed that we would invite the CPAs to interview with members of the EC in Ft. Lauderdale on Thursday, January 8.

5. UPDATE ON 2006 WORLDS BID: The proposal hit the forum today and discussion has begun by the BOD. Voting will begin on the 10th with all votes due by the 15th.
6. UPDATE ON GOVERNANCE TASK FORCE: Jim has discussed the governance project with Betsy Durrant (Planning). She plans to include members from the Legislation, Finance, and Executive committees to have more inclusiveness.
7. STRATEGIC MARKETING PLAN: In response to Marketing's question regarding the desire of the EC to pursue a Strategic Marketing Plan and in light of the Planning Committee VVMOST and Governance project, Nancy was asked to discuss with Rich Burns his feelings of whether the new direction of the Planning committee would affect the Marketing Committee's efforts. If his answer is "No", what materials would he propose to provide the EC at the mid-year meeting and would he prefer to present them in person?
8. PROGRESS OF SPONSOR PRESENCE ON THE WEB SITE: The webmaster will be in contact with Mel Goldstein regarding issues involving the web site and sponsor presence.
9. NATIONAL BOARD OF REVIEW: The EC discussed potential candidates for the head of the National Board of Review and Jim will contact our first choice and offer the position to that person.
10. OLD BUSINESS:
 - a. Phone conferencing: Sally reported that she has investigated an alternative to our current service and determined that their program would not suit our needs. Doug offered to toss this to the finance committee and Sally will provide him with the requirements.
11. BUSINESS FOR NEXT CONFERENCE CALL:
 - a. Agenda for retreat.

It was MSA to adjourn at 9:46 pm EST.

Respectfully submitted by:
Sally Ann Dillon
USMS Secretary