

USMS CONVENTION – Greensboro, NC - 2005

Committee Name: **Executive Committee**

Session # 1 & 2

Cmte. report #: 4

Minutes recorded by: Sally Ann Dillon

Date/time of this meeting: September 13 & 14, all day

ACTION ITEMS - PROPOSED EXPENDITURES

NONE

ACTION ITEMS - OTHER

1. ***It was MSA to send the following message to the HOD by email: The USMS Professional Management Guidelines require advance approval by the House of Delegates for the creation of any compensated employee positions. Therefore, the USMS Executive Committee seeks the approval of the House of Delegates for the creation of a new position of Executive Director.***
2. ***It was MSA that we recommend to the new EC and Board of Directors that they consider the USMS National Sponsor program policy statement (attached) as an order of business of immediate importance and that we strongly recommend that action be taken as soon as possible***

Committee members present: President Jim Miller, Vice President Scott Rabalais, Secretary Sally Dillon, Treasurer Doug Church, Zone Chair Lynn Hazlewood, Past President Nancy Ridout. Sally arrived mid-day on Tuesday due to travel problems. Legal Counsel Patty Powis-Miller was absent. National Office Coordinator Tracy Grilli was also present.

President Jim Miller called the meeting to order on Tuesday at 9:30 am.

1. Decisions made since the last meeting:
 - The minutes of the August 25 conference call were approved and distributed to the HOD.
 - It was MSA to send the following message to the HOD by email: ***The USMS Professional Management Guidelines require advance approval by the House of Delegates for the creation of any compensated employee positions. Therefore, the USMS Executive Committee seeks the approval of the House of Delegates for the creation of a new position of Executive Director.***
2. The Executive Committee (EC) reviewed the past four years with each member giving a synopsis of his or her experience.
3. Lynn reviewed plans for the election and how the floor nominations will be handled.
4. The EC discussed the successes and opportunities with Douglas Murphy Communication (DMC).
5. The web – future and motions that will assist in realizing its potential. ***Specifically, this entails adequate staffing, realistic deadlines and support by the national governing body. Review of several specific difficult projects was conducted.***
6. USMS National Sponsor Program: Over the past month the EC has been engaged in the discussion of a tiered sponsorship program that partners with advertising in the USMS National Publication. Mel Goldstein (Sponsor Liaison) had initially proposed the system of sponsor levels. Jim has met with Grant Murphy at DMC about the suggested package and has also received more feedback from Mel and others. We settled on 5 categories of sponsorship that will be reviewed by Mel and Grant and then forwarded to the next EC. The policy statement provided by Patty was discussed as well. ***It was MSA that we recommend to the new EC and Board of Directors that they consider the USMS National Sponsor program policy statement (attached) as an order of business of immediate importance and that we strongly recommend that action be taken as soon as possible.*** The EC spent a good deal of time going over the various levels of sponsorship that we will forward to the new ***Executive Committee.***
7. The EC refined the House of Delegate agendas.
8. Employee/Contractor reviews: The EC conducted reviews with USMS employees and contractors over the two-day period.
 - a. The EC met with Webmaster Jim Matysek to go over the written review of his performance in the past year. We discussed Jim's review of the EC as well as his job description. Some minor revisions were made to the job description.

- b. The EC met with National Office Coordinator Tracy Grilli to go over the written review of her performance in the past year. We discussed her review of the EC and her job description. A very minor revision was made to Tracy's job description. Tracy provided a written review of Esther Lyman, National Database Administrator, to the EC.
 - c. The EC met with Controller Margaret Bayless to go over the written review of her performance in the past year. We discussed her review of the EC and her job description. A number of changes were made to Margaret's job description. When USMS gets online registration for membership underway, Margaret anticipates that a significant increase of work will fall on her shoulders.
 - d. The EC met with USMS Editor Bill Volckening to go over the written review of his performance in the past year. We discussed his review of the EC and his job description. A few changes were made to his job description.
 - e. The EC met with USMS Sponsor Liaison Mel Goldstein to go over the written review of his performance in the past year. We discussed his review of the EC and his job description. We also discussed the National Sponsor program with Mel and requested his input before we forward the recommendation to the new EC and BOD.
 - f. The EC met with Grant Murphy, President of Douglas Murphy Communications to go over the written review of our publishing company. We discussed the issues that have come up with the US Postal Service and the delay in delivery of the magazine that some regions of the country are experiencing. The problem is in the regional postal location; mainly in California and affecting Pacific and Southern Pacific Masters. An effort is being made to rectify the situation by changing the working dates for the publication. We also discussed the National Sponsor program with Grant and requested his input before we forward the recommendation to the new EC and BOD.
9. Governance: The EC discussed various Legislative issues that that will be up for discussion at this convention. While we are firmly in support of many of the issues, the group agreed that supporting our employees and contractors as voting delegates was of utmost importance. We also support the formation of an Executive Director position along with the budgeting of funds to support a search of candidates and expenses to cover the position for part of the year.
 10. The EC refined the BOD meeting agenda.

It was MSA to adjourn the Executive Committee meeting at 3:20 pm.