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**Action Items:**

1. MSA to recommend that the Board of Directors grant Julie Heather, vice president of local operations, a leave of absence until March 15.
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President Rob Copeland called the meeting to order at 2:30 p.m. CST on February 7, 2008, at the SpringHill Suites in Grapevine, Texas. Also present were Tracy Grilli, Meg Smath, Mike Heather, Jim Miller, Jeff Moxie, Patty Miller, Mark Gill and Leo Letendre.

## Communication

The EC discussed communication in regard to online registration and other recent events. We noted that although email is convenient, it often does not convey full meaning and is ripe for misinterpretation. At times email will be sufficient; at other times, conference calls will work better. Most of our meetings fall outside of normal business hours, because we are volunteers, but this can be a hardship on employees, who are entitled to some down time. We should strive for increased email communication between conference calls, and the calls should be held more often, but limited to one hour duration. Mark suggested we investigate offering a digest of email discussions, so that those returning from business trips or vacations don't have to wade through so many messages.

## Request for leave of absence

Rob spoke with VP Local Operations Julie Heather and reported that she has requested a leave of absence as VP until March 15 in order to catch up. **MSA to recommend that the BOD grant her request.** Mike abstained from the vote. Julie has been heavily burdened with chairing and participating in several task forces. She indicated she wanted to continue with the LMSC Development Task Force but requested a replacement to chair the Club Development Task Force. She will not continue with the Policy Task Force. In the future, we will try to rely more heavily on at-large directors and past-presidents for task force leadership.

## Resignation of executive director

Executive Director Todd Smith has tendered his resignation, effective February 18. He resigned because he had received a sudden and very good offer from a manufacturer of diving boards. We wish Todd well and are grateful for his service to our organization. We will use the opportunity to learn from the experience. We may need to reevaluate the qualifications we're looking for. Todd had indicated that he felt we should establish a physical national office rather than a virtual office, and we will give consideration to this point of view. We will have an exit interview with Todd to learn all we can about his experience and how we can use that information in our search for his replacement. Rob asked Tom Boak to determine our obligations with regard to Todd's benefits. The search firm we worked with before is still obligated to provide us with a viable candidate, if we choose to continue with them. We will discuss this matter further with the BOD, as well

as the composition of the next search committee. The EC felt the search committee should be composed of people who have relevant experience and are not interested in applying for the position themselves. Jeff, who has many years of experience in human resources, volunteered to serve on the committee. Jim also volunteered, and will provide continuity from the last committee.

The meeting recessed at approximately 6:00 p.m., and reconvened Friday morning, February 8, at 9:00 a.m. CST.

## **Preparations for BOD meeting**

The EC fine-tuned the agenda for the upcoming Board meeting. Agenda items were added to discuss short-term responsibility for duties of the VP of Location Operations and the ED. We will recommend that our Professional Management Guidelines be revised in order to streamline operations for our next executive director. A subcommittee of Patty, Rob and Jeff will review PMG and make recommendations. We also need to move forward with hiring an IT consultant, and Mark agreed to write an RFP.

## **Online registration**

The EC will recommend to the BOD that a test system for the online registration system be put in place. Our vendor will be able to provide us an estimate of cost and time after we define the requirements for the test environment. Priority will be placed on setting up the test environment; major issues will be dealt with during that time, but minor issues will be put on hold.

The meeting adjourned at approximately 3:00 p.m. CST, February 8, 2008.

Meg Smath  
Secretary