

**Committee Name:** Executive Committee

**Committee Chair:** Patty Miller

**Minutes recorded by:** Chris Colburn

**Date/time of meeting:** 12/7/2015 7:30pm EST

## Motions Passed:

1. MSA to approve the minutes of the 11/2/2015 Conference Call.

**Number of committee members present: 9**

**Absent: 1**

**Number of other delegates present: 1**

**Committee members present (list all, including chair and vice chair):** Patty Miller - President; Ed Tsuzuki - VP of Administration; Chris McGiffin - VP of Programs; Chris Stevenson - VP of Local Operations; Frank (Skip) Thompson -VP of Community Services; Chris Colburn – Secretary; Ralph Davis – Treasurer; Maria Elias-Williams - Legal Counsel; Nadine Day – Immediate Past President.

**Not Present:** Rob Butcher – Executive Director.

**Guests:** Bill Brenner, Director of Education Services.

## Minutes

The meeting was called to order at 7:30pm EST.

1. Patty welcomed everyone, including Bill Brenner, to the call. Bill called in from Atlanta.
2. **MSA to approve the minutes of the 11/2/2015 Executive Committee Conference Call.**
3. Executive Director's Report (Bill Brenner for Rob): Bill's department moved into the Mound St. office 12/1. Much of the archives have been moved, leaving only the remaining staff in the Pagoda building. Everybody should be under one roof by 1/15. Patty asked and Maria reported about the status of the lease with the City of Sarasota. Maria saw the new offices today and discussed the lease with Susan. Bill indicated that he would discuss the outgoing lease with the City. The new office is located at 1751 Mound St. Suite 201, Sarasota FL 34236. Nadine thanked Bill for stepping up to be the Interim Executive Director.
4. Officers' Reports:
  - a. President (Patty): Going forward, we can do written reports if it helps to have a consent agenda. VPs will have reports quarterly that go to the full Board. All committees have been appointed, and all other appointments have been made. Tracy has put together a spreadsheet listing all pertinent contact information. Bill has accepted the position of Interim CEO. The UANA Masters Bid Task Force has been in full swing. Sandi Rousseau has been very proactive as she and the task force have worked with two potential bid sites. Skip asked about 2018 Long Course Nationals. Patty indicated that the Championship Committee hasn't selected a host for 2018 Nationals and will make a decision based on UANA's decision on Pan Ams.
  - b. Treasurer (Ralph): Two committees have met already. Investment has met to introduce the two new members. Finance has already met, and Jeanne has been diligent assigning projects for the coming year. Audit hasn't met yet, and hopes by the Summer BOD Meeting to have a recommendation on a formal cyber security review of our systems. Also by mid-year, Ralph and Susan want to have the five-year plan updated for the BOD, with the desire that the new CEO would have some input into the plan.
  - c. Secretary (Chris Colburn): Chris explained the cadence of getting minutes out to the EC and the Board for revisions and approval. Chris McGiffin asked about the Committee Chair's Handbook. Chris Colburn gave an update on the background and purpose of the document, and the latest revisions. Anna Lea will post it on the website.

Vice Presidents' Reports:

- d. Ed: Reports would come out from VPs in January, May, and July (which is the annual report). Skip asked some questions related to when the annual report is prepared. Ed explained the reports and the timeline. Committee chair conference bridge information has been set up. There will be a chairs' conference in January. The Championship and Rules Committees are in full swing.
- e. Ed also provided an update on the CEO search. The CEO job posting is out on the web.
- f. Chris McGiffin: Long Distance is the first committee to have met (the Sunday prior to last Sunday). They reviewed the Independent Safety Monitor (ISM) rule interpretation. They have asked the board to go back and review their response (they would like to allow the ISM to swim). Patty asked Chris McGiffin to post something about their findings before the December Board conference call. Open Water has their first meeting next week, and Officials has their first meeting in the beginning of January. We are in good shape with the leaders that we have and the path forward. Tomorrow night is the IT Liaison call.

- g. Chris Stevenson: The first chairs' meeting has already taken place. Patty was on the call. Everyone wanted their Vice Chairs included, so Chris will be doing that. LMSC Development and Recognition and Awards have met, mostly as introductory calls. LMSC Development has scheduled all their meetings, which will take place every other month. They have their subcommittees and their meeting schedules set up as well. The Peer-to-Peer call is set up for next week. The call deals with how to inspire LMSC boards, and getting those people more involved. Skip asked if there is a matrix of when all committee meetings or events are held, because there have been some conflicts between meetings for people on his committees who want to attend items that end up conflicting. Discussion continued on the logistics related to organizing those meetings and getting chairs to consult a central resource. Patty asked if there were any potential issues with conflicting conference call resources. Chris Colburn indicated only the Committees of the Board use a single account (the Secretary's) but all the finance-related committees use Susan's, so it hasn't been an issue.
  - h. Skip: Skip met a week ago with his chairs (Bob Jennings, Megan Carlson, and Mary Jury). Coaches is having their first meeting next Monday. They have their assignments, as well as leads on the Coaches work. Fitness is still doing their routine things (Checkoff Challenge and Go the Distance). They want to introduce a half hour swim for charity (SSL). Patty indicated that fundraiser work should coordinate with the National Office. Bill indicated that for insurance issues, the person should liaise with Anna Lea, as well as with the SSL Board of Trustees, namely Brandon Franklin. The Fitness Committee talked with Kyle Deery on the marketing aspects. Skip is looking for data on the Checkoff Challenge that he feels is necessary for it to continue to succeed. Patty encouraged Skip to work with Fitness to get some forward progress. Maria asked Skip to copy her on fundraising items to make sure the legal issues are covered. Sports Medicine is a veteran committee with a new chair, and that makes for interesting mentor relationships. They are trying to meet by the end of the year.
  - i. Immediate Past President (Nadine): Nadine raised some concerns about not getting LMSC input on the Level 4 Coaches Certification, and gave some examples related to the issues. Discussion continued on how that input would work and how the feedback can be made appropriately objective. Patty asked Skip to contact Bob Jennings regarding the process. Patty thanked Nadine for answering questions and being a helpful resource.
  - j. Legal Counsel (Maria): Maria visited Sarasota today and met with outside legal counsel, as well as with Rob Butcher, Bill Brenner, and Susan Kuhlman, on things that are going on. Outside legal counsel discussed things we can do with respect to compliance. Nadine asked Maria about the status of the Incorporation. It is complete and Maria picked up the corporate books today. Patty indicated to make sure we let the IRS know about the change.
5. 2016 Convention Discussion (Patty): Patty suggested that it's time to take a more holistic look at Convention, and discuss what would happen from a time and scheduling perspective if we started from scratch. Ed talked about the conflicting feedback we have gotten from the House of Delegates and the committees about the purpose of Convention (in-person committee meetings vs. workshops, demos, and education). We should at least get some feedback from the Executive Committee and Board on the purpose of Convention. Patty is asking if there is something different we can do as opposed to just tweaking the previous year's schedule. Nadine is willing to help Patty with this. Skip reminded us with the fact that Rules AND Legislation both take a lot of Convention time, and both of them will be presenting proposals this year in addition to Long Distance. Discussion continued on the makeup of those items. Nadine, Ed, and Tracy will help with convention strategy.
  6. The EC entered Executive Session at 8:52pm EST to address a question related to the CEO search process, as well as two communications issues. The EC exited Executive Session at 9:04pm EST.
  7. Next meeting will be January 4, 2016 at 7:30pm EST.

The meeting was adjourned at 9:04pm EST.

Respectfully Submitted,  
Chris Colburn, Secretary