

Committee Name:	Executive Committee		
Committee Chair:	Patty Miller		
Minutes recorded by:	Greg Danner	Date/time of meeting:	10/2/2017 8:30pm ET

Actions Taken:

1. None.

Number of committee members present: 10	Absent: 0	Others present: 0
Committee members present (list all, including chair and vice chair): Patty Miller – President; Peter Guadagni – VP of Administration; Chris Colburn – VP of Local Operations; Donn Livoni – VP of Programs; Frank (Skip) Thompson – VP of Community Services; Greg Danner – Secretary; Ralph Davis – Treasurer; Nadine Day – Immediate Past President; Maria Elias-Williams – Legal Counsel; Dawson Hughes – CEO.		
Not Present: None.		
Guests: None.		

Minutes

The meeting was called to order at 8:31pm ET.

1. Agenda review and conflict of interest (Patty): The agenda was reviewed with the committee. One EC member brought up a potential conflict of interest and indicated it would be discussed in Executive Session during the roundtable portion of the agenda.
2. CEO's update (Dawson):
 - a. The contract for the 2018 1-Hour ePostal National Championship has been completed. Contracts for the remaining 2018 ePostal National Championship hosts are being finalized, as well as the 2019 hosts that have already been awarded. The contract for the 2018 Spring Nationals has not been created yet. After that is completed, the 2019 Pool Championships and 2020 Summer Nationals will be worked on. Moving forward, the goal is that a standardized contract will be ready for future bids immediately after they win the bid process.
 - b. Club registration started on Sunday, October 1st. All clubs and workout groups can renew. Communications have been going out to club contacts. There were some technical issues reported/identified by the national office, but everything is functioning properly now. The 2018 individual membership registration component is ready, so not much more needs to be done by November 1st.
 - c. Recap of 2017 Membership plan: The "new" membership figures are running behind last year. Some is due to the success of the 2016 Olympics campaign. Our total membership number is projected to be around 64,000 for the year. This is approximately 2.5% lower than originally budgeted. The renewals and prior year renewals membership numbers are roughly what was expected.
3. Standing committee chairs and vice chairs (Patty):
 - a. Each standing committee was discussed with the EC. VPs were encouraged to give feedback for the committees that they oversee and several VPs gave their opinions on existing and potential assignments. Patty noted that the length of service for Chairs and VCs is an important aspect to consider when determining committee assignments. Turnover should be viewed in a positive light, with the understanding that some committees may require longer stretches of leadership due to their complexity. Several EC members stated their support for Millennials (younger members) seeking leadership roles in committees.
 - b. Patty asked Dawson if the national office could supply the EC with the committee survey results.
 - c. Patty will communicate with potential Chairs to begin the committee assignment process.
4. Schedule for officer reports (Patty): In the past, VPs were asked to provide a written quarterly report that detailed committee activities for the Board. More informal, verbal recaps were discussed during the roundtable portion of the agenda at EC meetings. The consensus on the EC is that the amount of information was good in the past, but some changes could be helpful. Based on the information provided in many of those quarterly reports, Patty suggested a new method for disseminating the data: VPs should review the information provided by their committee Chairs and provide a thoughtful summary based on the entire body of data. As the previous Secretary, Chris offered his thoughts that there should be more synthesis by the VPs with respect to the strategic plan as well as BOD initiatives (items that the committee Chairs might not be aware of, nor focused on). One point of concern is that some VPs do not receive information from their committee Chairs in a timely fashion. Patty indicated that the officer reports will be due before the Winter BOD meeting (scheduled for February 10-11). The specific dates for the reports has not been set. The location has not been determined for the Winter BOD meeting but will likely be in the Western U.S.

5. Roundtable:

- a. Ralph: As of Sept 30th, USMS and SSL investments are both up on the year.
- b. Peter: Indicated that the Officials Committee has been doing great job by way of certifying officials. However, our rules require further clarity on using our certified officials, so this should be reviewed in the coming year.
- c. Maria: Thanked the national office staff for their job on the convention.
- d. Chris:
 - i. First P2P of the year is October 3rd for LMSC Development (Registrars). When a question arose about who would be leading the call, Patty pointed out that these are not intended to be lectures, rather a forum for discussion.
 - ii. The Executive Committee went into Executive Session to discuss confidential issues or allegations involving specific LMSCs.
 - iii. HOD minutes from the Convention: These still need to be posted. Patty, Chris, and Greg will discuss this offline and post the minutes when ready.
- e. Nadine: Asked if there was there an extension issued for the 5K/10K. Patty indicated that an extension was not issued.

6. The next EC call will take place on Monday, November 6, 2017 at 8:30 pm ET.

The meeting was adjourned at 9:44pm ET.

Respectfully Submitted,

Greg Danner, Secretary