

Committee Name:	Executive Committee		
Committee Chair:	Patty Miller		
Minutes recorded by:	Greg Danner	Date/time of meeting:	12/4/2017 8:30pm ET

Actions Taken:

1. Approved: Accept the November 6, 2017 Executive Committee Meeting minutes.

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 8:32pm ET.

1. Agenda review and conflict of interest (Patty): No conflicts reported.
2. Ratification of email vote to approve November 6 minutes (Greg). **MSA to approve the minutes: the motion passed unanimously.**
3. CEO's report (Dawson):
 - a. Membership is off and running. The email and marketing campaign is focused on December, so it will be appropriate to analyze memberships and renewals after December 31st.
 - b. College Club Swimming continues to exceed expectations: 112 clubs and nearly 2,900 swimmers are registered (80/1,500 was the projection). Revenue was 50% higher in 2017 than projected.
 - c. Meeting with IT Advisors group: James provided an extensive progress report on USMS 3.0. The project is currently ahead of schedule and under budget.
 - d. Updates on national office front: unofficial shutdown of the office between Christmas and New Year's Day. Performance reviews are pending.
 - e. Patty asked what conversations with USA Swimming have taken place. Dawson indicated that a stronger partnership with USA-S may be beneficial, as well as possibly seeking joint sponsorships.
4. Reports from EC Liaisons - With some committees having started their meetings, it would be helpful for the EC Liaisons (VPs and Treasurer) to give us an update on their committees - whether they've met, what their objectives for the year are, any issues or new initiatives that have come up.
 - a. Peter:
 - i. Held individual conference calls with each of the committee chairs that he works with. Welcome letters to all their committee members have been issued.
 - ii. Held a conference call with all committee chairs together. There were introductions and the committee chair document was reviewed. Peter asked for a list of objectives by mid-January and a report by the end of January. The frequency of future calls with this group of chairs will be after each of the in-person BOD meetings. Also, Peter asked the group about their expectations of him. Committee chairs were interested in Peter communicating direction from the Board so that they might facilitate actions to meet goals.
 - iii. Championship committee: Diligently working on Spring Nationals in Indianapolis.
 - iv. Legislation committee: Has not met, but they intend to discuss having greater clarity on how fees are set.
 - v. Registration committee: Met as recently as last week. Committee members were surveyed on the role of the committee. Also, they made a first pass on objectives. Peter encouraged them to discuss ideas regarding the future role of the committee and to meet again before late January so they can provide him with thoughts that can be brought to the BOD in time for the February meeting. Peter suggested that they consider changing the rule book description of the committee and to create something that better reflects the current state of the Registrar role.
 - vi. Rules committee: Busy reviewing rule book changes. They recently issued info for a timing system statement for sanctions. They plan on preparing objectives, but had not yet met.
 - b. Chris:
 - i. All committee chairs have reached out to their respective members.

- ii. Two committees have met. LMSC Development has met, held one P2P call, and has another scheduled.
 - iii. The other two committees have not yet met and do most of their work via email.
 - iv. Held a conference call with committee chairs and vice chairs. Expectations, goals, and reporting were discussed. Chris will meet with committee chairs and vice chairs (together) in odd numbered months and individually with committee chairs in even numbered months.
 - v. Several committees are interested in holding workshops at the 2018 convention.
 - vi. Committee chairs/VCs indicated that they want to be properly informed of BOD activities/discussions. Chris responded that transparency is important and he will help the committees achieve their goals. Chris indicated that if his committee chairs/VCs have questions beyond what is covered in BOD meeting minutes, he is happy to answer them.
- c. Donn:
- i. Met with the three chairs (Open Water, Long Distance, Officials) and reviewed the committee chair document (expectations and more). Set a deadline for goals and objectives to be prepared by the end of the January meetings, so they can be discussed at the February BOD meeting.
 - ii. Long Distance committee: Has met once already. Issued timelines and packets to event hosts. Working on making sure the liaisons are connected to the event hosts. There are subcommittees and groups that they are filling.
 - iii. Open Water committee: Meeting this upcoming Sunday. Some goals and objectives have already been communicated by the committee chair to the members.
 - iv. Officials committee: Meeting after January 1st. They're working on setting the best time for their meeting.
 - v. Will hold quarterly leadership meetings with chairs and vice chairs.
 - vi. Shared feedback from the convention.
- d. Skip:
- i. Sports Medicine committee: Has their next meeting scheduled (Sunday) to discuss goals and objectives.
 - ii. Coaches committee: Has their next meeting scheduled (Monday) to discuss goals and objectives. Their chair, Bob Jennings, has already discussed topics for 2018 with Skip, Patty, and Dawson.
 - iii. Fitness committee: Taking part in P2P call on Fitness Initiatives.
 - iv. Committee chair evaluations: Received responses from 50% of committee members. Skip was curious to know if the response rate was similar to the other divisions (Admin, Local Ops, and Programs).
- e. Ralph:
- i. Has corresponded with each committee.
 - ii. Investment committee: Has met once and scheduled the next one.
 - iii. Finance committee: Has met once.
 - iv. Audit committee: Has not met, but has a tentative date set.
 - v. Patty inquired as to the main topics of the finance committee. Ralph said that there are three primary projects: reviewing the Financial Operating Guidelines (FOG), the budget presentation, and discussion regarding the level of review of LMSC financial statements. A fourth potential topic relates to the discussion of setting membership fees.
5. Rule book (Nadine): Asked about the timing for completion of the rule book and ensuring accuracy. Also, Nadine pointed out that the website has some outdated committee member listings. Dawson will bring that to the attention of the national office staff. Dawson stated that the changes to the rule book are nearly done and the staff has a target to begin printing the new rule book on Monday.
 6. Committee chairs – evaluation of chairs from the members (Patty): Asked if anyone had any takeaways from the evaluations. Donn found that it was useful to share some of the information, both for returning and new chairs.
 7. Officer reports deadline (Patty): Officer reports need to be ready in advance of the winter meeting (February 10-11) and available to the national office staff for preparation. All reports should be submitted by February 5, 2018.
 8. Registration reminder (Ralph): All Board members need to register with USMS by the end of the year.
 9. SSL Board of Trustees (Patty): Has held its first meeting. Both the chair and vice chair have visited the national office. They will have quarterly meetings. They have initiatives and are in the process of reformulating the mission statement.
 10. There will be no regular EC call in January. The next EC call will be at 8:30pm ET on Monday, February 5, 2018. The next BOD call will be at 8:30pm ET on Monday, December 18, 2017.

The meeting was adjourned at 9:21pm ET.

Respectfully Submitted,
Greg Danner, Secretary