

Committee Name:	Executive Committee	Date/time of meeting:	9/4/2018 8:30pm ET
Committee Chair:	Patty Miller		
Minutes recorded by:	Greg Danner		

Actions Taken:

1. Approved: The August 6, 2018 Executive Committee Meeting Minutes.
2. Approved: Changes to the Appendix B format.

Number of committee members present: 10	Absent: 0	Guests: 1
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; Maria Elias-Williams – Legal Counsel; Dawson Hughes – CEO; Nadine Day – Immediate Past President.		
Not Present: None.		
Guests: Jessica Reilly (formerly Porter) – Sr. Director, Membership Acquisition and Retention.		

Minutes

The meeting was called to order at 8:30pm ET.

1. Agenda review and conflict of interest (Patty): No conflicts reported.
2. Motion to approve August 6 minutes (Greg): **MSA to approve the August 6, 2018 EC minutes. The motion passed unanimously.**
3. CEO's report (Dawson):
 - a. Membership: Holding at the same -5% to -5.5% as of same time last year. We are expecting to finish the season in that range. Plans for the next membership campaign are underway.
 - b. National Office: Focused on convention planning. The CEO report will be issued to the BOD soon. The first call with the Finance Committee for the budget is next Tuesday.
 - c. IT: The servers hosting legacy code (for the website) are planned to be sunset by the year end, due to maintenance costs/challenges. Functionality for related services will be migrated to appropriate hosts (Office 365, managed services partner, etc.).
 - d. Questions/comments:
 - i. Skip asked if membership declined in August compared to last year and if Dawson thinks we will still hit the forecast. Dawson responded yes to both.
 - ii. Chris offered to assist with usms.org email alias testing.
 - iii. Greg asked if the forums will be shut down or migrated when the legacy servers are shut down. Dawson indicated the forums will be available with a temporary host until a new solution is identified. Patty suggested getting feedback from regulars in the forums. Dawson stated the plan was to get some feedback at convention and ultimately recreate current communication channels with added functionality to engage with more of our members, in a modern environment.
 - iv. Nadine asked if LMSC website creation had been discussed with a specific vendor that does not currently provide websites for USMS. Dawson said the vendor had been contacted but didn't seem interested to work with USMS.
4. Changes to Appendix B format (Peter): Changes to the format were previously sent to the BOD via email. Skip asked if we are approving the format or the content too. Peter clarified that we're just approving the format. **MSA to approve the changes to the Appendix B format. The motion passed unanimously.** Peter will notify Charlie Cockrell (Rules Committee Chair).
5. Convention Planning:
 - a. HOD #1 (Patty): In this past, this has been dedicated to a roadmap, new delegate orientation, and so on. This year will be different. Presentations will be divided into small increments for a high-level overview: Intro (Patty), Convention Task Force (Ed Tsuzuki), Volunteer Task Force (Laura), College Club Swimming (Rob/Onshalee/CCS members), floor nominations for BOD, and electronic voting. The goal is to socialize the important concepts.
 - b. Workshops (Chris): Bruce Rollins (LMSC Development Committee) is assisting with organizing the workshops. Five workshops are ready to go and two are up in the air. The Quickbooks for Treasurers workshop does not have a presenter and after a brief discussion will be dropped from the lineup. Ralph suggested that a future training session

with video conferencing might be better anyways. The other question was for a Volunteers Task Force workshop. Patty discussed this with Laura Winslow and it will proceed as initially planned.

- c. Legislation/LD/Rules forum in HOD #2 (VPs): We want to bring a few topics up for discussion during the forum to explain the reasoning and benefits prior to the Saturday session. Patty asked Peter and Donn ask the respective committee chairs to pinpoint a couple items that might be discussed here. The financial presentation will be during this time as well.
- d. Elections (Patty): The National Office has created an electronic voting tutorial that will go out as the first communication to delegates. There will not be a webinar on electronic voting, because the tutorial should suffice, and P2P attendance is typically low. Peter asked if there will be a test vote occurring. Jessica Reilly responded that there will be a test vote for mock elections in an email provided by the National Office, slated for Wednesday, September 12.

6. New Business:

- a. Skip inquired about the process for reviewing fee changes. Patty asked Dawson to speak to Bob Jennings, Bill Brenner, and Skip.
- b. On a similar note, Donn brought up insurance surcharges for OW and challenges with the OW sanctioning process. Dawson noted that the perception might be that USMS is more expensive or cumbersome than other organizations, but we've found our costs to be similar. Additionally, the comprehensive coverage is usually better. We will attempt to make the sanctioning process easier. Nadine mentioned that there was an OW Task Force, a few years ago, that performed a comparison with other OW event hosts.

7. The next EC call will be 8:30pm ET on Monday, November 5, 2018. The next BOD meeting will be in person at 9:00am ET on Wednesday, September 26 at the Convention in Jacksonville, FL.

Secretary's Note: After this call, it was determined there will be another BOD call prior to Convention. The call will be 8:30pm ET on Monday, September 17, 2018.

The meeting was adjourned at 9:48pm ET.

Respectfully Submitted,
Greg Danner, Secretary