

Committee Name:	Executive Committee		
Committee Chair:	Patty Miller		
Minutes recorded by:	Greg Danner	Date/time of meeting:	4/1/2019 8:30pm ET

Actions Taken:

1. Approved: Ratification of email vote approving the March 4, 2019 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; Dawson Hughes – CEO; Nadine Day – Immediate Past President, Maria Elias-Williams – Legal Counsel.		
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 March 4 meeting minutes, as amended (Greg): **MSA to approve the minutes. The motion passed unanimously.**
3. CEO's report (Dawson):
 - a. Standardized fee: Working on determining what we need to accomplish prior to the Summer (July) BOD meeting. The LMSC financial reports are due by end of April, and we're going as far back as the 2017 financials to understand the impact of a standardized fee. By the May BOD meeting, an early recommendation for the budget will be prepared along with an associated messaging plan. The month of June can then be used to continue socializing the concept and the BOD will be encouraged to spread the message with LMSC connections. We have received positive feedback from membership on the concept thus far. Dawson pointed out that small group conversations are often easiest for conveying the message properly. Peter noted that any fee increase will probably be more of an issue than the general concept of a standardized fee.
 - b. Open Water Task Force (OWTF): Had a call a few weeks ago. Our one event fee is an issue for many hosts, so we're looking to standardizing the fee. No significant legislative changes are expected to be proposed by this group for this year. There will be some recommendations prepared and vetted through the respective committees for budgetary purposes. Next meeting is planned toward the end of the month.
 - c. Coach Certification: Two more certification events that weren't in the original schedule were added: New Mexico and Columbus, Ohio (same weekend as CCS Nationals). Both hosts guaranteed a minimum of participants, so they were breakeven. Dawson noted that we're happy to work with any host to put on additional events if pool/classroom space is available and the participant level is agreed upon.
 - d. USAS: Some of the National Office staff will be doing a pre-convention walkthrough on Thursday and Friday this week with USAS. Dawson will be at a USAS meeting in May in Miami.
 - e. Skip asked about Convention locations after 2021. Dawson responded that there is nothing solid yet.
4. Updates from committee liaisons:
 - a. Peter:
 - i. Rules: Very little for them to do thus far.
 - ii. Championship: The 6th event at Mesa will not be dropped. There are about 2,000 swimmers registered. The 1,000 and 1,650 free will be swum with genders combined.
 - iii. Legislation: Very little for them to do thus far. Continued discussions include potentially moving portions of Championship section in the rule book into a policy document.
 - iv. Pacific LMSC will be donating to USMS for use toward a key note speaker at convention.
 - b. Skip:
 - i. Diversity & Inclusion: Meeting this week on Wednesday.
 - ii. Coaches: Meeting next week on Monday.
 - iii. Sports Medicine: Meeting tomorrow. The Sports Medicine guest speaker lined up for convention has agreed to adjust his schedule and move to the 1:15 pm time slot as we requested.
 - iv. Fitness: Meeting this week on Thursday.

- c. Chris:
 - i. LMSC Development: Looking at workshops for convention. There are six slots to fill and there are two ideas so far, one of which is for SSL.
 - ii. History & Archives: Working on parsing out data into the USMS website from old Nationals results. Brent Rutemiller (ISHOF) came across some photos from early National Championship events that he'll share with us. Chris Colburn and Kyle had a positive meeting with him.
 - iii. Recognition & Awards: Working on the Ransom Arthur nominations.
 - iv. Records & Tabulation: One meeting so far since convention.
 - d. Donn:
 - i. Officials: Ready for Mesa Nationals (SCY) and fine-tuning for Mission Viejo Nationals (LCM). Teri White was selected to officiate at World Championships in Korea.
 - ii. Open Water (OW): They're working on the development of new events and members of the Open Water Task Force are sharing strategy with the committee.
 - iii. Long Distance (LD): Getting ready to start National Championship season. They are working on some rules for the convention, some housekeeping and some substantive. The committee is accepting nominations for the new LD award. The committee is accepting bids for Open Water and Postal Championships for 2021. Donn noted that those bids can be submitted online.
 - e. Ralph:
 - i. Finance: Have met 3-4 times so far. Initial budget review will take place in May. The annual review of the audit report, with the auditors, will take place in Sarasota on June 9.
 - ii. Investments are up.
 - f. Patty:
 - i. Elections: the page on the website is up and nominations are open until April 30. No issues have arisen yet.
 - ii. SSL: four subcommittees have been created:
 - 1. Development – national fundraising and recognition (donor wall, planned giving, etc.).
 - 2. Grassroots – local fundraising.
 - 3. April ALTS.
 - 4. Marketing and metrics.
 - iii. Governance: They're meeting more regularly than in the past, monthly. In response to the Volunteers Task Force (VTF) suggestion of examining the whole Board structure, Governance deferred until all the recommendations from VTF were issued. Also, this committee continues to look at educational plans.
 - iv. Peter asked Patty about the VTF activity. She indicated that they're working on prioritizing a list to bring to the BOD to decide if there is some action to be taken (propose legislation or otherwise).
5. Committee policies: Nine of USMS's twenty committees have policies posted on the USMS website - https://www.usms.org/admin/policies/content/committee_policies. Some of the policies are as old as 2005; some are more recently updated; some are brief; some are highly detailed. For discussion: (1) Is it necessary for all committees to have policies; (2) if so, should they be posted on the USMS website and who is responsible for upkeep; (3) do the policies need to be updated each year; (4) any other questions/discussion items the group would like to raise.
- a. Donn: Polled his committees and they agreed that if they have policies (not all do) that they should be posted. Additionally, any policy updates should be posted immediately upon changing. The committees should be the responsible parties for updates. Open Water didn't feel the need for a separate document; they're fine with what's expressed in other documents already (Rules, GTO).
 - b. Nadine mentioned that committees often approve policy changes at convention and there are references in the minutes, but that the documentation is not always updated. Several examples were provided, such as the Recognition & Awards Committee and Long Distance committee. Ralph suggested that all policy documents should be approved by the BOD. Patty noted that we accept committee meeting minutes as opposed to approving them. Peter said we should consider having more oversight on the policies. Skip stated that policy specific to a committee should stay under that committee's control. Patty indicated that she wants to learn if committees are working off documents that are not posted and if there is a need for this type of separate documentation. Dawson offered to have the National Office look at the Policies & Governance section of the site for general review.
6. New Business: None.
7. The next EC call will be 8:30pm ET on Monday, May 6, 2019. The BOD call will be 8:30pm ET on Monday, April 15, 2019.

The meeting was adjourned at 9:31pm ET.

Respectfully Submitted,
Greg Danner, Secretary