

Committee Name:	Executive Committee	Date/time of meeting:	5/4/2020 8:00pm ET
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Greg Danner		

Actions Taken:

1. Approved: April 6, 2020 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): Peter Guadagni – President; Chris Colburn – VP of Administration; Ed Coates – VP of Local Operations; Donn Livoni – VP of Programs; Chris Campbell – VP of Community Services; Greg Danner – Secretary; Teddy Decker – Treasurer; Dawson Hughes – CEO; Patty Miller – Immediate Past President; Maria Elias-Williams – Legal Counsel.		
Not Present: None.		
Guests: None.		

Minutes

The meeting was called to order at 8:01pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda and no conflicts noted.
2. Approval of April 6, 2020 EC meeting minutes (Greg): **MSA to approve the minutes. The motion passed unanimously.**
3. Review of Board Standards (Peter/All): Peter suggested we revisit the standards approved at the 2019 Winter BOD Meeting. Categories of standards include perspective, respect, inclusion, communication, trust, and support & oversight. Chris Colburn highlighted the need for confidentiality in our business. Ed recommended sharing the standards with the BOD again, since new Board members may have only seen it once so far.
4. CEO Update (Dawson):
 - a. Questions related to staffing changes: Dawson indicated the current staff is prepared to handle changes in the workflow related to positions recently eliminated. Planning for the recruitment, training, and support of coaches is very important to USMS. Maria asked about how our current training of coaches to be lead instructors (locally) has gone so far. Dawson responded that we have approximately 10-12 such instructors, though we need to improve their utilization. Also, he stated that Bill is working on a virtual certification process; we want to get coaches involved in the certification process as soon as they show interest. Chris Campbell asked if we have a list of coaches who are good candidates to teach various courses, either in person or virtually. Dawson said that we do and he hopes to pull in more local resources in the future.
 - b. Volunteer Central Page: Highlighted that we have a new page on the website with consolidated information on resources for USMS National and Local Volunteers. This includes special information on COVID-19. Feedback is welcome.
 - c. Restart resources for clubs and events:
 - i. A document is being drafted to address this important issue. Similar resources from USA Swimming are being reviewed and may be referenced.
 - ii. Programs may need to reset financial expectations. Pools reopening are likely subject to one person per lane restrictions, with reservation requirements.
 - d. Relief funding: The National Office is working on a draft for potential relief funding. We would like to get a buy-in from LMSCs. The goal is to give LMSCs flexibility and provide backing. Implementation method is still to be determined. Feedback and input will be gathered over the next few weeks in preparation for a review at the next BOD meeting. This will involve some financial commitment from USMS. Chris Colburn noted that utilizing our reserves is appropriate in this situation. EC members agreed that LMSCs are generally interested in providing support to their clubs. Peter suggested we trust when members and clubs are asking for help.
5. Planning for a virtual convention (Dawson/Peter): Jessica and Dawson are reviewing potential platforms. Patty suggested we reconsider the convention format rather than simply overlaying technology on top of what we normally do. Peter wants to be proactive and provide committee chairs a general timeline of events.
6. Committee management and statements (Peter/All): Peter asked the VPs if the request for development of committee statements is helping committees sharpen their focus. The VPs noted differences among their committees: some are already

focused, and others are considering changes as a result of this exercise. Ed sees the documents as forward facing, possibly helpful to presidents when determining committee leadership.

7. The next EC call will be June 1, 2020 at 8:30pm ET. The next BOD call will be May 18, 2020 at 8:30pm ET.

The meeting was adjourned at 9:21pm ET.

Respectfully Submitted,
Greg Danner, Secretary