

<b>Committee Name:</b>	Executive Committee	<b>Date/time of meeting:</b>	6/1/2020 8:00pm ET
<b>Committee Chair:</b>	Peter Guadagni		
<b>Minutes recorded by:</b>	Greg Danner		

## Actions Taken:

1. Approved: May 4, 2020 Executive Committee Meeting minutes.

<b>Number of committee members present: 10</b>	<b>Absent: 0</b>	<b>Others present: 0</b>
<b>Committee members present (list all, including chair and vice chair):</b> 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.		
<b>Not Present:</b> None.		
<b>Guests:</b> None.		

## Minutes

The meeting was called to order at 8:03pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda and no conflicts noted.
2. Approval of May 4, 2020 EC meeting minutes (Greg): **MSA to approve the May 4, 2020 minutes. The motion passed unanimously.**
3. Backup material to the minutes (Peter): Peter received feedback from Nadine Day requesting that meeting minutes include comments made in the forums. Peter asked Greg to consider this for future minutes. Patty recommended that forum discussion inclusion within the minutes should be reviewed and Peter agreed.
4. CEO Update (Dawson):
  - a. Good news: age group and masters swimming are returning to pools in Sarasota, with some restrictions.
  - b. \$60 year plus membership update: Averaging 47 member registrations per day, matching same number of members that we would typically see. 78 registered today, which is the highest since March 10. The year plus will be marketed in the summer.
  - c. Communication: Short pause planned for now. USMS has issued approximately 600,000 individual emails in the last 90 days, covering 70+ topics. Coaches, club contacts, volunteers, and others have been the recipients. Streamlines will be released on Thursday based on our normal timeline.
  - d. Questions: Peter asked if new memberships were skewed toward places where pools have reopened. Dawson responded that while we don't have that level of detail, many recent registrations came from Colorado where reservoir access returned. That access had been lost prior to COVID-19 though.
5. Planning for a virtual annual meeting (Peter):
  - a. Peter noted that Greg will head up the volunteer side of planning for the virtual meeting, alongside the National Office. Chris Colburn offered to assist.
  - b. The goal is to comply with the Rule book. We know that elections, rules/legislation, and financial oversight will be included. Committee meetings are required to occur "in conjunction with" the annual meeting, which allows for interpretation within the timeline. Other meetings or events typically held during the annual meeting are not required and may not have to occur around the same time frame.
  - c. Elections: A floor nomination will likely consist of an email to the Elections Committee, with a completed application packet. This will be due the first day of the annual meeting. Personal statements may be pre-recorded videos approximately five minutes in length. Chris Colburn noted that we will need to have an initial short meeting of the House of Delegates that covers the proposed standing rules of the annual meeting.
  - d. Duration (9 versus 18 days): Two initial timelines were drafted for consideration, one occurring over a 9 day stretch and another over 18 days. The number of hours per day were limited to a few hours due to concerns around delegates being on a digital platform for an extended amount of time. Both timelines encompassed all the normal elements of the annual meeting. The EC consensus was that both options were too long, and the timeline should start with only the required elements. After that, agenda items could be added as desired. The core components of the annual meeting should be within a three-day period. Committee meetings that must occur in conjunction with the annual meeting may be stretched out in the preceding days. Each of the VPs indicated that controversial rules and

legislation are not expected from their committees this year. The rules forum (meeting) will be held again this year for any legislation where we expect significant discussion.

- e. Max time per day/meeting: Various suggestions were offered by EC members, ranging from 90 minutes to three hours. Additionally, we will need to consider time zones and likely shouldn't start any meetings before 12 pm ET. Patty suggested looking at what we need to accomplish to decide how much time we need, rather than arbitrarily setting a time frame. Peter indicated that we will have a good idea of the legislative load by June 10.
  - f. Workshops: may occur during or preceding convention. This will be considered later.
  - g. Break-out groups: The concept of mimicking hallway meetings with staff, leadership & randomized delegates were non-essential and will likely be left out.
  - h. Logistics: The National Office and volunteers will need to have practice utilizing the application platform as it relates to various aspects of the meeting: number of participants, voting, debating/time limits, sharing presentations, and so on. The Legislation Committee has stated that a digitally conducted annual meeting is acceptable based on our bylaws. Dawson will seek a legal opinion on the validity of holding our annual meeting virtually.
  - i. Preliminary planning timeline (one potential timeline provided prior to the meeting): It was noted that the BOD does not have to approve the timeline. Patty indicated that the Executive Committee takes responsibility for the annual meeting. Peter hopes to have the timeline buttoned up by early July.
6. Summer BOD plans (Dawson/Peter):
    - a. Due to no travel, the meeting will move to Saturday and/or Sunday (July 11-12). It may be reduced to one day.
    - b. Preliminary plans for 2021.
    - c. Revisit strategic plan: Peter indicated that we should set the stage to revisit the strategic plan since it is 4+ years old. Patty suggested starting from scratch rather reviewing the existing plan.
  7. Response to Oregon LMSC (Peter): Prior to the call, Peter shared his response to Oregon LMSC's concerns. Peter hoped to address those concerns at a strategic level. Chris Colburn added that the Board needs to focus on strategic governance rather than management. Dawson noted that USMS will continue to listen to all opinions and respond. Peter suggested we develop a list of deliverables each year that showcase new items.
  8. Discounts under unified fee (Dawson/Peter): Tabled.
  9. The next EC call will be July 6, 2020 at 8:00pm ET. The next BOD call will be June 15, 2020 at 8:00pm ET.

The meeting was adjourned at 9:26pm ET.

Respectfully Submitted,  
Greg Danner, Secretary