

Committee Name:	Executive Committee		
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Carrie Stolar	Date/time of meeting:	1/12/2021 8:00pm ET

Actions Taken:

1. Approved: December 6, 2021 Executive Committee Meeting minutes.

Number of committee members present: 10	Absent: 1	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; Robin Smith – VP of Programs; Chris Campbell – VP of Community Services; Teddy Decker – Treasurer; Patty Miller – Immediate Past President; Maria Elias-Williams – Legal Counsel, Dawson Hughes – CEO.		
Not Present: Carrie Stolar - Secretary		
Guests: None.		

Minutes

The meeting was called to order at 8:00 pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda or conflicts of interest.
2. Approve December 6, 2021 meeting minutes (Peter): **MSA to approve the December 6, 2021 meeting minutes.** Discussion: None. **The motion passed unanimously.**
3. CEO Update (Dawson):
 - a. Webinar plans for 2022: Separate discussions with Peter and Tom Moore (LMSC Development Committee) have included talk about the sheer number of webinars hosted by the Coaches, ALTS Programming, LMSC Development and Diversity and Inclusion Committees. Overall, the webinars seem to be minimally attended. The webinars need to be promoted more to get more participation, yet the calendar seems to be fairly full, and volunteers may be overwhelmed. The January and February webinars will take place as scheduled. Looking forward, we need to determine what is the right number and timing for webinars. Sometimes a one-on-one phone call with a committee member might be more efficient than a webinar to get information.
 - b. Membership: 35,000 are registered as of tonight. Generally about 70% of our membership registers by the end of January.
 - c. Club development: Two clinic and coach certification courses are scheduled for end of January/early February in Orlando and Glendale (CA), respectively. Both are at pools where current Masters clubs are trying to expand and move into new facilities. Marketing campaigns will be added in both locations. These are considered our first Beta tests of our club development plan. Chris Colburn is trying to incubate a club in western Massachusetts and would welcome the opportunity to be another test site and will follow-up with Dawson. Robin is working with the club in Glendale and supporting them in the certification classes and getting a meet scheduled. Kyle will be working on a marketing campaign in the weeks following the classes, a mini-Try Masters Swimming event.
 - d. Relay 2022 – The National Office is in conversations with the hotel and is working on presenters for topics. The hope to have a mix of programming formats (panels, breakouts) for the event. Stacy and Maddie are working on programming for the social elements. To date there has not been a big response for hotel room requests/names, and we expect most to be submitted at the end of the month. There has been communication with those LMSCs that may want to request a third attendee. Patty asked if people really understand what Relay 2022 is because the name and recent graphic doesn't fit the description of the event. Dawson said that it will be corrected, and they will add more FAQ to the web page.
 - e. BOD liaison phone calls: They will most likely start in April, after Relay 2022. Melanie will help support the logistics of the meetings. Instead of individual calls with LMSCs, we may do calls by Zone to make the process more efficient, limiting each BOD member to 2 to 3 calls.
 - f. Forums: There have been efforts to encourage committees to use the forums for their communications, The community platform has been updated so that individuals can now subscribe to committees. The committee emails still exist, but the preference is that people use community, with the email distribution list is as a back-up.

4. Committee Communications (All):

Discussion took place about the process and timing that should be followed to share the Jan 10 presentation with the Board committees. Ultimately it was decided that each committee would be presented to individually apart from the 3 financial committees which will be presented to together given the considerable overlap of committee members. The VPs will meet with the chairs and vice chairs of their committees to go over the Jan 10 presentation and then develop a strategy to share with the full committees. Consistency in messaging is important. At the next EC meeting the VPs will share feedback from their meetings with the chairs and vice chairs. In the meantime, a task force comprised of Peter, Dawson and Patty will begin working on a “three pillar” plan for executing the Board’s vision/Jan 10 presentation.

5. Short Term Committee Priorities (All):

EC members should share any immediate priorities that their committees may be working. Peter and Dawson are happy to participate in any vice chair /chair meetings to go over the January 10th presentation. Ed posted priorities and projects in community for his committees.

6. Executive session (Peter) The Executive Committee went into Executive Session to discuss confidential human resources issues.

7. The next EC call will be Monday, February 7, 2022 at 8:00 p.m. ET. The next BOD call will be Monday, January 17, 2022 at 8:30 pm ET.

The meeting was adjourned at 9:00 pm ET.

Respectfully Submitted,
Carrie Stolar, Secretary