

Committee Name:	Executive Committee	
Committee Chair:	Peter Guadagni	
Minutes recorded by:	Carrie Stolar	Date/time of meeting: 1/09/2023 8:00pm ET

Actions Taken:

1. Approved: Nov 7, 2022 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; Robin Smith – VP of Programs; Chris Campbell – VP of Community Services; Carrie Stolar – Secretary; Teddy Decker – Treasurer; Katie Kenyon – Legal Counsel; Patty Miller – Immediate Past President; Dawson Hughes – CEO.		
Not Present: None.		
Guests: None.		

Minutes

The meeting was called to order at 8:02 pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda or conflicts of interest.
2. Approve Nov.7, 2022 meeting minutes (Carrie): **MSA to approve the November 7, 2022 meeting minutes.** Discussion: None. **The motion passed unanimously.**
3. CEO update (Dawson):
 - a. Membership ended strong in December due to the price increase messaging and but slowed in January. It is still on track for 40,000 members at the end of January, which is on budget.
 - b. Gary is working on the year end budget numbers. It should be close to what was shared for the Q3 forecast and no change to the 2023 budget is expected.
 - c. Club and event development program messaging will initially be shared with the LMSC Development and Coaches Committees and then it will be available on the USMS website and sent to all volunteers, club contacts, event directors, and coaches.
 - d. The final planning meeting is on Friday for the February 1 CRM project launch.
 - e. Per Teddy, it is highly likely that we will receive ERTC (Employee retention tax credit). It is a credit against social security and Medicare taxes that have been paid. The situation is complicated because of the PEO. It could take up to 18 months to receive these funds from the IRS and could amount to about \$250,000. We qualified in 3 or 4 quarters throughout 2020 and 2021. The credit is based on a decrease in revenue as well as government ordered shutdowns during the pandemic.
4. Committee goals and priorities (All):
 - a. The Executive Committee discussed goals and priorities for the USMS committees and committees of the Board.
5. EC goals for 2023 (All): The EC will focus on Relay, the annual meeting and achieving goals for specific committees.
6. Recruitment of potential officer candidates (All): With several officers being termed out this year, the EC discussed the appropriate role of EC/BOD in ensuring that there are qualified candidates for officer positions.
7. The Executive Committee went into Executive Session to discuss confidential human resources issues.
8. The next BOD meeting is Tuesday, January 17. The next EC meeting will be Monday, March 6.

Commented [KH1]: As per my earlier email, I think the Feb meeting will be canceled.

The meeting was adjourned at 8:55 pm ET.

Respectfully Submitted,
Carrie Stolar, Secretary