

Committee Name:	Executive Committee	
Committee Chair:	Peter Guadagni	
Minutes recorded by:	Carrie Stolar	Date/time of meeting: 7/10/2023 8:00pm ET

Actions Taken:

1. Approved: May 8, 2023 Executive Committee Meeting minutes.
2. Approved: USMS will pay the annual meeting fee for those candidates running for office that aren't delegates.

Number of committee members present: 8	Absent: 2	Others present: 1
Committee members present (list all, including chair and vice chair): Peter Guadagni – President; Ed Coates – VP of Local Operations; Chris Colburn – VP of Administration; Robin Smith – VP of Programs; Chris Campbell – VP of Community Services; Carrie Stolar – Secretary; Teddy Decker – Treasurer; Katie Kenyon – Legal Counsel.		
Not Present: Dawson Hughes – CEO; Patty Miller – Immediate Past President.		
Guests: Jessica Reilly – Senior Director.		

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 May. 8, 2023 meeting minutes (Carrie): **MSA to approve the May 8, 2023 meeting minutes.** Discussion: None. **The motion passed unanimously.**
3. Annual meeting reports and pre-meeting events (Peter/All):
 - a. The EC discussed the timeline for committee and report submission. Committees should submit their reports by July 30 so that VP reports can be submitted by Aug. 8. All committees should get their meetings (that are in conjunction with the annual meeting) scheduled for early August and submit their approved (via email) minutes by Wed, Sept 6. A legislative planning meeting will take place before the forums during the week of Aug 14.
 - b. The town hall and new delegate orientation will be on Aug 21. This meeting serves as a dry run for the annual meeting. If anyone has suggestions for areas of emphasis for the town hall meeting, please send them to Peter. Several suggested that he reminds attendees to do the annual meeting prereading and bring questions to the forums.
 - c. With the town hall date change, the August BOD meeting will be moved to August 14. The Sept 8 BOD meeting will focus on the zone feedback sessions.
 - d. The new delegate orientation will be run by Chris Coburn and Carrie Stolar. If Carrie is delayed due to travel, Chris Campbell offered to be a backup.
 - e. The EC discussed an update of the delegate at large form.
 - f. Delegate information needs to be submitted to Jessica by Aug 15 and the room commitment to the hotel is due on Aug. 20.
 - g. Peter informed the EC that a House of Delegates Standing Rules change would be coming. Slated candidates who are not members of the House of Delegates will be allowed to speak on behalf of their candidacy during the candidate time. Since several of the candidates aren't delegates, the rules change is necessary. If the rule doesn't pass, the candidates will be guests of the president for the annual meeting. The timekeeper can validate the delegates/guests when approaching the mic to speak. **MSA to approve the proposal for USMS to cover the annual meeting fee for those candidates running for office that aren't annual meeting delegates.** Discussion: None. **The motion passed unanimously.**
4. 2023 Annual Meeting weekend plans (Peter/All):
 - a. The initial timeline for committee meetings prior to the annual meeting was outlined in the agenda.
 - b. Friday's HOD session will start at 5 PM CST. The BOD meeting will start at 2 PM. Saturday's session will start at 9 AM with the in-memoriam video beginning at 8:15 AM. Breakfast will start at 7:45 AM. HOD #2 will begin at 9 AM. The EC then discussed how much time should be allocated to each agenda item/session and had an overview of the legislative proposals.
 - c. Because the annual meeting is a business meeting, no swim practice is planned on Saturday. There is a possibility that a local club may make their facility available on Sunday morning.
 - d. Given the relatively small number of legislative proposals, the annual meeting is planned to conclude Saturday afternoon or evening. There is a BOD breakfast meeting on Sunday morning.
 - e. Jessica would like headshots for all BOD members.

f. The first communication on the annual meeting will be sent on July 21. Jessica issued a plea for LMSCs to send her their delegates names and contact information. The Relay communications will overlap with those of the annual meeting, but each will be clearly labeled.

5. Peter gave the EC an overview of the exercise he has planned for the summer BOD meeting breakout session.

The meeting was adjourned at 9:10 pm ET.

Respectfully Submitted,
Carrie Stolar, Secretary