
Action Items:

1. MSA to waive the PMG requirement to publish an RFP for online registration software development in *USMS Swimmer*.

President Rob Copeland called the meeting to order at 9:08 p.m. EDT. Also present were Vice Presidents Leo Letendre (National Operations), Julie Heather (Local Operations), Mark Gill (Member Services), Mike Heather (Community Services); Secretary Meg Smath; Treasurer Tom Boak; Legal Counsel Patty Miller; At-Large Directors Anna Lea Roof (Breadbasket Zone), Betsy Durrant (Colonies), Jerry Clark (Dixie), Nadine Day (Great Lakes), Jeanne Ensign (Northwest), Carolyn Boak (South Central) and Laura Winslow (Southwest); Past-Presidents June Krauser, Ted Haartz, Mel Goldstein and Nancy Ridout; and National Office Administrator Tracy Grilli. At-Large Director (Oceana) Michael Moore joined the call from Australia at 9:XX p.m.

Announcements

Tracy reminded everyone that the National Office is moving, but all phone numbers remain the same. She asked everyone to encourage distribution of the USMS Planners.

BOD committee updates

Audit

Chair Jeanne said that she and other committee members Anna Lea and Michael are waiting for tax season to end before beginning work; they plan to begin the week of April 22. Jeanne forwarded an Audit Committee Tool Kit to all members of the BOD, which the committee will evaluate to help them think about what we need for ourselves. Rob noted that we may have to submit legislative proposals to implement the committee's recommendations. One of the committee's main missions is to redefine how the internal audit function will work in our organization.

Compensation and Benefits Audit

Before the meeting, Chair Nadine sent the BOD the latest version of the USMS benefits plan for our employees. Nadine overviewed the plan and announced that the committee has determined that the benefits can be implemented in a timely manner, without any waiting period. Employees will manage their own retirement programs, and an online training program is available. Patty complimented Nadine and her committee on an excellent job of sorting through a lot of material in a short time.

Task force updates

Executive Director Search

Rob reported that an offer was made to the candidate recommended by the task force, and that our offer was accepted. Rob reported that the candidate is prepared to accept the position of Executive Director of United States Masters Swimming contingent upon a

final determination of a preexisting employment agreement. This matter should be resolved in approximately 10 to 15 days and the new USMS Executive Director is scheduled to begin work in early April.

Laura will notify the other candidates for the job that they were not selected. Laura will work with Patty to decide which documents related to the search to retain, and they will reside with the corporate secretary.

Executive Director Transition Team

The transition team, consisting of three to five directors, will form in the next couple of days. It will need to bring the ED up to speed on communication, administrative support, USMS organization, finances, governance and committee structure. We will probably hold a conference call with the ED after he has been on the job about two weeks. The transition team will call upon subject-matter experts as needed.

Strategic Planning

Rob reported that the Strategic Planning Task Force held its first meeting March 21. The members of this task force are Carolyn Boak, Rob Copeland, Dan Gruender, Mike Heather and Meg Smath. At the first meeting, the following was established:

The mission of this task force is to:

1. Develop criteria for selecting a strategic planning consultant
 1. Consultant to assist in designing the strategic planning process?
 2. Consultant to act as facilitator?
 3. Consultant to help as a researcher and/or evaluator?
 4. Consultant as subject matter expert?
2. Solicit and procure the consultant
3. Assist the consultant in setting an agenda and coordinating meetings for pre-work and post-work sessions
4. Assist the consultant in setting an agenda, identifying on-site stakeholders and facilities coordination for a face-to-face planning meeting with the Board
5. Prepare a budget and request funding to support these activities
 1. Perform other duties as assigned by the president, executive director and consultant.

The task force's goal is to have a strategic plan completed in August for distribution to USMS HOD members in advance of the annual meeting. The task force will work to develop a work plan to achieve this goal. To achieve this delivery goal, the strategic planning retreat will most likely be scheduled sometime in June or July. Carolyn will attempt to find the date that works for a majority of the Board.

It was recommended that the task force follow *Strategic Planning for Nonprofit Organizations* (by Michael Allison and Jude Kaye) as the model for developing the plan. The model consists of seven phases, three of which should be completed before the planning retreat. Betsy will send Rob material from the Governance Task Force. Such already-available information will help prevent us from "reinventing the wheel."

The next task force meeting will be April 5.

Policy Manual

Betsy reported that Planning Chair Jim Wheeler has been added to the task force in response to his request. It should be helpful for Planning to be fully aware of what the task force is doing.

Meg has reviewed the LMSC Handbook and identified items to be included in the policy manual. Betsy asked Finance Chair Jeff Moxie if he thought items in FOG could and should be split into policy and procedures. He replied that he thought it could and should be done. He will have the committee work on it. A deadline of June 1 was agreed on for this task.

Betsy also asked Championship Chair Mark Moore if it would make Championship's work easier if some sections of the rule book dealing with the running of national championships were removed and kept in a Championship Policy Manual. He replied that he would discuss this with the committee and would also report back by June 1.

Betsy reviewed House of Delegates minutes from 2005 and 2006 and extracted policy decisions that were passed by the HOD. Two questions are (1) Are the HOD minutes for 2004 and earlier online? And (2) because of the time lapse, is there a need to review these for policy decisions?

She commented that this is not necessarily very exciting work, but she believes it will make some future tasks and decisions easier if we can access needed information.

Carolyn cautioned against putting too many things in policy, because members of the House of Delegates may feel decisions are being taken away from them. Leo said we will need to add a statement to the rule book pointing people to the policy manual once it is completed.

Technology Services

Chair Jim Miller is in Australia with the U.S. team at the World Championships. Task force member Mark Gill reported that they have not met since the midyear meeting. Jim has a conference call scheduled with USA Swimming to ask questions about their IT team.

Club Development

Julie reported that the work of the task force is going very well. Several conference calls have been held, and another is scheduled for March 26. They are finishing strategic planning. Carolyn said Julie is doing a great job, and we will soon have a club-development roadmap for USMS to follow.

Online Registration

Before the meeting, Leo distributed the technical requirements document for comment. They are still waiting for a few contributions, but should finalize the document soon. They will ask Lynn Hazlewood, who wrote the RFP for our national publication, for a copy of the RFP to use as a template for an RFP for online registration. Our professional management guidelines require advertising the RFP in our magazine, but because the deadline for the next issue has passed, **MSA to waive the PMG requirement to publish**

the RFP in *USMS Swimmer*. We will advertise the RFP in trade magazines instead, and also on our website.

New Member Magazine Distribution

No report.

FINA Masters Worlds

Mel asked about the lack of progress in collecting outstanding income, and offered to make calls to those who still owe the local organizing committee. Nancy and Michael will ask the LOC to consider Mel's offer.

Adjournment and next meeting

The next meeting of the BOD will be held two or three weeks after the executive director comes on board. The next regular meeting will be June 14 at 9:00 p.m. EDT. The meeting was adjourned at 10:30 p.m. EDT.

Meg Smath,
Secretary