

Committee Name:	Board of Directors	Session #:	1
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Greg Danner	Date/time of meeting:	3/16/2020 8:30pm ET

Actions Taken:

1. Approved: Remove the Sanctions/TTR combined role recommendation from the list of VTF recommendations for further development.

Number of committee members present: 24	Absent: 5	Guests: 1
Committee members present (list all, including chair and vice chair): 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; At-Large Directors: Carrie Stolar (Breadbasket); Jeff Strahota (Colonies); Maddie Sibilila (Dixie); Dan Cox (Great Lakes); Matt Miller (Northwest); Clare Kubiak (Oceana); Diana Triana (South Central); Jill Gellatly (Southwest), Dawson Hughes - CEO; Past Presidents: Patty Miller (Immediate Past President), Nadine Day, Rob Copeland, Jeff Moxie, Jim Miller, Nancy Ridout, Ted Haartz; Maria Elias-Williams - Legal Counsel.		
Not present: Dale Ammon (USA Swimming Liaison to USMS); Past Presidents: Tom Boak, Mike Laux and Dan Gruender. Mel Goldstein is recused from the Board due to his contractor position with USMS.		
Guests: Sandi Rousseau.		

Minutes

The meeting was called to order at 8:33 pm ET.

1. Agenda review and declarations of conflict of interest (Peter): None.
2. Minute of good news (Nadine):
 - a. Focused on dryland workouts and learning more about teammates since we can't be in the water.
 - b. We've received the most nominations ever for the Capt. Ransom J. Arthur M.D. Award.
3. Update on USMS response to COVID-19 (Dawson):
 - a. All events through April 30 have been canceled, including Spring Nationals and CCS Nationals. Dawson thanked the BOD for their support in helping review the evolving situation. He will be holding daily meetings for the National Office staff since things are changing rapidly. During this time, five working areas were identified:
 - i. Events: Addressing issues around cancellations and reimbursements.
 - ii. Clubs and coaches: Determining the best way to support them since facilities are being shut down.
 - iii. Communications/marketing: Streamlines will continue to be issued but with relevant content (e.g. drylands). For marketing, a reduced focus on joining/membership.
 - iv. Staff: Handling changes related to employees working remotely.
 - v. Budget and forecasting: Two forecasts are being developed: one if things return to normal soon and a second if they don't. Dawson noted a rapid decrease in average number of members joining per day. Fortunately, most of our membership joins prior to this time of year.
 - b. Questions:
 - i. Rob asked about how our vendors have been impacted up to this point. Dawson has had a few conversations with vendors, but the impact is not fully known at this time.
 - ii. Ed asked if we have any event cancellation insurance. Dawson responded that we don't and there will be some upfront costs associated with events that will be lost. He pointed out that those may be split with hosts and aren't expected to be massive losses.
 - iii. Teddy asked if any long-term membership forecasting has been done. Dawson said the plan is to do an updated forecast for this year with the suspension of operations. Long-term forecasting may be considered down the road.
 - iv. Ted asked if we had any business interruption insurance or investigated it. Dawson expects that it would be pricy but plans on looking into it with our provider.
4. Follow up items from Winter BOD meetings (Peter):
 - a. The Organizing Principles section in the rule book has some portions that are now obsolete due to strategic planning. Removal will need to go through the Legislation Committee, so Peter asked Jill to prepare a proposal for the next BOD meeting. If approved by the BOD, then it can go to Legislation in May.
 - b. Breakout groups ideas:

- i. Encourage LMSCs to pick an area of focus: Nadine suggested we figure out something we can communicate to them now. Jim mentioned a series of dryland videos prepared for FINA that could potentially be passed along through the coaches to keep their athletes engaged: shoulder exercises, lower back, and knees.
 - ii. Include zone chairs in LMSC Summit: The 2021 budget has not been prepared yet, so no budgetary request is necessary yet.
 - iii. Form subcommittee to make recommendations on LMSC election standards and accountability: Peter and Ed will discuss this further.
5. Close out of selected VTF recommendations (Peter):
 - a. BOD consensus that the ALTS Committee recommendation and Volunteer Coordinator recommendation could be removed from the list. The possibility of a combined role for Sanctions and Top Ten Recorder is likely several years away. **MSA to remove the Sanctions/TTR combined role recommendation from the list of VTF recommendations for further development. The motion passed unanimously.**
6. New Business: None.

The meeting was adjourned at 9:17 pm ET.

Respectfully Submitted,

Greg Danner, Secretary