

USMS Convention—Atlanta, Ga. 2008

Committee Name: Executive	Session #: 1-2	Report #: 2
Committee Chair: Rob Copeland	Vice Chair: NA	
Minutes recorded by: Meg Smath	Date/time of meeting: September 23-24	

Action Items:

1. None.

Number of committee members present: 10	Absent: 0	Number of other delegates present: 0
Committee members present (list all, including chair and vice chair): Rob Copeland, Leo Letendre, Julie Heather, Mike Heather, Mark Gill, Meg Smath, Jeff Moxie, Jim Miller, Patty Miller, Rob Butcher.		

Minutes

The meeting was called to order at 2:00 p.m.

1. The committee outlined high-level expectations for Executive Director Rob Butcher. He will report to the Board of Directors, which will expect frequent communication from him. He should integrate his action plan with the strategic plan formulated by the Board last summer, then set priorities.
2. Sandi Blumit and Dave Cooper from our insurance provider joined the meeting to brief the EC on its current insurance coverage.
3. Julie expressed concern that some LMSCs have been late with their payments from paper registrations to USMS and suggested establishing a policy that if an LMSC is delinquent by more than 45 days, their portion of registration fees from online registrations will be withheld. She said this ties in with a need to establish minimum competencies for LMSCs. Rob C reported that Nancy Ridout has offered to chair the LMSC Task Force, which had been disbanded earlier in the year, and resurrect it. Mark suggested that the task force have as its vice chair someone from an LMSC that uses the regional club model so that the points of view of both the regional and local models will be represented.
4. Mark reported that as we transition from an all-volunteer organization to a more staff-driven organization, many of our committees will need to change their focus.
5. The EC discussed requirements for a national office and the need for input from the remainder of the Board of Directors. Mike and Rob B will ask all Board members to submit their top five requirements to Mike, who will compile the results and announce them at the BOD's Sunday meeting.
6. Recognizing that Board training is a continuous process, Mark suggested that we budget funds in the 2009 budget to continue training next year.
7. It was noted that the Open Water and Long Distance Committee indicates in its annual report that it has plans to tie its national championships into the Swim Across American program. This is in conflict with the USMS policy passed previously by the Board that prohibits endorsing specific charities.
8. The meeting was recessed at 7:54 p.m. September 23 and reconvened at 9:10 a.m. September 24.
9. While discussing the budget and action plan presented by the executive director, the committee recognized the need to emphasize that the organization is transitioning to the next level, and will need to conduct itself with professionalism. One of our priorities must be to upgrade our information technology infrastructure. The committee will work with Rob B to build checkpoints into the action plan so that its success can be evaluated in the coming year.
10. The committee discussed procedures for employee evaluation and compensation.
11. The committee discussed goals for the Executive Committee for its upcoming final year in office:
 - Get our professional staff up and running.
 - Establish minimum LMSC standards.

- Implement our strategic plan.
 - Have meaningful volunteer engagement as we move to staff-driven operation.
 - Integrate the ED's action plan with the Board's strategic plan.
 - Enhance and improve communications among the EC and the BOD, perhaps including a more formal communications process.
 - Have more transparency in our operations.
 - Learn the different roles of the EC and the BOD.
 - Optimize our committee structure so it is efficient and effectively staffed, and supports the vision and goals of the organization.
 - Develop information technology infrastructure.
 - Provide for the succession of the administration.
 - Continue evaluating our governance structure.
12. Jeff went over the proposed budget.
13. The committee reviewed proposed amendments to the rule book. **MSA to oppose LD 19, 23 and 65 because the Executive Committee feels such an emphasis on postal championships will prevent the Open Water and Long Distance Committee from working toward increasing growth in open water swimming.** The EC suggested that administration of postal events be transitioned to staff, so that the same level of service could be provided to postal championships as we provide for pool championships. This would ensure consistency of delivery and increase the level of services.

The meeting was adjourned at 1:12 p.m.
