

Committee Name:	Executive Committee	
Committee Chair:	Patty Miller	
Minutes recorded by:	Greg Danner	Date/time of meeting: 12/10/2018 8:30pm ET

Actions Taken:

1. Approved: Ratification of email vote approving the November 12, 2018 Executive Committee Meeting minutes.
2. Approved: Assign the Diversity & Inclusion Committee to the VP of Community Services for 2019 and going forward.
3. Approved: Accept the standing delegation for responsibility of Appendix B, as amended, until such time that it is revoked.

Number of committee members present: 10	Absent: 0	Others present: 0
Committee members present (list all, including chair and vice chair): Patty Miller – President; Peter Guadagni – VP of Administration; Chris Colburn – VP of Local Operations; Donn Livoni – VP of Programs; Frank (Skip) Thompson – VP of Community Services; Greg Danner – Secretary; Ralph Davis – Treasurer; Maria Elias-Williams – Legal Counsel; Dawson Hughes – CEO; Nadine Day – Immediate Past President.		
Not Present: None.		
Guests: None.		

Minutes

The meeting was called to order at 8:30pm ET.

1. Agenda review and conflict of interest (Patty): No conflicts reported.
2. Ratification of email vote to approve November 12 meeting minutes (Greg): **MSA to approve the minutes. The motion passed unanimously.**
3. CEO's report (Dawson):
 - a. Membership: Tracking above/around our targets. Since the next BOD call is next week, more information will be provided at that time.
 - b. IT (minor update): two upgrades coming soon – one to our legacy PHP system and one to Sitecore. Plans to implement an integrated email marketing system after the 1st of the year.
 - c. Staff change: The BOD was sent an email on Friday, November 7th detailing a staffing change. The goal is to align staff with the flow of operations. A full discussion is planned for the BOD call next week.
 - d. Questions: Chris asked if the IT upgrades will be behind the scenes. Dawson indicated that is correct; there should be no impact on members/end users. Some of the upgrades are due to PCI compliance (credit card processing requirements).
4. Committee Selection update (Patty): All committees of the HOD are complete and signed off by the chairs. The committees of the BOD should be finalized this week. Peter noted that the list of the committees that report to the VPs are not explicitly documented in the rule book appendix. Patty said that it was in the rule book previously but removed so we had the flexibility to change VP liaison assignments based on expertise of the VPs, without having to make a rule change. Patty suggested that we list those assignments on the website. Dawson and Jessica will discuss how it might best be displayed on the website and provide a recommendation.
5. Which EC position should be the EC liaison for the new Diversity & Inclusion Committee (All): Which VP might this best fit with and in terms of other committees with the same mindset. Chris suggested that Community Services or Local Ops would be the best fit. He volunteered to take it on but was comfortable with the decision of the EC. Several other EC members chimed in and agreed that either of the two seems appropriate. Nadine thought it would be a better fit under Community Services. Skip indicated he would be fine with either adding it to his slate or if Chris took it on, though he said his current workload is probably lighter than Chris. **MSA to assign the Diversity & Inclusion Committee to the VP of Community Services for 2019 and going forward. Skip abstained due to a conflict of interest. The motion passed unanimously.**
6. Standing delegations for Appendix B (Peter): Peter posted the standing delegations to the EC forum. Donn asked about the Long Distance Committee's involvement for open water interpretation with respect to dual sanction guidelines. Peter will amend the standing delegations to include the LD Committee Chair's authority to interpret the relevant portion. **MSA to accept the standing delegation for responsibility of Appendix B, as amended, until such time that it is revoked. The motion passed unanimously.**
7. 2019 Priorities for Committees - high level USMS priorities for 2019 (All):

- a. Chris:
 - i. LMSC Development is working on topics that are relevant to the LMSC leaders that will be attending the LMSC Leadership Summit.
 - ii. History & Archives are ramping up activity in preparation for our 50th anniversary.
 - b. Peter:
 - i. Volunteers Task Force will have recommendations for Legislation in 2019. The National Office will have suggestions in time for the Winter BOD meeting. Finance and Legislation will both need to be involved prior to the summer work that is needed prior to convention.
 - ii. Although combining Rules and Legislation committees failed in 2018, reallocating some committee responsibilities might be beneficial. However, the BOD may prefer to recommend higher priority changes and limit the number of potentially contentious items.
 - c. Skip: The coaches mentoring program is new and rolling out next year.
8. New Business:
- a. Donn: Stated that during a zone meeting call, there was concern about a CCS event and USMS event that overlapped, which resulted in lower attendance than planned. The USMS sanctioned event had been on the schedule for a year. Dawson said the goal is that LMSCs will work on positive relationships with CCS locally. CCS is free to schedule events at their discretion.
 - b. Dawson noted there has been some feedback on LMSC Summit expenses. The initial email from the National Office to LMSCs stated that only hospitality expenses will be covered for one LMSC member. It was pointed out that USMS paid for half the cost of a hotel room for two nights at the previous summits. Dawson confirmed that the National Office will cover ½ of hotel room and hospitality expenses for the first LMSC representative. *(Secretary's Note: Dawson indicated during the call that he would get back to the EC after reviewing the situation. He confirmed with the EC on the forums the following day, December 11).*
 - c. Ralph: The Audit Committee will be reviewing the engagement letter with Kerkerling Barberio & Co. There will likely be a motion to renew them as our auditors at an upcoming BOD meeting.
9. The next EC call will be 8:30pm ET on Monday, January 7, 2018. The BOD call will be 8:30pm ET on Tuesday, December 18, 2018.

The meeting was adjourned at 9:34pm ET.

Respectfully Submitted,
Greg Danner, Secretary