

Committee Name:	Executive Committee	Date/time of meeting:	8/6/2018 8:30pm ET
Committee Chair:	Patty Miller		
Minutes recorded by:	Greg Danner		

Actions Taken:

1. Approved: The July 2, 2018 Executive Committee Meeting Minutes.

Number of committee members present: 9	Absent: 1	Others present: 1
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; Maria Elias-Williams – Legal Counsel; Dawson Hughes – CEO; Nadine Day – Immediate Past President.		
Not Present: Ralph Davis – Treasurer.		
Guests: Jessica Porter – Sr. Director, Membership Acquisition and Retention.		

Minutes

The meeting was called to order at 8:32pm ET.

1. Agenda review and conflict of interest (Patty): No conflicts reported.
2. Motion to approve July 2 minutes (Greg): **MSA to approve the July 2, 2018 EC minutes. The motion passed unanimously.**
3. CEO's report (Dawson):
 - a. Membership: 10% increase in July over last year. Still down about 5% from 2017. Skip and Patty had some questions about the membership bump and what it could be attributed to. The year plus membership started in 7/1 and could have been a factor along with website improvements.
 - b. LMSC outreach and traveling continued: Visited California (Southern Pacific LMSC), went to Pan Am Championships in Orlando, and USA-S Nationals in Irvine.
 - c. Summer Fitness Challenge (SFC) updates: We offered two sessions at Nationals: 7 members on the first day, then 20+ people on the second day. SFC total participation reached 848 members, resulting in ~\$9k revenue on registration and an additional \$5k in donations. The clinic offered at Nationals was well attended, with: 40+ people.
 - d. Website: Some improvements have been made to mobile viewing of results.
 - e. Questions: Skip asked about USMS member attendance at Pan Am Championships. Dawson indicated that approximately half of the 1700 participants are USMS members.
4. Convention update:
 - a. Workshops (Chris): 10 topics were proposed, with a max of 8 slots available. After some discussion, seven of the ten were tentatively approved for convention. Some topics may be approved for the LMSC Leadership Summit instead.
 - b. Theme (Jessica): The National Office has some items planned for the convention as giveaways. If anyone on the BOD has any ideas, the National Office is open to listen. One of the goals is to make delegates feel appreciated.
 - c. Preparation items – anything the BOD needs to know or help with (Jessica):
 - i. Help send in annual reports and committee reports by August 11th, so they can be posted on the website by the 15th. Convention Task Force working on modernizing some of the convention welcome documents.
 - ii. Mary Hull will be running the registration table.
 - iii. Hospitality suite will be hosted by the Florida LMSC. There will be a dessert social from 8 – 10pm on Thursday night.
 - iv. Bolles school secured for morning workouts.
 - v. The new delegate luncheon will be at the River Club in the Wells Fargo building.
 - vi. Three current USMS Members to be inducted into International Masters Swimming Hall of Fame (IMSHOF).
 - vii. Sports Med & Science – Dr. Tanaka will be presenting again.
 - viii. Bill Brenner and the Education department – ALTS and Coaches certifications scheduled for Wednesday 9/26.
 - ix. Jessica issued a link that the BOD could use to test electronic voting. Several members tested the electronic voting link and provided feedback. Patty asked Cheryl Gettelfinger, Chair of Elections Committee, to make

a formal proposal to the BOD for our August 20 meeting that would outline the plan for electronic voting at the convention and fallback options.

- d. Emerging topics from committees (all liaisons):
 - i. Peter: College Club Swimming (CCS) changes/discussion are still in progress. Something should be ready for the pre-convention packet. Proposals that might have further discussion at convention: Past Presidents continuing to be members of the BOD, combining committees (Rules, Legislation, LD), and removal of automatic delegate status for some committees. For any Rule Book Appendix B proposals, the Executive Committee needs to act, which may simply be to delegate it to the appropriate committee (and approve their recommendation).
 - ii. Chris: No emerging topics. In terms of local operations, noted that there is a new Chair in the Allegheny Mountain LMSC.
 - iii. Donn: Noted that swimming with safety buoys in non-Championship events (per race director discretion) might be a hot topic.
 - iv. Skip: Nothing to add.
5. Responsibility for updating the Guide to Operations (Peter):
 - a. Noticed that some documentation was outdated on the website and wanted to know who had the responsibility of updating and monitoring it. Peter and Skip found that the National Office will update files as they're reported. Nadine mentioned that the committees with GTO portions are to update their respective sections at the beginning of the year. The relevant committee Chairs will work directly with National Office staff. However, some of the VPs were not aware of this, so Patty asked Jessica and Dawson to reach out to Committee Chairs at the beginning of each year to go through respective sections of the GTO and determine if any updates are necessary.
6. New Business: There were some questions raised about the USMS role in hosting Pan Am Champs and what type of coordination is required with UANA. Skip indicated that the Coaches Committee treated the event just as they would a national championship. Donn noted that in terms of officiating, the event was staffed by a majority of USMS officials. This will be discussed further at the BOD convention meeting.
7. The next EC call will be 8:30pm ET on Tuesday, September 4, 2018. The next BOD call will be 8:30 pm ET on Monday, August 20, 2018.

The meeting was adjourned at 9:45pm ET.

Respectfully Submitted,
Greg Danner, Secretary