

<b>Committee Name:</b>	Executive Committee	<b>Date/time of meeting:</b>	12/2/2019 8:30pm ET
<b>Committee Chair:</b>	Peter Guadagni		
<b>Minutes recorded by:</b>	Greg Danner		

## Actions Taken:

1. Approved: Ratification of email vote approving the November 4, 2019 Executive Committee Meeting minutes.
2. Approved: Rescind standing delegations approved by the EC in December 2019.

<b>Number of committee members present: 10</b>	<b>Absent: 0</b>	<b>Others present: 0</b>
<b>Committee members present (list all, including chair and vice chair):</b> 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; Dawson Hughes – CEO; Patty Miller – Immediate Past President; Maria Elias-Williams – Legal Counsel.		
<b>Not Present:</b> None.		
<b>Guests:</b> None.		

## Minutes

The meeting was called to order at 8:31pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda and no conflicts noted.
2. Vote to approve November 4 meeting minutes (Greg): **MSA to approve the minutes. The motion passed unanimously** (Chris Colburn abstained).
3. President's Report (Peter):
  - a. ALTS Task Force/Committee: Will be asking Carrie Stolar to Chair and will follow recommendation of current ALTS Task Force on the other members.
  - b. Requests of Governance Committee:
    - i. Review if our current assignments of VPs to committees is appropriate.
    - ii. How to manage national volunteer efforts outside of a rule book setting.
4. CEO's report (Dawson):
  - a. Final initiatives planning for 2020, along with a new membership campaign.
  - b. Will be working on staff performance reviews.
  - c. Three or four more LMSCs websites are planned through the National Office. Generally, we would like to see some consistency and design guidelines to all LMSC websites, including those hosted on their own.
  - d. Policies: A reorganization effort is underway with the goal of improving ease of navigation and searching on the website. This will be undertaken in conjunction with the Committee Policy Task Force.
  - e. Open Water: We may be sanctioning an event in Hawaii.
5. Committee Policy Task Force Report (Teddy):
  - a. Committee Charters should be developed for all committees and contain the following elements: what it does, frequency of meeting, and number of members (which could be a minimum or a range). This should be a one- or two-page document. Corresponding VPs should do the initial review with the committee and then report results to the task force. Policies can be reviewed subsequently.
  - b. Patty asked if the Board can approve charters and how it might relate to the rule book listing of the committee. The consensus was that the Board should have a contingency plan in the event of a disagreement on a charter. Teddy indicated that the purpose of the charter is to add information that the rule book doesn't include and allowing content to move out of it. This would have the added benefit of making it easier to amend.
  - c. It was agreed that Teddy would bring back a template for charters to the January EC meeting for the group's review.
6. Rescind standing delegations approved by the EC In December 2019 (Peter): **MSA to rescind standing delegations approved by the EC in December 2019. The motion passed unanimously.**
7. 2020 Priorities for Committees (All):
  - a. Unified fees: Have this reviewed by the Legislation Committee.

- b. Open Water Task Force (OWTF): Donn indicated that this group needs to maintain flexibility and doesn't want to get too narrow in focus on a specific list of tasks or goals. There are some related committee goals, so there is a link of supporting strategies in that respect.
  - c. Patty asked if further support was necessary for our 50<sup>th</sup> anniversary. Dawson said we're in good shape with committee activity from History & Archives as well as Championship. Messaging will come out from the National Office.
  - d. LMSCs focusing resources on programming and membership benefits.
  - e. Ed suggested we provide additional direction/vision from the Board level rather than solely as liaisons. In response, Peter said that it often depends on the committee. For example, Rules and Long Distance committees respond to what is given to them. In his role as VP, Donn noted the high-level strategies are always in the mix with his committee discussions.
8. CEO BOD Evaluations timing and Bonus timing (Ed) (*Secretary's Note: Dawson left the call for this portion*):
- a. Since the Winter BOD meeting is later than usual, the bonus review should be reviewed by the BOD prior to that meeting.
  - b. The question posed to the group is: who should participate in the CEO BOD survey? Currently, all BOD members participate, but it may be more appropriate to only use voting members for results scoring, as they are those most accountable. Peter noted that all surveys are useful for performance evaluation. The BOD will look to the Compensation & Benefits Committee for a recommendation.
9. The next EC call will be January 6, 2020 at 8:30pm ET. The next BOD call will be January 20, 2020 at 8:30pm ET.

The meeting was adjourned at 9:43pm ET.

Respectfully Submitted,  
Greg Danner, Secretary