

Committee Name:	Executive Committee	Date/time of meeting:	7/6/2020 8:00pm ET
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Greg Danner		

Actions Taken:

1. Approved: Ratification of email vote approving the June 1, 2020 Executive Committee Meeting minutes.

Number of committee members present: 9	Absent: 1	Others present: 3
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; Patty Miller – Immediate Past President; Maria Elias-Williams – Legal Counsel.		
Not Present: Dawson Hughes – CEO.		
Guests: Dan Cox, Nadine Day, Jessica Reilly – Sr. Director, Business Operations.		

Minutes

The meeting was called to order at 8:01pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda and no conflicts noted.
1. Ratification of email vote to approve June 1, 2020 meeting minutes (Greg): **MSA to ratify the email vote approving the June 1, 2020 meeting minutes.** Discussion: Greg explained Zoom functionality including nonverbal cues and polling to vote on the motion. **The motion passed unanimously.**
2. Convention planning (Jessica/Greg):
 - a. Technology:
 - i. Jessica explained the differences between a Zoom “meeting” and a “webinar”. The HOD sessions and large committee meetings are likely to be webinar format to have better control over the number of speakers; smaller committee meetings likely held as meeting type.
 - ii. Webinars will require multiple tech facilitators (co-hosts), whereas meetings may vary. Members requesting to speak (as if they were approaching the microphone) will use the “raise hand” feature, putting that person in a queue to be unmuted, introduced, and allowed to speak to a motion.
 - iii. Non-delegate viewing will be available via live streaming.
 - iv. Chris Campbell asked about authenticating members. Jessica noted that is possible through custom URL meeting invitations: a single user per link. Also, he asked about voting results. Greg indicated that nonverbal cue results can be viewed on screen, whereas polling results are shared by the host.
 - v. Nadine asked if a waiting room will be used. This has not been determined yet.
 - vi. Jessica has prepared a best practices guide on how to run meetings.
 - b. Schedule/Calendar:
 - i. Primary HOD sessions slated for September 25-27.
 - ii. Maria noted that Zone meetings are useful for approving Championship events.
 - iii. Ed will be encouraging his committees to hold meetings from August 30 through September 3.
 - iv. Committee meetings:
 1. We want to get delegate input on legislation prior to the HOD sessions. This is the goal of the meetings on Sept 14-17.
 2. Standing committees are required to meet ‘in conjunction’ with annual meeting.
 3. Scheduling ‘regular committee’ meetings: Some committees have sent in preferences in advance, but Jessica will begin penciling in dates for all the meetings.
 4. Maria asked how late registration will remain open for various meetings. Jessica responded that registration can remain open until the end of the meeting or at the beginning of the meeting.
 5. Patty mentioned that Board committees may not need to meet during the annual meeting, except for the Finance Committee. Chris Colburn supported this recommendation. Ed indicated the rule book doesn’t say that Board committees must meet. Peter said that we should try to have Board committees meet sometime during the month of September.
 6. Nadine provided some additional input on Zoom functionality: attendees can submit questions that only panelists can see, or they can all be public. Questions can then be reviewed and addressed.

- c. Training plan:
 - i. Committee chairs: USMS has purchased licenses for committee chairs to get them acclimated. Communication will be issued to VPs soon, with small sessions (groups of five or less) to begin training for launching committee meetings.
 - ii. Dedicated club relief funding: Registration link available to attend a webinar to get a feel for this type of event.
 - iii. Jessica will work on a draft schedule that includes committee meetings. The EC consensus was that we should come up with a schedule and slot the meetings.
 - iv. Peter said we should also run a webinar for the Board, having the EC as panelists and everyone else as attendees.
 - d. Miscellaneous:
 - i. Special rules for virtual meeting: new standing rules need to be considered.
 - ii. Workshops: May be considered later; not considered critical.
 - iii. Approval of Committee reports in bulk: Chris Colburn said we may consider a consent agenda for all the committee reports.
 - e. What else:
 - i. Contingency planning:
 - 1. Platform issues: If Zoom is down, the consensus was that we will need to postpone.
 - 2. Internet down for host/presenters: For HOD sessions, the plan will be a centralized slideshow. All presenters should assign a backup presenter in the case of technical difficulties.
3. The next EC call will be August 3, 2020 at 8:00pm ET. The next BOD call (Summer BOD meeting) will be July 11, 2020 at 11:00am ET.

The meeting was adjourned at 9:12pm ET.

Respectfully Submitted,
Greg Danner, Secretary