

Committee Name:	Executive Committee		
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Carrie Stolar	Date/time of meeting:	10/04/2021 8:00pm ET

Actions Taken:

1. Approved: September 9, 2021 Executive Committee Meeting minutes.

Number of committee members present: 10	Absent: 0	Others present: 0
Committee members present (list all, including chair and vice chair): Peter Guadagni – President; Chris Colburn – VP of Administration; Ed Coates – VP of Local Operations; Robin Smith – VP of Programs; Chris Campbell – VP of Community Services; Carrie Stolar – Secretary; Teddy Decker – Treasurer; Patty Miller – Immediate Past President; Maria Elias-Williams – Legal Counsel, Dawson Hughes – CEO.		
Not Present: None.		
Guests: None.		

Minutes

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

1. Agenda review and conflict of interest (Peter): No changes to the agenda. Robin stated that she is a member of the Long Distance Committee.
2. Approve September 9, 2021 meeting minutes (Carrie): **MSA to approve the September 9, 2021 meeting minutes.** Discussion: None. **The motion passed unanimously. Patty, Carrie and Robin abstained.**
3. CEO Update (Dawson):
 - a. Communication: The last of the separate CEO/president reports was sent last week. Moving forward, Dawson's/ Peter's reports will be sent monthly, instead of bi-monthly, as a part of Volunteer Streamlines. The last report was sent for the purpose of getting input from volunteers and to start conversations about Relay 2022, the BOD direction, the strategic plan and bottom-up leadership. To date only 5 members out of the 480 that received the email have requested time with Dawson, despite an open rate of the email of 60%. Dawson encouraged the EC to let him know if we think the communication level is appropriate, both in amount and content. The goal is to keep the volunteers informed, but it seems that there is a communication challenge given the open rate and small number that responded to the offer for CEO meetings. Dawson wants to make sure that volunteer communication is accurate, timely, and meeting expectations.
 - b. Calls with the BOD: Dawson will be scheduling meetings with the BOD/EC over the next 4-6 weeks.
 - c. Hybrid annual meeting: No solutions have been determined yet. The biggest challenge will be in staffing given work-capacity constraints. Patty asked if we could contract a meeting planner, which is a possibility, but, per Dawson, the volunteer customer service component will need to be covered internally and can't be contracted out. Ed acknowledged that while the meeting would be called hybrid, logistically it will be an in-person meeting and would be challenging.
 - d. Communication strategy: Jessica and Dawson are building a communication strategy for community, specific to the volunteer committees, leading into new committee assignments in 2022. Moving forward, Dawson would like to see more adoption for committees using community. Email distribution lists have become problematic due to changing spam protocols (i.e., email providers are blocking emails forwarded through our system) and will need to be sunset. Community was implement in part to solve for this issue.
4. 2022 Committee chair and member appointment process (Peter/All): Typically, between the annual meeting and mid-November, Peter/current president would complete the appointments. More specifically, according for the Board committees, Peter makes the appointments with the concurrence of the BOD. For the standing committees, Peter, in consultation with the EC, appoints the chair, and then the committee members are chosen with the concurrence of the chair. This year committee selection will take place as it has in the past. Per Peter, for any chair that has been in place for four years, a priority will be on chair turnover this year or in future years.
 - a. Options for future selections
 - i. Move off the calendar year cycle: Spread committee appointments throughout the year so that only one or two are selected each month rather than all assignments needing completion in a relatively short amount of time. Current committees would stay in place until new appointments are made.
 - ii. Chris Colburn's suggestion is to gather committee feedback throughout the year, stretching the workload out, but making the process more turnkey when committee member decisions need to be made in the one-to two-month period. Chris Campbell also suggested sitting down with the committee chairs to talk about

committee plans, roles, members, and who is ready for leadership positions. To facilitate change, committee chairs need to be carefully selected as the chairs are the determinants of what gets done and who sits on committees.

- iii. Ed Coates' suggestion is to stretch some committee terms to eighteen months, then effort can be focused on placing the right volunteers on committees like LMSC Development, who are really going to be driving execution and have a heavy workload regarding volunteer education next year.
 - iv. Another option for some committees is to mimic the structure of Comp and Benefits. A specific rotation in committee roles and term limits can be established, ensuring turnover but retaining expertise as well as creating smaller committees. This option could work well for Board committees such as Finance, Audit, Investment. Per Robin, if term limits come into play, 2-year terms could work better.
 - b. As we continue to explore committee restructuring and changing the way we use volunteer efforts, it is important that we select committee chairs who can keep an open mind. Per Chris Colburn, we can potentially pair the change to the selection process with the committee restructuring.
5. Committee restructuring (Peter/All): For most committees, there should be a conversation about the committee's future role. "Where do you see this committee going/what is this committee going to be doing/what is your task load going forward?" are key questions. For some, the committee function is better performed by volunteer contributors on an ad hoc basis. Selecting leaders who are open to change and recognize how the national office and technology have already changed committee work is especially important this year.
- a. How do we start communicating with a committee about BOD's vision for a future committee structure and volunteer roles?
 - i. Presentation draft
 1. Peter's intended audience is committee chair and vice chair, VP overseeing a committee, a BOD member
 2. Needs to be more succinct and pared down to the essential
 3. Potentially create two sets of presentations
 - a. Overview, background and the plan presented to everyone
 - i. Share governance committee work for background/foundational information
 - b. Committee specific action plan
 - ii. Some of the committees carry history as a part of their legacy
 1. Honor and acknowledge that work as we move forward
 2. Provide explanation that some of these groups may still do work as ad hoc committees but won't be listed in the rule book.
 - a. Message will be that your valuable contributions/work will continue but in a different format
 - b. Dawson/National Office will work on the presentation/pre-communication/timeline for individual committee communication. The goal is to share the foundational portion before the end of the year and the implication portion after the beginning of the year. Any required legislation would need to be submitted by June 10.
6. November EC meeting (Peter): Peter announced that the next EC meeting may be scheduled for 8:00 – 8:30 p.m. ET. The meeting will focus on getting EC agreement on committee chair appointments. Beginning at 8:30, a strategic planning session for the BOD may take place.
7. The next EC call will be Monday, November 1, 2021 at 8:00 p.m. ET. The next BOD call will be Monday, October 18, 2021 at 8:30 pm ET.

The meeting was adjourned at 9:01 pm ET.

Respectfully Submitted,
Carrie Stolar, Secretary