

Committee Name:	Executive Committee		
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Carrie Stolar	Date/time of meeting:	12/06/2021 8:00pm ET

Actions Taken:

1. Approved: November 1, 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 8:03pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda or conflicts of interest.
2. Approve November 1, 2021 meeting minutes (Carrie): **MSA to approve the November 1, 2021 meeting minutes.**
Discussion: None. **The motion passed unanimously.**
3. CEO Update (Dawson):
 - a. Sanction Process: The Sanction Process should be fixed in the next few days. Testing has been completed. The new process will be similar but not identical to the old.
 - b. Year Plus Conversion: Currently the 2021 Year Plus members are being converted to 2022 members. Because of the 7,000 Year Plus member conversion, a spike in membership numbers will happen today and tomorrow. It is worth noting that the USMS membership retention rate is about 67% each year, requiring the necessity of attracting about 25% of our annual membership numbers as new members.
 - c. Communication Plan: The start of the communication plan has been pushed back until January due to the sheer amount of communication going out to the LMSCs and volunteers right now.
4. Special Appointments and Liaisons (Peter): ISHOF, Senior Games and IGLA: Peter asked if the national office should be the de facto liaison with these organizations. Per Chris Campbell, Bill Tingley is heavily engaged with Senior Games and is well suited to represent USMS with the National Senior Games Association. Per Patty, we should rely on the established relationships that individual volunteers have with these organizations. The EC agreed that these positions are a measure of goodwill that we should maintain, yet some of these positions may not be well defined and don't have a job description. Some of the liaisons are interfacing with the board but the positions have low visibility, potentially due to the pandemic. Per Peter, no changes to the special appointments and liaisons will take place.
5. 2022 Executive Committee Priorities (Peter): The proposed EC priorities include:
 - a Supporting the BOD priorities of club development, encouraging volunteers to focus efforts locally, and updating the strategic plan
 - b Managing/facilitating BOD recommended committee transitions
 - c Aligning committees with the BOD (role of VPs)
 - i Create a linkage between the BOD priorities and what committees are doing
 - ii Establish a two-year process for committee adjustments
6. Committee Appointment Process (Peter): The current process is difficult, involving a large amount of data and many decisions that need to be made in a short time-period. Process changes to be considered or incorporated in the future include firm term limits, downplaying signing up for a committee at the end of the annual meeting, eliminating the comment field on the sign-up form, and decreasing the size of some of the committees while keeping a focus on succession planning. No one on a committee should be a member longer than 4 – 6 years with a consideration of committee

leadership. The committee turnover needs to be gradual and carefully executed so that there is overlap in the committee membership rather than turning over everyone at the same time. We need to start working with the committees on optimal committee size and them aware of the development of term limits.

7. Development of 2022 Committee Objectives (All): Initial discussion focused on each VP's job which is to keep committee objectives aligned with the BOD objectives while making sure that the committee aspirations are in line with what we can deliver/volunteers want. Different paths were discussed to accomplish this. The EC agreed that the national level priorities come from the BOD, then the EC liaisons share them with the committees to help them find their own priorities. Dawson and Peter will create a one pager of priorities to be shared with the EC and then BOD agreement before it is shared with the committees. These priorities will become an agenda item for the BOD December meeting.
8. Relay Agenda (All): Travel to be funded for the Relay includes the LMSC Development Committee with Zone Chairs, the Coaches Committee, the BOD and the CEO. The Committees funded this year won't set a precedent for future Relays. Two questions that were asked were if there will be an option for people that aren't comfortable with sharing rooms due to COVID and will there be a virtual option? Attendance/logistics are still being discussed. It was pointed out that in the content/agenda there is no mention of independent swimmers or events. This is because the focus this year is club development with events potentially the focus for next year. We hope to have local LMSC leaders be involved in presenting various sessions rather than the national office or national-level volunteers.
9. The next EC call will be Monday, January 12, 2022 at 8:00 p.m. ET. The next BOD call will be Monday, December 20, 2021 at 8:30 pm ET.

The meeting was adjourned at 9:13 pm ET.

Respectfully Submitted,
Carrie Stolar, Secretary