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**Action Items:**

None.

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President Rob Copeland called the meeting to order at 7:33 p.m. EDT. Also present were Meg Smath, Julie Heather, Patty Miller, Leo Letendre, Jim Miller, Todd Smith, Tracy Grilli and Mike Heather. Mark Gill joined the call at 7:40 p.m. and Tom Boak joined the call at 8:02 p.m.

## **Officers reports**

### ***President:***

No report.

### ***Vice President for Member Services:***

Mark reported that the *Championship Committee* worked with The Woodlands to host a highly successful Long Course National Championship meet. There is a concern on the committee that we only received two bids for hosting nationals in 2009: one short course and one long course.

The *Communications Committee* is busy working on a proposal for providing end-to-end event management services. While the entire plan is not proposed to be implemented this year, some of the initial phase will require Board approval. This will be forwarded to the Board prior to convention.

The *History and Archives Committee* continues to have problems changing the permanent ID of an athlete who has been assigned a duplicate ID. Some of this problem will be addressed with tools that come with our new online registration system.

The *Recognition and Awards Committee* is in the process of selecting the Club of the Year award.

In addition to working with his committees, Mark has been busy with the Online Registration Task Force. They are making good progress, which will be covered in another report.

### ***Vice President of Community Services:***

Mike had a conference call with Mo Chambers and Chris Colburn of the *Coaches Committee* Sunday to discuss the new additions and corrections to the mission of the committee, per strategic planning.

He has sent reminders to his committee chairs to file their annual reports.

He emailed chairs of other masters aquatic sports to notify and/or remind them about the open forum at convention. There is a very preliminary agenda for this meeting, with a form containing names and contacts for all of the sports participating. Mike suggested we could help some of the other sports and develop some meaningful synergies in the future.

### ***Vice President of Local Operations:***

Julie has been working on LMSC workshops (most are in order) and finalizing which LMSCs will be receiving grants to come to convention (still a fluid state). The Wednesday afternoon workshops are “task” oriented: Registrars, Coaches, Chairs, Communications. The Thursday evening workshops are “developmental”: Leadership, Building a Relationship with Your Facility, Marketing, Finances.

She is behind in writing her LMSC Task Force email, since she had computer problems while on a trip last week. This task will be accomplished this week.

The Club Development Task Force is continuing its work; several people were missing from the last call due to travel and other commitments.

Because there is always a potential for a contested office, we need to examine the convention schedule to make sure we have an opportunity for delegates to meet the candidates.

### ***Vice President of National Operations:***

No report.

### ***Secretary:***

No report.

### ***Treasurer:***

No report.

### ***Past President:***

Jim reported that ASUA has a new president, Eldon Godfrey, from Canada. Mr. Mendoza’s term was over and it was Canada’s turn by the rotation system that ASUA uses. Mr. Mendoza’s contributions to ASUA include the expansion of the competition schedule to include open water and Masters in the championship schedule. Mr. Godfrey will be appointing or reappointing Technical Committee chairs in the near future.

The Second Masters Pan American Championships will be held August 31–September 3 in Puerto Rico in a new facility, just completed 12/06. The Masters Technical Committee meetings will be held August 30 during the warm-up day.

### ***Legal Counsel:***

No report.

### ***Executive Director:***

*Strategic plan:* Todd and Tom Boyd, with assistance from Meg Smath, have updated the strategic plan as of 8/19/07. Appendices B (Branding), D (LMSC Development) and E (Succession Plan) still need to be produced. A task force needs to be appointed to develop the branding strategy. The MOGs are not in final form. Tom and Todd believe that the committees should continue to review and refine the MOGs at convention. Comments, suggestions and recommendation would be appreciated. Please send them to Todd by the end of this week.

*Online registration:* The selection of an online registration vendor is moving forward. Twelve vendors showed interest in bidding for our business. Eight vendors responded to the RFP. The task force reviewed the proposals and narrowed the choices to five. The five were questioned individually, with specific information requested to clarify their proposals. The task force subsequently eliminated two additional vendors and is currently considering the final three candidates. Another round of specific questions has been solicited and references and credit histories are being checked. The task force will meet again Thursday, 8/23, and try to make a final decision on a vendor to recommend to the Board of Directors. To that end, Todd has asked Rob to schedule a BOD meeting in two weeks. Todd will prepare a summary for the BOD to read before the meeting.

*Benefits program:* The retirement program, a SIMPLE IRA, has been set up with Vanguard to be effective August 1, 2007. USMS will be matching employee contributions up to 3% beginning this month. A medical insurance carrier has been selected (Anthem New Hampshire) and a group employee plan has been implemented effective August 1, 2007. The implementation of the Delta Dental plan should be effective this week. The New Hampshire broker is still working on the life benefits.

*Dual sanctioning:* Todd met with a representative of USA Swimming during their national championships to discuss the issue of dual sanctioning of USA Swimming/USMS events. Their representative assured Todd that their committee is moving forward and they wish to achieve this objective. Their major concern is indemnification and their own policy of requiring background checks on coaches. Our insurance broker has informed Todd that we can provide USA Swimming with indemnification (and they should be able to indemnify USMS). The background checks on coaches is another issue, but a locker room monitoring system may remedy this situation. There will be further discussion before the convention.

*Miscellaneous:* Todd has:

1. Been interviewed by *Geezerjock* for an article that will appear in the October issue. Tom mentioned that *Geezerjock* covered LC Nationals, and it will be interesting to see their coverage of the event.
2. Interviewed an online media tracker vendor (media and PR value).
3. Made contact with three potential corporate partners.

### ***National Office Administrator:***

No report.

## **Convention planning**

### ***Delegate status:***

Meg reported that at-large delegate invitations have gone out to 14 people. The following LMSCs have not yet named their delegates, despite multiple requests from Meg: Connecticut, Delaware Valley, New England, New Mexico, North Texas, Snake River, Wyoming. Julie will ask the Zone Committee to help prod the delinquent LMSCs. Because the convention packet is due to be mailed soon, the LMSCs that have not named their delegates by the mailing date will not receive their packets before convention in the mail. Tracy will bring extra packets to convention. We discussed giving delegates the option of downloading the packets from the USMS website in the future.

### ***Meetings prior to convention:***

Jim and Meg will prepare agendas for the Executive Committee and Board of Directors meetings. Meg will keep track of flight schedules, so we know when EC members are arriving. Tom has made arrangements with the hotel for payment of USMS charges.

### ***Legislation proposals:***

Tracy distributed the Legislation proposals before the meeting for review. The EC noted that a few expected proposals were missing. Tracy needs them as soon as possible for the convention packet. Two proposals would combine some LMSCs, so Tracy went over the procedure for notifying the IRS of changes in our corporate structure, as well as USMS's internal procedures to dissolve an LMSC. During the convention meetings, the vice presidents will meet with their committees and perhaps suggest further revisions to some committee definitions.

### ***Employee reviews:***

As executive director, Todd is responsible now for conducting these reviews, but having been on the job for only three months, he will ask for input this year from EC members who have worked most closely with each employee. Rob and Todd will work out a procedure for the reviews.

### ***Committee evaluation forms:***

After this convention, the committee chairs and members will be reappointed, according to USMS bylaws. Meg will distribute a form to committee chairs asking them to evaluate their members, as well as their division vice president. We will also ask the members to evaluate their chairs. We will ask for more information on committee request forms about delegates' qualifications, to help determine aptitude for a particular committee. Tracy will try to include the committee request forms in the preconvention packet so that delegates have more time to consider which committees they would like to serve on. We will also evaluate the liaison positions we currently have and determine if any changes are needed.

## **Bonding of LMSC officers**

Todd announced that our current insurance carrier has declined to continue to offer bonding of LMSC officers. The carrier suggested two alternatives: (1) each LMSC can acquire its own individual policy or (2) USMS can purchase an additional policy that would cover all LMSCs. Todd is leaning toward option 2. Such a policy would mandate additional financial controls, such as: (1) dual signatures on checks over \$5000, (2) segregation of check writing and checkbook balancing and (3) quarterly or semiannual audits done by an LMSC's audit committee. Because the third control could be a burden on an LMSC, Finance Committee Chair Jeff Moxie suggested that a USMS audit committee could provide an annual audit for the few LMSCs with higher incomes. Our insurance broker will propose this option to potential carriers. This coverage is needed to protect USMS's financial interests. The risk should decrease with online registration, when much of our income will be collected in a central location.

## **2008 midyear meeting**

Tentative date is February 7–10. We would like to meet somewhere warm, and preferably in the center of the country. Julie will research the several possibilities that were suggested.

## **Update on Worlds financial documents**

The minutes of the July Executive Committee meeting stated that the FINA Worlds local organizing committee had not provided requested financial documents. The documents were supplied shortly after that meeting.

## **Membership list policy**

In response to a question from an LMSC, the EC clarified that there currently is no USMS policy concerning LMSCs making their membership lists available for mailings. Patty cautioned that certain states could have privacy laws that would need to be obeyed. The EC feels that USMS should have such a policy, so the Zone Committee was given the task of formulating a policy.

## **Contractor procedures**

Mark asked the EC to establish procedures for selecting contractors for small web projects. Ultimately, we would like to establish a pool of qualified contractors, and entrust the executive director with making hiring decisions. Todd and Mark will put a procedure together.

## **Next meeting and adjournment**

The next EC meeting will be at convention, September 25. The next BOD meeting will depend on the progress of the Online Registration Task Force, and may be called for September 6. Meeting adjourned at 10:24 p.m. EDT.