

USMS Convention—Dearborn, Michigan 2006

Committee Name: Board of Directors	Session #: 1	Report #: 4
Minutes recorded by: Meg Smath	Date/time of meeting: 9/13/06 4:00 p.m.	

Action Items: Proposed Expenditures

- 1.
- 2.

Action Items:

1. MSA to affirm the actions of the Executive Committee.
2. MSA the paid time-off policy for USMS employees proposed by the subcommittee chaired by Laura Winslow.
3. MSA the benefits policy for USMS employees proposed by the subcommittee chaired by Laura Winslow.

Committee Chair: Rob Copeland

Vice Chair(s):

Number of committee members present: 22

Absent: 1

Number of other delegates present: 13

Committee members present (list all, including chair and vice chair): Rob Copeland, Jerry Clark, Nancy Ridout, Jeanne Ensign, Betsy Durrant, Michael Moore, Mark Gill, Nadine Day, Anna Lea Roof, Leo Letendre, Ted Haartz, Patty Miller, June Krauser, Jim Miller, Mike Laux, Julie Heather, Michael Heather, Carolyn Boak, Tom Boak, Laura Winslow, Meg Smath, Rob Copeland.

Minutes

The meeting was called to order at 4:06 p.m.

1. Rob welcome the directors and guests to the meeting, and noted that our theme for this convention, "Thinking Outside the Pool," is particularly appropriate in this first year of our restructured governance. He asked for comments on the performance of the Board and the Executive Committee this year. Rob's own comment was that both bodies need to continue to improve communication. Other comments were that the Board works well together, the minutes are informative, and adding the BOD to various mailing lists has helped keep everyone informed. Conference calls have been very effective, as well as *Streamlines*. Maintaining lines of communications with committee chairs has also been helpful. Nancy Ridout requested that the BOD be kept up to date in decision-making, so that they can answer questions as they arise.
2. Action items from the Executive Committee's meeting earlier in the convention were presented to the Board:
 - (a) Create a task force, budgeted at \$500, to explore creating a technology services department.
 - (b) Create a club development initiative for servicing, staffing, enhancing and developing a support system for our clubs, with a budget of \$50,000.
 - (c) Appoint a task force, led by Julie Heather, to manage and develop the club development initiative.

The budget in action item (a) is primarily for conference calls. The task force, which will be led by Jim Miller, will determine a technology structure to meet USMS's needs. The focus will be on technology management, not content management. A step already being taken is that committee chairs will need to fill out forms in order to request work by the webmaster/IT director or other USMS employees/contractors. The task force is not necessarily focused on hiring more people, but on making recommendations. Any new hires would have to follow PMG. Jim said he would like to have proposals ready to present at the BOD's midyear meeting. The proposals would cover structure, job descriptions, requirements and financial requirements.

Action item (b) is intended to make good on our long-held desire to invest in our clubs. The \$50,000 would be used for a staff or contract position, if the task force referenced in action item (c) recommends going forward. Nancy Ridout recommended contacting Scott Rabalais, who had a similar proposal out of the Coaches Committee several years ago. Rob clarified that the budget for the task force referenced in action item (c) would be an overbudget expense for 2006, but the club development initiative itself would operate with funds from the 2007 budget.

MSA to affirm the actions of the Executive Committee.

3. Rob gave a brief overview of how we will operate using Robert's Rules of Order during HOD meetings. He emphasized that we should make sure our motions are clear. Parliamentarian Bill Tingley will elaborate during the New Delegates Meeting and the Committee Chairs Meeting on Thursday, as well as during the first session of the HOD.
4. Controller Margaret Bayless gave a financial report. Our auditors reviewed our accounts in 2005 and also prepared our tax return. For the first time, USMS paid unrelated business income tax, as a result of income from *USMS Swimmer*. Membership for 2005 was 42,674, an increase of 1.5 percent over 2004. She noted that 80 percent of our revenue comes from dues. She asked for input on the amount of reserves to maintain. Treasurer Tom Boak added that we have a team involved in USMS's financial affairs, which includes National Office staff, Margaret Bayless, himself, and Finance Committee Chair Jeff Moxie and the remainder of the Finance Committee. All are persons of the highest integrity.
5. Betsy Durrant reported for the subcommittee to compile a policy manual. The subcommittee consists of Betsy, Meg Smath, and Julie Heather, with substantial input from President Copeland. Betsy noted that the governance task force that she chaired a couple of years ago observed that we have many policies in the rule book that really don't belong there. Many other policies are in assorted other documents, including the Election Operating Guidelines and FOG. The subcommittee will determine what is policy and where it should be maintained, but will not write new policy. Committees may be asked to recommend policies, if needed. The BOD is the policy-making body for the organization, so committees should not make policies (other than those that affect only the committee's operations) for the HOD to approve. Rather, the HOD should direct the BOD to accept and approve policy recommendations of the HOD. The subcommittee is just beginning its work; the purpose of Betsy's presentation was to prepare everyone for future actions.
6. Laura Winslow presented two policies for the BOD to approve: one for paid time off for employees, and the other for benefits for employees. The time-off policies are the same as those discussed at the last BOD conference call, and the benefits policies are in line with the BOD's previously agreed-upon benefits philosophy. Jeanne Ensign recommended that we be consistent in terminology, rather than using the terms "time off" and "leave of absence" interchangeably, and Laura agreed to make those changes, along with some spelling corrections. **MSA to adopt the two policies, as amended.** Rob noted that we will also soon have a confidentiality policy for the organization.
7. Michael Moore gave a summary of the FINA World Masters Championships. He felt the championship achieved its goals of providing the best competitive conditions for the competitors, leaving a legacy for the next organizing committee and fostering enthusiasm for our sport. He thanked USMS for the trust placed in him and the rest of the local organizing committee. Rob announced that it appears the meet will not be profitable, and not all of the loan USMS made to the local organizing committee will be repaid. He noted that we knew when we decided to make the loan that this was a possibility, and several in the audience commented that dollars and cents are not the only way to measure the success of such an undertaking.
8. Next year's convention will be in Anaheim, Calif. It is likely that flight schedules will not allow East Coast delegates to stay late enough Sunday at next year's convention to have a BOD meeting that day. We will therefore have to adjust next year's meeting schedule.
9. Rob mentioned several potential hot topics for this convention, including
 - The repayment of the loan for the World Championships
 - Possible dues increase; as a point of information, Tom Boak announced that the Executive Committee has directed the Finance Committee to present a balanced budget to the House of Delegates, and that there is substantial pressure on this year's budget
 - Online registration
 - Web/IT projects
 - Lingering issues with last year's LATyCAR meet
 - The executive director search; Laura Winslow announced that the search committee is still interviewing candidates. It will be the first item on the agenda for Sunday morning's BOD meeting.

The meeting was recessed at 6:07 p.m.
