

Committee Name: Executive Committee

Committee Chair: Patty Miller

Minutes recorded by: Chris Colburn

Date/time of meeting: 6/5/2017 7:30pm EDT

Actions Taken:

1. Approved: the minutes of the April 3, 2017 Executive Committee Conference Call

Number of committee members present: 8

Absent: 2

Others present:

Committee members present (list all, including chair and vice chair): Patty Miller - President; Ed Tsuzuki - VP of Administration; Chris Stevenson - VP of Local Operations; Chris McGiffin - VP of Programs; Chris Colburn – Secretary; Ralph Davis – Treasurer; Nadine Day – Immediate Past President; Dawson Hughes – CEO.

Not Present: Frank (Skip) Thompson -VP of Community Services; Maria Elias-Williams - Legal Counsel

Minutes

The meeting was called to order at 7:33pm EDT.

1. Agenda Review and Conflict of Interest (Patty): Patty welcomed everyone to the call, and reviewed the agenda with the Committee. There were no conflicts.
2. Approval of Minutes (Chris Colburn): **MSA to approve the minutes of the April 3, 2017 Executive Committee Conference Call.**
3. CEO's Update (Dawson):
 - a. Staffing: Jessica is managing all of the incoming inboxes (all of what Anna Lea and Tracy has been handling). Melanie, Marianne and Bill are backing Jessica up, and she has been managing responses within a work day so far. Jessica is in NH with Tracy to review archived information that Tracy has stored there.
 - b. We have narrowed down to 2 candidates for each of the membership positions. Face-to-face meetings will take place in the next week or so.
 - c. IT: Sterling is holding down the fort with help from James and his staff. All of what comes in has been coming to Sterling to manage. He's making sure everything is stable and updated. The big item he is working on is rolling out Year-plus in July. Testing is in progress and should be ready to go by 7/1.
 - d. Dawson is working with the IT liaisons on the priority of development projects and the IT process for the Summer Board Meeting. That should be ready by the 6/19 Board Meeting. The goal is to have a concise proposal in advance of the 6/19 Board meeting.
 - e. We passed a PCI compliance scan a couple weeks ago, which satisfies Wells Fargo and Visa. We are PCI compliant with our registration process. Our work with PCI compliance with events and ClubAssistant is ongoing.
 - f. We have a June membership campaign underway: Try Masters Swimming Week is 6/1-11, along with a member campaign for members to refer their friends. There's a club and LMSC campaign to get engagement for Try Masters Swimming Week, but a number of clubs are actively participating. At the end of May we are ~1.5% ahead of last year. New member registration is lagging this year, and we're hoping the promotions will help. The sponsor discounts run 6/1-15. We are working on the rest of the year campaigns and Year-plus pricing. Patty asked if the sponsors are receptive, and they asked that we shrink the window and try to keep the discount codes within the membership.
 - g. Chris McGiffin asked about Sterling's testing for the Year-plus membership, and if he could benefit from help by the volunteers. There is some communication in the works with the registrars to make sure each LMSC's data tests ok.
 - h. Patty asked Dawson if there are 2 candidates each for the membership positions and if they're local. Dawson elaborated on the candidate pool and their current locations.
 - i. Chris McGiffin asked about the upcoming sync-up meeting with the IT liaisons and James Williamson. James and Dawson are going to meet in NJ with Ed and Chris McGiffin next week to reach a comfort level with the IT liaisons. The audit committee will be meeting in Sarasota on Friday and they'll receive updates about the IT audits and the like.
4. Office Reports for the Summer Board Meeting: The Summer Board Meeting is 7/15-16 in Tampa. Officer reports will be due Friday 7/7 for the packet. Chris Stevenson noted that Convention reports are due right around that time, and wonders if the work is duplicative from the standpoint of the committee chairs. Chris McGiffin mentioned that the Board report was the

initial draft of the Convention report so that the final draft for Convention would be easy to update. Ralph asked what the due date is for the Convention Reports (7/15). Patty asked if there was need for the 2-month lead time. Nadine indicated that the controlling factor was the amount of lead time to print materials. Dawson will talk to Tracy and Jessica about timing. Chris Stevenson asked for the Vice Presidents to condense and summarize the reports of the committees, so the Vice Presidents are prepared to field questions at the meeting. Reports can be posted to the Board of Directors Forum, but they will be pulled together into a packet as well. Ed wants the Board to be well aware of the amount of work that some of the committees do.

5. Committee Chair Succession Discussion: Patty wants to get a sense for what's a good length of tenure for a chair or vice chair; to see what a minimum term of tenure is; and how to approach the longer-tenured chairs. Ed thinks it differs by committee, as some committees are operational in nature and might not be done by volunteers; and there are some committees that aren't easy to groom/recruit people for. Chris Stevenson mentioned that some of the roles depend on the skill set required to run the committee. Generally 3-6 years sounds like a good length of tenure. Chris McGiffin likes continuity. 2 years should be minimum, and 3-6 would be the optimal length of tenure for a chair, with the idea that they'd be grooming a successor in the last couple of years. Ralph mentioned that his committees might have longer tenure because of specialized long-term experience in their fields. Ralph could work with 6 years, but for Audit and Investment we don't want to see them change too often because of the experience of the members in their respective professions. Patty asked Nadine for her thoughts on the ideal length of tenure. Nadine recommended 2 as a minimum, 4 is too short, and 6 to 8 on the long side might be better. Patty asked if USA Swimming has term limits in their rules. Nadine thinks it's a good idea because it provides more opportunities for other people, and helps them gain better understanding of our organization as a whole. Ed likes 4 as a minimum with an ideal of 4-8, but one size not fitting all as a guide. There was further discussion of the roles of some committees and the rationale for keeping some longer-tenured committee chairs in their current roles. Dawson mentioned that the tenure discussed here is a little longer than the system that the futures task force is working on, and that we should keep that in mind.
6. Roundtable:
 - a. Ed: Ed was really excited because the USA Swimming board met Tim Hinchey, the new Executive Director. Within the first 5 minutes of introducing himself he said Masters or Masters Swimming about 10 times. His own personal growth included age group, college, and masters. He has been an active masters swimmer, doing a lot of Open Water swims. Ed invited the entire board to join USMS. Now we have an incoming President of USA Swimming coming in with a background in Masters Swimming. He wants to build a much stronger relationship between USA Swimming and Masters Swimming. Ed wants Dawson to get hooked up very quickly about the partnership as well as about CRM environments.
 - b. Chris Stevenson: nothing to add
 - c. Chris McGiffin: Chris asked Chris Colburn about whether or not he has received committee meeting minutes from Open Water, Long Distance, and Officials. Chris Colburn will check his backlog and verify. Chris also asked Patty to consider the future of the IT Liaisons task force. Patty wants that to be a discussion at the Summer Board Meeting to better define the group and provide some transparency to it. Dawson has mentioned that the group helps to get a perspective and to be a sounding board.
 - d. Ralph: Dawson mentioned about the Audit Committee. Ralph will come a little early to spend some time with Susan and Dawson to discuss goals and objectives for the 2018 Business Plan. We are over on both our investment fund for the year so far by about 5-6%. Patty asked Dawson and Ralph for our Board meeting in 2 weeks to focus on our current budget and revenue issues.
 - e. Nadine: Nothing for Round Table. Nadine asked if there was any wrapup for the Board with respect to the LMSC Summit with respect to the final feedback from the attendees. Paige is still compiling the data.
 - f. Patty: There are 4 candidates slated for the Vice President of Administration. We need to work with the Elections Committee to make sure we have a good Meet the Candidates session. Patty suggested the unopposed candidates only introduce themselves and not answer questions to allow time for the contested candidates to answer questions for the audience.
 - g. Ed is now connected via VOIP and it appears to be working well as opposed to in past years. Nadine provided some feedback on how she used the meeting wall for sharing documents and seeing who is on the call. Patty asked if it was advertised. The idea had been dropped because 2 years ago there were some issues with wider testing; however, some individuals have used the VOIP features of StartMeeting since that time. Between Dawson, Chris Colburn, or Ed, Patty asked if someone could send some concise instructions to send to the Board. Dawson will send instructions and include it with the call-in info as well.
7. The next Executive Committee call will take place on Monday, July 3rd, 2017 at 7:30pm EDT.

The meeting was adjourned at 8:44pm EDT.

Respectfully Submitted,
Chris Colburn, Secretary