

**Committee Name:** Executive Committee

**Committee Chair:** Patty Miller

**Minutes recorded by:** Chris Colburn

**Date/time of meeting:** 8/7/2017 7:30pm EDT

## Actions Taken:

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

**Number of committee members present: 8**

**Absent: 2**

**Others present: 2**

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

**Not Present:** Chris Stevenson - VP of Local Operations; Frank (Skip) Thompson -VP of Community Services.

**Guests:** Onshalee Promchitmart and Jessica Porter.

## Minutes

The meeting was called to order at 7:35pm EDT.

1. Agenda Review and Conflict of Interest (Patty): Patty asked for an update on Nationals. Maria gave a positive review of the meet and the event staff. 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 July 3, 2017 Executive Committee Conference Call.**
3. Patty gave a brief report on the FINA Masters Congress in Budapest. All the proposed rules that were reported out favorably by the FINA Bureau passed. Julio Maglione was re-elected President. Patty had the opportunity to see many aquatic events while there. UANA had a meeting while there which was important as a continental organization. FINA Masters Worlds starts on August 14.
4. Convention planning
  - a. Workshops: Patty gave an outline of the workshops listed below. Now that we have a list of the workshops, we have three segments, and everything is opposed by either a Legislation meeting or a Rules meeting. The group worked to see what meetings should not oppose each other.
    - i. LMSC Standards
    - ii. Value Added for Meets
    - iii. Coaching Fitness Swimmers
    - iv. Technology for LMSCs/clubs
    - v. National Office Speed Dating
    - vi. Do You Have the Meet Officials You Deserve?
    - vii. Mentoring (Futures Task Force)
    - viii. Long Distance
    - ix. Recognition and Awards
  - b. Sports Medicine Lecture (Patty): In the past this has been an unopposed brown-bag session. Because of the number of workshops, the question was posed if the lecture could be held opposite one or more workshops. Nadine explained that both the Sports Medicine Lecture and the National Office Speed Dating were originally intended and scheduled to be unopposed. The group opined that technology, coaching, and mentoring that may be popular this year. Patty proposed categories with a track for events, a track for volunteers, and then looked at what topics are left over. Patty will solicit some more detail from LMSC Development between coaching fitness swimmers and technology to determine which time slots will go in the time slots with only two workshops. Patty will follow up with Jessica and Onshalee to put together the scheduling.
  - c. Convention Hot Topics – Fees/Budget legislative proposals: The Legislation Committee has already had some conversations about these issues, and we can see the discussions that may develop as a result. On the next Legislation call, Jeanne Ensign and Peter Guadagni will try to be present to explain the rationale behind the

recommended legislation. The group discussed how to better acquaint people with the concept better. Ralph will talk to Jeanne about strategies this week.

- d. Survey of committee members: Patty and Jessica have discussed administering the survey with SurveyMonkey this year, not only for the committee chairs' evaluations, but to survey the committee members. The committee consensus was that administering the survey with the proposed format would be a good idea. Chris McGiffin asked about some of the logistics related to using the evaluation spreadsheet that was used in the past. Ed proposed a written summary for the EC as opposed to ratings. Nadine thought the survey is a good idea and provided some relevant suggestions for the survey and some workshop scheduling related to officials.

5. CEO's Report - Dawson

- a. Nationals: We used ClubAssistant for the first time and it was very smooth. We did online relay entries for the first time and got lots of positive feedback about it. We have a few tweaks to make to realize some small improvements. The host did a good job. They have a facility staff that has run a lot of big meets and that were very supportive. For the most part, things went very well. At the same time, Championship awarded 2019 Spring to Mesa and 2019 Summer to Mission Viejo and 2020 Summer to Richmond. Dawson contacted Jeff Roddin to see if he is ready to communicate those awards without signed contracts. Indy's contract isn't done yet, and the National Office will work to get the contracts settled as soon as possible. Jeff Roddin did a good job of getting Casey up to speed, and the staff did a good job with relay registration, and they are ready to continue to take that over going forward. There was some surprise that those awards had been made already, but that falls under the purview of the Championship Committee. Bids are still open for Spring 2020 as nobody has yet submitted a bid. Maria opined that she is not comfortable with the awardees having made press releases without signed contracts. We have time to firm up those items in the near future.
- b. ClubAssistant Meetings: Dan Wegner came to Sarasota to meet with the staff on a laundry list of topics, including education, college club, and technical integration. Dan met with James to discuss some of the data that ClubAssistant has that we don't. There was a good discussion of how they fit in to what we do in terms of services we provide as well as where we don't overlap. We will try to build out an agreement with them going forward with Nationals and College Club. We are in the early stages of contracts with those two items.
- c. IT Update: In the past two weeks, James, Sterling, Jessica, Kyle, and Dawson are starting to look at what the incoming IT requests look like. Those requests become critical quickly in the eyes of those reporting. James and one of his contractors are helping to put together a much better process to address issues. They are having regular meeting to triage and prioritize errors, and are making sure to communicate results and timelines to the requestors. The membership department is helping to triage those and James and Dawson are learning how to best communicate tasks and priorities to Sterling.
- d. Membership: we are continuing to track even with last year. Year-plus pricing is out and there is some marketing around that. We will see how much the Olympics impacted membership last year. New membership has been our challenge this year in the face of our biggest renewal percentage. The proposed budget is out to Finance and there are meetings scheduled this week and next. Nadine mentioned that Australia and New Zealand are implementing Year-plus memberships this year after USMS's model.

6. Chris Colburn asked if there would be an EC meeting on Labor Day and Patty indicated we would not plan on it.

7. Ralph noted that our investments are doing well.

8. Chris McGiffin asked Patty about the use of committee budgeted funds for gifts for its members. Patty raised the question to Recognition & Awards since she felt uneasy about it. Ray Novitske felt the same unease and made some suggestions on how to recognize volunteers without spending individual committee funds for gifts. Further discussion supported these suggestions.

The meeting was adjourned at 8:34pm EDT.

Respectfully Submitted,  
Chris Colburn, Secretary