

# U.S. Masters Swimming Executive Committee Conference Call minutes

April 19th, 2011

FINAL

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## Action Items:

1. None
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President Jeff Moxie called the meeting to order at 8:30 PM EDT. Also present were, Michael Heather-VP of Administration, Nadine Day-VP of Community Service, Ed Tsuzuki - VP of Local Operations, David Diehl-VP of Programs, Ralph Davis-Treasurer, C.J. Rushman - Secretary, Rob Copeland-Immediate Past President, and Executive Director - Rob Butcher.

Absent: Doug Church-Legal Counselor.

## EC Agenda topics:

- 1) President's report (Jeff): Jeff did contact Patty Miller about Chairing the Strategic Planning Task Force. Jeff will be presenting the Ransom Arthur award to the winner at their home pool since the winner will not be attending the Spring Nationals.
- 2) Executive Director Report (Rob B): The auditors have been in the office this past week meeting with staff. Communication was sent to the LMSC Chairs informing them of our summer push to renew members. 22,000 of 55,000 have not renewed. Communication will next be delivered to all Club Contacts giving them a list of specific swimmers who have not renewed. The contact will be given a customized link for the members to renew. The National Office has signed off on *SWIMMER* magazine with deliveries anticipated the first week of May. Rob B complimented SPMA for the welcome kit they send to clubs, which contains a welcome letter from the LMSC Chair and a list of LMSC Officers.
- 3) *STREAMLINES* e-newsletter (Rob B): Rob shared with the EC and board the editorial calendar for our 18 annual e-newsletters as well as deadline dates for submitting information. Membership gets an e-newsletter once a month. Coaches get a monthly e-newsletter. Volunteers get an e-newsletter every other month. He encouraged the EC to share this information with their committees and continue submitting information they would like to have sent to the membership via the e-newsletters.
- 4) Rule Book editor questions (Mike): Mike asked if the position is to be filled before convention or at convention? The deadline for applying for the position is April 30<sup>th</sup>. Nadine said that the position description was given to the EC before it was posted and the description is fine. Recommendation Consensus of the EC was to change the name of the position to Rule Book Editor from Rule Book Coordinator to dispel any confusion. Also to remove the last section of the advertisement, since it did not describe any contracted duties. Rob B said the contractor position was advertised to create transparency within the organization. Ralph informed the EC that the \$500 contractor position is within Rob's budget and does not require Finance committee approval. This is a contract position for a specific task not a staff position.

5) Old business –

- A. Rob C reminded everyone that the election packets are due at the end of the month.
- B. Nadine wanted to discuss the position of the Convention Coordinator. Nadine said that there is some confusion about the role and responsibilities of the position. The EC should be providing direction. The Convention Coordinator is a volunteer position. The local LMSC usually takes care of staffing the hospitality suite with volunteers. When questions come up that the Volunteer Coordinator can not answer in a timely manner should be addressed to Mike Heather. Rebekah Olsen should be part of any communication that Tracy Grilli has with the Convention Coordinator or USAS, for training purposes. Tracy Grilli is our staff liaison to USAS.
- C. Swim Fest-Nadine shared there are currently 28 coaches and 26 swimmers registered. There is concern that we need 60 coaches and 80 swimmers to meet the budget.

6) New business -- none

The Executive Committee went into Executive Session at 9:17 pm to discuss the matter of an LMSC's financial status. The Executive Committee came out of executive session at 9:25 pm.

Next meeting of the Executive Committee meeting will be held on Wednesday May 4th, 2011 at 8:30 PM EDT.

The meeting adjourned at 9:25 PM EDT.

C.J. Rushman,  
Secretary