

Committee Name:	Executive Committee		
Committee Chair:	Patty Miller		
Minutes recorded by:	Chris Colburn	Date/time of meeting:	4/3/2017 7:30pm EDT

Actions Taken:

1. Approved: the minutes of the March 6, 2017 Executive Committee Conference Call

Number of committee members present:	9	Absent:	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; Frank (Skip) Thompson -VP of Community Services; Chris Colburn – Secretary; Ralph Davis – Treasurer; Maria Elias-Williams - Legal Counsel; Nadine Day – Immediate Past President; Dawson Hughes – CEO.			
Not Present:			
Guests: Tracy Grilli			

Minutes

The meeting was called to order at 7:32pm 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 March 6, 2017 Executive Committee Conference Call.** Chris reported that he just posted the Winter Board Meeting packet, including the minutes and the Consent Agenda, on the USMS website.
3. CEO's Update (Dawson):
 - a. Membership numbers at the end of March were just under 2% ahead of last year. We are in a good position relative to budget. Between returning and renewing members we're about 2,000 ahead of last year. We're about 900 behind last year's pace of new members. This may be because of the end of year campaign from last year, and the difference between the increased number of year-plus members and the traditional delay of registrants until November 1.
 - b. We are putting together a campaign to attract new members in June with communication starting in May.
 - c. IT Update: We have done 2 of 5 demos with potential partners. There are 2 more tomorrow, 1 on Wednesday, and 2 in the next couple weeks. Formal proposals are due April 21. Kyle is leading the charge of organizing those and compiling our observations and evaluations.
 - d. We got a notice from Wells Fargo on Wednesday night last week regarding a potential common point of fraud with a corporate partner who had a breach. This accelerates our efforts to be PCI compliant, which we will do by May 10, and have some other steps by April 10. While USMS itself did not have a breach, we want to be as secure as possible.
 - e. Chris McGiffin had a question about the potential impact of the IT work on the College Club initiatives. Dawson indicated that there has been no impact yet. Chris Colburn mentioned that a 45-day turnaround for PCI compliance is a tight schedule, and recounted some previous experience with similar situations for the group.
 - f. Skip asked if there will be sponsor incentives for the June membership drives. Dawson indicated that was part of the plan.
4. Committee Chair Succession (Patty): We know that each of the Vice Presidents and Ralph have a sense of the tenure of their chairs, and that we have succession planning for the various committee chairs. Patty proposed that each Vice President and Ralph go through their committees, think about their chairs, and report to the EC by the next meeting what the committees can/should look like moving forward. Tracy can help if Vice Presidents are unsure about tenure. Patty then provided an example of what she is looking for from the VPs. Patty reported this can be a transparent conversation with the committee chairs, so the decisions are not simply a decision of the President or the Vice Presidents. Patty says that regardless of her potential re-election, that this is an important exercise. Ed commented that this is difficult, but important. Ed asked some questions about expectations around the conversation, as well as some visioning regarding the future of the committees. Discussion centered around what that discussion with the chairs can look like, what tasks can/should be assumed by staff, and how the future of a committee affects who should lead the committee going forward. All agreed that this is a good exercise,

but that there's some uncertainty as to who might be running for office and not be eligible as a committee chair. We will have further discussion as we move forward toward the next EC meeting.

5. Committee Selection Process: Patty solicited ideas from the committee of how to improve the process. Ralph suggested that he and the Vice Presidents do the legwork to make recommendations with which the President can make a final decision. Patty recounted some of her experience with the process thus far, what has worked well, and what hasn't worked well. Discussion continued around the committee evaluation process, and the standards for evaluation that Patty set with Tracy Grilli and the chairs. Patty posited that we might want to look at the messaging to our volunteers at Convention. Chris McGiffin thinks the Vice Presidents should be included in receiving the reports from the chairs about the committees if they are to be included in the process. We need to look at and ensure that the opportunities we communicate are available, and to do a lot more delegating to the Vice Presidents and the Treasurer following convention. Skip reminded the group that many of the Vice Presidents entering office might not have the same experience with the committees and their makeup.
6. Update on Convention Workshops (Chris Stevenson/Dawson): We have a Recognition&Awards workshop; an Open Water/Long Distance workshop based on events, but not necessarily championships; a workshop on LMSC Standards; Speed Dating; LMSC Development has one per Chris McGiffin and Chris Stevenson; and the Futures Task Force (Dan) is doing one workshop on mentorship. Michael Moore was soliciting some ideas for the Speed Dating workshop from the LMSC Development Committee. This year they're wondering if we have something different or related to the Board so we can rotate Speed Dating topics through a 3-year cycle. Chris Stevenson mentioned that we have 3 timeslots of 3 workshops each. Chris asked if it would be valuable to offer a popular workshop twice, Patty agrees that would be helpful so that delegates don't have to pick and choose, potentially missing a topic. LMSC Development has a subcommittee working on the topics. Patty asked the group for their thoughts on the Speed Dating workshop. Nadine had suggested something more like the peer-to-peer calls, and asked if we need to do Speed Dating or just another workshop. Ed felt that the Speed Dating at the last convention was a good experience, but felt there weren't a lot of people involved. Ed wants to know what percentage of the delegates actually attend vs. the amount of work we put into them. Discussion continued about what could be done with that time slot. Chris Stevenson will confirm that an LMSC Development subcommittee is working on topics. We only know we have 3 for sure: Open Water, Recognition&Awards, and mentoring. Nadine asked if we've ever asked what our delegates want at convention. Skip indicated we did about 12 years ago, and Nadine mentioned that we've changed significantly as an organization and with what we do at Convention since then. LMSC Development could solicit ideas from their respective zones, or do a SurveyMonkey. Patty read some of the topics of previous workshops. Chris Stevenson can share the list with LMSC Development, and the group can opine on the Discussion Forum. Chris McGiffin reminded the group of the Officials workshop that will not be a certification workshop but whose topic will be determined. Patty thinks it should be geared toward LMSC leaders identifying officials and getting them trained.
7. Roundtable:
 - a. Ralph:
 - i. Our general investments are up 4.4% for the year. SSL Funds are up 4.1% for the year.
 - ii. The Summer Board Meeting will be held July 15-16 in Tampa. Ralph suggests that Executive Committee members book tickets sooner rather than later. Ralph also asked and Patty confirmed that we start Saturday morning, and there are no official meetings on Friday.
 - b. Chris Stevenson: Michael Moore had a question about the Peer-to-Peer calls. There are requests that the calls be recorded so people can hear them later. The question was placed to Maria about the calls being recorded. Maria reported that as long as it's mentioned intermittently throughout the call that the call is being recorded, it should be fine. Maria will check on the required frequency of the mention to the participants. Chris Stevenson would like to hear back as soon as possible since there will be a call tomorrow night.
 - c. Skip: Skip asked if we know how many swimmers are going to Budapest. Patty asked Mel but hasn't heard back. Dawson can check as he hasn't gotten an update either. Chris McGiffin mentioned that we had heard total numbers are over 3000. Nadine told Patty that we can ask Betty Hazel for information. Patty will contact Betty Hazel. Maria asked Dawson about Spring Nationals attendance. Dawson believes the meet will be the third highest attended Short Course Nationals. Nadine provided some clarification on data she's received in the past.
 - d. Chris McGiffin reported that he is not going to submit his name for nomination as an officer this year. He has someone interested in running for the Vice President of Programs, as well as for Secretary. Chris Colburn will talk with Chris McGiffin about Secretary candidates. Ed will also not be running this year.
 - e. Long Distance has not had any output with respect to the postal waiver but they have a deadline of this weekend. Maria reported that ESIX doesn't have any issues with removing the waiver from e-postals.
8. The committee entered Executive Session at 8:36pm EDT to discuss a member concern about an event.
9. The next Executive Committee call will take place on Monday, May 1, 2017 at 7:30pm EDT.

The meeting was adjourned at 8:40pm EDT.

Respectfully Submitted,
Chris Colburn, Secretary