

Committee Name:	Executive Committee	Date/time of meeting:	1/7/2019 8:30pm ET
Committee Chair:	Patty Miller		
Minutes recorded by:	Greg Danner		

Actions Taken:

1. Approved: Ratification of email vote approving the December 10, 2018 Executive Committee Meeting minutes.

Number of committee members present: 10	Absent: 0	Others present: 0
Committee members present (list all, including chair and vice chair): Patty Miller – President; Peter Guadagni – VP of Administration; Chris Colburn – VP of Local Operations; Donn Livoni – VP of Programs; Frank (Skip) Thompson – VP of Community Services; Greg Danner – Secretary; Ralph Davis – Treasurer; Maria Elias-Williams – Legal Counsel; Dawson Hughes – CEO; Nadine Day – Immediate Past President.		
Not Present: None.		
Guests: None.		

Minutes

The meeting was called to order at 8:30pm ET.

1. Agenda review and conflict of interest (Patty): No conflicts reported.
2. Ratification of email vote to approve December 10 meeting minutes (Greg): **MSA to approve the minutes. The motion passed unanimously.**
3. CEO's report (Dawson):
 - a. Membership: Using the 2014 membership benchmark, we are about 1,000 registrations ahead and saw strong numbers in the first week of January. Total membership to close out December 31 was 31,709.
 - b. IT: Email forwarding issues are believed to be resolved. Notifications should all be going through to distribution lists and individual accounts. An upgrade of the php software on the website (legacy components) was completed for PCI compliance.
 - c. Open Water (OW) strategic planning: This task force has a meeting upcoming with Dawson, Jay Eckert, Donn, and committee chairs/VCs – OW and Long Distance (LD). Surveys were issued to members regarding OW events.
 - d. Questions:
 - i. Chris gave kudos for Sterling's upgrade speed on the php matter.
 - ii. Skip: Asked if our membership was down from 2018 and Dawson confirmed that was the case.
4. Officer reports for Winter BOD meeting and 2019 cadence discussion (All):
 - a. Peter, Ralph, Skip, Donn, and Chris each indicated they're happy with the current schedule and style of generating the officer reports.
 - b. As a reminder, Patty asked the VPs/liaisons to edit committee chair reports rather than passing all the information along. Reports are due in to the National Office prior to the start of the business day on Monday, February 4th.
5. Update from EC Liaisons on committee kick-offs for 2019 - how are things going so far? (EC Liaisons): communicating, problems, etc.:
 - a. Chris:
 - i. LMSC Dev: first call upcoming.
 - ii. Leadership Summit task force is meeting regularly (including tonight).
 - iii. History & Archives: first communication was issued recently.
 - iv. Recognition & Awards: communication issued.
 - v. Records & Tabulation: initial email sent, no meeting date yet.
 - b. Peter: Setting up calls with all Chairs to discuss reporting.
 - i. Rules: Note sent out to committee with surveys (feedback, improvement).
 - ii. Championship: Working on an updated meet directors guide. Some Nationals planning activity (new order of events for Mission Viejo).
 - iii. Legislation: thank you to old, welcome to new, no actions yet.
 - c. Skip: No committee meetings yet. All Chairs are scheduling meetings.
 - i. The new Diversity & Inclusion Committee surveyed members on meeting scheduling.
 - ii. Coaches: meeting next week.
 - iii. Sports Medicine Chair: new baby due soon, so there may be some delay of activity.

- iv. Fitness: Requested Fitness Series survey info from Dawson. Patty said that an executive overview may be provided, but programming (changes) will come from the national office.
 - d. Donn:
 - i. Officials: first meeting tomorrow.
 - ii. OW: meeting on Jan 20th.
 - iii. LD: meeting on Jan 27th.
 - e. Ralph: Finance committee meeting in two weeks. December was an unusual month for investments. Down about 6% for the year on both accounts.
 - f. Patty:
 - i. Elections: welcome email sent.
 - ii. SSL: no communication yet, but Patty will be talking to the Chair soon.
- 6. New Business: None.
- 7. The next EC call will be 8:30pm ET on Monday, February 4, 2018. The BOD call will be 8:30pm ET on Monday, January 21, 2018.

The meeting was adjourned at 9:08pm ET.

Respectfully Submitted,
Greg Danner, Secretary