

Committee Name:	Executive Committee	Date/time of meeting:	1/6/2020 8:30pm ET
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Greg Danner		

Actions Taken:

1. Approved: December 2, 2019 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): Peter Guadagni – President; Chris Colburn – VP of Administration; Ed Coates – VP of Local Operations; Donn Livoni – VP of Programs; Chris Campbell – VP of Community Services; Greg Danner – Secretary; Teddy Decker – Treasurer; Dawson Hughes – CEO; Patty Miller – Immediate Past President; Maria Elias-Williams – Legal Counsel.		
Not Present: None.		
Guests: None.		

Minutes

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

1. Agenda review and conflict of interest (Peter): No changes to the agenda and no conflicts noted.
2. Vote to approve December 2, 2019 meeting minutes (Greg): **MSA to approve the minutes. The motion passed unanimously.**
3. CEO's report (Dawson):
 - a. Membership update: 34,692 members registered for 2020 so far. We're 1.5% behind last year at the same time, which is about 600 members. We're expecting some spikes later in the year from various campaigns such as for the Olympics.
 - b. Email marketing platform: Minor bugs were recently fixed. Streamlines for volunteers will be issued soon via the new platform.
 - c. Some regional areas within an LMSC are considering moving to a neighboring LMSC. Chris Colburn will discuss this with Peter later.
 - d. Questions: None.
4. Proposed Committee Charter definition (Teddy):
 - a. Teddy provided the EC with a document in advance of the meeting that listed barebones items and content that will be expected. Items included: mission statement/purpose, organization/membership details, roles and responsibilities, committee meetings information, and potentially other items specific to the committee. Patty suggested that the mission statement should be consistent with what's in the rule book and paraphrasing would be acceptable. Peter questioned if the approval process should be outside the committee itself but noted that the BOD may not have the authority to approve the charter; this will be reviewed further. Teddy will work on writing a preamble that can be distributed to committee chairs. This topic will be discussed further at the next BOD meeting.
5. Officer reports for Winter BOD meeting (All):
 - a. Reports are due in to the National Office no later than Monday, Feb 24. Peter noted his preference that officer reports be brief.
6. Update on Committee kick-offs (EC Liaisons):
 - a. Chris Colburn: No hot topics so far. Most of his committees still have the bulk of their work left to do for the year. The Championship Committee did a site visit in San Antonio in preparation for spring Nationals. Chris expects things will be quiet for a little while. He is planning to meet with committee chairs in the next few weeks.
 - b. Donn: No hot topics so far. Open Water (OW) Committee meeting on January 12th. Long Distance (LD) Committee meeting on January 26th. Officials Committee meeting on January 28th. LD and OW are waiting to discuss with the Open Water Task Force (OWTF) how they fit in the process.
 - c. Ed: No hot topics so far. Reached out to all chairs to discuss goals and projects. Will be scheduling calls with his chairs over the next few weeks. Indicated that Membership Coordinator questions will be answered on a P2P call run by LMSC Development Committee soon.
 - d. Chris Campbell: Diversity & Inclusion (D&I) Committee will have their first meeting of the new year on Wednesday and noted they already held two meetings: one in November and one in December. Coaches Committee

had a meeting in November and the next one is a week from tonight. He is still working on communicating with chairs of the other committees. D&I has asked about improving election diversity, LMSC delegate diversity at convention, and whether a Nominating Committee would be appropriate since the Elections Committee is focused on fair and accurate mechanics of elections. Patty responded that non-profits typically have a Board committee called a Nominating Committee for this purpose. The Governance Committee could potentially play a role in this as well. The EC agreed that the D&I Committee itself can pursue election diversity further and may consider a Nominating Committee down the road.

- e. Teddy: Not much to report; no meetings of committees.
- f. Peter: Governance Committee has been meeting. A review of committee lineups with VPs is underway.

7. The next EC call will be February 3, 2020 at 8:30pm ET. The next BOD call will be January 20, 2020 at 8:30pm ET.

The meeting was adjourned at 9:22pm ET.

Respectfully Submitted,
Greg Danner, Secretary