

Committee Name:	Executive Committee		
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Greg Danner	Date/time of meeting:	12/7/2020 8:00pm ET

Actions Taken:

1. Approved: The November 2, 2020 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; Patty Miller – Immediate Past President; Maria Elias-Williams – Legal Counsel, Dawson Hughes – CEO.		
Not Present: None.		
Guests: None.		

Minutes

The meeting was called to order at 8:01pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda and no conflicts noted.
2. Approve November 2, 2020 meeting minutes (Greg): **MSA to approve the November 2, 2020 meeting minutes.**
Discussion: None. **The motion passed unanimously.**
3. CEO Update (Dawson):
 - a. Membership: Intermediary goals by January to reach some goals. Dawson indicated that the intermediary goal is to hit between 26-28k members by the end of January. As of now, there are approximately 15,600 members (including year plus), which is trailing last year at the same time by about 7%. We're continuing to see registrations spikes when membership emails are issued, and one renewal reminder was issued today. Patty asked if there are targeted emails to members that haven't yet renewed, and Dawson responded affirmatively. Chris Colburn asked if the year plus membership numbers were rolled into the membership total last week. Dawson said yes. He added that the membership total on January 7 will be a better gauge for the annual outlook.
 - b. Committee members: Jessica and Peter have been working diligently to send out committee member information.
 - c. Rule books: Notifications for printed rule book requests are being issued. They should be out by the end of the year or the start of January.
 - d. Beta testing new website community: Testing will occur around the holidays. Regular forum users may be invited along with other interested parties. In response to Peter's question, Dawson noted that there are about 15-20 regular forum users.
4. Committee structure, priorities, and alignment:
 - a. National Volunteer Structure (Patty): Summarized thoughts from the Governance subcommittee charged with reviewing USMS structure:
 - i. Assess what type of work should be done by a committee vs. a task force.
 - ii. Assess what type of work should be done by staff (ongoing business operations) vs. volunteers (nexus to our members).
 - iii. Utilizing additional roles: individual contributors, ad hoc committees, and others also help us accomplish our goals.
 - iv. Analyze how each committee fits our existing strategy.
 - b. 2021 Committee Priorities (All):
 - i. Chris Colburn:
 1. Membership: Goal setting and identifying a cohesive direction are important for this committee.
 2. Championship: Noted that although this committee has straightforward priorities, there may be changes to what a pool championship meet "looks like" during the pandemic, if possible at all. Dawson said there is no reason to consider bids for 2023 yet.
 3. Rules/Legislation changes: Continuing to align these committees with USMS goals and priming the communication for the Annual Meeting HOD sessions. Ed added that providing clarity from the BOD perspective may be helpful.
 - ii. Ed:

1. LMSC Development: Education and training are high on the list of priorities, as well as coordinating efforts with the Coaches Committee. No LMSC surveys (grading for the LMSC Standards) will be issued this year. Added that the LMSC Standards need to be updated.
 2. Recognition & Awards: Want to boost the number of submissions. Additionally, will coordinate efforts further with the National Office.
 3. History & Archives: Continued work on existing projects.
 4. Records & Tabulation: Continued work on existing projects and refining the backlog of projects. Some requests for software improvements may be challenging to implement due to limited National Office resources.
- iii. Donn:
 1. Open Water: 3-4 primary tasks, as part of a joint effort with the Long Distance Committee.
 2. Long Distance: Work on the ePostal transition to the National Office. It is noted that the Committee is resistant to the concept.
 3. Officials: Ensuring quality certified officials/refs/admin when we have meets again.
 4. Miscellaneous: Suggested that a VP/committee realignment may be in order in the future.
 - iv. Chris Campbell:
 1. Coaches: Education and mentoring are top priorities.
 2. Diversity & Inclusion: Noted this group is very organized group and taking on many projects. Outreach and data intake are some of their priorities.
 3. Fitness Education, Sports Medicine & Science: Both committees shall strive to develop fun and engaging material.
 - v. Teddy: Has discussed some possible committee changes with Peter that need to be discussed with her committees.
 - vi. Peter:
 1. Adult Learn-to-Swim: Integration with respect to our new partnership to be determined.
 2. Elections: Looking to formalize how to handle elections in another virtual meeting setting.
- c. Creating alignment at USMS (All):
 - i. Chris Colburn recommended more top down communications that detail alignment with the strategic efforts of USMS.
 - ii. Chris Campbell said we should aim to make committees aware of National Office efforts that may relate to their tasks and projects.
5. Review status of Volunteer Task Force Recommendations (All):
 - a. LMSC Development Committee: It was suggested that changing the committee focus should come prior to legislative changes. Peter asked if the LMSC role job descriptions were undergoing revision. Ed indicated he will reach out to the appropriate parties. He said that they are mostly intended to serve as a recruiting tool.
 - b. Zone Chair / Coaches Committee: Chris Campbell suggested that a robust Guide to Operations is better than pursuing the legislative angle, as it is easier to update.
6. The next EC call will be January 4, 2021 at 8:00pm ET. The next BOD call will be December 14, 2020 at 8:00pm ET.

The meeting was adjourned at 9:06pm ET.

Respectfully Submitted,
Greg Danner, Secretary