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| Committee Name: | Executive Committee | Date/time of meeting: | 4/6/2020 7:30pm ET |
| Committee Chair: | Peter Guadagni | | |
| Minutes recorded by: | Greg Danner | | |

Actions Taken:

1. Approved: February 3, 2020 Executive Committee Meeting minutes.

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| 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 7:30pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda and no conflicts noted.
2. Ratification of email approval of February 3, 2020 EC meeting minutes (Greg): **MSA to approve the minutes. The motion passed unanimously.**
3. CEO Update on USMS COVID-19 respond and budget implications (Dawson):
 - a. Peter provided a brief opening statement:
 - i. 75% of our annual revenue is already in.
 - ii. There is risk in any course of action we take.
 - iii. Due to the uncertainty of the situation, we have tried to make assumptions which are neither optimistic nor pessimistic.
 - b. Objectives:
 - i. Dawson noted we will strongly support efforts to return to the water as quickly as possible when social distancing measures are removed, and pool availability improves. We need to ensure that our coaches have adequate resources.
 - ii. Develop appropriate budget. Avoid rushing into decisions that may have unintended consequences.
 - c. Overview of process and timing: In terms of strategy, the National Office is looking to make significant adjustments and decisions over the next two weeks. The April 20 BOD meeting agenda will cover related discussions and decisions. In the meantime, Dawson has a group meeting on Wednesday, April 8 with Guy Davis (Acting Finance Committee Chair), Teddy, Peter, and Jeff Moxie. The Finance Committee itself will be meeting next Tuesday. Dawson thought it was important to involve them in this cycle so they're aware progress is being made. Also, Dawson wanted the Board to know that there is daily communication between himself and Peter, as well as emails across multiple parties to review the current situation.
 - d. General bottom-line predictions:
 - i. We're at about 45,000 members now and the original budget was for 60,000. The resulting revenue shortfall is approximately \$750,000.
 - ii. All non-essential travel has been eliminated.
 - iii. We may need to plan for no additional member registrations or event revenue this year. We're planning for a September 1, 2020 return to normal.
 - iv. The National Office is navigating the status of our sponsors.
 - v. Based on possible changes to the budget, we can get down to a loss around \$450,000 with the potential of further reductions getting us to a loss around \$350,000.
 - vi. Early forecast for 2021: 50,000 members. This was based on our history of retention, returning, and new members.
 - e. Approach to Payroll: Taking a three-step approach for this review; decisions will need to occur at the April 20 BOD meeting. The plan is to align membership services to that of an approximate 50,000 membership base. We can make some decisions that will result in savings in addition to those that will naturally occur with merchant fee decreases and insurance cost decreases since our membership number will be lower. More information on this will be available at the next BOD meeting.

- f. Volunteer Budgets: Minimal travel is expected for the remainder of the year. The National Office will work with VPs on committees that have budgets to discuss further.
- g. Swimming Saves Lives Foundation (SSLF) shift: Dawson indicated that fundraising efforts will be paused for the short term and perhaps through the end of 2020. Peter said that the SSLF Committee has embraced that any fundraising should go to basic program efforts this year. With that in mind, we'll need to determine the best method to tactfully allow fundraising that will benefit coaches, clubs, and events.
- h. 2020 Annual Meeting considerations: Due to current events, we need to recognize health and safety considerations may affect our ability to hold an in-person event. We will need to begin contemplating a virtual convention.

Questions:

- i. Ed asked if there was a firm date that we need to decide on the annual meeting and Dawson answered not yet.
 - ii. Donn asked what will happen for LMSCs that were expected to receive partial convention funding from the unified fee structure. Dawson responded that it hasn't been determined yet, but that support, and recovery efforts will likely be greater than the planned convention coverage.
 - iii. Patty commended National Office staff on their response to the pandemic, as we are showing that we can support our members even when they can't be in the pool.
4. Convention workshops/educational topics for annual meeting (All):
 - a. Two early suggestions are for "starting up a new open water event" and "welcoming new members to the pool deck".
 - b. Ed suggested any topic that deals with helping clubs get back up and running after the pandemic.
 - c. Chris Campbell noted that the Diversity & Inclusion Committee is working on a webinar presentation that may be included in future coach certification courses. This could be added to the convention.
 - d. Peter is considering some type of feedback session about what convention delegates enjoy.
 5. Potential changes to Annual Meeting (Ed): Ed provided the BOD with a document that was developed from prior Convention Task Force findings and reviewed/modified with Nadine and Rob's assistance. Although we don't yet know what will happen, we should begin brainstorming outside the USAS framework for 2022. Maintaining networking, fun, and information sharing are vital to the convention. Ed has developed a potential 3-day convention layout that covers all the convention requirements, committee meetings, and contains a few workshops. Accommodations for a banquet or reception are available too. Ed noted that electronic voting has reduced our convention time slightly and Legislation/Rules/Long Distance (LD) document formatting has also saved time. This topic will be discussed further when more time is available.
 6. Process for changing the Guide to Operations (Peter): Some Volunteer Task Force (VTF) recommendations can be addressed by changing the GTO and Peter wanted to know the appropriate way to implement changes in the GTO. Patty responded that policies may need to be approved by the Board, but much of the content is informational and does not require approval to change. Donn noted that the Open Water/LD committees have made changes to the GTO through their committee process and that these items are not mandated. With that in mind, Peter will pursue the changes necessary to address related VTF recommendations.
 7. The next EC call will be May 4, 2020 at 8:30pm ET. The next BOD call will be April 20, 2020 at 8:30pm ET.

The meeting was adjourned at 8:32pm ET.

Respectfully Submitted,
Greg Danner, Secretary