

<b>Committee Name:</b>	Executive Committee	<b>Date/time of meeting:</b>	2/1/2021 8:00pm ET
<b>Committee Chair:</b>	Peter Guadagni		
<b>Minutes recorded by:</b>	Greg Danner		

## Actions Taken:

1. Approved: January 11, 2021 Executive Committee Meeting minutes.

<b>Number of committee members present: 10</b>	<b>Absent: 0</b>	<b>Others present: 0</b>
<b>Committee members present (list all, including chair and vice chair):</b> 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.		
<b>Not Present:</b> None.		
<b>Guests:</b> None.		

## Minutes

The meeting was called to order at 8:02pm ET.

1. Agenda review and conflict of interest (Peter): No changes to the agenda and no conflicts noted.
2. Approve January 11, 2021 meeting minutes (Greg): **MSA to approve the January 11, 2021 meeting minutes.** Discussion: None. **The motion passed unanimously.**
3. CEO Update (Dawson):
  - a. Membership: 30,342 members at the end of January.
  - b. Finance: Susan is finishing the year end reporting. The PPP loan ended up being fully forgivable, so that was welcome news. How to best allocate resources for 2021 will be vital. Two big expenses for 2021 that need to be considered in greater detail: a marketing campaign for the summer and whether there will be an in-person meeting component around the annual meeting.
  - c. Volunteer: A short Adult Learn-to-Swim grant window is opening. More fundraising and programming to come in the near future.
  - d. Events: David Miner has or will be reaching out to past Open Water event hosts to see how that community is doing during the pandemic.
  - e. Staff: Jessica Reilly had another baby recently and will be out for several months. Kyle will also likely be out for several weeks as his family is expecting as well. Dawson encouraged VPs to communicate this with the committees and to reach out for Dawson for assistance.
  - f. Grievance procedure handling: Dawson suggested that grievances filed by the National Office on the behalf of the organization (for members that potentially appear on Safe Sport banned list) may be more appropriately filed by a volunteer. Peter suggested this might be appropriate for the Secretary and Greg agreed. Greg will coordinate with Dawson transitioning that over. Patty noted the volunteer performing this role would need to recuse themselves in the event of an appeal (since grievance appeals are heard by the BOD).
  - g. Questions: None.
4. Roll out of new Communication Policy (Peter/All):
  - a. This policy was approved at the 2020 Summer BOD meeting but never formally rolled out nor posted on the website. Dawson suggested the VPs provide the document to committee Chairs for questions and comments. Following that exchange, it could be distributed to all committee members.
  - b. Abandonment of current Electronic Communications Policy: This document has some overlap with the Communication Policy. Notably, the targeted audience for this policy was only the BOD. A discussion followed on the merits of this policy and nothing certain was determined by the EC.
  - c. This will be a discussion topic for the next BOD meeting, to determine next steps.
5. Winter BOD meeting agenda topics (Peter/Dawson/All): A draft format was discussed: three sessions, each 2-3 hours in length, over two days. Session agendas outlined, including development of an updated strategic plan. There was some debate as to whether volunteers or the national office would be the primary driver of an updated strategic plan. Patty strongly recommended that volunteers be the primary driver.
6. Roundtable (All):

- a. Chris Campbell asked if there was any progress on a Diversity & Inclusion Committee suggested initiative. Dawson said it's on a list of items to discuss with USA Swimming and may be discussed as soon as tomorrow. Dawson asked Chris to put him in contact with the person spearheading it from the D&I side.
- b. Ed asked if there was any reaction to the communication on Spring nationals being postponed and offered to have the Records & Tabulation Committee weigh in on Top 10 related matters.

7. The next EC call will be March 1, 2021 at 8:00pm ET. The next BOD call will be February 15, 2021 at 8:00pm ET.

The meeting was adjourned at 9:05 pm ET.

Respectfully Submitted,  
Greg Danner, Secretary