

Committee Name:	Finance Committee	Vice Chair:	Harry Greenfield
Committee Chair:	Jeanne Ensign	Meeting date:	August 15, 2017
Minutes recorded by:	Jeanne Ensign		

Motions Passed:

1. None

Number of Committee Members Present: 12	Absent: 1	Number of Others Present: 2
Committee Members Present: Jeanne Ensign (Chair), Tom Boak, Elyce Dilworth, Phil Dodson, Harry Greenfield (V Chair), , Peter Guadagni, Homer Lane, Laura Holmes Shope, Laura Winslow, Susie Young, Ralph Davis (Treasurer, Ex-Officio), Susan Kuhlman (CFO, Ex-Officio)		
Committee Members Absent: Jack Groselle		
Others Present: Dawson Hughes (CEO), Patty Miller (President)		

Minutes

The conference call meeting was called to order at 8 pm EDT.

1. The chair welcomed everyone to the first of two meetings to discuss the 2018 draft budget. There were no conflict of interest declarations regarding the agenda.
2. The chair noted that draft minutes of the 6/22 meeting and this meeting would be distributed prior to next week's call; Jack is in Budapest but will be back in time for the next meeting; we will discuss the 2018 SSLF draft budget and proposed financial guidelines next meeting; and Ed Coates, chair of Compensation and Benefits Committee, will join our next call to discuss Comp & Benefit metrics related to the 2018 draft budget.
3. Committee members discussed:
 - a. IT Modernization: Homer asked about the process since last convention that got us to this point, and the level of information had, or to be had, by the delegates. The Board approved Dawson moving forward with an appropriate IT plan as discussed at February board meeting. The RFP for software purchase and Phase I, and the over budget request, were approved by the board June 19, 2017; FC approved the over budget June 22, 2017. Patty noted that 1) IT modernization recommendations made by the staff and the decision/approval by the board to move forward 2) resulted in the over budget request to FC in June and amounts in the 2018 draft budget, the cost of which is FC's concern not the decision itself.
 - b. Impact on sponsorship partners due to skipping 2018 summer nationals (due to 2018 UANA Pan-American Championship in Orlando): our sponsors will have a presence at the Pan-Ams similar to what they would have at a summer nationals. There will be cost savings of approx. \$16K for the summer nationals direct event support, but offset by additional marketing costs of approx. \$18K to fulfill contractual obligations for sponsors. Cost of staff and contractor presence at the meet will be higher than a summer nationals would be, even though the event is close to Sarasota, as it is 8-10 days rather than 4-5.
 - c. Membership growth projections: Committee members asked about the assumed 2% growth rate for 2018. Dawson noted that membership is flat to date in 2017 with a higher renewal rate and lower new registrations. He feels that 2% of 65,000 (1,300) is not a huge increase and that it's doable given the programs in place and the additional marketing capabilities we will get from the IT Modernization Project.
 - d. College Club assumptions: USMS continues to work to help unify college swimmers and clubs into a national community. The budget assumes 85 of the 200+ clubs (5,000 members) in existence and their

members will register. 2017 registration was prorated for a partial year, 2018 is a full year. Committee members concurred with staff estimates.

- e. SSL Foundation budget, which going forward will be separate from the USMS budget, will be discussed at the next meeting. Dawson will distribute the SSLF 2018 draft budget and proposed financial guidelines before then. Dawson will pass on feedback and comments from FC to the SSLF Board of Trustees for their meeting Thursday, August 24. Profits from new fitness events will go to SSL.
 - f. Risk insurance premiums: it was asked whether USMS has flood insurance. We did in the Pagoda building that was ground floor, but do not in the current third-floor offices. Dawson thinks cost would be prohibitive (he will check) but more importantly nearly everything could be recreated offsite a day later so loss would be negligible.
 - g. Regional program developer: Dawson explained the goals and objectives for a Regional Program Developer (Beta) with 1-3 developers put in place. 2018 investment \$25,000.
 - h. Change in structure of existing course offerings: budget reflects the strategic scheduling of 11 education weekends in larger hub cities.
 - i. One Event Fee level – Phil noted that the current rate of \$15 is less than 1/3 of a full membership. The consensus of the committee is to not encourage OE registrations at the expense of gaining full members, that we should recommend staff increase the amount in the budget by \$2 (same as membership fee) to make 3 OE registrations slightly more than a full membership.
 - j. Implementation of 508.3 this year or next? Phil, Peter, Jeanne, Patty and Ralph will make a recommendation at the next meeting.
4. Next call will be Tuesday, August 22 at 8pm EDT.
5. The chair thanked everyone for joining the call.

The meeting was adjourned at 9:24 pm EDT.
