

USMS CONVENTION – San Diego, CA – 2003

Committee Name: EXECUTIVE COMMITTEE

Cmte. report #: 3

Minutes recorded by: Sally Ann Dillon, Corporate Secretary

Tuesday and Wednesday, September 9 & 10, 2003

ACTION ITEMS

It was MSA to approve the minutes of the August 28 meeting.

Committee members present: Jim Miller, Scott Rabalais, Sally Dillon, Doug Church, Lynn Hazlewood, Nancy Ridout, Patty Powis, and Tracy Grilli.

MINUTES

Tuesday, September 9, 2003

President Jim Miller called the meeting to order at 8:45 am

1. It was MSA to approve the minutes of the August 28 meeting.
2. The EC experience (our individual thoughts): Each member of the EC shared their thoughts about the experience of being on the committee over the last two years. Ideas were generated to improve our conference calls and in-person on communication.
3. Review of employee/contractor reviews: The EC discussed the process that we will follow for the employee/contractor reviews that take place Tuesday and Wednesday. They will receive our written evaluation. We will discuss their employer review and job description.
4. Zone budget and issues: The EC shared thoughts about the effectiveness of the Zone Committee in it's current form.
5. The EC held job performance reviews with Tracy Grilli and Jim Matysek.
6. Aimee Fitzgerald met with the EC to educate them regarding the public relations efforts.
7. The EC met with Brent Rutemiller, Phil Whitten, and Bill Volckening about our contractual relationship with SWIM Magazine.

The meeting recessed at 6:00 pm. and then reconvened Wednesday, September 10 at 8:30 am

8. The EC discussed the presentation made the previous afternoon by Aimee Fitzgerald and the progress of the public relations program. We discussed the amounts of exposure that we have received through the program.
9. The EC held job performance reviews for contractors Bill Volckening, Aimee Fitzgerald, Mel Goldstein, and Cathy Pennington.
10. The EC discussed the review process and the amount of time that has been committed to it. All of our contractors and employees said they appreciated the opportunity to meet with the EC. An effort will be made to have the written evaluation more refined before we arrive.
11. The EC discussed the agenda for the BOD meeting that was coming up later in the afternoon. The FAQ on the World Championships was adopted and will be distributed at the BOD and to the HOD meetings.
12. Lynn reviewed the Client FAQ that has been developed for our Webmaster/IT director.

MSA to adjourn at 4:00 pm.