

Committee Name:	Executive Committee	Date/time of meeting:	11/06/2023 8:00pm ET
Committee Chair:	Ed Coates		
Minutes recorded by:	Carrie Stolar		

Actions Taken:

1. Accepted: The recommendation of the VP committee assignments for 2024.

Number of committee members present: 9	Absent: 1	Others present: 0
Committee members present (list all, including chair and vice chair): Ed Coates — President; Crystie McGrail - VP of Local Operations; Julie Dussliere – VP of Administration; Robin Smith – VP of Programs; Kenny Brisbin – VP of Community Services; Carrie Stolar – Secretary; Katie Kenyon – Legal Counsel; Peter Guadagni - Immediate Past President; Dawson Hughes – CEO.		
Not Present: Jill Gellatly – Treasurer.		

Minutes

The meeting was called to order at 7:59 pm ET.

1. Agenda review and conflict of interest (Ed): No changes to the agenda or conflicts of interest.
2. Committee updates (Ed): Ed asked that each VP to post updates, if applicable, on their committees in Community once the BOD agenda is posted each month.
3. Approval of minutes (deferred) (Carrie): The last EC meeting included the full BOD for the Grown-Up Swimming discussion, so the minutes will be approved at the next BOD meeting.
4. Transgender stress test update (Ed and Dawson): The Rules Committee was asked to consider running a stress test of the transgender policy. Recent requests submitted prior to the stress test have been handled inconsistently and haven't been fully documented.
 - a. The Rules Committee would like to wait until after Jan. 1 to complete the stress test. Ed would like to form a task force to look at processes and procedures. The policy is in place but the detailed procedures need to be developed. The current policy places significant responsibility on the Rules Committee chair.
 - b. It was suggested that those individuals that were approved under the old policy be notified of policy changes which may affect eligibility. There is not clarity around how long the initial eligibility determination lasts.
 - c. A repository needs to be developed for the materials and final decisions for the eligibility requests. Given the sensitivity of the documents, a secure place needs to be determined for their storage.
 - d. This is a BOD policy with the Rules Committee administering it.
5. CEO update (Dawson):
 - a. Grown-Up Swimming (GUS) acquisition: The GUS documents were completed on Friday. Dawson thanked Katie for her work on the acquisition. There will be communications sent to volunteers about the acquisition in the next few weeks, and a broader public press release and announcement will be sent in January.
 - b. Annual membership registration: Registration is running smoothly.
 - c. Budget: The Finance Committee approved the payroll budget. They have also discussed technology and capital expenditures. The budget should be sent to the BOD by next week. The expense budget is about -\$50,000. For comparison, the 2023 3rd quarter forecast is -\$31,000, significantly better than forecasted. For 2024, with capital expenses, the budget will be -\$225,000 in total.
6. Committee appointments and alignment (Ed):
 - a. The VP committee assignments have been realigned. The VP of Administration will oversee the Legislation, Rules, and Records and Tabulations Committees. The VP of Community Service will oversee the Coaches and Diversity and Inclusion Committees. The VP of Local Operations will oversee the History and Archives, LMSC Development, and Recognition and Awards Committees, and the VP of Programs will oversee the Championship, Long Distance and Officials Committees. This realignment is an attempt at balancing the workload among the VPs. **MSA to accept the recommendation of the VP committee assignments for 2024, effective Jan. 1.** Discussion: none. **The motion passed unanimously.**
 - b. Ed has also drafted committee priorities for next and future year(s) and asked for EC feedback.
 - i. Crystie asked for a clarification of “on demand training.” Ed said that it could be video tutorials, scheduled training, etc. but essentially it is training available for volunteers on a specific subject when they need it,

like sanctions chair training. Dawson shared that the goal would be to make training more interactive and hopefully integrate with Salesforce. The national office should be involved so that the efforts are consistent in platform and process. The EC will also need to communicate/coordinate so that efforts aren't duplicated.

1. Ed asked that the EC go through the priorities document and make comments. Priorities can be shared with the committees in January.
 - c. Committee chair assignments: New chairs are needed for the LMSC Development, Coaches, and Elections Committees. Crystie asked about the timing for committee assignments. Ed said that the BOD Committee chairs and assignments will be approved at the next BOD meeting. The EC will approve just the committee chairs for the standing committees at the next BOD meeting. Decisions will be made by early December. Committee assignments will be in the online rule book, not the printed version.
7. Task force updates (Ed):
- a. Results Processing task force: The update was posted in Community. It will be shared with the BOD.
 - b. History and Archives task force: No update has been shared.
 - c. Code of Conduct: The updated Code of Conduct was linked to member registration for 2024. Katie shared that focused email blasts were sent to make sure that members knew about the Code of Conduct. Phase 2 will review the Rule Book to see if changes need to be made to reflect issues that came up that led to the code being created and to streamline the grievance process. The task force feels that some of these processes to implement and streamline the grievance process are better served as a guideline rather than a rule. The task force is drafting the guidelines and hopes to complete their recommendations before the winter BOD meeting.
8. Potential IT projects for the next 12 months (Dawson): These projects will be prioritized and shared with the BOD.
- a. Independent swimmer monthly subscription product including video stroke analysis (for membership, too)
 - b. Event sanctioning
 - c. CCS/Bridge membership
 - d. Also: Event results (Need to complete so we can fully sunset the legacy system), Salesforce marketing cloud, and housekeeping cleanups from the legacy system. The hope is to be done with the legacy system by 2026. Several small scope projects also need to be completed like a community forums upgrade.
 - e. Questions: Crystie said that she just learned about the Run Signup compatibility at Relay and said that it could be used for clinics. Dawson said that we could continue to share about it with our membership, especially event directors. Robin said that the Officials Committee is still tracking everything manually. Dawson said that this is on the IT project list.
9. Liability Insurance Summary for 2023-2024: Robin stated that it hasn't been posted. Dawson will follow-up.

The meeting was adjourned at 8:56 pm ET.

Respectfully Submitted,
Carrie Stolar, Secretary