

Committee Name:	Executive Committee		
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Carrie Stolar	Date/time of meeting:	3/06/2023 8:00pm ET

Actions Taken:

1. Approved: Jan 9, 2023 Executive Committee Meeting minutes.

Number of committee members present: 7	Absent: 3	Others present: 0
Committee members present (list all, including chair and vice chair): Peter Guadagni – President; Ed Coates – VP of Local Operations; Robin Smith – VP of Programs; Chris Campbell – VP of Community Services; Carrie Stolar – Secretary; Teddy Decker – Treasurer; Dawson Hughes – CEO.		
Not Present: Chris Colburn – VP of Administration; Katie Kenyon – Legal Counsel; Patty Miller – Immediate Past President.		
Guests: None.		

Minutes

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

1. Agenda review and conflict of interest (Peter): No changes to the agenda or conflicts of interest.
2. Approve Jan.9, 2023 meeting minutes (Carrie): **MSA to approve the January 9, 2023 meeting minutes.** Discussion: None. **The motion passed unanimously.**
3. CEO update (Dawson):
 - a. CRM will launch on April 1. Communications have started and the staff training sessions are complete. The super user volunteers (active membership coordinators, etc.) will have training next week. FAQ and videos are available. Let Dawson know if you would like to join a training session.
 - b. Membership is running 4.2% ahead of last year.
 - c. USMS Spring Nationals entries are strong. College Club Swimming Nationals met its 1800 swimmer limit quickly.
 - d. The event coordinator for USMS has given notice, so her tasks are being absorbed by others until her position can be filled.
4. Preliminary 2023 Annual Meeting Plans (All):
 - a. A preliminary timeline of annual meeting activities for July-September 2023 along with a schedule for the annual meeting weekend was shared prior to the meeting. Both are based on 2022. Because the annual meeting is earlier in September, committee meetings will need to be scheduled in early August. Peter mentioned the idea of introducing legislation to remove the requirement that committee meetings must take place in conjunction with the annual meeting. EC members agreed that this would reduce confusion and allow for greater flexibility. Ed mentioned that there is a subcommittee of the Governance Committee looking at best practices and bylaws.
 - b. Thoughts on the timing/schedule:
 - i. A breakfast meeting for new BOD members was added on Sunday to the annual meeting weekend schedule.
 - ii. The Sunday session would possibly include preliminary budget information for the HOD.
 - iii. Robin mentioned that an option could be to include forums in the schedule for the weekend, and others mentioned that they like the exposure to those topics prior to the annual meeting. She also said that we need to explain what the legislative forums and committee meetings are and what the requirements are for attendance.
 - iv. Ed mentioned that outcomes from the club development efforts/success stories could be shared.
 - v. Robin also said that the feedback session at the end of the 2022 Annual Meeting was well received.
 - vi. Dawson emphasized that it is important to have consistency in schedules for the annual meeting from year to year.
 - vii. The question arose about offering a dryland and/or a swim workout. The national office will investigate options.
 - c. Ed asked for a summary of the annual meeting exit survey rather than just a spreadsheet of data. Robin explained that Survey Monkey has the capability to create reports. Dawson will have Jessica look into creating a summary report, and Carrie offered to help her.
5. Enlarging the role of committees in recruiting and developing new members (All):
 - a. Looking for new ways to get more people involved on the committees.

- i. While an ad hoc committee recommended term limits for committee members, currently there isn't a large enough pool of potential committee members to do this.
 - ii. We also need to look for specific skill sets that are needed on/would benefit the committees and recruit specifically for those skill sets.
 1. We need to recruit outside of the HOD for potential members.
 - b. One potential framework:
 - i. Committees should understand that they get their direction from the BOD: The BOD should pass down direction to the committees annually and make sure that the committees understand the expectations of them.
 - ii. Members who are interested in a committee's work should be encouraged to attend committee meetings.
 - iii. Committee members should recruit people who they think would be good potential committee members to attend the committee meetings.
 - iv. Non-committee members should be considered for committee projects.
 - v. The above actions should form a pool for new committee members.
6. Committee meeting schedules on volunteer calendar (All):
 - a. How do we get committees to post their meetings on the volunteer calendar?
 - i. Should this be a responsibility of the chair?
 1. VPs need to remind the chair and the committees.
 2. Peter will send a note to all committee chairs as a reminder.
7. Update of Committee policies/guidelines/procedures (All):
 - a. Once every two years, committees with policies/guidelines/procedures on the website should review and update those items.
 - b. Committees should ensure that all relevant items are posted on the website.
8. Confirmation of plans to sunset certain committees (All):
 - a. The Fitness Education, History and Archives, and Records and Tabulations Committees are scheduled to be sunsetted.
 - i. Are the committees submitting legislation?
 - ii. Just because a committee is scheduled to be sunsetted doesn't mean that events/functions go away.
 - iii. June 10 is the legislation submission deadline. The committee descriptions will need to be eliminated from the bylaws.
9. Peter shared an overview of the hybrid March BOD meeting.
10. The next BOD meeting is Tuesday, February 21.

The meeting was adjourned at 8:53 pm ET.

Respectfully Submitted,
Carrie Stolar, Secretary