

Committee Name:	Executive Committee		
Committee Chair:	Peter Guadagni		
Minutes recorded by:	Carrie Stolar	Date/time of meeting:	5/08/2023 8:00pm ET

Actions Taken:

- 1. Approved: Mar 6, 2023 Executive Committee Meeting minutes.

Number of committee members present: 9	Absent: 1	Others present: 11
Committee members present (list all, including chair and vice chair): Peter Guadagni – President; Ed Coates – VP of Local Operations; Chris Colburn – VP of Administration; Robin Smith – VP of Programs; Chris Campbell – VP of Community Services; Carrie Stolar – Secretary; Teddy Decker – Treasurer; Patty Miller – Immediate Past President; Dawson Hughes – CEO.		
Not Present: Katie Kenyon – Legal Counsel.		
Guests: Walt Reid, Kirk Clear, Ann Marshfield, Christopher Rieder, Meegan Wilson, MJ Caswell, Paige Buehler, Sue Nutty, Jeff Commings, Kris Wingenroth, Charles Cockrell.		

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 Mar. 6, 2023 meeting minutes (Carrie): **MSA to approve the March 6, 2023 meeting minutes.** Discussion: None. **The motion passed unanimously.**
- 3. Discussion with leaders of committees the Board is currently recommending be eliminated (All):
 - a. Peter expressed his appreciation for the volunteers on the call and the work that they have done. He then reviewed the recommendations of the Volunteer Task Force (2018), whose goal was to make better use of volunteers. He mentioned the Governance Committee’s work on the delineation of volunteer roles as well as the ad hoc committee from 2021 which recommended sunseting several committees. Peter also mentioned that changing/improved technology and the creation of a national office have been the impetus behind some of these recommendations as well as the desire to streamline the organization and make it more effective in delivering its missions and making effective use of volunteers. Among the challenges that USMS faces is an aging membership. From his perspective, it is a challenge to make 250 appointments to committees in a short amount of time and the president could do a better job with a smaller number of committees. In addition, each committee requires resources, including support from the EC and the national office. It has been especially challenging to get younger members involved on committees.
 - b. Fitness Education Committee: Ann Marshfield (Chair) said that the committee has been challenged to determine exactly what its mission is. The fitness series was initially very successful, but interest has waned. The committee is hoping to revamp the series. Ann shared that the Fitness Education Award has had no nominations in the last few years. She also said that the committee is concerned about representation of the fitness swimmer, which is 100% of our members. Christopher Rieder (Vice Chair) said that as a new member of the committee, he looked to see what the contribution of the committee was and how does it support the mission of USMS of increasing the membership and participation. He feels that the committee is stagnant and there is no broader vision, contribution, or purpose for the committee to drive its activities. The committee has taken an email vote and agreed to disband. Legislation will be written. They will formalize the vote next week at their committee meeting to ratify the online vote.
 - c. History and Archives Committee: Kirk Clear (Chair) stated that the committee does not agree with the recommendation of the BOD to disband. He doesn’t believe that the committee’s work has been properly portrayed to the BOD. Prior to the meeting, Kirk shared the minutes from the committee’s last meeting which detailed the 8 committee projects underway. In response to the suggestion that the committee’s work could be done by individual contributors, he said that most of the work is done in sub-groups and the full committee is needed for oversight, collaboration, and checks and balances. He said that he doesn’t think that the national office/BOD has the bandwidth to take on the committee’s projects. The committee welcomes input on their projects and help in prioritizing. According to Kirk, no one has approached the committee for input or feedback or presented to the entire committee and no report was sent to the EC. While the H&A Committee does not directly drive membership, Kirk believes that the H&A Committee provides a benefit to members to make sure that the history of USMS is maintained, sparing the National Office and BOD from that task. Meegan Wilson shared her concern over the reduction of committees that she believes reflect the core values and core mission of USMS and give value and provide interest in USMS. Meegan said that the H&A Committee members are passionate about history and know the legacy of USMS. She also talked about why people volunteer and why the committee should be valued.

- d. Records and Tabulations Committee: MJ Caswell (Chair) shared that her committee has not met as an entire committee, but in informal discussions the committee said that it believes that it should continue to operate as a committee. She shared that the committee has changed its structure from the committee definition that is in the rulebook, and they will be rewriting the committee description to reflect more accurately what the committee does. They operate with multiple subcommittees and have many ongoing projects, including enhancement requests from the current tools and bug reporting and would like to add more projects, including sanctions. She said that this committee spearheaded the end-to-end meet management, beginning with registration and sanctions and ending with meet results. They also do documentation around Top Ten and answer inquiries. She shared that MaryBeth Windrath does not want the committee to disband. When necessary, they submit rule changes or ask for a legislation rules interpretation. Walt Reid (Committee member) shared that the committee should remain a standing committee as it gives the committee credibility, visibility, and reliability for the needs of swimmers, LMSCs, or other standing committees.
 - e. Questions: Peter responded to the committee representatives that their efforts are appreciated. Chris Campbell said that we are looking for better and more effective ways to implement ideas to our volunteers. The work of the Fitness Education Committee needs to happen at the local and LMSC level, not at the national level. Patty said that each committee is different, and not all the work that needs to happen needs to be done by a rule book committee. The discussion needs to focus on the work that is done by volunteers for our members. There needs to be a connection between a committee's work and the purpose of USMS as well as a better understanding of that work and how it impacts our current and future members. Kirk said that he feels that his committee is misrepresented, and the BOD doesn't understand the depth of what they work on. They try to determine what is going to be historically significant in the future. The committee meets as a group and determines what is beneficial to the organization and its members. Robin said that she was disappointed that 2 of the 3 committees represented at this meeting don't have minutes posted on the USMS website. She continued that it is difficult to understand what the committees do and how they do their work without the ability to read about it in minutes. Minutes also provide the organization with an understanding of how a committee needs support. She encourages documentation, even for informal meetings and conversations, and suggests having them posted on the website. Minutes also provide a way for younger people to see what committees are about.
 - f. Questions from the agenda:
 - i. If the committee is recommended to be disbanded and the HOD agrees, what committee functions will need to be covered?
 1. History and Archives: No preparations have been taken, so the current projects will need to be examined. Many are annual projects such as the remembrance video. Kirk feels that if the committee would be disbanded at the end of the year there is not enough time to transition the projects.
 2. Records and Tabs: MJ said that she would need to document the Top Ten process and other related lists.
 - g. Peter thanked the guests for attending the meeting and sharing about their committees. He said that a decision will be made in the next month. The committee guests exited the call at 8:51 PM ET.
4. CEO update (Dawson):
- a. Swimmer magazine: Dawson explained that human error was behind the hard copy Swimmer magazine being sent to those who requested digital copies and many of those requesting hard copies not receiving one. Processes were put in place to make sure that this doesn't happen again.
 - b. Salesforce: Some questions have come from membership coordinators. Jessica is resending the link to the FAQ, where the answers can be found.
 - c. The Coaches Committee and LMSC Development Committee have plans in place for outreach on club and event development to the LMSC level.
 - d. The USA-S workshop (similar to Relay): Kyle, Bill and Dawson attended to promote the club development program to USA-S coaches. They now have a list of potential club development support efforts that could be pursued.
 - e. Social media ambassador program: Dawson shared an overview of the program. Ten individuals were chosen as ambassadors out of 300 applications, but the applicant pool was not as ethnically/age diverse as we would have preferred.
5. 2023 Annual Meeting deadlines (All):
- a. The initial timeline for committee meetings prior to the annual meeting was outlined in the agenda. All committee meeting minutes should be approved by email by September 4.
6. The EC discussed the committees represented at the meeting and the views that were shared by the chairs and other representatives of the committees that attended the meeting tonight.
7. The next EC meeting is scheduled for Monday, June 5.

The meeting was adjourned at 9:33 pm ET.

Respectfully Submitted,
Carrie Stolar, Secretary