

<b>Committee Name:</b>	Executive Committee	<b>Session #:</b>	<b>Report #:</b> 1
<b>Committee Chair:</b>	Nadine Day	<b>Vice Chair:</b>	
<b>Minutes recorded by:</b>	Chris Colburn	<b>Date/time of meeting:</b>	7/6/2015 8:00pm EDT

## Motions Passed:

1. MSA to approve the 5/4/2015 and 6/1/2015 EC Conference Call minutes.

**Number of committee members present: 9**

**Absent: 1**

**Committee members present (list all, including chair and vice chair):** Nadine Day - President called the meeting to order at 8:02pm EDT. Also present were: Ed Tsuzuki - VP of Administration; Chris McGiffin - VP of Programs; Jody Smith -VP of Community Services; Chris Colburn – Secretary; Phil Dodson – Treasurer; Patty Miller - Legal Counsel; Jeff Moxie - Past President; Rob Butcher – Executive Director.

Not present: Chris Stevenson - VP of Local Operations.

Audience Members: none

## Minutes

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

1. **MSA to approve the 5/4/2015 and 6/1/2015 EC Conference Call minutes.**
2. Rob Butcher provided an update to the EC since the last report to the BOD on the new Headquarters location. The lease has been executed on USMS's side and is waiting on signatures from the landlord. Laura and Kyle moved in on July 1, and the rest of the staff will move on January 1.
3. Ed gave a Convention update. Ed mentioned that we are being charged for every item we ask for from the host hotel. One item is the towel service for workouts. Ed recommends not providing the towel service this year, and making sure we inform the delegates. Phil asked if people will be allowed to bring refreshments for their own consumption. Ed indicated it would be fine. Ed also looked into meeting with the pizza restaurant regarding menu choices for the New Delegate Luncheon.
4. Nadine asked if there had been further discussion on the National Coaches Clinic related to how these kinds of initiatives will be handled going forward. Scott Bay sent a survey to the participants, but Rob B. has not seen the data from the survey. Nadine asked what the schedule will be if the Clinic will be in years opposite the LMSC Summit. Jody indicated that she has a call with Scott this week, and they will discuss and evaluate how to handle the situation going forward. Patty asked the questions of how and why the Clinic originated from the Coaches Committee instead of from Education Services. The issue was that it was not as well attended as an LMSC on an adjacent weekend. We need to make sure that future events align with the Strategic Plan, and that coordination, cooperation, and communication occurs between the National Office and the volunteer infrastructure on these kinds of initiatives.
5. Officials Certification Survey Update: Responses came from 25% of those surveyed. There appears to be a sufficient need to pursue an Officials Certification program. Nadine asked how the program would correlate with the analogous USA Swimming program. The USMS program is geared toward the novice/inexperienced official. The Committee has not yet come up with a curriculum. There are two task forces: one to address short-term needs, and one to address the long term implementation of the certification program. Rob asked if there would be a certification database component, and Chris M. indicated there would, but how that would be implemented has yet to be decided. Discussion continued on the purpose of the program, as well as the vision for implementing the program and the problems the program are trying to solve. Further discussion centered on the budgetary requirements, whether or not the LMSCs would fund the program, and how the LMSCs could partner with LSCs to fill the gaps.
6. Chris S. will provide an update on the sanctions process changes and pool measurements requirements at the Summer Board Meeting.
7. Committee Evaluations are due August 1 from the current committee chairs. Nadine indicated how the evaluations had been done in the past, to help the President to complete committee appointments for the

coming year. Discussion centered on whether the process would continue to be helpful to the incoming President. Patty asked if there was a policy or procedure on how committee members could be removed from a committee. Nadine provided more details on the existing process, and how the data was collected. Patty asked the group if we should continue with a qualitative process to evaluate committee members and chairs. There was support from the group to do so. Patty suggested soliciting feedback on chairs from the committee members before convention. Jeff suggested rank ordering committee members. Nadine indicated that the rating of the members would be done on a 3-point scale from the chairs, and the members would evaluate the chairs in advance of convention. Nadine asked if the deadline for evaluations should be extended. Patty suggested an August 15 deadline. Patty offered to help Nadine with development of the new forms.

8. Some of the committee reports and meeting minutes are not online. Chris M. reported the process he has used both with his committees and the Secretary to ensure minutes have been posted.
9. Convention reports are due to VPs by July 15. Nadine recommended that the VPs use the same VP reports for the Summer Board Meeting and for Convention. They should be supplied to the Board by July 13. There was some discussion that content would be updated at Convention. Chris M asked if they should be Convention reports instead of mid-year reports, and Nadine asked that they use the Convention template.
10. New Business: Phil brought up a discussion with Rob Butcher about Independent Safety Monitors (ISMs) at OW Nationals events. The issue is that for 2016 budget planning, there is no indication of who should pay for the ISM's expenses (the host, the host LMSC, or USMS). A decision needs to be made a way to recover the costs, either by policy or through the National Championships contract. Chris M indicated that has not yet been contemplated, but will be as the 2015 ISM pilot continues. Patty opined that LD needs to provide better communication of the role and scope of the ISMs. Patty: the EC and the BOD need to understand where LD is going with the concept of the ISM. Chris M provided some explanation of how that can happen. Rob recounted the responsibility placed on the ISM and the burden placed on that person to allow the event to proceed. Discussion continued on the roles and responsibilities involved, and that the focus of the ISM needs simply to be the safety of the event. The concern is that the BOD hasn't been informed about the concept as originally conceived, or if it has become bigger and more complicated. Chris will follow up with LD to get a summary of that information for the Summer Board Meeting.
11. Chris M brought up the cultural change coming at Convention to introduce additional sanction and surcharge fees to offset insurance costs both for OW and pool events. Jim Miller has a white paper in the works to introduce the strategy to the Board before Convention.
12. Next call will be on August 17, 2015, immediately following the August Board of Directors conference call.

The meeting was adjourned at 9:07pm EDT.

Respectfully Submitted,

Chris Colburn, Secretary

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