

<b>Committee Name:</b>	Executive Committee	<b>Date/time of meeting:</b>	5/13/2024 8:30 pm ET
<b>Committee Chair:</b>	Ed Coates		
<b>Minutes recorded by:</b>	Carrie Stolar		

## Actions Taken:

1. Approved: The EC meeting minutes from Jan 10, 2024.

<b>Number of committee members present: 10</b>	<b>Absent: 0</b>	<b>Others present: 0</b>
<b>Committee members present (list all, including chair and vice chair):</b> Ed Coates — President; Julie Dussliere – VP of Administration; Kenny Brisbin – VP of Community Services; Crystie McGrail - VP of Local Operations; Robin Smith – VP of Programs; Carrie Stolar – Secretary; Jill Gellatly – Treasurer; Katie Kenyon – Legal Counsel; Peter Guadagni - Immediate Past President; Dawson Hughes – CEO.		
<b>Not Present:</b> None.		

## Minutes

The meeting was called to order at 8:31 pm ET.

1. Agenda review and conflict of interest (Ed): No changes to the agenda or conflicts of interest.
2. Approval of meeting minutes (Carrie): **MSA for the approval of the Jan. 10 EC meeting minutes.** Discussion: none. **Motion passed unanimously.** In the future, EC minutes will be approved via email when there is a significant gap in the timing of EC meetings.
3. Annual meeting planning (Ed):
  - a. Calendar: Ed gave an overview of the proposed annual meeting schedule for August and September. The VPs will confirm the target meeting dates with their committees. Ed asked that if the dates don't work, please offer alternative dates. The forum dates will also need to be confirmed, and all forums will be expanded to 90 minutes this year. Ed and Crystie discussed the LMSC Development Committee meeting dates in August and September. Crystie will confirm that the Sept 10th meeting is for the annual meeting and Ed would then clear that evening of other meetings, but Ed's preference would be that their August meeting (Aug 20<sup>th</sup>) as the one in conjunction with the annual meeting.
  - b. Annual meeting assignments:
    - i. New delegate orientation: Kenny volunteered to cover this and Ed will ask Paige to co-host. Carrie will ask Chris Colburn for the presentation from last year.
    - ii. Delegate orientation: Jessica will cover.
    - iii. Approval of standing rules: Peter pulled them together in the past. They are applicable for whatever type of meeting (hybrid or virtual) we are holding. Peter suggested that a common approach for committee chairs be developed regarding unanimous consent, motions/seconds, etc. Peter and Ed will review the standing rules together. In the past, the Governance Committee and BOD have reviewed them before recommending them to the House of Delegates. Ed said that he will have the BOD review them in the August BOD meeting.
    - iv. Consent agenda/committee/liaison reports: A script has been developed for these. Crystie will take this role.
    - v. Parliamentarian: The "pool" of parliamentarians was discussed. Ed will ask Rob Copeland to be parliamentarian and will work on a backup.
    - vi. Committee reports will be due to their VPs on August 1. VPs will need to submit their reports to Jessica by August 15.
    - vii. Ed will post the post-annual meeting survey results that Carrie compiled in Community for the BOD to read.
4. Committee updates:
  - a. Robin: The Long Distance Committee is working on adjusting the rules after hearing the feedback from the HOD. It is clarifying what the National Office has purview over versus the Long Distance Committee for the virtual events. The Championship Committee is working on updating the language about the championship timeline issues (length of meets).
5. Miscellaneous:
  - a. Peter suggested that the fee discussion should be scheduled on Sunday of the annual meeting.

- b. Julie will be out of the country from July 7 through Sept 11 for the Olympics/Paralympics.
- c. Crystie said that the LMSC Development Committee has completed their outlines for events and sanctions for on-demand training. How should they proceed? Jess and Dawson will review it and give suggested next steps.
- d. The EC discussed the recent state meet in the Michigan LMSC which was held in the city of Detroit and attracted many first-time meet participants.

The meeting was adjourned at 9:07 PM ET.

Respectfully Submitted  
Carrie Stolar, Secretary