

Committee Name:	Finance Committee		
Committee Chair:	Jeanne Ensign	Vice Chair:	Harry Greenfield
Minutes recorded by:	Jeanne Ensign	Meeting date:	August 22, 2017

Motions Passed:

1. MSA to accept the minutes of the June 22, 2017 meeting.
2. MSA to accept the minutes of the August 15, 2017 meeting.

Number of Committee Members Present:	12	Absent:	1	Number of Others Present:	3
Committee Members Present: Jeanne Ensign (Chair), Tom Boak, Elyce Dilworth, Phil Dodson, Harry Greenfield (V Chair), Jack Groselle, Peter Guadagni, Homer Lane, Laura Winslow, Susie Young, Ralph Davis (Treasurer, Ex-Officio), Susan Kuhlman (CFO, Ex-Officio)					
Committee Members Absent: Laura Holmes Shope					
Others Present: Dawson Hughes (CEO), Patty Miller (President), Ed Coates (Chair Comp & Benefits Comm.)					

Minutes

The conference call meeting was called to order at 8 pm EDT.

1. The chair welcomed everyone to the second of two meetings to discuss the 2018 draft budget. There were no conflict of interest declarations regarding the agenda.
2. Ed Coates, Chair of Compensation and Benefits Committee (“C&B”), joined the call to discuss the staffing and payroll assumptions in support of the CEO’s budget recommendations. Total staff base pay budget is \$1,294,491, a 3.6% decrease compared to the 2017 budget. The decrease is made up of lower salaries offered to new hires and not filling the IT director position. This savings will be offset by IT contractor expenses. Total proposed budget, including cash compensation, benefits and taxes, is \$1,754,848, a 2.1% decrease ~~over from~~ the 2017 approved budget. The number of staff positions will remain the same at 18 fulltime and two interns. C&B uses market data from major consulting firms to validate the recommended merit budget proposed by the CEO. Additionally, USMS participates in a compensation and benefits survey conducted by the Association of Chief Executives of Sport (ACES). This association provides a bi-annual Comp and Benefits survey of forty-six national sports governing bodies. Committee members asked questions about the assumptions utilized to construct the budget. Discussion followed regarding the methods, the sources of market ~~dated~~data, and norms in the non-profit world and other industries used to arrive at the assumptions. There was an offer to make a motion to accept the staffing and payroll assumptions recommended by the National Office in the draft annual operating budget, and as described by Ed during this meeting. The chair, not remembering that we usually do this, declined. During convention we will entertain a motion as stated above to accept these assumptions. Ed left the meeting at 8:13 pm.
3. **MSA to accept the minutes of the June 22, 2017 meeting. MSA to accept the minutes of the August 15, 2017 minutes.** The chair will send both sets of minutes to be posted on the USMS website.
4. All committee members with the exception of Susie Young will be in attendance at convention, and everyone coming will be there in time for the Wednesday 4pm meeting.
5. **Swimming** Saves Lives Foundation (“SSLF”): Dawson briefly reviewed proposed Financial Guidelines for use of SSLF donations in support of program expenses. This is the first year that SSLF income and expenses will be budgeted for separately from the “main” USMS budget. Committee members discussed the concept of planning for 15% to program expenses (overhead) and discretionary 10% to reserves. Ralph and Phil will work on fine-tuning SSL reserve policy guidelines. At this time, no N.O. staff time will be included.

6. The chair reported on discussions about the meaning of the language in Rule 508.3.
7. Other budget items
 - a. Tom asked about how the IT Modernization Project commitment would show in the budget.
 - b. The Power Point presentation to the HOD will address the current year forecast and year-to-date financial results.
 - c. The PP presentation to the HOD will report on success of the two Reserve Fund efforts.
8. Jeanne and Peter reported on their takeaways from the Legislation Committee call they joined to discuss L-6, L-7, L-8 and L-9.
9. The chair asked for members to send her any convention topics, not yet noted on agenda, and projects ideas and needs for the coming year.
10. Next meeting will be ~~in~~ at convention in Dallas, Wednesday at 4pm.
11. The chair thanked everyone for joining the call.

The meeting was adjourned at 9:32 pm EDT.
