



Gulf Swimming, Inc.
Gulf Swimming Special Board of Directors Meeting
September 10th 2015

Reminder: Next Technical Planning Committee Meeting
Wednesday, September 16th 2015 **7:30 PM**

Reminder: Next Board of Directors Meeting
Wednesday, September 23rd 2015 **7:30 PM**

Reminder: Next House of Delegates Meeting
Wednesday, October 7th 2015 **8:00 PM**

Henry Clark, General Chairman, called the Gulf Swimming Board of Directors meeting to order at 8:02 PM in the DADS Club meeting room 1006 Voss Rd. Houston, TX 77055.

The following board members were present:

Henry Clark	Laura Davis	Kathryn Kosinski
Jennie Shamburger	Eddie Adams	Mike Robinson
Tim Bauer	Andrea Walin	Jim Crampton
Tom Hasz	Joel Beard	Falon Hopkins
Charlie Fry	Rey Aguilar	Paige Sikkema

A quorum was present. Also attending were Beau Caldwell (non-voting member) and Rick Tobin (past Official's Chair).

OFFICER REPORT
GENERAL CHAIRMAN

Henry Clark

1. The only agenda item is approval to hire Darcey Baron as the first Executive Director of Gulf Swimming. See attached handout for hiring process, notes from committee and recommendations. Henry motioned to hire Darcey Baron. Eddie 2nd motion. Discussion followed. Tim Bauer called the question. Vote taken. Unanimous approval to hire Darcey.

2. Meeting adjourned 8:33pm.

Respectfully Submitted, Jennie Shamburger – Gulf Secretary
Notes taken during meeting by Paige Sikkema – Member at Large.

Request to Approve Darcey Baron as the Gulf Swimming Executive Director

Background and Rationale for the Position

The Gulf Swimming Board of Directors have agreed to add a new paid position named "Executive Director" to our LSC. The Gulf BODs are unpaid volunteers with limited time available to serve the LSC. For some of the Board members much of their available time is consumed by day-to-day administrative tasks, leaving limited time for evaluating and following through on strategic planning initiatives. The ED position is designed to help mitigate that problem by filling two primary functions (1) an administrative function, aimed at assisting and serving the BOD (thereby carving out more time for them to spend on strategic activities), and (2) a planning function, focused on BOD efficiency, program development and LSC growth.

Overview

The Gulf Swimming hiring committee interviewed a variety of worthy candidates for the new Executive Director position. We are asking the Board of Directors to approve our selection of Darcey Baron as our first Executive Director. Darcey stood out from the other candidates as our unanimous top choice. She has an MBA in Business Administration, over 20 years of experience in various business and leadership roles, experience working with non-profit organizations (including youth athletics), experience in public relations and fundraising. She has a strong customer focus attitude, is well organized and has the people skills needed to engage and motivate volunteers. We believe that she has the drive and energy to help Gulf Swimming progress as we continue to grow as an LSC.

Process

The Gulf Swimming hiring committee consisted of Eddie Adams, Jennie Shamburger, Rick Tobin, Paige Sikkema, Jim Crampton, and Henry Clark (chair). The committee discussed the ED job function and proposed duties, prepared a detailed job description, and posted the position on the Gulf Swimming and USA Swimming websites. The committee discussed and agreed on the most critical skills necessary for the job, and then reviewed a variety of resumes. The top 5 candidates were selected for in-person interviews. The interviews were focused on determining the ability of each person to work effectively with a broad, diverse group of swimming volunteers including the Board of Directors and Coordinators. Skills that we considered to be the most critical were:

- business knowledge, including financial, accounting, budgets and administration
- computing, database and website skills
- experience at public relations, publicity and fundraising
- event planning experience
- customer service attitude and strong people skills, problem solving skills
- ability to multi-task and prioritize assignments while paying attention to details
- willingness to assist multiple board members without overstepping boundaries
- ability to work offsite in a home office setting
- ability to respond quickly to calls and emails
- preference for a local resident to facilitate meeting attendance and collaboration
- some prior knowledge of swimming preferred, but not critical

The committee evaluated each of the interviewed candidates independently, then discussed qualifications of each person as a group. Following that discussion, each committee member ranked the candidates, and rankings were shared with the group. The unanimous top ranked choice was Darcey Baron.

Darcey Baron's Qualifications

Education: B.A. in Political Science, Texas A&M
M.B.A. in Management and Marketing, Texas Christian University
Adjunct Business Professor, Sharjah Women's College, UAE; Abu Dhabi Women's College

Employment History:

President, Precision Alliance, Inc. (Houston) -- focused on training and development of staff, strategic planning, diversity in the workforce, marketing and public relations. Worked closely with CFO to ensure success in new business strategy.

Senior Marketing Coordinator, Carter & Burgess, Inc. (Houston) -- focused on marketing, PR, strategic planning and training. Developed and implemented new marketing strategies for the company. Developed and delivered technical workshops for multiple office sites. Served as spokesperson for all media events and wrote and delivered press releases.

Additional work history: Marketing Director, Ft. Worth Ballet, Marketing Assistant and Corporate Group Sales for the Ft. Worth Symphony Orchestra.

Non-Profit History:

Executive Director, Women's Business Enterprise Alliance (Houston) -- focused on developing and leading workshops, seminars and public forums on marketing, leadership and business management in association with the University of Houston. Served as Chief Spokesperson for all PR and media events, including organizing and hosting a WBEA national conference, Trade Fair and Expo, and numerous other marketing events. Successfully implemented the BOD vision for financial growth of the organization, including 150% budget increase, 100% contributions increase, and development and build of a new corporate office.

Port of Houston Small Business Advisory Council -- served as board member

YMCA (Bellaire) -- chair of Youth Wellness Committee

President of Booster Club -- St. Catherine's Montessori School

Swimming Background -- summer league volunteer (Sharpstown Stingrays), child swims at DADS Club, and has volunteered at both HSC and DADS; former official, competitive swimmer and diver.

Why the Committee selected this candidate:

The committee believes that Darcey Baron is the best candidate for the position of Executive Director. She has the positive can-do attitude and skills to help Gulf Swimming grow into a premier LSC. She understands that this position will be a major change within our LSC, and has the experience working with BODs to manage change. She has the organizational skills, desire and spark to help harness and focus the energy of Board members and committees to help us achieve our goals. She clearly understands customer relations and will be an excellent first point of contact for the organization. She understands fundraising and PR, and suggested in her interview a variety of ideas about use of TV and other media to help promote Gulf Swimming. She is very experienced at writing job descriptions and creating manuals on processes and procedures, which are needed. Although she has limited swimming knowledge, we feel that she has the personality and networking skills to quickly learn the organization and bring a fresh perspective to our LSC.