



Wisconsin Swimming Governance Committee Minutes
October 1, 2023

- I. Call to order: 6:31 PM
- II. Attendance: Kim Stoll, Rick Potter, Kim O'Shea, Angela Monty, George Geanon.
Excused: Ryan Geier, Mackenzie Thomas, Hugo Arteaga.
- III. Consent agenda: 9/10/2023 committee meeting minutes approved.
- IV. Old Business
 - A. Governance Committee Task Force for Nominations: 9/1/2023-9/1/2024
 - i. Positions up for Election/Appointment
 - a. Admin Vice-Chair: Dave Westfahl, completing second term and is not eligible for re-election.
 - b. Senior Vice-Chair:
 - Christopher Pfaffenroth was completing an appointed term and eligible for first elected term.
 - Christopher resigned and relocated from the LSC.
 - Melissa Springer (WYNS) appointed 8/22/2023.
Seeking first elected term, at this time.
 - c. Tech Planning Chair: Brian Temke, completing first term and eligible for second term. Seeking a second term, at this time.
 - d. DEI Chair: Katie Humitz, completing appointed term and eligible for first elected term. Seeking first elected term, at this time.
 - e. Athlete Reps (2): elected by Athletes.
 - f. Coach Rep: elected by coaches.
 - ii. Draft announcement regarding spring elections reviewed for the LSC newsletter this week and approved.
 - B. WISI Policy and Procedure Manual updates for 2023-2025
 - i. Current policies under review:
 - i. Policy 13: Athlete Representatives and the Athlete Liaison. Will present to the Athlete Committee at their meeting on 10/4/2023.
 - ii. Policy 15: Board of Review
 - iii. Policy 6: Classified Meets
 - iv. Policy 2: Meet Entry Procedures
 - v. Policy 4: Meet Conduct

C. Strategic Planning 2024

- i. Ryan Geier and Kim O'Shea recently met to discuss Strategic Planning 2024 structure and function.
- ii. Recommendations:
 1. Institute "Strategic Plan Moments", about 5 minutes, at BOD meetings, as lead up to the strategic planning meetings in fall of 2024.
 2. Purpose of Strategic Plan Moments:
 - a. Provide education/review of the strategic planning process.
 - b. Review progress with the implementation of the May 2021 strategic plan.
 - c. Better define the goals of the next strategic planning effort.
- iii. Per recommendation of Angela Monty, obtain a copy of the USA Swimming Strategic Plan to review for areas of compatibility that can be incorporated with a new Wisconsin Swimming strategic plan.

D. Updates

- i. Board Self-assessment survey review – deferred.
- ii. LEAP 2025 – deferred.

V. New Business

A. Governance Education Moment

- i. Pertinent duties of the Governance Committee include (from the Bylaws):
 - To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
 - To aid in the development of personnel practices procedure including job descriptions and annual review of staff;
 - To develop criteria for the qualities and required characteristics of Board officers;
 - To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
 - To nominate Board members, consistent with the matrix of skills, demographics, and talents needed;

- ii. Athlete Liaison
 - a. Proposed candidate does not meet the age requirement of policy 13 and Athlete liaison job description (both of which list age of 21).
 - b. Benefits of changing minimum age to 19:
 - Allows senior athletes a leadership opportunity;
 - LSC benefits from the experience of a senior LSC athlete;
 - Proximity of their age to LSC athletes.
 - c. Discussed with General Chair and Operations Manager.
 - d. Proposed changes to policy and job description shall be presented to the Athletes at their meeting 10/4/2023.
 - e. Proposed revisions to be presented at the October BOD meeting.
- iii. Finance Chair
 - a. Discussed LSC position job descriptions.
 - b. Discussed matching the needs of an LSC Board position with the qualifications of a candidate.
 - c. Discussed Governance Committee role in providing advice and clarification to BOD, but no decision-making role.

B. Safe Sport and Operational Risk committee openings:

- i. Draft a notice regarding openings on these two committees to be posted in the LSC newsletter.
- ii. Request to club presidents/leaders to publish this notice in their club communications.
- iii. Chair of Safe Sport and Operational Risk Committees to review this notice prior to publication.

VI. Adjournment: 7:50 PM

Respectfully submitted,

George Geanon
Governance Chair
10/3/2023