Governance Committee Meeting - January 5, 2025
Minutes to Meeting

Called to order at 6:00 PM

Roll Call

Present were Bobby Kelley, Melissa Wolts, Ben Colin, Jason Wenger
There were not non-committee members else present

Old Business - None

New Business

<u>Task 1</u>

Nominate and elect a Governance Chair

- Ben nominated Bobby Kelley; Melissa seconded;
- No other nominations
- Bobby Kelley named Chair of the 2024-2025 Governance Committee

<u>Task 2</u>

Review Governance Committee responsibilities as defined by the bylaws and assigned responsibilities to committee members

- Periodic Review of Mission Statement
  - Recently completed
  - Progress towards developing Strategic Planning for the current quad
  - Bobby to meet with Phil to discuss
- Review LSC Policies and Procedures
  - Jason - Will meet with Art to begin a review of Section I
    - Jason - Will also meet with Art about a review Document Retention policy
  - Melissa - Will review Section F and Section K
    - Section K is Championship Meets
    - Section F is Time Standards
  - Ben - Will review Section L
    - Section L is Awards and Scholarships
    - Section M is Records, Top 10 and NRT's
  - Bobby - Will review Section C, D & E
    - Section D is Insurance
    - Section E is Safety
  - Other sections that need to be reviewed are:
    - Section C - Registration
    - Section G - Officials
    - Section O - Miscellaneous
- Contract Procedures - Melissa will take this lead with this responsibility for the following contracts:

    - Coaches for All Star and Zone teams
    - Facility rentals
    - Travel arrangements
- Audit
    - Bobby will meet with Phil about this
        - Plans for annual internal audit?
- Personnel Practices
    - Jason to visit with Art about these
    - Look for updated job descriptions now that there are three staff members
    - Melissa will also look what the LSC does with Board member job descriptions
- Board Performance and Reviews - Tabled this topic to a later meeting
- Nominations for elections of Board members
    - Ben to take the lead
    - Upcoming slate includes
        - Senior Chair
        - Age Group Chair
        - Finance Chair
        - Two Governance Committee positions
    - Board of Review - Must research what is needed with these positions
- Board Orientation
    - Bobby will work with Phil on this
    - The Governance Committee agreed to focus on this for August or September 2025 Board meeting - effectively skipping this for 2024-2025 fiscal year

Task 3

Set the meeting dates for future Governance Committee meetings

- 6:00 PM on Sunday, Feb 9, 2025
- 6:00 PM on Sunday, March 30, 2025
- 6:00 PM on a Sunday in August

Meeting concluded