


Governance Committee Meeting Minutes

October 12, 2025

Attendance Jason Wegner, Marie Koensfeld, Ryan Juday, Bobby Kelley

Meeting records  Transcript

Summary

Bobby Kelley welcomed Marie Koenigsfeld and Ryan Judas to the Governance Committee. The committee confirmed that Bobby Kelley will serve as chair and Jason Wenger as vice chair. Bobby reviewed the committee's purpose: ensuring the LSC operates within its bylaws and its policies and procedures. The committee addresses issues like document retention, personnel practices, board succession planning, and policy review. The committee agreed to meet quarterly to focus on key areas such as the strategic plan, board accountability, and future nominations.

Details

- **Welcome and Introductions** Bobby Kelley opened the meeting and welcomed Marie Koenigsfeld and Ryan Judas to the Governance Committee, expressing gratitude for their willingness to lead. Jason Wenger shared that Zach Wegner would not be joining the meeting due to a Chiefs game concession fundraising event for their swimming team.
- **Bylaws and Governance Committee Purpose** Bobby Kelley explained that the LSC (Local Swimming Committee) operates within its bylaws, which are dictated by USA Swimming with some flexibility for LSC-specific change. Marie Koenigsfeld elaborated that USA Swimming provides mandatory language for all LSC bylaws, and annual changes made by the House of Delegates must be reviewed and approved by USA Swimming. The governance committee's purpose is to ensure the LSC operates within these established bylaws.

- Governance Committee Chair Election** Bobby Kelley noted that according to the bylaws, the Governance Committee chair should be elected annually by its members. He mentioned that Ben and Melissa had named him chair in August. Jason Wenger, Marie Koenigsfeld, and Ryan Judas all expressed no objections to Bobby Kelley continuing as chair, with Marie Koenigsfeld appreciating the continuity of having a previous committee member lead.
- Bylaw and Policy Changes** Bobby Kelley clarified that changes to the LSC's bylaws can only be done by the House of Delegates, and only those changes permitted by USA Swimming are valid. Committees can recommend changes to the LSC's policies and procedures to the board, but they cannot directly alter them. Marie Koenigsfeld added that additions to LSC's bylaws also need USA Swimming's ultimate agreement.
- Review of Mission, Vision, and Bylaws** Bobby Kelley discussed the Governance committee's responsibility to periodically evaluate the LSC's mission, vision, and bylaws. He stated that the mission and vision statements had recently been reset, and the bylaws had been reviewed, suggesting there might not be much work needed in this area unless a committee member felt otherwise.
- Document Retention Policy** Marie Koenigsfeld raised concerns about the LSC's document retention policy, questioning if it was being followed and who maintained the Google Drive where documents were supposed to be stored. Bobby Kelley indicated that while a digital retention policy exists, its enforcement and who has access to the drive were unclear.
- Personnel Practices and Staff Review** Ryan Judas sought clarification on the committee's role in personnel practices, including job descriptions and annual staff reviews. Bobby Kelley suggested the committee should verify that processes for job descriptions and annual reviews are occurring. He assigned Ryan Judas to contact Art, who is in charge of the personnel committee, to verify and go through necessary procedures for this responsibility.
- Strategic Plan and Board Accountability** Bobby Kelley noted the absence of a published strategic plan and committed to working with Phil Barnes. Regarding board member accountability and job descriptions, he explained that while some committees have structured policies and procedures, individual board member job descriptions are not formally established. The committee decided to revisit this topic at their next meeting after Bobby Kelley sends out existing policy documents to the members.

- Board Succession Planning and Nominations** Bobby Kelley explained that the Governance Committee is responsible for board succession planning, which includes recruiting qualified volunteers for board positions. He clarified that their role is to find willing individuals, not to select who is on the next board. Key positions, such as the General Chair, Finance Chair, Admin Vice Chair, Secretary, and Treasurer, require nominations from the committee. The committee will need to meet before the House of Delegates to vote on these nominations. Marie Koenigsfeld, Jason Wenger, and Ryan Judas agreed to collaboratively find and present potential nominees for various board positions by the February meeting.
- Board Orientation** Bobby Kelley discussed the board orientation program, stating that it's designed to help members understand how Iowa Swimming governs itself. He mentioned that a policy requiring all board and committee members to participate annually had lost its "teeth" as the bylaws may not permit compelling attendance. Marie Koenigsfeld agreed to investigate how Maryland Swimming implemented a similar requirement for board members to vote. Ryan Judas and Jason Wenger agreed to review the orientation document, and Marie Koenigsfeld confirmed they were comfortable leading an orientation.
- LSC's Policies and Procedures Review** Bobby Kelley assigned Jason Wenger and Marie Koenigsfeld to review Section I of the LSC's policies and procedures, which is currently disorganized and outdated. Marie Koenigsfeld offered to create a shared document to highlight areas needing revision. Bobby Kelley clarified that the committee's role is to identify non-compliance or outdated procedures and suggest changes to bring them up to date, not to make legislative decisions.
- Scholarship Committee vs. Task Force** Bobby Kelley addressed the issue of the policies and procedures referencing a "scholarship committee" when, in practice, it operates as a task force that meets for a singular annual purpose. He proposed changing the policy to reflect its true nature as a task force, not a standing committee that meets quarterly. Bobby Kelley volunteered to take the lead on this specific item.
- ISI Audit Review** Ryan Judas inquired about the Governance Committee's role in the ISI audit review. Although the bylaws don't explicitly list audit oversight as a Governance Committee responsibility, Bobby Kelley suggested a Governance Committee member join the audit task force regardless. Ryan Judas, having assisted with audits in the past, agreed to join the finance committee meeting for this purpose.

- **Future Meeting Schedule** The committee decided to hold future meetings quarterly on the first Sunday of February and May, and the Sunday of August prior to the August IASI Board meeting, all at 7 PM. Marie Koenigsfeld and Jason Wenger confirmed their availability for these Sunday evenings.
- **Vice Chair Appointment** Bobby Kelley suggested appointing a vice chair for the committee. Marie Koenigsfeld nominated Jason Wenger, which was seconded by Ryan Judas, and Jason Wenger accepted the nomination.

Suggested next steps

- ☐ Ryan Judas (Ryan) will join the IASI audit review task force and attend the next Finance Committee meeting.
- ☐ Ryan Judas (Ryan) will contact Art to verify and go through personnel practices with regards to job descriptions and job reviews.
- ☐ Bobby Kelley will continue working with Phil Barnes on the strategic plan and ensure the board's focus remains on it.
- ☐ Marie Koenigsfeld will look into how Maryland swimming implemented their board orientation requirements.
- ☐ Bobby Kelley will take the lead on reviewing policy and procedures referencing the scholarship committee.
- ☐ Jason Wenger will serve as vice chair for the governance committee.
- ☐ Marie Koenigsfeld will type up the list of board positions and send it to Ryan Judas (Ryan) and Jason Wenger.
- ☐ Marie Koenigsfeld and Jason Wenger will review section I of the policies and procedures and create a shared document to highlight areas that need reworking.
- ☐ Marie Koenigsfeld, Ryan Judas (Ryan), and Jason Wenger will work together to find names for board positions and present them at the next meeting.