

Governance Committee Meeting AGENDA----Minutes

January 26, 2021

MINUTES taken by: McKAY

Meeting start at 7:31 P.M

Any problems getting assignments done from the last meeting? (See [Jan. 7 Meeting Minutes](#))

- Mike: Reach out to Paul and find out how the ARB is doing. Get buy-in from Paul on a more robust training --**the ARB has had their first meeting and elected a committee chair.**
- How to proceed: Building LSC contact/communication with pools? (This is a board issue. Can they take it on right now? There's not a "natural home" for it right now. (i.e. A person with administrative responsibility for this area.) One idea: Table for now and revisit in 6-12 months. --**don't have the time or energy to work on this at the moment. Revisit in 6-12 months**

ONE GOAL Next Step: 2021 Committee Commitments, Goals, & [tracking chart](#). Review assignments, concerns, plans

- DEADLINE: Committee Chair get the following to YOU, their board partner, **before the Feb Board Meeting** (2/9)
- DATES: 2021 Tentative Meetings Dates
- GOALS: 2021 Committee Goals (What do they hope to accomplish in 2021?)
- MINUTES: What is their plan to get committee meeting minutes to Todd within 2-3 weeks of meeting? (Could simply be a name and email address of the person who will do it)
- ❖ **We will continue to communicate with our committees. The officials and safe sport committees have already sent in their goals for the year**
- ❖ **There was substantial discussion in regards to helping committees with their goals and how this will all contribute to the goals and success of Utah swimming.**
- ❖ **Reminder that the board sets a mission statement for each committee**

Board Partners Mentoring Committee Success

They need to know about and work within these parameters (MIKE: Please add to training)

- **Committee Mission Statement** (Policy #50-Committee Handbook [UTSI P&P](#))
- **Budget** ([2021 Budget passed at HOD](#) & monthly financial reports from Serena)
- **Strategic Goals** (They will choose these for 2021. Are they making progress? Can we help point them towards working on any LSC Strategic Goals?)
- **UTSI Zoom:** They can schedule their committee meetings through Serena Werner

2021 Governance Committee goals

- See attachment *Gov Cmt Goals Worksheet*
- Any changes needed?
- **These were reviewed and discussed. Major goal is to continue to work with committees to help them understand their role.**

Board Health (Mike)

- Feb. Board Training: Topic
- Work with Stan and Susan on developing board member training (Incorporate cmt success items above)

- The training topic for February will be about committees. Emphasizing the execution of their goals and also communication with the senior athlete rep about getting new athletes onto each committee when necessary.

OTHER MAJOR ITEMS OF DISCUSSION:

Transparency- There was major discussion about whether or not certain things need to be brought to the board. In the instance of the Championship Meet Steering Committee, although all procedures were followed on the vote on COVID testing were followed, there is feelings that this needs to be approved by the board. For the sake of liability, there are certain topics that the Board should vote to approve, modify, or disapprove from committee recommendations. This is because board members are covered by USA Swimming's Directors and Officers (D&O) insurance.

--Susan will draft an email to Paul to bring up this issue and set the correct course of action.

Athlete APT- There were multiple swims by athletes in the LSC who had not completed APT. This led to discussion about how best to educate coaches on keeping track of their swimmers and APT certification.

--Cathy will send an email to Todd, Mo, and Cari about how to proceed and improve APT compliance.

Meeting End: 8:45 P.M

NEXT MEETING: Tuesday, Feb 23 @ 7:30 pm **MINUTES to be taken by:** Stan

Last Tuesday of each month @ 7:30 pm

Minutes Rotation Starting w/ Next Meeting first: Stan, Susan, Mike, McKay

2021 Tentative Governance Committee Meeting Dates

Feb 23, 2021 07:30 PM

Mar 30, 2021 07:30 PM

Apr 27, 2021 07:30 PM

May 25, 2021 07:30 PM

Jun 29, 2021 07:30 PM

Jul 27, 2021 07:30 PM

Aug 31, 2021 07:30 PM

Sep 28, 2021 07:30 PM

Oct 26, 2021 07:30 PM

REFERENCE: 5 Responsibilities of the Gov Cmt (From Jane Grosser)

1. STAN: Board **Composition** (Get the right people on the board--nominating cmt function)
 - Blind Spots,-Diversity, Recruitment, Nominations, Succession Planning, On-Boarding, Orientation
2. CATHY: Board **Documents** (Monitoring and maintaining governing docs)
 - Bylaws, Rules and Regs, P&P, USA-S Compliance
3. McKAY: Board **Monitoring** (Keep the BOD on track)
 - Strategic Emphasis at meetings, Annual BOD, Task/topic calendar, BOD dashboard/portal
4. MIKE: Board **Health** (Monitor the health of the board)

- *Evaluation, Minutes reflect mission focus, BOD member appreciation, Debriefing former board members*
- 5. SUSAN: Board **Improvement** (*Provide opportunities for BOD Improvement*)
 - *Mission/Vision/Core Values Review, Annual retreat, Teambuilding, BOD attendance, Strategic Plan review*