

Governance Committee Meeting Minutes

Nov 24, 2020

Date: Tuesday, November 24, 2020

Committee Members Attending: Stan Crump, Cathy Vaughan, Susan Andrews-Winter

Committee Members Not Attending: Mike Glissmeyer, McKay Larsen

Agenda Items & Discussion	Assignments
Any problems getting assignments done from the last meeting? (See minutes) Board Composition (Stan): Did Nikki get trained? Susan reported that the Championship Committee met on 11/1/20. The P&P was reviewed and discussed with Mike. Tom Thorum currently has responsibility for the Championship Committee. He was not present at the Zoom call. Mike indicated that he would speak to Tom to follow up on the discussion that happened in regards to Covid 19 and the potential impact to planning for Snr and Age Group State. Both Tom and Mike were reaching out to the respective facilities for input. A proposal will be presented to the UTSI board at the Dec meeting (see summary below) Board Composition (Stan): Did Nikki get trained? Stan indicated that he had spoken with Nikki to set up a time for her training in the next week or so.	Susan to follow up with Tom Thorum before the UTSI BOD meeting Dec 9th.
ONE GOAL Update: Review tracking chart. Note concerns & plans. • Senior Swimming Committee plans? Stan has been contacted by Mike the main task is to establish a contract for Snr State. The UVRays meet in Dec will provide some insight into any changes, mitigation protocols or decisions that could impact the Snr State sanction. • Athlete Committee have they met since HOD? (If not, will they meet before the end of the year?) (McKay)	Stan will give feedback on any concerns or general advice about hosting Snr State after the Red Rocks Invitational meet Dec 3rd -5th which is being hosted at Dixie.

Cathy reported that she had been in contact with McKay and he will reach out to all Utah Swimming Clubs by email to establish who the new reps are for the clubs. They intend to have their first Athlete Committee meeting in January 2021. • Championship Meets Committee progress on criteria? (Susan) The Championship Meets Committee discussed bringing a proposal to the board regarding the criteria to host or cancel both Senior State and Age Group meets based on facility and local guidelines closer to the times of the actual meets. This means that a go or no go vote would need to be made by UTSI BOD at the Feb 2021 board meeting. A number of scenarios were discussed which will be shared with the UTSI BOD in Dec.	
2021 Committee goals? • We need to be thinking about our Governance Committee goals for 2021. What do we hope to accomplish?	At Dec. Board Meeting: Ask each committee chair to report the following before the Feb board meeting: ○ DATES: Tentative dates of 2021 Committee meetings ○ GOALS: Committee goals for 2021 (What do they plan to accomplish in 2021?) ○ MINUTES: Their game plan to get their committee meeting minutes to Todd for posting within 2-3 weeks of each meeting Governance Committee should come to the next meeting prepared to discuss.
Next Step towards getting a UTSI Strategic Plan [Susan] In April 2020, the General Chair tasked the Gov Cmt with helping the board get a strategic plan in place. Our response was the "One Goal" to try and get more committees in place and functioning. • What is our game plan to help the board move forward on getting a strategic plan?	• Susan is currently researching best practices to share with Paul and will follow up with him in Dec. • Cathy thinks a Strategic Plan, like the one USA Swimming shows, may be in place by 2022 or 2023. She believes we must

Susan reported that she is in the preliminary process of researching best practices and considering what can be integrated into the current UTSI BOD structure and planning process. - Any other "Board Improvement" items? - Discussion: Helping the board encourage and represent diversity of thought	first continue strengthening the structure we started building with the ONE GOAL." Stan suggested that one of the most important things the UTSI BOD could do right now was to try to influence a State Wide protocol for swim teams to return to the pool. He will network with a colleague from the High School Swimming Association to see if there was any momentum to partner.
Board Health (Mike) - Dec. Board Training: Topic & who will do - How is ARB coming along? (Or, what's the game plan to find out)	Mike to follow up with Cathy but Susan will look to back up if he is not available. Follow up on ARB at next meeting.
Board Documents (Cathy) Current focus: Getting old documents into current format & developing a working Board Task Calendar draft for release in the 1st quarter of 2021.	Cathy will take the lead on developing the Calendar. She withdrew the request to have the Gov Committee members review the documents in drop box.
Board Monitoring (McKay)	

NEXT MEETING: Tuesday, Dec 29, 2020 @ 7:30 pm **MINUTES to be taken by:** Mike
Last Tuesday of each month @ 7:30 pm
Minutes Rotation Starting w/ Next Meeting first: Mike, McKay, Stan, Susan

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