Governance Committee Meeting AGENDA - Minutes

Sept 1, 2020

Meeting Called to order by Cathy Vaughan at 7:32 pm
Members in attendance: Cathy, Susan, McKay, Stan, Mike

Governance Committee/Board Partners Realignment:

- See ATTACHMENT: *Board Partners Roster*
- See ATTACHMENT: *ONE GOAL Tracking*
- See end of agenda: *5 Responsibilities of Governance Committee*

Need New Meeting Time:

- Last Tuesday, Wed, or Thur of the month @ 7:30 pm?
- 1st Wednesday or Thursday of the month @ 7:30 pm?
- Another time?

As a committee, we decided that the role of minute taking would be rotated among the group members. Mike would take minutes at this meeting, and rotate through the other members at future meetings. The decision for the next four meeting dates was set for 7:30 pm each evening as follows:

  - Sept. 29th McKay will take minutes
  - Oct 27th Stan will take minutes
  - Nov. 24th Susan will take minutes
  - December 29th Mike will take minutes

ONE GOAL Update: Review tracking chart. Note concerns & plans.

- Need to help the board take the next step towards a strategic plan at some point. (What and when?)
- NOTE TO ALL: Please let committee chairs know to get minutes to Todd. He will post them. ASSIGNMENT: Check to see if your committee has minutes listed from last meeting. If not, help them troubleshoot & problem-solve.

Discussion on contacting board partners and ensuring meeting minutes are sent to Todd for posting to the website. All committee members agreed to follow up with their board partners to get this done before the next Governance Committee meeting Sept. 29th.

Board Monitoring (McKay)

- Time for HOD meeting on Sat. Oct. 24?
- Athletes on various committees. (Do all committees have needed athletes? Are athletes feeling connected and comfortable participating? Do they consider their committee active?)

Committees all have athlete representation and Mckay is working with Stan to get athlete nominations ready for HOD meeting.

Board Health & Improvement (Mike--will be dividing w/ Susan)

- NEXT BOARD TRAINING:
- Need debriefing or “exit survey” for exiting board members. (Shawn will be leaving in Oct.) What do we want/need to have happen with that?

Board training will be centered around the Administrative Board of Review bylaws in order to give Board members more information about the committee before voting on the bylaws in the consent agenda. Mike and Susan divided these responsibilities with Susan taking the board improvement portion and Mike taking the board health portion of the duties.

Board Composition (Stan)

- Any other information about nominations?
  - Need 1 more athlete name
  - Put athlete names on the ballot?

Stan will be soliciting biographical information (What are your qualifications to serve in this position? Why do you want to serve? etc…) by Sept. 20th. The intent is to send out bios by the first of October, to have them available on the website, and ready for the HOD to vote on.

Board Documents (Cathy)

- Submitting to board for review/approval (where needed)
  - Nominating policy draft (See ATTACHMENT: *90 Nomination Policy DRAFT)*
  - Minor adjustments to Committee Handbook to Board to approve
  - Bylaw changes (Admin Review Board & athlete changes required by USA-S)
  - Resolution: 2020 R1 (term adjustment transition plan for Admin Review Board)
  - Minor Definitions changes

In depth discussion was made regarding composition of and considerations about the Administrative Review Board.

FOR FUTURE DISCUSSION: How to get an effective Strategic Plan in place for 2021

- *Would a board retreat/annual planning discussion help*

NEXT MEETING: Date: September 29, 2020 Time: 7:30 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*

Meeting adjourned at 8:51 – Minutes by Mike Glissmeyer