

Governance Committee Meeting AGENDA- Minutes

Sept 29, 2020

MINUTES taken by: McKay

- Meeting called to order at 7:33
- Attendance: Cathy, McKay, Susan, Mike

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.
- 1. McKay reported on athlete participation, and committee activity. Looking to communicate with clubs the new (to be passed at HOD) set up of the athlete committee.
- 2. Susan reported that the DEI and coaches committees are functioning.
- 3. Championship Meet Steering Committee Discussion: This committee should come up with no go criteria for upcoming meets. Susan will communicate this with Tom. McKay will send Susan the future dates of these meetings.
- 4. General: Each committee should be working according to its own issues and needs.

Next Step towards getting a UTSI Strategic Plan [Susan's area?] 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.

- One "Next Step" is getting information from the Governing Docs (P&P, R&R, Bylaws) and LEAP program into calendared format so they're easier for board members to be aware of and work on with their committees. *Board Task Calendar*.

(POSTPONED...WILL BE ADDED TO AGENDA NEXT MONTH)

Board Documents (Cathy)

- Need help transferring policy, R&R, bylaw, and LEAP information to the *Board Task Calendar*
- 1. Members of the governance committee and board should be familiar with policies and procedures.
- 2. Board task calendar will be a compilation of responsibilities for each member, coming from the policies and procedures. Cathy will be sending out dropbox in the next two to three weeks.
- 3. Mike: the primary responsibilities of the board is to be loyal to Utah Swimming and fulfill their duty to care to the organization.

HOD

- Nominations and bios will be in to Serena before 9/30
- Proposed bylaw changes, 2020 R1, and explanation of ARB will be in to Serena before 9/30 (**Both of the bylaws and nominations are into Serena**)
- MIKE: How to safely distribute HOD link? Also, check w/ Paul to see if he has any problems or concerns with developing and posting the agenda. (See guide in HOD Plan sent out via email. It includes bylaw mandated items.) **Discussed possible registration through a google form, or the use of a waiting room. Mike will continue with set up in the most secure manner.**
- McKay: Election software plan ok? **McKay is connecting with WZ Reps to practice system.**

- SUSAN: Can you check with Serena and make sure she is okay with everything and understands her role at HOD?

Board Health (Mike)

- How to do future board training? (Divide with Susan?)
- 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?
 - Shawn Marsing
 1. There is no board meeting in October (HOD counts)
 2. It was decided that input should be received from ALL board members, not just those who are leaving, about what their day to day job looks like in their position. Members will reach out to their board partners,

Board Improvement (Susan) Board Composition (Stan) Board Monitoring (McKay)

1

UTSI Gov. Cmt. Mtg. Agenda 9/29/2020

NEXT MEETING: Tuesday, Oct 27, 2020 @ 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,

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*

