Governance Committee Meeting MINUTES

Oct 5, 2021

Action assignments noted in purple

FOR REFERENCE: 2021 Governance Committee Goals Yellow highlight includes related action items on this agenda or reported

1. *Board partners work with committees to*
    a. *Help committees set goals that help them move toward accomplishing current set Strategic Goals. (Goals set with Jane Grosser in 2019/2020.)*
    b. *Support and encourage effective meetings and posting of minutes.*
2. *~~Get a working draft of the Leadership Task Calendar(LTC) to the board by the end of the first quarter.~~ Update and revise the LTC throughout the year.*
3. *Continue to update UTSI Policies and Procedures as needed and with board input.*
4. *Continue to improve board member orientation and ongoing training.*
5. *Create, publish, and follow a nomination process calendar for the year.*

Attendance: Susan Winter, Stan Crump, Cathy Vaughan, Mike Glissmeyer (late--excused), Ellie B. (absent -- excused)
MInutes taken by: Cathy Vaughan
Called to order: 7:31 pm

LTC Assignment Follow-up *thru October* (See attachment or click on link to go to P&P page then click LTC link in the upper left corner)

- #291 -- ***Susan*** has ordered name tags and will distribute them to board members after election. Plans to pass out at HOD and Swimposium. Will mail after that. Invoice to go to Serena. The cost was just over $300 for a double set of name tags for each board position. (One to pass out and one as backup)
- #150 -- ***Cathy*** will update bylaws changes made at HOD and send copy to bylaws@usaswimming.org within 60 days of effective changes.
- #47 -- ***Cathy*** will contact Jane Grosser to see if our LSC governing docs need to be updated as a result of any legislation adopted at USA Swimming Convention.

Board of Directors Nominations Feedback

- Stan and all felt that the nomination process ran well this year and was transparent
- Cathy recommended that in the future, all candidates (even unopposed incumbents) submit a bio to be sent out to the delegates. Why? To help the membership become better acquainted with their leaders. Also, it helps to establish vetted candidates from those nominated from the floor.
    - ***Cathy*** will add this as a recommendation in the Nominations Procedure #110

Board Partners

- Encourage committees to post minutes (Click to see how they are currently doing)
    - This helps promote continuity when new board members come in. It's now part of the board orientation to review the posted minutes for the committees they are involved with.

  - It can also help with recruiting -- others can see what various committees are doing.
- Support and encourage regular committee meetings and posting of minutes. ***Agenda items should come from:***
  - ***Strategic Plan***
  - ***LTC***
  - ***Policies #20 (Board--both their assignments & the policy table at the end), #50 (Committees) #450 (Website--see website management table at the end)***
  - ***The priorities they see***

New Board Member Orientation
- Susan reported
  - She has met with Paul (General Chair) and they have agreed upon the following gameplan
  - After the election, ***Susan*** will meet with new board members and do an initial orientation meeting. First choice is an in-person meeting.
    - Normally, the orientation meeting will be held in person directly following HOD. However, because of the high need for volunteers at Swimposium and the fact that many will be attending HOD remotely, it was decided that this type of meeting would not work this year.
  - After meeting with the new members, ***Susan*** will get some time in either the November (preferred) or December board meeting to do an orientation with the entire board. She will have the new board members share what they learned at orientation.
  - Thereafter at each board meeting, Paul will ask 2 committee chairs to come prepared to briefly share what their committee has been doing and how it relates to the Strategic Plan. These reports are brief and may be informal. (One idea: Just share what you could write on a 3x5 card)
  - After the board meeting orientation, onboarding will continue individually via ***board partners***.

Board Health (*Mike*)
- Oct Training: Committee minutes, important of posting (See board partners section for 2 reasons)

Independent Contractors
- There was a question as to where this issue ended up. The Finance Committee has decided they will classify the workers as Independent Contractors and documentation is congruent with this assignment. Some outside of the Finance Committee dispute this classification.

HOD
- ***Stan*** will contact Serena about Election Runner -- do the delegates need to download the app? Invite her to send out a primer to delegates on how the election will work before HOD.

Heartfelt thanks to Stan and Mike for their exemplary service on the Governance Committee! They will be missed.

NEXT MEETING: Oct 26 @ 7:30 pm **MINUTES to be taken by**: ***Ellie***

Governance Committee Meetings Are Held: *Last Tuesday of each month @ 7:30 pm*

Minutes Rotation Starting w/ Next Meeting first: Ellie, Susan, [Stan's replacement], [Mike's replacement], Ellie

Items for Future Discussion

- *Review policy #110 (Nominations) Get feedback about previous election process and update policy as needed. (LTC #90)*
- *Review procedure #131 (HOD) Get feedback and update as needed. (LTC #84)*
- *Governance Committee Chair election (October -- LTC # 293)*
- *Annual distribution of policy #50 (Committee Handbook) (November -- LTC #82)*

Upcoming Governance Committee Meeting Dates (Last Tu each month unless highlighted)

Oct 26, 2021 07:30 PM
Nov 30, 2021 7:30 PM
Jan 4, 2021 7:30 PM
Jan 25, 2022 7:30 PM
Feb 22, 2022 7:30 PM
Mar 29, 2022 7:30 PM
Apr 26, 2022 7:30 PM
May 31, 2022 7:30 PM
Jun 28, 2022 7:30 PM
Jul 26, 2022 7:30 PM
Aug 30, 2022 7:30 PM
Sep 27, 2022 7:30 PM
Oct 25, 2022 7:30 PM
Nov 29, 2022 7:30 PM
Jan 3, 2023 7:30 PM
Jan 31, 2023 7:30 PM