

Governance Committee Meeting Minutes

March 30, 2021

Meeting called to order by Cathy at 7:31

Members in attendance: Cathy, Stan, McKay, Mike

FOR REFERENCE: 2021 Governance Committee Goals

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.*
 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.*
-

MINUTES taken by: Mike

Any problems getting assignments done from the last meeting? (See Feb.23 Meeting Minutes)

- There are times that we are not getting responses from our board partners as we are all busy. We will try to reach out via text and may find more success that way.

Board Partner Reassignment: McKay Board Partner to Board Athletes?

- McKay will be the board partner for athletes, but will likely be leaving around August and we will need a replacement at that time.

New Board Member Orientation – The first four bullet points below are directly from the agenda, while the two indented bullets are some discussion around these items.

- Who did training and board orientation? (How & on what?)
- Is this how we want it to continue?
- [Current Resource](#) (Policy #23 Board Member Training Guide) *How to get this to cover all it needs to (LEAP-wise) and empower future board members*
- LEAP Requirement: **Board Orientation** Board Orientation is an essential tool to support BOD performance. It provides an opportunity for new and current members to review procedures, schedules, expectations of individual participation, discuss BOD commitment to Diversity, and review the business of the BOD. A well-organized BOD manual provides the agenda items for a successful orientation and should include items such as budget/P&L, upcoming meeting/LSC event schedule, past minutes of meetings, the strategic plan, LSC R&R/P&P. A BOD orientation can be run at the beginning of an official BOD meeting and ideally allows time for Q&A, social interaction, and review and affirmation of the LSC Strategic Plan.

- We have started with a “first-steps” document for our board partners giving them initial information to get started. Unfortunately, there is a balance between giving people not enough information and too much information.
- The majority of the meeting was centered on board training notes and parameters. The entire document is provided at the end of these minutes.
- **Enter the link from the LSC website to the LSC BOD manual and list the date of the last BOD orientation session**
- **DISCUSSION & ASSIGNMENT:** We have included an action items section in the minutes for reference to specific tasks assigned during the meeting.

Governance Committee LTC Review & Update (See link or emailed pdf)

- *(Still need to add in Stan’s nominating calendar -- it’s at the end of this agenda)*
 - We discussed the LTC and our individual sections. Cathy split the items up among the Governance committee members by aligning our responsibilities with the required tasks.

What (if any) Follow-up for One Goal: [2021 Committee Goals](#), & [tracking chart](#)

ALL BOARD PARTNERS: Every Month Assignment

- Check in with Board Partners
 - Did LTC jobs get done? Get feedback. Troubleshoot and Problem-solve
 - Pass feedback on to the Governance Committee within 2 weeks of receipt

Board Health (Mike)

- April Board Training: Topic
 - Pop Quiz regarding board responsibilities
- Contracts for people paid by UTSI--Work with Teri (Goal deadline_____)

Board Composition (Stan)

- Start feeling out possible nominations for the following positions. Includes asking current people if they plan to continue.
 - Admin Vice Chair
 - Age Group Chair
 - Officials Chair
 - DEI Chair

Board Documents (Cathy)

- Current focus:
 - Meet Operations Policy (2nd quarter--hopefully before June to assist those running LC State)
 - Contracts for (Need projected schedule from Mike & Teri -- 2nd or 3rd quarter?)
 - Next: Travel & Select Teams Policy

Board Improvement & Monitoring (Susan)

- Board Orientation prep for LEAP (?)

Board Monitoring (McKay)

- Supporting new athletes on the board
- Helping committees get enough athletes (working through SR/JR Athlete Rep)
- How long do you plan to continue on the committee?

NEXT MEETING: Tuesday, April 27 @ 7:30 pm **MINUTES to be taken by:** Susan

- Discussion Topic: Board Orientation

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

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

Items for Future Discussion

- **Facilities:** Aug 2021 - Jan 2022: How to proceed: Building LSC contact/communication with pools?
 - Misc Ideas: This is a board issue, not a Governance Cmt 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.) Ideas: Put a facilities-oriented committee member onto the SR, AG, and/or Championship Meet Steering committees? Facility grant? Brainstorm ways to be fair and support our facilities?

2021 Tentative Governance Committee Meeting Dates

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--organizing and verifying that it got done by Board Partner and (hopefully) previous board member
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, **Developing Board Orientation material***

ACTION ITEMS

1. Stan – Verifying that we have athletes serving on each committee. This is required for our leap report. We had discussion with McKay and found out who most of the committee reps are, but Stan will follow up and find out who the remaining athletes on our committees are.
2. Cathy – Email the notes and parameters for board training google doc to Mike to include in minutes. (Done)
3. All – As we figure out additional items for the board training notes and parameters, email them to the group.
4. All – Get feedback monthly about the LTC from board partners. How is it working?
5. McKay – What can we do to effectively engage athletes in LSC leadership and on the board?
6. Mike – Will get deadline for staff performance contracts with Teri.
7. Susan - Please take administrative responsibility for Board Orientation & Give Input/Materials for Board Manual (Policies #1-99).

Board Orientation & Training Notes & Parameters Governance Committee Discussion (Begun 3/30/2021)

Desired Outcome

- Want to give enough information, but not too much.
- Need to know there is someone they can contact if they have questions
- Being comfortable in their position before 1st board meeting
 - Understanding of their role/responsibilities on the board
 - Help instill confidence. (That they can do what they are supposed to do. They are empowered to do what they need to do.) KEY POINT (This will save time in board meeting if we can help them understand this.)
- (Any more?)

What do they need & what do they need to know and when?

- Before election (During nominating process)
 - Job description
 - It will take time and effort
 - They will be running at least 1 committee
 - LTC
 - Duty of Care. Help them understand time commitment. How many hours a week/month they should plan to spend on it (average & high/low)
 - Monthly board meeting
 - Prep: 1-3 hours?
 - Meeting itself: 1-2 hours?
 - Committee meeting (monthly for most)
 - Prep
 - Meeting
 - Communication (email, text, phone)

- LTC (Monthly)
 - (Any more?)
- After election
 - Contact from someone who knows what they're supposed to do.
 - Get (or keep) committee running
 - (Any more?)
- Before 1st Board Meeting
 - Where they fit on the board. (Voice/vote, just voice)
 - How do they prepare?
 - Reporting -- how and on what?
 - Expect motions, 2nds, etc.
 - They have a budget. How to access it. Rules & parameters. They can and should use it within parameters. (Need to know what the parameters are)
 - (Any more?)
- After 1st board meeting
 - Want to make board meetings shorter? (The Do's & Don'ts of what to discuss in board meeting, committee meeting, how to transact other business. What's appropriate for board meeting)
 - (Any more?)

What is my role? What do I do? Where do I start?

We don't know what we don't know

How to get them what they need

- Documents
- Personnel Board Partner contact (contact right after election)
- Hopefully contact with previous counterpart

Deadlines/Dates

- APRIL 27:
- Susan review LEAP Board Orientation & Training information as well as these notes and bring a proposed gameplan to the next Governance Committee meeting (end of April) and we'll discuss and finalize it then.

Meeting adjourned at 8:42