Governance Committee Meeting Minutes

April 27, 2021

Meeting called to order by Cathy at 7:35pm
Members in attendance: Cathy, Stan, Mike, Susan

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: Susan

Any problems getting assignments done from the last meeting? (See Mar 20th 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.
- Susan reported that there are two new Chairs - DEI - (Heather Hale) and Age Group Chair - (Suzie Shepherdson). Both have had initial contact with Susan and Stan offered to help with Suzie.
- Both Cathy and Susan had not had a chance to review sections of the Committee Handbook (#50)

New Board Member Orientation –

Susan presented the following draft game plan for Board Orientation:-

USA SWIMMING LEAP REQUIREMENT

- *"**BOARD ORIENTATION** IS AN ESSENTIAL TOOL FOR ONBOARDING NEW BOD MEMBERS. 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 ELECTRONIC BOD MANUAL PROVIDES ITEMS FOR A SUCCESSFUL ORIENTATION AND SHOULD INCLUDE INFORMATION SUCH AS FINANCIAL PLAN/P&L, MEETING/LSC EVENT SCHEDULES, PAST MINUTES OF MEETINGS, THE LSC STRATEGIC PLAN, 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 OF THE LSC STRATEGIC PLAN.*

  ENTER THE LINK FROM THE LSC WEBSITE TO THE LSC BOD MANUAL AND LIST THE DATE OF THE LAST BOD MEETING."

WHAT IS ORIENTATION VS ONBOARDING

- FOR NEW MEMBERS, **ORIENTATION** IS A ONE-TIME EVENT WELCOMING THEM TO YOUR BOARD. **ONBOARDING** IS A SERIES OF EVENTS (INCLUDING **ORIENTATION**) THAT HELPS MEMBERS UNDERSTAND HOW TO BE SUCCESSFUL IN THEIR DAY-TO-DAY ROLE AND HOW THEIR WORK CONTRIBUTES TO THE OVERALL ORGANIZATION.

ORIENTATION

- **FOCUS:** ROLE ON THE UTSI BOARD
- **DURATION:** ONE-TIME EVENT
- **SETUP**: CLASSROOM- IN-PERSON
- **CONTENT**: BIG PICTURE
- **OUTCOME:** READY FOR TRAINING
- **MAKE NEW MEMBERS FEEL WELCOME, UNDERSTAND INITIAL EXPECTATIONS, HOW TO BE SUCCESSFUL AND HOW THEIR WORK CONTRIBUTES TO THE ORGANIZATION. SET EXPECTATIONS EARLY AND OFTEN.**

ONBOARDING

- **FOCUS**: ROLE IN UTAH SWIMMING
- **DURATION**: SEQUENCE OF EVENTS
- **SETUP**: ON-THE-JOB
- **CONTENT**: INDIVIDUALIZED
- **OUTCOME**: READY TO CONTRIBUTE
- **OPERATIONAL:**
  - **MAKE SURE THAT NEW EMPLOYEES HAVE THE RIGHT MATERIALS AND KNOWLEDGE (SUCH AS CLARITY AND BUSINESS JARGON) TO DO THEIR JOB WELL.**
  - **COMMUNICATE THE MISSION, VISION, AND CORE VALUES, EVEN BEFORE MEMBERS ATTEND THEIR FIRST BOARD MEETING AND CONTINUE TO DO SO WHEN THEY GET TO WORK WITH THEIR RESPECTIVE COMMITTEES.**
  - **LEARN ORGANIZATION OBJECTIVES (STRATEGIC PLAN/ LTC) BY PARTICIPATING IN MEETINGS AND STARTER PROJECTS.**
  - **GRADUALLY LEARN SPECIFICS OF THE ROLE AND RESPONSIBILITIES, HOW TO COMPLETE TASKS, WHO TO GO TO WITH QUESTIONS, HOW TO GET APPROVAL FROM THE BOARD AND HOW TO MAKE SUGGESTIONS.**
- **SOCIAL:**
  - **MAKE NEW MEMBERS FEEL WELCOME, BUILD AND PROMOTE VALUABLE RELATIONSHIPS WITH COLLEAGUES, AND FEEL PART OF THE ORGANIZATION.**
  - **AN APPROPRIATE MENTOR TO HELP BRING THE NEW PERSON ALONG IS CRITICAL AND IS WHERE THE GOVERNANCE COMMITTEE MEMBERS CAN ADD THE MOST VALUE.**

THE ONBOARDING LIFECYCLE

- **ONBOARDING - 0-3MONTHS**
- ESTABLISHING THEIR PLACE IN THE ORGANIZATION, BUILDING RELATIONSHIPS, MAKE A MEANINGFUL CONTRIBUTION.
- SET EXPECTATIONS EARLY AND OFTEN.
- **INITIAL DEVELOPMENT -3-12 MONTHS**
- WAYS TO IMPROVE EXISTING SKILL, MASTERING THE ROLE, UNDERSTANDING ORGANIZATIONS PROCESSES.
- MENTORS AVAILABLE
- **ONGOING DEVELOPMENT /12-24 MONTHS**
- ACCUMULATION OF INSTITUTIONAL KNOWLEDGE, VALUABLE MEMBERS OF THE TEAM
- PARTICIPATING IN BROADER LEARNING AND GOVERNANCE OPPORTUNITIES WITH USA SWIMMING
- **RETENTION (SEPARATION)**
- RECOGNITION, IDENTIFYING AND ENCOURAGING NEW NOMINEES/VOLUNTEERS .

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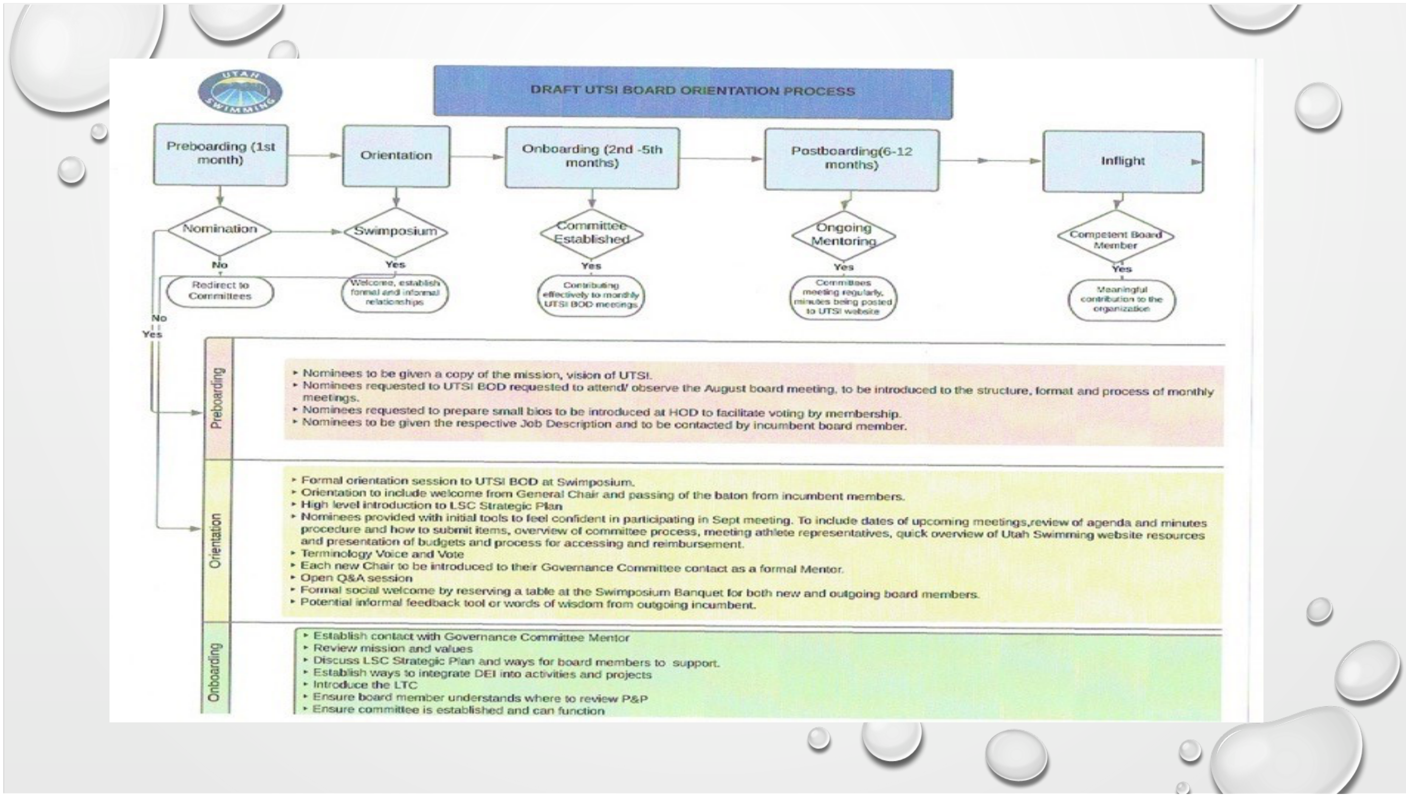

- **DISCUSSION & ASSIGNMENT:** The Governance committee discussed the Board Orientation process flow. For 2021 the dates for completing the nominating process are impacted. Stan and Susan will work together to craft the necessary emails and links to ensure the preboarding items are executed. Cathy suggested that contact by the incumbent Board Member happens during the Orientation phase and not Preboarding since the incumbent and nominee may both be on the ballot. The Board Orientation should be attended by the current BOD. One of the Leap requirements is to reach out to the broader membership and Susan suggested requesting a small budget to give Board Members Name and Position tags to wear on deck at meets so they are more easily identifiable to other members.
- **Mike suggested that the Board Orientation process be the training discussion at the next UTSI BOD meeting on May 11th. Susan agreed to present.**
- **The Governance committee reviewed the upcoming election plans. End of nomination period moved from Aug 4th to Aug 31st. Group agreed to start the nomination process on deck ay LC State.**

OTHER CALENDAR ITEMS FOR GOVERNANCE COMMITTEE

- *June 29: Governance Committee reviews plans for upcoming election*
- *July 20: Call for nominations (To coincide with LC State)*
- *August 31st: End of nomination period Change agreed on)*

- *August 31: Governance Committee starts to finalize slate of candidates and collect candidate biographical information to share with delegates*
- *October 1: Deadline to submit names of candidates to Secretary ● October 23: HOD*

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

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, June 15th @ 7:30 pm **MINUTES to be taken by**: McKay(?) ● Discussion Topic: LSC Strategic Plan

Governance Committee Meetings Are Held: *Last Tuesday of each month @ 7:30 pm*
Minutes Rotation Starting w/ Next Meeting first: Mike, McKay, Stan, Susan

2021 Tentative Governance Committee Meeting Dates

~~May 25, 2021 07:30 PM Cancelled~~
Jun 15, 2021 07:30 PM Change
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

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

● Please start working on "LEAP" items asap where possible. Serena can start turning them into USA Swimming as early as July 1st. We can turn them into her any-time before 8/31. Utah Swimming Strategic Plan – **Review and Update See emailed link from Cathy**

1. Stan – Get together with Susan to draw up emails regarding expectations and links for nominees prior to Aug 31st.
2. All to review the orientation process flow and give feedback on areas that may have omitted. Email the notes to Susan
3. Susan – start to add the detail task lists to each stage of the Board Orientation process. Prepare a budget request prior to the Board meeting.
4. All – Get feedback monthly about the LTC from board partners. How is it working?
5. All review the Draft Strategic Plan and review with your committees. Feedback/ changes needs to go to Cathy.

Meeting adjourned at 8:45