Governance Committee Meeting Minutes

JULY 15TH, 2021

Meeting called to order by Cathy at 7:30 pm
Members in attendance: Cathy, Stan, Susan, Ellie,McKay

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 SEE IN BOLD

Any problems getting assignments done from the last meeting? (See June 15h Meeting Minutes)

- ***Susan reported that Heather Hale the new DEI Chair was up and running and partnering with her committee and the UTSI board to address her areas of concern. She is doing a great job!***
- ***Both Cathy and Susan had not had a chance to review sections of the orientation materials but this will be worked on by Susan in the next month.***
- ***Most board partners have been busy getting ready for the LC Championship meets.***

NOTE

- McKay will begin missionary service 8/3. He'll end up in Montreal Canada speaking Chinese!
- There's been a change in board partner assignments. Mike is now a Board Partner with Alicia and Cathy is a Board Partner with Paul.
    - Board Partner Roster (Updated on 6/24/2021)
- LTC Follow-up adjustment. Serena will monitor and follow-up as needed on high-priority items.
    - Please still be mindful of what your board partners are doing and should be doing. But Serena will handle official follow-up.

Cathy welcomed Ellie Boyer to the Governance committee as our new athlete representative. McKay joined for his last meeting and reported that the athletes were busy with the Leadership Summit. The Strategic Plan was missing lots of follow up details but Ellie and McKay will reach out to Serena to address this. Susan suggested that Ellie pass on to Danny that reaching out to some leadership faculty at either BYU or University of Utah might help in bringing consistency around leadership themes for future planning. The organizing committee is excited about the plan to date.

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

- 77, 79, 81 (Susan & Cathy)
    - In progress in conjunction with Board Orientation development
- Remaining items are done or in progress.

Board Nominations
- Admin VIce-Chair? Any other potentially vacant positions?
- See calendar at end of agenda
- Any other discussion needed?

Stan reported that the nomination process was underway. Teri Rhodes would not run for a second term and Stan was already soliciting and receiving names for open positions. We will continue to reach out to nominees at LC State. Stan will reach out to Serena to have a google page developed to collect biographical information from nominees. This information will be compiled and sent out to the HOD delegates before the election.

New Board Member Orientation (& Board Manual)
- Cathy & Susan are working on integrating current resources into Susan's game-plan and developing new orientation/onboarding materials as needed.

Strategic Plan: Posted under the Governance tab. ALL: Please keep it in the forefront of your board partners and their committees--at least the lines where they are listed as a "Responsible Party."

Board Monitoring (McKay)
- Supporting new athletes on the board
- Helping committees get enough athletes (working through SR/JR Athlete Rep)

Board Improvement & Monitoring (Susan)
- Orientation for new Age Group Chair
- Board Orientation prep for LEAP (in progress, working w/ Cathy)
- Committee Member Orientation (Next after Board Orientation)

Board Health (Mike)
- August Board Training Topic:
- Contracts for people paid by UTSI--Work with Teri (Anticipated Goal Deadline?)
    - Please make sure policy 420 (Staff Response) is included somehow in the contracts. (Not necessarily the policy, but the need for timely response so we can delete the policy)

Board Composition (Stan)
- Start feeling out possible nominations for the following positions. Includes asking current people if they plan to continue.
    - Admin Vice Chair (Teri does not plan to run again)

    - Age Group Chair (Suzy plans to continue)
    - Officials Chair (Might Alicia continue?)
    - DEI Chair (Heather plans to continue)

Board Documents (Cathy)

- Current focus:
    - Paid Personnel policy & checklist development and governing docs review/update
    - Board Orientation materials (w/ Susan)
    - Next: Travel & Select Teams Policy
    -

TO BE SUBMITTED ON NEXT MONTH'S AGENDA

:Discuss LEAP Governance Requirements 9 (Membership Input/Feedback) & 10 (Evaluation). How do we currently fulfill them? How can we do better?

> 9. **Membership Input/Feedback**: A critical part of the strategic planning process includes considering feedback from members. This is one way in which the BOD evaluates the successful allocation of LSC resources and tracks the progress of the strategic plan. The DEI Committee should seek and evaluate DEI specific feedback.
> **Describe how the LSC BOD seeks feedback from its members. Enter the link from the LSC website where members can provide feedback to the BOD.**
>
> 10. **Evaluation:** Regular Program evaluation and BOD self-assessment are tools that help monitor the progress of the strategic plan.
> **Describe how the LSC utilizes evaluation tools to guide the planning by the BOD. Cite examples of how adjustments have been made by the BOD based on evaluations.**

NEXT MEETING: August 31 @ 7:30 pm **MINUTES to be taken by**: Stan

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

ACTION ITEMS:

1.ELLIE/ MCKAY TO REACH OUT TO SERENA TO ADD DETAILS ABOUT THE ATHLETE LEADERSHIP SUMMIT TO THE UTSI STRATEGIC PLAN.

2. GOVERNANCE MEMBERS TO FORWARD ANY RECOMMENDATIONS FOR POTENTIAL BOARD MEMBERS TO STAN SO HE CAN MAKE INITIAL CONTACT AND EXPLORE POSSIBLE INTEREST.

3. CATHY TO ALERT SERENA AND TODD THAT WE NEED TO CREATE A PAGE ON THE WEBSITE FOR NOMINEES TO COMPLETE THEIR BIOS PRIOR TO HOD.

4. SUSAN TO WORK ON THE OUTLINE FOR THE ORIENTATION MATERIALS CATHY TO PROVIDE HER INITIAL NOTES ON WHAT HAS BEEN DISCUSSED SO FAR.

5.CATHY WILL CONTINUE TO WORK WITH TERI ON STAFF CONTRACTS

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

Aug 31, 2021 07:30 PM
Sep 28, 2021 07:30 PM
Oct 26, 2021 07:30 PM

OTHER CALENDAR ITEMS FOR GOVERNANCE COMMITTEE

- *July 20: Call for nominations*
- *August 30: End of nomination period*
- *August 30: 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*

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 and managing Board Orientation material*