

Governance Committee Meeting MINUTES

Aug 31, 2021

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.

MINUTES taken by: Cathy Vaughan

Attending: Ellie, Mike Glissmeyer , Cathy Vaughan

<u>Board Partners</u>	<u>ACTION ITEMS</u>
● Please continue to be mindful of the LTC items for your board partners. Support and encourage adhering to the LTC. Follow-up adjustment. Serena will monitor and follow-up as needed on high-priority items. ● 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 ● Board Training (BP Role: Support) & Assignment (BP role: Follow-up) for August: 20210810 BOD Training Cmts - Google Docs -----	● Please check with your board partners who have not yet responded to Cathy with the name and email of their secretary and the date of their next committee meeting. Help them troubleshoot and get a meeting date hopefully in Sept. (Oct at the latest) and a secretary. ○ SUSAN: Suzie ○ ELLIE: Danny ○ STAN: Mike W. ○ MIKE G: Teri

Mike G. noted that 3 teams had head coach job postings on USA Swimming: CITY, SDAT, and UTES.	
Board Composition (Stan) Report on Nominations: He has received 2 nominations for Admin Vice Chair and is in contact with nominees. Things are progressing well.	STAN: Continue to work with nominees to get their bios ready for publication to the LSC. Follow Nominations Calendar.
New Board Member Orientation (Susan) No report	SUSAN: Contact Cathy at earliest convenience.
Board Monitoring (Ellie) How to help committees get enough athletes?	ELLIE: - Speak with athletes at next Athlete Committee meeting. (End of Sept/Beginning of Oct) (1) See if any are interested in serving on a committee. (2) Have them check with their teammates about serving on a committee. - Speak with board members at Sept. meeting. Find out who has sufficient athletes to make up at least 20% of their committee and who needs more.
Board Health (Mike) - Cathy doing Sept training (follow-up to August -- P&P: Friend or Foe?) - How are contracts coming along?	MIKE: Will do Oct. board training (if there's a board meeting -- unsure because of HOD that month.)
Board Documents (Cathy) - Discussion: Is everyone okay to take "Facilities" off of Items for Future Discussion (Below)? - Everyone present agreed to remove "Facilities" from Future Discussion Item list. (It's really a board issue. Cathy recently passed on information about ways the board might address facility issues to Paul.) - In the course of the discussion, Mike G. noted that the Dolphin wireless watches were used at UTAGS and were a great help to admin. UTSI might want to consider purchasing if approved for future use by USA Swimming. (They are currently under discussion.)	CATHY: - Remove facilities from future discussion item list. - Train board about the shift in who initiates policy and other governing doc changes in Sept. We are shifting from "Cathy initiates" to "board members initiate."

Major crunch time finishing up 2-year P&P project. Planning to move to “maintenance” mode instead of “fix & create” mode before HOD.	
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NEXT MEETING: September 28 @ 7:30 pm **MINUTES to be taken by:** Stan

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

2021 Tentative Governance Committee Meeting Dates

Sep 28, 2021 07:30 PM

Oct 26, 2021 07:30 PM

PROPOSED Future Dates (Last Tu each month unless highlighted)

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

OTHER CALENDAR ITEMS FOR GOVERNANCE COMMITTEE

- October 1: Deadline to submit candidate names and bios to Secretary (May need to move this up so she can publish them by 10/1)
- October 23: HOD