

Governance Committee Meeting MINUTES

Meeting called to order at 7:31 pm by Cathy

MINUTES taken by: Ellie

- PLEASE INCLUDE ACTION ITEMS IN A SEPARATE SECTION
- Ellie: Please email minutes to Gov Cmt for review by Friday 1/13. (Please do NOT include the Zoom link OR NOMINEE NAMES as minutes are posted online)
- EVERYONE: Reply to all with any changes before Tuesday 1/17. No notification means minutes accepted as written.
- Ellie: Please email minutes to Todd before Friday, 1/20 and ask him to post them online. (registration@utahswimming.org)

LTC Assignments & Report:

- Are Athlete Elections on track? **Yes, scheduled for January 26th at 7:30pm**(Ellie)
- Are things on track to get nametags from exiting athlete leaders and pass them on to entering leaders? **Yes, scheduled to trade in at Senior State**(Susan)
- FYI: Cathy is starting work on the comprehensive P&P compliance review. (Due in March)

Any problems getting assignments done from the last meeting? (See [Nov 28 Minutes](#))

Board Partners:

- They should be giving a committee update tomorrow (if not already done)
- MONTHLY: Please contact your board partners (new and old) **at least monthly**
 - LTC: Check-in on their LTC assignments. Do they have any questions?
 - TIP: Use the LTC email to cue a check-in.
 - ATTENDANCE: Review your board partner's attendance at board meeting. Remind them that if they can't make it, to send a committee member. *Their area should ALWAYS be represented at board meetings.*
 - Only they as the elected board member can vote. But a committee member representing a board member can report to the board, give input in discussions, and report back to the board member about what happened.
 - It's vital they thoroughly review the minutes when they are absent (even if someone attends in their place.) Also, a video recording of the meeting is usually available via Serena.
 - **ASSIGNMENT: McKay:** please make sure the attendance is updated monthly at or immediately following the board meeting. (You can ask someone else to do it if you won't be there.) Y = Yes, they attended. C = They did not attend, but a committee member attended in their place, [Blank] = They did not attend and a committee member did not attend in their place
 - STRATEGIC PLAN: They need to review the areas of the Strategic Plan that have been assigned to them or their committee(s) and update.
 - Encourage Board to consider the "Top Three" priorities for 2023 and put these on the Strategic Plan. (One idea was moving the Senior State meet)

- NEED TO GET COACHES MORE INVOLVED (Age Group, Senior, and Coaches Committees)

GOVERNANCE COMMITTEE ASSIGNMENTS

- Debriefing Former Board Members Report (given by McKay)

SUCCESSION PLANNING UPDATE:

- Proposed policy is going to the board in January
- We need to propose updates to this section of the Strategic Plan

January BOD Training Topic (Done by Ellie unless otherwise noted)

- **Emphasis on Strategic planning-knowing what you are supposed with Strategic plan and why it is beneficial. Taking out tasks that are outdated and checking in with board partners to replace those tasks.**

Action Items:

All: Getting Board Members to connect with their Strategic Plan tasks, how to approach tasks

McKay & Cathy: Schedule a meeting with Trent

All: look at Strategic plan and figure out how to help with each member

NEXT MEETING: Monday, Jan. 30th @ 7:30 pm **MINUTES to be taken by:** Cathy

Minutes Rotation Starting w/ Next Meeting first: Cathy, Ellie, Susan, ~~Ron~~,

Meeting concluded at 8:02PM

Items for Future Discussion

- When should McKay & Cathy do the Zoom Meeting with Trent? (Feb or May). The purpose of the meeting is to clarify the role of the Governance Committee and the transition to a new chairperson.
- From bylaws:
 - To lead a periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

Governance Committee Meeting Dates (Last Monday of each month unless highlighted)

Jan 30

Feb 27

Mar 27

April 24

May 22

Jun 26

July 31

Aug 28

Sep 25

Oct 30

Nov 27

Jan 8, 2024

Jan 29, 2024

OTHER CALENDAR ITEMS FOR THE GOVERNANCE COMMITTEE

(None)