

Governance Committee Meeting MINUTES

February 27, 2023

ATTENDING: McKay Larsen, Ellie B., Cathy Vaughan Ron Lockwood, Susan Winter (term ends this weekend)

MINUTES taken by: Cathy

Assignments

- McKAY
 - Check with Trent about getting a new Governance Committee member asap and about getting the Championship Meet Steering Committee functioning again soon.
 - Email Serena about the committee meeting times (Executive & Finance)
 - Create the Google Doc Championship Meet Director report and send out to Meet Directors of Short Course Championship meets. After receiving reports, give report summaries to the board and full reports to the next meet directors.
- SUSAN
 - Orient new athlete members of the Board of Directors
 - Give McKay information to include in the Championship Meet Director report
 - Talk with Cathy about Championship Meets early next week
 - Check w/ your board partners and make sure they have a UTSI credit card (If they don't, they need to contact Shane)
- RON
 - Talk with Suzy at Age Group State about getting the Age Group Committee meeting monthly.
 - Not only will this increase the coach voice, but it also is a way to access LSC funds for programming and other ways to benefit athletes
 - Continue to work with Zach about getting the Senior Committee meeting monthly.
 - Not only will this increase the coach voice, but it also is a way to access LSC funds for programming and other ways to benefit athletes
 - Check w/ your board partners and make sure they have a UTSI credit card (If they don't, they need to contact Shane)
- CATHY
 - Talk with Susan about Championship meets early next week
 - Talk with board partner Trent about incorporating the LSC mission and vision statements into board meetings
- ELLIE
 - Continue to attend board meetings and do board training or get someone else to do it for you if you can't be there

Reports & Discussion

- Athlete elections at Senior State had more candidates than ever & 3x voter turnout than ever before!

- What made the difference? Lots of announcements at the meet, Instagram posts, QR codes posted around the pool, the candidates did campaigning at the meet, and their own social media campaigns.
- March 1 McKay Larsen is officially the GC chair
- Reviewed and approved the realignment of GC positions and responsibilities (See below)
- Ron expressed that it's important to get the Championship Meets Steering committee functioning well.
- Ron reflected that a previous General Chair started each board meeting by reading the LSC Mission and Vision Statements. He thought it was corny at the time, but now he sees how beneficial it is.
- Ron expressed concerns that the LSC had hired a lawyer to review the proposed officials policy draft. Cathy clarified that the LSC had not hired Adam Caldwell to review it. He had done so as a member of the Administrative Review Board. He is an elected volunteer in that group and was not hired. The ARB was invited to review the policy draft before it went to the board.
 - There are some members who see the money that the LSC has at the House of Delegates meeting and would like to see that go to benefit the athletes of Utah Swimming, not on attorney fees, etc. Key Point: LSC leaders need to make sure they are very clear on how the LSC uses its money. (Because "Adam's letter" was referenced in the February board meeting, and in previous board meetings they had discussed the need to secure legal counsel, some had assumed that Adam had been hired by the LSC to review the policy. This was not the case, but there is an important lesson to learn.)
 - Need to get the Age Group and Senior Committees meeting monthly soon. Not only to increase the coach voice in LSC leadership and decision-making but also to increase their access to LSC funds for programming that benefits the athletes.
 - Cathy noted that because part-time coaches dominate the LSC, it's important to get the committees functioning so they can participate in LSC decision-making (including how and when the LSC money is spent) at a level that does not demand as much as it has in the past. Well-run committees that meet frequently and regularly make this possible. This is one reason why it's so important to get the Age Group and Senior Committees meeting monthly.

5 Positions and Responsibilities of Governance Committee

1. Committee Chair (Ensure the governance committee runs effectively) ***

- Committee Meetings: create agendas, conduct meetings, follow up on minutes
- Board Meetings: Submit report to board, attend or designate attendee for board meetings, track BOD attendance, aid in Board training prep
- Onboard new committee members
- Monitor ALL committee minutes
- Aid committee members with any questions or concerns
- Consult with General Chair as necessary

2. Board Composition (Nominating function for BOD and ARB Elections)

- Recruit eligible candidates from across LSC
- Coordinate with Secretary as necessary for election procedures as necessary through LTC
- Prepare slate of nominated candidates
- Ensure all committees have necessary number of athletes-consult with athlete reps if not

3. Board Documents (Monitoring and Maintenance of Governing Docs) ***

- Monitor Bylaws, P&P and update as needed
- Ensure compliance with USA Swimming and LSC governing doc requirements
- Ensure most recent version is posted
- Make necessary notifications of changes
- Work with Secretary to make sure LTC is up to date and functioning
- Make sure Board stays up to date with LEAP requirements
- Take Governance Committee minutes

4. Board Monitoring (Keep board on track) ***

- Ensure board stays in line with and emphasizes use of strategic plan
- Help board to have effective and efficient meetings
- Ensure LTC is addressed in board meetings as necessary (items done on a timeline)
- Monthly Board Training
- BOD Dashboard/Portal

5. Board Improvement (Provide opportunities to improve Board health)

- Develop and manage Board-orientation materials
- Organization of oversight of new Board member orientation (between you and previous member)
- Debrief former Board members
- Update Board roster as needed

*****Indicates need for Board meeting attendance as much as possible**

Responsibilities of ALL Committee members:

- Attend Governance committee meetings
- Work with board partners
- Complete assignments given in meetings
- Smile