Governance Committee Meeting MINUTES

March 27, 2023

ATTENDING: McKay Larsen, Cathy Vaughan, Heidi Lane
Not Attending: Ellie B., Ron Lockwood
Called to order: 7:33 pm
MINUTES taken by: Cathy

Assignments

- McKAY
  - McKay will get information to Serena about meeting times for Finance, Executive, Awards, and Swimposium meetings and ask her to post it on the website.
  - Add a new Board Partner responsibility: Governance Committee people need to be familiar with the policies "assigned" to their board members. (See table in policy #20 (Board) Appendix starting on page 23)
  - Will talk with Ellie about board training.
  - McKay will also check in with Ron.
  - McKay will update board partners roster and send out.
- HEIDI
  - Reach out to Susan before the next meeting.
    - Find out what she had in mind for the Championship Meet Director report. Share USA Swimming meet evaluation. Need to add a section where the meet director can list exceptional volunteers and their teams. Aim of the feedback form: 1 for everyone but extra info from Meet Director. Pairing feedback that Steering Committee seeks with the names of helpful volunteers to aid with LSC Succession Planning.
- RON
  - Check with Zach and Suzy – when is their monthly meeting? They need to get that posted on the website.
- CATHY
  - Review LTC #56 and make it workable. (Board Partners know and understand what policies their board members are responsible for and review them regularly – 1 or 2 a month?) A complete bi-annual review is not realistic – too time intensive for volunteers.
  - Send proposed Championship Meet Deadline Table to Governance Commitee w/ minutes.
  - Cathy will talk with Trent about getting the Steering Cmt. meeting time onto the website.

Reports & Discussion

- **Championship Meets**: Cathy has visited with Susan, Serena, and Trent and gotten feedback on Championship Meets. Cathy is building a Deadline Table to help guide meet planning and accountability to the board. From Heidi: The meet people need a list of things they need to do and then a post-evaluation. Need a "How did we do?" evaluation too. Need a championship meet report – need to meet requirements from Succession Planning policy as well as meet planning. Need to record what worked and what didn't. Also, why some things happened the way they did. (For example, such and such didn't happen because we didn't have enough people.) Looked online for meet reports/evaluations. Found one from USA Swimming that was already digitized.

- **Governing Documents**: Serena cannot take on the editing of Governing Documents. We need to re-think how these will be created, edited, maintained, etc. in the future.
- **Swimposium**: Need ideas for co-chair.
- **Updating of Governance Committee Responsibilities:** Heidi will step into Susan's position for now, including board partner assignments. (See updated list of responsibilities at end of minutes)
  - Position assignments (see what each number stands for below)
    - McKay: 1 (Chair)
    - Ron: 2 (Board Composition)
    - Cathy: 3 (Documents)
    - Ellie: 4 (Board Monitoring)
    - Heidi: 5 (Board Improvement)

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
    - LTC task assigning and monitoring
    - 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, Rules and Regulations, P&P, Affiliation Agreement, and any other LSC Governing Docs as needed.
    - Ensure compliance with USA Swimming and LSC governing doc requirements
    - Ensure most recent version is posted
    - Make necessary notifications of governing document changes to LSC membership as needed.
    - Work with Secretary to make sure LTC is up to date and functioning
    - 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 and 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