Governance Committee Meeting MINUTES

May 22 2023

Attending: McKay Larson, Nancy Barton (temporarily filling Susan's role), Ron Lockwood, Cathy Vaughan
Not Attending: Ellie B.
Call to Order Time: 7:30 pm (MDT) 2:30 am (BST)
End Time: 8:25 pm (MDT) 3:25 am (BST)

Assignments:
ALL

- Maintain monthly contact with your board partners
- Look at Board Partner's attendance at board meetings before next meeting. (Wait until after June 20th. It's not accurate right now.) Remind them when they have to miss to send a committee member in their place. (They won't have vote, but can have voice)
- Review list of policies that your Board Partner's are responsible for. Help them understand this responsibility. (See table in policy #20 (Board) Appendix starting on page 23)
- When McKay sends out the LTC task assignment each month, do the task(s) assigned to you

McKay

- Create a Google form for State Meet Directors, including space for them to write and also highlight great meet volunteers by name. Reference "Meet Evaluation form" discussed at last meeting.
    - Send link to report to meet directors by June 18th. (Trying to avoid being too close to the meet because they are too busy then.) They don't have to fill it out, just be aware that they will be asked to complete this after the meet.
    - Send link to report to meet directors after the meet, the week of July 24.
- Will assign out LTC tasks to specific
- Give editor's access to Ellie to Board Attendance list doc
- Visit with Trent about meeting management and public comment at board meetings
    - Contractors? Committee Members? When board members can't be there we ask them to send a committee member in their place who can't vote, but does have voice.

Cathy

- Link "Meet Evaluation form" discussed at last meeting into these minutes
- Email link to Board Partner's roster

Ellie

- Update board attendance list by June 20th. (McKay will give you access to the file)
- Prepare and Give (or delegate) June Board Meeting Training

Ron

- Before June 26 (the next Governance Cmt Mtg) Contact people who are currently in positions that will be up for re-election and see if they will be running again (if eligible) (Positions listed below-note one was added after the meeting)

Discussion & Information

- Age Group Zones – need more information for head coach. (Recent major policy update: 701. Point person: Serena)
- Board Partners roster was updated
- Coaches Committee is really working well. Great example of getting a right person in the right position at the right time. Good to be mindful of as we go into the next round of nominations.
- Nominations Discussion. Important to open up nominations and gather them during the Long Course State Meets. The nomination collection period closes in August. (Last year was the end of August – best to be closed by the August Governance Committee meeting)
    - Open positions:
    - Board of Directors
        - Vice Chair (Mike Wynn willing to run again)
        - Age Group Chair (Suzy does not want to run)
        - Officials Chair (Alicia has termed out)
        - DEI Chair (Heather Hale is eligible to run again if she wants) *(Added after the meeting. Inadverdently left out of meeting discussion by mistake)*
    - ARB
        - 2 Non-athletes (Dennis & Yolanda)
        - 1 Athlete (Rhys) (See policy #110 (Nominations) pg 13 for list of "Desirable Qualities of Athlete Members of the ARB)
- "Who can speak at board meetings" discussion

(For Reference)

5 Positions and Responsibilities of Governance Committee

1. **Committee Chair: McKay Larsen (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: Ron Lockwood (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: Cathy Vaughan(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: Ellie B. (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: Nancy Barton (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