Governance Committee Meeting MINUTES
June 26 2023

Attending: Ellie B, Nancy Barton, Ron Lockwood, Cathy Vaughan.
Not Attending: McKay Larson
Call to Order Time: 7:30 pm
End Time: 8:30 pm

Assignments:
ALL
- Maintain monthly contact with your board partners
- Look at Board Partner's attendance at board meetings before next meeting. (Chart will be accurate by 6/30. Link to chart in agenda.) 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
- **Before July 7**: Update nominations collection form and send link to the form to both Ron and Ellie
- Send link to new meet director report to meet directors after their meet, no later than **the week of July 24.**
- Assign out LTC tasks to specific Governance Committee members upon receipt and forward info to Gov. Cmt. members
- Give editor's access to Ellie to Board Attendance list doc (if not done already)
- Review notes from Strategic Plan discussion below. Decide what, if any, next steps we should take. Or, may want to add to Gov. Cmt. July meeting agenda for more discussion.
- Follow-up with Serena, see when she expects to have the committee pages updated with the meet time (and any other) information sent earlier.
- Update 1st bullet on next agenda in "Board Partner" area to say, "Are their committees meeting as they should be?"

Cathy
- Check with Trent: Does the LSC have a meeting date with Jane Grosser yet? If not, what is the next step to get one?

Nancy
- If the LTC assignments are not emailed by July 4th, contact Mike Wynn (you are his board partner) and ask him to check-in with Serena and troubleshoot so it can go out asap.

Ellie
- Update board attendance list by **June 30th**. (Check w/ McKay if you need access to the file)
- Continue to update board attendance **within a week after each board meeting.**

- NOTE: Ron will be giving the board training in July. (Topic: The importance of increasing the coach voice in LSC decision-making)
- **Before July 13**: Make poster with QR code to nomination form and information about the upcoming election. (See Ron's assignments for ideas. McKay should send a link to the nomination form by July 7) Post at both the Age Group State meet and the Senior State meet – or ask someone else to post several copies at each meet. Also, get information to announcer of each meet about nominations and ask them to announce several times at during each session. Lastly, get info to athletes running the UTSI social media and ask them to post info about nominations on social media throughout each meet - include link to nomination form. (Goal: Educate, inform, and encourage people to participate in the nomination process.)

Ron

- **Before July 4** 1) Communicate with the 4 "*eligible to run again*" people listed below. See if they will be running again. 2) Email the Governance Committee your findings.
  - Positions open for election:
  - 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 and cannot run again)
    - DEI Chair (Heather Hale- *eligible to run again*)
  - Administrative Review Board
    - 2 Non-athletes
      - Dennis Tesch: *eligible to run again*
      - Yolanda Bates: *eligible to run again*
    - 1 Athlete
      - Rhys W.: *eligible to run again*
      - See policy #110 (Nominations pg 13 for list of "Desirable Qualities of Athlete Members of the ARB"
- **Before July 9** Email Todd and Carri the announcement regarding nominations. Ask Todd to post it on the website. Ask Carri to send it to all contacts. In the announcement include
  - A list of which positions are open for election (See list above)
  - A link to the form where they can submit nominations. (McKay should send this to you by July 7th)
  - A link to policy #20 on the UTSI Policies and Procedures webpage. Note that this includes information about being a board member and a job description for each position.
  - A link to the Bylaws. Note that Article 13 contains information about the Administrative Review Board.
  - The date nominations open: July 10th. The date nominations close: August 23.
- **Before July 6th: (They need to email the agenda item to Serena by the 7th)** Talk with board partners (Zach, Ashton, and Suzie) and see if one of them will add the idea of requiring a percentage of the total membership of the Championship Meet Steering Committee to approve state meet announcement changes. (See discussion item below). Make sure they know that they need to email the discussion item to Serena by July 7th. (Alternatively, if they don't want to pursue that specific

strategy, the discussion could be on "How can our coach voice be better heard in championship meet decision-making?)

- Prepare training for **Board Meeting on July 11**: How can our coach voice be better heard in championship meet decision-making?

Discussion & Information

- STRATEGIC PLAN PROCESS: The process we're currently using to update the strategic plan isn't working well.
    - Ron suggested it might help to have people meet in person to discuss it - perhaps at the Swimposium?
    - Idea: Change format.
        - Nancy suggested it might be helpful to have each committee responsible for 1 page, no more than 1 page. Then they could have accountability and report on progress.
        - Cathy wondered about having a 1 page bullet list summary of the "Strategic Goals" and underneath it, bullets for "Measureable Objectives." Then assigning "Action Steps" under each "Measureable Objective" to committees. This is would dovetail in with Nancy's idea. (The "Action Steps," "Tasks," "Responsible Party," and "Deadlines" would be on the committee's 1 page piece. Then, the a rep from the committee could report to the board their progress throughout the year.)
- LTC: Not sure if the LTC went out last month. Need to make sure it goes out this month.
- NOMINATIONS: Important to open up nominations and gather them during the Long Course State Meets. Set up a plan to help this happen. (See assignments)
- INCREASING COACH VOICE IN LSC DECISION-MAKING. Especially in regards to championship meets. The coaches worked together to make some much-needed changes for SC Senior State and were surprised to see some of those changes reversed for the LC Senior State. Idea: Have coach committee review meet announcement. Cathy brought up that the Coach Rep, Senior Vice Chair, and Age Group Vice Chair were all coaches and all on the Championship Meet Committee. But, apparently none could make the meeting of the committee and the changes went through then. Nancy suggested that perhaps the LSC could require a certain percentage of the committee to approve changes. Discussed that even if people couldn't make the meeting, the vote could take place via email within 24-48 hours after the meeting to keep things moving in a timely way. Cathy suggested that perhaps it might be a good policy for a percentage of the membership (not just those in attendance, the total membership) of the Championship Meet Steering Committee to approve any meet announcement changes. This committee does not have the authority to make that change. But we can suggest that the board discuss this issue and decide if it's a policy change that they want to make.

(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