

Governance Committee Meeting MINUTES

September 25, 2023

ATTENDING: Nancy Barton, McKay Larsen, Ron Lockwood, Cathy Vaughan

Not Attending:

Called to order: 7:32 pm **Meeting ended:**

MINUTES taken by: Cathy

Assignments

- **McKAY**
 - Contact athletes after meeting about putting link to nominations form onto social media asap
 - Contact Carri if he doesn't see a nominations email from her by tomorrow
 - Call and find out about awards challenge and see if it can be sorted out.
 - Get Nancy added onto Board email list
 - If you think of names of people for the Governance Committee, share with Trent. (Committee members are appointed by the General Chair)
 - Decide how to proceed with orientation of new board members. Can coordinate with Cathy if desired.
- **NANCY**
 - If you think of names of people for the Governance Committee, share with McKay or Trent. (Committee members are appointed by the General Chair)
- **RON**
 - Re-send nominations email to Carri directly after meeting tonight.
 - Confirm if nominees accept nomination before 10/1
 - Send out names of confirmed nominees to membership by 10/1 (Bylaws set deadline)
 - Inform nominees that they can submit bios. Receive them. Forward them to membership at least a week before HOD.
 - If you think of names of people for the Governance Committee, share with McKay or Trent. (Committee members are appointed by the General Chair)
- **CATHY**
 - If you think of names of people for the Governance Committee, share with McKay or Trent. (Committee members are appointed by the General Chair)
 - If asked by McKay, help with orientation of new members.
 - Keep an eye out for the Oct. LTC. If you don't see it by 10/7, let Trent know. If McKay doesn't assign out the Governance Committee LTC assignments, let him know.

Reports & Discussion

- **AWARDS:** Some nominations have bios turned in, others do not. It would be nice if those who take the time to submit them get them forwarded to those who vote. There has been some confusion and trouble with award nominations this year. Award nominations did not go well from Ron's perspective. There needs to be a reason why they have been nominated spelled out. Also, someone was left off the list that was sent to those who voted. So, it's kind of a mess.

- UTSI EMAILS: Nomination emails don't appear to have been sent out to the membership.
- NOMINATIONS: Ron has 2 nominations for Age Group Chair. He has heard of other nominations for Officials Chair. We don't have nominations for all the positions needed. The Officials Committee has decided to nominate someone for the Officials Chair. Ron also has a nomination for the ARB. Cathy received an email about the nominations on 9/21. No one else on the committee did. Discussed details of getting nomination notification to membership asap and needed follow-through up until HOD.
- GOVERNANCE COMMITTEE: Ellie has resigned from the committee. Cathy's term ends at HOD. Others may also have future conflicts. We need more members.
- ORIENTATION: Need to figure out who does this and how. Consider contacting Susan Winter for guidance. (She did it last year using the materials that are on the website. [P&P](#) #21, 23, 24)

Next meeting: Oct 30

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