

Governance Committee Meeting Minutes

March 28, 2020 at 10AM via Zoom

Mission: Create opportunities and provide resources to promote excellence in Maine swimming.

Vision: Maine Swimming: You CAN get there from here!.

Core Values: Sportsmanship, Excellence, Leadership, Fun

ATTENDEES: Jack Pillsbury (10:35AM), Taylor Rogers, Brian Savage, Mike Schmidt, Olivia Tighe, Mary Ellen Tynan

GUEST: Kyle Bauer (10:15AM)

Taylor called meeting to order at 10:05AM.

Reading of Mission and vision Statements.

1. Slate of Nominations:

- a. Governance: As past General Chair Jim will already be on the Governance Committee and hopefully Kyle will confirm after this meeting he would like to be on the slate. Olivia feels she will be able to continue for another year while at college. Mike and Mary Ellen to stay on
- b. Secretary – Taylor waiting to hear back from Carrie and if she says no will try Karin Tonello
- c. Senior – Mike
- d. General Chair - Taylor
- e. Admin Vice Chair – Sponge
- f. Finance - Holly

Sponge makes motion with second by Mike to approve the slate. Passes unanimously

2. Review of Mission, Vision and By-Laws (see other documents)

- a. Need to align start of term for At-Large and Athlete Reps
- b. 6.12.2 – discussion about General Chair and other offices writing checks. Currently says we can basically have anyone sign anything. Taylor will update to Finance Chair, Admin Vice Chair and Treasurer.
- c. Athlete Committee – athletes meeting tomorrow night – Mary Ellen and Jim will be on video to guide
- d. Housekeeping stuff
- e. Need to amend by-laws regarding HOD ratifying, deleting...
- f. Clarification of Finance Committee and non-Board Member. Jim could fill non-Board member slot
- g. Internal Audit – clarification of internal audits – should it be three Finance Committee Members? Need to clarify who can do audits. Finance Chair picks members?
- h. 7.4.3B – Members of the Governance Committee cannot stay on more than three consecutive terms. We really should be doing that for all of the positions even those without term limits.
- i. Strategic Planning Review – Taylor has not done much since the last meeting as she was hoping to speak with committee members at Champs

3. Policy and Procedures:

- a. Taylor would like to add respect to code of conduct given recent behavior at some of the meetings. We need to hold people accountable for their behavior
- b. Responsibilities of Coaches' Rep in one place says Coaches' Rep and in second place indicates Board. IT need to be consistent with the Board
- c. Change format to list of duties for Committee Chairs

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- d. Operational Risk indicated to be under Senior Chair – recommend taking it out and put clearly under Admin Vice Chair.
 - e. 315 – Safe Sport – keep as Athlete Protection over MAAPP
 - f. 319 Records Chair – Mary Ellen says keep it separate for now for long term planning. Keep sanctions, times, and webmaster under Office
 - g. Under new P & Ps there is no description of the TPC or any other committees. This must have been dropped with the new by-laws. Must update P & P with the committee descriptions from previous P & P.
 - h. TPC – previously it was designate by position – Coaches’ Rep, Senior, Age Group, Officials, Sanction Chair, Senior Athlete Rep, additional athlete to meet 20%.
 - i. 10 & Unders can only compete in one session a day at champs. Now relays are “Open” at night. Should we keep this or amend to give coaches more flexibility? If relays are truly “Open” treat same as the 11-12. Mary Ellen makes a motion “10 & Unders may only swim in one relay a day and No swimmer can swim in the same relay twice in one meet” i.e if the 11-12 200 free relay is Friday and the Open 200 free relay is Sunday, a 12 year old can only compete in one of these relays. Second by Jack. Passes unanimously.
- Taylor only read through the 300s so that is all she has for right now.
4. Follow-up on Committee and Board Evaluations
 - a. Taylor asked Mary Ellen to send reminders especially to the Board and DEI.
 - b. Recommend we hold off looking at evaluations until we send reminders.
 5. Flow Chart for Board Positions (see other documents)
 - a. Put Officials Committee straight line to General Chair. Coaches’ Committee can stay under TPC
 - b. Understanding committee mechanics and scope of their authority. There seems to be confusion. Really an LSC things. Mary Ellen gave examples of scope of authority in New England. Mike notes that would definitely provide more nimbleness. Committees need to be able to plan and execute quickly. Putting senior camp in front of Coaches’ Committee makes no sense. Never going to come up with one date. Committee have responsibilities and they have a budget and they have authority to move forward with these duties without Board approval.
 - c. Safe Sport used to be under Operational Risk but now they are equals.
 - d. Open Water – put under Senior Chair
 - e. Really important to have transition between outgoing and incoming Board members – all committees are required to appoint a Secretary.
 6. Meet Director Training – needs to be updated. Mike said his was very expedited. There is a more efficient way to get this accomplished. Should need to be more than Jim reading the Handbook. Mike likes the template on the website. Kyle agreed to work on Meet Director stuff. Kyle suggested we make a video like USA Swimming has for other stuff.

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Mike then returned to discussion about “candor” in the code of conduct and legal implications. Best to keep in.

Mike notes that if Taylor becomes General Chair, she cannot be on the committee and who will do all this pre-meeting work for us. Governance will get to elect own chair and maybe Jim would enjoy that position. If Taylor does not get elected General Chair she would like to stay on Governance.

Discussion on whether or not HOD can be done by Zoom. Will be discussed at Executive Committee

Discussion on how Athlete and Coaches’ Rep elections were held since change in protocol was not a Board vote. Really a fairer way of voting. Procedure was really easy for the coaches. Athletes were a little harder to manage but just had to check for alerts and registration. Actually disenfranchising a large group of swimmers when it is held at the meet and they are not present because not competing that day.

Mike makes a motion to change the by-laws to allow for electronic voting of our coaches’ rep. Second by Jack. Passes unanimously.

Olivia makes a motion to change the by-laws to allow for electronic voting for the Athlete Rep and At-Large Rep. Jack seconds. Passes unanimously

Committee would like to see both voting take place online. The athlete videos are very helpful.

Mary Ellen motions The Junior Athlete Rep and the Athlete Rep At-Large elections will be held electronically and will be emailed out and posted on the website on the first day of the winter championship meet and will be open until the Monday following the winter championship meet. Second by Jack. Motion passes.

Mary Ellen motions the Coaches’ Rep election will be held and will be emailed out and posted on the website on the first day of the winter championship meet and will be open until the Monday following the winter championship meet. Second by Jack. Motion passes.

Next meeting Saturday April 4th at noon.

Meeting adjourned at 11:57AM