

These minutes will be officially approved by the Metropolitan Swimming Governance Committee at its August meeting.

**Metropolitan Swimming Governance Committee Minutes**  
May 23, 2023 / Virtual

**CALL TO ORDER**

Jeff Chu, called the May 23, 2023 Governance Committee meeting to order at 7:30pm with the following members in attendance:

**PRESENT**

Iliana Bitis Jeff Chu, Larry Miele, Kyle Wilson, Allen Wone

**GUESTS**

Sandy Graham

**MINUTES**

**MOTION:** Mr. Chu motioned to approve the agenda. Seconded. **APPROVED**

**ELECTION**

1 nomination for Governance Committee Chair was received for Mr. Chu, he was elected unanimously.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

1. Mr. Chu read through the duties of the Governance Committee listed in the Metropolitan Swimming Bylaws. Committee members volunteered to work on the following duties, with those remaining to be assigned at a later time:
  - a. Mr. Wone - (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of MRSI;
  - b. Mr. Chu and Mr. Wilson - (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
  - c. Ms. Bitis - (6) To develop criteria for the qualities and required characteristics of Board officers;
  - d. Mr. Fleckenstein - (10)To design and implement Board orientation and an ongoing program of Board education and development;
  - e. Mr. Miele - (11) To lead periodic assessment of the Board’s performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.



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2. Conflict of Interest Policy - Mr. Chu reported receiving a request from a Board member to establish a conflict of interest policy. Mr. Chu asked the committee members to review the USA Swimming Conflict of Interest Policy, and consider adapting it for Metropolitan Swimming. Mr. Miele suggested also reviewing other LSC Conflict of Interest Policies. Mr. Chu asked the committee members to follow up via email to possibly have a draft policy prepared to recommend to the Board of Directors for their June 2023 meeting.
3. Mr. Chu indicated that there were remaining vacancies on the committee and asked the committee members to consider and suggest options for appointment before the next June Board meeting.

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**ADJOURN**

Jeff Chu adjourned the meeting at 7:58.

Respectfully submitted,  
/s/ Jeff Chu  
Governance Committee Chair

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**Metropolitan Swimming Governance Committee Minutes Attachments**  
[DATE2] / Virtual

Attachment 1

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DRAFT





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Jeff Chu

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**Governance Committee Meeting Agenda**  
**May 23, 2023**  
**Held via Zoom**

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1. Call to Order and Approval Agenda
2. Election of Committee Chair
3. Unfinished Business
4. New Business
  - a. Duties of the Governance Committee
    - i. (1) To assist in periodic evaluation of the **mission and vision** statements and the Bylaws of MRSI;
    - ii. (2) To aid in the development of operating **policies** regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
    - iii. (3) To aid in the development of **personnel** practices procedure including job descriptions and annual review of staff;
    - iv. (4) To ensure that the Board's focus remains on the **strategic plan**;
    - v. (5) To aid in the development of expectations and processes for **accountability** of Board members;
    - vi. (6) To develop criteria for the **qualities and required characteristics** of Board officers;
    - vii. (7) To lead **Board succession** planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
    - viii. (8) To **nominate** Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
    - ix. (9) To publish the **slate of candidates** to the MRSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
    - x. (10) To design and implement **Board orientation** and an ongoing program of Board education and development; and
    - xi. (11) To lead periodic assessment of the **Board's performance** (as a whole and of individual members) and make recommendations to enhance Board effectiveness.



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5. Adjournment

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