

**Metropolitan Swimming LSC  
Strategy Planning Committee  
Meeting Minutes – October 4, 2023**

Attendees: Julie Chen  
Andy Kass  
William Rupp (Athlete)  
Tibisay Salerno  
Ava St Thomas

- **Introduction**

Each member introduces himself/herself including the area of professional expertise. The committee has expertise in law, HR, operations, finance/accounting and data analytics.

Ava inquired whether there is a set number for the committee. Julie indicated no, but we do want to have

- at least '1' coach representation and
- representation from Suffolk, Nassau, Manhattan, Westchester and Putnam/Orange County.

Julie stated we reached out to several coaches but did not receive positive indication of interest. Today, we have Carle Fiore (WEST) interested but we need to add an athlete first to meet the 20% athlete representation min requirement.

- **rules of engagement**

The Committee discussed all comments should be constructive first. We work as a team. The strategy planning product should be a team vision.

Julie also emphasized we are planners. We provide a set of plans (vision) to help Metro LSC achieve its goals and vision. We are not an operational team; the execution should be left to the Chairs and their respective committees.

- **Metro LSC objective**

Metro's goal and vision was read to the committee members.

One additional objective the committee wants to achieve - support Metro's submission for LEAP certification (for the strategic planning component).

**ACTON ITEM:**

1. Julie Chen will forward the documentation USA Swimming collected (considered best practices) on strategy planning to support LEAP certification.

- **goals of committee including timelines**

Each committee members received a copy of the proposed outline. We agreed we shall go over the proposed outline and add what is missing. Julie also suggested each member pick an area where they want to focus on. All communications, please send via email to all member until we meet next.

Discussions

1. Where is the data for a performance metrics? SWIMS
2. We need a baseline.

3. Who has access to SWIMS? Technical Chair and Official Chair
4. Will we be able to get access to the data? We need to ask.
5. Does Metro have data analysts?
6. How does this Strategy Planning recommendation work? Committee makes our recommendation to the board for approval, and the board presents to the House of Delegate during the HOD meeting.
7. We need buy-ins from the stakeholders. Andy recommended that the Committee should open for a period of input from on-committee members.
8. Timeline? Target September 2024 meeting, if possible, target April/May 2024 meeting

**ACTON ITEM:**

2. Tibi will come up with a timeline on tasks at hand based on the outline.
3. Andy will draft a letter inviting stakeholders (other committees).

- ***set next meeting date and time.***

November 8, 2023 (Wednesday) at 7:30pm.

# Metropolitan Swimming LSC Strategic Plan Outline

## Proposed: August 9, 2023

Strategic Plan to be reviewed annually, or every two year minimum, to ensure meeting the LSC's mission and objectives.

- Mission: Metropolitan Swimming shall promote, develop, and improve competitive swimming through education, support and opportunities for participation to a diverse swimming community.
- Vision: To inspire and provide quality opportunities for our members to achieve excellence in the sport of competitive swimming.
- Meet LEAP qualification requirement.

### ❖ LSC publish Annual Performance Report.

1. Increase Athlete and Non-athlete memberships.
  - a. Every board meeting the LSC Registrar provides a report to compare previous year to current year retention rates for athletes, coaches and officials.
  - b. Implement a dashboard on Metro LSC website to provide transparency to HOD.
2. Improve Championship experience.
  - a. Implement meet feedback for improvements.
    - i. SR Mets
    - ii. Age Group Championship including 8 & Under Championship
    - iii. Open Water ChampionshipQA? Does Metro LSC has an Open Water certification?
  - b. Increase coordination between Sr Chair, Age Group Chair, Open Water Committee Chair and Official Chair
  - c. Improve Championship experience for Athletes, coaches and volunteers.
3. Performance Metric dashboard for transparency and accountability

### ❖ Succession planning and Board member training.

1. Establish a Nomination committee for Board seat application process and official nomination.
2. Governance Committee establish succession planning structure for General Chair position.
3. Board seat training
4. Athlete representative recruitment and training
5. Official recruitment and retention

### ❖ Performance Metric for board and committees' transparency and accountability.

1. Technical Chair and Committee
  - a. Establish a centralized technical data baseline from SWIMS.
2. DEI Chair & Committee
  - a. Diversity activities meets USA Swimming diversity definition, including LGBTQ+ community.
  - b. Para swimmers.
3. Finance Chair & Committee Financial Accountability
  - a. Audits
  - b. Investments
  - c. Financial Support for Athletes, Coaches and Officials
4. Safe Sport
  - a. Provide trend up or down metrics.

### ✓ Committee meeting

1. Meet periodically – quarterly.
2. Publish meeting minutes including action items and follow-ups on Metro website.