

**Governance Committee  
Minutes  
Sunday, December 20, 2020, 7:30 pm Virtual Meeting**

**Time: Sunday, December 20, 2020 07:30 PM Eastern Time (US and Canada)**

**Join Zoom Meeting - <https://zoom.us/j/95026591407>**

**Present: Julie Bare, Branden Burns, Vince Colwell, Pam Cook, Tina McCauley, Sarah Tobin**

**Governance Mission Statement:**

The mission of the Governance Committee is to assist the Board of Directors (“Board”) of Lake Erie Swimming in fulfilling the Board’s responsibilities with respect to

- (a) Board organization and function, including the recruitment, nomination, and orientation of Board Members
- (b) Board Committee structure, membership and function
- (c) Board governance policies and the necessary modifications to such policies
- (d) Strategic Plan.

Approval of November 29, 2020 Minutes – Motion passed to approve November 29, 2020 minutes

Approval and Additions to Agenda – Addition to agenda regarding alignment of all LESI documents to LESI bylaws

**Old Business**

- LESI Documents – Updates -
  - Operational Risk Manual – Sarah Tobin and Brandon Burns will work on this for January 2021 meeting
  - Finance Manual – Vince will email Diane Finnerty and Mark Krusinski regarding the update of the Finance Manual.
  - Permanent Office Manual – Pam Cook will solicit other LSC information and create the manual for the January 2021 meeting. Pam will also solicit information regarding a Personnel Committee from other LSCs
- Board Recommendation Items –
  - Alignment of LESI documents
    - Issues – Manuals do not agree with bylaws/organizational chart/P&P
    - Discussion centered on getting the documents aligned and who should be responsible for them going forward
    - Julie Bare volunteered to align the documents
    - Vince Colwell will add an agenda item to LESI BOD meeting as to who will be responsible for updating the documents in the future
  - Evaluation Documents and Procedures

- Julie has been working on the LESI BOD members evaluation
  - Tina has been working on the Committee Chair and Committee evaluations
  - Final evaluation documents will be available in the future for review
- Committee Workshop – December 21 – See Agenda – No items were added by the Governance Committee to the existing agenda for the December 21, 2020 Committee Chair Workshop agenda
- Document Retention – Tina McCauley customized a boiler plate Document Retention document for LESI, but this got overlooked at the meeting, but will be addressed at the January meeting.

#### New Business

- New LEAP – Pam Cook presented the new LEAP structure which includes the following:
  - Three areas – Governance, Programming and Communication
  - Each area has 10 required items (each worth 1 pt.) and 10 optional items (each worth 1 pt.). Each LSC must complete 5/10 optional items
  - An LSC must achieve 45 pts to pass the new LEAP structure
  - No additional levels for LEAP
  - LEAP interviews of 90 minutes will serve as confirmation of what an LSC is doing with regard to the LEAP items
  - The required and optional items were presented by Pam Cook so that LESI Strategic Plan reflects the LEAP program

Meeting adjourned at 8:30 pm.

Respectfully Submitted

Pam Cook, minute taker for December 20, 2020 meeting.

Below is a schedule of 2021 meetings and the committee member who will be taking minutes.

Sunday, December 20 – Pam Cook

Sunday, January 24 – Julie Bare

Sunday, February 28 – Branden Burns

Sunday, March 28 – Gabby Kariotakis

Sunday, April 26 – Tina McCauley

Sunday, May 24 – Emma Claire Lambert-Shemo

Sunday, June 28 – Pam Cook