

Governance Committee Minutes
Sunday, January 24, 2021
Virtual Meeting

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; and (d) Strategic Plan.

Present: Julie Bare, Pam Cook, Gracie Girts, Gabby Kariotakis, Emma Claire Lambert-Shemo, Tina McCauley

Absent: Branden Burns, Sarah Tobin

December 20, 2020 Minutes were approved as mailed.

Agenda was approved with no additions.

Welcome New Athlete Member – Gracie Girts (PWRS). Gracie is a junior at Villa Maria in Erie.

Old Business

- LESI Documents - Updates
 - Operational Risk Manual – Branden – absent; no report
 - Finance Manual – Mark and Diane have reviewed the Finance Manual and are okay with it. Pam will send it to Tina for additional review.
 - Permanent Office Manual – Pam has completed the first draft and sent it to the committee responsible for Board evaluations. Erin Crabtree and the committee will review it once Age Group Champs are settled.
- Report on Board Recommendation Items –
 - Evaluation Documents and Procedures – Tina has completed the evaluations for committee chairs and committee members and will send to Vince. Pam is revising the point schedules on the Board evaluation and the Board member self-evaluations. The Board should develop a procedure and timeline for doing the evaluations. We will recommend that the evaluations be done at the conclusion of long course season (August). Each committee should be privy to its own evaluation only.
 - Committee Chair Workshop was held via Zoom on December 21, 2020. Pam will ask Vince to submit a report.

- Committee Listings – Pam will make it clear to Vince that as General Chair, he is responsible for all committee appointments. Many committees do not have current members listed or do not have the proper composition of membership. This should be a priority. Tina suggested that that a governance report should be an automatic addition to the monthly Board meeting agenda. She volunteered to attend the meetings when she is able to apply a hammer to the implementation of requests and business matters. It has been too easy for the Board to skip over things at their meetings rather than actually doing something with them. They need to be pressured to create a timeline for making things happen.
- Alignment of LESI Documents – Pam will send the updated Board Manual and Committee Handbook to the Board for approval. Changes to the bylaws and P&P will need to be approved by the HOD. Julie will send the enabling legislation to Bill Stewart.
- Document Retention Policy – Pam will send the draft we developed to Vince so that the Board can review, edit and adopt.
- LEAP required items for Fall, 2021 review that need attention.
 - Governance
 - Strategic Plan – Pam will ask Vince to have the Board decide whether to (i) continue using existing strategic plan until we are able to schedule an in-person planning session with USA Swimming; (ii) hold a Zoom meeting to develop a new strategic plan; (iii) come up with another means of developing a strategic plan
 - P&P – we need clearly stated anti-discrimination policies, procedures for reporting DEI related cases, and transgender athlete policies. The DEI Committee should work on this. USA Swimming Rule Book clearly states the policies, but we need a means of reporting DEI related cases and of educating the membership re the policies and procedures.
 - Feedback from Members – Pam (general survey), Emma Claire and Gracie (athlete survey) will draft surveys that can be annually email-blasted to everyone via links to the relevant surveys. This should be done before the next strategic planning session.
 - Programming
 - Description of how LSC ensures DEI is embedded in all LSC programming – DEI Committee
 - LSC business development training for clubs – not sure what this means..- CLBM seminar?
 - LSC volunteer development training – we already do a number of workshops (Board orientation, Committee Chair workshop, Meet Management workshop, club registrar workshop, typically something at HOD that focusses on a particular area such as safe sport)

- Promotion of Open Water programming – Jen Butler. She should make sure that Erica Rose Dancik is a member of her committee.
- Communication – we seem to have things covered

New Business

- Whistle Blower Policy- Pam will personalize the not-for-profit example to LE and send it to Vince for the Board to review, edit, and adopt.

Julie will research whether the USOPC has changed its bylaws to require more than 20% athlete membership on boards.

Next Meetings:

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

Respectfully submitted,

Julie Bare