

**Governance Committee Minutes  
July 26, 2020, 7 pm 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.

Attending: Julie Bare, Branden Burns, Pam Cook, Gabby Kariotakis, Tina McCauley, and Sarah Tobin

Absent: Maddie Kelly, and Maya Lewis

Meeting called to order at 7:01pm

Approval of June 28, 2020 Minutes- **Approved**

Approval and Additions to Agenda- **Approved as submitted**

**Old Business**

- LESI Documents - Updates
  - Pam is finishing up on the board manual and will be posting updated version once complete.
  - Committee Manual – in process
    - Age Group Champs Meet – Erin is working on
    - Sr. Champs Meet – Eileen is working on.
    - Club Incentive – Kristen McPhail is working to determine if this can be reimagined or discontinued as the board reduced the funding.
  - Athlete Manual – approved by LESI BOD
  - Operational Risk – in process OP Risk has been focused on COVID but will look into cleaning up and getting to Pam.
  - Finance – Diane and Mark are working on.
  - Officials – Bob provided an updated version to Pam.
- Board Recommendation Items – presented to LESI BOD July 20.
  - Office Manager Succession Plan – Will be included w/ Personnel Committee responsibilities.
  - Personnel Committee – Will report to Vince. Gabby clarified that the Personnel Committee will conduct the process of evaluation and will report to Vince and share findings with the Board.
  - Evaluation Documents and Procedures – Julie is working on some base evaluation tools and will circulate to Governance Committee to evaluate.

- COVID Update - The Operational Risk committee presented a motion to the board to place a moratorium on in-person meets until Oct 1. The board unanimously passed. Virtual meets and intra squad meets will be allowed with guidelines. Pam, Lori, and Stacey are working on the new meet template for sanctioning. They reached out to Nancy (sanctioning chair) as well. Operational risk has worked to put out information to LSC. Next OP Risk and COVID Task force plan to meet w/ Technical planning to discuss competition beyond Oct. 1.

#### New Business

- A Committee Chair Workshop conducted by VC – Follow up needed.
- Plans for LESI Strategic Plan - Pam contacted USA swimming asking for Spring or Fall 2021
- Plans for LESI 2021 Swimposium- Fall of 2021 is the Target
- Other- Most committee lists have been updated still need updates from Technical Planning.

Motion to Adjourn at 7:52pm - **Approved**

Next meeting is August 23rd at which Gabby will take minutes.

Respectfully submitted,

Branden Burns