

**Governance Committee Agenda
June 28, 2020, 7 pm Virtual Meeting
Minutes**

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, Pam Cook, Gabby Kariotakis, Tina McCauley, and Sarah Tobin

Absent: Branden Burns, Maddie Kelly, and Maya Lewis

The minutes of the meeting held on May 30, 2020 were approved.

The agenda was approved as amended with an addition of the Swimposium under New Business.

Old Business

- Review of Board Orientation Survey – Pam reviewed the results of the survey which was returned by 16 people. Comments were generally favorable and it appears that the attendees gained knowledge. Some people were disappointed that strategic goals were not discussed, but the allotted time frame really did not permit us to get into the strategic plan, but now we know it is an area that people want to cover.
- LESI Documents – Updates – It was suggested that Kristen MacPhail contact Bill Stewart to have him publish some kind of reminder to the membership about submitting legislation (deadlines, format, etc.)
 - Bylaws - Julie has sent in a HK item; the athletes are sending in a few other proposals.
 - P&P – Julie has gone through and sent the enabling legislation of updates to Bill Stewart. Nancy Veto is working on proposals regarding deadlines for application for sanction of intra-squad, dual, and tri meets.
 - Board Manual – Pam will look over the current version and bring up to date with any policies passed by the Board over the last year or so. Once updated, Sarah, as secretary, will keep it current.
 - Committee Manual - Pam will make sure it is in alignment with all of the recent changes.
 - Athlete Manual – Zach has asked that this be placed on the agenda for the July Board meeting.
 - Finance Manual – Pam will see if she can track this down. Craig Yaniglos may still have a copy.
 - Officials Manual – Pam will check with Bob Martens to make sure the published version is up to date.
- Board Recommendation Items – Pam will talk with Vince and suggest that the Board come up with a plan to deal with each of the following areas of need, possibly appointing

task forces to develop a basic plan for the Board to consider. Pam will offer the services of the Governance Committee members to help with any task forces or planning.

- Office Manager Succession Plan
 - Personnel Committee – this would be an addition to the Committee Manual, subject only to Board approval.
 - Evaluation Documents and Procedures – Evaluation of staff and of the members of the Board is an area where the Governance Committee will help develop the tools and procedures, but the evaluation of committees and of the various programs, etc. is something the division heads and Board should be developing, especially as they relate to the strategic plan. Developing the metrics for the evaluations is something the Governance Committee can help with.
- COVID Update – Branden reported to Sarah that Operational Risk will be meeting this week and he hopes to follow that with a joint meeting with the COVID task force.

New Business

- A Committee Chair Workshop conducted by VC should be scheduled late summer/early fall. A general presentation followed by divisional breakout groups seems like the best way to go. Pam will check to see how many breakout groups can be accommodated.
- LESI Strategic Plan Retreat – Pam will check with Swimming to see if we can get someone to help conduct the retreat – probably not before next spring.
- Swimposium – Lake Erie is on the schedule for 2021. It will be at Hawken. Swimposium falls under Adam Katz.

Next meeting is July 26 at which Branden will take minutes.

Respectfully submitted,

Julie Bare