

Governance Committee Minutes
Monday, October 26, 2020, 7:30 pm
Virtual Meeting

Monday, October 26, 2020 07:30 PM Eastern Time (US and Canada)

Present: Pam Cook, Julie Bare, Brandon Burns, Gabby, Tina McCauley, Sarah Tobin, Emma Claire Lambert Shemo

Absent: Maya Lewis (Pam Cook will check with Maya to see if she is still interested in being on the committee)

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.

Welcome to new Athlete Member – Emma Claire Lambert Shemo

Approval of September 27, 2020 Minutes - PASSED

Approval and Additions to Agenda - PASSED

Old Business

LESI Documents - Updates

- Committee Manual – in process
 - Sr. Champs Meet – has mission statement, etc. and needs to be voted on at the Nov board meeting
 - LESI Secretary will then update the committee manual and it will be posted to the website
- Operational Risk Manual – in process
- Finance Manual – in process

Board Recommendation Items – Vince report from VC Meeting on 9/30

- Office Manager Succession Plan
 - Pam Cook **started a Permanent Office** manual a few years ago. She will update it and give it to General Chair. **(This area may be redundant)**
- Personnel Committee
 - Vice Chair would like to see a Permanent Office Manual which would aid in the creation of the evaluation documents. The division chairs and permanent office would fill out the documents annually
- Evaluation Documents and Procedures
 - See Personnel Committee

- Committee Chair Workshop
 - Vice Chairs recommended inviting all the members of each committee and doing a virtual meeting in November
 - **Governance Committee** would like to have a meeting with only the Committee chairs and then the committee chairs would have a meeting with their members
 - November is too soon to have this meeting

Swimposium

- LESI was scheduled to have a swimposium sponsored by USA Swimming in 2021 which will not happen
- LESI is on the list to have a swimposium in 2022

Strategic Plan Retreat Update – Board update

- Vice Chairs would like Divisions/Committees to create a 2021-22 Strategic Plan and then have an in person retreat in 2022. This will be better than a virtual retreat
- **Governance Committee** agrees and would like Divisions/Committees to create a 2021-22 Strategic Plan and follow through with the goals and then plan an in person retreat in 2022
- The goals established during for the 2021-22 year can be built upon for the next years Strategic Plan

Diversity & Inclusion Chair

- Recommend that the General Chair appoint a Diversity & Inclusion Chair. This person will not have a vote on the board but we should move forward and have someone in that position and start a working committee

New Business

New LEAP structure

- USA Swimming is putting together a new LEAP structure
- The new program is currently in the review stage but will be rolled out to LSC soon
- LEAP has 3 categories, 15 points each, 45 points total, with renewal every 2 years.
- LEAP Categories include: LSC **Governance**, LSC **Programming**, LSC **Communication**
- Complete the 10 required items and 5 of the 10 additional items for the 3 above categories
- Each category concludes with a narrative to identify LSC strengths/challenges, innovative ideas, and areas where USA Swimming can help.
- Some items will be easy to do; example – put a link to the mission statement for the Governance Committee (we already have this)
- Some items we will need to work on to achieve the points
- Julie Bare will look into getting the rough draft of the new LEAP structure from USA Swimming. **Pam Cook was on the sub-committee that created the new LEAP structure and feels it would be a conflict of interest for her to share and**

discuss the new LEAP structure as USA Swimming would not let LE be a pilot for the review of the new structure as it is still under review.

- **LESI next LEAP review is Fall, 2022.**

Julie Bare asked for all the **Governance** Committee members receive the Board of Directors minutes. Sarah Tobin, LESI Secretary, will add **Governance** Committee to the distribution list.

Below is a schedule of 2020 meetings and the committee member who will be taking minutes.

Sunday, November 29 - Mya Lewis, **Emma Claire Lambert-Shemo** (with Pam Cook's help if necessary)

Sunday, December 27 – Pam Cook