

**Governance Committee Agenda
September 27, 2020, 7 pm Virtual Meeting Minutes**

Time: September 27, 2020 07:00 PM Eastern Time (US and Canada)

Present: Pam, Julie, Brandon, Gabby, and Tina

Absent: athletes (Pam will be checking in on if this time and day works for them)

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.

Approval of August 28, 2020 Minutes: **Approved**

Approval and Additions to Agenda: **Operational Risk**

Old Business

- **LESI Documents - Updates**
 - Board Manual – **Approved by Board at 9/21/20 meeting** – AG Meet Mission Statement/etc and Club Incentive Mission Statement/etc.
 - Board Manual has not yet been reposted to LE website
 - **Who is updating? Sarah will be updating and getting it to Pam to post to the website.**
 - Committee Manual – in process
 - Sr. Champs Meet – needs a mission statement, etc.
 - **Pam has not received anything. Sarah recalls seeing it. She will look through her stuff to find it.**
 - Operational Risk Manual – **in process**
 - Finance Manual – **in process**
- **Board Recommendation Items – no report at September 21 BOD meeting; Vince meeting with VCs Wednesday, 9/30/20**
 - Office Manager Succession Plan
 - Personnel Committee
 - Evaluation Documents and Procedures
 - **LSC Development Committee (Convention) had a recommendation of who can offer examples**
 - Other
- **COVID Update**
 - **Keeping it moving, in person meets Oct 2, meets should be getting sanctions, recommendations and mandates are in place**
 - **Schedule has been posted to the website, Pam will put cancelled as she is told**
- **Swimposium and Strategic Plan Retreat Update – virtual for 2021**
 - **Pam has contacted Jane Grosser if it's in 2021 it will be virtual.**
 - **Rather not a Swimposium virtual not a good idea**

- **Virtual Strategic Plan yes for virtual- need to ask the board Pam will**
- **Committee Chair Workshop Update – VCs meeting with Vince Wed. 9/30**
 - **Pam gave Vince a list of items and outline to discuss.**
 - **She will ask Vince for notes**
 - **Getting a date and time**

New Business

- **Central Zone Meetings at USA Swimming Virtual Conference**
 - **It was short bc of no reports**
- **LESI HOD (10/4) Virtual Meeting – voting procedures**
 - **Simpler the easier**
 - **Using raise the hand as a yes vote, no hand means a no vote, type abstain in chat.**
 - **all participants will be muted, type in chat speak, a moderator prior to speak**
 - **Tina is happy to be the moderator**
- **Operational Risk Question**
 - **Legislation for lifeguard USA Swimming Recommendation**
 - **First step bring to attention of club and/or pool owner**
 - **Second step deny sanction- do we need legislation or policy**
 - **Julie- recommends a policy about state law can't deny sanction without a policy or legislation violation, USA Insurance is dropped with no lifeguard, instruct officials to not start a meet**
- **LSC Development Meeting**
 - **New Leap Program- use this as a guideline to address the items we fall short on. There is only one level**
 - **Pam will share it at our next meeting.**

Next Meeting: Sunday, October 25 at 7 pm Sarah will take minutes.

Adjourned 7:35 pm

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

Sunday, June 28 – Julie Bare

Sunday, July 26 – Brandon Burns

Sunday, August 23 – Gabby Kariotakis

Sunday, September 27 – Tina McCauley

Sunday, October 25 – Sarah Tobin

Sunday, November 29 – Maddie Kelly, Mya Lewis (with Pam Cook's help if necessary)

Sunday, December 27 – Pam Cook