

**Governance Committee Minutes for Review  
August 23, 2020, 7:30 pm Virtual Meeting**

**Time: August 23, 2020 07:30 PM Eastern Time (US and Canada)**

**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 July 26, 2020 Minutes

Approval and Additions to Agenda

Announcements

- LSC Governance webinar (7/28/20) conducted by USA Swimming

Old Business

- LESI Documents - Updates
  - Bylaws
  - P&P
- There will be Legislation for both the Bylaws and P&P for Oct. 4th HOD
  - Board Manual – Approved by Board at 8/17/20 meeting
  - Committee Manual – in process
    - Age Group Champs Meet – needs mission statement, etc. \*The AG Meet Management Committee description has been completed and will be presented to the BOD on August 31 for approval
    - Sr. Champs Meet – needs mission statement, etc.
    - Club Incentive – in process
  - Athlete Manual – approved by LESI BOD
  - Operational Risk – in process \*Branden is working on a video for Covid Procedures to be made with Athletes. Video will be sent out to the whole LSC and coaches who are hosting meets will send out video along with Meet Information.
  - Finance – in process
  - Officials - updated
    - \*Need the Committee List from Technical Planning Area
- Board Recommendation Items – presented to LESI BOD July 20.
  - Office Manager Succession Plan
  - Personnel Committee
  - Evaluation Documents and Procedures
  - \*Waiting on drafts from Task Forces for Personal Committee and Evaluation Documents + Procedures
  - Other

- COVID Update
  - \*Moratorium still until Oct. 1st
  - \*The plan is to meet with Technical Planning and Officials for future meet logistics and details (how meets will be run following Covid procedures) also to discuss spectator fees/monetary needs and logistics for teams
- Swimposium and Strategic Plan Retreat Update
  - \*Pam will get ahold of Jane Grosser regarding this
- Committee Chair Workshop Update
  - \*It was discussed suggesting to Vince about zoom meetings that are on a separate date from Board Meeting. Running the meeting with breakout sessions with Committees
  - \*We as the Governance Committee need to create an agenda for this

#### New Business

- Diversity & Inclusion Chair – legislation has been postponed
- Review Governance Plan (per Bylaws) \*Every quarter we'll be bringing back this Review of the Governance Plan (per Bylaws) to make sure we are staying on track and being accountable for our duties as a Committee
  - To assist in periodic evaluation of the mission and vision statements and the Bylaws of LESI;
  - (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
  - (3) To aid in the development of personnel practices procedure including job descriptions and annual review of staff;
  - (4) To ensure that the Board's focus remains on the strategic plan;
  - (5) To aid in the development of expectations and processes for accountability of Board members;
  - (6) To develop criteria for the qualities and required characteristics of Board officers;
  - (7) To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
  - (8) To nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
  - (9) To publish the slate of candidates to the LESI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;

- (10) To design and implement Board orientation and an ongoing program of Board education and development; and
- (11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

Our next meeting will be on Sunday Sept. 27th and Tina McCauley will be taking minutes

Following minute duties for the months following include:

Sunday, October 25 – Sarah Tobin

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

Sunday, December 27 – Pam Cook