



Governance Committee Minutes – 05/10/2023

- I. The meeting was called to order at 8:31 pm.
- II. Motion to approve minutes from 12APR2023 meeting passed.
- III. Old Business
 - a. BOD Orientation Tasks
 - i. Ingrid updated the document links in the BOD Manual.
 - ii. Ken sent the updated BOD Manual and Strategic Plan to new board members.
 - iii. New BOD member Orientation will take place on May 26 at noon. Governance Committee members are welcome but not required to join.
 - iv. How to be an Athlete Representative document – Kelly sent this to other Athlete Representatives for review and input but has not heard anything back. She will work on creating a version to use in our LSC.
 - b. BOD Retreat – will take place on Saturday, September 9, 2023 at TopGolf in Thornton. We have reserved 10 am-5 pm, which will include some golf time followed by lunch and a meeting.
 - i. Mediator/Speaker – Jon Mann responded about facilitating the retreat and is willing to do so. Ken is trying to coordinate a meeting with Jon, Tristan, and Jackie and possibly others to talk through how the time will be used most effectively.
 - c. BOD Succession Process
 - i. Ken plans to raise the possibility of moving the HOD from October to April at the upcoming board meeting. This timing may allow for more onboarding and succession planning.
 - ii. Ingrid gave an overview of the two succession planning documents she distributed to the Committee. Ingrid will create a “skeletal process” of what CSI might adopt related to succession planning.
- IV. New Business
 - a. Member’s items for consideration/discussion
 - i. BOD Report - Ken went through the Governance Committee report for the upcoming May BOD meeting and gave an overview of each item.
 - ii. BOD Assessment -- We plan to raise with Jon how to improve the BOD assessment process. Should we consider doing it at a different time, in a different manner, with a different tool?
 - iii. Administrative Review Board (ARB)– we also plan to raise this for further consideration with the BOD. Ken and Ingrid participated in a USA Swimming leadership call, which revealed that the vast majority of LSCS have an ARB. In 2019, CSI decided not to adopt an ARB, mainly because its role and function was unclear. CSI’s position was that if and when the role of an ARB became clear, it would revisit the issue. Based on the USA Swimming call, it appears most LSCS still do not understand the role and function of an

ARB. USA Swimming will be providing further guidance to LSCs regarding the role of ARBs and what they may and may not consider.

V. The meeting adjourned at 9:25 pm.

DRAFT