



## Governance Committee Minutes – 3/9/2022

- In attendance were Ken Ebuna (Chair), Ingrid Briant, and Chris Synsvoll
- Meeting called to order at 8:35 pm
- Motion to approve minutes from February meeting passed

### Old Business

- BOD Interviews and Assessments
  - Ken and Ingrid discussed, Ken prepared “key takeaways” document, and circulated it to committee for comment. Plan is to present this information to the board at the March meeting.
- CSI Committee/Appointed Positions Interest Form
  - Chris will make a few more edits and send it out again.
- Policy and Procedures Compliance - Ingrid and Linda are working on this task force. P&P review is almost complete. Plan is to do some sort of tutorial/update on changes, likely sometime in April.
- BOD orientation follow up tasks
  - Follow up tasks – all have been completed
    - Send LSC leadership course link to participants and new board members – done
    - Post orientation slide deck on shared drive -- done
    - Make strategic plan available on shared drive – done
    - Assessment – done
- Committee SOP Recommendations – new project to compile best practices/standard operating procedures for committees– Kelly sent a link to a draft document which is a great starting point. Ingrid sent Kelly some proposed edits and Ken also found a helpful document and sent it to Kelly for incorporation.
- BOD Candidate Solicitation – Ken sent additional edits to Linda. We would shoot to send this letter in March or April, so we have a good sense of the slate by June.

### New Business

- BOD Member 15 min interviews – should we do these again? If so, when? Committee to consider and provide views.
- Annual assessment document modifications – Committee to review board assessment form and determine if any changes/updates are warranted.
- Governance Tasks PowerPoint – Committee to review this (linked in meeting agenda) and identify which tasks we should consider doing.
- Member surveys – of CSI membership categories. We should take steps to ensure these are done by appropriate people.
- BOD Retreat – we can suggest this, cannot mandate. Committee members to review document Ken circulated prior to next meeting for further discussion.
- Governance Table at Specified LC meets – an idea Ken presented for further discussion.
- USA Swimming Workshop – members should consider attending if it fits into schedule.
- Member’s items for consideration/discussion – none.
- Meeting adjourned at 9:30 pm