



Governance Committee Minutes – 1/12/2022

- In attendance were Ken Ebuna (Chair), Ingrid Briant, Kelly Eisenhart, Linda Seckinger, and Chris Synsvoll
- Meeting called to order at 8:32 pm
- Motion to approve minutes from December meeting passed
- Old Business
 - Strategic Framework
 - As discussed at December board meeting, the Executive Committee is to divvy up tasks in the plan and assign them for implementation. Ken and Ingrid will follow up to ensure completion.
 - BOD Interviews and Assessments
 - Discussion regarding how to raise this feedback to the Board at the March meeting. Consensus seemed to be for an oral presentation, but we will need to determine specifics.
 - CSI Committee Interest Form
 - Chris will compile a draft for review at our next Governance Committee meeting.
 - CSI Appointed Interest Form
 - Chris will compile a draft for review at our next Governance Committee meeting.
 - Possibility of conducting DEI training for BOD
 - Ken has reached out to individuals on this and will continue to follow up.
 - Policy and Procedures Compliance/Bylaws
 - Ingrid and Linda are working on this task force. The bylaws have been approved by USA Swimming and are posted to the CSI website. P&P review is in progress.
- New Business
 - BOD orientation feedback and follow up tasks
 - Consensus was the orientation went well overall.
 - Follow up tasks
 - Send LSC leadership course link to participants and new board members – Ken (see below)
 - Ken is obtaining answer to David Brown's question about whether committee members must be members of USA Swimming [*post meeting note* – per USA Swimming, committee members need not be members of USA Swimming based solely on their participation on a committee or a task force]
 - Need to post orientation slide deck on shared drive -- Linda will handle
 - Need to make strategic plan available on shared drive – Linda to confirm posted
 - Assessment – Ken to send out assessment of orientation to participants as well as a link to take CSI leadership course and a copy of the Roberts Rules cheat sheet
 - Committee SOP Recommendations – new project to compile best practices/standard operating procedures for committees (such as meeting calendar, minutes, etc.) – Kelly to research this topic and compile a set of best practices for review at our next Governance Committee meeting.

- BOD Candidate Solicitation – Linda to draft something to review at our next Governance Committee meeting. The idea is to create a communication to send to clubs and board members to get them thinking about succession planning and potential candidates for open positions. We would shoot to send this letter in March or April, so we have a good sense of the slate by June.
 - Member's items for consideration/discussion – none.
- Meeting adjourned at 9:11 pm

DRAFT