**New England Swimming**

Committee Meeting Recap Form

**Committee Name:** Governance

**Date of Meeting: 9/8/22**

**Attendance in Meeting: Patrick Hunter(Chair), Noam Reinhorn, Jonathan Castaldo, Greg Gowern, Jenelle Dolan, Moriah Tyrrell, Carol Healey**

**Items discussed in the meeting:** (Briefly recap main points and discussions. Can use a bulleted list of points. Can use the meeting agenda as an outline.)

9/8/22 Agenda

1. BOD Onboarding-

2. Policy Manual Cleanup

3. Any other business

Board Orientation- looks great.

Jonathan would like to discuss the transition period for Committee chairs. When the new Vice Chair is elected and the Old Vice chair works together from May - September. All decisions for the next season should be up to the New Vice Chair.The wording on the Board Orientation slide was updated to: OUTGOING COMMITTEE CHAIRS and BOARD VICE CHAIRS are expected to actively participate in the transition process as the INCOMING COMMITTEE CHAIR begins their tenure.

* After the spring House of Delegates Meeting and before the next scheduled Board Meeting is is expected that the outgoing chair will contact the incoming chair via phone, e-mail or text to create a transition plan.
* It is expected that both the outgoing chair and the incoming chair attend the next scheduled board meeting following the spring House of Delegates meeting to facilitate the chair transition.
* It is expected that the outgoing chair will clearly communicate all of the committee specific strategic, budgeting and program planning through August 31 to the incoming chair.
* The incoming chair is expected to implement the current strategic, budgeting and program planning put in place through August 31 by the outgoing chair and committee.
* Once elected/appointed, the new Chair/Vice Chair may begin to plan programming for implementation September 1 and beyond.
* The outgoing chair will be available to provide guidance and answer committee relevant questions as needed by the incoming chair.

The group also discussed deadlines and process that would be important for Board members to be aware of and reminded of.

* 3 weeks out -Save the date asking for agenda items by a certain date (2 weeks before) to Betsy, Moriah, and Scott
* Reports due one week before the BOD meeting (create a template)
* On date that reports due, send a reminder with the agenda attached

It was proposed meeting with each committee chair and going over job descriptions. This will provide an opportunity to answer questions regarding both board and office support during their term.

Patrick will present the board orientation at the Board Meeting with Jonathan as back up.

Calendar Committee Discussion: What is the calendar committee role? How does that interface with the Performance, Age Group and Senior Committee?

Purpose: To facilitate the bidding process. Ensure that the end of season vision is being executed.

Patrick proposed Performance Vice Chair, Age Group Chair, Senior Chair decided quad plan. Calendar awards the bids including the end of season meets. In the event of insufficient bids or changes need to be made, the calendar committee adjusts the calendar or works with New England Swimming to secure a location and execute an end of season meet.

Contracts between New England Swimming and Meet host developed.

Technical and governance need to review policies.

**Decisions made:**

**Next Action Items:**

Send job descriptions to governance for review

Send to each member their job descriptions for review and ask questions.

**Next meeting date: TBD**

Form submitted by: \_\_Jenelle Dolan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_9/8/22\_\_\_\_\_

