

New England Swimming - Governance Committee

Meeting Minutes 8/31/21

- Welcome, Review and Introductions
- Approved July Meeting Minutes
- September Board Meeting Governance presentation
 - Code of Conduct - Patrick
 - Conflict of Interest - Patrick
 - Represent the entire Board of Directors and New England Swimming community - Patrick
 - Patrick will also review basic best practices for professional e-mail communications within the Board of Directors.
- Athlete Committee and Committee Chairs- Board support system
 - Laura to develop NES Board of Directors and Committee Chairs Exit Survey
- Board of Director Job Descriptions
 - Jonathon to work with Carol to have first draft of Board of Directors Job Descriptions prepared to review at the October Governance Meeting for sharing at the October BOD Meeting
- DEI Committee Chair
 - Carol to contact Ray to continue the process so that a new chair can be appointed at the September BOD Meeting
 - Laura will contact the new chair via e-mail after the September meeting to offer support and perspective on the BOD Governance Process.
- Review HOD Meeting survey for 2022
 - Noam in support of the current survey and recommends keeping our feedback surveys to 5 questions or fewer
 - We will revisit the survey as a committee in March of 2022 in advance of the HOD Meeting.
- Review of Policies and Procedures
 - Patrick is taking the lead on brainstorming and reviewing current P and P for future development and policy revision for spring 2022 Technical Committee Meeting
 - Zone Coaching Staff process
 - Proper references to Board of Directors

- Budgeting process
- Exit survey for Committee Chairs
- Incorporate changes from Technical Committee Meeting and Board of Directors Meeting in September
- Patrick's suggestions for P and P Review and Updating
 - Consent Agenda and report due dates and accessibility for all members
 - Calendar Committee - define members, define duties and expectations, define calendar process
 - Technical Committee - define members, define duties and expectations, define policy update process
 - If Technical Planning is mostly involved in Policies and Procedures, then what committee has oversight of "long range planning" and strategic planning?
 - Align committee names and descriptions with the By-Laws
 - Operational Risk Committee separate from Disability Committee

Submitted: Laura Matuszak, New England Swimming Governance Committee Chair