



## MAINE SWIMMING, INC. | Board of Directors - Meeting Minutes

Date: December 13th, 2020 at 5PM

Location: Zoom

**MISSION** | Create opportunities and provide resources to promote excellence in Maine swimming.

**VISION** | Maine Swimming: You CAN get there from here!.

**CORE VALUES** | Sportsmanship. Excellence. Leadership. Fun.

✓ Brian Savage	Meeting called to order at 5:06PM.
✓ Mike Schmidt	<b>Review of old by-laws and items to be added to P &amp; P:</b>
✓ Kyle Bauer	Jim reviewed what was in the old by-laws but did not get moved to the P & P.
✓ Olivia Tighe <i>Athlete</i>	1. HOD Order of Business - Mary Ellen makes the motion to include the HOD Order of Business in the Policies and Procedures as it was written in the previous (June 2018) By-Laws. Second by Mike. Motion passes unanimously.
✓ Jack Pillsbury <i>Athlete</i>	2. BOD - Define the process and procedures for elections for those others not elected by HOD. Mary Ellen said coach and athlete reps and this is outlined.
✓ Jim Willis (Chair)	3. 606.1 and 605.18 in the June 2018 By-laws. Mary Ellen makes a motion and second by Mike to include those items in the P & P. Motion passes unanimously.
✓ Mary Ellen Tynan	4. 606.10 - executing contracts. Mike asks how Mary Ellen's contract is authorized and we have been following the 2018 By-Laws. Mike says we should definitely include in P & P. Mary Ellen motions to move all of 4of 606.10 to the 2000 section of the current P&P. Mike seconds. Motion passes unanimously.
	5. BOD Meeting Schedule - we did not have this in the old by-laws nor do we have it in the current P & P. Schedules also comes up under committees. Mary Ellen noted that LEAP requirements indicate it is good to have. Mary Ellen makes a motion to add to the P & P that the BOD will meet once a month subject to modification by the BOD as necessary. Mike seconds. Motion passes unanimously.
	6. Committee Meetings Schedule - How often should they meet? Need some requirement. Mary Ellen suggests they meet a minimum number of times a year. Jim suggests at least quarterly meetings. Mary Ellen motions that committees shall meet on a quarterly basis. Second by Mike. Motion passes.
	7. Job descriptions for committee chairs and coordinators - need this and a flow chart. Taylor has made a flow chart for committee members that will be added. Mary Ellen will work on extending some of the guidelines for each Chair's description including duties. Mary Ellen is motioning to table the job descriptions until the next meeting so she and Olivia have time to edit them. Mike seconds. Motion passes unanimously.
	8. Mission, purpose and duties for each committee. Add to job descriptions
	9. Restrictions on locations. New England has an office so their office staff typically has to work from there. We decided Maine Swimming is not applicable for restrictions on location.
	<b>Whistleblower Policy:</b>



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Discussion on who should be the reporting offer. Will the Board of Directors work. Mike thinks so since we are small. Mary Ellen makes a motion to accept this policy as the Whistleblower Policy. Mike seconds.

Discussion:

1. Under *retaliation* update employee with “MESI member”. Also, discussion on discipline. Jim suggests following USA Swimming guidelines. Mike does not want to limit what we can do. Paint with as broad a brush as possible. Mike suggests leaving it as “termination of membership”. Mary Ellen makes motion to change as written. Mike seconds. Motion passes unanimously.
2. Reporting procedures - Mary Ellen makes motion to change to Board of Directors instead of General Chair and Vice Chair in both parts. Mike seconds. Motion passes unanimously.
3. Notification to person who makes a claim - Mary Ellen wants to clarify who will notify the person making the complaint. To be consistent needs to be Board of Directors. Motion by Mary Ellen second by Mike. Motion passes unanimously.

Entire motion to accept the whole document passes unanimously and will move forward to the Board of Directors.

### **Growth of Governance Committee and Succession Planning:**

We are talking about ways to get more BoD involved and how to get people in the pipeline. Mike says we need to cultivate a group to take interest in Board Roles. Mike thinks Committee Chairs should reach out to more people to help because people won't volunteer for positions. Each committee should try to find one more person who is not already involved to help fill roles, more assistant coaches, parents, and officials would be better than relying on coaches to fill roles. A lot of coaches resigned so now we have large holes to fill. Mike thinks combining chairs could cause restriction, but would be a combined chair if needed for this season. Mary Ellen reached out to SSC to see if they have anyone interested in board involvement. AJ Reg reached out to learn more about Age Group Chair. Taylor will be responding to him today. If AJ isn't ready to be Age Group Chair he should try to get involved in a committee. Puranjot is struggling to fill her committee. Maybe because she has a limited network in MESI.

### **YMCA Approval Guidelines:**

Henry thinks having one registered USA official on deck will suffice for this season to oversee the process of these meets. Mary Ellen will work on policy for the next meeting.

Mike makes a motion for adjournment. Mary Ellen seconds. Motion passes unanimously. We will schedule another meeting for the 4<sup>th</sup> Sunday of January at 5PM.



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