



Committee Reporting Form

Committee name: GOVERNANCE COMMITTEE

Function of committee: Board of Directors governance

Committee Chair:
Vaughan Dodd

Members Present:
Anna Todd
Martha Chiwanza
Roy Dessloch

Date of last meeting: November 10, 2020

Date of this meeting: January 27, 2021; Date of next meeting: March 2021, date tbd

UPDATE March 2021 – Governance Committee has been working on a personnel policy via email. We obtained a template document from Stacey Bechtold, Director of Human Resources, US&S Facility Services, Greenville, SC, and have been modifying the template to fit SCLSC. However, progress has slowed due to Vaughan's recent cataract surgery, retinal left eye surgery, and lower back surgery.

Action items in progress/pending:

1. SCLSC COVID Club Assistance Program – In progress
2. Personnel Policy – Working
3. Strategic Plan – no action
4. Document Destruction Policy – no action

Committee report: See attached meeting agenda:

1. Whistleblower Protection Policy. Done. Policy has been posted to website.
2. Minutes of BoD and HoD meetings (past and present). Done. Link to minutes has been posted to website. Link to Committee minutes has not yet been completed.
3. Conflict of Interest Policy. All BoD members and committee chairs have signed the Disclosure Statement.
4. SCLSC COVID Club Assistance Program. CA and TG have completed requirements except for Safe Sport, which is close to completion for both clubs. SSS has not responded to any communications despite having registered for 2021. Contacted Clark Hammond at USA Swimming for assistance and discussion about "bad standing". More to come.
5. Nomination Committee/Board Positions. Will ask Lynn Williams, Nomination Committee chair, about expanding the universe of potential new board positions.
6. Independent Audit vs. Audit Review. Audit Review will be done annually except for the years in which an Audit is done. However, due to COVID, an Audit Review will not be required this year.
7. Workman's Compensation Insurance. SCS has engaged with an insurance company to provide Workman's Compensation Insurance for our two employees.



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8. Discussion on Outreach. Agreed that this is not a governance issue.
9. Committee has begun work on Personnel Policy, also referred to as an Employee Handbook.

Recommendations:

- Provide draft of a Personnel Policy. Working on a template document.

Agenda

Governance Committee

November 10, 2020

The following are/were our Action Items, with commentary attached:

1. Whistleblower Protection Policy- Done, on LSC website
2. Minutes of BoD and HoD meetings- I thought this was done, per Jay Boudreaux, but minutes do not yet have a home on the website, but I am sure this is in process. Some discussion on a related matter regarding committee minutes and the "consent agenda" process.
3. Conflict of Interest Policy- Done
4. SCLSC COVID Club Assistance Program- Done, although I will update Committee on an issue with one club
5. Nomination Committee/Board Positions- Could not arrange a meeting with Lynn before Christmas, and I was out of town after Christmas. This is on my "to do" list.
6. Independent Audit vs. Audit Review- Done, will update Committee.
7. Workman's Compensation Insurance- Done, will update Committee.
8. Personnel Policy – no action
9. Strategic Plan – no action
10. Document Destruction Policy – no action

One new item which has arisen I would like to discuss is Outreach. I've been asked by Stanley McIntosh, DEI Chair, to help streamline/change Outreach criteria. I have told Stanley that I would be glad to be part of a group which included Karen Alexander (Karen is in charge of Registration, which is "over" Outreach) in this endeavor. While I don't mind helping out, I'm not sure this is an area for Governance, and am asking for feedback. I will forward an email thread for context.

Lastly, we come to the items above in yellow. Personnel Policy was mentioned as needed, of which I agree, so let's start there. Here is where I pause; I started on this project last year but got bogged down. If anyone is aware of a personnel policy template, if that is even feasible, please advise. In the meantime, I will try to gather information.