

Southern California Swimming  
Governance Committee Meeting  
Wednesday, January 4, 2023 @ 8:00 PM – via ZOOM online meeting

Call to Order – 8:21 p.m.

Present: Carol Cracchiolo (Pacific), Shay Kirby (Desert), Eleanor Mashkovich (Athlete Rep), Lynne Akasaka-Riek (Chair/Coastal), Leah Timmerman (Athlete Rep), Teresa Wilson (Orange), George Young (Chair/Metro), Phil Yoshida (At Large)

Not Present: Laura Otteson (Eastern)

December, 2022 meeting minutes approved.

Proposed agenda for January 4, 2023 meeting approved.

**Discussion**

Governance Committee Meeting Dates for 2023 (subject to change):

- January 4, 2023
- February 6, 2023
- March 6, 2023
- April 3, 2023
- May 1, 2023
- June 5, 2023
- July 10, 2023
- August 14, 2023
- September 11, 2023
- October 2, 2023
- November 6, 2023
- December – to be determined at November meeting

Review of Vision/Mission statement of Southern California Swimming:

- Will begin each meeting with a review of the SCS Mission/Vision/Core Value statements
- Governance is a good administrative body to oversee that SCS continues to fulfill its mission
- If not fulfilling its mission, raise the issue and discuss how best to bring organization back in line

Review of Governance Committee Duties:

- Review and discussion of enumerated duties of the Governance Committee (Agenda Item 4)
- Now is a building period for Governance, a process, so will not hit every target now but goal is to see progress by next year
- SCS Board Orientation

- Scheduled to take place on January 11, 2023. Important that Orientation occurs every year.
- Governance is taking a back seat to the actual organization of the Orientation this year but is invited to provide comments/input
- Goal for new SCS Board is “educational and unified” vs. reactive
- Suggested: a “Pre-Orientation Questionnaire” inquiring as to attendees’ expectations of orientation, and “Post-Orientation Questionnaire” to follow up on how it went – data can be used to improve this year’s and future orientation sessions
- Pre-Orientation Questionnaire: Discussion as to possible topics to be presented before orientation (expectations/accountability/how SCS operates), agreed a questionnaire should be presented in a non-threatening manner, including anonymity, and limited to a few questions (maybe 3)
- Post-Orientation Questionnaire: Discussion as to possible data items to be presented following the orientation
- Governance will forward proposed Questionnaire with agreed upon questions following discussion to Executive Chair for approval and use immediately prior to Orientation

#### Consensus on Setting Three Priorities for 2023

- Decision to focus on and prioritize three items for action right away, as building blocks for future review and action
- Agreed upon priorities for Governance for 2023 (from Agenda Item 4 List):
  - Aid in development of operating policies regarding conflict of interest, document retention, ethnics, whistle-blower, procurement, contract review, grievance and other employment-related practices (Item 4b)
  - Ensure that the board’s focus remains on the strategic plan (Item 4d)
  - Aid in the development of expectations and processes for accountability of board members (Item 4e)
  - Bonus: Lynn Riek will investigate and draft job descriptions (Item 4c). Suggested will address paid positions first, then those positions coming next for election. Will present drafts in the first part of the year.

**New Business**: None

**Old Business**: None

**Meeting adjourned 9:10 p.m. Next meeting to take place Monday, February 6, 2023, 8:00 p.m. via Zoom online meeting.**

Respectfully submitted,

Teresa Wilson  
Governance Committee

---

### **Agenda for 1/4/23 Meeting**

1. Call to order.
2. Review and approve the minutes of December meeting.
3. Review Vision/Mission statement of Southern California Swimming.
  - a. Vision - Leading the nation that leads the world.
  - b. Mission - Proud of our tradition, SCS provides support for our members in their pursuit of excellence.
  - c. Core Values - Athlete-centric, Collaborative, Cohesive.
4. Review of Committee Duties
  - a. Assist in periodic evaluation of the mission and vision statements and the bylaws of SCS
  - b. Aid in development of operating policies regarding conflict of interest, document retention, ethnics, whistle-blower, procurement, contract review, grievance and other employment-related practices
  - c. Aid in the development of personnel practices procedures including job descriptions and
  - d. Ensure that the board's focus remains on the strategic plan
  - e. Aid in the development of expectations and processes for accountability of board members
  - f. Develop criteria for the qualities and required characteristics of Board Officers
  - g. Lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential board members
  - h. Nominate Board members, and chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talent needed
  - i. Publish slate of candidates for the SCS membership 20 days prior to the election
  - j. Assist board of Directors with the process of designing and implementing Board orientation and an ongoing program of Board education and development
  - k. Lead periodic assessment of the Board's performance and make recommendations to enhance Board effectiveness
5. Consensus on setting three priorities for this year.
6. Adjournment.