

<b>Committee Name:</b>	Diversity and Inclusion Committee	<b>Session #:</b>	2
<b>Committee Chair:</b>	Sarah Welch		
<b>Minutes recorded by:</b>	Sarah Welch	<b>Date/time of meeting:</b>	02/05/2020 8:00pm ET

## Actions Taken:

1. Approved: Minutes of January 2020 meeting
2. Approved: Agreement that Committee Meetings may be recorded through the Start Meeting service to aid in recording minutes.

<b>Number of committee members present:</b>	<b>12</b>	<b>Absent:</b>	<b>1</b>	<b>Guests:</b>	
<b>Committee members present (list all, including chair and vice chair):</b> <i>Blair Bagley, Virgil Chancy, Jeff Commings, Donita Flecker, Kyle Jackson, Megan Johnston, Tom Moore, Janelle Munson-McGee, Tim Murphy, Ally Segal, Diana Triana, Sarah Welch</i>					
<i>Ex-Officio: Chris Campbell, Daniel Paulling</i>					
<b>Not present:</b> <i>Leslie Scott</i>					
<b>Guests:</b>					

## Minutes

The meeting was called to order at 8:04 pm ET.

1. Welcome and Announcements: Sarah welcomed committee members to the meeting, She asked members to approve the recording of the committee calls through the StartMeeting Service to help in preparing the minutes. All members present agreed to recording the minutes.
2. Action: The Committee approved the minutes from the January meeting. Minutes are sent to the USMS Secretary for posting on the USMS committee minutes site.
3. Virgil introduced himself to the members (as he was not available for the January meeting). Virgil is from Southern Pacific LMSC and very active as a USMS Official as well as officiating for high school and USA Swimming. He is also the USA-S Southern Cal Zone Rep for USA-Swimming's Diversity Committee and served on the original Diversity Task Force since its inception,
4. Work Groups Organization and Next Steps

Based on the survey/preference poll, the three work groups and membership are:

Coach Interviews (Lead: Jeff, Members: Donita and Virgil)

Best Practices (Lead: Janelle, Members: Leslie, Blair)

Promoting D&I within USMS (Members: Tim, Megan, Diana, Tom). Sarah working to designate a lead for this group.

Other Assignments: Member Profiles and Data-Sarah and Kyle

Sarah mentioned that she and Ally are not assigned a group and therefore are available to support the groups as needed.

Work groups were asked to meet and develop a general timeline and scope of work to report back on for the March meeting. Virgil suggested that the work groups identify deliverables on a quarterly calendar basis. Janelle asked if groups can use our conference number. Sarah confirmed yes and asked that if a leader is scheduling a call using the conf line, to check in with her to avoid conflicts. Sarah noted that leaders need to use the host pin to start the call. That pin is on the call agenda each time. Virgil asked that members receive the roster of members with contact info. Ally asked that the list include work group membership also.

5. Strategic Plan Items/not Work Group.

Sarah described the work item related to collecting member demographic data. The National Office (NO) had proposed that member data be collected as part of an expanded member profile that would be available after the registration system was updated. Sarah will ask the NO for an update on this project. Kyle and Sarah will work on this item when we get direction from the NO and involve members as needed.

Diana updated the status of the (Data; Coach Level 1 and 2 Webinar) Diana is comparing the Pre-Course Reading Materials on the USMS website with the curriculum she provided to Club and Coach Services and will give feedback to the NO staff as needed.

Sarah will reach out again to the LMSC Development Committee about a date for offering the webinar. Jeff and Tom Moore stand ready, as needed to help facilitate the webinar when we get a date.

Updated from our VP-Chris Campbell. Chris shared a template that the Executive Committee of the BOD is asking committees to complete. Chris believes we have most of the pieces already due to our planning work. The 'one page' description of the mission/organization, work plan, what products are we trying to generate, which committees we are partnering with and committee membership criteria will be helpful for the BOD and to help interested members to know what we do and how we do it. Chris gave several examples of partner relationships such as with Fitness and LMSC development. He suggested some other ideas such as a liaison for Awards, presentation for the Annual Meeting and other ideas. The template is posted in the Forum postings from the February meeting for anyone to take a look at. Sarah and Ally will develop a draft and share with the Committee. Chris suggested that the template might be useful for our working groups. He also sees it as a fluid document and one that can change as our work program develops. One comment is that this template would have been good to have at convention when the proposed legislative changes to the D&I committee purpose statement came up because it could have given all delegates a comprehensive understanding of the committee. Chris suggested getting a draft of the statement for the March meeting. He mentioned that Pres. Peter G. is very business oriented and is recommending tools that lend themselves to accountability.

#### 6. Items Outstanding from Annual Meeting:

- letter USAS Dress Code at Convention- Ally read a draft letter to USAS-routed through USMS. In the letter, we suggest that the dress code described in the convention materials from USAS are unnecessarily gender specific and offers replacement wording for their consideration. Members offered many comments which Ally took away to consider. Comments included: people want direction as to attire, it's not necessary to associate attire with gender. Jeff suggested saying 'these are the types of clothes that are appropriate for an event, but not associate the description of clothing to a gender label'.
- Committee Recommendation on a BOD Nominating Committee. Sarah reported back that in discussions with Chris and Peter, we determined that a formal nominating committee would take too much time to get started in time and that the work lends itself to informal recruiting. Sarah will convene a working group of current/former board members who will identify candidates to reach out to for them to consider running for office this year. The group will also begin talking to people regarding their longer-range plans to run for office, especially seeking out members who would broaden the diversity of representation on the BOD. Sarah added that the role of this working group is also to mentor prospective candidates through the process. This year at the Annual Meeting we will be electing At-Large Directors—drawing from each of the 8 USMS Zones. She invited committee members to try to identify persons who would be interested, including members themselves and to refer them to Sarah. Chris reported that only the Great Lakes Director position does not have an incumbent; the Dixie Zone Director incumbent is moving to the NW Zone and may run from the NW. Three At Large Director positions were appointed after convention and are serving a year and very likely to run for re-election.

#### 7. Announcements:

- Chris C. asked if we wanted to do a webinar or forum at convention. The Executive Committee is starting to look for workshop ideas or a round table discussion for convention. Perhaps make the webinar for Coaches a workshop at convention. Get him ideas by end of Feb. Chris would like to share these ideas at the Winter BOD meeting in late February

Next Meetings Wednesday: March 4<sup>th</sup>; April 1 The meeting was adjourned at 9:15 pm ET.