

# USMS Convention — Jacksonville, Florida 2014

<b>Committee Name:</b> Governance	<b>Session #:</b> 1	<b>Report #:</b> 1
<b>Committee Chair:</b> Hugh Moore	<b>Vice Chair:</b> Leianne Crittenden	
<b>Minutes recorded by:</b> Leianne Crittenden	<b>Date/time of meeting:</b> September 20, 2014	

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## Actions Requiring Approval by the HOD:

1. None

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## Motions Passed:

1. Approval of Meeting Minutes from April 6, June 1 and July 13
2. Recommendations from the Education Subcommittee were approved

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<b>Number of committee members present:</b> 6	<b>Absent:</b> 1	<b>Number of other delegates present:</b> 2
<b>Committee members present (list all, including chair and vice chair):</b> Hugh Moore, Patty Miller, Jim Wheeler, Carl Bromer, Sean Fitzgerald, Leianne Crittenden		

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## Minutes

The meeting was called to order at 7:07 am

1. **Approval of Meeting Minutes** from April 6, June 1 and July 13 MSA
2. **Recommendations from the Education Subcommittee** dated September 16, 2014 were approved (attached) MSA. Need to review budget for upcoming training sessions.
3. **Election Committee** At Wednesday's Board Meeting there was a discussion about the Election Committee. This is an ad hoc committee, but the Board asked if it should be a permanent committee as a subcommittee of the governance. We have left this open for further discussion.
4. **Rules, Legislation and Long Distance Committee Structure** Issue presented from Legislation: should there be a single committee covering Rules, Legislation and Long Distance? Consensus was that these are all different skills, and could limit opportunities for volunteers. Jim Wheeler pointed out that Long Distance covers championships and other matters relating to Open Water events. We will further review the committee structure.
5. **Review the LMSC Development proposed changes to the LMSC Standards**, Hugh and Leianne will review and get back to the LMSC Development committee with any comments.
6. **LMSC Seminar on Bring Your Own Bylaws** Was a very successful session to get people to review terms of bylaws. Hugh thinks that the LMSC Summit should have a session on bylaws and governance structure for LMSCs.
7. **Review the Process for Committee Action Items:** As a future agenda item we will review and if needed, recommend changes to the Board concerning the Committee reporting function at Convention.
8. **Review of USMS Organization:** The committee reviewed the organization chart, reporting and communications charts. We will focus in 2015 on the functions and communications within a Zone. Specifically, we will review functions and communications responsibilities of Zone Chairs.

The meeting was adjourned at 8:07 am

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**Recommendations from Education Subcommittee of  
Governance Committee  
September 16, 2014**

The Education Subcommittee of the USMS Governance Committee (composed of Patty Miller, Jim Miller, Jim Wheeler and Anthony Thompson, and chaired by Leianne Crittenden) is responsible for recommending and coordinating training for the USMS Board of Directors. The subcommittee recommends the following to educate members of the Board of Directors:

**1. Board Commitment to Training.**

- We suggest that the President allocate a minimum of one hour at each in-person Board meeting for training on topics recommended in this memo.
- The subcommittee recommends a two-year training cycle for the Board of Directors. Board members serve 2-year terms. At-large board representatives and Executive Committee members are elected in alternating years. A 2-year cycle will allow both at-large board members and Executive Committee members to have a variety of learning experiences during their tenure and will allow each new cycle of board members to “catch up” more so than would be possible with a longer training cycle.
- The Board of Directors has three face-to-face meetings each year – one at the United States Aquatic Sport Convention and two stand-alone meetings. USMS conducts new board member training at each convention that current board members are welcome – and encouraged – to attend. Therefore, the subcommittee recommends that any additional board training sessions be conducted at each of the two annual stand-alone meetings.
- In addition to face-to-face training, the subcommittee will be staying aware of and, where possible, making available other training opportunities (e.g. on-line courses; written materials) for the Board of Directors.

**2. Topics for Board Training.** We suggest presentations of the following topics in this order, so that we start with general concepts and then address more specific topics:

- 1. Understanding Roles and Responsibilities
  - Organization structure and relationships of parties
  - What is “tax exempt” status and what makes USMS a “non-profit”?
  - What is required to maintain tax-exempt status?
  - Relationship of the Board of Directors, President, Executive Director, staff, and volunteers
- 2. Planning and Strategic Responsibilities of Board Members
  - Strategic vision over the long term
  - Trends in comparable organizations
  - Risk management
  - Awareness of the environment, including threats and opportunities
  - How to look at things in a strategic way
- 3. Communications
  - Optimizing communication
  - Improving communication with Board members’ constituencies
  - Running effective meetings
- 4. Financial Matters
  - Understanding financial matters and financial statements
  - What constitutes effective and reasonable financial oversight by the Board

**3. Procedure and Additional Issues for Board Training**

- We recommend that as part of each training session, there is a short recap of the previous session’s points.
  - We recommend using a variety of training techniques, and personnel to provide the training, including presentations as well as interactive participation by Board members.
  - We recommend that training materials be posted after presentation, so that they are accessible to Board members, and we build a library of training materials that can be added to or revised over time.
  - We recommend that there be training for candidates for Board membership so that, once elected, new members will be better qualified to perform their duties, and are aware of the responsibilities and duties of Board members.
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