

National Diversity and Inclusion Committee

MISSION STATEMENT:

Educate, encourage and support the membership of USA Swimming to achieve Diversity & Inclusion growth at all levels.

February 2019 In Person Business Meeting

SATURDAY FEB 1ST 2019

AGENDA

Attendance:

Mike Switalski, Chris Shepperd, Noah Wilson (athlete), Wade Atkins (Chair), Kathy Mendez, Kent Yoshiwara, Ruth Ann Bode (SZDC), MJ Truex (staff lead), Emily Melina, Jennie Shamburger, Candice Howard (D& I Consultant), Juan Caraveo (staff), Sarah Dawson, Veronica Hernandez (WZDC)

Note taker: Jennie Shamburger

https://docs.google.com/spreadsheets/d/1t1Oj8yGHVvMwH_g_yIm4sV2i1K4Jq56CkEXJbujJEsA/edit?usp=sharing (Please sign up for note taking before all the good ones are gone)

Topic	Leader	Time Allotted
Welcome and Introductions	W. Atkins	2 min
Meeting called to order at 12:39pm. Chair recognized committee notetaker and reminded all committee members that this job will rotate at each meeting.		
Approval or additions to the agenda	W. Atkins	5 min
No additions. Motion to approve agenda as published made. Seconded. No discussion. Motion approved.		
Approval of last call minutes	W. Atkins	5 min
Motion to approve minutes from January call made. Seconded. Motion approved.		
Review of Consent Agenda Practices	W. Atkins	20 min
Key factor for consent agenda to work is reporting format to be used and distributed for reading and analysis prior to the actual meeting. Reports may be pulled and only discussion on pulled reports will be initiated. All other reports accepted by acclimation. This allows meeting to become proactive and move to next level. No questions about consent agenda or policies and practices moving forward. Forms for reports distributed in packet.		

Review and Approval or Modifications: Committee Mission Statement, Policies and Procedures

W. Atkins

60 min

Mission statement read and established last revisions were Jan/Feb 2018. Question about the definition of Diversity and Inclusion in mission statement. Definitions were created by stating words, putting into a word map and then referencing Webster's definitions. Discussion about how they were related likened to Diversity being the invitation and number invited and Inclusion is how ready our house is for those invited. Revisiting the meaning of these words at each meeting will help with focus. Conclusion that all are comfortable with current mission statement.

Policies and Procedures Review:

1.0 Question about adding a Vision Statement to this section to be crafted around education. Discussion of athlete Fellows statement with idea of advocating being result from actions in vision statement. Motion to add Vision Statement "Educate.Initiate.Celebrate." to this section made. Seconded. Motion approved.

2.0 General Committee Responsibilities: Review to confirm responsibilities as stated reflected in new Vision Statement.

Motion to modify 2.3 to read "Assist USA Swimming in creating and celebrating an atmosphere of inclusion for all members and their families." Motion seconded. Motion approved.

Discussion of wording in 2.4. Suggestion to strike and create task force to look at need for initiative stated in 2.4. Ability to measure and have a focal point would be key. This item falls outside of charge of committee in assisting USA Swimming. Motion to strike statement 2.4 from P&P Manual. Seconded. Motion approved.

2.5 was reviewed and found redundant. Motion to strike 2.5 made. Seconded. Motion approved.

2.6 was reviewed based on new structure of Staff / Committee. Staff Liaison is no longer a position. Motion to strike 2.6 was made. Seconded. Motion approved.

3.0 Professional Duties and Responsibilities of Committee Members. Statements 3.3, 3.4 and 3.5 pulled for discussion. Clarification that Leadership Summit is run by USA Swimming Members Services and LSC's nominate and decide who attends.

3.3 modifications suggested. Motion to modify 3.3 to read "Be an informed resource to Zones, LSC Boards and LSC Diversity Chairs." Motion seconded. Discussion as to definition of Zones and Zones Coordinators. Amendment to motion to read "Be an informed resource." Amendment seconded. Amendment approved. Original motion with amendment now to read "Be an informed resource." Approved.

3.4 will have staff liaison verbiage removed. Motion to modify 3.4 to read "Complete committee assignments within established timelines." Motion seconded. Motion approved.

3.5 statement was motioned to strike. Motion seconded. Discussion about anything of value to retain from statement and if this was response to specific issues. Modification to statement suggested. Original motion withdrawn. New motion to strike 3.5 and reword 3.4 to read "Be an active and

collaborative participant in the creative work of the committee. Complete committee assignments with timelines established.” Motion seconded. Motion approved.

4.0 Membership. Item 4.1 pulled for discussion. Currently, staff lead and the department director appoints members not to exceed two four-year terms, staggered so that 25% are named annually.

4.1 Motion to be restated as “Members will be appointed to no more than two consecutive three-year terms, which will be staggered so that no less than 1/3 are named annually.” Motion seconded. Amendment to motion to read “Members will be appointed to a three-year term, not to exceed two consecutive terms.” Amendment seconded. Amendment approved. Original motion with amendment “Members will be appointed to a three year term, not to exceed two consecutive terms.” Motion approved.

4.2 Motion to strike “student” from statement. Seconded. Rule is athlete has limit of service of 10 years from date of last competition. Amendment to strike “with no term limit” from statement. Statement will now read “The athlete committee members are appointed yearly.” Amendment seconded. Amendment approved. Motion with amendment as stated above approved.

Continued discussion on membership question. Recommendation to maintain current structure of committee, then Zone Coordinators then LSC D & I Chairs as flow. Motion to add wording as 4.3: “Committee Chair will be appointed by the President and CEO and or their designee”. Motion accepted. Motion approved.

Motion to add 4.4 “Zone Diversity and Inclusion Coordinators are invited to participate in Committee meetings and have voice but no vote.” Motion seconded. Motion approved.

Break for Lunch.

Motion to close discussion and review of P&P made. Seconded. Motion approved.

Committee charges:

W. Atkins

5 min

- **Rules of Engagement, Effective Communications Structure:** Important to stay on same page and move information in same direction. Communication received from LSC chair should go to Zone Coordinator first, then ZC shares with Committee Chair and courtesy copy to MJ Truex. This allows all to be on same page regarding crucial information and add to toolbox of solutions/knowledge sharing.
- **Respectfully Holding Each Other Accountable:** Follow through must be done. Bigger picture is to move mission forward. Accountability reminders should allow for space and time to process. Approach with mindset of moving pebble and seeing it. Be realistic as to workload you can accept.
- **Project Report Format:** Send documents prior to meeting. Submit reports at least a week before scheduled meetings. This can indicate struggles and/or issues and help shape agendas. Expectation is that documents will be read prior to the meeting. Five days prior to meeting should suffice regardless of set meeting times.
- **Project Progress Report:** Form is attached to packet documents. Will be a valuable tool to hold one another accountable and keep track of projects and status. Chair will maintain this document based on project reports turned in by task force chairs.

- **Minute Taking:** Summarization is key. Person taking notes won't be as vocal as participant when serving as secretary for that meeting.

Review of Current Projects **Team** **60 min**

- **LSC D & I Chairs Engagement Task Force / E. Melina.** Designed to engage LSC D & I Chairs. Task force serves as first point of contact. Information sent from task force to D & I Chairs and General Chairs includes chair contacts, items of interest and other information. Facebook page has been created and is maintained by task force chair. It is a closed group with 55 members currently. Intent is for it to become a platform for self-sustaining dialogue. A quarterly newsletter is published. A mentoring program has been tabled. Handbooks are sent via email and posted on the D & I page. Information is also distributed at Convention and at Summits. Current task force members are: Emily Melina, Sarah Dawson and Erin Crabtree. Athlete has graduated and moved to college. Additional support not currently needed for task force duties. Committee communicates via monthly calls with additional calls leading up to Convention. RuthAnn Bodie volunteered to help with task force if needed. Newsletter with content generated by staff can be valuable tool moving forward. This task force hits all points in new Vision Statement and is active and one of the best things to come from this committee.
- **Bridge Program Task Force (Resource Library Task Force) / M. Switalski.** This group was tasked with investigating successful and innovative ways to create stronger swim teams by demonstrating strong retention and growth and bridging gap from lessons to teams. Flex memberships could be a valuable tool. Disappointing response to phone call surveys and email contacts. Club surveys from 2015 were used in Convention presentation. Task force members were: Paul Stockett, Natalie Melenric, Caroline Rittenauer, Dana Holder. Not all members currently active with USA Swimming. Mike to contact current members to determine status. Task force may be in transition. Metrics and impact of Flex membership and comparison of clubs using vs not using this option would be interesting to project. No task force activity since Convention. More responses and data gathered will further this project. Task force does address the Initiate / Educate portions of the Vision Statement.
- **Non-Athlete Outreach Membership Task Force / MJ Truex.** Recommendation from previous task force committee members is that this be tabled. Designed to extend Outreach membership to Officials. The biggest issue is that some LSCs already support these costs and others didn't need it. This project does have value but may be better served at the LSC / club level. Motion to table the Non-Athlete Outreach Task Force made. Seconded. Motion approved.

Roundtable Project Work Groups / New Projects **Team** **5 min**

All agreed to move on to next agenda item.

Brainstorming / Strategic Planning **Team** **45 min**

MJ Truex went over the four immediate items:

1. **Educate on the transgender policies and procedures.** These can be found at usaswimming.org/diversity. Steps to take are listed on the website. Start with your LSC via emails or a BOD/HOD report. If your LSC BOD already has this information move out from there.

Recommended best practices for gender diverse athletes can be found on website. Follow information exactly as stated on website.

2. **Demographics.** Start a letter writing campaign to encourage LSCs to educate members as to why it's important to identify. Mike Switalski to send out sample letter to group. Information can be gathered in two sentences via Team Unify. While this is not mandatory, collecting this information is important and should be viewed as a positive.
3. **Crisis Action Plan.** Safe Sport has one and advertises it. A company has been hired to review and vet all materials. D & I can easily insert inclusions into Meet 360. Scripted information to educate is coming soon.
4. **Create more resources in Resource Library.** Best practices in your LSC. A one-page outline could be used and put into library to be known as "Knowledge Bank". Send information to Mike Switalski.

Wrap Up / Announcements

Team

15 min

How to celebrate and when – remember to use the #swimclusion hashtag. This month is Black History Month and next month is International Woman's Day. Social media department has mapped out a year of celebrations.

Always copy Safe Sport Chair, General Chair as well as D & I Chair when sending things out to your LSC.

USA Swimming working on more pronoun neutral language at the national level. This will become an opportunity to provide resources to teams at the LSC level to address hetero normative and gender binary travel policies.

D & I Dropbox is available for use. Please take advantage and share knowledge.

Motion to adjourn meeting made. Seconded. Motion approved. Meeting adjourned at 5:26pm.