USA Swimming Diversity, Equity, and Inclusion
Committee Meeting Minutes
(03/22/2022)
5pm PT/6pm MT/7pm CT/8pm ET

USA Swimming Mission: USA Swimming is the National Governing Body for the sport of swimming. We administer competitive swimming in accordance with the Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members.

USA Swimming Priority Results:
1. USA Swimmers achieve sustained competitive success at the Olympic Games and other high-level international competitions.
2. Members have and use resources for sustainable success.
3. There is growth in swimming participation and interest.
4. USA Swimming is recognized as the “Best in Class” National Governing Body.

ATTENDANCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Attended Mtg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wade Atkins</td>
<td>x</td>
</tr>
<tr>
<td>Leland Brown III</td>
<td></td>
</tr>
<tr>
<td>Tina Dessart</td>
<td></td>
</tr>
<tr>
<td>Jennie Shamburger</td>
<td></td>
</tr>
<tr>
<td>Jim Peterfish</td>
<td>x</td>
</tr>
<tr>
<td>Rendy Opdycke</td>
<td></td>
</tr>
<tr>
<td>Alex Cramer</td>
<td></td>
</tr>
<tr>
<td>Michael Fuji</td>
<td></td>
</tr>
<tr>
<td>Ruth-Ann Bode</td>
<td></td>
</tr>
<tr>
<td>Samantha Brabeck (Athlete)</td>
<td></td>
</tr>
<tr>
<td>Sophia Elliott (Athlete)</td>
<td></td>
</tr>
<tr>
<td>Zoe Summar (Athlete)</td>
<td></td>
</tr>
<tr>
<td>Diya Ackerman-Vallala (Athlete)</td>
<td>x</td>
</tr>
</tbody>
</table>

AGENDA
1. Review of our Mission Statement: Wade Atkins

2. Meeting called to order (EST): 8:00 PM

3. Approval of Agenda or Additional Items: Additional items Approved
4. **Welcome** (Wade Atkins)
5. **Overview of USA Swimming Mission/Priority Results** (Wade Atkins)
6. **Assigning Meeting Minutes** (Wade Atkins)
   a. Wade – not every committee member will be able to join us at each meeting. We will record each meeting and each member will be responsible for creating minute meetings. Have up to two weeks after each meeting to submit the minutes.
   b. Alex Cramer took the first round of meeting minutes.
7. **Agenda Item Added – Name Subcommittee Chair for Disability**
   a. Wade - Named Jim as acting chair of the subcommittee for disability. Jim was part of the sunset disability committee and has working knowledge of the projects that committee was focused on. The DEI committee will help him carry out those projects and initiatives.
   b. Jim - accepted the appointment.
8. **Project Assignments (WA)**
   a. Overarching Goals:
      i. Develop (3) Resources for Coaches, Athletes, and LSC Boards
         1. Something similar to a one-pager about how to enact or live DEI by “connecting, accepting and providing" to all members. For athletes, we could have several resources depending on age groups.
         2. Project members – Alex Cramer, Jim Peterfish, Sam Brabeck, Jennie Shamburger
         3. Example can be found here: [https://www.usaswimming.org/news/2022/01/13/five-ways-to-service-others-during-martin-luther-king-jr.-day](https://www.usaswimming.org/news/2022/01/13/five-ways-to-service-others-during-martin-luther-king-jr.-day)
      ii. Hold (1) Webinar – Educational Event
          1. Project members - Jennie Shamburger, Ruth-Ann Bode, Sophie Elliot
          2. Example can be found here: [https://www.usaswimming.org/news/2021/02/01/diversity-equity-and-inclusion-webinars-recap](https://www.usaswimming.org/news/2021/02/01/diversity-equity-and-inclusion-webinars-recap)
      iii. Create (1) Athlete Influencer Toolkit
          1. Project members – Diya Ackerman-Vallala, Sophie Elliot
          2. Example can be found here: [https://www.usaswimming.org/club-resources/marketing-toolkit](https://www.usaswimming.org/club-resources/marketing-toolkit)
   iv. Attend Quarterly DEI Trainings
      1. These will be led by the National team (Leland, Tina and another that will be joining the DEI office soon).
   v. Develop and Disseminate (1) Membership Experience Survey
      1. Would like to capture where people are now, what is their experience with USAS at local, zone, national level. Get a gauge to set a baseline and then use again to measure our
progress. Will require several committee members to work on, to develop meaningful survey questions and properly structure. May need to work with others who write surveys. Need committee members to decide what topics we should ask about and in the most respectful way.

2. Project members: Alex Cramer, Sam Brabeck

3. Example can be found here:
   https://www.aencnet.org/assets/docs/guide%20to%20member%20surveys%2020916.pdf

vi. Ad Hoc Assignments: Material Reviews: Children w/Challenges, position descriptions, etc., Inclusion CRP, DEI/DIS Awards

1. Need committee members or others to help review materials for children with challenges. Is the language current with how we work with athletes with disabilities? If you know someone across the country that may be helpful, we can have them work with the committee on this task. This may encourage others to get involved with the DEI committee in the long run.

2. Project members: Sophie Elliot, Jim Peterfish.

vii. Each group will start their work within the project and bring it back to the full committee where we will work together and have input on each project. Wade will be available to help with roadblocks and hurdles. Would like to get through these projects within this year and move on to more projects. Some members aren’t present and Wade has the ability to assign them to a project based on their strengths and interests mentioned in their committee application and where help is needed.

9. DEI & Disability Award (WA)

a. Want parody between the two awards. Only one DEI award but three Disability awards. Want our underrepresented minorities have equal voice on our committee and some are intersectional i.e. a black, female with a disability.

b. Before the end of the month, we will have selected the DEI and Disability Award winners. Working with Tina and Leland to see what we have received in the nominations and then ask committee members to evaluate and vote. At National workshops in Denver, we’ll be announcing the winners. If we get approval from USAS, in the future, we’ll do this earlier in the year to invite the winner to come to the convention to receive the award in person.

c. Jim – can we make a final push to get more nominations? Tina – links are still live but not sure if we can get it pushed out in email from USAS. Can do a push to LSCs like we did before. Wade – use DEI and Disability facebook groups? Jim – not sure who that reaches, not many on there and it’s a private group. Wade – would Twitter help? Sophie – facebook and
twitter are good ideas to share if we have access to that. Tina – will check with comms group and have until the end of next week to come up with something. Ruth Ann – can share on the USAS officials facebook page, southern zone has a fb page that we can share with and send email to other Zone coordinators so they can share too. Alex – can we decide on a deadline for nominations? Tina – originally said end of month, votes need to be done by April 1st. Leland – final push no later than end of day, 5:00pm MST, Tuesday, March 29th. Didn't finish out these awards last year, so we are inviting last year’s committee to vote this year.

10. Committee Membership (WA)
   a. COI Disclosure + USOPC Training
      i. If you have not completed the COI and USOPC Training, they must be done and in database no later than March 31st. There will be a USOPC audit and if you’re not in compliance, there is nothing the committee can do to save you from being booted from the committee. Sophie – last meeting I completed training but it still said on USAS end that it was not done. Is there any way to check that it is completed? Tina – goes through legal team. Will check with Michelle to make sure it is good to go.
   b. Microsoft Teams

11. USA Swimming Workshop (Leland Brown III)
   a. Leland needs 2-3 volunteers to give 2-3 sentences on what they are looking forward to at the spring workshop.
      i. Would like written statements by tonight or tomorrow morning.
      ii. Volunteers: Ruth Ann, Sophie Elliot, Wade Atkins, Diya Ackerman-Vallala
   b. Leland will go through the workshop agenda for DEI
      i. Leland – put together one-pager for committee members to decide which workshops to go to during convention that are specific to DEI. The only one you have to go to is the National DEI committee meeting on April 23rd.
      ii. DEI 101 – who are the players to engage, what is DEI in laymen terms, how to you make progress forward
      iii. DEI 201 – after you understand it, how can you use it to make your organization better. This workshop is happening with Schuyler Bailer, an organizational change expert.
      iv. DEI/Coach Rep/Athlete Rep – Organizational Equity Building – helping them learn curriculum and take it back to their communities

12. Other Business (ALL) -
   a. Alex – have we found another committee member? Wade – waiting until after March 31st to make sure everyone on our committee is in good standing. We know of one open position after a resignation and USAS has names in the pipeline for that position. Can send names straight to Tina and Leland if you have suggestions and we would pilot those choices.
Wade – if athletes know another athlete that’s a totally different channel and names should be sent to Tina and Leland.

b. We received a question from an LSC about giving thought to making sure our championships that are sponsored in LSCs do not conflict with religious requirements or obligations. On our radar and needs some looking into.

c. Alex – when will next steps come out? Leland - work on minutes and then get it over to legal and get it on the website within 30 days. Next meeting we’ll except meeting minutes. Alex – how do we move forward with our projects? Wade – start collaborating with each other before next meeting. Come to our next meeting with some ideas. Sophie – who is point person as we progress? Wade – me and if we need extra help we’ll check in with Leland and Tina.

d. Jim - On attendance list, can we list who the athletes are? Alex will add to the attendance list above.

13. Closing (ALL)

14. Wrap Up and Next Meeting Announcement:
   a. Next Meeting scheduled for April 23rd at National convention

15. Adjournment (EST): 9:00 PM

16. Minutes submitted by:
   a. Alex Cramer