

Committee Name:	Diversity and Inclusion Committee	Session #:	1
Committee Chair:	Sarah Welch	Date/time of meeting:	1/8/202 8:00pm ET
Minutes recorded by:	Tim Murphy		

Actions Taken:

1. Approved: (Minutes of December meeting)

Number of committee members present: 11	Absent: 2	Guests:
<p>Committee members present (list all, including chair and vice chair): Sarah Welch, Tim Murphy, Donita Flecker, Jeff Commings, Janelle Munson-McGee, Ally Sega, Blair Bagley, Kyle Jackson, Megan Johnston, Tom Moore, Diana Triana</p> <p>Ex-Officio: Daniel Pauling, Chris Campbell and Skip Thompson,</p> <p>Not Present: Virgil Chancy, Leslie Scott, Jessica Reilly</p>		

Minutes

The meeting was called to order at 8:05 pm ET.

1. Welcome/Introduction and Announcements
 - Sarah convened the meeting and welcomed new members. She shared a brief history of the committee, now in its second year as a Committee following a four-year Diversity Task Force that created the first strategic plan for USMS' diversity.
 - She reviewed materials distributed for the meeting and asked members to confirm whether they had access to the Forum where minutes and documents are posted. She offered to assist members offline to get their passwords set up and to get access.
 - Committee members went 'around the room' and shared a brief self-introduction including what led them to volunteer for the Committee, including introduction of our four new members Tom Moore, Kyle Jackson, Megan Johnston and Blair Bagley.
 - Sarah noted that the Committee is scheduled to meet the first Wednesday of the month at 8 pm Eastern Time Zone. No one expressed concerns/conflicts with that meeting time. Meetings are rescheduled in advance in the event of holidays or major conflicts.
2. Approved Minutes for December Meeting: Diana moved to approve; Ally seconded, no amendments, objections or abstentions. Sarah noted that Meeting minutes are posted online at USMS at the following link. <https://www.usms.org/admin/minutes/> Select for Diversity and Inclusion Committee. Committee members are invited to review prior minutes which may be especially useful to orient new members.
3. Overview/Review of Strategic Plan/Work Plan for 2020. Sarah shared highlights for the Committee work in 2019 and introduced the Strategic Plan for 2019-21 that the Committee approved at Convention, 2019. (Strategic Plan is posted on USMS Website in Convention minutes from 2019 Annual Meeting)

- Jeff Commings, lead for Coach Survey and Coach Interviews, described the work to date conducting interviews with coaches. The 2017 survey asked their ethnicity and that of their club. It was a short-6/7 question survey done on Survey Monkey. From this information, the task force identified coaches who had some diversity of ethnic background in their groups and chose them for interview. The interviews highlight what these coaches are doing to attract and retain a diverse demographic and their stories are full of different ideas. He and his group enjoyed doing the interviews with the coaches and discussing their teams and learning from them. These completed interviews are being shared by the Committee as resources for coaches and LMSC's. The Committee will re-survey coaches in 2020 and continue to interview more coaches and share the results.

- The Best Practices initiative is another way to share resources throughout USMS about ideas that promote diversity and inclusion. Sarah outlined the work and Janelle shared information about the topics. (Janelle has agreed to lead this group this year). Janelle spoke about some specifics including having the group add more best practices ideas. They want to create a mechanism for people throughout USMS to contribute ideas that the working group can follow up on. The Best Practices that are completed are posted on the Forum in the summer 2019 timeframe.
 - Chris Campbell spoke a bit about inclusiveness that can be a simple, yet effective 'best practice'. For example, with his team (which is a very large team), he and his coaching staff created ways to make swimmers on the team feel special from their first interaction—knowing their names, relating to each swimmer personally—these all create a culture where swimmers want to return.

- Other initiatives on the Strategic Plan for 2020 will likely be organized into a working group around promoting D&I at all levels of the organization. Some will be 'standalone' activities. These include:
 - Creating a topic to be listed in the general USMS Forum (open for any USMS members) for the USMS members and community to discuss D&I topics and ask questions (separate from the existing closed forum that is for committee members only).
 - Supporting the USMS National Office as they develop questions for members to create profiles (a future feature of the USMS member profile including ethnicity and disability). This effort would summarize data about our membership.
 - Promoting diversity and inclusion at the LMSC level through the resources being developed through coach interviews and best practices and other ideas as they are generated.
 - Conducting a Webinar for certified coaches who did not experience the new D&I module in the Coach 1/2 Certification. Diana Triana is in the lead and developed the curriculum; Jeff will serve as moderator for the webinar.

4. **Discussion/Follow Up:** For new committee members, please contact Sarah and Ally to let them know your areas of interest for working groups or if you have questions. During the next meeting, we'll take the development of working groups further.

5. **Announcements (all)**

Jeff added to his introduction that he also runs swim school, coaches a masters team, and teaches beginner swimming in addition to his other activities.

Ally had announced that she was appointed by her LMSC as the D&I chair. To define what this role is, she is meeting with her Chair at Conn Masters. She also announced that she is engaged to be married this spring.

The meeting was adjourned at 9:28 pm ET.

Next Meetings Wednesday: February 5; March 4th