

<b>Committee Name:</b>	<b>Diversity and Inclusion</b>	<b>Session #:</b>	11	2021
<b>Committee Chair:</b>	<b>Sarah Welch</b>	<b>Date/time of meeting:</b>	12/1/2021 8pm EST	
<b>Minutes recorded by:</b>	Sarah Welch			

## **Actions Taken:**

1. MSA'd Minutes of November 3, 2021 meeting.
2. MSA'd Role Description LMSC Diversity and Inclusion Coordinator to be sent to LMSC Development Committee for Adoption

<b>Number of committee members present</b>	<b>11</b>	<b>Absent:</b>	<b>1</b>	<b>Guests:</b>	<b>3</b>
<b>Committee members present (list all, including chair and vice chair):</b> Sarah Welch, Jeff Commings, Donita Flecker, Megan Johnston, Tim Murphy, Janelle Munson-McGee, Diana Triana, Ally Sega, Virgil Chancy Ex-Officio: Chris Campbell, Wilson Josephson, Guests: Leann Rossi, Rook Campbell, Vicki Shu					
<b>Not present:</b> Kyle Jackson, Blair Bagney, Tom Moore					

## **Minutes**

1. Welcome and Announcements. Sarah welcomed members and guests and acknowledged the contributions made by committee members and particularly the work of outgoing committee members: Janelle Munson-McGee, Blair Bagney, Tim Murphy and Donita Flecker. She noted that committee assignments are not yet announced, however, these long-time members of the Diversity and Inclusion Committee have chosen to serve on a different committee or are taking time off from USMS volunteer work for the upcoming year.
2. Approve November meeting minutes. The committee approved the minutes of the November D&I Meeting as presented.
3. Committee Membership: Sarah reported that the announcements about committee membership for 2022 should be sent out within a week. Peter Guadagni, USMS President personally appoints all committee members and so the process takes quite an effort on his part. Members will receive an email from the National Office regarding their committee assignments. Sarah clarified with Chris C. that each member will receive an email notifying them of their committee assignments.
4. Report Back and Recommendations Holiday Guidance (Tim-with Virgil and Rook) Tim, Virgil with support from Rook Campbell presented their recommendations for the 2022 Holiday Guidance. (Guidance and Sample Calendar Attached to these minutes). Tim thanked Tim and Rook for their input on the Guidance for Holidays. They updated the prior recommendations. Tim emphasized several aspects. The guidance is not a 'do' and 'don't' for holding events. The guidance recommends that LMSC's reflect their local cultures and communities when determining whether or not to hold events. The other emphasis is to offer hosts the opportunity to share information at meets and events. For example, having meet announcers share about local holidays. Virgil emphasized the local

nature of the recommendations. The Sample Calendar suggests some days the Committee recommends that major/national events not be held and many others that are worth noting when events are scheduled. Ally suggested adding Disability Pride Month for July. Vicki Shu suggested adding the Lunar New Year which typically falls in February. The Committee deferred approval of this calendar pending these updates and time for additional comments. Rook suggestions we figure out a communication method for letting LMSC's and others know about recognition (such as Pride month or AAPI month) as it occurs. This approach of highlighting people and events 'in the moment' would ensure the calendar doesn't become too overwhelming and still allows for continual recognition. Ally suggested we ask for a 'box' in Swimmer, Magazine or Streamlines to feature celebrations or recognizing individuals on a regular basis. Tim took this idea further suggesting a D&I 'box' in Streamlines. Wilson noted that Streamlines for Coaches is always looking for content for that publication. Tim noted that assigning this to an individual (or assigning it to the Education work group) could move this idea forward. Jeff suggested that the recommendations go back to Tim, Virgil and Rook to make final recommendations and be able to take action in January. Sarah suggested that the Committee take this calendar up at the January meeting for final approval.

5. D&I Coordinator Role Description: Ally presented the LMSC Development Work Group's proposed role description. The work group received feedback from the LMSC Development Committee who approves such role descriptions. She presented it to the Committee for approval at tonight's meeting. Ally described the background for developing the role description. We now have more than 6 LMSC's who have assigned the role within their organization. The Committee adopted the role description as presented (attached to these minutes). Ally moved and Janelle seconded the motion. All approved.
6. 2022 Committee Assignments: Jeff announced that Ally will serve as Vice-Chair of the Committee and thanked her for volunteering. Jeff will ask Diana to be the minute taker, however she is traveling through early January and he will discuss this role with her when she's back home.
7. Survey on Priorities and Volunteer Assignments: Sarah shared the results of the survey (attached to these minutes). The priorities emphasize LMSC support and Education and Training along with Best Practices will be the priority work groups for the first half of the year. The coach survey will most likely be conducted in the last half of the year. Sarah clarified that LMSC support would focus on the LMSC D&I coordinators and the resources we can provide them. Education and Training would include all the webinars/education sessions and will continue these in the coming year and will include the Volunteer Relay. These are tentative recommendations that will be finalized once Committee membership is fully known. She asked that committee members think about the assignments under these descriptions and provide input to Jeff as to where they want to work. Tom will lead Education and Training, Sarah will lead Best Practices, Jeff will lead the Coach Survey and we'll continue to discuss who will lead the LMSC Coordinator group and the Holiday guidance (since Tim is moving off the Committee. Ally mentioned we're also looking for someone to lead the Legislation effort. Jeff indicated he'd likely be in the lead and if someone has particular interest to let him know.
8. Announcements and Updates:

- LMSC Initiatives: Webinars will be Nov 30 and Jan 11
  - Jeff shared that he is following up to see where the approval for the Recognition Program is right now. Diana had sent information to the Committee, but we have not heard back. Jeff knows a number of the Committee members whom he will check with to make sure the approval is on track.
9. Update from Coaches Committee - Wilson Josephson updated to let the committee know about grants for Adult Learn to Swim and to make sure to spread the word.
  10. Executive Committee/BOD updates for committee-Chris Campbell thanked the Committee for their work. He acknowledged the Committee being more pro-active with ideas and resources (as opposed to reacting).
  11. Wrap Up and Announcements

The meeting adjourned at 9:34 pm Eastern Time