

Committee Name:	Diversity and Inclusion	Session #:	10	2021
Committee Chair:	Sarah Welch	Date/time of meeting:	11/3/2021 8pm EST	
Minutes recorded by:	Sarah Welch			

Actions Taken:

1. MSA'd Minutes of October 6 2021 meeting.

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

Minutes

1. Sarah called the meeting to order at 8:06 pm ET. Tom Moore announced that (based on a request from a webinar participant), he and Jessica Reilly worked to turn on 'transcription' on our Zoom site. USMS had to request this for our Zoom account and Jessica did so. As a result, USMS meeting hosts can activate this function. He suggested that a Best Practice be developed to offer all meeting hosts the opportunity and 'how to's' to enable the function.
2. The Committee approved the October 6, 2021, meeting minutes (Jeff moved; Virgil seconded)
3. Work Group Status Updates-short updates:
 - LMSC Initiatives: Webinar Schedule D&I Coordinator description (Tom). Tom reminded the committee that the last two webinars in our LMSC Development series with breakout sessions are scheduled November 11th and 30th with topics Race and National Origin/Culture/Ethnic Diversity and Creating an Inclusive Culture at your LMSC/Club respectively. The work group is planning the first peer to peer session for Diversity and Inclusion Coordinators for Feb. 4th. The team is working on updates to the D&I Coordinator description which will then be forwarded to LMSC Development Committee for adoption. Sarah mentioned that Vicki Shu is the Pacific LMSC/D&I Coordinator. Donita note that she and Vicki are working together to form a D&I Committee for Pacific.
 - Recognition: (Diana or Ally). Diana filled out the form for applying for a new award/recognition sending it to Nadine Day for feedback. Based on her feedback Diana will determine how to formally submit it to the Recognition and Awards Committee. Diana will keep everyone in the loop on that feedback. Since Diana will be on vacation, she'll go to Ally as needed, but believes she can stay current through email.

- Best Practices: Janelle, Blair, and Megan Janelle reported that the previously announced testing for accessible equipment has been re-packaged to become a best practice.
 - Holidays: Tim is lead on this effort and agreed to report back in December. Virgil is on his group, and they'll organize a meeting.
4. Chris Campbell followed up with Dawson, USMS CEO regarding collecting demographic information from members. Chris summarized the Committee's questions from the last meeting. Chris checked in with Dawson and then had followed up with Sarah and Jeff. Dawson's believe is that we don't collect data because we are not mandated as other USOC governing bodies are. Sarah and Jeff shared how our request is for an optional request for demographic data. Chris will continue to follow up with Dawson following up with his discussion with Sarah and Jeff. Chris acknowledged that often the National Office looks for clear role distinctions and the collection and analysis of demographic data could be a joint committee/national office effort. Jeff reviewed the information on USMS' registration page for new members. "Tell us more about you" seems to be a perfect place to ask basic demographic questions. Can offer an option for 'chose not to answer'. Jeff showed a screen shot of the registration page. The new Community Platform has allowed members to enter such data, and we asked Chris to ask for a data download to see the extent to which members have completed this information.
 5. 2022 D&I Committee Leadership and volunteer opportunities Sarah announced that she will be stepping down as Chair and Jeff has spoken with Peter G. who confirms that Jeff will be appointed as D&I Committee Chair and assume the leadership role at the start of 2022. Jeff shared that he had considered the new role over a period of time and since mid-year has been looking forward to assuming the role. Jeff shared that he would like to talk with anyone interested in serving as Vice-Chair and that he needs someone to do the meeting minutes starting in January. He sees working with a new Vice Chair to define the role. He expects the VC to be involved in higher level and policy calls and those with the National Office and backing up the Chair. These two roles will be open for input in the upcoming survey to committee members along with other volunteer opportunities for work groups and committee projects. Jeff summarized by saying that his goal is to keep the Committee still on track. We have an ambitious work program that is well established and his intent is to keep us all on track and not adding a lot of new programming for 2022.
 6. Follow Up Discussion: 2022 Work Program: ongoing programs and 'ranking' for work group priorities.
Non-elective work items. Sarah reviewed these items asking members if they wanted clarification on any of these initiatives. Members had no questions about these:
 - Update the Holiday calendar/guidance,
 - Review the Rulebook to determine whether to propose legislation
 - Participate in the spring "Volunteer Relay"- educational session, peer to peer discussion, etc.
 - Advocate for USMS collecting member demographic data

- Implement the D&I Recognition/Award Program.

Initiatives for the discussion and priority setting include:

- *LMSC Initiatives: LMSC initiatives including continued education, the peer-to-peer webinar series and further training and webinars for coaches and LMSC leaders and other volunteers. Adding webinar series for leadership, volunteers; create a peer-to-peer group for LMSC D&I Coordinators, continue or repeat our D&I training, update and repeat breakout groups, finalizing the Coordinator role and assisting LMSC's in creating such roles.*
- *Coach Survey and follow up Interviews: Jeff who leads this group described our prior survey and the interviews we produced based on the survey. Since 2019 the survey has been ready to go but the impact of the pandemic on clubs called to delay it. Jeff plans to review it for updates such as adding a gender identity question. 2022 may be the year to survey coaches about their member and coaching staff demographics and seek examples of how they support diversity and create an inclusive culture. The survey is followed by selecting and interviewing coaches who offer new best practices.*
- *Best Practices: Janelle described best practices as write ups of ideas to help swimming be more inclusive. This year the group added a research angle rather than relying entirely on an idea a coach is currently doing on the deck. The project for inclusive equipment has evolved into best practice to identify and source inclusive equipment. In the future, the best practices will rely more on researching ideas and sharing them rather than tying them to a particular resource person.*
- *Education and Peer to Peer Sharing at all levels and target groups within USMS Sarah described this as the continuing education for cohorts within USMS such as returning to the coaches committee with breakout sessions on particular topics and further education throughout USMS.*

Questions Included:

Leann asked if the webinars were published for sharing with others—one tab has the ppt materials and other tab has the recordings. Sarah clarified that an LMSC can certainly post these links on their LMSC websites. See link: <https://www.usms.org/volunteer-central/lmscs/peer-to-peer-calls>

Sarah mentioned that the survey would go out in a couple of days to committee members and prospective members and would ask them to rank the work group topics and indicate where they'd like to spend their time as a committee member.

Rook asked whether the Diversity Calendar was available to LMSC's. Sarah clarified that the goal of the calendar is to have LMSC's use the guidance and the sample calendar as a resource to be used locally, given that the ethnicity of their local community is also a guide for LMSC's. Rook expressed interest in the diversity calendar and Tim agreed to include him in the discussion by this group.

7. Update from Coaches Committee - Wilson Josephson, Liaison Coaches Committee. The Coaches Committee has not met since our last meeting. Sarah reminded everyone that we have committed to discuss how to work with Coaches to gather best practices and share the ones we have.
8. Executive Committee/BOD updates Chris Campbell-Chris acknowledged the work of the Committee and welcomed and acknowledged the work of the Committee and the volunteers who have joined us this year to make a contribution. He cautioned us not to take on too much nor get burnt out.
9. Daniel shared upcoming profiles for the spring and early summer issues of Swimmer magazine.

Wrap up: Sarah mentioned that Peter's timing for announcing Committee membership might not be completed by our first meeting. If his decisions are available and communicated we'll be able to discuss them.

The meeting adjourned at 9:12 pm Eastern Time