

<b>Committee Name:</b>	LMSC Development	<b>Session #:</b>	<b>Report #:</b>
<b>Committee Chair:</b>	Paige Buehler	<b>Vice Chair:</b>	Rick Noeth
<b>Minutes recorded by:</b>	Paige Buehler	<b>Date/time of meeting:</b>	January 20, 2013 7:30pm EST

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## Motions Passed:

1. None

<b>Number of committee members present: 9</b>	<b>Absent: 10</b>	<b>Number of other delegates present:</b>
<b>Committee members present (list all, including chair and vice chair):</b> Paige Buehler (chair), Stacy Broncucia, Jerry Clark, Daniel Cox, Leianne Crittenden, Cheryl Kupan, Chris McGiffin, Tom Moore, Tim Waud		

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## Minutes

The meeting was called to order at 7:40pm EST

1. The teleconference bridge had technical difficulties, so some committee members tried to dial in and were unsuccessful at joining.
2. Education Subcommittee – Tim Waud
  - a. The Education subcommittee has not yet met but is in the process of finding a time in the near future.
  - b. Tim has made initial contact with presenters and has a potential list of 5 convention workshops so far.
  - c. The committee has been asked by VPLO Ed Tsuzuki if we can come up with programming/workshop/presentation for a 4-hr time slot during convention. Paige has an idea of what to target. The subcommittee needs to work through the process of scope, request for proposals, and evaluation of bids.
3. 2013 Goals –Paige Buehler
  - a. Survey the LMSCs – on track
  - b. Development of feedback process for the Volunteer Roles templates – due 3/15. Not on track, need clearer ownership within committee.
  - c. Convention workshops – on track
  - d. Hold at least 1 workshop outside of convention – due 6/30. Education subcomm to discuss at next meeting.
  - e. Mentor LMSCs in need – ongoing.
  - f. Development of a “Best Practices” interview process & repository – Task force formed and presented proposals (below).
  - g. Create peer forum process – Mentoring subcomm owns but possible touch points with Best Practices process. Need target date.
4. Mentoring Subcommittee – Chris McGiffin
  - a. Met 1/13 but small attendance. Covered progress on goals.
5. Best Practices Task Force – Tom Moore
  - a. Two meetings so far to set Charter, discuss interview process, outline how to manage a prioritized list of research projects, and create proposal as to how to resource the work within the committee.
  - b. Haven’t yet tackled how to create a knowledge repository of the Best Practices accessible to LMSC volunteers.
  - c. Developed idea of “Point Person” to be a topic expert and coordinate research on any best practice in their area of expertise. BPTF also suggests that that person could also be the Peer Forum (Goal #7/g) coordinator, i.e. The Point Person for registration practices then is also the Peer Forum coordinator for a Registrars’ forum.
  - d. LMSC Development committee members gave comments on process presented so far:
    - i. Seems more complex and time-consuming than originally intended.
    - ii. Jerry suggested a way to reduce calls would be to select well-functioning LMSCs (in the topic area) in hopes of finding Best Practices within a smaller set of LMSCs.

- iii. Chris suggested using forums to bubble up issues.
- iv. Dan suggested posting a Topic of the Month on the forum that volunteers could answer on the forums rather than by phone.
- e. Best Practice Interview function should live in the Mentoring Subcommittee since it is a touch-point for contacting LMSCs, but we did not make a determination if the Practice Area Point Persons should 'live' in the Mentoring subcommittee, or simply 'between' the 3 subcommittee since they will work with all 3, or if they will be their own subcommittee - we will need to decide that in the future.
- f. Paige requested that the BPTF work to simplify the topic-interview-collate-publish process. The committee structure for resourcing the work needs some tweaking since we're concerned about work overload if just the Zone Chairs make the contacts.

The meeting was adjourned at 9:25pm EST

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