

<b>Committee Name:</b>	LMSC Development	<b>Session #:</b>	<b>Report #:</b>
<b>Committee Chair:</b>	Paige Buehler	<b>Vice Chair:</b>	
<b>Minutes recorded by:</b>	Cheryl Kupan	<b>Date/time of meeting:</b>	March 17, 2013 7:30pm EST

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**Motions Passed:**

1. None

<b>Number of committee members present: 13</b>	<b>Absent: 5</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, Randy Crutchfield, Daniel Cox, Leianne Crittenden, Cheryl Kupan, Chris McGiffin, Michael Moore, Lynn Morrison, Erin Sullivan, Tim Waud & Mary Hull		

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**Minutes**

The meeting was called to order at 7:30pm EST

1. Paige told the Committee that Vice Chair, Rick Noeth would be stepping down for health reasons. Both Nadine Day and Ed Tsuzuki were notified and inquired if a new Vice Chair needed to be named or not. No word yet. Perhaps Tom Moore would be willing to, but he's not on the call today.
2. Education Subcommittee – Tim Waud
  - a. The Education subcommittee has been working on 4 workshops by deadline of June 1, 2013:
    - 1) Marketing Resources with Kyle Deery
    - 2) Working with aquatic facilities with Jim Wheeler as he did it a few years ago.
    - 3) Club Development with Bill Brenner.
    - 4) Partnering with USA Swimming/Dual Sanctioning with Leo Letendre.
  - b. A possible 5<sup>th</sup> workshop for Volunteer Leadership Training working with Betty Stalling as a possible consultant.
  - c. Webinar training: Dr. Jim Miller has agreed to be a part of a Webinar on the topic of Conflict of Interest. He has the material from a prior presentation he gave to the Board of Directors, so he is ready to go when a date and time are scheduled and tailor it for the LMSC Committee.
3. Mentoring Subcommittee – Chris McGiffin
  - a. Last meeting was February 24, 2013.
  - b. Conducting interviews with Zone Chairs to gather information on follow up standard scores.
  - c. Peer Forum development: Identified 5 LMSC standards that appear to be biggest challenges to meeting those standards. Putting together some discussion forums online. Start monitoring administration forum so we can see the comments being made on all topics.
    - 1) S8: Event Result Reporting Procedures (Tim)
    - 2) L3: Recruiting & Retaining Volunteer Leaders (Paige)
    - 3) T3: Pool Certification Procedures (Dan)
    - 4) B7: Bylaw Revisions (Michael)
    - 5) F2: Financial Compliance (Stacy)
 Assigned subcommittee members to each item, noted in parens.
  - d. Peer to Peer Teleconference: First one for Treasurers – asked Randy Crushfield past Treasurer if he can help facilitate the call and Randy agreed. Limit call to 15 so to give each participant a learning opportunity vs. too many talking at once and not everyone gets heard.
4. Best Practices Task Force – Tom Moore not present, Paige took over discussion
  - a. No update since Tom isn't on the phone. Paige: Just wondering where we are. A lot has been discussed as Best Practices process has been proposed and accepted by Mentor Committee. Peer forum using online forum to have discussion asking what our practices for the lowest scoring standard as a basis would benefit LMSC's.
  - b. Peer to Peer: Bubble up process similar to brain writing process. People in similar roles to talk to each other. Come up with pervasive issues and see how those struggling and those succeeding to populate a best practice repository. How best to consolidate best practices.
  - c. Haven't yet tackled how to create a knowledge repository of the Best Practices accessible to LMSC volunteers.

5. 2013 Goals –Paige Buehler

- a. 7 distinct goals that we looked at during our November 20, 2012 meeting:
  1. Survey LMSC: What did they do in 2012 and how are they doing in 2013. Mentoring subcommittee to work with Zone Chairs and working toward filling the gap that was identified in 2012.
  2. Volunteer Roles template: due 2 days ago on March 15, 2013. Proposed process on how to get feedback and missed. Not on track, need clearer ownership within committee.
  3. Identifying and managing volunteering workshops; First for Treasurers with Dr. Jim Miller to present. Maybe come up with different topic for second one. Still trying to make June deadline.
  4. Conduct one workshop outside of Convention.
  5. Contact and provide mentoring: based on surveys, helping those with the lowest scores.
  6. Development of a “Best Practices” interview process and repository: process is using peer forums online and peer teleconferences to discuss specific topics and bubble up hot topics. What would the repository look like?
  7. Create peer forums to bubble up to identify hot topics: It is happening. Randy is the facilitator for the first one led by mentoring subcommittee. Aim to have one per quarter and 2 by Convention with the first forum for Treasurers.

Other business:

1. Approval of January 20, 2013 meeting minutes. 10 voted to approve the minutes while 3 abstained. Approved to be submitted and will be put on website and forum.
2. Best practices repository: How do we get it started? Since Tom’s not on the call today, where do we go from here? Paige suggested that the repository have a search engine that perhaps link back to the National office. Making sure it’s something USMS finds valuable and a good resource of USMS’ IT’s time. First draft to come from the brainstorming session at 2012 Convention. Cheryl Kupan to lead a group of 8 to type up the pdf’s of the handwritten forms. Organize in a format tbd with searching capabilities. Group: Cheryl, Lynn Morrison, Paige Buehler, Stacy Broncucia, Jerry Clark (?), Tim Waud, Mary Hull and Erin Sullivan. Paige will talk to Tom Moore about repository technology.
3. Next LMSC Committee meeting is scheduled for: Sunday, May 19, 2013 at 7:30pm EST, 4:30 PST.

The meeting was adjourned at 9:00pm EST

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