

Committee Name:	LMSC Development	Session #:	Report #:
Committee Chair:	Paige Buehler	Vice Chair:	
Minutes recorded by:	Cheryl Kupan	Date/time of meeting:	July 21, 2013 7:30pm EDT

Motions Passed:

1. Approve 5/19/13 committee teleconference meeting minutes.
2. Approve reword in committee policies in section entitled "LMSC Standards – Compliance Review."

Number of committee members present: 13	Absent: 5	Number of other delegates present: 0
Committee members present (list all, including chair and vice chair): Paige Buehler (chair), Jerry Clark, Daniel Cox, Randy Crutchfield, Cheryl Kupan, Michael Moore, Thomas Moore, Lynn Morrison, Erin Sullivan, Ed Tsuzuki		

Minutes

The meeting was called to order at 7:32pm EST

1. Roll Call
2. Approve minutes --- all in favor to approve the minutes from the 5/19/13 meeting.
- 2.5 Offline Decisions: None
3. Subcommittee Reports
 - a. Mentoring Subcommittee – Paige for Chris McGiffin
 - 1) Zone Chairs are contacting LMSC's to see if there were any changes in meeting the standards from a year ago. Inputs are coming along.
 - 2) Peer-to-Peer teleconference for Treasurers in April; Next teleconference will be for Sanctions Chairs. Ed Saltzman from Georgia will facilitate the call on July 31st
 - 3) LMSC Administration discussion forum where we have discussion threads on the lowest scoring standards: lots of views, no suggestions, not a lot of "best practices" items out of the forums.
 - 4) Possible future webinar: how to use discussion forums and subscribing to a forum to pose questions.
 - 5) Convention delegate grants – we were able to make a broad announcement to talk to your Zone chair. Based on total assets of LMSCs, target smaller zones like South Dakota, Border (~9 LMSCs) reach out to and get info on requesting grants. LMSCs should figure out what they need & come to us.
Jerry: Zone chair needs to reach out that money is available. I know someone who could've used the money.
Michael: LMSC responsible for sending individuals to Convention; they have the budget for it. Look at how much they'll charge you 2 years out presents a challenge. 1 LMSC Standard is to send people.
Paige: I agree with both of you & creativity to get volunteers to attend.
 - 1) Education Subcommittee – Paige for Tim Waud
Workshop Line up for 2013 Convention in Anaheim, CA will be:
Friday, September 13, 2013
9:30am Marketing Resources with Kyle Deery
9:30am Working with your Aquatic Facilities with Jim Wheeler
4:30pm Club Development with Bill Brenner
4:30pm Dual Sanctioning with Leo Letendre

Saturday, September 14, 2013
Workshop title: Swimmers Serving as Organizational Leaders - Mastering the Challenges
Keynote speaker: Betty Stallings (www.bettystallings.com).

Paige: Working on synopses to put into convention information and finalizing what each speaker needs to present.
Ed: get very pushy to get info for convention & any audio/visual needs for rooms. Handouts are very handy & highly encouraged from attendees last year.
Erin: the workshops are already posted in the schedule.
- 2) Webinars: Conflict of Interest w/the Millers on May 30th had 7-8 participants and on June 23rd there were 17 participants, reaching a total of 25. Next webinar we're trying to set up is with Anna Lea. Guide to Operations tour which is a step by step tutorial with Anna Lea leading the "tour." Lot of good information. The first webinar will be July 30th with a second to be set up in August.

- c. Practices & Standards (changed from Research) subcommittee – Tom Moore, chair
 - 1) Standards scorecards for LMSCs @ Convention. ZCs, Anna Lea and Mary Beth (Top 10) provided info.
 - 2) Begin of August for review. Practices – Best, then Pretty good, now Recommended practices.
 - 3) Committee members: Lynn, Randy, Cheryl & will take any additional volunteers
 - 4) Planning on one subcommittee meeting prior to convention

4. Committee Policies
 - a. LMSC Standards – Compliance Review proposed reword:

MSA: “LMSC survey cycle and scope for the upcoming year will be determined by the LMSC Development Committee at the USMS Annual meeting.” Replaces “Survey all functional areas of the Standards in 2012. Then focus on two areas for each subsequent year of a four-year cycle, when all eight areas will have been surveyed.”
 - b. Proposed housekeeping modification to LMSC Standards under Summary & details change “i.e.” to “e.g.”
No motion, housekeeping change.

5. Responsibility Breakdown & Twelve Online Discussion Forums + Eleven Practice Areas/Point People - Tom
 - a. Tom presented the list of 12 online discussion forums. Need a volunteer to find out what forums already exist.
 - c. See if we can get access to the restricted forums thru existing committee members.
 - d. Go to other USMS committees and ask for a volunteer to be a practice area point person.
 - e. Need to have a “pitch” to tell what we want volunteers to do and how to channel information back.
 - f. Committee consensus agreeing to this list. Don’t expect any one person to be the single point person, but a few.
 - g. Next Steps:
 - Add Online Discussion Forums and Practice Area Point Person roles to annual report - Paige
 - getting point people - Tom
 - getting forums set up - Tom

6. LMSC Standards Review Cycle (Paige)
 - a. We spoke a little in the last meeting to propose additions to the working calendar and Chris to add a few points.
 - b. Suggested standard online behavior representative from USMS or social media outlets. Potentially adding standard LMSC and have policy on electronic media/behavior.
 - c. Need to create a process of updating LMSC Standards periodically.
 - (i) Recommendations from National office
 - (ii) Committee chairs... where LMSCs need to do a better job
 - (iii) Processes change, so standards change can get out of date and need to update.
 - Mike: Every year process or with Legislative rule every 2 years? How often do we need to update standards?
 - Paige: Board owns LMSC policies. How do we deal with it and how often?
 - Tom: Present @ House of Delegates at Convention; give people a voice live.
 - Jerry: Zone Chair to their LMSC to see if any standards are giving folks troubles.
 - Paige: Push this onto our mtg agenda for September at Convention; in the meantime need a draft of what goes into the working calendar, process, outreach, deadlines and end the process at Convention. (Tom)
 - Reserve the right to make changes to Standards during the year. Consider a proposal at any time.

7. Annual Report – Paige

Discussed modifications to the LMSC Development Committee’s annual report to delegates. Added the Twelve Online Discussion Forums + Eleven Practice Areas/Point People. Adjusted agenda to include discussing getting Practice Point Person volunteers.

8. Goals 2013 – Paige

Reviewed goals and all items are on target for completion by due dates.

9. Standards Performance Scorecards – Paige
 - a. Need inputs to Ed by August 5th.
 - b. Tom owns collating and providing the summary information for Ed to present to Board of Directors.

10. Roundtable - Paige
 - a. Dan: Liaison for Betty; gave her USMS logos. Use her site to log into to get info post convention.

Meeting adjourned @ 9:13pm EDT

Next Meeting:

LMSC Development Committee Meeting – Thursday, September 12th 2:15-4:30pm in Anaheim, CA