

Committee Name:	LMSC Development	Session #:		Report #:	
Committee Chair:	Paige Buehler	Vice Chair:	Rick Noeth		
Minutes recorded by:	Chris McGiffin	Date/time of meeting:	10/21/2012, 7:30PM EDT		

Motions Passed:

1. None

Number of committee members present: 15	Absent: 3	Number of other delegates present:
Committee members present (list all, including chair and vice chair): Paige Buehler (Chair), Rick Noeth (Vice Chair), Tyler Blessing, Stacy Broncucia, Jerry Clark, Dan Cox, Leianne Crittenden, Randy Crutchfield, Cheryl Kupan, Chris McGiffin, Michael Moore, Thomas Moore, Jeff Strahota, Erin Sullivan.		

Minutes

The meeting was called to order at 7:35PM EDT.

1. Paige asked for a volunteer to record minutes. Chris volunteered to cover this meeting.
 - a. Other volunteers noted: Tom Moore, Lynn Morrison.
2. Committee discussed the "Survey the LMSCs" goal left as TBD from Convention.
 - a. Four options were proposed:
 - i. Option A: No Required Stds survey, but survey LMSCs to submit their more significant problems and challenges.
 - ii. Option B: Conduct another full survey of the Required Stds.
 - iii. Option C: Conduct an inquiry into LMSCs performing the Suggested Stds.
 - iv. Option D: Conduct a follow-up with LMSCs regarding their final 2012 Survey Scorecard, asking them what has changed.
 - b. Option D was selected by majority vote.
 - i. **The Survey Subcommittee will consider how best to complete the effort, and report back to the Committee.**
 - c. Updated table of Committee Goals for 2013:

	Goal	Owner	Status Comments
1	Survey the LMSCs	LMSC Dev Committee	Survey Subcommittee to conduct a follow-up with LMSCs regarding their final 2012 Survey Scorecard, asking them what has changed. Target delivery is TBD based on plan submitted by the Survey Subcommittee.
2	Volunteer Roles template ownership – development of a member feedback process.	LMSC Dev Committee	The committee will target delivery of a proposed process by 3/15/2013.
3	Identify and/or create, manage and evaluate LMSC volunteer workshops for 2013 annual meeting/convention [Strategy #1 – Training]	LMSC Dev Education Subcommittee	The Education Subcommittee will target delivery of workshop evaluation feedback analysis by 10/31/2013.

4	Create and hold at least one LMSC volunteer workshop outside of convention via teleconference/webinar to reach a broader audience of volunteers [Strategy #1 – Training]	LMSC Dev Education Subcommittee	The Education Subcommittee will target completion of this goal by 6/30/2013.
5	Contact and provide mentoring to the LMSCs using survey results to focus assistance toward areas of weakness or those LMSCs most in need.	LMSC Dev Mentoring Subcommittee	Ongoing. The Mentoring Subcommittee will use the 2012 LMSC Standards survey results to drive the focus of this goal.
6	Development of a “Best Practices” repository	LMSC Development Committee	This goal is new for 2013, and is expected to be ongoing. Delivery of the project requirements for this initiative is TBD. Paige will appoint a task force of committee members to examine the scope and priorities of the project by 12/31/2012.

3. Discussion of the ownership of the LMSC Volunteer Roles descriptions was tabled.
 - a. **Paige to add the topic to next meeting’s agenda.**
 - b. Need to determine how the process of reviewing template questions/comments/suggestions should be managed.
4. Committee reviewed the LMSC “Best Practices” project.
 - a. Project was assigned to a committee task force.
 - i. Task Force Chair will be Tom Moore.
 - ii. Task Force Volunteers: Randy Crutchfield, Stacy Broncucia, and Jeff Strahota, with possible additional member(s) TBD.
 - b. **The LMSC Best Practices Task Force will meet and discuss the project, reporting back to the committee by the next meeting (?) with a charter and project goals/objectives related to how it will benefit the LMSCs.**
 - c. Notes on the “Best Practices” project ideas and considerations are in the Convention meeting minutes from Session #2.
5. Education Subcommittee
 - a. Tim Waud was nominated to be the new Chair.
 - b. **Paige to confirm his acceptance of this appointment.**
6. Question was raised regarding the descriptions of various Subcommittees.
 - a. **Paige to draft a brief summary of the purpose and function of each subcommittee for Committee reference.**
 - b. Some functions are described in the Committee Goals for 2013.
 - c. Once the Subcommittee descriptions are circulated and reviewed, volunteers will be solicited by Paige.
7. Committee member references for review and awareness
 - a. Committee Member roster (distributed by Paige)

- b. Rule Book 507.1.6 for Committee definition.
 - c. LMSC Development Committee Discussion Forum
 - i. Past meeting minutes and discussions.
 - ii. Committee members will contact Paige if they have difficulty accessing the forum or navigating in it.**
 - d. LMSC Standards Policy (located on USMS Guide to Operations web page - <http://www.usms.org/admin/lmschb/>).
 - e. 2012 LMSC Standards Survey Final Results
 - i. Paige to distribute or post to the Discussion Forum.**
 - f. LMSC Volunteer Role Descriptions (located on USMS Guide to Operations web page - <http://www.usms.org/admin/lmschb/>).
8. Committee Secretary
- Paige to determine whether this role will be rotated or if it will be appointed to an individual Committee member.**
9. Next LMSC Development Committee meeting is tentatively scheduled for Sunday, 11/18/2012 at 7:30 Eastern.
- No objections from attending Committee members to meeting monthly on the third Sunday at 7:30PM Eastern.

The meeting was adjourned at 9:06PM EDT.