

Committee Name:	LMSC Development	Session #:	Report #:
Committee Chair:	Paige Buehler	Vice Chair:	Tom Moore
Minutes recorded by:	Paige Buehler	Date/time of meeting:	March 16, 2014 7:30 PM ET

Motions Passed:

1. MSA – Meeting minutes from November 17, 2013 and January 19, 2014.

Number of committee members present: 10	Absent: 7	Number of other delegates present:
Committee members present (list all, including chair and vice chair): Paige Buehler (chair), Jerry Clark, Dan Cox, Randy Crutchfield, Mary Hull, Lynn Morrison, Lori Payne, Chris Stevenson, Erin Sullivan, Tim Waud		

Minutes

The meeting was called to order at 7:35pm Eastern Time

1. Previous meeting minutes
 - a. MSA – meeting minutes from November 17, 2013
 - b. MSA – meeting minutes from January 19, 2014
 - c. Paige to submit for posting on usms.org
2. Mentoring Subcommittee Update – Lynn Morrison
 - a. Peer to Peer Teleconferences
 - i. Chair & Vice-chair #2 (2/16) – Jerry suggested that perhaps fewer participants but active conversation. Minutes published to LMSC Admin/Chairs forum and linked to LMSC Dev Comm forum.
 - ii. Open Water (3/13) – Dan was glad he had some prepared questions because he kept “needing to stir the pot.” More Q&A with participants and Bob Bruce than a conversation. Recommended coordinators have seed questions. P2P Template was very helpful. Minutes are published to the LMSC Admin/Open Water Event Directors forum and linked to LMSC Dev Comm forum.
 - iii. Officials (4/22) – Mary Hull is coordinator.
 - iv. Secretaries (May) – Coordinator OPEN – Lynn asked for volunteers. Bylaws/Governing Docs practices is focus.
 - v. Communications (June) – Jerry Clark is coordinator.
 - vi. Lynn is planning to publish the April/May/June dates in the next Streamlines for Volunteers (S4V). Chris indicated Publications has a new process for submitting items and will connect Lynn/Paige with Laura Hamel. (DONE)
 - b. Convention Grant Process
 - i. Lynn/Paige creating questionnaire in SurveyMonkey to go to the Zone Chairs so they can ask LMSCs about their HOD delegate funding and financial needs (if any).
 - ii. Then Mentoring Committee will make grant recommendations.
3. Education Subcommittee – Tim Waud
 - a. Convention Workshops
 - i. Opposed slots: (2) 60 minute workshops + (2) 75 minute workshops on Friday
 - ii. Unopposed workshop: 60 minute on Saturday – planning on small group/peer-to-peer, perhaps using Brainwriting method to facilitate.
 - iii. Subcommittee is looking into other topics, including
 1. Dual Sanctioned Meets
 2. Program Developer Training overview (Bill Brenner)

3. Creating and Managing a Budget w/financial operating guidelines
 4. Swimmers with Disabilities
 5. Robert's Rules of Order with role play
- b. Webinars
- i. January 5 (Forums for Dummies) many thanks to Chris Stevenson
 - ii. May (18th?) Subcommittee looking into using JFFixler group to design and present a 60 minute webinar open to ALL LMSC volunteers on a couple of volunteer topics only touched on by Betty Stallings in Anaheim. Subcommittee needs to decide on this as there is a cost for the outside vendor.
 - iii. Possible topics for July and October webinars:
 1. Guide to Operations (GTO) tour
 2. Financial Operating Guidelines for LMSCs
- c. Practices & Standards Subcommittee – Paige for Tom Moore
- i. Recommended Practices – practice area point people on the subcommittee need to cull the P2P minutes for practices to include in the documents Tom created.
 - ii. LMSC Standards Survey
 1. Discussion on method of delivery to LMSC Chairs (to serve as collection points for the information in each LMSC). Jerry recommended using Zone Chairs to send it out. Zone Chairs on the call (Dan, Tim, Mary, Lori) thought that the survey link and request coming from the LMSC Dev level (Paige & Tom) would ensure every LMSC had the maximum amount of time to collect the data and respond. ZCs can follow up with reminders to LMSCs and offers to help.
 2. Timeline: Publish survey late March/early April, Due end of April, Prelim Scorecard to LMSCs early May, then 30 day “review period” before final
 3. Paige to work on surveymonkey portion. Jeff and Paige to work on rolling up data.
- d. Board of Directors Feedback
- i. Paige passed along that each contact with a board member usually includes a comment about what great work the LMSC Development Committee is doing.
 - ii. Chris Stevenson corroborated that and wanted to make sure that we let him know if we ever felt overburdened with tasks assigned by the Board.
- e. Next Meetings:
- i. LMSC Development Committee – Sunday, May 18?? Unless that is the date of the JFFixler webinar.
 - ii. Mentoring Subcommittee – Sunday, April 6 at 5:00pm PDT / 8:00pm EDT
 - iii. Education Subcommittee – Wednesday, April 2 at 5:00pm PDT / 8:00pm EDT
 - iv. Practices & Standards Subcommittee – Monday, April 7 at 5:30pm PDT / 8:30pm EDT

The meeting was adjourned at 8:35pm Eastern
