

U.S. Masters Swimming

Committee Name:	LMSC Development	Session #:	4
Committee Chair:	Maddie Sibia	Vice Chair:	
Minutes recorded by:	Maddie Sibia & Katherine Olson	Date/time of meeting:	April 20, 2021 @ 8:00pm ET

Motions Passed:

1.

Number of committee members present: 15 Absent: 3 Number of others present: 1

Committee members present (list all, including chair and vice chair):

- Linda Chapman, Nicole Christensen, Susan Ehringer, Karen Harris, Mary Hull, Nancy Kirkpatrick-Reno, Crystie McGrail, Kris McPeak, Hugh Moore, Tom Moore, Aaron Norton, Katherine Olson, Maddie Sibia, Robin Tracy
- ExO: Ed Coates

Committee members absent:

- Stacy Abrams, Rob Copeland, Sally Guthrie

Guests Present:

- Dawson Hughes (CEO)

Minutes

The meeting was called to order at 8:02pm ET.

1. National Update - Dawson
 - a. Winter BOD meeting
 - i. Key takeaways: rebuilding membership to pre-pandemic levels, navigating 2021 national championships, establishing a path for continued growth beyond 2021
 - ii. More communications will be coming to volunteers from Dawson/Peter/staff
 - b. Try Masters Swimming Month Campaign
 - i. 2 years since last campaign, due to COVID
 - ii. Want to make sure participating clubs are prepared for their trial period - first communication to opt-in/indicate interest in participation has already gone out.
 - iii. May 20th peer-to-peer call to gather coaches/LMSC leaders to discuss the TMSM campaign and help everyone prepare
 - iv. Campaign kicks off June 15th with marketing component (to capitalize on Olympic hype), with goal of getting people to participate between July 1-31
 - v. After campaign ends, plan is to have a set of events (competitions, etc.) scheduled to get people excited to continue into the fall
 - vi. Let Maddie/Ed/Dawson/USMS volunteer email know about any questions
2. Volunteer Roles
 - a. Most updated job/role descriptions have been posted to USMS website, marked with a 4/2021 revision date and a next-revision-needed date of 4/2023
 - i. Coaches Chair description still needs revision, so has not been posted yet
 - ii. Club Development volunteer role is still being considered by Coaches Committee and National Office
 - b. Cadence for updates: biannually in odd years

- i. Updates do not require BOD approval, but VPs should pass along to other committees to review as necessary prior to publishing
 - c. Committee discussion for path forward to update descriptions:
 - i. Have a subcommittee within LMSC Development Committee every year to review descriptions at the start of the year and identify anything missing/anything that needs revision
 - ii. If a role fundamentally changes, a description should be made even in "off years"
 - iii. Areas for improvement:
 - 1. Communicating finalized role descriptions within the LMSC Development Committee prior to publishing
 - 2. Announcing updated descriptions to LMSCs/LMSC leaders so they're aware and can have them in their back pocket - work with National Office in future to publish in Streamlines?
 - d. **Actions:**
 - i. Aaron/Nancy/Stacy/Linda to review and identify any current revision needs for this year.
 - ii. Ed to make sure Google Drive containing work from last year gets cleaned up.
3. Webinars/Peer-to-Peer
 - a. Tom shared an email draft that will be sent to committees to gather interest for hosting peer-to-peer calls/educational discussions.
 - i. Goal is to also gather information from committees on when their regular meetings are to create a "master calendar" for volunteer meetings across USMS and help avoid scheduling conflicts and increase situational awareness
 - ii. Already on the horizon: May 20th peer-to-peer call with Coaches Committee to gather coaches/LMSC leaders to discuss the TMSM campaign
 - iii. Ed noted that a taskforce has reviewed the grievance process, and will share recommendations/educate LMSC leaders - aiming for a webinar in early June
 - iv. Ideally, can alternate between peer-to-peer calls and educational webinars
 - b. BOD is working on a communication strategy for high level communications to LMSCs - the goal of previously proposed News Relay will be in effect accomplished by this direct outreach/dialogue between the Board and LMSC volunteers
 - c. For future consideration:
 - i. May need to rebrand the webinar/peer-to-peer component of LMSC Development Committee since Coaches Committee has also begun using "P2P"
 - d. **Actions:**
 - i. Tom/Linda to 1) add request for monthly meeting time to email draft and 2) send email to committees and begin putting a schedule together
 - 1. Work with Onshalee at NO to get Zoom meetings set up and get advertisements in Streamlines/on the USMS website
 - ii. Ed to provide contact for Grievance Process Taskforce or pass along email request from Tom/Linda to the taskforce.
4. Education/Development (Karen/Stacy/Mary/Nicole/Kris/Hugh)
 - a. LMSC Leader Training
 - i. Essentially Volunteer Onboarding that was suggested earlier on by committee members in the Slack channel
 - ii. Goal is to create a training "package" that can be used by LMSCs for new volunteers and/or volunteers in new positions

- iii. Some initial ideas to include: conflict of interest, elections process, grievance process, basic financial oversight training, diversity & inclusion training, best practices, etc.

b. Actions:

- i. Karen/Stacy/Mary/Nicole/Kris/Hugh to discuss ideas and come up with a list of everything that should be included in a volunteer onboarding packet, and/or start identifying resources to pull information from - be ready to share with the rest of the committee by the next committee meeting

5. Mentorship (Maddie/Katherine/Hugh)

- a. Initial ideas for a mentorship program at the LMSC level have been discussed in #mentorship Slack channel - let's continue the discussion!

b. Actions:

- i. Katherine/Hugh/Tom/Maddie/any others interested to continue discussing ideas between now and mid May & come up with a general "shell" of how a mentorship program might work/operate to share at next meeting

6. Volunteer Summit

- a. On hold until the USMS-wide task force determines a more firm agenda

7. New Business

- a. Maddie wants to ensure everyone on the committee is plugged in - she'll reach out to ensure everyone is engaged in a task they're excited to work on.

Next meeting: May 18, 2021 @ 8pm ET

The meeting was adjourned at: 9:05pm ET
