

<b>Committee Name:</b>	LMSC Development Committee	<b>Session #:</b>	
<b>Committee Chair:</b>	Michael Moore	<b>Vice Chair:</b>	Lisa Brown
<b>Minutes recorded by:</b>	Crystie McGrail	<b>Date/time of meeting:</b>	November 19, 2019, 5:30 PDT

## Motions Passed:

1. NA

<b>Number of committee members present:</b>	<b>Absent:</b>	<b>Number of other delegates present:</b>
<b>Committee members present (list all, including chair and vice chair):</b> Michael Moore, Lisa Brown, Linda Chapman, Sally Dillon, Sally Guthrie, Crystie McGrail, Hugh Moore, Aaron Norton, Chris Colburn, Mollie Grover, Ed Saltzman, Ed Coates, Robin Tracey, Nicole Christensen, Mary Hull,		
<b>Committee Members Absent:</b> Stacy Abrams, Andrew L, Jessica Reilly, Michael Carlson, Bruce Rollins, CJ Rushman, Onshalee Promchitmart, Marcia Anziano, Michael Heather,		

## Minutes

The meeting was called to order at 8:33pm EST

1. Michael Moore called for introductions, asked if there were any conflicts of interest. Then asked for someone to take notes, Crystie McGrail volunteered.
2. Approval of September Minutes from Convention – Michael
  - a. Last line under number 1, LMSC Standards Survey needs to be edited to say “LMSC Standards” not survey
  - b. Approved pending the above edit
3. Announcements – Michael
  - a. 2020 Chair of LMSC Development Committee is Lisa Brown, Vice Chair is Michael Moore
4. Peer-to-Peer Calls – Lisa
  - a. Tried new ideas and topics, just had call with Mel G on running profitable swim meet, posted on website, Crystie ran tips and tricks for clubs in October
  - b. No P2P call for December. January 2020 – will start again – not set up yet may review past topics? IE roles at LMSC – new descriptions
  - c. Need to market P2P more – people don’t know topics or have info on calendar until email goes out the Sunday before. –2nd Tuesday of each month.
    - i. Seems to be limited knowledge about when/what P2P are - as they only go out to chairs and they aren’t sharing. Post on USMS page, etc.
    - ii. Usually in streamlines
    - iii. Need to explore proper USMS channels – is it possible to have a landing page for P2P – with schedule and share recordings and notes
  - d. Reach out to Lisa with any ideas, suggestions, etc for future peer to peer calls
5. LMSC Standards Survey - Linda
  - a. A few weeks ago sent out reminder email to chairs/vice chairs about annual survey tasks
  - b. Sent updated standards to Jessica for posting on USMS website.
6. Update of LMSC Volunteer Role Descriptions in the Guide to Operations (GTO) – Michael
  - a. A list of the descriptions are in the GTO <https://www.usms.org/admin/lmschb/content/jobdesc>
  - b. Volunteer Task Force has identified changes that we may need to update for these role descriptions
    - i. Registrar as Membership Coordinator is only change in implementation stage
    - ii. The rest are still in discussion stage to be rolled out in the next 3-5 years
  - c. Q - Are all of these roles required? Reminder to review LMSC Standards to identify mandatory and target standards about roles. These are templates to describe roles needed.
  - d. All should be reviewed since last updated in October 2012 and we will need to continue to review as changes roll out.
7. 2020 Meeting Schedule – Lisa
  - a. We will stick to a standing meeting on all odd months (except September) on 3rd Tuesday of the Month at 5:30pm Pacific / 8:30pm Eastern
  - b. Next meeting - January 21, 2020 – 8:30pm eastern
8. Old Business – none
9. New Business –

- a. Question: can you send out contact info for everyone on the committee once finalized? – all members will need to opt into sharing their info for this to happen
10. Motion to adjourn: 9:13 PM EST

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## Tasks for the Upcoming Year

- 1.

The meeting was adjourned at 9:11pm

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### LMSC Development Committee

507.1.6 LMSC Development Committee—The LMSC Development Committee shall work to strengthen LMSC governance and operations by providing educational opportunities and mentoring for LMSC boards and officers. The committee shall provide support for LMSCs. The committee shall review and identify LMSCs that are not meeting LMSC standards as defined by the Board of Directors and assist them in achieving compliance. The committee may consult with other committees, coordinators, and special appointments as necessary for this purpose. The committee may initiate and shall receive, consider, and report proposed amendments to Appendix D: Zone and LMSC Boundaries, with the committee's recommendations, at the annual meeting of the House of Delegates, in accordance with the provisions of Part 6. The committee shall consist of the committee chair and sufficient members to execute the committee function.

601.1.2 LMSC Development Committee—Proposed changes to the Code of Regulations (Appendix D: Zone and LMSC Boundaries) shall be considered by the LMSC Development Committee for report and recommendation to the House of Delegates.

Submission Deadline—The deadline for changes submitted by an LMSC to the chair of the LMSC Development Committee is February 1 to be considered as described in article 601.4.4.

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