USMS Convention — Jacksonville, Florida 2014

Committee Name:	LMSC Development	**Session #:** 1	**Report #:**	
Committee Chair:	Paige Buehler	**Vice Chair:**	Tom Moore	
Minutes recorded by:	**Tom Moore**	**Date/time of meeting:**	Thurs 9/18/2014 3:30pm	

Actions Requiring Approval by the HOD:

1. None

Motions Passed:

1. **MSA to perform 2015 survey on lowest performing standards (S8, F2, T2, B7, L3, R8, R5, L11, S3) plus any new required standards approved by the BOD, plus include optional survey on suggested standards for those LMSC interested in measuring themselves on those standards.**

Number of committee members present: 14	**Absent: 1**	**Number of other delegates present: 17**

Committee members present (list all, including chair and vice chair): Paige Buehler, Tom Moore, Tim Waud, Lynn Morrison, Erin Sullivan, Michael Moore, Mary Hull, Lori Payne, Jeff Strahota, Leianne Crittenden, Dan Cox, Randy Crutchfield, Tyler Blessing, Jerry Clark, Chris Stevenson (ex officio), Anna Lea Matysek (ex officio)

Minutes

The meeting was called to order at 3:30

1. Introduction

    a. Paige welcomed the committee and the audience members.

2. Meeting Minutes

    a. July Meeting Minutes already approved during August phone conference

3. Dispute Resolution Procedures

    a. As a result of the Dispute Resolution Task Force, Hugh Moore and Leianne Crittenden discussed the dispute resolution procedures. Some material available on Guide to Operations, but they plan to update the model procedures that will dovetail well with USMS dispute resolution procedures. They recommend the LMSCs adopt those for consistency.

    b. It was noted that the time to address a dispute resolution policy is at a time <u>before</u> there are any disputes pending.

    c. Paige agreed that as part of its ongoing work, the committee will encourage LMSCs to adopt a standard dispute resolution policy.

4. Mentoring Subcommittee report

    a. Peer to Peer meetings – Lynn reported that the Peer to Peer conference calls have been a big success and discussed the schedule of completed meetings and upcoming meetings. Feedback from audience was very positive on Peer to Peer meeting ("the best thing USMS is doing!"). Also, a suggestion was made that some participants may wish to pose certain questions anonymously.

    b. Convention Grant Process – The subcommittee has formalized the convention grant process for consistency.

    c. Zone Chairs and Communication - The subcommittee continues to rely on zone chairs for communication and mentoring with individual LMSCs.

5. Education Subcommittee
    a. Workshops at Convention
        i. Adult Learn to Swim
        ii. Risk Management
        iii. Bring Your Own Bylaws
        iv. Managing a Budget
        v. Peer to Peer Live
    b. Webinars
        i. USMS Forums for Dummies – January 2014, ~25 participants
        ii. General Trends & Issues for Volunteer Engagement – May & Jane, ~33 participants between two sessions. Used an outside contractor to provide the information.
        iii. Upcoming – Guide to Operations "Tour" and Finance Operating Guidelines for LMSCs
        iv. Feedback from audience was very positive on webinars
6. Practices & Standards Subcommittee
    a. Standards
        i. Survey & Scorecards – completed (see #9)
        ii. Standards Update – in process (see #10)
7. Recommended Practices project – templates created but none published as of yet.
8. Practice Point Volunteers
    a. Suggestion to post request for point people in Streamlines in addition to contacting committee chairs
    b. Suggestion to identify groups of similar LMSC so members of those LMSCs can have their own 'peer to peer' conversations to identify best practices.
9. Performance Evaluation against LMSC Standards
    a. Paige presented an executive summary presentation on the results of this year's survey.
    b. Overall performance against required standards in 2014 was 92.5%.
10. LMSC Standards policy
    a. Tom led discussion on proposals to change or add to the LMSC standards. Focused on required standards but solicited suggested standards as well.
    b. Need significant input from Registration Committee for deleting and changing many of the standards. George Simon said Registration will look at them.
11. Define scope of LMSC standards performance evaluation

    Options
    a. Focus on low performing standards (Opportunities) from this year.
    b. Survey any standards added or changed by the Board of Directors.
    c. Focus on suggested standards for LMSCs already at 100%.

    MSA to perform 2015 survey on lowest performing standards (S8, F2, T2, B7, L3, R8, R5, L11, S3) plus any new required standards approved by the BOD, and include optional survey on suggested standards for those LMSC interested in measuring themselves on those standards.
12. Planning for 2015 LMSC Leadership Summit
    a. Paige shared preliminary plans for the 2015 LMSC Leadership Summit and noted that there is $25,000 in the proposed 2015 budget and that the LMSC Development committee will help coordinate the summit content.

The meeting was adjourned at 5:19pm