

# U.S. Masters Swimming — 2024 Meeting Minutes

<b>Committee Name:</b> LMSC Development Committee	<b>Session #:</b> 1
<b>Committee Chair:</b> Douglas Sayles	<b>Vice Chair:</b> Ian King
<b>Minutes Recorded by:</b> Paul Windrath & Douglas Sayles	<b>Date/Time:</b> January 25, 2024, 8:00 p.m. EST

**Motions Passed:** None

<b>Number of Voting Committee Members Present:</b> 14	<b># Absent:</b> 3	<b># Guests:</b> 0
<b>Committee Members Present:</b> Linda Chapman, Nicole Christensen, Susan Ehringer, Jason Ellis, Teresa Frias, Doug Garcia, Arlette Godges, Karen Harris, Ian King, Ann Marshfield, Jacky Merianos, Tom Moore, Douglas Sayles, Paul Windrath. <b>Absent:</b> Jenny Hodges, Aaron Schnieder, Jill Wright		
<b>Ex Officio Present:</b> Bethany Burchill (Manager, Member & Club Services), Crystie McGrail (VP Local Operations). <b>Absent:</b> Jessica Reilly (Senior Director, Business Operations)		

## Minutes:

1. The committee chair called the meeting to order at 8:04 p.m. (EST):
  - a. Welcome, thanks, and committee member self-introductions.
  - b. The USMS website now hosts public [national committee webpages](#), each of which includes the committee's description, members, and operating guidelines.
2. Update from the vice president of local operations:
  - a. [Grown-Up Swimming](#) has become part of USMS.
  - b. Two national task forces established: election processes, and transgender policies & procedures.
  - c. The national office has reorganized certain USMS website pages and pathways: The [Swimming 101 webpage](#) is a good place to direct current and prospective members for USMS information and resources.
3. Additional discussion of Grown-Up Swimming:
  - a. Now a USMS-owned sub-brand. The director is now a USMS employee. Adding more city leagues.
  - b. \$75 for five local summer meets — mostly 25s. Short, casual, fun, social. USMS membership not required.
4. Intra-committee communications platforms:
  - a. LMSC DC Community Forum:
    - i. Private forum. Use for updates, posting files, and online discussion. Keep posts topic specific.
    - ii. Subscribe to forum notifications. If needed, contact Bethany for assistance.
  - b. Google Drive:
    - i. Use for tracking edits and comments in shared working documents.
    - ii. The chair will coordinate a Drive folder hierarchy with the subcommittee chairs.
  - c. Email: Instead of sending long content-laden messages, insert links to Community and Drive.
5. 2024 LMSC DC priorities (identified by the BOD):
  - a. LMSC Standards Rollout
  - b. Volunteer Relay Planning
  - c. On-Demand Volunteer Training Program Recommendations
  - d. Volunteer Communications
6. Subcommittee assignments, including post-meeting adjustments, subject to change:

*Note: Absent or unassigned committee members should contact the chair to discuss subcommittee roles.*

  - a. LMSC Standards Rollout — Linda (chair), Karen, Nicole, Arlette
    - i. Develop and roll out communications and training plans for the revised [LMSC Standards](#).
    - ii. Clarify the timing of the next formal survey.

- b. Volunteer Relay Planning — Tom (chair), Ian, Paul, Doug G., Aaron
    - i. Plan 2024 Relay in Houston, October 18-20.
      - 1. Theme: “Community”
      - 2. Need preliminary schedule and session topics drafted quickly.
      - 3. Identify presenters to develop content.
    - ii. Coordinate with National Office and Coaches Committee re: Relay and National Coaches Clinic.
      - 1. NCC taking place simultaneously but separately from Relay. Different attendees.
      - 2. The National Office will manage registration and facility arrangements.
    - iii. Develop preliminary Relay plans for 2025, 2026, and 2027.
      - 1. Add more themes or continue rotating annually between Coaches, Events, and Community?
      - 2. Scope could include governance, social, external (non-USMS), CCS and/or other issues?
  - c. On-Demand Volunteer Training — Jason (chair), Arlette, Bethany, Jill, Karen (adjunct), Linda, Nicole, Sue.
    - i. Two training programs: one for sanctions chairs, one for event development & operations.
    - ii. Identify the needed elements, content, and potential platforms.
    - iii. Outline and storyboard the process for each training program.
    - iv. Make recommendations but do not create the actual training programs.
    - v. Some committee members requested more specificity. Further discussion was deferred.
  - d. Volunteer Communications: Tom (chair), Ann, Jacky, Jason
    - i. Last year Tom was a one-man show. This year he will manage and groom this subcommittee’s members to assume ownership and lead subcommittee initiatives moving forward.
    - ii. Re-evaluate communication strategy:
      - 1. Peer-to-peer relationship building.
      - 2. Webinar planning.
      - 3. Community forums.
      - 4. STREAMLINES updates.
    - iii. How do we incorporate regular in-person communication with LMSC & zone leaders?
      - 1. The committee chair commented that national committee, zone, and LMSC leaders must take accountability and follow up on communications to ensure that volunteers and members are aware of and utilizing USMS programs and resources.
    - iv. Coordinate with the Coaches Committee and the ALTS Committee as appropriate.
  - e. LMSC Volunteer Roles — Doug S. (temp chair), Teresa. Anyone else want to lead/help here?
    - i. Review and update template volunteer role descriptions.
  - f. Other LMSC DC assignments:
    - i. Secretary (meeting minutes) — Paul
    - ii. Coaches Committee Liaison (informal) — Jacky
7. Other potential LMSC DC activities:
- a. As needed, provide recommendations to the Legislation Committee regarding proposed amendments to LMSC and zone names and boundary descriptions.
  - b. Support other USMS priorities and initiatives as they arise.
8. Meeting schedule: The full committee’s monthly Zoom meetings shall fall on the third Tuesday of each month at 8 p.m. (ET), with a few exceptions. The schedule is posted on the [USMS Volunteer Working Calendar](#) and the LMSC DC Community Forum. The next full committee meeting is Tuesday, February 20, at 8:00 p.m. (EST).
9. Meeting adjourned at 9:30 p.m. (EST)