

U.S. Masters Swimming — 2024 Meeting Minutes

Committee Name: LMSC Development Committee	Session #: 2
Committee Chair: Douglas Sayles	Vice Chair: Ian King
Minutes Recorded by: Ian King (edited by D. Sayles)	Date/Time: February 20, 2024, 8:00 p.m. ET

Motions Passed: None

Number of Voting Committee Members Present: 11	# Absent: 5	# Guests: 0
Committee Members Present: Linda Chapman, Jason Ellis, Teresa Frias, Doug Garcia, Karen Harris, Ian King, Ann Marshfield, Jacky Merianos, Tom Moore, Douglas Sayles, Aaron Schneider		
Absent: Jenny Hodges, Jill Wright, Nicole Christensen, Sue Ehringer, Arlette Godges		
Ex Officio Present: Bethany Burchill (Manager, Member & Club Services), Crystie McGrail (VP Local Operations)		
Absent: Jessica Reilly (Senior Director, Business Operations)		

Minutes:

1. The committee chair called the meeting to order at 8:05 p.m. EST:
 - a. Welcome
 - b. The usual meeting schedule is the third Tuesday of each month, 8-9 p.m. ET (unless otherwise notified).
 - c. The LMSC DC Community Forum contains committee info. Members should regularly check this forum.
 - d. Thanks to Jessica and Bethany for ensuring all members are subscribed to our Community Forum.
2. VPLO Update (Crystie):
 - a. USMS membership is 1% ahead of expectations.
 - b. New [Election Operating Guidelines](#) approved by USMS Board of Directors.
 - c. Next USMS Board of Directors meeting is happening in person, March 2-3, in Houston.
3. Subcommittee Reports
 - a. LMSC Standards
 - i. No update to report. Subcommittee has not yet met.
 - b. Volunteer Relay Planning
 - i. The first meeting was last week.
 - ii. Relay will happen in conjunction with the National Coaches Clinic.
 - iii. Relay Oversight, Goals, and Mission posted in the Community Forum. Theme is “Community.”
 - iv. The USMS national office drafted a Relay framework. The Relay Planning Subcommittee will work on it and provide feedback.
 - c. Volunteer On-Demand Training
 - i. Start-up meeting conducted.
 - ii. Review of deliverables and framework created.
 - iii. The team is working through research and will meet next month.
 - d. Volunteer Communications
 - i. Mission statement created and posted in Community Forum.
 - ii. Looking to create webinars and Peer-2-Peer relationship building engagements.
 - iii. USMS staff will subscribe volunteers from each LMSC to their corresponding roles-based forum. This approach is meant to minimize blast emails and direct volunteers to the forums.
 - iv. Discussion regarding how to use and navigate Community Forums.
 - e. Volunteer Role Descriptions
 - i. Doug S. inherited documents from Linda C.
 - ii. No further updates.
 - iii. Doug G. volunteered to help.

4. New Business/Questions:
 - a. Update from Jacky Merianos on Coaches Committee:
 - i. Committee met last week.
 - ii. CC Question: Are Peer-2-Peer engagements scheduled yet? LMSC DC Answer: Not yet. We are trying to build more interest before scheduling.
 - iii. Planning sessions for the National Coaches Clinic have begun. NCC attendees can attend Relay sessions, but Relay attendees cannot attend NCC sessions. Some sessions and all hospitality and social events will be joint Relay-NCC activities.
 - b. Discussion about providing LMSC chairs guidance on the types of attendees to send to Relay.
 - c. Discussion about creating a user-friendly tutorial/primer for how to use and navigate Community Forums.
 - d. Next Committee meeting is Tuesday, March 26, at 8 p.m. ET.
5. Meeting adjourned at 9:03 p.m. ET.