Committee Name:	LMSC Development Committee	**Session #:**	**Report #:**
Committee Chair:	Paige Buehler	**Vice Chair:**	Rob Copeland
Minutes recorded by:	Syd Latina	**Date/time of meeting:**	20 May, 2012

Motions Passed:

LMSC Development Committee Policies

1. Survey all functional areas of the Standards in 2012. Then focus on two areas for each subsequent year of a four-year cycle, when all eight areas will have been surveyed.
2. Obtain whatever information is available from USMS National Office and/or systems of record to either avoid asking questions about information already known or to complement potential survey information.
3. Allow Mentoring and Education subcommittees to include questions about LMSC needs and resource utilization within each functional area of the LMSC Standard in a separate section.
4. Scoring shall only be for full compliance with an individual Standard (1) or non-compliance with an individual Standard (0) even on multi-part standards.
5. Allow a 30-day dispute/appeal period, based upon preliminary data, for LMSCs to dispute/appeal results that can potentially be updated and revised (if merited) in the upcoming final report(s).
6. LMSC Standards scores shall be timely and transparent. Final data will be available upon request.
7. Publish summary of LMSCs' performance against required standards to the Vice President of Local Operations. Provide details of scores as backup information.
8. Publish each LMSC's scores to that LMSC's officers and the Zone Chair, who shall follow up with each LMSC to review LMSC's scores with that LMSC's officers shortly after publication.
9. Publish summary of functional area scores without LMSC detail to Standing Committee Chairs as follows: Bylaws to Governance, Registration to Registration, Top 10 to Records & Tabulation, Officials to Officials.
10. Publish details of all LMSCs' performance to the LMSC coordinator in the USMS National Office.
11. Additions, deletions and changes to committee policies shall not be considered unless they are on the committee meeting agenda.

Number of committee members present: 14	**Absent: 7**	**Number of other delegates present:**

Committee members present (list all, including chair and vice chair): Paige Buehler (C), Stacy Broncucia, Jerry Clark, Dan Cox, Michael Moore, Tyler Blessing, Mary Hull, Leianne Crittenden, Doug Garcia, Syd Latina, Lynn Morrison, Rick Noeth, Barb Protzman, Erin Sullivan

Minutes

The meeting was called to order at 8:06 EDT

1. Roll Call; see header for members present

2. Review of offline decisions – the minutes for the 3/11/12 meeting were approved via email.

3. Sub-Committee Reports.

   a. Survey subcommittee, presented by Rick Noeth. See document "Assessing LMSC Standards Compliance with USMS Data & Survey Questions." Contact will be made to LMSC Chairs instead of various officers according to position. Survey will not ask questions that can be verified through data already available from the national office (Anna Lea). Questions will be answered Yes/No to provide straight data and concise scoring. Survey questions will be provided in pdf format in case Chairs need to research before completing the online version. Results will be returned to the Chairs to review. The survey will be sent with a cover email explaining this process; subcommittee expects to distribute the first week of June.

   b. Mentoring subcommittee – not presented, Chris McGiffin not available on call

   c. Education subcommittee – not presented, Rob Copeland not available on call

4. Committee Policies – motions passed as noted above. Discussion/rationale noted below.

   a. Survey Cycle – 2012 will provide a basis, then two areas will be examined per year to allow greater depth of examination than surveying every area each year. Suggested standards will be more difficult to assess because they are more difficult to measure (more ambiguous) and less data will be available from National. The topics

Leadership and Bylaws were randomly selected in order; amendment proposed to allow the topics each year to be chosen at the discretion of the subcommittee.

b. Survey Contents – First paragraph approved with no further discussion. Scoring is either 0 or 1 – there is no grey area on whether or not you meet a standard. All portions of a multi-part standard must be met to score as compliance; if you are not meeting one portion of the standard, you are not meeting the standard. Survey Monkey will require all questions to be completed to finish the questionnaire.

c. Score Dispute Policy – The dispute policy is moved before Publication in sequence. 14-day dispute period amended to 30 days as communication channels may easily extend process past 14 days.

d. Score Publication – introductory sentence proposed to ensure efficiency but not delve too deeply into the procedure. How the data is relayed may change in the future; we want to ensure data is available to those affected. The Zone Chair will conduct the follow-up (not necessarily via teleconference) to communicate the results with LMSC officers. Publication to Committee Chairs and LMSC coordinator passed without further discussion.

e. Amending Committee Policy – two week discussion period is not necessary; since committee meetings follow Robert's Rules of Order, if item is on agenda there will be opportunity for discussion.

5. Committee Goals – not discussed due to lack of time. Options for next meeting schedule will be emailed.

The meeting was adjourned at 9:41 EDT