

U.S. Masters Swimming — 2024 Meeting Minutes

Committee Name: LMSC Development Committee	Session #: 6
Committee Chair: Douglas Sayles	Vice Chair: Ian King
Minutes Recorded by: Ian King (edited by D. Sayles)	Date/Time: July 16, 2024, 8:00 p.m. ET

Motions Passed: None

Number of Voting Committee Members Present: 9	# Absent: 7	# Guests: 0
Committee Members Present: Linda Chapman, Nicole Christensen, Doug Garcia, Karen Harris, Ian King, Ann Marshfield, Jacky Merianos, Tom Moore, Douglas Sayles. Absent: Arlette Godges, Sue Ehringer, Jason Ellis, Teresa Frias, Jenny Hodges, Aaron Schneider, Jill Wright.		
Ex Officio Present: Bethany Burchill (Manager, Member & Club Services), Crystie McGrail (VP Local Operations).		
Absent: Jessica Reilly (Senior Director, Business Operations).		

Minutes:

1. Meeting called to order at 8:06 p.m. ET.
2. VPLO Update (Crystie):
 - a. The USMS board held their summer meeting on Saturday, July 13. Notes are forthcoming.
 - b. Full slate of candidates for USMS At-Large Director positions will be voted on at the annual meeting.
3. Subcommittee Reports
 - a. Volunteer On-Demand Training (Bethany for Jason)
 - i. Bethany will review the subcommittee's sanctions and meet operations training recommendations with the national office's event department staff and solicit feedback.
 - ii. A meet operations handbook is under development.
 - iii. Linda has reorganized and updated the content of the sanctions Guide to Operations document and has proposed a new layout for the Sanctions webpage that closely follows the revised GTO document. Doug asked committee members to review these draft documents in Google Drive.
 - b. LMSC Standards Rollout (Linda)
 - i. The meet announcement template and guidance documents are posted on the USMS website.
 - ii. The LMSC Standards rollout status, timeline, and roadmap are posted in the LMSC DC Community Forum and Google Drive. Next step: Following the committee's review, send the roadmap to the national office for infographic formatting and posting to the Standards website.
 - iii. Planning to hold an LMSC Standards overview webinar this fall, followed by three post-webinar emails providing more detail about various standards. Next steps: Create the slides and emails.
 - iv. Karen is coordinating with the national office to secure swag for the standards webinar attendees.
 - v. Working on a proposed remapping of the LMSC Standards webpage (75% complete). Next step: Develop the standards survey to be fielded to LMSC chairs in 2025.
 - c. Volunteer Communications (Tom)
 - i. Bethany has subscribed all LMSC chairs and vice chairs to their corresponding role-based Community Forums. Next step: Subscribe other LMSC volunteers to their corresponding forums.
 - ii. The subcommittee hopes to increase volunteer engagement in these forums and assess interest in resuming peer-to-peer relationship building webinars in 2025. Each LMSC DC member has been assigned a role-based forum to moderate and populate with content.
 - iii. Jackie reported that the Coaches Committee is interested in resuming peer-to-peer webinars in coordination with the LMSC DC.
 - iv. Jacky and Bethany will present an overview of [USMS volunteer communications channels](#) during the "Communications Tools & USMS Resources for Volunteers" session at Relay.

- d. Volunteer Relay Planning (Tom)
 - i. Presenters have been asked to complete their first draft presentations by the end of July.
 - ii. The proposed Relay 2025 theme is “Coach Support & Club Development,” which Crystie shared with the board at their July 13 meeting.
 - iii. The subcommittee will begin looking at future Volunteer Relay themes for 2026 and beyond.
4. New Business/Questions:
 - a. Doug reminded zone chairs that their annual zone reports are due by August 1.
 - b. Doug asked zone chairs to consider underscoring LMSC DC initiatives in their zone annual meetings, especially volunteer engagement with the Community Forums.
 - c. Doug reminded subcommittee chairs to send him brief summaries of their subcommittee’s accomplishments to date and upcoming milestones for potential inclusion in the LMSC DC annual report.
 - d. Doug asked committee members to start considering what the committee’s priorities might be for 2025.
 - e. The committee’s next meeting, on August 20, will be an open meeting held in conjunction with the USMS annual meeting via [a different Zoom meeting link](#) than the committee’s usual Zoom link.
5. Meeting adjourned at 9:19 p.m. ET.