



LSC Development Committee Mission Statement: "To provide a national network for LSC education and communication and to serve as a resource for LSC leaders."

**LSC Development Committee
Conference Call
February 27, 2018**

Attendance: Arlene McDonald, Paul Thompson, Greg Evershed, Wayne Shulby, Jane Grosser, Laura Matuszak, Jake Simmons, MJ Truex, Shelly Rawding, Ceallach Gibbons, Pam Cook

Absent: Jon Sommervold, Cherita Gentilucci

1. Mission Statement

Mission Statement was read.

2. Minutes of the February Denver Meeting for approval

Approved as presented. No changes.

3. Additions/ approval of the agenda

Agenda approved as presented. No changes.

4. Feedback and questions from February Meeting

None.

5. LEAP Report (Jane)

No new submissions to date. March 1st is the next group of LSCs that due. Sydney Pinello has been officially hired and will help administer LEAP 1 (evaluations, submissions, virtually everything that Jane does.) She will transition to the front end of it. Denise MacDonald will oversee tracking the LSC Finances piece to LEAP 1. The LEAP planner is in the process of being updated. Dan Becker is helping with the links for the planner. LEAP 2 and 3 will continue as is and won't change.

6. Committee Tasks

a. Review Drop Box access and Committee Tasks for 2018 (Laura)

Spreadsheet called Committee Organization and Tasks has been updated with our tasks and goals for the year also outlined on the agenda below.

b. 2018 April Zone Meeting Workshop Updates (Jane)

Officially secured Emily Davis for both workshops. Arlene, Cherita, and Jane have met to go over curriculum. Sydney is doing logistics and admin for the event as well as registration. D&I, SS, and GCs constituents at USA Swimming have gotten together to collaborate on the program as well. We will use attendance as the beginnings of our metrics. What we will track is name, LSC, position within the LSC.

Wayne: We need this to be tracked in SWIMS.

MJ provides information about metrics:

- Spoke to Tom about collecting attendance through the iPad system. Easy to do if we have iPads to use. The platform the Sport Development Consultants use is easy and the data can be easily pulled into Excel
- Sched used for Convention doesn't have any attendance features.
- MJ to follow up with Helen and Bob Brown about Convention Attendance.



LSC Development Committee Mission Statement: "To provide a national network for LSC education and communication and to serve as a resource for LSC leaders."

Action Items:

- Make list of all USA Swimming workshops, clinics, summits, etc., that we want attendance data for.
- Create the process that this data is collected.
- In the meantime, Sydney will be traveling to both Zone Workshops and can be the point person for attendance. Arlene and Cherita can help with this too.

c. USA Swimming Leadership Summit (Caellach)

Things are in good shape. Working on everyone to fill out their paperwork. No other significant updates on the content end. Participants heard from Caellach upon registering, then a week after registration closed, an email went out with more information. Forms were sent out as well.

d. Volunteer Recognition Month – Committee Support (Arlene)

March is volunteer celebration month. Not sure if email to LSCs from Kara have gone out yet so Arlene will follow up maybe by the end of this week with Kara. For the Mighty 2500 group, Laura and Shelly will follow up with the LSCs, Mid- Bob and Paul, Mega- Arlene. Arlene will send out the verbiage and link that can be sent to the LSCs as follow up. Arlene also created a sign that can be held up in the photo to make it easier for LSCs to post and share. She will share that too. These sub-teams should make contact by next Wednesday, March 7th. Arlene will send the LSCs list to the sub-teams. Jane will send the Zone Workshop contact list as well. It has GCs and Admin.

e. Bright Ideas Contest (Shelly)

5 entries that are up on Padlet. Shelly will be at Central and Western Zone meetings and can promote it. Caellach will be at the Eastern/Southern meetings and can promote it there. MJ to ship out the posters in Jane's cube to the Alexandria workshop.

f. Convention Workshops – Review Topics and Presenters (Laura)

We need to put in the day, time, and session title by March 16th. MJ is requesting the information from Laura (with the help/input of Jane, Arlene, and Cherita) by Monday, March 12th. The more information we can provide the better (e.g. room size, room set-up, AV needs), but at the very least day/time/session title is all that's needed for this first deadline. Correspondence from Gina Mensay is no longer going to the Chairs, only the staff liaison in the spirit of the new Governance changes that are taking place in September. Jane talks about the Jayne Spittler request about helping new members to Convention make the most of their first-time experience.

g. Mighty 2500 Workshop November (Arlene)

Athletes want to be part of this. We need OTC confirmation from OTC about beds. MJ to follow up with the OTC. We would need 9-12 rooms. Other questions that came up were budget (who will pay for this), chaperones for the athletes, programming content (separate track, immersed with the GCs, hybrid, other?).



LSC Development Committee Mission Statement: "To provide a national network for LSC education and communication and to serve as a resource for LSC leaders."

Other discussion was the concern that including that athletes would change the dynamic and main intent to bring this group together since programming would look different than how it was in the past. Ceallach will follow up with Laura and MJ. Other factors to consider, we may not know until 2 months out from the event if the OTC has the extra room.

h. Committee Newsletter (Shelly)

We have 138 topics after the brainstorming session. We will use Constant Contact. April 1st is the goal to send out first LSC Newsletter. Manny will share username and password with Jane and Shelly. Jane to follow up with him.

i. Volunteer Handbook (Laura)

Laura to follow up with Ceallach. Laura to follow up with Joe G to make it look polished.

j. Policies and Procedures Updates (Bob)

Bob went through working copy and is in DropBox with accepted changes. End of April will be goal to get all items in question addressed. Jane would have most of heavy lifting. Anything prior to September's Convention would need to go before the Board. Next Board meeting is May 12th.

k. Committee Measures of Success – Can we collect the data ourselves? (Laura)

As discussed earlier, for now we will use Excel and explore iPad collection and eventually put into SWIMS.

7. Other Business

Laura has been getting a lot of emails about Athlete Protection recently. Is there anything the Committee should know to help with communicating to the LSCs? To MJ's knowledge any correspondence from USA Swimming that has gone out has been to all membership, but MJ to check with Belle. The committee requested that if something goes out from USA Swimming that isn't to all membership to indicate to the recipients if it's their responsibility to push down to their constituents.

8. Closing

Adjourned 6:56pm

MEETING SCHEDULE:

March 27th, 2018 8:00 PM (EST)

April 24th, 2018 8:00 PM (EST)

May 28th, 2018 8:00 PM (EST)

June 26th, 2018 8:00 PM (EST)