



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
Zoom Meeting Minutes
November 27, 2018**

1. Mission Statement: Laura read the mission statement above to open the meeting.
2. Attendees: **Laura Matuszak (chair)**, Greg Evershed, **Paul Thompson, Shelly Rawding, Pam Cook, Bob Crunstedt, Jake Simmons**, Ceallach Gibbons, **Jane Grosser, Arlene McDonald, Cherita Gentilucci (LSC Governance consultants) MJ Truex (Sr. Director of Education, Programs and Services), Eric Stimson, guest. Members in bold were present.**
3. Minutes of the September/October conference call were approved as submitted and will be posted on the website under committee minutes.
4. LEAP Report (Jane) The November Report was sent to all committee members. Recap- 2 LSCs have extended deadlines to submit LEAP 1 renewal, Ohio and West Texas. Nine LSCs are in review or end stages of LEAP submissions by the end of the year. Three are in review now, the six remaining are from 1-6 items away from submitting for approval.
5. Convention Feedback (Laura and Jane) The idea of a condensed convention schedule and an expanded Zone workshop schedule was discussed briefly. The committee will adapt to any directives that are passed along.
6. Committee Tasks Check-In:
 - a. Mighty 2500 Workshop (Arlene)- recap sent to committee members. High energy weekend, younger representation helped with that. The task force recommends Roberta continue to be the presenter for the following workshops in the quad. Overall the evaluations were very positive and some minor tweaks were discussed regarding logistics. Paul added that it was great to have so many coaches available the first week in November. Cherita added the impact of analytics (comparison of state qualifying time standards) on this group was exceptional and should be continued.
 - b. LEAP Library Sub-Committee (Bob) Table of contents needs to be addressed.
 - i. General Chairs Handbook revisions- needs to be updated to remain relevant.
 - c. LEAP updates and changes (Jane)The LEAP subcommittee is meeting Thursday to edit and review suggested changes. A draft of changes will be sent to the committee in advance of the December meeting for approval at the December, changes will be made to the portal in January.
 - d. Bright Ideas Contest 2019 (Jane and Shelly)- January will be a great time to discuss in person, how we want to push and promote this program thru June. The Bright Ideas from this past year will be added into the LSC resources Library Drop Box – Bob will create sub folders for each LEAP area in Drop box. Jane and Shelly will work on this project to migrate the entries into the drop box folders while maintaining the items in Padlet. Completion date target is December 18th.
 - e. LSC Volunteer Handbook (Laura)- no further information was received. We will move this project forward with Jake and Annika once we get underway with the new committee in January.



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- f. Spring Zone Meeting -Task Force Development (Jane)- Bob is taking lead on the Staff/GC/Admin session. Additionally, there will be a GC/ADMIN session only- staff to take lead here.
 - Day 1 am- GC/Admin/staff session- Why have staff?/job descriptions/completing a needs assessment/ supporting& evaluating staff
 - Day 2 pm- GC/Admin session - likely on succession planning - or P&P updates from below if ZD's want all of Sunday morning with this group.
 - Day 2 PM- Staff session- with registration and times. This session would not be run by us.
 - Day 3 morning session- 2 hours GC/Admin/Staff- P&P content (incorporating items removed from the Bylaws)/organization/ maintenance/Governance committee.2 hours- with zone directors if they want them or we could expand our session to 3 hours if ZD's don't want to be involved or give them the whole morning if they have programming planned for them.
7. January Meeting in San Antonio
 - a. Planning details- travel request form will be sent to everyone in the next week. USA Swimming will complete travel plans based on info submitted.
 - b. Agenda ideas: Friday evening Team building, committee strengths, mission, project goals, Saturday defining projects small group work etc. draft agenda will be available December 18th.
8. Other Business: Laura asked that all members review the P&P over the next month. Come to the December meeting prepared to share any changes, updates, housekeeping.
9. Closing
 - a. Committee Values T.E.A.C.H.
 - i. Teamwork
 - ii. Engagement
 - iii. Accountability
 - iv. Communication
 - v. High engagement

MEETING SCHEDULE:

December 18th, 2018 8:00 PM (EST)

Annual Meeting – January 25th and 26th, 2018 in San Antonio, TX