



**LSC Development Committee  
Minutes with Linked reports  
November 20, 2019 1:30pm PST/4:30pm EST**

1. Welcome! Shelly opened the meeting at the bottom of the hour by reading the mission statement: **Providing LSCs with resources and services that support the development and achievement of athletes, coaches, clubs and volunteers**  
  
**Attendance: Shelly Rawding (Chair), Eric Stimson, Kile Zeller, Jake Simmons , Annika Ruehlicke (Athletes), Bob Crunstedt, Kim O'Shea, Julie Bachman, Wade Heggie, Paul Thompson, Jane Grosser (Staff Liaison), Jessica Cooper and Cherita Gentilucci (LSC Governance Consultants).**
2. Mission Moment. Shelly instructed the group that we will begin each meeting with a Mission moment and explained a Mission Moment concept to the committee. How we are able to show how our mission and our work directly impacts our LSC's. Shelly shared the example from Oregon's new Hall of Fame as this month's example. How because of the LEAP program it started the BOD thinking about coach recognition and let to Oregon's hall of fame program. Next month's volunteer to share is Kim O'Shea
3. Approval of the agenda. The agenda was approved as amended below
4. Last month's minutes. [October Minutes](#) **The October minutes were approved as presented**
5. Consent Agenda- **The consent agenda was approved as presented**
  - a. LEAP Report: [November LEAP report](#)
  - b. Alllead N Serve October Meeting Minutes: [November 5 meeting notes](#)
  - c. Analytics October Meeting Minutes: no meeting held
  - d. LEAP Subcommittee October Minutes: [11.13.2019 minutes](#)
6. **Committee Orientation** – Welcome Julie and Wade!
  - a. **Nuts and bolts review of the LSC Development Committee.** Jane Grosser presented the basics of the committee workings centered around the high expectation level and quality of programming that the committee presents to fulfill the mission.
  - b. **Committee member information form** – was updated and will be stored in the dropbox
  - c. **Subcommittees** and how they work within this committee. These groups meet once per month and share their work at each full committee meeting.
7. **Meeting times and location** (Zoom and in person at May Zone Workshop in Chicago)
  - a. Monthly on Zoom for committee and subcommittee meetings. Shelly will send out a Doodle Poll to figure out the best regular time moving forward. Subcommittee meetings will continue as scheduled for now.

*What have we done in today's meeting to accomplish our mission?*

- b. **In person at May Zone Workshop in Chicago May 1st (1-4pm) & 3<sup>rd</sup> (12-4pm)- All committee members were asked to send the following info to Jane ASAP- Will your LSC send you to the meeting, are you able to arrive on Friday by 1:00 pm for the start of the meeting and will you be able to depart on Sunday after 6 pm and return home Sunday evening.**
8. **May Meeting Planning** (Jane and Shelly) – Integration of LSC Services into individual LSCs, Integration of all BOD members within the LSC and integration of LSC Services with Team services and other departments of USA Swimming is the focus for the next quad.
- a. Matrix and planning calendar
  - b. Drop box updating
  - c. November workshop
  - d. Convention planning
  - e. LEAP, new format
  - f. Final P&P confirmation
  - g. what else?

## 9. **Committee Tasks Review**

- a. **Mighty Workshop Follow up (Kim)**- Quiet group at first but then made deep connections. Outcome at end seemed to be a motivated group to become actively engaged in their LSCs. A google group has been set up to connect them beyond the workshop. All attendees have been invited to join the group. It is hoped that we can continue these groups for future Mega and 2500 groups.
- b. **I-Capture Attendance Tracking (Bob)**- Bob shared a document with our current attendance data. There appeared to be a drop in % of LSCs attending the Business meeting and GC Luncheon- this is likely due to the fact that the device was not circulated through the audience in the time allotted for the meeting. We need to figure out a way to simplify reporting to capture data in a more efficient manner to accurately reflect the percentages that are attending our programming.
- c. **2020 Zone Workshops (Paul)**- Paul distributed a document with a draft of the Zone workshop schedule and meeting topics. The document was meant to be a draft and the workshop group will continue to hone the sessions.
- d. **LSC portal update (Eric)**- Eric has put the instructions for the portal to the drop box. Otherwise the group is in a holding pattern. Jessica asked if we should share the instruction sheet with LSCS who are in the process of strategic planning. He felt it could be useful and expanded as LSCs get further along in their understanding of how the portal can benefit LSC Leaders.
- e. **LEAP (Jake)**-The group didn't make much progress with individual items but did have a deep discussion about a higher level of categories. The subcommittee is perusing all LSC

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websites for items that are missing from LEAP. The sub committee has good representation and works well to present all sides of the issues moving forward.

**10. Document review**

- a. **LEAP Noncompliance update in P & Ps-** Jane reported that this will be removed from the LSC Development Committee purview and will now fall under the LSC Affiliation Agreement.
  - b. **General Chairs and LSC Volunteer handbook document** – final update to one pagers (Eric) Jessica will post these in dropbox and all committee members are to look at both for a final review at the December meeting.
11. **Business meeting time** – Shelly has asked that everyone send her times that absolutely can not meet (include time zone).
12. **Committee Community: In an effort to help us all get to know each other a little better over the next few months and create some community within the committee until we meet face to face in May. We will share our individual answers to a chosen topic immediately following the Mission moment- December's topic will be: Favorite Holiday food/drink/ etc. Bonus points are awarded if you actually have an example and are willing to share the recipe with the group.**
13. **Closing:** Shelly thanked everyone for their time and closed the meeting at 26 minutes past the hour.

**14. UPCOMING MEETING SCHEDULE: TBD**

**15. December 2019**

**16. January 2020**

**17. February 2020**

**18. March 2020**

**19. April 2020**

**20. May 1<sup>st</sup> – 1 to 4pm, and May 3<sup>rd</sup> 12-4pm at Zone Workshop in Chicago**

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