



LSC Development Committee minutes
May 28, 2019 8:00 pm EST

1. Mission Statement and Attendance: Laura opened the meeting at 8:00 pm by reading the mission statement
2. **Attendance: Laura Matuszak (chair), Paul Thompson, Bob Crunstedt, Pam Cook, Shelly Rawding, Kile Zeller, Greg Evershed, Eric Stimson, Jake Simmons (athlete), Annika Ruehlicke (athlete), Jane Grosser (staff lead), Patrick Murphy (Staff), Jessica Cooper (LSC Consultant), Cherita Gentilucci (LSC Consultant). Bold indicates present on zoom call.**
3. Additions/ approval of the agenda- none presented- agenda was approved as presented
4. Consent Agenda- **all items were approved as presented (April minutes were amended as follows: Convention General Chair lead was updated to reflect the workshop group with specific assignments TBD)**
 - a. Minutes of the April meeting- were updated to reflect the lead for the General Chair luncheon to be the workshop group with specific assignment TBD
<https://www.dropbox.com/s/8xu49tds8tpjkcd/04%20LSC%20Development%20Committee%20Minutes%20Conference%20Call%20042319%20with%20links%20%281%29.docx?dl=0>
 - b. LEAP Report:
https://docs.google.com/document/d/18c0JgTxD_gmvPdei21IMmddy2IqV3WyU2i52aa6LMyWI/edit?usp=sharing
 - c. Alllead N Serve May Meeting Minutes
<https://www.dropbox.com/s/yz80r7yubskir0u/020%20Alllead%20N%20Serve%20May%20Conference%20Call%20%205%207%2019%20minutes.docx?dl=0>
 - d. Analytics Meeting Minutes
5. Committee and Work Groups Process Planning
 - a. Committee Succession Planning-Current terms are listed on the committee document in the drop box. Laura and Pam will term off the committee in September. Jane spoke about committee members and thinking about who a good fit for our committee might be. She noted that it's also important to keep our committee filled with diverse people with diverse skill sets. Cherita mentioned we consider a specific skill set we might need going forward as we think of people to replace those rotating off the committee.
 - b. Work Groups Process Planning- All agreed that our process is working well, all indicated they were able to keep on top of the actions of each group.
6. Committee Tasks Review
 - a. Workshops
 - a.i. Feedback from Workshops Group- **Zone workshops** were discussed, Jane reported on some general feedback from the staff debrief meeting. Paul offered thoughts on the Zone business meetings being held sooner possibly Friday night. He also mentioned that programming must be carefully thought out so there is not repeat and/or overlap with other workshops and/or convention. It was expressed that the Zone Business sessions should be

expanded. Laura asked the question; What role will the LSC Development Committee play in this moving forward?” Jane will forward the input to the staff as planning continues for next year. Jessica spoke from a Convention Ed standpoint to help clarify how convention is changing. LSC Development Committee will continue to assist in any way we can as the process moves forward.

- a.ii. Workshop evaluations- Maggie Vail has distributed an evaluation to all participants of both zone workshops- results should be available for our next meeting. This should help guide our input for next year and beyond.
- b. Analytics
 - b.i. Mighty Mid Workshop – Initial ideas to date. Eric informed the group that there is a plan to incorporate the time comparison that was done at the Mighty 2500 session but expand further to give a more complete picture to LSCs. Patrick Murphy is working on how exactly this might look and be meaningful to the attendees. This should be much better defined by the next meeting.
- c. LEAP
 - c.i. Subcommittee report **comments/approval of direction as outlined (highlighted) in minutes**- There was general consensus with direction at this point, however, several expressed concerns that we proceed carefully and thoughtfully. Pam noted that we need to be careful to include required items that each LSC can obtain. Also, it was requested that we get as much input on content as possible. It was asked if the BOD must approve the changes we make. Jane will clarify for the next meeting.
<https://www.dropbox.com/s/sa25ynpjg597wk2/05.08.19%20LEAP%20Subcommittee%20meeting%20minutes.docx?dl=0>
- d. LSC Resources Library Sub-Committee (Bob)
 - d.i. General Chairs Handbook- Shelly reviewed the handbook. She noted section 5 is especially helpful. There were some links that did not work, those need to be updated. All the information seemed relevant. Shelly will continue to work on updating the links and shifting the order to put bullet points first, etc. This will be complete by convention (September 1). Shelly asked the other committee members to review and forward suggestions. Eric and Laura volunteered to help.
 - d.ii. Volunteer Leadership Handbook (Laura, Jake and Annika)- Jake and Annika shared the new cover page they developed for the volunteer handbook. The committee asked if this could be the General Chair handbook notebook page. Jake will forward this to Jane and she will submit both of these to Commercial for approval. Laura asked everyone to read through the handbook and forward comments to Jake and Annika before the next meeting.
- e. Convention Planning
 - e.i. August Convention Run-Through plan and date- Committee agreed this was a valuable tool for preparation of our presentations. We will schedule this for the August 27th meeting.

7. Other Business

8. Closing- Laura asked the committee to share one word to describe our work since our January meeting – **Synergistic, complimentary, challenging, thorough, adaptable, massive, professional, engaged, and engaged again!**

MEETING SCHEDULE:

Tuesday, June 25th at 8:00 PM (EST)

Tuesday, July 23rd at 8:00 PM (EST)

Tuesday, August 27th at 8:00 PM (EST)