



**LSC Development Committee
Business Meeting minutes– Convention 2019
September 11, 2019 10:00 AM**

LSC DEVELOPMENT COMMITTEE MISSION STATEMENT:

Providing LSCs with resources and services that support the development and achievement of athletes, coaches, clubs and volunteers.

1. Welcome and Mission Statement: Laura opened the meeting at 10:00 am by reading the mission statement and welcoming the audience.
2. **Attendance: Bold indicates present at meeting: Laura Matuszak (chair), Pam Cook, Bob Crunstedt, Kim O’Shea, Shelly Rawding, Annika Ruehlicke, Jake Simmons, Eric Stimson, Paul Thompson, Kile Zeller (unable to attend convention), Jessica Cooper (LSC Governance Consultant), Cherita Gentilucci (LSC Governance Consultant), Jane Grosser (Staff Leader).**
3. Minutes of the August Meeting for approval- the minutes were approved as presented.
4. Additions/ approval of the agenda- #5 on the agenda was amended to welcome Kim O’Shea to the committee. She will complete the remainder of Greg Evershed’s term
5. Welcome to new members/Recognition of outgoing committee members- Kim O’Shea was welcomed as a member of the committee. She will fill the remainder of Greg Evershed’s term through 2021. The LEAP evaluators were recognized and thanked for all their hard work; Pam Cook, Tristan Foreman, Tom Healey, Richard Pokat, Shelly Rawding, Sean Redmond, Paul Thompson. Pam Cook and Laura Matuszak are outgoing from the committee and were recognized by Jane Grosser for their contributions to the committee over the years.
6. Overview of LSC Development Committee Programs and Services- each area was explained to the audience as follows
 - a. Analytics (Eric)- working on helping to identify useful data and analytics for LSC leadership to use as they plan programming for their LSCs
 - b. LEAP (Pam and Jake)- A new one level program will be introduced in 2021 containing 3 categories with about 45 points. LSCs will recertify every other year.
 - c. Workshops (Bob and Paul)- The Mighty workshop is held each November in Colorado Springs. This year is the Mighty Mid LSCs November 1-2. Next year will be the Mighty Mega LSCs November 6-7. The committee is also planning programming for the Zone Workshop to be held May 1-3, 2020 in Chicago, IL at the O’Hare Renaissance Hotel. Finally the remaining sessions hosted at convention by the LSC Development Committee were announced as follows: Thursday, Nov-1:30 pm General Chairs Luncheon, Friday, 8-9 am Bright Ideas finalist presentations and awards, and 9-10 am Mighty 2500, Mid and Mega Reunions are being held. All LSCs were encouraged to attend.
 - d. Bright Ideas (Shelly)- Shelly reminded everyone to attend the Bright Ideas awards on Friday from 8-9 am. The finalists are as follows: North Carolina- Registration PPT, Oklahoma-Safe Sport Wheel, Mississippi-Reuse and recycle awards boxes, Niagara-Athlete wellness initiative. The winner will be determined by the audience with a live vote! Entries are now open for 2020 bright ideas on padlet.
 - e. LSC Visits (Jessica)-Jessica outlined the current LSC Services offerings to LSCs and encouraged any and all LSCs to take advantage of either a Governance or Strategic

Planning session, twice per quad. A straw pool of the audience indicated most had received visits from the LSC Services staff in the past.

7. 2019-2020 Committee Task Groups Check-In

a. LEAP

i. LEAP Library

1. Tips for LSC Volunteer Recruitment- this was projected to the audience and well received. It is now a one-pager that highlights leading practices at a glance. It is hoped that this will be a more useful tool for LSC leaders going forward.
2. General Chairs Handbook upgrades- the same formatting has been applied to the GC Handbook tips and trick section. It still needs some work but should be posted in the near future for LSCs to access as they assume the GC position in the LSC.

ii. Bright Ideas Contest- Everything is set to go for Friday morning, the audience was encouraged to show up and vote for their favorite Bright Idea.

b. Workshops Group

i. Mighty Workshops- Most all of the Mighty Mid LSCs have responded that they are attending the workshop on November 1-2, 2019 in Colorado Springs. Roberta Krause was announced as the keynote speaker and the unresponsive LSCs were notified that someone from the committee would be speaking with them to confirm their attendance.

ii. Spring Zone Meetings- May 1-3, 2020 in Chicago, IL. All zones will be together this year and LSC Development programming will likely center around activating the now required Governance Committee in the LSCs. In addition to an LSC leaders track (GC/Admin and Staff), tracks will also be offered for Safe Sport, DEI, Officials and Registrars. More information on the specifics will be sent to LSCs after the first of the year.

iii. Convention- Everything is in place and ready to go for convention.

c. Analytics

i. LSC Portals- will become the focus area for LSCs to receive data regarding the LSC. Patrick Murphy, USA Swimming staff is working to upgrade the LSC portal to contain relevant and useful information for LSC leaders to access.

ii. Workshop presentation development- the Mighty Mid analytics section is being finalized by Cherita and Eric. It will be ready to go for the workshop in November.

iii. Attendance Tracking- There are challenges with the ICapture system as it takes 1-2 minutes per person to complete the screens and register for each session. The committee is hoping to find a better system moving forward so we are able to accurately track our attendance at events-at this point we are not able to capture the entire audience at our sessions.

iv. Quad statistics and reports- Bob presented an analysis of our Icapture data to date. There are some flaws in the data, however, the committee was able to see some trends with attendance such as a high number of General Chairs(154) had attended sessions over the past year as well as Admin Vice-Chair, coach rep, athletes and staff. It was suggested that we narrow the choices available to 3-4 when selecting the position, this could help people identify their position more quickly and speed up the sign in process. It was agreed that this should be done.

8. Policies and Procedures (reviewed and updated in 2019)- The latest updated version of the LSC Development Committee P&P was identified in DropBox and will be labeled as such moving forward. The other versions will be moved to the archive to avoid further confusion.
9. Revisit conference call meeting times for the fall/ winter- Schedule is reflected below, this may change beginning in November as the new chair determines the best times for meetings.
10. Other Business- The audience was informed that the LSC Services department is now combined with membership under the direction of Cathy Durance, who was in attendance at the meeting. The new name of the division is LSC and Member Services. The LSC survey being conducted by LSC and Member Services was announced, a link is listed in SCHED, and the audience was reminded to complete.
11. Closing- The meeting was adjourned at 11:45 am.

MEETING SCHEDULE:

October 22, 2019 8:00 PM (EST)

November 26, 2019 8:00 PM (EST)

December 17, 2019 8:00 PM (EST)

Projected Annual Meeting – January 24 and 25, 2020