1. Welcome! The meeting was opened at the top of the hour (10 am ET). Shelly welcomed everyone to the meeting and reviewed the agenda.

2. Icebreaker and Get to Know Your Committee Members- Committee members engaged in “What’s my Lie” in breakout rooms for the first 30 minutes of the session. A great time was had by all!

3. The Nuts and Bolts of the LSC Development Committee: Jane and Shelly outlined committee expectations under the duty of Care, Loyalty, Obedience and a 4\textsuperscript{th} category of Creativity and participation- they key to our committee arriving at the best decision for all projects is to openly participate in discussions and using your personal expertise to contribute to each idea. We specifically discussed the following topics:
   1. Attendance- is expected by every member at every meeting- please notify Shelly if you are unable to attend a specific meeting.
   2. Step Up & Step Back- prior to each meeting consider if you need to step up and contribute or step back to give others a chance to contribute ideas to the conversation.
   3. Wait Time- when questions are posed try to remember to wait for others to process the information and formulate a response to the discussion. It can be difficult to wait, especially on Zoom 5-10 seconds is required to process the information. The committee agreed to be mindful of this and allow silence to hang in the air, we will all try to hold each other accountable to this principle moving forward.

4. Mission Statement Review- The committee spent a significant amount of time discussing and modifying the current mission statement. After much discussion, the committee agreed on the following mission statement: \textit{Providing a network and resources to support the success of LSC leaders}.

5. Subcommittee Structure- The committee agreed on the following sub committees for this year. DEI, Shared Services- dry side, and Shared Services- wet side, a fourth area- Workshops will remain and be utilized by all groups as we roll out resources and information to LSC leaders through the LSC Governance Series, Zone workshop, USAS Convention, and the Mighty GC workshop.

The committee took a 30-minute break after 2 hours.
6. Subcommittee Planning Time: Committee members self-selected a subcommittee group and spent time developing goals and objectives centered around their area and in support of our mission as follows:

**DEI:** Jessica Cooper, Lamar DeCasseres, Annika Ruehlicke, Eric Stimson

- **Subcommittee meeting will be 2nd Monday of each month at 8:00 pm ET**

**Shared Services- Dry Side:** Bob Crundstedt, Kim O'Shea, Mary Ellen Tynan (Cherita Gentilucci will work with this group as well)

- **Subcommittee meeting will be 1st Wednesday of each month at 7:00 am PT**

**Shared Services- Wet Side:** Wade Heggie, Katelyn Smith, Kile Zeller

- **Subcommittee meeting will be 2nd Monday of each month 7:30 pm CT**
- **A joint subcommittee meeting with the wet and dry side of shared services will be held the 3rd Wednesday of each month at 7:00 am PT**

Discussions and notes for all subcommittees can be found here and will be the main source of collaboration moving forward:

[https://docs.google.com/spreadsheets/d/1PgT66vWyFqa_twD16mPZ8V1alua4reV3j0E7I06wKQ8/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1PgT66vWyFqa_twD16mPZ8V1alua4reV3j0E7I06wKQ8/edit?usp=sharing)

The committee also selected TEAMS as our main contact point for the LSC Development Committee. Eric will help all of us become familiar with formatting and navigation within the TEAMS program. Jane to establish the LSC Development Committee TEAM and send an invite to all committee members.

The 2nd meeting adjourned at :15 past the hour (2:15 ET)