

LMSC Development Committee Meeting Notes 2/13/11

In Attendance: Doug Adamavich (Chair), Paige Buehler, Leianne Crittenden, Sally Guthrie, Syd Latina, Chris McGiffin, Lynn Morrison, Rick Noeth, Barb Protzman, Ellen Tobler, Hans Van Meeteren

Housekeeping

- Minutes from 1/30/11 and 1/16/11 Meetings: Approved with no further changes.
- New Committee Member: Rick Noeth, from Iowa City, has some background in survey development. Welcome!
- Spring Nationals in Mesa, AZ: Doug's home is very close to Kino Aquatic Complex and all are welcome to visit and relax. Doug has a vast knowledge of the Phoenix metro area and would be happy to answer any questions regarding things to do or places to visit while attending nationals.

Convention Workshop Surveys

- Current Status: All survey data has been downloaded from Survey Monkey and sent to the survey subcommittee. The data is being reviewed to rate each workshop by its relevance, how informative it was, and how it can be applied to LMSCs.
- Next Actions: The subcommittee will provide feedback to 2010 presenters as well as pull together a report for the USMS executive board. Aiming for this to be complete by mid-March. The main focus of this data should be suggestions on how to improve future workshops. Ellen is reviewing comments on future workshops as part of the 2011 Convention workshops subcommittee.

Minimum Standards Surveys

- Current Status: The minimum standards subcommittee has received all of the data from Survey Monkey. The LMSC Chairs survey received the best response as only 6 LMSCs did not complete the survey. On average, for the remainder of the surveys, approximately 16-18 LMSCs did not respond. Top 10 and Treasurer surveys were the second-best in terms of completion. The subcommittee will begin to delve into the data. For future surveys, it would be nice to add a space for comment after each question in the case that a respondent would like to comment. Ed indicated that the board of directors is very anxious to hear the results of the surveys as minimum standards are a hot item for them and that perhaps it would be a good idea to provide periodic reports on survey findings. Ed will let Doug know by when the board of directors would like to see our finished report, observations, conclusions, and remediation recommendations. Paige suggested the subcommittee set up a separate meeting to discuss next steps.
- Zone Chairs Meeting: Doug and Lori will be working with zone chairs to get those LMSCs that didn't respond to complete the surveys. The meeting is scheduled for 2/15/11 and Doug will provide a meeting summary. We are striving for 100% survey completion by March 15.

Convention Workshops

- Deadlines: January 15 was the date for the executive committee to review the initial slate of workshops and a target date of March 31 to have them finalized. The 2010 workshop survey data was just finalized the week of 2/7/11 so we are behind. Time slots have been reserved for the 2011 workshops. The sooner we can line up the workshops and presenters the better so that the presenters have time to fully prepare and polish their presentations. The 2010 workshop survey results will help dictate future workshops. Ellen is combing through the comments for future workshops and will supply a synopsis of this information to the 2011 Convention workshop subcommittee by the end of the week as well as post the major findings on the USMS LMSC Development Discussion Forum.
- Coordination with Victor and National Office: Work with Victor and the national office to make sure that presenters have the equipment they need. Renting may be an option.

Remediation Procedures

- Create Subcommittee: Chris McGiffin, Barb Protzman, Hans Van Metteren. Doug will send an e-mail to our committee to see if the subcommittee can get a few more volunteers as this subcommittee and the work they will do is very important.
- Examine Current Remediation Procedures in LMSC Minimum Standards: Doing this will enable the subcommittee to see what procedures are currently outlined and then craft additional recommendations to address the dysfunction we are going to find when analyzing survey responses. The final and approved LMSC Minimum Standards can be found at [usms.org/Administration/Guide to Operations/LMSC Management/LMSC Minimum Standards](http://usms.org/Administration/Guide%20to%20Operations/LMSC%20Management/LMSC%20Minimum%20Standards). Zone Chairs should be involved in remediation and escalation steps.

Ed added that there is grant money (\$3,000) to send at-risk LMSCs to Convention. Sending them to Convention might provide these LMSCs with the assistance and information they need in order to meet minimum standards. Grants would be based on financial need and compliance of standards and would be provided to those that actually apply and pursue a grant. It would also be a good idea to investigate a mentoring program where thriving LMSCs would take a struggling LMSC under its wings and provide guidance.

- Discussion Via Forum: Once current remediation procedures are investigated, a discussion will be added to the Forums so we can all chime in and offer our suggestions.

Next Meeting: Sunday, March 13, 8 pm ET, 877-652-8925, Code: 1500.