

LMSC Development Committee Meeting Notes 3/13/11

In Attendance: Doug Adamavich (Chair), Lori Payne (Vice Chair), Leianne Crittenden, Wes Edwards, Doug Garcia, Sally Guthrie, Syd Latina, Chris McGiffin, Lynn Morrison, Rick Noeth, Barb Protzman, Ellen Tobler, Ed Tsuzuki, Hans Van Meeteren

Housekeeping

- Minutes from 2/13/11 Meeting: Approved with no further changes. Posted in the forums.
- LMSC Board of Review Task Force (Doug Garcia): A task force has been developed that will assist LMSCs in reaching compliance and handle grievance procedures. This task force will continue the work that our committee does with a heightened focus on governance. Doug Garcia will serve on this task force. A clearer definition of the task force's objectives is needed to ensure there is little to no overlap between groups. Ed described it as such: The LMSC Development Committee assesses, evaluates, and recommends a remediation process (along with a Zone Chair) for a lagging LMSC. The LMSC Development Committee also coaches an LMSC (using LMSC "best practices") on how to meet compliance. If remediation is necessary, the Board of Review Task Force would then determine exactly how and when to handle the remediation process. As part of their work, the Task Force would also manage grievances. Doug indicated that the discussion of how the Task Force will relate to the Committee would be a good one for the forums. Let's pick up the discussion there.
- Forum Access: Rick still does not have access; Doug will check into getting him access. Everyone else appears to be able to view and respond via the forums.

Convention Workshop Surveys

- Final Review and Lessons Learned. Paige was not able to attend today's meeting.

Minimum Standards Survey

- Current Status: Paige was not able to attend the meeting. We are waiting for the last of the surveys to come in by 3/15. The subcommittee has already begun analyzing the data and determining those LMSCs that do not meet minimum standards.
- Zone Chair Meeting Follow-Up: A call was had on 2/15/2011 to discuss the importance of these surveys. The Zone Chairs have been contacting the LMSCs that have yet to respond to a particular survey. A few LMSCs did complete the surveys as a result of being contacted by the Zone Chair.
- Next Actions: After 3/15/2011 the Minimum Standards Survey Subcommittee will complete the data analysis and analyze the results. They will attempt to finalize this work before our next committee meeting. Some of the subcommittee members will post their reports in the forums. A final format for results has not yet been determined. The subcommittee will decide on how to present the information in a cohesive way. Doug stated that the importance is getting the information out there to analyze and not necessarily spending too much time formatting the data. Ed indicated the need to present this information to the Board

of Directors. Those involved in the presentation would be Ed, Paige, Doug, and Chris McGiffin. Need to find dates for this meeting. The upcoming plans of our committee hinge on this information.

A discussion thread should be started in the forums to detail questions we didn't ask this year and how we can better ask those that were included. We should also discuss how often we think we should send out the surveys.

Convention Workshops

- Subjects and Presenters: We will be running the following workshops twice: Officials (Charlie Cockrell); Web Topics (Jim Matysek); Club Growth & Development—Qualities of a Successful Program (Mel Goldstein). The following workshop will be run once: LMSC Workshop (Doug Adamavich).
- Venue Preparations: We have only 2 LCD Projectors (Mel's, National Office's) and need to locate one more.
- Next Actions: Ellen will contact the presenters again to ask for a 1-3 sentence description of their workshop as well as the final name of their presentation. Ellen will also send out a message to our committee asking for volunteers to act as a workshop liaison to each presenter. In an effort to locate one more LCD projector, Ellen will follow up with Traci Grilli and Lori and Barb (FL and FLG LMSC, Cavanaugh's) will also ask around to see if they can possibly locate one.

Remediation Procedures

- Initial Findings: Chris indicated that there are 3 stages to the process:
 - 1) *Review of Current Status.* Once Paige's subcommittee has completed their analysis, this step would ensue. Gaps would be identified and we would move onto the second step.
 - 2) *Work with LMSCs to Improve and Meet Standards.* We need to stress the importance of creating a minimum level of service to our membership. We are, however, working with volunteers and every LMSC is different. This would be a good topic for the forums so that we can discuss ways that we can assist LMSCs in reaching standards. Chris will start a discussion thread.
 - 3) *Remediation.* The relationship between the LMSC Development Committee and the LMSC Board of Review Task Force needs to be explored.
- Upcoming Plans: Once the Minimum Standards Survey Subcommittee completes their analysis and presents to the BOD; next steps can be determined.

Miscellaneous

- Forum Participation: Everyone on the committee should read and respond to the topics in the forums. The topics and discussions are important and help mold how we work and what we accomplish as a committee.

Next Meeting: Sunday, April 10, 8 pm ET, 877-652-8925, Code 1500.