

LMSC Development Committee Meeting Notes 4/10/11

In Attendance: Doug Adamavich (Chair), Lori Payne (Vice Chair), Paige Buehler, Leianne Crittenden, Doug Garcia, Sally Guthrie, Syd Latina, Chris McGiffin, Lynn Morrison, Rick Noeth, Barb Protzman, Jeff Strahota, Ellen Tobler

Housekeeping

- Minutes from 3/13/11 Meeting: Approved with no further changes. Posted in the forums.
- Wes Edwards has resigned from the committee.

Convention Workshop Surveys

- Final Review: The surveys from 2010 Convention have been summarized. In general, the workshops are well-received and viewed as a Convention value-add.
- Lessons Learned: It's best to prepare earlier rather than later for the workshops. Doug and Ellen will work to pull together a 1-page synopsis to send to the 2010 presenters so they know how their workshop was perceived and can make adjustments in the future. A copy will also go to Ed who will decide if it would be beneficial to send to USMS BOD.

Minimum Standards Surveys

- Current Status: The first version (Rev1) of the report has been sent to the committee. Please review it but don't get hung up on the data as there is still data to be added; although no major changes are expected. This document is the highest-level review. There are "scorecards" for each of the minimum standards that drills down to the detail level. Paige reviewed the report and that discussion will not be reiterated in these meeting minutes. Please review the report that was e-mailed to all committee members.
- Next Actions: The subcommittee will complete loading late-breaking data and Rev2 will be developed. Once this is complete, the report should be sent out to the LMSC chairs, zone chairs, and USMS committee chairs. Doug G. stated that we need to be careful how this information is presented.
- Deadlines: May 1st for Rev2. The next release of documents will be due by May 15. Between now and then, we need to pull together recommendations for LMSC minimum standards and remediation and finalize them by June 15 for the BOD meeting in July. Please review the forums and add your thoughts so that we may move forward with our work on the minimum standards as well as the remediation procedures.

Convention Workshops

- Current Status: Workshops are set for 2011. All presenters are aware that they will be presenting twice (except for Doug A) and their AV requests have been recorded. Workshops are:
 - 1) Doug Adamavich: LMSC—Learn, Manage, Serve...Consistently
 - 2) Jim Matysek: USMS.org Tips and Tricks
 - 3) Mel Goldstein: Qualities of a Successful Masters Program (Program, Diversity,

Revenue)

4) Charles Cockrell: Officiating Masters Swimming

- Liaison for Presenters: Like last year, we are looking for LMSC Development Committee members to act as a liaison with each workshop presenter. Liaisons will assist presenters prior to Convention by reaching out to the presenter and reviewing their presentation and providing feedback if anything appears unclear, inconsistent, or could be improved upon. During Convention, the liaison would attend both presentation and assist in AV set-up, distributing handouts and sign-in sheet, and tidying the room afterwards.
- Next Actions: Committee members will need to volunteer as workshop liaisons. Lynn Morrison volunteered to help Doug. Sally Guthrie volunteered to help Jim. Ellen will send an email requesting volunteers for the remaining two workshops. She will also check with Tracy Grilli to see if both workshop presentations will be in the same room. Also, we should review the workshop evaluation form from 2010 and alter as needed.
- Deadlines: All tasks should be completed by our next committee meeting, May 15.

Remediation Procedures

- Initial Discussion: There are three discussion threads in the forums: 1) Remediation sequence of events; 2) Proactive and informal remediation; and 3) Formal remediation. Please go to the forums, read through the discussion, and post your thoughts to add to the discussion.
- Next Actions: Once the initial discussion has been completed and Rev2 of the Minimum Standards Surveys is published, we can begin to identify LMSCs that have gaps in meeting the minimum standards. We would then categorize them as either OK, not so good, or bad in meeting the standards.
- Deadlines: June 15 is when we need to have our recommendations complete and handed off to the VP of Local Operations. Add to the forum discussions so that we may wrap this up.

Next Meeting: Sunday, May 15, 8 pm ET, 877-652-8925, Code 1500.