

USMS CONVENTION – Orlando, FL 2004

Committee Name: **Zone Committee** Session # (if more than one meeting): **N/A** Cmte. report #: 2

Minutes recorded by: Debbie Morrin-Nordlund

Date/time of this meeting: 9/15/04 5:00–6:30 PM

ACTION ITEMS

1. The committee reviewed the decisions on the grants program that were made during the July 25 conference call. Members chose to let these decisions stand as follows:
 - a. We will continue to offer convention grants and special project grants to LMSCs.
 - b. Beginning in 2005, zones will be able to apply for grants that are aimed at assisting LMSCs.
 - c. Beginning in 2005, the deadline for submitting Special Projects grants will be moved to September 1.
 - d. We will improve the instructions and questions on the applications to make them more clear and to obtain more information in the initial proposal.
 - e. We will make the applications more generic so they don't need to change from year to year.
 - f. The communications plan being developed by Rob Copeland will be used to promote the grants to the LMSCs.
2. **MSA**—The minutes of the July 25, 2004 meeting.
3. **MSA**—to expand the Zone Committee grant application form to include questions asking if the applicant is applying for other USMS grants in the current year and if so, which ones, and what grants, if any, they have received in the past.
4. **MSA**—to recommend that the Governance Task Force, should the new proposal pass, include under the job description for the Vice President of National Operations the responsibility for tracking all grant applications.
5. **MSA**—to not budget any money within the Zone Committee budget for the pilot marketing project. (Please see explanation below under agenda item 4.c)
6. **MSA**—to recommend to the Executive Committee that for conventions within the Eastern Time Zone, there be meetings on Sunday mornings, and no Wednesday meetings before 8 PM.
7. **MSA**—that zone reps encourage and work with LMSCs not represented at the current Convention, to apply for 2005 zone convention grants.

Committee Chair: Lynn Hazlewood

Vice Chair(s): N/A

Number of committee members present: 8 Absent: 0 Number of other delegates at this meeting: 11

Committee members present: Marcia Anziano, Breadbasket; Debbie Morrin-Nordlund, Colonies; Rob Copeland, Dixie; Nadine Day, Great Lakes Zone; Doug Garcia, Northwest; Joan Alexander, Oceana; Marcia Marcantonio, South Central; Lucy Johnson, Southwest.

MINUTES

The meeting was called to order at 5:05 PM EDT.

1. Introductions: Committee members introduced themselves.
2. Approvals: **MSA**—The minutes of the July 25, 2004 meeting.
3. Schedule next meeting—The next conference call will be held in October.
4. Project Grants Program:
 - a. The committee reviewed the decisions on the grants program that were made during the July 25 conference. Members chose to let these decisions stand as follows:
 - We will continue to offer convention grants and special project grants to LMSCs.
 - Beginning in 2005, zones will be able to apply for grants that are aimed at assisting LMSCs.
 - Beginning in 2005, the deadline for submitting Special Projects grants will be moved to September 1.

- We will improve the instructions and questions on the applications to make them more clear and to obtain more information in the initial proposal.
 - We will make the applications more generic so they don't need to change from year to year.
 - The communications plan being developed by Rob Copeland will be used to promote the grants to the LMSCs.
- b. It was noted that USMS has grants programs that are not coordinated (ex. zone grants, coaches clinics). It was **MSA**—to expand the Zone Committee grant application form to include questions asking if the applicant is applying for other USMS grants in the current year and if so, which ones, and what grants, if any, they have received in the past. It was also **MSA**—to recommend that the Governance Task Force, should the new proposal pass, include under the job description for the Vice President of National Operations the responsibility for tracking all grant applications.
 - c. The committee discussed funding of the Pilot Marketing Project, which is shared by the zone committee and marketing committees. Since marketing is the lead committee on this project, the sense of the zone committee is that we leave the funding of the project to the marketing committee. We therefore **MSA**—to not budget any money within the Zone Committee budget for the pilot marketing project.
 - d. The new grant application forms will be discussed at next meeting
5. 2005 Election
 - a. The zone chair noted that, pursuant to Section II.B of the Election Operating Guidelines, the Board of Directors will form the Election Committee during the BOD meeting. Since no zone reps have declared they are running for office in 2005, the Election Committee will consist of all members of the Zone Committee, with no additional BOD members needed.
 - b. The committee then reviewed additional amendment proposals and completed the amendment process for the EOG. The tracked document will be distributed to the HOD.
 6. The committee held a discussion of LMSC Convention Delegate Attendance. Some small LMSCs are not filling delegate slots. The committee agreed that the Zone Committee needs to be more proactive regarding convention grants to ensure that needy LMSCs are covered. Also zone reps need to get information to those LMSCs as to the benefits of attending USMS convention. It was **MSA**—that zone reps encourage and work with LMSCs not represented at the current Convention, to apply for 2005 zone convention grants.
 7. Several zone reps expressed concern about scheduling of convention meetings in the Eastern Time Zone. The committee **MSA**—to recommend to the Executive Committee that for conventions within the Eastern Time Zone, there be meetings on Sunday mornings, and no Wednesday meetings before 8 PM.
 8. Rob brought the committee up to date on the survey of intra-zone communications which he sent out earlier this year. These surveys will form the basis of a communications plan to be developed this year.
 9. The zone rep job description discussion and committee organization for 2005 will be held over until the October 2004 meeting.

The meeting was adjourned at 6:38 PM EDT.

TASKS FOR THE UPCOMING YEAR

1. Run the 2005 Executive Committee election.
2. Revise and expand the zone grants program.
3. Continue to work on the zone rep job description.
4. Continue to work on the communications plan.