

# USMS Convention — Dallas, Texas 2017

<b>Committee Name:</b> LMSC Development	<b>Session #:</b> 1
<b>Committee Chair:</b> Michael Moore	<b>Vice Chair:</b> Paige Buehler
<b>Minutes recorded by:</b> Paige Buehler	<b>Date/time of meeting:</b> Fri. Sept. 15, 2017 – 8:00 AM

## Actions Requiring Approval by the HOD:

1. MSA: Recommend as Amended D9 - Illinois—The state of Illinois except the counties of ~~St. Clair, Calhoun, Greene, Jackson, Jersey, Monroe and Madison~~ Calhoun, Greene, Jersey, Madison, St. Clair, Monroe and Jackson.

## Motions Passed:

1. Approve meeting minutes from July 24, 2017.
2. Begin LMSC Standards survey cycle in February 2018.
3. Move Peer-to-Peer teleconferences from the 1<sup>st</sup> Tuesday to the 2<sup>nd</sup> Tuesday of each month.

<b>Number of committee members present:</b> 13	<b>Absent:</b> 5	<b>Number of other delegates present:</b> 51
<b>Committee members present (list all, including chair and vice chair):</b> Michael Moore, Paige Buehler, Marcia Anziano, Michael Carlson, Linda Chapman, Jerry Clark, Sally Dillon, Matt Hooper, Mary Hull, Tim Lecrone, Hugh Moore, CJ Rushman, Natalie Taylor		
<b>Committee Members Absent:</b> Lisa Brown, Viki Hill, Sonny Nguyen, Bruce Rollins, Chris Stevenson		

## Minutes

The meeting was called to order at 8:05am.

1. MSA minutes from July 24, 2017
2. Appendix D changes
  - a. D1 - Border/North Texas/South Texas to adjust boundaries. Rationale was requested beyond what was published. Ed Coates as ST Chair spoke to it. Those affected counties would be better served and developed by volunteers in the Border LMSC than by the North and South Texas LMSCs due to proximity and Chris Lysinger's (BD Chair) existing travel through that area for other swim events.
  - b. D2 – no discussion on name change from Border LMSC to West Texas LMSC.
  - c. D9 – MSA to switch order of appearance Calhoun and Greene counties so that the counties in the Illinois boundary description matches Ozark's. Recommended to the HOD as amended.
  - d. No issues requiring discussion about the committee's recommendation to approve the remaining changes to Appendix D.
3. LMSC Standards results and surveys – Linda Chapman
  - a. The LMSC standards were rewritten in 2016 and we intended to do two cycles in 2017. Of the 52 surveys from requested from LMSC chairs and treasurers, there were 5 missing from chairs and 10 missing from treasurers. Also, the national office and national swims administrator supplied data. Each LMSC received a report card on their results for the required (Mandatory and Target) standards.
  - b. If an LMSC is not compliant with all Mandatory standards then those are forwarded to the VPLO to work through the remediation process, ensuring that LMSCs receive help and have a plan.
    - i. The least successful standard (missed by more LMSCs than any other standard) was "LMSC bank accounts shall be reconciled annually by a person other than a signer." Many were audited or reviewed which is different from reconciliation. Education/clarification to the treasurers is needed. (See discussion in 3.e.)
    - ii. Expenditures of \$5000 or more must be approved by the LMSC board unless already approved in the budget was the next least successful.
    - iii. Next least successful: All participants in sanctioned events must be members.

- c. The next cycle was to be in July prior to convention. However, we had many more LMSCs to talk with than anticipated and we wanted to give LMSCs a chance to work through improvements. We will decide today on when the next survey cycle will be.
  - d. Hugh will be talking more in depth about the standards at the “LMSC Standards: Everything you wanted to know but were afraid to ask” workshop directly following the meeting. Some audience questions were encouraged to be asked as part of that conversation.
  - e. Audit vs. reconciliation: Audit (in finance) is a sampling of transactions and business documents that ensures the validity of the financial statements. Reconciliation ensures the bank account balance from beginning of the period to the end.
  - f. Suggestion from audience that we add a standard to require the LMSC is registered as a legal entity in the state (or in one of the states) of jurisdiction.
  - g. Zone chairs would like an update on remediation. VPLO Chris Stevenson followed up with the LMSCs and our process doesn’t have a formal way to circle back, other than the survey cycle of the next year.
4. LMSC Standards Survey cycle – Linda Chapman
- a. Traditionally the cycle was to survey in June after tax returns were filed, collate over the summer and present results prior to the convention.
  - b. January cycle – pros: LMSC officers need to be registered, syncs calendar cycle con: tax filing date is rather far back in history or holding up the results if we wait till after May 15.
  - c. MSA: Feb 1 send out with return date of Mar 1.
5. Convention Workshops – Tim Lecrone
- a. Four workshops by LMSCDC and four workshops by other committees (Futures task force, OW/LDC, Officials, Recognition & Awards) + “Speed Dating with National Office Staff” on Saturday.
6. Peer-to-Peer Teleconference Dates – Jerry Clark
- a. We’ve used a standard the day each month to the first Tuesday of the month this year. We wanted to discuss if that was working, needed tweaking, keep them moving, etc.
  - b. Sally suggested having the 2<sup>nd</sup> Tuesday of the month because the announcement comes rather late for a date coming up quickly. She would like notification at a minimum 2 weeks. There was a suggestion to publish invitations 6 weeks ahead.
  - c. MSA: Hold Peer-to-Peers on the second Tuesday of the month starting 2018.
  - d. Discussion on posting the schedule of Peer-to-Peers for the whole year: post on usms.org in Minutes in Peer-to-Peer Teleconference Notes? see if it can be on the Volunteers drop down menu?
  - e. We’ll continue to push email invites as we have and work to make the schedule more pullable.
  - f. The remaining Peer-to-Peers are Registrars (Oct), Annual Meetings (Nov), Fitness Chairs (Dec) on the 1st Tuesday.
7. Priorities (See Tasks for the Upcoming Year below)
8. New Zone Chairs elected on Thursday evening
- a. Colonies – Mollie Grover
  - b. Oceana – Sally Guthrie
  - c. Dixie – Ed Saltzman
  - d. Re-elected – Marcia Anziano (BB), CJ Rushman (GL), Mary Hull (SW), Sally Dillon (NW), Bruce Rollins (S. Central)

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## Tasks for the Upcoming Year

1. Surveying Standards
2. Increase rigorousness in getting Peer-to-Peer teleconference notes posted
3. Convention Workshops
4. Webinars – quarterly

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The meeting was adjourned at 9:15am.