

# USMS Convention — Jacksonville, Florida 2018

<b>Committee Name:</b>	LMSC Development	<b>Session #</b>	#1
<b>Committee Chair:</b>	Michael Moore	<b>Vice Chair:</b>	Tim Lecrone
<b>Minutes recorded by:</b>	Sally Guthrie	<b>Date/time of meeting:</b>	September 28, 2018; 8 AM

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## Actions Requiring Approval by the HOD:

1. none

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## Motions Passed:

1. Approval of committee meeting minutes from July 2018
2. Approval of committee meeting minutes from November 2018
3. To publish final standards survey results on the secured USMS website. Approved, pending discussion with USMS IT staff regarding implementation for website.

<b>Number of committee members present: 12</b>	<b>Absent: 4</b>	<b>Number of other delegates present: 57</b>
<b>Committee members present: Michael Moore (Chair), Jerry Clark, Hugh Moore, Sally Dillon, CJ Rushman, Chris Colburn (Board Liaison), Mary Hull, Lisa Brown, Michael Carlson, Linda Chapman, Sally Guthrie, Marcia Anziano, Bruce Rollins</b>		
<b>Committee Members Absent: Tim Lecrone, Mollie Grover, Stacy Abrams, Andrew Le Vasseur, Ed Saltzman</b>		

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## Minutes

The meeting was called to order at 8:01 AM.

No conflict of interests.

1. **Approval of July and November minutes, MSA.**
2. Linda Chapman presented results of LMSC standards. LMSC standards survey and results for 2018 cycle: 92% of mandatory standards were achieved overall by LMSCs vs. 90% in 2017; for Target Standards 88% were met by LMSCs in 2018 v 86% in 2017. Ten LMSCs were compliant with all standards in 2018 cycle and 23 LMSCs were compliant with all mandatory standards – 11 LMSCs met all Target Standards. Most frequently missed mandatory standard in 2018 was dealing with reconciling bank accounts by someone who was not authorized to sign checks. The second most missed mandatory standard was all participants in sanctioned events were members of USMS, missed by 10 LMSCs. The most missed target standard was – a lack of LMSC officer roles in LMSC bylaws. Completion of the LMSC Standards Survey this year took about 17 min (Chair Survey) and 4 minutes (Treasurer Survey). The timeline next year for the LMSC standards survey: send out survey on Feb 15, 2019 with due date March 15<sup>th</sup>. This will overlap with Leadership Summit (March 1-3 2019) where help can be provided to LMSC officers for survey completion for those who may be unfamiliar with the surveys – or who haven't previously filled them out.
3. Introductions of Committee members. Michael Moore thanked committee members for their hard work for the year. Any changes to committee with start January 1, 2019.
4. Lisa Brown – upcoming peer to peer teleconferences: Coaches on 10/9 – Enhancing Local Meets on 12/13. Jerry Clark has done a major job of developing and managing these teleconferences over the years. Discussed role of committee members on the teleconferences – proposed to have Zone Chairs help manage to facilitate or act as an expert (or find someone who can fulfill that role) for a teleconference. Should plan 8 to 10 teleconferences – will need to decide on topics. Suggestion to conduct 8 calls; 2 each quarter. Zone chairs to facilitate or be subject expert one call per year. Will consider surveying zone chairs or members at Leadership Summit for desired topics. As we discussed last year, peer to peer conferences take place 5:30 PM Pacific time on the second Tuesday of the month. May consider also using other technologies to enhance these conferences – including visuals, possibly e.g. Start Meeting program. Focusing on task-oriented topics may be more popular with the audience. Could also include a video on LMSC Standards for help for understanding of LMSCs on how to comply. Suggestions from the audience included use of YouTube tutorial videos for leaders.

5. Discussion about distribution of LMSC Standards more widely throughout the organization v. sending individual LMSC survey results to specific LMSCs only. Need to share survey results with multiple board members, not just the chair. **MSA to publish final standards survey results on the secured USMS website.**

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## Tasks for the Upcoming Year

1. Revise LMSC job descriptions as needed
2. Leadership summit for 2019 LMSC Development Committee will help with much of the actual summit in conjunction with the National Office. Topics might include How to use technology effectively & issues with small LMSCs meeting standards; discussion of unique Board structure that many LMSCs may have implemented.
3. Developing resources and training of LMSC leaders, possibly developing a job description for ALTS coordinator within LMSCs.
4. Publish LMSC Standards Survey results on secured USMS web.
5. Survey LMSC chairs about topics for P2P.

The meeting was adjourned at 9:08

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