

U.S. Masters Swimming — 2025 Meeting Minutes

Committee Name:	LMSC Development Committee	Session #:	1
Committee Chair:	Douglas Sayles	Vice Chair:	Tom Moore
Minutes Recorded by:	Douglas Sayles	Date/Time:	January 28, 2025, 8:00 p.m. ET

Motions Passed: None

Number of Voting Committee Members Present: 10	# Absent: 2	# Guests: 0
Committee Members Present: Linda Chapman, Lina Bot, Nicole Christensen, Doug Garcia, Arlette Godges, Karen Harris, Ian King, Ann Marshfield, Jacky Merianos, Douglas Sayles. Absent: Denise Escher, Tom Moore. <i>Jill Wright added to the committee after this meeting.</i>		
Ex Officio Present: Crystie McGrail (VP Local Operations). Absent: Bethany Burchill (Manager, Member & Club Services), Jessica Reilly (Senior Director, Business Operations).		

Summary: The LMSC Development Committee’s 2025 startup meeting included committee member introductions and discussion of the committee’s structure, policies, and projects. The committee discussed organization of the 2025 Volunteer Relay, reintroduction of the LMSC Standards Survey this year, LMSC volunteer “Peer-to-Peer” engagement and communication, and volunteer role description updates and indexing of role-specific volunteer resources. Additionally, the chair began assigning preliminary subcommittee roles and responsibilities and scheduled future meetings.

1. Chair welcome & member self-introductions
 - a. Meeting called to order at 8:12pm. Roll call.
 - b. Welcomed new members Lina and Denise. Everyone present briefly introduced themselves.
 - c. This year’s committee has four fewer members, intended to create more engagement. Last year’s work was more process-oriented in preparation for more direct interaction with grassroots volunteers this year.
 - d. The chair will follow up with new committee members and post committee meeting dates and resources on the LMSC DC Community Forum.
2. VPLO update
 - a. [Club Transfer Rule Change & USMS Member Self-Service](#): No more 60-day waiting period. Members can now transfer their club affiliation up to three times per membership year. Transferring to Unattached (UC) and updating your club affiliation while renewing your annual USMS membership do not count toward the transfer limit. Starting Feb. 3, 2025, all USMS members can manage their own club and workout group affiliations and effect real-time transfers online by logging into their USMS account.
 - b. [Bridge Membership Policy Change](#): The \$25 USMS bridge membership fee has been eliminated; now every registered College Club Swimming member is automatically assigned a USMS bridge membership ID affiliated with their college club team in the national CCS LMSC (58). Bridge members cannot change their USMS club affiliation without first purchasing a standard USMS membership.
3. LMSC DC policies & communications platforms:
 - a. Committee policies are posted on the [LMSC Development Committee webpage](#).
 - b. “LMSC Development Committee” Community Forum – All LMSC DC members are subscribed to this private forum and should review their notification settings and/or check the forum regularly. Most updates re: the committee’s work will be posted on this forum, not emailed separately. All committee members should also monitor and contribute to their zone, LMSC, and topic- and role-specific forums.
 - c. Google Drive – For storing, reviewing, and archiving important LMSC DC working and final documents.
 - d. Email – Use selectively for important or timely communications or as agreed with your peers. Consult Jessica or Bethany when broad distribution via STREAMLINES or the USMS email system is warranted.
 - e. WhatsApp – New this year, namely for LMSC volunteer peer-to-peer engagement.
 - f. USMS website – For posting important volunteer resources in coordination with the national office.

4. Subcommittees responsibilities and preliminary assignments
 - a. Volunteer Relay Planning Subcommittee
 - i. 2025 Relay, Oct. 24-26, Kansas City, Missouri. Theme: Coach Support & Club Development
 - ii. Determine the format, session topics, and networking activities; recruit speakers and coordinate logistics and communications with the National Office and Communications Subcommittee.
 - iii. Conduct a post-Relay after-action review.
 - iv. Propose Relay 2026-2028 themes for USMS BOD consideration.
 - b. Communications Subcommittee
 - i. Peer-to-Peer networking & mentorship programs: Manage signups, meetings, and communication mediums. Discussed WhatsApp, Instagram, and the need for more creative volunteer engagement.
 - ii. Add all committee members to the LMSC Committee WhatsApp thread with an opt-out.
 - iii. Host quarterly [P2P Zoom “Social Hours”](#) for all roles and facilitate ongoing role-specific P2P communications and mentorship.
 - iv. Update and monitor Community Forums; post content and encourage others to do so.
 - v. Facilitate other subcommittees' project communications via appropriate mediums in coordination with national office staff.
 - c. [LMSC Standards](#)
 - i. February: Send intro email re: the LMSC Standards survey for distribution to LMSC chairs, vice chairs, secretaries, treasurers, sanctions chairs, membership coordinators, and Top 10 recorders.
 - ii. May 1: Field the survey to all LMSCs and follow up to ensure 100% response rate.
 - iii. June: Review the data/results to identify areas of non-compliance.
 - iv. July-Dec: Communicate with and help LMSCs resolve problem areas, as warranted.
 - v. Review and remediate problematic sanctioned meet announcements from each LMSC to prevent recurrent noncompliance.
 - vi. Linda is part of a small working group advising national office staff re: sanctions system updates.
 - d. [Volunteer Role Descriptions](#)
 - i. Review, prioritize, and update template volunteer role descriptions as needed.
 - ii. On the Volunteer Roles website, add hyperlinks to existing role-specific resources and to the P2P program signup form.
 - iii. Build new role-specific webpages if/as warranted (currently 4 roles have their own GTO pages).
 - iv. Initial role-review assignments TBD.
 - e. Preliminary subcommittee assignments:
 - i. Assignments may evolve and/or include members from outside the LMSC Development Committee.
 - ii. Relay Planning: Ian (chair), Nicole, Arlette, Doug G., Kenny Brisbin, Bill Brenner; support from Tom & Doug S. *Feb. 15 revision: Tom (chair), Ian, Nicole, Arlette, Kenny Brisbin, Bill Brenner; support from Doug S.*
 - iii. Communications: Jacky (chair), Lina, Ann, Tom. *Feb 18 update: added Blake Woodrow.*
 - iv. LMSC Standards: Linda (chair), Nicole, Karen, project-specific support from Anna Lea Matysek.
 - v. Volunteer Role Descriptions: Tom (chair), Denise, possibly Doug G. *Feb. 15 revision: Doug S. (chair), Denise, Jill.*
5. 2025 full committee meeting schedule:
 - a. Next meeting: Tuesday, February 18, at 8 p.m. ET.
 - b. Plan for the third Tuesday of each month at 8 p.m. ET, with possible exceptions. If you cannot attend a meeting, notify the chair in advance if possible.
 - c. LMSC DC members are automatic delegates to the USMS Annual Meeting (September 12-14) and should attend remotely via Zoom or in-person in Kansas City.
 - d. LMSC DC members should attend the Volunteer Relay (October 24-26) in person in Kansas City.
6. Meeting adjourned at 9:24 p.m. ET.