

U.S. Masters Swimming — 2025 Meeting Minutes

Committee Name: LMSC Development Committee	Session #: 2
Committee Chair: Douglas Sayles	Vice Chair: Tom Moore
Minutes Recorded by: Douglas Sayles	Date/Time: February 18, 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, Nicole Christensen, Arlette Godges, Karen Harris, Ian King, Ann Marshfield, Jacky Merianos, Douglas Sayles. Denise Escher, Tom Moore. Absent: Lina Bot, Jill Wright.		
Ex Officio Present: Bethany Burchill (Manager, Club & Member Services), Crystie McGrail (VP Local Operations). Absent: Jessica Reilly (Senior Director, Business Operations).		

Minutes:

1. The chair called the meeting to order at 8:09 p.m.
2. Chair update (Doug)
 - a. Asked January meeting attendees to review those minutes and provide their approval or suggested edits.
 - b. Committee roster updates:
 - i. Brief introductions to welcome new member Denise Escher.
 - ii. Doug Garcia has left the committee, and Jill Wright has rejoined.
 - c. Subcommittee leadership changes
 - i. Tom is replacing Ian as the 2025 Relay Planning lead.
 - ii. Doug is replacing Tom as the Roles Descriptions lead, but others are welcome to step up.
 - d. Non-committee members supporting LMSC DC initiatives:
 - i. Relay Planning: Bill Brenner, Kenny Brisbin, Aaron Schneider.
 - ii. Communications: Blake Woodrow.
 - iii. Notify Doug or Tom if you know a potentially valuable contributor.
 - e. May allocate future LMSC DC meeting time for subcommittee breakout sessions if needed.
3. Vice Chair update (Tom)
 - a. Asked each LMSC DC member to fill out the Google Form indicating their LMSC volunteer role expertise to help inform which Community Forum they will moderate.
 - b. LMSC DC members must earn their paid trip to the Volunteer Relay by contributing, attending committee and subcommittee meetings, and participating in the Forums and P2P group discussions.
4. VPLO update (Crystie)
 - a. Noted the upcoming Winter Board of Directors retreat.
 - b. Noted that the LMSC DC is a very active committee.
5. Subcommittee updates
 - a. LMSC Standards Rollout (Linda)
 - i. The goal of the LMSC Standards Survey is to gather insights on LMSC operations and identify and address areas needing improvement.
 - ii. Fielding the survey on May 1, LMSC responses due by June 1, aiming to complete analysis and feedback by August.
 - iii. Created an LMSC Standards roadmap to clarify time-sensitive LMSC responsibilities by categorizing them into one-and-done, periodic, and ongoing tasks.
 - iv. Requested that LMSC DC members submit any suggested “bonus” survey questions by April 1.

- b. Volunteer Relay Planning Subcommittee (Tom)
 - i. 2025 Relay theme: Coach Support & Club Development.
 - ii. Discussed recruiting new presenters to provide diverse perspectives, including prospective presenters who have not previously attended Relay.
 - iii. Hoping to pair less experienced presenters with seasoned speakers.
 - iv. Trying to focus core content on how LMSCs can support coaches and clubs, not on how to coach.
 - v. Collaborating with the Coaches Committee, National Office staff, and others.
 - c. Communications Subcommittee (Jacky)
 - i. Discussed the creation of WhatsApp communication channels for volunteers, noting significant engagement in topics like secretary and treasurer duties.
 - ii. Discussed upcoming peer-to-peer calls, with quarterly sessions scheduled for Thursday evening, Friday midday, and Sunday evening, aiming for broad participation.
 - iii. Plan to enhance communications via the STREAMLINES for Volunteers newsletter, designate a point person for coordination with the National Office, and collaborate with other committees.
 - iv. Asked LMSC DC members to promote volunteer engagement through WhatsApp channels and Community Forums and to participate in P2P calls and provide constructive feedback.
 - d. Volunteer Role Descriptions (Doug)
 - i. Prioritize which LMSC role descriptions to review first, potentially enlisting help from committee members with relevant expertise.
 - ii. Discussed hyperlinking from the Volunteer Roles webpage to relevant online resources.
2. National Office update (Bethany)
 - a. Working to address insurance concerns for clubs. Noted lifeguard shortage affecting swim clubs/events.
 - b. Discussed new [My USMS account self-management features](#), including club and workout group transfers.
 - c. An [educational courses calendar](#) is now available via Sched for USMS coach certification & clinic courses, ALTS instructor certification courses, and swimmer stroke development clinics nationwide.
 3. 2025 full committee meeting schedule:
 - a. Next meeting: Tuesday, March 18, at 8 p.m. ET.
 - b. Plan for the third Tuesday of each month at 8 p.m. ET, with possible exceptions.
 4. Meeting adjourned at 9:18 p.m.