

U.S. Masters Swimming — 2025 Meeting Minutes

Committee Name: LMSC Development Committee	Session #: 3
Committee Chair: Douglas Sayles	Vice Chair: Tom Moore
Minutes Recorded by: Douglas Sayles	Date/Time: March 18, 2025, 8:00 p.m. ET

Motions Passed: None

Number of Voting Committee Members Present: 9	# Absent: 3	# Guests: 0
Committee Members Present: Lina Bot (partial), Linda Chapman, Arlette Godges, Ann Marshfield, Jacky Merianos, Douglas Sayles, Denise Escher, Tom Moore, Jill Wright. Absent: Nicole Christensen, Karen Harris, Ian King.		
Ex Officio Present: Crystie McGrail (VP Local Operations). Absent: Bethany Burchill (Manager, Club & Member Services), Jessica Reilly (Senior Director, Business Operations).		

Minutes:

1. Meeting called to order at 8:05 p.m.
2. Chair update (Doug)
 - a. January meeting minutes were approved online via the LMSC DC forum and posted to the [USMS website](#).
 - b. Recapped prior meeting topics, including subcommittee leadership changes, assignments, and, non-committee member contributors, and the need for everyone to contribute and follow through.
3. VPLO update (Crystie)
 - a. Announced that Board of Directors approved updated [USMS election operating guidelines](#):
 - i. Expands the eligibility criteria for BOD officer and director elections so service as an LMSC board member or national committee member now qualifies.
 - ii. Noted that the [2025 USMS officer elections](#) process opens May 1 and that it's important to encourage prospective candidates to stand for election.
 - b. It is likely that the board's Zoom "office hours" will be quarterly.
 - c. Upcoming zone meetings with assigned BOD members in June. Doug suggested that zone chairs schedule their calls early so takeaways can be considered before the summer BOD meeting.
4. Subcommittee updates
 - a. Volunteer Communications (Jacky)
 - i. Ongoing push to increase engagement in Community Forums:
 1. Assignment of committee members to oversee role-specific forums, consistently post relevant content, and respond to volunteer inquiries. Requested that committee members post their initial forum posts by April 1.
 2. The National Office has subscribed all LMSC volunteers to their respective forums.
 3. Identified a bug in forum posting mechanics, resolved by the National Office.
 - ii. Peer-to-Peer meeting updates:
 1. Held three successful Zoom "social hours" in February, with 8 to 12 volunteers per call.
 2. Thanks to the VolComm team and to Linda for the [LMSC Standards presentation](#).
 3. Spring P2P Social Hours scheduled for Thursday, May 8; Friday, May 9; and Sunday, May 18. Committee members should participate in at least one call.
 - iii. Coordinated volunteer communications with National Office:
 1. Planning for regular volunteer communications via STREAMLINES to reduce the number of emails.
 2. The National Office has a multi-month planning cycle for STREAMLINES content. The LMSC DC must align its messaging schedule accordingly as much as possible.

3. Moving forward, Jacky should spearhead most LMSC DC volunteer communications requests with National Office staff, so they have one point of contact for such requests.
 4. Discussed updating the [Peer-to-Peer webpage](#) and [USMS volunteer working calendar](#).
 5. Discussed post-annual meeting volunteer engagement strategies.
- b. LMSC Standards Rollout (Linda)
 - i. Standards survey development is progressing. Will work with the National Office to finalize and field the survey to LMSC chairs, treasurers, and sanctions chairs on May 1.
 - ii. Shared the LMSC Survey Roadmap created to clarify the survey process for LMSC volunteers.
 - iii. Seeking additional survey “bonus” questions from committee members by April 1.
 - iv. The full committee can review and discuss the near-final survey before/during the April meeting.
 - v. Discussed challenges surrounding survey follow-up communications with specific volunteers.
 - c. Volunteer Relay Planning Subcommittee (Tom)
 - i. Provided planning update, including meetings with staff, Coaches Committee, and others.
 - ii. The first pass session grid is nearly complete and ready to share.
 - iii. The planning process is on schedule. Next step is recruiting presenters.
 - 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.
5. 2025 full committee meeting schedule:
- a. Next meeting: Tuesday, April 15, at 8 p.m. ET.
 - b. Plan for the third Tuesday of each month at 8pm ET via Zoom, unless otherwise noted:
 - i. Apr 15, May 20, Jun 17, Jul 15.
 - ii. Aug 19 is an open meeting with a different Zoom link so HOD delegates can attend.
 - iii. Sept 12-14 — USMS Annual Meeting in Kansas City (virtual or in-person).
 - iv. Sept 16 and Oct 21 TBD — May cancel one or both of these meetings.
 - v. Oct 24-26 — Volunteer Relay in Kansas City (in-person).
 - vi. Nov 18.
 - vii. Dec 2 — Holiday Peer-to-Peer Social Hour.
6. Meeting Adjourned at 9:05 p.m.