

U.S. Masters Swimming — 2025 Meeting Minutes

Committee Name: LMSC Development Committee	Session #: 4
Committee Chair: Douglas Sayles	Vice Chair: Tom Moore
Minutes Recorded by: Douglas Sayles	Date/Time: April 15, 2025, 8:00 p.m. ET

Motions Passed:

1. MSA to approve the 2025 Volunteer Relay draft session grid (schedule and topics).
2. MSA to approve the 2025 LMSC Standards Survey.

Number of Voting Committee Members Present: 7 **# Absent:** 5 **# Guests:** 0

Committee Members Present: Linda Chapman, Nicole Christensen, Denise Escher, Ann Marshfield, Tom Moore, Douglas Sayles, Jill Wright. **Absent:** Arlette Godges, Lina Bot, Karen Harris, Ian King, Jacky Merianos.

Ex Officio Present: Bethany Burchill (Manager, Club & Member Services), Crystie McGrail (VP Local Operations).
Absent: Jessica Reilly (Senior Director, Business Operations).

Minutes:

1. Meeting called to order at 8:08 p.m.
2. Chair update (Doug)
 - a. Reminded committee members to review and approve the February and March meeting minutes via the LMSC DC Community Forum and Google Docs.
 - b. Upcoming 2025 full committee meeting schedule:
 - i. May 20, June 17, and July 15 working meetings.
 - ii. Aug. 19 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 canceled.~~
 - v. Oct 21. TBD.
 - vi. Oct. 24-26 Volunteer Relay in Kansas City (in-person).
 - vii. Nov. 18 working meeting.
 - viii. Dec 2. Holiday Peer-to-Peer Social Hour with LMSC volunteers.
3. VPLO update (Crystie)
 - a. Reminder for zone chairs to coordinate with assigned USMS board members about scheduling a mid-year “check-in” meeting with their zone’s LMSC leaders.
 - b. Meeting times associated with the USMS Annual Meeting are in the process of being finalized.
 - c. Reminder that nominations for the [2025 USMS officer elections](#) open May 1 and that the updated [USMS election operating guidelines](#) expand the candidate eligibility criteria.
4. Subcommittee updates
 - a. Volunteer Communications (Tom for Jacky)
 - i. Reminded everyone to post at least monthly in their assigned role-specific Community Forum and discussed making posts personable and informative.
 - ii. Discussion about deleting the Event Directors forum in LMSC Officers & Administration because it is not a typical LMSC board role and is duplicative of another forum in Events & Results.
 - iii. Asked committee members to register for the [Volunteer Peer-to-Peer Social Hours](#) in [May](#) (5/8, 5/9, 5/18) and [September](#) (9/25, 9/26, 9/28).
 - b. Volunteer Relay Planning (Tom)
 - i. Reviewed the Relay 2025 draft session grid (schedule & topics) shared with the Board of Directors.
 - ii. **MSA** (Nicole, Jill) to approve the draft session grid.

- iii. Subcommittee's next steps: finalize the session grid, confirm presenters, and promote Relay to LMSC volunteers to recruit attendees.
 - c. LMSC Standards (Linda)
 - i. Reviewed the content and structure of the LMSC Standards Survey in SurveyMonkey, including the optional “bonus” questions added by committee, BOD, and staff members.
 - ii. **MSA** (Nicole, Jill) to approve the 2025 LMSC Standards Survey as amended.
 - iii. Linda to verify and, if needed, correct the required LMSC roles listed in the survey.
 - iv. Bethany to update the survey with the agreed-upon edits and logic branching.
 - v. The survey will be fielded to all LMSC board chairs, treasurers, and sanctions chairs on May 1.
5. Meeting adjourned at 9:35 p.m. Good work, everyone!