



LSC Development Committee Mission Statement: "To provide a national network for LSC education and communication and to serve as a resource for LSC leaders."

LSC Development Committee **February Business Meeting Agenda**

Denver Gateway Marriott

2/2/18 5:30-6:30 PM

2/3/18 9:00 AM – 5:00 PM

John Bitter, Program Development Vice-President (absent)

MJ Truex, Staff Liaison

Laura Matuszak, Committee Chair

Jane Grosser, LSC Governance Consultant; Arlene McDonald, LSC Governance Consultant; Cherita Gentilucci, LSC Governance Consultant

COMMITTEE MEMBERS

Pam Cook, Bob Crunstedt, Greg Evershed (absent), Ceallach Gibbons (athlete), Shelly Rawding, Wayne Shulby, Jake Simmons (athlete), Jon Sommervold, Paul Thompson

Guests:

Friday & Saturday Session: Pat Hogan, Managing Director, Club Development

Friday 2/2/18 5:30-6:30 PM

Around the room introductions.

1. **Review and provide feedback for Required LSC Bylaws Task Force proposals**
Feedback was given to Jane, Wayne, and Cherita on the Task Force proposals. Specific notes reside with them and will be forwarded to the Task Force for changes, discussion, and approval.

Saturday 2/3/18 9:00 AM – 5:00 PM

1. **Welcome, Mission and Introductions**
2. **Approval of the minutes of last conference call**
Change MJ's and Laura's name to correct spelling. The rest of the minutes approved.
3. **Approval of the Agenda**
Approved.
4. **REVIEW Committee History and Mission**
History overview with always an eye on the future. MJ provides information on the potential Committee structure that the Governance changes will bring.
5. **REVIEW LEAP Program, Objectives and Needs (Jane)**
Jane finished updates that were made by the LEAP Task Force. Everything is up to date.



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100% of the LSCs finished LEAP 1. 70% of our LSCs have achieved LEAP 2. 30% have achieved LEAP 3. We are starting 2nd year of Quad 3 LEAP renewals.

Sydney Pinello to take on LEAP 1 with Jane and bring it in house. This will help with timeliness and customer service. Denise MacDonald to oversee the LSC Finances piece of LEAP 1.

Feedback from the committee: What other services will come in house? Concern that the approval of LEAP 1 has many details to check and to ensure whoever is evaluating it is really checking those detailed points. Jane can provide reports and information back to the committee on how each Quad

The Committee approved bringing this in-house contingent upon bringing on a new USA Swimming staff person and or bringing someone on the committee to step in if hiring of a staff member falls through. This will need to change in our P&P.

If everyone on the committee is still willing to act as evaluators for LEAP 2 and 3, let Jane know.

6. REVIEW LSC Development Committee Polices & Procedures (Bob)

- Nothing changed under committee Responsibilities
- Under General committee procedures adding minutes to be posted on the USA Swimming website by staff.
- 4.3.1 Strike "LEAP evaluation teams" to "USA Swimming LEAP administrator and designees". This verbiage will be changed consistently throughout the document anywhere LEAP evaluation teams is referenced.
- 4.3.2 Evaluation Teams: this section removed
- 4.3.3 Evaluation Schedule: this section was updated to reflect usage of LEAP administrator and designee as well as clean up the language to make it more accurate and succinct.
- 4.3.4 Evaluation Guidelines: last sentence removed
- 4.3.5 Approval of Level One status: Removing bullet points and updated language. Changed to a descriptive paragraph.
- 4.3.6 Appeals: Language cleaned up. This item was revisited again after a break specifically about the once per item exemption. Jon provided language to more clearly depict the point and purpose of an exemption. **This item, however, will be revisited during our next meet.**
- 4.5 Failure to Comply with LEAP Level 1 Submission: highlighted to remember to change in September. Other language changed.
- 4.6.2 Evaluation Teams: "2-4 members" replaced the old number 3-4.
- 4.6.3 Evaluation Schedule: Language cleaned up.
- 4.6.4 Evaluation Guidelines: Language cleaned up. Copy and paste 30-day verbiage from LEAP 1 (4.3.4)
- 4.6.6 Appeals: Copy all verbiage from LEAP 1 section 4.3.6
- 4.8.0 Payments: Verbiage changed for accuracy.



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- 4.9 LEAP update process: adding "LEAP sub-committee" instead of LSC Development. Language cleaned up for clarity and accuracy.
 - 4.10.1 List of Queries: Added word "active" before athletes.

 - Appendix A: short link added.
 - Appendix C: Entire appendix C is changed. Jane to send Bob updated document.
 - Appendix D: LEAP 1 removed. LEAP 2/3 updated
 - Appendix E: Calendar updated. Minor changes.
 - Appendix F: Letter updated. General language used, titles updated, highlights for possible changes for September.
 - Appendix G: Placeholders for Task Forces and sub-committees. Think about new projects in the next year and document processes and procedures in this section.
- a. LEAP Evaluator Job Description**
- 4.12.1 Duties: Jane to spearhead this effort and provide committee draft for review and feedback.
- 4.12.2 LEAP Evaluators: adding recognized annually at the fall business meeting of the LSC Development Committee (to be determined)
- b. LEAP data queries (Wayne)**
- Remains the same.
- c. Bright Ideas Procedures**
- Appendix G
- d. Task Forces Drop Box Files**
- Subcommittee Section: This section was reworked. Items of note: addition of Zoom, review of importance of Dropbox and its organization.

7. LEAP Library and LSC Development Committee Documents (Jane and Bob)

a. organization on USA Swimming website

This was reviewed as it appears on the website. Bob provided an overview of the folders. A folder was added on main landing page named "Athlete Leadership Documents Library" upon Ceallach's request. This folder will link back to the athlete's Google Drive. Name "LSC Resources Library" will replace the old "LEAP Library" name. Bob will change any reference to the old LEAP Library in the P&P with new name. The LSC Resources Library subcommittee remains the same for the upcoming year.

b. REVIEW LSC Development Committee Volunteer Handbook (Laura)

Laura shows where it can be found on the website under LSC Governance (many clicks). The copy on the website is a draft and is a work in progress. (Pam Lowenthal, Arlene McDonald, Ceallach Gibbons are also on the Task Force). The committee voted that this



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document be ready for Convention. There are additional sections to be added by the Task Force. Formatting once the content is completed, will be sent to one of the athletes on the AEC.

8. LEAP Bright Ideas Contest (Shelly/Jane)

June 1st Deadline for submission.

All documents are in the Dropbox under Bright Ideas. The application was reviewed along with the link to Padlet (tinyurl.com/brightideas), where the Bright Ideas entries live. Google Forms will be used for the application if you attach the idea to it. Otherwise, a fillable form attached to an email with the idea. Padlet: Viewers can grade it (rate it) and download information. Jane/Shelly decides what entries will be posted on it. Use of Padlet is easy and user-friendly and will be utilized during the Spring Zone Workshops. Bob will add this to the LSC Resources Library by hyperlinking a photo to be more visually pleasing.

Selection Committee Discussion:

- 5 members (Athlete, coach, official, non-coach, 1 additional)
- Staff will not be part of award selection.
- Jake, Caellach, Greg, Wayne, Shelly were named to the selection committee

Selection Committee Criteria for choosing finalists:

- Originality
- Application (replicable)
- Impact

The selection committee will put forward those making the final cut (4- one in each category) to be voted on at Convention (using Kahoot). Finalists will present their idea (5 min presentation) at a special session during the Convention. Voting will take place after the presentations.

- Coaches Connection (1st week of April): Shelly will write up blurb and forward to staff for posting
- USA Swimming social media (1st week of April): Shelly will send blurb to MJ to forward.
- Zone Workshops: advertise there. Assign at March meeting who will follow up with each LSC.
- Goal is to have at least 20 submissions.

9. USA Swimming Leadership Summit (Ceallach)

a. Updates

Ceallach passed around updated schedule and discusses highlights. Tim will be in attendance to speak to the athletes, community service opportunity for the athletes, and a leadership facilitator will run most of the content portions.



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b. Future opportunities

This program needs to have a permanent home possibly living with USA Swimming staff in some form. Athlete programming needs to be more integrated into overall programming of a workshop and not always siloed off.

The future of this program is dependent upon finding ongoing funding so that it can run annually. Commercial Until to look at existing and potentially new sponsorship. Curriculum should also be incorporated into what's currently being offered.

Discussion about a 3 year or Quad plan about the overall program would be helpful to develop and present to gain support. Considerations to keep athletes engaged through the college years.

This committee can assist by helping athletes grow their leadership skills within the programming we offer. The committee will also invite athletes to the annual yearly Fall workshop.

Suggestion to develop "facilitating an athlete framework" for LSCs to adopt and implement. Swimposiums could be an avenue to offer this.

10. LSC Development Quad Workshops – Mighty 2500 Workshop 2018 (Arlene)

Three items to decide:

1. Do we stay with the same groups?

Arlene discusses how the groupings have changed based upon the same population numbers. Group decides grouping by size should continue. There were a few LSCs that were on the border (e.g. Louisiana, Iowa, etc.) that we would approach to see if they wanted to move or down.

Flex Membership will affect this, so must set the numbers now to plan for this November's workshop.

2. Is this the same model we use? Yes. The Task Force will further develop the details of the workshop.
3. Task Force: Ceallach, Paul, Jake, Amy, plus the 3 LSC Consultants

11. 2018 USA Swimming Convention Programming – September 25-30, 2018 in Jacksonville, FL (MJ and Laura)

Positive feedback from last Convention's workshop. Last year's schedule was reviewed.



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Workshop ideas:

- GC Workshop: Structuring your LSC to make a difference; Good Governance and BOD structure (Wed, Sept 26 1-2pm)
- GC Lunch: Mention LSC Bylaws here, Volunteer Handbook, possible Disability Presentation (LSC Para-athlete motivational time standards), Athlete piece (Ceallach), will also add 8 athletes to the lunch (Pat approved).
- Bright Ideas-
- By Laws – separate session (Thursday morning 9-10:20 proposed)
- LSC Finances this is TBD.
- Bright Ideas – 30 minutes (Thursday after GC lunch – 15 min after)
- Mighty Reunions (Paul, Arlene, and Laura to discuss structure) will be after Bright Ideas: potentially add a short survey before Convention to the Mighty Groups to relate to the Friday 1:30-3:20pm session, that could be covered during the reunions.
- LSC Succession Programming or Power BI (Thursday, 3-3:50pm)
- Athlete Engagement workshop- keep dedicated time. Friday, 10-11:50am.
- Friday 1:30-3:20pm- currently LSC Board/Staff Development. Discussion to develop survey on how various LSCs are functioning/structured (e.g. financially) and report on that. Cherita will run the idea by Cathy Durance. Cherita, Jane, Cherita, Jon, Bob to spearhead. The title will change but will be along the same lines of LSC Board/Staff Relations. This potentially could be a panel. Discussion about splitting this session to target 2 different groups within this topic.
- Desire to put this all on video for future reference/advertising
- AV needs will remain the same as last year (maximum ask).

12. Strategic Use of Social Media and Online Educational Opportunities

a. Committee Newsletter (Shelly)

Strategy Café to brainstorm ideas for newsletter. Will use Constant Contact for this platform.

b. Volunteer Recognition Month (Arlene)

Kara is working on this; creating a tool kit to all LSCs.

- The committee to help encourage LSCs to take pictures of volunteers to send into USA Swimming for Kara to use. The committee could also assist in getting the word out.
- Committee to divide the LSCs for each member to contact personally as a follow up to the toolkit.
- This will take place in March.



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c. LEAP Level 3 Tool (Jane)

Jane shared an email from Utah Swimming. How do we institutional LEAP for an LSC so that it's not just a check the box exercise. Is it something we recommend they put in their P&P through LEAP? Jane to check LEAP 2 and 3 to make sure items are tied to the P&P and to highlight with LSCs how organizational strength leads to high performance and excellence to help motivate LSCs.

Ideas: When you go to renew LEAP 2 and 3, a question to ask what has improved to from last time and in the congratulatory letter they receive after completing LEAP 1 and 2, some items to keep in mind as they begin work on LEAP 2 or 3.

13. REVIEW LSC Development Committee and USA Swimming Quad Business Plan

a. Develop and refine our measures of success as a committee

Targeting attendance at ALL USA Swimming workshops and camps (not specific to LSC Development workshops).

- MJ to discuss with Tom how the iPad attendance system works
- List of all of USA Swimming programs offered and which ones we already have attendance information.
- Determine centralized place for this information and the easiest way to go that.
- Idea: LSC self-reports in post-Convention survey sent by LSC Development Committee. Post-Convention Survey Task Force (speak to Morgan about what they already do). Task Force: Greg, Ceallach, and Shelly

14. Other areas of interest and growth for 2018

15. Revisit monthly meeting call time schedule and dates

4th Tuesday of the month at 8pm will remain the day/time

16. Closing

MEETING SCHEDULE:

Laura will check all dates to make sure they are accurate.

Proposed: February 27th, 2018 if needed (8:00 PM EST)

March 27th, 2018

April 24th, 2018

May 28th, 2018 – May 22nd is the 4th Tuesday. This will change on future agendas.

June 26th, 2018

July 24th, 2018

August 28th, 2018

September 25th-30th, 2018 Convention

Meeting Adjourned- 4:46pm



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October 23rd, 2018

November 27th, 2018

Remaining calls TBD