



LSC Development Committee Mission Statement: "Providing LSCs with resources and services that support the development and achievement of athletes, coaches and clubs."

LSC Development Committee **February Business Meeting Minutes**

San Antonio Marriott Riverwalk
Market Street, San Antonio, TX 78205

1/25/19 5:00-6:30 PM

1/26/19 9:00 AM – 5:00 PM

COMMITTEE MEMBERS PRESENT IN BOLD

Laura Matuszak, Committee Chair, Pam Cook, Bob Crunstedt, Greg Evershed, Annika Ruehlicke (athlete), **Shelly Rawding, Jake Simmons (athlete), Eric Stimson, Paul Thompson, Kile Zeller,**

USA SWIMMING STAFF PRESENT:

Jane Grosser, LSC Services Senior Manager; Cherita Gentilucci and Jessica Cooper LSC Governance Consultants, Patrick Murphy, Data Research Manager

Friday 1/25/19 5:00-6:30 PM

1. Meeting was called to order by Jane at 5:04pm. Introductions by everyone in attendance; Laura unable to attend Friday due to weather-related travel delays. Approximately 483 years combined swimming related experience on the current committee, a powerful resource!
2. Committee Orientation/Ice Breaker: Shape personality activity and Leaning Tower of Feetza.
3. Committee Policies and Procedures Review and Goals Assessment
 - a. Provision D of 2018 Performance Monitoring Report from USA Swimming as applicable to LSC Services and the committee was reviewed and discussed.
 - b. 2019 KPIs for LSC Services/LSC Development Committee were introduced and discussed.
 - i. Combine LEAP 1 and 2, move LEAP 3 to LEAP 2: Goal of September 2020 rollout.
 - ii. 2019 LEAP Program achievement: 100% LEAP 1, 75% LEAP 2, 25% LEAP 3
 - iii. Y-T-Y improvement in overall evaluation of LSC visits for Board Governance, LEAP or Strategic Planning. Minimum score of 4.0/5.0 on all visits.
 - iv. Growth in the percentage of LSC representatives to USA-S meetings and workshops (Mighty meetings, Convention, Zone workshops, etc.) Baseline of 80% of LSC that are represented.
 - v. Establish high standards and consistency in services/expectations/efficiencies, etc. among LSCs. Suggestions: Create a rubric for LSCs to determine areas of improvement; Renew LEAP status every two (rather than four) years; Create more LSC accountability to USA Swimming.
 - b. General discussion was held on the future of the LSC structure (number of LSCs, future of LSCs not performing, shared services between LSCs, operating agreement for LSCs, etc.).
 - c. Committee goals and objectives for each KPI to be brainstormed and addressed on Saturday by the committee.
 - d. The committee agreed to begin the meeting at 8:00 am on Saturday with the amount of material we had to cover.

[LSC Development Dropbox Link](#)



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4. Meeting Adjourned by Jane at 6:50pm.

Saturday 1/25/19 8:00 AM – 5:00 PM
(Lunch 12:00-1:30 PM)

1. Laura called the meeting to order at 8:00am with the Committee Mission Statement
2. The agenda was approved, minutes of the last meeting were approved via consent agenda.
3. The committee revised the Mission Statement to align with the new direction of LSC Services as follows: **Providing LSCs with resources and services that support the development and achievement of athletes, coaches and clubs.**
4. The LSC Development Committee revised the P&P (Eric to perform final editing.) Link found here: [LSC Development Committee P&P](#)
5. Remaining quad goals (2019-2020) were reviewed, it was decided to revisit these following the afternoon small group work to align with the Committee Mission Statement and KPI directives (**Laura and Jane to review prior to next meeting**).
6. The 2019 convention schedule was discussed and outlined. (**Jane to forward to Gina Mensay for scheduling**). Link found here: [Convention 2019 outline](#)
7. The Zone Workshop session overview was shared. Bob Crunstedt, Shelly Rawding, Jane Grosser are leading the development and will conduct the following sessions: May 9-11, Denver, CO. Eastern and Central, May 17-19, Chicago, IL (**Next meeting Feb. 12**)
 - a. GC/Admin/LSC Staff- determining staffing needs in the LSC/Evaluating and sustaining staff positions in the LSC.
 - b. GC/Admin- Navigating the new Bylaw template working session.
8. The LSC Development Committee drop box will be edited and organized to provide a better means of communication among committee members and all ongoing activity within each sub group. (**Laura and Jane to continue editing and organizing for efficiency. Complete before next meeting**)
9. In an effort to engage each member of the committee at a higher level and maximize individual strengths, committee members participated in a Strengths Assessment Team Building Activity within three designated sub groups of the committee:
 - a. LEAP: Pam Cook, Kile Zeller, Jake Simmons, Jane Grosser
 - b. Workshops: Bob Crunstedt, Shelly Rawding, Paul Thompson, Jessica Cooper
 - c. Analytics: Laura Matuszak, Eric Stimson, (Annika Ruehlicke), Cherita Gentilucci, Patrick Murphy
10. Each sub-group spent 90 minutes discussing, clarifying, and defining their goals as follows:
 - a. **Workshops:** Zone Workshops, Convention Programming (Bright Ideas) and the Mighty Leadership Summit fall under the scope of this sub group. A timeline and project schedule can be found here: [Workshops sub-group goals](#)
 - b. **Analytics:** LSC data interpretation (Power BI, LSC Dashboard, SWIMS), LSC evaluation, and KPI evaluation fall under the scope of this sub group.



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1. Goal is to have easily accessible information for LSC leaders to share with their LSCs grouped Nationally, by Zone and also in clusters as selected to provide intended data to LSCs. The hope would be to have all information accessible to
 2. LSCs in one place through the LSC portal. If that is not possible a 2nd choice would be to simplify the current Power BI offerings for LSCs.
 3. Attendance data be simplified for tracking purposes, possibly through deck pass or QR code scanning. (Patrick and Jane to explore the possibilities with staff). Goal to have in place by next year.
 4. Assisting LSCs to interpret and use the data available to them to report information to their LSCs. Accomplished possibly through video tutorials or in a workshop format (zone workshop session?)
 5. Evaluation tracking for KPI achievement through a standardized template used across USA Swimming or SDD (Jane and Patrick to explore the possibilities with staff)
- c. **LEAP:** The LEAP Program, and LSC Resources Library (bright ideas) fall under the scope of this sub group.
 1. Leap level 1 and 2 will be combined over the next 6 months. LEAP 3 will become LEAP 2, Level 3 will be developed as an LSC Mentoring program to assist underperforming LSCs. Mentor LSCs will consist of 4 team members; Business, Volunteer, Club/Coach, Athlete. Teams will assist other LSC to complete the LEAP level 2 requirements.
 2. A KPI of a 10% increase in the number of LSCs achieving LEAP Level 2 will be in place.
 3. LEAP 1 will be renewed every 2 years. LEAP 2 certification to become a requirement over the next quad. End goal: Each year ½ of LSCs will be renewed (vs 1/3 currently). This will require 4 annual submission dates; February will be added to May, August, and November. Each cluster of LSCs submitting on each date will increase from 5-6 to 7-8
 4. Once the formatting of the LEAP program is finalized and established the LSC Resources Library will be formatted to align with LEAP.

Each Sub Group shared their ideas/plans with the committee for affirmation/and clarification. Sub groups will continue to work on projects and report status during each meeting. Committee members recognized and discussed that there will be a great deal of crossover among the sub groups and the success of this concept will require all committee members to keep their sub group drop box folder up to date as well as review the other sub group folders between meetings.

11. Monthly meeting time was discussed and agreed to remain the 4th Tuesday of each month at 8:00 pm EST. **Upcoming meeting schedule: Tuesday, February 26th at 8:00 PM (EST), Tuesday, March 26th at 8:00 PM (EST)**

[LSC Development Dropbox Link](#)



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12. Meeting was summarized, action items were reviewed, meeting was adjourned at 4:15 pm.

While the LSC Development Committee drop box is being reorganized, links may not work and will be updated prior to February 26.

[LSC Development Dropbox Link](#)