



PC STAFF MEETING MINUTES/ REPORTS

April 19, 2023

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [X] Karen [X]

Board Member Attendance: David Cottam [health leave], Leo Lin [vacation], Mary Ruddell [x], Verónica Hernández [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Finally caught up on invoicing after vacation and FW.
2. Met with Mary and Maria to go over our month end closing and sat in on the Officials Committee Meeting.
3. Sat in on the Finance and Budget Meeting last week, but missed the LSC Leadership Meeting - it's harder to keep track of now that it's in TEAMS.
4. Preparing for being at the USA Swimming Workshop this weekend by taking care of the invoicing and meet notifications that have to go out each week.
5. Have been trying to find a place to have HOD in San Jose to the Milpitas area. Still waiting for sales reps to return my calls.
6. Spoke to a Zoom rep regarding our transfer, she suggested using new emails instead of the old ones that were attached to USA Swimming. I can make the primary admin one a pacswim.org email and we can try the others out to make sure they are working okay. We have to purchase 10 at a minimum, but I think several zones buy them from us. I will try to create the admin account today or tomorrow - but just expect things could be a little rocky over the weekend.

7. Planning to use a google form to manage delegates and try to get a sense of who will be attending HOD in person and who will be attending via Zoom. We also need delegates for all these club because we no longer have an easy way to store that information and have it associated with the club.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Employee Handbook - outstanding items,

Additional Notes or Comments:

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

Having problems with Times. Individual times search is missing something. Observed meets coming in heavy now. Need an update from USA Swimming, but the lead is on vacation through the 10th of April. Still dealing with questions, things are going well with Help Desk.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes, Officials, Club Development*):

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Posted new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Met with Officials Committee, Updated 22-23 Officials Assignments, Mailed out Officials' new apparel orders, Updated Class of 2023 College Commitments, Processed Team Support for Spring Sectionals, Updated Top Times & Records from Far Westerns, Updated Athlete pages, Uploaded all March results into All-Star TM database, Set up new phone, Transferring all PC contacts to new phone, Deleting all athlete contact information from my phone, Setup GroupMe and Meet Mobile

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages,

Additional Notes or Comments:

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-060. All meets loaded into OTS. Second Round Bidding for 23-24 Schedule closed. One new bid received - MAC for February Senior Open T/F. 4 No-Show Fine Payments received. Two outstanding in Appeal Process, one outstanding have not received payment (second notice to be issued next week).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Age Group - Time Standards adjustments? Need feedback to get that process going for 23-24.

Medium/Long Term Goals: Continue filling in 23-24 schedule.

Additional Notes or Comments: Thoughts on PC securing a pool for Senior 2 July? Would like to update this meet to a Senior Open (opposite Sectionals, may make finding a host more appealing)

Karen Bair, Admin Asst:

Report of Recent Activities: Researching hotels for ZAM 2024 in Reno. Requests sent for busing quotes. Email sent to PAC Swim Athletes 2023, to request artwork for Pac All Star 2024 meet, and to encourage them to sign up for Western Zones. Met Mary to pick up new phone.

Current/Short Term Goals: Learning Team Manager (with Diana's help). Learning and setting up new phone. Learning about the process of selection of Western Zone Challenge Head Coach/Coaches (deadline to apply is 4/23, and 13 have applied as of 4/19).

Medium/Long Term Goals: Researching food options for Western Zones, and getting the addresses of the nearest Costco and WalMart. Working on apparel for the Western Zones, backpacks and tshirts. Still need a design for the meet.

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Received the donation from the Nordbery Family \$9,172.82 and a \$50 donation from a Nordberg Family friend.

Hopefully the Task Force to discuss Splash fees will meet on Monday evening. The survey has produced some interesting comments.

Leo - Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Set up Coach Selection Committee for WZ All-Stars
- Working on employee handbook

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

July 13, 2023

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [x], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X]

Board Member Attendance: David Cottam [excused], Leo Lin [X], Mary Ruddell [X], Verónica Hernández [X], Lehla Irwin (guest) [X]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Moved storage units so we could save money on the new unit.
2. Finalized June month end and reviewed with Mary.
3. Attended the Personnel Committee meeting to discuss the treasurer position and offer letter terms.
4. Picked up WZAG shirts and delivered them to Karen. All but a few backpacks were delivered to team members.
5. Working on a custom pullover for officials. Each ¼ zip pullover would be personalized with a name and have Pacific Swimming Official embroidered on the front. Officials are excited about having a personalized item.
6. Met with Karen on WZ planning, developed a timeline for the entries and a plan to get entries submitted and paid for by check at the WZ Meet.
7. Distributed Bag Tags to AGC; working with TERA to deliver all the meet items provided by Pacific and also have arranged to get pop ups to Ray on July 21st.
8. Attended the Officials Quarterly and Athlete AEC meetings.
9. Have been working with Kent and Vern to arrange for the pick up of some DDEI inventory for a raffle fundraiser for the LCFW meet.

10. Reviewed catering contracts and classes with Diana for Annual Awards Banquet. The space and menus are all decided, but there is a lot of logistical planning still left to do as the event approaches.
11. Set up surveys for both the AGC and the LCFW meet. Had QR codes at the meet for coaches, etc to scan. We have 67 responses for AGC.
12. Posted all meet invoices to QB and sent to clubs for payment. Collected about \$22K in AR this past week - continue to have a pretty small AR balance.
13. Spent time at the AGC meet this weekend. Helped with a meet management issue, a little scratch book with Karen and saw the San Benito facility for the first time. Had a chance to hear from coaches on a few issues around the event order of the AGC and discussed that with Annie. Enjoyed seeing everyone and being able to help out the admin team a little bit as well.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Clinic and Awards Dinner

Additional Notes or Comments:

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

All Observed Meets are in except for ones that cannot be entered - still waiting on a few. Finally caught up on that. USA Swimming notified LSCs officially about the bulk renewals.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes. Officials, Club Development*):

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Posted results, Posted new articles, Added new Athlete Reps to Master Sheet and website, Met with Officials Committee, Updated 22-23 Officials Assignments, Mailed out Officials' new apparel orders, Built Officials assignments for 2023-24 with Officials Committee, Updated Meet Sheet Archive, Posted documents for BOD meeting, Posted new Z1N, Z2, Z4 meets for 2023-24 to the website and PC calendar, Finalizing details with caterer for October Extravaganza, Posted new LCM Top Times and SCY and LCM Single Age Top 10 Times, Updated LCM Continuous Log of Records, Uploaded all June results into All-Star TM database for WZ meet entries, Helped move the Storage Shed

Report of Action Items Prior:

Current/Short Term Goals: Meet with Phil to go over Officials page items that need to be updated

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages,

Additional Notes or Comments: Travel Support Forms & Amounts? Possible jury duty :(

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-099. Meets current in OTS. Connected with Time Standards Task force at AG Champs. Presenting proposed revisions to AG Committee at meeting next week. Spoke with representative from CROW regarding hosting Winter/Spring AG Champs Meets for 23-24. They are willing to travel to host. Discussed pools in the LSC that meet criteria we are looking for. CROW is in process of trying to secure a facility for at least one possibly both meets. Connected with both Vern and Lehla at AG Champs on general issues/goals for the incoming AG Chair/Committee.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Finalize SCY time standards for 23-24 post-AG meeting

Medium/Long Term Goals: Continue filling in 23-24 schedule.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG updates: We have 4 chaperones confirmed. Coach Erik will be driving from Reno and meeting us in Boise, and will be bringing coolers! Athlete gear was distributed at the Age Group Championship meet in Hollister last weekend, so I got to meet the swimmers and parents. Only 3 athletes and 3 coaches were not at that meet, and they will be picking up their WZAG gear at Far Westerns. Only the caps and stickers will be given out at the meet.

One chaperone has declined the stipend, and one chaperone is requesting the stipend. The other 2 chaperones have not yet returned any documentation.

I have received DMV reports from 3 of the chaperones (the 4th chaperone has one from last year). Two coaches also have DMV reports, so we will have plenty of eligible drivers.

The plane tickets were paid for, and the extra plane ticket has been sold, and payment received.

Rooming list has been initially set, and Tony is reviewing the list. Two athletes will not be spending Saturday night at the hotel, as they are being picked up early (one after finals, one after our Saturday celebration). The athletes will be returning to the hotel after prelims, so we needed them to have a place to rest. They are rooming together, but I did not release the room. Coach Tony will be staying in the room Saturday night.

TO DO:

Tip for busing was not included in the paid invoice. For the Washington trip the tip was 7%. For an 8% tip, the total would be \$475.

Will give Wahooz (Saturday night activity) final number of attendees by July 26th and make the payment.

Restaurants and deli catering have been identified, and I would like to get that finalized by the end of next week.

Need to send out a draft itinerary to families.

Medium/Long Term Goals: Medical information and paperwork is complete, and I am finishing assembling the 2 emergency books, as we will be shuttling athletes in 2 separate groups.

Waiting for results of swim meets to be uploaded for coaches to make final decisions regarding WZAG lineup. Entries are due by 5pm July 26th.

ZAM 2024: We have a hotel contract. The athletes will all be in the same hotel, and dinner and breakfast will be at that hotel.

Additional Notes or Comments: Cindy mentioned that we need to research criteria for competing in Pac All Stars.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Selection of auditor for the Financial Statements ending August 31, 2023 will occur post BOD Meeting.

Renewing Workers Comp policy

Currently SAIL not in good standing - payment hopefully coming soon.

Issue: new secretary is U18 and unable to sign documents. Working with banks on this matter.

Meeting with Debbi to show her the ropes.

Leo - Comments:

Nuggets contract:

Input from David Benjamin:

I think it would be good to ask the staff or Helms/Briscoe to walk through some scenarios to see how the contract works:

If we sign the contract, what deposit is required, and when?

If we reduce our reservation by 30%, how do the “attrition” provisions come into play? Will there be a cancellation fee?

If we cancel our reservation the day after we sign it, what will the cancellation fee be? How does that relate to the attrition provisions?

If we cancel our reservation the week before the meet, what will our cancellation fee be? How does that relate to the attrition provisions?

If we cancel our reservations because the pool is broken, will the hotel release us from the contract under the force majeure provisions? If the answer is no, based on the language in the present contract, will staff/Helms go back to the hotel and ask them to amend the contract on this point?

Verónica - Comments:

Report of Action Items Prior: Signer on Bill and have been paying bills as they come in.

Current/Short Term Goals:

- DDEI Camp Planning meeting to reevaluate focus group and looking for location in Zone 3. July 24
 - Annual reports on demographics
- Personnel Committee - Updating member of committee, need to find a new Ath Rep. Signed copies of handbook receipt
- Age Group - Next meeting July 18. Transitioning Tyler into chair position, Annie working task force for time standards, Awards Banquet task force meeting July 17 to finalize ideas for 2025
- Athlete Reps - AEC is meeting regularly now, Ath Reps are working to share meet surveys, and polling coaches on attendance of HOD/Summit
- Zone Bylaws - Should we recommend zones take a look at their bylaws?
- New athlete Secretaries attending next board meeting and having a training in in late July/early August
- Board Orientation Date: Sept 9, 16

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

June 1, 2023

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [x], Laurie Benton [x], Diana Fetterman [x], Annie Stein [X] Karen Bair [x]

Board Member Attendance: David Cottam [excused], Leo Lin [x], Mary Ruddell [x], Verónica Hernández []

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] **Medium/Long Term Goals:**

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Hosted HOD in San Jose with less than 30 people attending in person. Provided a combined attendance document and had the recording of the meeting posted on the website. Suggest that we just have a virtual HOD in the future as it is easier and cost effective to host a virtual meeting. If we must meet in person, maybe it should only be the fall meeting when we don't have elections.
2. Attended the Personnel Committee meeting to discuss the treasurer position.
3. Worked with Karen and Anya to finalize the artwork for WZAG All-Star Team. Developed a timeline that will hopefully let us get backpacks and apparel to the selected team during the AGC and FW.
4. Working with apparel vendors to coordinate orders for WZ and the fall clinic.
5. Reviewed with Karen on some of the in progress artwork and products for WZAG All-Star Team.
6. Hoping to finalize the bag tags order next week to ensure we have our products for AGC and FW on time and without any priority charges.
7. Posted all meet invoices to QB and sent to clubs for payment. Collected about \$15K in AR this week.
8. Put together a post meet survey template for the group to review - shared the link with you earlier today.
9. Have started Month End closing for May.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Employee Handbook - outstanding items,

Additional Notes or Comments: Piranha status? Executive Committee Meeting confirmation?

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

All Observed Meets are in except for ones that cannot be entered - still waiting on a few. Finally caught up on that. USA Swimming notified LSCs officially about the bulk renewals.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes, Officials, Club Development*):

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Posted results, Posted new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Met with Officials Committee, Updated 22-23 Officials Assignments, Mailed out Officials' new apparel orders, Updated Class of 2023 College Commitments, Updated Officials pages and 2022-23 Assignments, Built Officials assignments for 2023-24, Updated Meet Sheet Archive, Uploaded all HS and May results into All-Star TM database, Signed Hyatt House Authorization, HOD and BOD postings and revisions, Ordered Summer AGC ribbons and HP Awards, Turned documents into fillable PDFs, Posted items for and attended HOD, Revised 2023-24 Senior Travel Support document, Ordered Winter AGC medals, Posted new meets for 2023-24 to the website and PC calendar, Contacted caterer for October Extravaganza

Report of Action Items Prior:

Current/Short Term Goals: Meet with Phil to go over Officials page items that need to be updated, Meet with Officials' Committee to assign major positions for 2023-24 PC meets

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages,

Additional Notes or Comments: Start looking into items to purchase for October events

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-082. All meet up to date in OTS. Third Round bidding for 23-24 still open. Pinged TCA on getting a formal bid from them

for the Post-NCS 2024 meet, have not received a response. Reached out to SBA & Meet Referee regarding status of Summer AG Champs Meet Sheet (should have been into me last week), awaiting response.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Get time standards task force rolling. Would like to put together a set of key deadlines for incoming Age Group/Senior Chairs in regards to expectations for each committee (needing time standards feedback by x date, schedule requests by x date, etc.)

Medium/Long Term Goals: Continue filling in 23-24 schedule.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Western Zones Updates:

WZ 2023:

Athlete entries close June 2nd, and reports finalized for selection by June 5th. Selection of athletes to take place next week, June 6th. Artwork has been updated, and templates sent for ordering backpacks and swim caps. Working on activity for the Saturday night celebration. The meet director suggested a few venues (Wahooz and Dave and Busters). I have a contract for an activity at Wahooz. Cost is \$2,646, which includes 3 pieces of pizza and a variety of activities (rock wall, video games, bumper cars). An additional bus (\$577) would be required, as shuttling the athletes would be difficult. Cost would be \$38/person (including coaches and chaperones). Also suggested was Dave and Busters, that cost is \$3037.02. Both venues provide food (more food choices at Dave and Busters) and activities (more activities offered at Wahooz). Either venue would require a second bus, so that all athletes could arrive at the venue at the same time (additional busing will be \$577.50, for the 7:30pm-11pm activity).

Quote received for embroidered towels. Total cost would be \$1330.32 (\$16.99 each). An additional Tshirt for each participant would be \$711.48 (\$8.47/shirt, not including tax). Current apparel estimate, with backpacks, 2 caps, 3 tshirts (2 plain, 1 tie dye) is \$7584.

Final payment of airline tickets is due June 20th. Deposit required (25%, \$661.70) due to reserve Wahooz for our Western Zone group.

Still working on a hotel contract for ZAM 2024.

Events for Summer Far Westerns and Western Zones were completed, and but still need Age Group meet sheet events for the bag tags.

PacAll Stars—requested an additional room for our bus driver. I requested a contract for busing.

ZAM 2024: Still working on a contract from a hotel.

Medium/Long Term Goals:

. Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

No response from from Insurance company for a copy of the insurance policy for storage facility.

Zone 4 Coach requests are All Star and Camp co-pays.

Airfare for Erik Scalise for WZ? What sort of precedence does this set.

Leo - Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Set up Coach Selection Committee for WZ All-Stars
- Working on employee handbook

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

June 15, 2023

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [vacation], Laurie Benton [x], Diana Fetterman [x], Annie Stein [X] Karen Bair [x]

Board Member Attendance: David Cottam [excused], Leo Lin [x], Mary Ruddell [X], Verónica Hernández []

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. I'm on vacation this week, so this report is short. Most of my focus has been on the moving along the bag tag order so we can avoid priority charges, making sure we have all the artwork and apparel ordered for WZAG All-Star Team. Shirts, towels, backpacks have all been ordered.
2. Completed Post Meet Surveys, will email out to clubs and head coaches for SAGC and SCFW.
3. Completed Month End Closing for May.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Employee Handbook - outstanding items,

Additional Notes or Comments:

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

All Observed Meets are in except for ones that cannot be entered - still waiting on a few. Finally caught up on that. USA Swimming notified LSCs officially about the bulk renewals.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes, Officials, Club Development*):

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Posted results, Posted new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Met with Officials Committee, Updated 22-23 Officials Assignments, Mailed out Officials' new apparel orders, Built Officials assignments for 2023-24, Updated Meet Sheet Archive, Posted documents for Exec meeting, Turned WZ Medical Form into a fillable PDF, Revised 2023-24 Senior Travel Support document, Posted new meets for 2023-24 to the website and PC calendar, Met with caterer for October Extravaganza, Created a new template for LCM Top Times and SCY and LCM Single Age Top 10 Times, Created a new LCM Continuous Log of Records

Report of Action Items Prior:

Current/Short Term Goals: Uploaded all June results into All-Star TM database for WZ meet entries, Meet with Phil to go over Officials page items that need to be updated, Meet with Officials' Committee to assign major positions for 2023-24 PC meets

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages,

Additional Notes or Comments: Travel Support Forms & Amounts? Possible jury duty :(

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-085. Meets loaded into OTS through 23-084. Third Round bidding for 23-24 still open. Summer AG Champs Meet Sheet sanctioned. Connected with Time Standards Task Force, plans to meet during Summer AG Champs meet. Data compiling for TS Task Force Meeting (recommendations to be presented/passed through Age Group July Meeting and both SCY and LCM ready for BOD by end of July).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Would like to put together a set of key deadlines for incoming Age Group/Senior Chairs in regards to expectations for each committee (needing time standards feedback by x date, schedule requests by x date, etc.)

Medium/Long Term Goals: Continue filling in 23-24 schedule.

Additional Notes or Comments: How do leagues register in USA-S online reg. System? Just received RESL Meet Sheet.

Karen Bair, Admin Asst:

Report of Recent Activities:

Western Zones Updates:

WZ 2023:

WZAG team finalized. Two athletes were unable to attend, and the 2 alternates in that age group are joining the team.

Backpacks, towels, caps and stickers were ordered. Tshirts were also ordered. We hope to begin distributing the gear at the Summer Championships in Hollister, if the gear is received. The caps and stickers have arrived. Deposit paid for Saturday activity at Wahooz. Busing has been paid.

Ongoing:

Working on contract for dinner for Tuesday night at the hotel, which is our 1st night in Idaho.

Still haven't received confirmation of alternate coach, as one coach wasn't able to get to the venue until late Tuesday. Three chaperones have been selected, and only need one additional chaperone.

One of the WZAG coaches has asked if he can drive to Idaho. He is coming from the Reno area, which would be a 4 hour drive for him (and probably an overnight stay, as we leave early on a Tuesday morning). Mapquest had the Reno-to-Boise drive at 6 hours. This coach said he would be there when we arrived, and it was suggested to ask the staff for this accommodation for the Reno coach.

Compiling all the paperwork needed for the WZAG trip. Several parents have requested early releases for their athletes, so I need to ensure that all forms are returned, and the hotel rooms are assigned accordingly.

Medium/Long Term Goals: Numbers for the 10/unders are 9 girls, 7 boys. I will reach out to the hotel, as I would like to have the girls in 3 rooms (3 to a room) and have 3 rooms for the boys (with one room having 3 athletes).

Final payment of airline tickets is due June 20th.

ZAM 2024: Still working on a contract from a hotel.

Additional Notes or Comments: Cindy mentioned that we need to research criteria for competing in Pac All Stars.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Leo - Comments:

Nuggets contract:

Input from David Benjamin:

I think it would be good to ask the staff or Helms/Briscoe to walk through some scenarios to see how the contract works:

If we sign the contract, what deposit is required, and when?

If we reduce our reservation by 30%, how do the “attrition” provisions come into play? Will there be a cancellation fee?

If we cancel our reservation the day after we sign it, what will the cancellation fee be? How does that relate to the attrition provisions?

If we cancel our reservation the week before the meet, what will our cancellation fee be? How does that relate to the attrition provisions?

If we cancel our reservations because the pool is broken, will the hotel release us from the contract under the force majeure provisions? If the answer is no, based on the language in the present contract, will staff/Helms go back to the hotel and ask them to amend the contract on this point?

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals: Motions for Exec Comm meeting, nominee for the Women in Governance fellowship, working on sections of P&P, AEC met to work on Athlete engagement, Ath Summit planning topics and schedule

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

May 4, 2023

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [x], Laurie Benton [x], Diana Fetterman [x], Annie Stein [x] Karen Bair [x]

Board Member Attendance: David Cottam [], Leo Lin [appt], Mary Ruddell [vacation], Verónica Hernández [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] **Medium/Long Term Goals:**

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Attended USA Swimming Workshop with officials and athletes, will have a report for HOD; two notes of interest were LiveBarn for streaming and opportunities for clubs interested in attending Trials.
2. Working on month end closing, reviewing a lot of the items Mary normally looks at, especially credit cards and deposits.
3. Attended the Personnel Committee meeting last week going over some state required documents.
4. After reviewing all the offers for HOD meeting, I decided to move forward with SpringHill Suites by the San Jose Airport, they gave us the cheapest room overall - \$700. The hotel in Milpitas wanted to charge us \$1000 for a slightly smaller meeting space and the hotel we used previously simply said they no longer rent out their facilities without a 10 room rental guarantee. I plan to head down there next week with Jay to see how we will manage the remote and in person meeting with their A/V set without spending too much more money.
5. Zoom is up and running, we still have a few more licenses that we can offer to other zones, we can make a formal offer at the HOD. Zone 3 now has 2 of the licenses, they are using one for their Zone Board and one for their Officials Training.
6. Will be sending out the google form to manage delegates this morning.

7.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Employee Handbook - outstanding items,

Additional Notes or Comments:

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

Having problems with Times. Individual times search is missing something. Observed meets coming in heavy now. Still dealing with questions, things are going well with Help Desk.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes, Officials, Club Development*):

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Posted results, Posted new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Met with Officials Committee, Updated 22-23 Officials Assignments, Mailed out Officials' new apparel orders, Updated Class of 2023 College Commitments, Processed Team Support for Spring Sectionals, Updated Officials pages, Updated Meet Sheet Archive, Uploaded all April results into All-Star TM database, Met with Karen to go over All-Star TM database, HOD and BOD postings and revisions

Report of Action Items Prior:

Current/Short Term Goals: Research airfares for US Open and Winter Jrs. in Nov/Dec, Meet with Phil to go over Officials page items that need to be updated

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages,

Additional Notes or Comments:

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: **Report of Action Items Prior:** Meets sanctioned through 23-060. All meets loaded into OTS. Second Round Bidding for 23-24 Schedule closed. One new bid received - MAC for February Senior Open T/F. 4 No-Show Fine Payments received. Two outstanding in Appeal Process, one outstanding have not received payment (second notice to be issued next week).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Age Group - Time Standards adjustments? Need feedback to get that process going for 23-24.

Medium/Long Term Goals: Continue filling in 23-24 schedule.

Additional Notes or Comments: Thoughts on PC securing a pool for Senior 2 July? Would like to update this meet to a Senior Open (opposite Sectionals, may make finding a host more appealing)

Karen Bair, Admin Asst:

Report of Recent Activities: Spent time with Diana on Team Manager. Working on hotel for ZAM 2024. I am hoping to find a hotel that can accommodate all of our athletes, and also have the capability to have our dinner banquet at the same venue. I have reached out to one of Cindy's contacts, and she found 2 hotels that are large enough for all the zones, but the hotels that are large enough are not offering complimentary breakfast, and but the cost of the dinner is under budget, and the cost of the rooms is over budget. I have 2 estimates for busing for the Z4 team (from pool to hotel on the Saturday, and from hotel to pool on Sunday). I have 2 estimates--- the venue (the Carson City Aquatics Center, which was used in 2018) is about 35 miles from Reno. One estimate was \$2,250 (a chartered passenger bus), and the 2nd estimate was approximately \$670 (a school bus).

WZ Updates: Coaching team selected for Western Zones on Wednesday, April 26th. There were 15 applicants, and we now have identified the Head Coach (Tony Daly). Six coaches were also selected, as well as 2 alternates. Emails were sent to all the coaches selected, not selected, or identified as alternates. As of 5/4, 92 athletes have applied (but there are at least 2 duplicates that I noticed).

Pac All Stars—I received a quote for busing. \$6500, and we would need to provide a hotel room for the driver. This would be for 1 day (leave Saturday morning, returning after the meet on Sunday). Airfare estimates were in excess of \$11,000. Driving would also eliminate the cost of an additional night at the hotel.

Current/Short Team Goals: Diana spent time with me, showing Team Manager and how to do various reports. Learning new phone. Working on backpacks with a vendor. I will reach out to the WZ team for the artwork, so that bag tags can be ordered in conjunction with Summer FW bag tags.

Medium/Long Term Goals: Researching food options for Western Zones, and getting the addresses of the nearest Costco and WalMart. Working on apparel for the Western Zones, backpacks and tshirts. **Additional Notes or Comments:**

Additional comments or other notes of importance or relevance:

Mary - Comments:

Enjoying Peru and Ecuador!

Leo - Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Set up Coach Selection Committee for WZ All-Stars
- Working on employee handbook

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

May 19, 2023

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [x], Laurie Benton [x], Diana Fetterman [x], Annie Stein [x] Karen Bair [x]

Board Member Attendance: David Cottam [excused], Leo Lin [x], Mary Ruddell [Mission Viejo], Verónica Hernández [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] Medium/Long Term Goals:

Additional Notes or Comments:

Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):

Report of Recent Activities:

1. Finalized month end closing and met with the accountant to review the April month end statements. Still adapting our source documents for bill.com into dropbox.
2. Attended the LSC Leadership Committee Meeting and the Finance Committee Meeting.
3. Visited the SpringHill - San Jose Airport for the in person HOD. It is easily accessible from several freeways, but I don't expect more than 30 people to come in person. Jay and I will be there at 4:00 pm to set up cameras and work out the audio details.
4. We still have a few more Zoom licenses that we can offer to other zones, I will make a formal offer at the HOD for a first come first served for the Zones. Zone 3 now has 2 of the licenses, they are using one for their Zone Board and one for their Officials Training.
5. Reviewed with Karen on some of the in progress artwork and products for WZAG All-Star Team. Deadline for Bag Tags to combine all orders (will be all final artwork and products approved) is going to be June 9 (or maybe the following Monday). They have been charging a priority processing fee if you don't have your project signed off about 3 weeks before the due date.

6. 32 clubs out of 100 have responded to the HOD survey - there are 2 people coming in person from that group. There may be another 12 people that are BOD and 4 staff members.
7. Posted all meet invoices to QB and sent to clubs for payment.
8. Have finally collected all the club memberships that were owed to the LSC. We have one club not in good standing due to a banking situation not entirely their own fault.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Employee Handbook - outstanding items,

Additional Notes or Comments: Board Manual or in P&P for Board Positions?

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):

Report of Recent Activities:

Having problems with Times. Individual times search is missing something. Observed meets coming in heavy now. Still dealing with questions, things are going well with Help Desk.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes, Officials, Club Development*):

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Posted results, Posted new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Met with Officials Committee, Updated 22-23 Officials Assignments, Mailed out Officials' new apparel orders, Updated Class of 2023 College Commitments, Processed Team Support for Spring Sectionals, Updated Officials pages and 2022-23 Assignments, Built Officials assignments for 2023-24, Updated Meet Sheet Archive, Uploaded all April results into All-Star TM database, Tracked down all out-of-LSC meet results for all-star applicants, HOD and BOD postings and revisions, Researched airfares for US Open and Winter Jrs. in Nov/Dec, Ordered Summer FW HP Awards, Nathan Adrian is not available for Octoner - need to look into another speaker, Posted items for HOD

Report of Action Items Prior:

Current/Short Term Goals: Order LCM AGC High Point Awards, Get Hyatt House Authorization signed, Meet with Phil to go over Officials page items that need to be updated

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages,

Additional Notes or Comments: Order Winter AGC medals?

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-073. Meets loaded into OTS through 23-068. Third Round bidding for 23-24 underway. 2 bids submitted to E-Board for approval (CROW Sr Open 6/1-2; TERA Summer AGC 7/6-8). Tentative interest in Post-NCS from TCA. Waiting on formal bid submission. All No-Show fines paid or resolved via appeal. Age Group Meeting - task force formed to look at Age Group Time Standards. Discussion regarding Awards banquet, brief review of limited feedback from Spring FW.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Get time standards task force rolling.

Medium/Long Term Goals: Continue filling in 23-24 schedule.

Additional Notes or Comments: CROW jumped in to host July 13-14 Senior Meet. Will be Senior Open T/F at Chabot College.

Karen Bair, Admin Asst:

Report of Recent Activities: Western Zones Updates: Coaching staff is selected for Western Zones, and all are very much interested in attending. Head Coach Tony Daly will be sending information to the coaching staff. The meet has been sanctioned, and meet sheet sent to Tony. Entries have increased. \$20/athletes surcharge, \$20/individual event, \$30/relay. Entries due by July 26th, 5pm.

As of 5/17, 100 athletes have applied (but there are at least 2 duplicates that I noticed). Still light at the 10/under age group. I worked on a computer-generated quote for a charter bus using Charter Up for a hotel to airport shuttle, but the cost was astonishing—in excess of \$4500 for 2 mile trip. So I called the number, and I was told that they don't offer services Thursday-Sunday. So I contacted the bus provider we will be using to add a Sunday run to the airport, but haven't yet received an updated quote.

Apparel: I have a quote for 72 Speedo red-white-blue backpacks (\$4306.50 for screened backpacks, \$4463.10 embroidered). Still finalizing the artwork and wording. I also have a quote for tshirts—about \$8/shirt, including screening 3 colors. I am hoping that we can get 3 shirts per athlete/coach (approximately \$2200), and also a towel (about \$720).

There will be no after-meet celebration this year. The emphasis is on the competition.

Events for Summer Far Westerns and Western Zones were completed, and will reach out to get bag tags done as soon as we finalize the artwork for the Western Zones..

PacAll Stars—requested an additional room for our bus driver. I requested a contract for busing.

ZAM 2024: Waiting on a contract from a hotel.

Medium/Long Term Goals: Researching food options for Western Zones, and getting the addresses of the nearest Costco and WalMart. Working on apparel for the Western Zones, backpacks and tshirts. **Additional Notes or Comments:**

Additional comments or other notes of importance or relevance:

Mary - Comments:

Enjoying Peru and Ecuador!

Leo - Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Set up Coach Selection Committee for WZ All-Stars
- Working on employee handbook

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items: