



PC STAFF MEETING MINUTES/ REPORTS

August 18, 2022

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Attended USA Leadership call main topics included:

CA requirement for Child Abuse and Neglect Reporting Act which will be required for USA non-athlete membership effective by November 3rd. One time course and other resources are located on the USA website. Before Sept 1, proof of taking the course will need to be sent to Laurie for hand entry. After Sept 1, it will be automatically uploaded to SWIMS

Coach Certification update. Existing coaches required to complete a 40 minute CORE certification course by 12/31/22. New coaches (anyone who has not completed FOC101 or 201) will be required to take 2 courses before the coach can get on deck to coach. All 4 levels of coaching certification will be available after Jan 1st

Kayla Gill (ne Kayla Tom) will be attending the Women in Governance series of Zoom classes representing Pacific Swimming

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Current/Short Term Goals:

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

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[] Medium/Long Term Goals:

[] Update the P&P manual.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. I attended most of the AGWZ meet with the team. It was an experience I won't forget soon. The team did well, placing second overall, the Pacific girls came in first place overall and the boys came in second overall. We did have an outbreak of COVID amongst the chaperones, but I only learned of a single child that developed COVID and as of last week her roommate had not. I am preparing a Chaperone Guide and a detailed timeline for next year's event in Boise.
2. Finalized Month End and reviewed with CCA and Mary, filed sales tax return.
3. All swim meets have been invoiced and we have only two left to collect. I am working through my recap document to double check that nothing has been missed.
4. Attended Accounting Review call and with Mary, began to plan out the year end close and audit.
5. Met with Diana to start the remaining detailed planning for the October event.

Report of Action Items Prior:

Current/Short Term Goals: Planning October LSC Event

Medium/Long Term Goals: Seeking an additional member of staff, begin planning for Pac Coast All-Stars.

Additional Notes or Comments: Spring HOD in person, any thoughts on where we should have that event? We should be looking into hotel or other spaces ASAP to secure our location and plan for the meeting.

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

Report of Recent Activities: There are 14,951 annual athletes, 843 seasonal athletes, 641 coach members (236 have an alert), 588 Officials (121 have an alert) and 425 Others (206 have an alert). There are 98 Annual Clubs and 3 Summer Season Clubs with 4 Annual Clubs and 1 Summer Season Club who are not in good standing due to Head Coach expired certifications.

SWIMS 3.0. - Received access on 8/6 and I set up the LSC. Club Administrators received access on 8/15 to set up their Club Portal. Cindy & I had 3 open ZOOM meetings for any Club who had questions and we are planning 3 more next week.

We need to start pulling reports/information from the current SWIMS since there are only 2 more weeks before we transfer over to the new SWIMS and don't know how much, if any, access we'll have.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Item

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, Added new Athlete Reps to Master Sheet and website, Updated Top Times and Records, Updated 22-23 Officials Assignments, Processed new Officials' Apparel orders, Met with Phil to flesh out details for the Officials Clinic, Continued working on Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Processed Summer Travel Support requests, Added Z1S 2022-23 National meets to website and Pacific calendar, Worked on and finalized Awards Banquet awards with Hasty, Restocking of Officials Apparel for October event, Looking into swag for both Officials Clinic and Awards Banquet, Wrote a draft email to Nathan Adrian about speaking at Athlete Summit & Awards Banquet

Report of Action Items Prior: Current/Short Term Goals: Order Winter JO medals (possibly bundle Spring JO medals), Prepare for year-end Top Times, Records, and NAG listings before August 31st shutdown of SWIMS 2.0, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Athlete and Officials meetings, Continue working on Awards Banquet details, gifts and awards, Consider booking Boise, ID for August 2023 WZ AG Meet

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: Meet sanctioned through 22-107. Two on desk awaiting revisions. Begun working on Outstanding Swimmer calculations. Pulled top times reports straight out of SWIMS to look at any PC or NAG records and NAG rankings. Have received Coach of the Year nominations from Z1N and Z1S. Still missing Z2 and Z3. Z4 indicated that they do not have nominations (they could not narrow it down to single candidates). February Senior Open T/F moved to Feb 17/18 weekend to avoid Super Bowl. Received 10U Champs application from SUNN (meet originally bid on by TERA, but turned back). One no-show fine letter mailed out first week of August. Updated meet sheet templates with new reg. Information and issued to Zone Chairs.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. Awards tabulating/nominations. Meet Director Class at Officials Clinic

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer JO, Summer Sr 2 P/F, Early June Senior Open). Summer Senior 2/Sectional conflict - options? Full update of JO/FW Meet Sheet Templates. Further updates after Business Meeting with any new required language.

Additional Notes or Comments: Did we receive SSS check from Lehla for MEFAP athletes? (July 1, 2022 Dual Meet 22-074). She was going to send it in with her invoice, but hadn't heard an update on whether it was received.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Leo - Comments:

Suggest having a hybrid meeting for HOD and clinic, livestream and zoom plus in person, suggested seeking Jay's help. Agreed to combine in person and virtual meeting for October 2022 would be desirable. Need to look into bringing in AV support for adequate bandwidth.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Personnel Committee - Recruited Lehla Irwin to help with creating documents for reviews
- Governance Committee - Been asked to join for the P&P review. Will be addressing items moved from R&R to P&P and reviewing sections with old dates for accuracy.
- WZ Staff Selection - Meeting 6/10/22 Selection committee: Erik Scalise, Asher Green, Mike Allegretti, Aidan Pflieger, Anika Nagpal, Kyle Kikuta, Tony Daly, Doug Reed
- Board Strategic Planning - Presentation
- Age Group Committee -
- MEFAP online meet entries -
- DDEI Camp - Richmond Plunge Nov 12, 2022
- Athlete Committee - Leadership Summit schedule skeleton is started, need to start promoting event, Share that we are hosting Sectional 2023, Congrats list for graduating seniors

Medium/Long Term Goals:

- Work with Cindy on annual calendar
- Membership newsletter

Action Item:

Additional Notes or Comments:

Discussion Items:

[] workshop regarding Coach registration when?



PC STAFF MEETING MINUTES/ REPORTS

July 20, 2022

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[] Sectional splash fees and time trials entries all go to the host club. The LSC can determine if revenue from the event entry fees should be split between the LSC and the host team. Expenses as follows:

- LSC bears the cost of the meet evaluator(s)
- Host club bears the expenses for the Meet Referee, Admin Ref, Head Starter and Team CJ Lead
- Host club bears the cost of team trophies, medals for 1st-3rd and girl and boy high point award
- Backstroke ledges are required - will need 16 to cover both short courses for prelims. Finals will be LC

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Current/Short Term Goals:

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

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[] Medium/Long Term Goals:

[] Update the P&P manual.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Working on Western Zones, collecting final documents, making rooming lists, updating itinerary, answering parent questions, still working on food service for the team, still working on finalizing chaperones, confirmed and arranged payment for buses, designed, ordered, reviewed, redesigned and approved team apparel, received shipments of backpacks, caps, and towels. Recruited my 73 year old mother to unpack backpacks, wash and fold towels and pack backpacks with equipment - thankfully she's a healthy and robust 73 year old.
2. Finalized Month End and reviewed with CCA and Mary. Preparing to file sales tax return
3. Still working on sending out the nine meet invoices from the w/e 7/17/22, five meets are now late.
4. Attended calls for Investment Committee, Officials Committee, Finance Committee and Leadership Summit Planning Committee.
5. Dedicated page from USA Swimming on SWIMS 3.0 for LSC, Clubs and 3rd Party Vendors. Pacific has a site for information: <https://www.pacswim.org/documents/forms/Registration-Membership23>
6. Training materials etc (LSC will be updated again later today) and videos will continue to be posted here on <https://www.usaswimming.org/about-usas/resources/swims-database>

Report of Action Items Prior:

Current/Short Term Goals: Western Zone AG Team

Medium/Long Term Goals: /Planning the October LSC Event

Additional Notes or Comments: Going forward, there needs to be a person in place who is devoted to arranging travel if we are going to have travel teams. This is and continues to be quite a burden to take this on - as I have stated multiple times over the past year, the current state of our staff is not sustainable, we need someone dedicated to helping with travel arrangements and some of our administrative duties. Not being able to make good or outright failing on a number of goals we'd like to achieve with respect to our athletes and families is going to be the result of this continued squeeze.

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

Report of Recent Activities: There are 14,829 annual athletes, 771 seasonal athletes, 631 coach members (227 have an alert), 583 Officials (120 have an alert) and 417 Others (198 have an alert). There are 98 Annual Clubs and 3 Summer Season Clubs with 4 Annual Clubs and 1 Summer Season Club who are not in good standing due to Head Coach expired certifications.

Continuing with testing of SWIMS 3.0. The current SWIMS will shut down on 9/1/22 so we need to pull any reports/information we want before then. Reports are still not available so I haven't been able to test those yet. I'm pulling all of the information needed to set up the LSC when I have access to the live database on 8/8/22.

Questions: What areas/reports does staff use? I want to make sure everything is available that we need.

Report of Action Items Prior:

Current/Short Term Goals: Send out email to all clubs with links to the USA-S videos and the PC page where we are posting information on the new process.

Medium/Long Term Goals:

Action Item

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, Added new Athlete Reps to Master Sheet and website, Updated Top Times and Records, Updated Officials Assignments, Processed new Officials' Apparel orders, Continuing work on Officials Clinic, Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Tracked 70 individual invoices for Western Zones Copay, Created new Travel Support for International Team Trials, Added Z1N 2022-23 National meets to website and Pacific calendar, Received quotes from Hasty and Crown for Awards Banquet awards, Obtained quotes for 2022-23 Awards for JOs and FWs, Posted BOD documents and attended BOD

Report of Action Items Prior: Current/Short Term Goals: Order Winter JO medals (possibly bundle Spring JO medals), Update Top Times and Records, Update Team contact information on website, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Athlete meetings, Work on WZ items, Start working on Awards Banquet details, gifts and awards, Consider booking Boise, ID for August 2023 WZ AG Meet

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: Meet sanctioned through 22-102. Two on desk awaiting revisions. Age Group Committee Meeting - time standards for SCY and LCM JO's and FW's approved and presented to BOD. MEFAP Entry Processing. Meets loaded into OTS through 22-097. Time Verification for Senior 2 T/F. Assisted Z1S with a quick time verification for their JO Minus.

Current/Short Term Goals: Time Verification for Senior 2/FW all coming up soon. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed.

MEFAP Entry processing as necessary. FW Time Verification started - planning to rerun in a couple days (it appears that Arizona has not yet loaded a few meets into SWIMS. I'd like to give it a couple days to get them in rather than pour through meet results if possible.

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer JO, Summer Sr 2 P/F, Early June Senior Open). Summer Senior 2/Sectional conflict - options? Full update of all Meet Sheet Templates

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Having fun vacationing at Tahoe!

Leo - Comments: Leo is the Head Referee for the Santa Clara meet which begins today. Still challenges with facilities - pool rentals and cancellations are occurring causing meets to be canceled. Trying to staff International Meet, it's slow going.

Suggest having a hybrid meeting for HOD and clinic, livestream and zoom plus in person, suggested seeking Jay's help. Agreed to combine in person and virtual meeting for October 2022 would be desirable. Need to look into bringing in AV support for adequate bandwidth.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Personnel Committee - Recruited Lehla Irwin to help with creating documents for reviews
- Governance Committee - Been asked to join for the P&P review. Will be addressing items moved from R&R to P&P and reviewing sections with old dates for accuracy.
- WZ Staff Selection - Meeting 6/10/22 Selection committee: Erik Scalise, Asher Green, Mike Allegetti, Aidan Pflieger, Anika Nagpal, Kyle Kikuta, Tony Daly, Doug Reed
- Board Strategic Planning - Presentation
- Age Group Committee -
- MEFAP online meet entries -
- DDEI Camp - Richmond Plunge Nov 12, 2022
- Athlete Committee - Leadership Summit schedule skeleton is started, need to start promoting event, Share that we are hosting Sectional 2023, Congrats list for graduating seniors

Medium/Long Term Goals:

- Work with Cindy on annual calendar
- Membership newsletter

Action Item:

Additional Notes or Comments:

Discussion Items:

[] Planning for the FWLC meet

[] workshop regarding Coach registration when?



PC STAFF MEETING MINUTES/ REPORTS

September 1, 2022
Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Attended USA Leadership call main topics included:

CA requirement for Child Abuse and Neglect Reporting Act which will be required for USA non-athlete membership effective by November 3rd. One time course and other resources are located on the USA website. Before Sept 1, proof of taking the course will need to be sent to Laurie for hand entry. After Sept 1, it will be automatically uploaded to SWIMS

Coach Certification update. Existing coaches required to complete a 40 minute CORE certification course by 12/31/22. New coaches (anyone who has not completed FOC101 or 201) will be required to take 2 courses before the coach can get on deck to coach. All 4 levels of coaching certification will be available after Jan 1st

Kayla Gill (ne Kayla Tom) will be attending the Women in Governance series of Zoom classes representing Pacific Swimming

[]

Current/Short Term Goals:

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

[]

[] Medium/Long Term Goals:

[] Update the P&P manual.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Focus the past few weeks has been the new OMR and getting Clubs and their Club Administrators into the new SWIMS and familiar with the club set up. Laurie and I have been hosting Zoom Q&A forums for a few days each week to help answer questions.
2. Collected the final AR for the end of the year and made all the final deposits.
3. Worked on some year end final filing and review of documents for completion.
4. Met with Officials to work out details of classes at the clinic in October.
5. Met with the Personnel committee to assist with job descriptions and looking for a new staff support person.

Report of Action Items Prior:

Current/Short Term Goals: Planning October LSC Event

Medium/Long Term Goals: Seeking an additional member of staff, begin planning for Pac Coast All-Stars.

Additional Notes or Comments:

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

Report of Recent Activities: There are 14,951 annual athletes, 843 seasonal athletes, 641 coach members (236 have an alert), 588 Officials (121 have an alert) and 425 Others (206 have an alert). There are 98 Annual Clubs and 3 Summer Season Clubs with 4 Annual Clubs and 1 Summer Season Club who are not in good standing due to Head Coach expired certifications.

SWIMS 3.0. - Received access on 8/6 and I set up the LSC. Club Administrators received access on 8/15 to set up their Club Portal. Cindy & I had 3 open ZOOM meetings for any Club who had questions and we are planning 3 more next week.

Authorize.net will be used to pay for transfers or alternatively, clubs or parents can print out paper form and pay by check.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Item

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, Added new Athlete Reps to Master Sheet and website, Updated Top Times and Records, Updated 22-23 Officials Assignments, Processed new Officials' Apparel orders, Met with Phil and Officials Clinic presenters to flesh out details for October, Continued working on Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Processed Summer Travel Support requests, Worked on and finalized Awards Banquet awards with Hasty, Restocking of Officials Apparel for October event, Ordered swag for Officials Clinic, Researched Awards Banquet swag, Sent an email to Nathan Adrian about speaking at Athlete Summit & Awards Banquet, Ran all year-end Top Times, Records, and NAG listings before August 31st shutdown of SWIMS 2.0, Attended Athlete meeting, Getting ready to post Award Banquet nominees, Ran all reports for year-end Top Times, Awards and NAG Awards.

Report of Action Items Prior: Current/Short Term Goals: Order Summer JO medals and both FW sets of medals, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Athlete and Officials meetings, Continue working on Awards Banquet details, gifts and awards, Consider booking Boise, ID for August 2023 WZ AG Meet

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 22-116. Outstanding Swimmer Calculations completed. Have received Coach of the Year nominations from Z1N, Z1S, and Z2. Z3 and Z4 both declined, saying they could not narrow down to single candidates (or did not get enough response from their groups) - They will not have candidates. Working on Swim/Relay of the year. Hoping to have finalists tomorrow and sent out to committee for their vote. SUNN awarded 10U Champs (originally bid to TERA and turned back - Diana, can we update web? No-Show fine received for TCA Meet (on last day before sending second notice) Sent reminder to Sanction Chairs regarding Mandated Reporter Course for meets post-November 3rd. Clinic presenters meeting. Outstanding MEFAP Check received and deposited for July 1 SSS Meet.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Finish Swim/Relay of the Year finalists. Meet Director Class at Officials Clinic - coordinate with Jay.

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer JO, Summer Sr 2 P/F, Early June Senior Open). Summer Senior 2/Sectional conflict - options? Full update of JO/FW Meet Sheet Templates. Further updates after the USA-S Business Meeting with any new required language.

Additional Notes or Comments: 1) Have been informed that SAIL is seeking Open Water Sanction for Keller Cove 9/17-18 weekend. Via Markus, they have been given a Friday 9/2 deadline to have the final meet sheet to me, or it will not be sanctioned (David - have they reached out regarding fees as outlined in P&P?) 2) Any idea/news on what to do with meets in regards to OTS? All meets sanctioned prior to today are loaded. Received email from USA-S that it will be relaunched 10/3, but that meets will already be loaded in there by LSC Sanction Chairs?

Additional comments or other notes of importance or relevance:

Mary - Comments:

Leo - Comments:

Suggest having a hybrid meeting for HOD and clinic, livestream and zoom plus in person, suggested seeking Jay's help. Agreed to combine in person and virtual meeting for October 2022 would be desirable. Need to look into bringing in AV support for adequate bandwidth.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Personnel Committee - Recruited Lehla Irwin to help with creating documents for reviews
- Governance Committee - Been asked to join for the P&P review. Will be addressing items moved from R&R to P&P and reviewing sections with old dates for accuracy.
- WZ Staff Selection - Meeting 6/10/22 Selection committee: Erik Scalise, Asher Green, Mike Allegretti, Aidan Pflieger, Anika Nagpal, Kyle Kikuta, Tony Daly, Doug Reed
- Board Strategic Planning - Presentation
- Age Group Committee -
- MEFAP online meet entries -
- DDEI Camp - Richmond Plunge Nov 12, 2022
- Athlete Committee - Leadership Summit schedule skeleton is started, need to start promoting event, Share that we are hosting Sectional 2023, Congrats list for graduating seniors

Medium/Long Term Goals:

- Work with Cindy on annual calendar
- Membership newsletter

Action Item:

Additional Notes or Comments:

Discussion Items:

[] workshop regarding Coach registration when?



PC STAFF MEETING MINUTES/ REPORTS

September 15, 2022
Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

[X] Attended Safe Sport, Athlete Summit Planning and WZ DEI committee meetings via Zoom.

[X] I established my PING account and was successfully linked to my previous USA Swimming record.

[X] I completed the CANRA required course and have a screen shot showing that it was completed. Issues encountered:

a. The course is not clearly marked as the one CA nonathlete members need to complete being titled: "Mandatory Reporting – Understanding Your Responsibilities". It was not until you started the course that you were informed that this course satisfies the CANRA requirement.

b. Instructions stated that after Sept 1, the results would be loaded directly into SWIMS and that it would not be necessary to send a certificate to Laurie. When I completed the course I was not able to print out the completion certificate and when I checked my membership card it stated that this course was started but not yet completed.

[X] I find navigating the USA Swimming website to be difficult and their search function is poor especially when in the "Membership" and "Education" screens.

[X] WZ DEI committee has placed a motion requesting an increase in funding from 10 cents per athlete to 20 cents per athlete. The reason is that USA Swimming has discontinued their \$5,000 annual grant to this committee and that the costs of holding the DEI camp exceeds their income. This motion is scheduled to be voted on at the Sept 25 WZ business meeting.

Current/Short Term Goals:

[X] I have asked Kelly to make a brief report regarding Safe Sport at the HOD. I also would like Dr. Blackwell to make a brief report on the use of Sports Drinks prior to racing. USA Swimming has indicated that they have a Sports Cardiologist who may be able to join the call.

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

[] **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. Much of the focus lately is still solving the issues around OMR. Many clubs rolled into the new year ignorant of the registration changes, and there have been dozens of emails and calls to deal with everyday. General troubleshooting on member registration that has gone awry and behaved differently than expected as well as members who set their account up incorrectly (we have a work around for this now). SWIMS 3.0 continues to get better, but it is also extremely slow going and nowhere near full functioning yet.
2. Month end closing completed and Accounting Review with CCA, outlined the audit plan for the fall with Maria.
3. LSC Leadership call was primarily focused on OMR roll out and getting many of the questions and issues addressed, there was only a few other discussions,
4. Still working on a number of projects right now including the October event, flipping the year projects and preparing for the new swim year - there are a number of documents that get updated and prepared for the next year.
5. Worked with Mary and Laurie on some policy and documentation for meet directors and admin as we moved into our first weekend of meets and OMR.

Report of Action Items Prior:

Current/Short Term Goals: Planning October LSC Event

Medium/Long Term Goals: Seeking an additional member of staff, begin planning for Pac Coast All-Stars.

Additional Notes or Comments: OTC Distance Camp approval time frame is mid October.

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

Report of Recent Activities: There are 14,951 annual athletes, 843 seasonal athletes, 641 coach members (236 have an alert), 588 Officials (121 have an alert) and 425 Others (206 have an alert). There are 98 Annual Clubs and 3 Summer Season Clubs with 4 Annual Clubs and 1 Summer Season Club who are not in good standing due to Head Coach expired certifications.

SWIMS 3.0. - Received access on 8/6 and I set up the LSC. Club Administrators received access on 8/15 to set up their Club Portal. Cindy & I had 3 open ZOOM meetings for any Club who had questions and we are planning 3 more next week.

Authorize.net will be used to pay for transfers or alternatively, clubs or parents can print out paper form and pay by check.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Item

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, Added new Athlete Reps to Master Sheet and website, Completed Top Times and Records for 2021-22 year, Updated 22-23 Officials Assignments, Processed new Officials' Apparel orders, Met with Phil and Officials Clinic presenters to flesh out details for October, Continued working on Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Processed Summer Travel Support requests, Worked on and finalized Awards Banquet awards with Hasty, Restocking of Officials Apparel for October event, Ordered swag for Officials Clinic, Ordered Awards Banquet swag, Sent an email to Maya DiRado about speaking at Athlete Summit & Awards Banquet, Created all certificates for Records, and NAG standings before, Attended Summit Athlete meeting, Posted Award Banquet nominees, Created Google Forms for Awards Banquet voting, Ordered both sets of FW medals, Tracked down Outstanding Checks/Payments for Mary to close out fiscal year, Created October Officials Clinic Apparel pre-order form

Report of Action Items Prior: Current/Short Term Goals: October, October, October!, Track down Outstanding Checks/Payments for Mary, Attend Athlete and Officials meetings, Continue working on Awards Banquet details, gifts and awards, Consider booking Boise, ID for August 2023 WZ AG Meet, Build Travel Support Spreadsheet for 2022-23 season

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 22-111. Awards calculations complete. Votes from committee due by the end of today (currently have 2 returned to me). SBA awarded Summer 2023 JO's - Update Web? Worked with Laurie on playing in SWIMS to see what kind of access I have/don't have. Now able to input meets into SWIMS after sanction. I still have access to check

registration/certification status on clubs/individuals. Mandated Reporting Course is also now available (I completed mine and did see it post immediately to my SWIMS record)

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Meet Director Class at Officials Clinic - coordinate with Jay. Time Verification for TCA Senior Open - currently we cannot run a time verification report. For the Senior Open I can go through and manually check 11-12 swimmers. This will not be a reasonable expectation for Senior 2 or JO/FW meets. Thoughts on how we want to move forward?

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer Sr 2 P/F, Early June Senior Open). Summer Senior 2/Sectional conflict - options? Full update of JO/FW Meet Sheet Templates. Further updates after the USA-S Business Meeting with any new required language.

Additional Notes or Comments: 1) Keller Cove Open Water will not receive sanction - paperwork not submitted in timely enough fashion to get turned around 2) Chatted with Carlene at ASCA in regards to meet entries moving forward with FastSwims once old registration numbers are phased out. A lot of unknown as to how that is going to work and whether it will continue to be a viable option (Swimconnection I would assume is in the same boat?) Will be interested to see what the USA-S upgraded OME looks like when it's rolled out, but have concerns having worked with it in the past if that is the only option we have for our Age Group Meets.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Enrolled in Bill.com. The estimated cost per month is \$150. The plan is for me to do all the initial set up for approx. 6 months then hopefully the new staff member can take over. I doubt Randy will have time to do this job

The new process is as follows:

Mary enters bills on Monday and Tuesday

Maria (Accountant) reviews and approves on Wednesday

Randy pays the approved bills on Thursday.

Approvals for amounts over \$5,000 can be emailed to pacswimbills@bill.com.

I will be out of town September 28-October 10. Keep this in mind for the October events and please have all requests for payments to me no later than the night of Monday 26th.

I am continuing work on closing out the 2021-22 Fiscal year and have started gathering information for the annual audit. **Diana I will need a copy of the 2021-2022 Meet Schedule. Can you email a copy to me. (I can wait until after the HOD but no later than October 27th).**

Leo - Comments:

Suggest having a hybrid meeting for HOD and clinic, livestream and zoom plus in person, suggested seeking Jay's help. Agreed to combine in person and virtual meeting for October 2022 would be desirable. Need to look into bringing in AV support for adequate bandwidth.

Verónica - Comments:**Report of Action Items Prior:****Current/Short Term Goals:**

- Personnel Committee - Recruited Lehlá Irwin to help with creating documents for reviews
- Governance Committee - Been asked to join for the P&P review. Will be addressing items moved from R&R to P&P and reviewing sections with old dates for accuracy.
- WZ Staff Selection - Meeting 6/10/22 Selection committee: Erik Scalise, Asher Green, Mike Allegretti, Aidan Pflieger, Anika Nagpal, Kyle Kikuta, Tony Daly, Doug Reed
- Board Strategic Planning - Presentation
- Age Group Committee -
- MEFAP online meet entries -
- DDEI Camp - Richmond Plunge Nov 12, 2022
- Athlete Committee - Leadership Summit schedule skeleton is started, need to start promoting event, Share that we are hosting Sectional 2023, Congrats list for graduating seniors

Medium/Long Term Goals:

- Work with Cindy on annual calendar
- Membership newsletter

Action Item:**Additional Notes or Comments:****Discussion Items:**

[] workshop regarding Coach registration when?