



PC STAFF MEETING MINUTES/ REPORTS

February 17, 2022

Virtual Meeting 11:00 am

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [excused for school function], 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] Update on USA-S Spring workshop. Sophie Boeum and Lilly Struempf accepted the invitation to represent the LSC at this workshop along with Cindy, Laurie and Aidan. Kent is still a "maybe". Asher Green will not be physically attending but will participate via Zoom.

[] **Current/Short Term Goals:**

[X] for an "ad hoc" committee to review the LSC Travel Reimbursement policy.

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on 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. Invoiced Meets - this is part of the regular rotation now. I spend a few hours each week invoicing meet hosts and saving the backup in Dropbox (pulling the MSR reports, saving in Dropbox, creating invoices in Quickbooks, printing invoice pdfs to Dropbox, emailing each invoice out to the meet host). I also send out reminders to meet hosts each week to make sure they know what report is needed post meet and when and where it should go.
2. AR Collection - also a part of the regular rotation - regularly checking mailbox service, documenting and applying payments, scanning relevant backup to Dropbox. I usually make 2-3 deposits a week.
3. Finalized the January month-end closing and attended the Accounting Review Meeting with Maria from CCA.

4. Attended, LSC Leaders call, Investment Committee update with Mick from WFA, and presented the 990s, audit and other relevant documents for the Finance Committee Meeting. Also participated in the initial Athlete Sweatshirt design meeting (!) and addressed a number of questions related to the design process and expenses related to front and back screens etc.
5. Registered, booked hotels and arranged flights for those of us so far that are headed to the USAS Swimming Workshop.
6. Zone Challenge hotel accommodations for 100+ plus miles away were offered through the Hyatt House. Pacific is paying \$70.84 per room - total room cost is \$141.68 with taxes and fees. Booked a total of 38 rooms with the rooming list (Zone 3 and Zone 4) and 3 rooms via offering the Group Rate.
7. Zone Challenge meet apparel went to order 2/7/2022, had 316 sweatshirts in all. Caps that were ordered will be here next week.
8. Bag tags for Zone Challenge delivered 2/11, have started orders for Spring JO's and FW's bag tags..
9. Have been working on a project timeline for Western Zones AG in Elk Grove. This will be a really big project to add on to the staff, we really need to find someone to do some clerical/admin work, even if it's just a part time basis.
10. Heard back from Matt Lupton regarding logo rework, we just need to set up a meeting time.

Report of Action Items Prior:

Current/Short Term Goals: Set timelines for deliverables for Western Zone Age Group

Medium/Long Term Goals: Who is going to decide what the expectations will be for the awards banquet, LSC Clinic, In Person Fall HOD, etc. These events take months to plan and there are 7 months left until we have to pretty much have all details finalized. As I stated before, we do not want to spend the summer scrambling due to a lack of preplanning.

Additional Notes or Comments:

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

Report of Recent Activities: There are 12,729 annual athletes, 534 coach members (191 have an alert), 530 Officials (88 alerts) and 357 Others (179 alerts). There are 87 Annual Clubs with 5 Clubs who are not in good standing due to Head Coach expired certifications.

Report of Action Items Prior:

Issue with coaches not being able to complete the Coaching Advantage cert has been solved. The course has been updated with new information and is available to take now via the Learn site. Coaches whose CAT expires between now and March 31 will automatically get an extension to April 1 which will allow more time for coaches to renew this requirement.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

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, Assisted Laurie with Registration duplicates and emails when possible, Updated College Commitments as needed, Updated Top Times and Records, Updated Officials Assignments, Processed Travel Support Forms, Processed new Officials' Apparel orders, Update TM All-Star database with all January Results, Ordered Summer FW medals (1st-9th places), Tracked down Outstanding Checks/Payments for Mary, Finalized numbers for Zone Challenge Sweatshirts, Ordered Zone Challenge High Point Team trophy, Ordered Spring JO high point awards, Ordered Spring FW ribbons (4th-8th), Met with athletes re: sweatshirts, Researching costs of ¼ zip sweatshirts and printing, Sourcing polos for April USAS meeting and staff, Attended BOD meeting

Report of Action Items Prior: Current/Short Term Goals:, Update Top Times and Records, Update Team contact information on website, Update TM All-Star database with all February Results, Create 2021-22 Records Certificate

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

Additional Notes or Comments: Staff polos?

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

Report of Recent Activities: Report of Action Items Prior: First round of 2022-2023 PC Meet Bids close Friday 2/18 - Bids received thus far from PLS, TERA, OAPB, SCSC. Meets sanctioned through 22-040. MEFAP Entry Processing. Meets loaded into OTS through end of February.

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. 2022-23 PC Meet Bid First Round deadline February 18, 2022. Schedule Meet Awards Committee Meeting and open second round of bidding as necessary.

Medium/Long Term Goals: Search for June Senior Open Host. Request approval for TCA to host July Senior 2

Additional Notes or Comments: 2022-2023 Schedule drafted based upon previous years schedule. Senior Open P/F Super Bowl weekend - no bids on meet of yet (deadline 2/18). Shift to following weekend? Approval process for change? SCSC International - see email from Kevin Zacher.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Presented a 30 day Motion to BOD regarding the new Administrator membership category. Registration Fee is \$35 with \$30 going to USAS and \$5 to be retained by the LSC

Time to start working on the new budget. Will need input from the various committees before April 1st.

Leo - Comments:

Suggest having a hybrid meeting for HOD and clinic, livestream and zoom plus in person, suggested seeking Jay's help.

Walnut Creek City Facilities impacted by the employee shortages and staffing issues. DVC has construction and the pool is not available for a while.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Board Strategic Planning - Presentation to be made in April
- Age Group Committee - Coach per diems for all-stars and camps, trans athlete conversation, awards banquet, budget for 22-23 on agenda
- MEFAP online meet entries - SwimConnection, FastSwims, bring off the table in March
- DDEI Award - Motion needed to approve \$500 grant to go with award
- Athlete Leadership Summit - planning committee will resume planning in March, budget
- Zone Challenge - "all-star" rule discussion bring up in March
- Distance Camp - Made connection with College of San Mateo, May 28-29
<https://exploresm.collegeofsanmateo.edu/interactivemap>
- In-Water Coaches Safety Cert for rural teams
- New Ath Rep for Finance Comm
- Personnel Committee - yet to call a meeting

Medium/Long Term Goals:

- Work with Cindy on annual calendar
- Membership newsletter

Action Item:

Additional Notes or Comments:

Discussion Items:

[] HI wants to come to FWSC meet David will talk with Mike Greymont

[] Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[] Planning for the FWLC meet

- Far Western hosts are asking about the \$10 coach fee. Tabled for now.

[] workshop regarding Coach registration when?



PC STAFF MEETING MINUTES/ REPORTS

March 3, 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 [unable to attend], Verónica Hernández [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Sent letters to coaches of teams that do not have an active Athlete Rep.

[X] Sent revised Financial Travel Assistance Policy to ad hoc committee to review. I asked for feedback by 6:00pm Friday, March 4th.

[]

[] **Current/Short Term Goals:**

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on 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. Invoiced Meets - this is part of the regular rotation now. I spend a few hours each week invoicing meet hosts and saving the backup in Dropbox (pulling the MSR reports, saving in Dropbox, creating invoices in Quickbooks, printing invoice pdfs to Dropbox, emailing each invoice out to the meet host). I also send out reminders to meet hosts each week to make sure they know what report is needed post meet and when and where it should go.
2. AR Collection - also a part of the regular rotation - regularly checking mailbox service, documenting and applying payments, scanning relevant backup to Dropbox. I usually make 2-3 deposits a week.

3. Working on the February month-end closing and reviewing Zone checking transactions.
4. Finalized Rooming list for Hyatt House - feedback was positive from the coaches I spoke with about the hotel. 38 rooms on the rooming list (subsidized) and 3 rooms through the link. Noelette from Helms-Briscoe arranged that room block for me, she came back with 5 different hotel options, this one went down another \$5 per night and worked with us on paying 50% of the room amount on our credit card, with
5. Heard back from Matt Lupton regarding logo rework, we just need to set up a meeting time. He specifically mentioned having buy-in by the stakeholders so it's the process is transparent, so if everyone here is supportive of pursuing this, then I will make a general announcement at the next board meeting and we can get a coach, athlete, and one or two others to participate in the process.
6. Attended the Zone Challenge Meet and supplied the apparel and helped deliver the pop ups for the event.
7. Orders for JO's and FW's bag tags are complete. JO's were delivered yesterday. Ordering together the price was about \$0.65, which is the breakpoint for 2500.
8. Still working project timeline for Western Zones AG in Elk Grove. Expect to have something to share at the next meeting. Did hear back from SN and they are going to be more active in getting details out once the St.George meet is over. As I stated before, this will be a really big project to add on to the staff, we really need to find someone to do some clerical/admin work, even if it's just a part time basis.

Report of Action Items Prior:

Current/Short Term Goals: Set timelines for deliverables for Western Zone Age Group

Medium/Long Term Goals: Who is going to decide what the expectations will be for the awards banquet, LSC Clinic, In Person Fall HOD, etc. These events take months to plan and there are 7 months left until we have to pretty much have all details finalized. As I stated before, we do not want to spend the summer scrambling due to a lack of preplanning. We are putting together budgets for next year, but how do we want to budget for something we haven't planned yet..

Additional Notes or Comments: We have a lot of clubs that are SSR from about two years ago, which means they are up for renewal and I think it would be good to have some guidance on how they can complete that step, maybe a FAQ on the SS page.

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

Report of Recent Activities: There are 12,958 annual athletes, 546 coach members (184 have an alert), 531 Officials (90 alerts) and 362 Others (179 alerts). There are 90 Annual Clubs with 3 Clubs who are not in good standing due to Head Coach expired certifications and 3 pending Clubs that can't be input until the Head Coach is in good standing.

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, Assisted Laurie with Registration duplicates and emails when possible, Updated College Commitments, Updated Top Times and Records, Updated Officials Assignments, Processed Travel Support Forms, Processed new Officials' Apparel orders, Updated Meet Sheet Archive with all January meets, Met with athletes re: sweatshirts, Researching costs of ¼ zip sweatshirts and printing, Sourcing polos for April USAS meeting and staff, Attended ATHlete meeting, Shipped out multiple Athlete Rep shirts, Worked on Sports Basement sale for Pacific Swimming athletes and families,

Report of Action Items Prior: Current/Short Term Goals:, Update Top Times and Records, Update Team contact information on website, Update TM All-Star database with all February Results, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary

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

Additional Notes or Comments: Staff polos?

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

Report of Recent Activities: Report of Action Items Prior: Meet Awards Committee met and awarded first round bids. To be approved at March BOD meeting before notifying clubs and opening second round of bidding. Age Group Committee Meeting items discussed: Distance Camp, Age Group Budget, Awards Banquet, Request for Extension of JO Entry Deadline. Meets sanctioned through 22-042. MEFAP Entry Processing. All sanctioned meets loaded into OTS.

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. Second Round of 22-23 PC Meet Bidding to Open once first round approved by BOD and first round awarded clubs notified.

Medium/Long Term Goals: Senior Open June 4-5 host

Additional Notes or Comments: TCA approved to host July 15-17 Senior 2 P/F originally awarded to (and turned back by) WCAB.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Budget email went out this past week and I have started working on the budget planning.

Leo - Comments:

[] Marie to look into her Church for Oct 15 (potential officials clinic and athletes meeting) and Sunday evening for HOD

[] Diana to get same info for PH community center

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

Age Group wants to bring back an "in person" awards banquet (possible livestream)

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

-Board Strategic Planning - Presentation to be made in April

-Age Group Committee - Coach per diems for all-stars and camps, trans athlete conversation, awards banquet, budget for 22-23 on agenda

-MEFAP online meet entries - SwimConnection, FastSwims, bring off the table in March

-DDEI Award - Motion needed to approve \$500 grant to go with award

-Athlete Leadership Summit - planning committee will resume planning in March, budget

-Zone Challenge - "all-star" rule discussion bring up in March

-Distance Camp - Made connection with College of San Mateo, May 28-29

<https://explorecsm.collegeofsanmateo.edu/interactivemap>

-In-Water Coaches Safety Cert for rural teams

-New Ath Rep for Finance Comm

-Personnel Committee - yet to call a meeting

Medium/Long Term Goals:

-Work with Cindy on annual calendar

-Membership newsletter

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

[] HI wants to come to FWSC meet David will talk with Mike Greymont

[] Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[] Planning for the FWLC meet

- Far Western hosts are asking about the \$10 coach fee. Tabled for now.

[] workshop regarding Coach registration when?



PC STAFF MEETING MINUTES/ REPORTS

March 17, 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] Sent letters to coaches of teams that do not have an active Athlete Rep.

[X] Sent revised Financial Travel Assistance Policy to ad hoc committee to review. I asked for feedback by 6:00pm Friday, March 4th.

[]

[] **Current/Short Term Goals:**

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on 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. Finalized February Closing and met with Maria from CCA to review.
2. Met with Diana Fetterman and Don Heidary to discuss Club Development options for the coming year and the 2022-2023 budget.
3. Attended LSC Leadership call, Finance Committee meeting and Board of Directors meeting
4. Developed an office and initial staff budget for the coming budget year
5. Attended site review in Pleasant Hill for a possible location to have the LSC Clinic and in person HOD in October. Reviewing cost estimates with Diana for all the possible events to be held that weekend.
6. Reviewed the full budget revenue projections with Mary.

7. Still working on completing the project timeline for Western Zones AG in Elk Grove.
8. Invoiced Meets - this is part of the regular rotation now. I spend a few hours each week invoicing meet hosts and saving the backup in Dropbox (pulling the MSR reports, saving in Dropbox, creating invoices in Quickbooks, printing invoice pdfs to Dropbox, emailing each invoice out to the meet host). I also send out reminders to meet hosts each week to make sure they know what report is needed post meet and when and where it should go.
9. AR Collection - also a part of the regular rotation - regularly checking mailbox service, documenting and applying payments, scanning relevant backup to Dropbox. I usually make 2-3 deposits a week.

Report of Action Items Prior:

Current/Short Term Goals: Set timelines for deliverables for Western Zone Age Group

Medium/Long Term Goals: Planning the LSC Event

Additional Notes or Comments:

I neglected to mention the logo work, so maybe we should postpone for now - there are clearly a lot of demands on all of us and this may not be the highest priority. Maybe plan to resume in a month or two and perhaps we can be on track to debut a new logo at the HOD in October (3/17/22)

We have a lot of clubs that are SSR from about two years ago, which means they are up for renewal and I think it would be good to have some guidance on how they can complete that step, maybe a FAQ on the SS page (3/3/22)

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

Report of Recent Activities: There are 13,132 annual athletes, 556 coach members (194 have an alert), 542 Officials (90 have an alert) and 364 Others (174 have an alert). There are 92 Annual Clubs with 3 Clubs who are not in good standing due to Head Coach expired certifications and 2 pending Clubs that can't be input until the Head Coach is in good standing.

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 College Commitments, Updated Top Times and Records, Updated Officials Assignments, Tracked down Outstanding Checks/Payments for Mary, Processed Travel Support Forms, Processed new Officials' Apparel orders, Updated Meet Sheet Archive with all February meets, Update TM All-Star database with all February Results, Met with athletes re: sweatshirts, Sourcing polos for April USAS meeting and staff, Shipped out multiple Athlete Rep shirts, Completed Sports Basement sale for Pacific Swimming athletes and families, Researched out PH sites for Officials Clinic, Athlete Summit, Coaches Clinic and HOD in October, Made a site visit to PH Senior Center, Booked Officials' Dinner pre-clinic, Created OQM application form for Officials for SC FW, Researching caterers for possible October Awards Dinner, Met with Don re: Club Development,

Report of Action Items Prior: Current/Short Term Goals:, Update Top Times and Records, Update Team contact information on website, Update TM All-Star database with all March Results, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Athlete meeting, Attend Athlete Summit Meeting, Update National Meet Time Standards, Update P&Ps per motions,

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

Additional Notes or Comments: Polos for April and October

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

Report of Recent Activities: Report of Action Items Prior: First Round 2022-2023 Meet Awards approved. 10U Champs meet sheet ready for sanction, waiting on Meet Director to complete APT. Meets sanctioned through 22-044. MEFAP Entry Processing. Time Verification for JO's taking the largest chunk of time this week.

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. Notify clubs of first round bids awarded. Open second round of bidding (Monday?)

Medium/Long Term Goals: Senior Open June 4-5 host

Additional Notes or Comments: Thoughts on entry systems for meets with Bonus Standards? Running into some issues with FastSwims - inability to set bonus standards in the system (known ahead of time, but a fairly large number of kids entering without standards) Seems to be missing chunks of meets in their database - worth the extra work? Time put into time verification for both me and the Meet Admin is substantial. Better option?

Additional comments or other notes of importance or relevance:

Mary - Comments: Lots of healthy requests for additional funding in the area of athlete travel and coach stipends.

Leo - Comments:

[] Marie to look into her Church for Oct 15 (potential officials clinic and athletes meeting) and Sunday evening for HOD (3/3/2022)

[] Diana to get same info for PH community center (3/3/2022)

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.

Age Group wants to bring back an "in person" awards banquet (possible livestream)

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

-Board Strategic Planning - Presentation to be made in April

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-In-Water Coaches Safety Cert for rural teams

-New Ath Rep for Finance Comm

-Personnel Committee - yet to call a meeting

Medium/Long Term Goals:

-Work with Cindy on annual calendar

-Membership newsletter

Action Item:

Additional Notes or Comments:

Discussion Items:

[] HI wants to come to FWSC meet David will talk with Mike Greymont

[] Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[] Planning for the FWLC meet

- Far Western hosts are asking about the \$10 coach fee. Tabled for now.

[] workshop regarding Coach registration when?



PC STAFF MEETING MINUTES/ REPORTS

March 31, 2022

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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] Received no response to any of the letters to coaches of teams that do not have an active Athlete Rep.

[]

[] **Current/Short Term Goals:**

[X] Will plan on speaking at the coaches meeting on Sunday morning at FWSC and will man the Athlete Rep pop-up.

[X] Will look into the process of hiring an independent bookkeeper. I added an introductory paragraph to the Bookkeeper job description prepared by Mary to briefly describe Pacific Swimming as an organization, that we use QuickBooks and Dropbox to track our financial transactions and that we have a monthly accounting review and annual audit by independent accounting firms.

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on 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. Was on vacation most of last week, so I don't have much to report. I've spent most of this week catching up on emails and other tasks and preparing for month end/quarter end transactions.
2. Reviewed some catering options Diana received for a possible award banquet.

3. Attended Athlete Summit Planning Meeting
4. Working on an online application for Western Zones AG to be deployed next week.
5. Met with the personnel committee last night to discuss hiring an independent contractor for some treasury duties.
6. Working on a project timeline for Western Zones AG in Elk Grove and project task list.
7. Invoiced Meets - this is part of the regular weekly task list now. I spend a few hours each week invoicing meet hosts and saving the backup in Dropbox (pulling the MSR reports, saving in Dropbox, creating invoices in Quickbooks, printing invoice pdfs to Dropbox, emailing each invoice out to the meet host). I also send out reminders to meet hosts each week to make sure they know what report is needed post meet and when and where it should go.
8. AR Collection - also a part of the weekly task list now - regularly checking mailbox service, documenting and applying payments, scanning relevant backup to Dropbox. I usually make 1-3 deposits a week, depending on how many payments or other checks come to the mailbox.

Report of Action Items Prior:

Current/Short Term Goals: Set timelines for deliverables for Western Zone Age Group

Medium/Long Term Goals: Planning the LSC Event

Additional Notes or Comments:

Thoughts on how to address coaches that are out of compliance with the membership requirements? It's constantly changing and people that were on the list mailed out are already off the list. What will motivate coaches to get ahead of expiring certifications? (3/31/22)

I neglected to mention the logo work, so maybe we should postpone for now - there are clearly a lot of demands on all of us and this may not be the highest priority. Maybe plan to resume in a month or two and perhaps we can be on track to debut a new logo at the HOD in October (3/17/22)

We have a lot of clubs that are SSR from about two years ago, which means they are up for renewal and I think it would be good to have some guidance on how they can complete that step, maybe a FAQ on the SS page (3/3/22)

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

Report of Recent Activities: There are 13,352 annual athletes, 565 coach members (193 have an alert), 550 Officials (96 have an alert) and 373 Others (180 have an alert). There are 93 Annual Clubs with 2 Clubs who are not in good standing due to Head Coach expired certifications and 1 pending Club that can't be input until the Head Coach is in good standing.

Report of Action Items Prior:

Current/Short Term Goals: . Contact Clubs to work on cleaning up the non-athletes who are not in good standing. Going through the Life Member list to inactivate those who aren't participating any longer.

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 College Commitments, Updated Top Times and Records, Updated Officials Assignments, Tracked down Outstanding Checks/Payments for Mary, Processed Travel Support Forms, Processed new Officials' Apparel orders, Met with athletes re: sweatshirts, Purchased polos for April USAS meeting and staff, Getting polos embroidered, Shipped out multiple Athlete Rep shirts, Completed Sports Basement sale for Pacific Swimming athletes and families, Finalizing PH sites for Officials Clinic, Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Obtained quotes from 3 caterers for October Awards Dinner, Met with Athlete Summit Committee, Athlete Sweatshirt Committee, Attended Athlete meeting, Preparing all FW Awards items to go to MH, Arranged hotels for FW officials, Updated Senior Times Standards, Reached out to 2 PH hotels to arrange room blocks for October, Created Awards budget proposal for 2022-23, Had "No Show" pads made for Officials

Report of Action Items Prior: Current/Short Term Goals:, Update Top Times and Records, Update Team contact information on website, Update TM All-Star database with all March Results, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Athlete meeting, Attend Athlete Summit Meeting, Update P&Ps per motions

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: Second Round of Meet Bidding open for 2022-23 (closes April 8) - Reminder email to clubs would be helpful I think. Networked a bit at JO's and had discussions with a few different clubs that have interest in the open meets, but have not yet sent in bids. Long Course JO's and Long Course Senior P/F may be toughest to fill. Meets sanctioned through 22-052. MEFAP Entry Processing.

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. Far Westerns Time Verification

Medium/Long Term Goals: Senior Open June 4-5, 2022 host. Complete second round of bidding/open third round as necessary.

Additional Notes or Comments: Approaching 1100 athletes entered in FW. Glad to see it, should be a nice meet. More clubs traveling in from out of LSC than I would have expected. A couple mail issues in regards to MEFAP entries of late (First resolved, second received e-mail from Lehla today).

Additional comments or other notes of importance or relevance:

Mary - Comments: Lots of healthy requests for additional funding in the area of athlete travel and coach stipends.

Leo - Comments:

[] Marie to look into her Church for Oct 15 (potential officials clinic and athletes meeting) and Sunday evening for HOD (3/3/2022)

[] Diana to get same info for PH community center (3/3/2022)

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.

Age Group wants to bring back an "in person" awards banquet (possible livestream)

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

-JO Relay only disqualifications -

-Board Strategic Planning - Presentation to be made in April

-Age Group Committee - Awards Banquet, 10 & Un Time Standards, who's at CCS

-MEFAP online meet entries - Kent to meet with Annie

-Athlete Leadership Summit - planning committee has resumed meeting

-All-Star Rule - David to follow up with NCS, Need someone to follow up with CCS

-Distance Camp - Site fell through, suggest to cancel this year

Medium/Long Term Goals:

-Work with Cindy on annual calendar

-Membership newsletter

Action Item:

Additional Notes or Comments:

Discussion Items:

HI wants to come to FWSC meet. David will talk with Mike Greymont. Mike had already acted on this request.

Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

Planning for the FWLC meet

- Far Western hosts are asking about the \$10 coach fee. Tabled for now.

workshop regarding Coach registration when?



PC STAFF MEETING MINUTES/ REPORTS

April 14, 2022

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Attended FWSC on Sunday. I spoke at the coaches meeting about the need for more athlete reps. One coach spoke to me afterwards on the positive experience his AR had and stated that he would be pushing for 2-3 AR for this team to replace his sole AR who would be graduating.

[X] Athlete tent was located in a premier location. Was it used as a gathering point by our athlete reps?

[X] Started the process of advertising for an independent bookkeeper. I added an introductory paragraph to the Bookkeeper job description prepared by Mary to briefly describe Pacific Swimming as an organization, that we use QuickBooks and Dropbox to track our financial transactions and that we have a monthly accounting review and annual audit by independent accounting firms.

[X] We were informed at the USA Leader's call this morning that effective Sept 1st. OTS would no longer be available since it was not incorporated into SWIMS 3.0. It sounded like USA-S will be letting each LSC decide how they would manage tracking their officials. There was a lot of negative push back and USA-S will conduct meetings to figure out solutions.

[] **Current/Short Term Goals:**

[X] I talked with my younger son whose job is recruiting talent and he will be posting our want ad on LinkedIN today. He is anticipating a number of responses so we will need to be ready to respond to questions such as hourly wage, expected hours of work, etc.

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on 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. Finally recovered from FW, not sure how anyone does four days of that meet as Admin - props to anyone who does four 13 hour days with dozens of issues to chase down each day. It was challenging for me to say the least, but I got a lot of positive feedback from coaches about the meet and most of them said the challenges we encountered as officials weren't apparent from the other side of the pool deck.
2. Met with Maria, reviewed month end closing and finalized the month end closing. Filed the Q1 taxes.
3. The Athlete Committee Meeting was postponed until next Monday.
4. Attended LSC Leaders call Thursday AM.
5. Completed the athlete application for Western Zones AG. Looking for feedback.
6. Have a high level project timeline for Western Zones AG in Elk Grove and project task list.
7. Invoiced Quicksilver for the Far Western meet.
8. Preparing for the Board Meeting and departure to Denver next week.
9. Invoiced Meets - this is part of the regular weekly task list now. I spend a few hours each week invoicing meet hosts and saving the backup in Dropbox (pulling the MSR reports, saving in Dropbox, creating invoices in Quickbooks, printing invoice pdfs to Dropbox, emailing each invoice out to the meet host). I also send out reminders to meet hosts each week to make sure they know what report is needed post meet and when and where it should go.
10. AR Collection - also a part of the weekly task list now - regularly checking mailbox service, documenting and applying payments, scanning relevant backup to Dropbox. I usually make 1-3 deposits a week, depending on how many payments or other checks come to the mailbox.

Report of Action Items Prior:

Current/Short Term Goals: Set timelines for deliverables for Western Zone Age Group

Medium/Long Term Goals: Planning the LSC Event

Additional Notes or Comments:

Thoughts on how to address coaches that are out of compliance with the membership requirements? It's constantly changing and people that were on the list mailed out are already off the list. What will motivate coaches to get ahead of expiring certifications? (3/31/22)

I neglected to mention the logo work, so maybe we should postpone for now - there are clearly a lot of demands on all of us and this may not be the highest priority. Maybe plan to resume in a month or two and perhaps we can be on track to debut a new logo at the HOD in October (3/17/22)

We have a lot of clubs that are SSR from about two years ago, which means they are up for renewal and I think it would be good to have some guidance on how they can complete that step, maybe a FAQ on the SS page (3/3/22)

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

Report of Recent Activities: There are 13,432 annual athletes, 2 seasonal athletes, 573 coach members (188 have an alert), 552 Officials (94 have an alert) and 374 Others (171 have an alert). There are 93 Annual Clubs and 1 Summer Season Club with 1 Club who is not in good standing due to Head Coach expired certifications and 1 pending Club that can't be input until the Head Coach is in good standing.

I've been working on trying to clear times from meets and the only times left that can't be cleared are for athletes from the host clubs. It appears that host clubs forget to register their own athletes from their meets.

High School Championship season is upon us and so far, I've received 12 Observed Meet requests.

Report of Action Items Prior:

Current/Short Term Goals: . Contact Clubs to work on cleaning up the non-athletes who are not in good standing. Going through the Life Member list to inactivate those who aren't participating any longer.

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 College Commitments, Updated Top Times and Records, Updated FW Records set, Updated Officials Assignments, Tracked down Outstanding Checks/Payments for Mary, Processed Travel Support Forms, Processed new Officials' Apparel orders, Shipped out multiple Athlete Rep shirts, Continuing work on Officials Clinic, Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Sent all FW Awards items with instructions to MH, Updated Senior Times Standards with new WZ times, Worked on PH hotel room blocks for October, Created Awards budget proposal for 2022-23, Updated Rules and Regulations Section 12 and Policies and Procedures Section V based on passed motions in late 2021 and early 2022, Updated TM All-Star database with all March Results,

Report of Action Items Prior: Current/Short Term Goals:, 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 meeting, Attend Athlete Summit Meeting, Meet with athletes re: sweatshirts, Contact caterers re: October events and menu tastings, Send out replacement medals to FW attendees missing awards

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: Received a few bids during second round of bidding. Had one club say they were sending in bids for a couple Senior Meets, but they have not sent them in. Once those are received, should have all but a few filled. Long Course JO's and Long Course Senior P/F are still the toughest it seems to find hosts for. Meets sanctioned through 22-054. Three more meet sheets in my inbox to review. MEFAP Entry Processing. Far Westerns Time Verification. Time Verification for SCSC Senior Open (this coming weekend). Age Group Committee met 4/6. Did not approve softening of time standards for 10U Champs.

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. Third Round of 22-23 Meet Bids

Medium/Long Term Goals: Senior Open June 4-5, 2022 host.

Additional Notes or Comments: MEFAP Payment Update? Current spreadsheet shows one outstanding (would have been paid at HILL 3/26-27). A few mail issues. Cindy received the check

THanks :)

Additional comments or other notes of importance or relevance:

Mary - Comments: Finance and Budget Committee meets tonight. We have a deficit budget. Need to discuss cancellation of FloDesk and Guardian HR. March was a slow month - Net profit was -\$4,316.12 May balance out after travel support closed on May 9th. Reminder posted for Travel Support to Sectionals in Carlsbad.

As a reminder, I will be out of the country April 29-May 10.

Leo - Comments:

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. Age Group wants to bring back an "in person" awards banquet (possible livestream)

Verónica - Comments:

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