

PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

April 30, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Anne Stein [X], Karen Bair [X], Beau Caldwell [X], Morgan Roarty [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X], Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Clarity Request - California AB506 and Penal Code 11105.3 - Safe Sport Chair spoke with USA Swimming and it has been sent to legal for review.
- 2.

ACTION ITEMS:

- 3.

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. Beginning to Work on Month End for April - made final deposits for the month, including \$7320 for Zone 3's ZAM deposit.
2. Attended the Budget and Finance Committee meeting 4/16 and the BOD meeting 4/22 on Zoom
3. Worked with Morgan and Jeff on the review of the final 2026-2027 Budget that was presented at the BOD meeting - great job Morgan elevating the budget process, everyone has been very impressed with the presentation of reports and documentation.
4. Set up a delegate form for HOD and emailed all the team contacts. We have received confirmation of delegates from 27 teams. I think I will move this delegate details to a spreadsheet where we have a tab for each HOD - keeping a different sheet for each meeting is not very efficient and I have given up on getting any help managing this information from USA Swimming.
5. Invoiced meets for the last weekend in April, AR is back down to just under \$10K.

6. Attended the Athlete Exec Committee meeting 4/19 and arranged travel(!!) to the WZ Athlete Summit in St. Louis in June. Also sent a note to Pam Lowenthal regarding payment for the attendees, she indicated that the WZ will bill the LSC for the room and board charges, (about \$410 PP, making the total about \$1275-\$1400 PP).
7. Attended the Meet Bidding Committee meeting last week on 4/23, the first round of bidding was approved.
8. Anya updated the WZ logo for 2026 and we forwarded that to Karen for her logos.
9. Will review and process 4/30/26 payroll tomorrow morning, please advise of any updates or changes needed etc.

Report of Action Items Prior: Heard from David Gartner, who explained they were still quite understaffed with Matt out of the office and they really hadn't made any headway on our project - a little disappointing, but maybe we'll get around to this before Lehla's term ends.

Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form.

Medium/Long Term Goals: Update Meet Director Guide/Online Class, **Start working on plans for October Clinic.**

Additional Notes or Comments: Would like to add Morgan as a Insperity Admin so he can approve my requests off and also be a back up for any sort of payroll issue if it comes up. Will address w/Jeff and seek approval from the Personnel Committee.

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

Report of Recent Activities:

1. High results are coming in correctly so far after sending out instructions on what is needed.
2. The rest is business as usual.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

1. Initial connection project Follow up - Done! Percentages listed in last BOD report.
2. New Goal - no athlete gets shut out of a meet due to it closing early.
3. Standing committees -
 - a. Meet bid awards meeting - Single bids sent to Exec committee. Working on Rd 2 of meet bids
 - b. Senior committee meeting - Plan approved to combine AG & Senior champs in July 2027 (2 sites), will be sent to Exec Board in June; Conducted call with Pleasanton, as deferred to by the Senior committee, to iron out Feb Senior Champs format for 2027 (Presidents day/Super

Bowl weekend); creating a reimbursement plan for in-LSC travel; discussion on admitting out-of-LSC teams to July Senior Champs meet.

- c. Shared letter to zones materials with Z2 & Z3 during April meetings

4. Planning/Data -

- a. Continuing data study on athletes competing in AGC and FW - trying to figure out how much overlap there actually is.
- b. Sourcing teams to figure out how many athletes did not make it into CBA meets.
- c. Spring FW survey completed - quantifiable results will be published.
- d. Formulating plan to recruit new teams to FW - learning of a few similar meets out there
- e. Formulating plan for FW (and possibly other meets) to include additional warm-up space, more fun and engagement, social media plan

5. Pool/Facility update -

- a. Independence high school has responded with their pricing - will review with meeting notes and distribute to Z1N, Z1S, and Z2 clubs.
- b. Cal Poly Maritime has responded and suggested reaching back out in the fall when their transition is complete.
- c. No response from West Valley College

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Fulfilled Officials apparel orders, Posted Top Times and Records for weeks ending in 4.19.26 SCY & LCM, Updated Class of 2026 Commitments, Updated Officials' Assignments, Processed Travel Support for Spring Sectionals, Uploaded Mar results into TM for database, Tracking down all out-of-LSC meet results for All-Star applicants, Uploaded all April results to Dropbox, Updated Meet Archive with April meets, Met with Cindy about officials apparel, Purchased new blank Officials apparel, Ordered apparel for Athlete WZ Summit, Posted many documents for BOD, Attended BOD and April Athlete Rep meetings,

Report of Action Items Prior: Continue looking for Officials' Apparel that is reasonably priced, Working on medal ordering for 26-27, Order Summer AGC and Summer FW high point awards

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 26-074. Meets current in OTS through 26-069. Meet Awards Committee Meeting - First Round Meet Bids approved by committee and forward to executive board. Held off on awarding Summer AGC with proposal out to combine with Senior T/F. Senior Committee Meeting - discussion on Summer 27 AGC/Senior combination meet; qualification for senior meets in 2026-27.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Open second round of meet bidding upon approval of first round from Executive Committee.

Medium/Long Term Goals: Time Standards next big project on the calendar. Starting with discussion in Age Group and Senior Committees beginning in May meetings.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2027 – .

ZAM 2026 - Zone 1 South was the winner of ZAM 2026. Multiple meet records were broken. I was in attendance at the warm up on Saturday, then went to the hotel to help with the check in and banquet set up, and attended the meet.

WZAG 2026 - Emailed parents of potential 10/unders, and that has been positive. I have answered emails, and was able to meet several parents at ZAM. Working on artwork for a baseball shirt. Researching food options in the area, and sent out requests for catering meals.

As of April 27, we have 11 coaching applications, 14 chaperone applications, and about 100 athlete applications.

Coach applications closed on the 27th. Coach selection meeting was Wednesday the 29th. Applicants represent 3 of our 5 zones. The Head Coach and assistant coaches were selected, and the Head Coach has been notified.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. **Current Goal:**

- a. **Prepping for April Close** - Should be a challenging month to close with DR, PPD, Shared, closing Spring Sectional Travel Support (new process to add Write Off JE), and lots of ZAM details to get right.
- b. **ZAM Expenses vs. Budget** - I was going to start to take a close look at this, as Karen is getting a lot of the final expenses receipts including ZAM Co-pays vs. Deposits.
- c. **Investment Grants** - Top line almost \$75k paid out against 28 Clubs
 - i. **Final 3 Clubs** - Have not submitted appropriate source documentation to get funds, SAIL is reassessing which meet they want to attend,, and haven't heard anything from SEA or BSW in about a month.
 - ii. **Final Receipts for Investment Grants** - Still chasing 15 Clubs for the final source receipts, will send out reminders today/tomorrow, as deadline is today

2. **Next Goal:** Keeping up with expenses, lots of ZAM, and getting ready to close April. Accounts were all reconciled as of yesterday, still haven't seen the \$2k Doc Bones BBQ Check be deposited.

Additional Notes or Comments:

1. Still helping Z3 with some ZAM expenses bit of a spike the last week or so, chasing some W-9's and updated Bill.com info
2. Created a remaining FY2026-2027 Forecast just to get better at estimating where we are going to end up this year vs. Budget discussions

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Awards Banquet Subcommittee - need to set up third meeting
2. DDEI Grant application needs to be updated
3. Website review - need to send update for the athlete page to Diana
4. Discuss what MEFAP covers for invitational meets with committee chairs
5. Start discussion on cancellation of LSC meets to Governance to create policy
6. HOD Agenda to include release of RA to SN - Request for reports will be sent out early
7. Looking for Coach Rep nominations

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

May 14, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Anne Stein [X], Karen Bair [X], Beau Caldwell [X], Morgan Roarty [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X], Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Clarity Request - California AB506 and Penal Code 11105.3 - Safe Sport Chair spoke with USA Swimming and it has been sent to legal for review.
- 2.

ACTION ITEMS:

- 3.

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. Completed the Month End work for April and had our Month End Accounting Review with Maria, Jeff and Morgan.
2. Worked with Karen last week to review options when we learned of WZAG Champs being relocated from Oregon to a place yet to be determined. Assessing impact from the change and what deposits cannot be recovered.
3. Set up the HOD meeting and sent out reminders and links for BOD and Staff to register for the meeting. Working on reminders for maintaining order and discussion procedure and reports for HOD. I will be working on that more later today.
4. Investigated options for pick up and drop off of the WZ Athlete Summit contingent. With seven travelers, it is just a few too many for one Uber, but hiring a car or shuttle is also outrageously expensive - almost cheaper to just rent a car.

5. Invoiced meets for the last two weekends in April, AR is down to less than \$5K. Followed up on
6. Sent out A Medals and arranged for Montclair pop up rental and return.
7. Will review and process payroll first thing Monday morning, possibly over the weekend, depending on their schedule - probably needs to be submitted and approved before Monday at noon.

Report of Action Items Prior:

Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form.

Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.

Additional Notes or Comments: Would like to add Morgan as a Insperity Admin so he can approve my requests off and also be a back up for any sort of payroll issue if it comes up. Will address w/Jeff and seek approval from the Personnel Committee.

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

Report of Recent Activities:

1. USAS LSC Task Force is having a webinar to answer questions
2. 23 of 25 High School meet results are in

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

1. New Goal - no athlete gets shut out of a meet due to it closing early. Possibly including the flywheel?
2. Standing committees/Zones
 - a. Meet bid awards - Exec committee approved Rd 1, Round 1 winners have been notified of their awards, working on Rd 2 to be out by next week
 - b. Senior committee meeting - Plan approved to combine AG & Senior champs in July 2027 (2 sites), will be sent to Exec Board in June; Feb Senior Champs format will be discussed at Sr Meeting next week. Creating a reimbursement plan for in-LSC travel; 2026 June Senior meet was picked up by QSS at the last minute.
 - c. 2026 LC Senior Champs - Out of LSC teams will be admitted to 2026 July Senior Champs up to 200 before coming back to committee for additional guidance; Qual standards changed to senior open
 - d. AG Champs - lots of emails back and forth on AG Champs with regard to seeding and scoring, ironing out information in meet packet; Winter age group champs preliminary format set, will discuss and approve in June.
 - e. Shared letter to zones materials with Z4, Z1N, and Z1S

- f. Attended safesport meeting - encouraged SS committee to develop signage and QR code at larger meets for visibility and easy access to parents while they're sitting around.
- 3. Planning/Data -
 - a. WHERE BEAU WAS WRONG - due to pulling up the wrong report/checking wrong box in HY-TEK - all numbers are for PC athletes 14&Under -
 - i. 51% of 2026 Spring AG Champs athletes competed at 2026 Spring FW
 - ii. 91% of 2026 Spring FW athletes competed at 2026 Spring AG Champs.
 - b. May Competition Communique completed - published?
 - c. Formulating plan to recruit new teams to FW - learning of a few similar meets out there
 - d. Formulating plan for FW (and possibly other meets) to include additional warm-up space, more fun and engagement, social media plan
- 4. Pool/Facility update -
 - a. Distributed Independence high school rental info to Z1N & Z1S, will distribute to Z2 next week at their meeting
 - b. Made contact with Cal Poly Maritime, DVC, and Santa Clara University.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments: Assisted in finding clinician for Fall BOD retreat for strategic planning session;

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Fulfilled Officials apparel orders, Posted Top Times and Records for weeks ending in 5.3.26 SCY & 4.26.26 LCM, Updated Class of 2026 Commitments, Updated Officials' Assignments, Processed Travel Support for Spring Sectionals and TYR Westmont, Uploaded April results into TM for database, Uploaded all out-of-LSC meet results for All-Star applicants, Posted many HS results to website, Updated Meet Archive with April meets, Dropped off all new blank Officials apparel to new embroiderer in Martinez, Ordered apparel for Athlete WZ Summit, Posted documents for HOD, Emailed with Luca Orlando for October Awards Banquet, Attended Awards Banquet Committee meeting, Posted 26-27 meets on the website for PC, Zone 3 and Zone 4,

Report of Action Items Prior: Work on medal ordering for 26-27, Order Summer AGC and Summer FW high point awards

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 26-079. Meets current in OTS through 26-069. Summer FW sanctioned. Age Group Champs in process (still some back and forth regarding seeding plan approved by AG Committee). First Round Meet bids for 26-27 approved by executive committee, hosts notified. Second round to open next week. Awards Banquet Committee Meeting, putting together motion to eliminate Race of the Year/Relay of the Year in favor of recognizing Top NAG Performers. Ironed out process for Coach of the Year awards for this year, and a path towards re-vamping the award for 2027. Formed time standards task force of volunteers from AG and Senior committees. To meet over the next month to deep dive and bring recommendations back to respective committees.

Current/Short Term Goals: Summer AG Champs Sanctioning. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Get second round bid package put together and sent out. Get time standards task force moving.

Medium/Long Term Goals: Finalize time standards for 2026-27. Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2027 – .

ZAM 2026 - All bills have been paid.

WZAG 2026 -

Coaches have been selected for WZAG, and all have confirmed availability. Laurie checked credentials, and only 1 has certifications due by August.

We have approximately 110 athletes who have applied—not all have met the minimum time standards. Sent time (with names redacted) to the head coach. Applications close on the 29th. Still at 14 applicants for chaperones.

Alternate WZAG 2026 location has not yet been finalized, but we should hear by Tuesday the 19th, if not sooner. Oregon is out, due to pool repair issues. I have a pending hotel and bus contract for Plan A (Elk Grove), and have contacted the hotel we have used in the past for Plan C (Boise). Plan B is Roseville. Hotel, bus and airlines haven't yet been canceled, as I was waiting for confirmation that Oregon is not the location. Airline deposit is non refundable, and payment is due June 20th.

The list of events was provided, and 50 yard events have been included for the 13/14 age group, as well as the updated time standards. I am working on the template for coach selections.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. **Current Goal:**

- a. **Meeting week** - Successful Accounting Review this week, Finance Committee tonight. Prepared all the Finance Reports and Finance Observations.
- b. **Close the Month End** - JE Entries Approved, [Bill.com](#) matching with Source Documents folder, and get all the CC receipts compiled against the Statements.
- c. **New Process** - Also new Accrued Travel Support process introduced where we need to log like we do for PPD DR the final status at the end of each month.
- d. **ZAM Expenses vs. Budget** - Came in under budget on Expenses, \$70k to \$86k, \$16k of savings, Age Group programs now \$20k under Budget.
- e. **Investment Grants** - Top line almost \$77k paid out against 29 Clubs
 - i. **Final 2 Clubs** - SAIL is reassessing which meet they want to attend, and haven't heard anything of late from SEA.
 - ii. **Final Receipts for Investment Grants** - Still chasing 11 Clubs for the final source receipts, will send out reminders today/tomorrow, as deadline is today

2. **Next Goal:** Final prep for HOD next week, will be big for Budget review and approval

Additional Notes or Comments:

1. Will work with Nordberg scholarship winners to get their funds post HOD.
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Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Awards Banquet Subcommittee - met for the 3rd time and we have a plan for this year and a solid outline for coach awards for the year after
2. DDEI Grant application is updated and posted
3. USAS LSC Task force will be at the June BOD meeting and I'll send their survey out to the board prior to the meeting
4. Jane Grosser will be at the Board workshop to do strategic planning

5. Completed Z1S governing docs overhaul to be approved in July
6. Website review - need to send update for the athlete page to Diana
7. HOD document prep
8. Still looking for Coach Rep nominations

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

PC STAFF MEETING MINUTES/ REPORTS

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Meeting ID: 837 9344 4354

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May 28, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [E], Diana Fetterman [X], Anne Stein [X], Karen Bair [X], Beau Caldwell [X], Morgan Roarty [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X], Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Attended LSC Task Force “town hall” - which is reviewing how effectively Local Swimming Committees support clubs, athletes, coaches, and volunteers nationwide. Supposed to focus on identifying challenges and opportunities (membership growth, coach retention, facility access, and financial pressures) then developing recommendations to strengthen local governance and support.
 - a. A member from the task force will be attending our June Executive Meeting.
 - b. Had a separate phone conversation with a member of the task force on what specifically they are looking for from our LSC.

ACTION ITEMS:

2. Coach Rep Appointments:
 - a. Tom Lebherz (Senior Coach Rep)
 - b.

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. Prepared for HOD including budget review, reaching out to the clubs, reviewing membership status, recording designated delegates and reminding delegates to register for the meeting.
2. Attended the AEC, LSC Task Force Townhall via the Registration Committee Learn at Lunch meeting and the Personnel Committee Meetings. Wrote up a summary for the LSC Taskforce if anyone want to review and you can find out more about their purpose

3. Still looking at transportation options for pick up and drop off of the WZ Athlete Summit, rental cars are about \$400, Super Shuttle quoted me \$358 each way, and I am waiting on one more shuttle quote, but I doubt the pricing will be much different. With seven travelers, it is just a few too many for one Uber, but hiring a car or shuttle is also outrageously expensive - car rental has its risk though as they might not have the car reserved in inventory.
4. Invoiced meets from week ending May 10th and 17th, waiting on some finance reports from FastSwims to finalize this past weekend's invoices. I will be making the last deposit of the month tomorrow and start to work on month end closing items.
5. Started working on the bag tag order for the summer meets, will be asking for a quote this week and will need to finalize the order by June 18 for timely delivery.
6. Will review and process payroll on Monday.
7. Coach Nomination Form - can they nominate multiples? how many nominees will there be for each category?
8. Insperity renewal will be due in mid-June, this would be a contract renewal for the coming year beginning in August.

Report of Action Items Prior:

Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, need to arrange all our employee training with Insperity, I will check on that and report next time.

Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.

Additional Notes or Comments: Would like to add Morgan as a Insperity Admin so he can approve my requests off and also be a back up for any sort of payroll issue if it comes up. Will address w/Jeff and seek approval from the Personnel Committee.

We

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

Report of Recent Activities:

1. Out sick

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

1. New Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
 - a. Meet bid awards - Round 2 is out - will reach out to some teams to consider bidding

- b. Senior committee meeting - Discussed at length standards, minimum ages, ideal duration, possible cut protocol; revising Feb Senior Champs meet format again after learning of facility closure on President's day.
 - c. AG Committee - No updates from last time
 - d. Zone meetings - Attended Zone 2 & Zone 3 meetings - working with Z2 SS chair and and 1 other coach to formulate plan for closed decks
 - e. Time standards committee - first meeting yesterday, have a lot of data to mine and bring back regarding Futures and sectional level athletes in FW and AGC
 - f. Attended LSC leaders committee meeting 2 weeks ago -
3. Planning/Data -
- a. Calculated dollar amount PC makes from each splash at PC sanctioned meets, and what each athlete pays per splash at a PC sanctioned meet (SC seasons, Sept-Far Westerns)
 - i. Price per splash - 2025: \$1.75 2026 - \$1.69
 - ii. Each athlete pays per year: 2025: \$20.34 2026 - \$21.89/athlete
 - iii. Separate out how much comes in from each price point, figure out h
 - iv. Pull out mefap with actuals out of quickbooks, see how it holds up against actual revenue
 - b. Working on AGC FAQ sheet
4. Pool/Facility update -
- a. No updates

Report of Action Items Prior:

Current/Short Term Goals: Send out Far Westerns recruitment and marketing, figure out awards for potential combined AG/Sr champs

Medium/Long Term Goals: Formulating slides and info to present to current meet hosts to host more sanctioned meets, and for non-meet hosts to venture into hosting a sanctioned meet. Ideally presenting in a small group setting at Summer AG Champs.

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Fulfilled Officials apparel orders, Posted Top Times and Records for weeks ending in 5.25.26 SCY, Updated Class of 2026 Commitments, Updated Officials' Assignments, Finished processing Spring Travel Support, Uploaded May-to-date results into TM for database, Uploaded more out-of-LSC meet results for All-Star applicants, Waiting for apparel from new embroiderer in Martinez, Attended and posted documents for HOD and post-HOD,

Report of Action Items Prior: Work on medal ordering for 26-27, Order Summer AGC and Summer FW high point awards, Pick up and inventory new Officials apparel inventory

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 26-083. Meets current in OTS. Summer AG Champs and Senior T/F sanctioned. Second Round Meet Bid Packages out to clubs, bids due 6/7. No second round bids received of yet. Time Standards Committee first meeting - big picture topics discussed. Data to be mined on number of age group athletes with FW standards to assist in conversation and decision making. Next meeting 6/3 with goal to have SCY and LCM standards ready for approval at July BOD (since I am out all of August).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Second Round of 26-27 Meet bidding (Meets still in need of host - December Senior T/F, early April Senior Open, 10 & U Champs, post-CCS walkon, early June Senior Open

Medium/Long Term Goals: Finalize time standards for 2026-27. Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2027 – .

ZAM 2026 - All bills have been paid.

WZAG 2026 -

Coaches have been selected for WZAG, and all have confirmed availability. Laurie checked credentials, and only 1 has certifications due by August.

We have approximately 135 athletes who have applied—not all have met the minimum time standards. Sent time (with names redacted) to the head coach. Applications close on the 29th. We have 16 applicants for chaperones.

Alternate WZAG 2026 location has been finalized, and we are going back to Boise (Plan C)! Boise Hotel has been confirmed, and contract sent. Deposit has been paid for the airfare to Boise. I have a contract for the Saturday activity in Boise, and the busing is a work in progress. We have used school buses in the past, and

I plan to do that again—except for our activity, as that is a 40 minute drive. Still waiting on estimates for the buses. Tickets to Portland were cancelled, and I contacted SouthWest Airlines, hoping to get our deposit for our Portland tickets transferred to our Boise tickets. After I complete the purchase of the Boise tickets, I can resubmit a request for reimbursement. Car rental reservations have been changed to Boise.

The list of events was provided, and 50 yard events have been included for the 13/14 age group, as well as the updated time standards. I am working on the template for coach selections. The meet sheet was just published on the WZAG 2026 website, and shared with the Head Coach. Finalizing fun shirt design, and we will be provided with the 2026 logo, and I hope to incorporate that into our fun shirt.

We have a coaching zoom meeting scheduled for Friday, and I hope to provide the coaches with the applicants and their top times early next week.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Current Goal:

- a. **Post HOD Budget adjustments** - Finalizing two Budget adjustments one for Seasonal Membership +\$5 new motion approved, includes improved calculation for Athlete Membership type, and one for not adjusting MEFAP based on approved Motion #1 - 2604BC02
- b. **Updated Travel Support sheet** - Added a new sheet that you can adjust the month, and it will show you the status of each meet (Expense, AAP, or Closed). It should help keep track of Accrued Travel Support balances each month plus useful information for the Audit.
- c. **Investment Grants** - Top line almost \$77k paid out against 29 Clubs
 - i. **Final 2 Clubs to pay out** - Richmond SAIL is declining grant funds this year, and haven't heard anything of late from SEA in months
 - ii. **Final Receipts for Investment Grants** - Still chasing 7 Clubs for the final source receipts, sent out fresh reminders yesterday

2. **Next Goal:** Coming up on Month End preparation and keeping up with Expenses. A little behind will work to catch up today/tomorrow.

Additional Notes or Comments:

1. **OOO next Thursday 4th, and Friday 5th, going to a NY wedding, not planning to take laptop**
2. Both Nordberg scholarship winners are on Bill.com, waiting for Jordan to enter his address; both should be approved and processed this week.
3. Still waiting on the Doc Jones BBQ (Officials Appreciation) check to clear from early April. I sent them an email as a follow up. Based on last year it takes about 2 months for them to deposit.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Awards Banquet Subcommittee - need to write up motions to adjust Awards P&P
2. Athlete Rep wanting to start a Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
3. Website review - need to send update for the athlete page to Diana
4. Finishing HOD minutes and will start on June Exec Meeting

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

June 18, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Anne Stein [X], Karen Bair [X], Beau Caldwell [X], Morgan Roarty [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS:

1. Coach Rep Appointments:
 - a. Tom Lebherz (Senior Coach Rep) - Lehla will check in
 - b. Kelsey Lange (Age Group Rep) - Lehla will check in
2. Far Western Coach Fee to Athlete Facility Fee (from \$20 to \$25)
 - a. Work with Age Group Committee on a motion for 2027 FW
3. LSC Reps for 2026 Summit
 - a. GC (me)
 - b. Coach Rep (Tammy DACA)
 - c. Officials Chair (or designee) - Phil or designee
 - d. Registrars (Veronica)
 - e. DDEI Coordinator (Kent)
 - f. Age Group Chair (Mark Faherty)
 - g. LSC Staff (TBD) (Beau, Cindy)
 - h. Athlete Reps (Junior & Senior)
 - i. Women in Governance (Alex)

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. Completed month end and had a monthly Accounting Review meeting with the outside accountant, Morgan and Jeff.
2. Attended the Finance Committee meeting, LSC Leadership call, Exec Committee/LSC TaskForce meeting, Risk Mgmt call with Rachel Olsen, Annie and Beau and Athlete Committee Meeting.
3. Attended a meeting of Admin officials working on how much technology and digital processes will be utilized in the coming championship meets for the summer. An update is we are outsourcing some of the set up to Nik Kikuta to alleviate some of the additional work put upon the head admins in the set up portion of these meets with templates and forms, etc.
4. Trying to complete the meet invoicing from June 14th - still missing CDST's Meet Summary report. Quickbooks is having problems completing these invoices (not saving my additional changes) so I will continue to try from multiple devices etc to get them out this morning. Also set up meets for the remainder of the month in QB since I will be on vacation next week.
5. Finalized the quote for bag tags and submitted all artwork, there should be proofs too look at soon. The in-hand date is July 10/July 13 at the latest, so we should have plenty of time to get them here.
6. Reviewed and processed payroll for the first two weeks of June. Also renewed our Insperity agreement for an additional year.
7. Sent out 900 A medals this month, for SUNN (300), VJO (500) and OAPB (100).
8. Made a \$13K deposit, but it did not register with the ATM. I launched an investigation with the bank and since I had copies of the checks, I expect that the deposit will be included in about 10 days.
9. Did some late AR investigation this week - both SCSC and MONT didn't process their payments either through distraction, travel or some excuse. TCA sent me an email June 4 saying they were paying late and to provide the amount of the late fee, but so far no payment has been received for the main invoice or the late fee - their invoice is 22 days late and the oldest item on the AR.

Report of Action Items Prior:

Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, need to arrange all our employee training with Insperity, I will check on that and report next time.

Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.

Additional Notes or Comments: I am on vacation next week, but I will check email about once a day and catch up on anything urgent or forward along.

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

1. 1 High school meet still incomplete
2. Reg check are going as usual

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:
Report of Recent Activities:

1. New Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
 - a. Meet bid awards -
 - i. Round 2 is complete with 1 new bid received. Round 3 opening Today or Tomorrow.
 - ii. 2027 LC AG & Senior Champs combined into 1 meet, dual venue, approved last night at Exec Board mtg.
 - b. Senior committee -
 - i. Feb senior reformatted again to change date to Fri/Sat/Sun format due to facility (PLS) closed on President's day
 - c. AG Committee - Working through the following -
 - i. Winter AG Champs - have had 2 calls with risk mgmt and 4 calls with other USAS personnel regarding safety concerns with this meet; made several reformatting options, waiting to discuss with Phil regarding if the latest one will work with the officials
 - ii. Spring AG Champs - working through some concerns with order of events. Data mined some stats on distance events and how participation works with 2 distance events (500/1000/1650 free/400 IM) are on the same day (see data below)
 - d. Zone meetings - Attended Zone 2 & Zone 3 meetings -
 - i. Assisted Z2 SS chair and 1 coach with framing SafeSport guidelines and best practices and bringing those to Z2 meets.
 - e. Time standards committee - have had 3 meetings so far - researched where the line is for futures and junior nationals with regards to Far Westerns
3. Planning/Data -
 - a. Participation & performance data when the 500 & 1000 free are on the same day
 - i. Participation was down 10-27% when they are on the same day compared to when they're not; Performance was down 28-36% when they are on the same day compared to when they're not
 - ii. Events reviewed were 11-14 girls at Far Westerns (on the same day) and 11-14 girls at AGC (not on the same day); control was 11-14 boys at both meets. 11-14 girls participation numbers at AGC more closely matched boys numbers compared to 11-14 girls at FW.
 - b. Participation in distance events (500/1000/1650 free/400 IM) at 2025 & 2026 Spring AG Champs - *(note: we're 1 of 2 LSC's to run 4 distance events over 3 days)*
 - i. In 2025, 11-14's swam the 400 IM (P/F) and 1650 were on the same day;
 - ii. In 2026, 11-12's swam the 400 IM & 500 free on the same day (both TF) and 13-14's swam the 400 IM (P/F) and 1000 free on the same day
 1. Athletes choosing to "double" improved 7%;
 2. Total splashes in "double" events improved 12%
4. Pool/Facility update -
 - a. Reviewed with Jane Grosser facilities that have been contacted

5. Far Western marketing/recruiting materials created, waiting for approval
6. Old items - still to be completed
 - a. AG Champs FAQ sheet -
 - b. Per splash data -
 - i. Separate out how much comes in from each price point,
 - ii. Pull out mefap with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:

Current/Short Term Goals: Send out FW materials to prospective clubs

Medium/Long Term Goals: Formulating slides and info to present to current meet hosts to host more sanctioned meets, and for non-meet hosts to venture into hosting a sanctioned meet. Ideally presenting in a small group setting at Summer AG Champs.

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Received all newly embroidered Officials' apparel and took to storage, Fulfilled new and existing Officials apparel orders, Ran Top 100 times for Annie/Time Standards Committee, Posted Top Times and Records for weeks ending in 5.31.26 and 6.7.26 LCM, Updated Class of 2026 Commitments, Updated Officials' Assignments, Finished processing Spring Travel Support, Uploaded May-to-date results into TM for database, Uploaded more out-of-LSC meet results for All-Star applicants, Helped Karen with travel forms, Ordered Summer AGC ribbons and high point awards, Ordered Summer FW high point awards, Sent more apparel to be embroidered, Processed travel support for TYR - Sacramento, Posted Exec documents and attended Exec meeting,

Report of Action Items Prior: Work on medal ordering for 26-27, Finalize Luca Urlando for October

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 26-091. Meets current in OTS. Second Round Bid received from Z1S for Post-CCS Meet. Continuing to meet with time standards task force. Final bit of number crunching to do on FW and AGC, but general plan settled. Next

meeting 6/24 with goal to have SCY and LCM standards ready for approval at July BOD (since I am out all of August). AGC/Senior Champs July 2027 plan approved by exec. Committee. Third round of bidding to open ASAP. Met with USA-S Risk Management contact re: pool depth issues at San Ramon.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Third Round of 26-27 Meet bidding (Meets still in need of host - December Senior T/F, early April Senior Open, 10 & U Champs, early June Senior Open)

Medium/Long Term Goals: Finalize time standards for 2026-27. Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Working, but vacation on East Coast June 28-July 6. Hours/mid-day availability may be spotty. Out month of August for wedding/honeymoon. Last work day August 5, back in the office August 31. I've let sanctions chairs know to get any meet sheets that need sanction in that time to get meet sheets to me by end of the day August 3. Back-up in case of emergency? Announcement on web reminding hosts?

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2027 – .

ZAM 2026 - All bills have been paid.

WZAG 2026 -

Coaches have been working hard, selecting the team. Especially the 13/14 coach, as 6 of the selected athletes were unable to attend. But now we have a team! 68 athletes have confirmed. I have 3 chaperones selected, and just contacted the 4th chaperone.

Busing for Boise has been reserved, and they will bill us after the event. Working on names for airline tickets, as payment is due June 19th. I think we will have 81 airline tickets (68 athletes, 7 coaches, and 4 chaperones). One ticket is for an official, and he will reimburse the cost of the ticket. I contacted SouthWest Airlines, hoping to get our deposit for our Portland tickets transferred to our Boise tickets. After I complete the purchase of the Boise tickets, I can resubmit a request for reimbursement, so that letter will be sent on Friday. Car rental reservations have been changed to Boise.

Caps have been ordered, and I have finalized the shirt design, incorporating the fish WZAG logo onto our shirt.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Current Goal:

- a. **Month End Close** - Got through Accounting Review no major issues just some minor clean up, still getting JE's approved by Jeff, and the final [Bill.com](#) archive for all the monthly payments.
- b. **WZAG accounting** - Keeping up with WZAG refunds, new Co-Pay amount and Payment Tech to Deferred Revenue
- c. **Post HOD Budget revisions** - Finalizing two Budget adjustments one for Seasonal Membership +\$5 new motion approved, includes improved calculation for Athlete Membership type, and one for not adjusting MEFAP based on approved Motion #1 - 2604BC02
- d. **Investment Grants** - Top line almost \$77k paid out against 29 Clubs
 - i. **Final 2 Clubs to pay out** - Richmond SAIL is declining grant funds this year, and haven't heard anything of late from SEA in months
 - ii. **Final Receipts for Investment Grants** - Still chasing 7 Clubs for the final source receipts, sent out fresh reminders yesterday

2. **Next Goal:** Just doing some cleanup on ATS monthly files and making sure the Zones are in sync especially the 'uncleared transactions'. A little behind will work to catch up today/tomorrow.

Additional Notes or Comments:

1. Still waiting on the Doc Jones BBQ (Officials Appreciation) check to clear from early April. I sent them an email as a follow up. Based on last year it takes about 2 months for them to deposit.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Awards Banquet Subcommittee motions were presented
2. Initial meeting held for Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
3. Website review - need to send update for the athlete page to Diana
4. The WZ Athlete Summit was hugely beneficial, AEC meeting was held in person in St Louis, AEC members have lots of ideas for improving our committee and contributing to the WZ.
5. Sending an email to Paris about the task force meeting as well as to board members to encourage them to reach out to Paris with any thoughts/issues/concerns

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

July 2, 2026 10:00 am PT

Staff Attendance: [Cindy Rowland](#) [X], [Laurie Benton](#) [e], [Diana Fetterman](#) [X], [Anne Stein](#) [e], [Karen Bair](#) [X], [Beau Caldwell](#) [X], [Morgan Roarty](#) [X]

Board Member Attendance: [Verónica Hernández](#) [X], [Lehla Irwin](#) [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS:

1. Responded to complaint emails. Pacific Swimming does not investigate or adjudicate Safe Sport matters or other USA Swimming rule violations. Concerns to be directed to USA Swimming. Also advised that Pacific Swimming does not have authority to review or overturn individual club membership decisions.
2. Coach Rep Appointments:
 - a. Tom Lebherz (Senior Coach Rep) - Lehla will check in
 - b. Kelsey Lange (Age Group Rep)
3. Far Western Coach Fee to Athlete Facility Fee (from \$20 to \$25)
 - a. Work with Age Group Committee on a motion for 2027 FW
4. LSC Reps for 2026 Summit
 - a. GC (me)
 - b. Coach Rep (Tammy)
 - c. Officials Chair (Phil)
 - d. Registrars (Veronica)
 - e. DDEI Coordinator (Kent)
 - f. Age Group Chair (Mark Faherty)
 - g. LSC Staff (Cindy)
 - h. Athlete Reps (Junior & Senior)
 - i. Women in Governance (Alex)

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. Just started on the month end closing for June, I have most of my month end tasks still left to do. The accounting review is June 14, and we are hoping to change the board meeting to the 22nd. I attended no meetings as I was on vacation from the 20th through the 28th.
2. Approved the bag tags and I will be picking them up today.
3. Microsoft retired their free version of Microsoft Business for non-profits, which we had been using since 2023, at the end of 2025. Our licenses expired in late March and automatically converted us to a web and mobile only version, the only free version left. We have the option of having a \$41/user annual subscription. I renewed our Non-Profit status with Microsoft (because I updated our organization to Laurie's address) and have since been validated again. I can purchase new licenses effective this morning.
4. Reviewed and processed payroll for the last two weeks of June - everyone should be paid tomorrow.
5. TCA currently has an invoice that is 36 days past due - all other AR is basically current or just within a few days of the due date (one an ACH. Posted \$22K in AR payments this week.

Report of Action Items Prior:

Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.

Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.

Additional Notes or Comments: Thanks to Morgan for giving us bookmarks to jump to our sections! The vacation was great, thanks!

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

1. SEASIDE is dissolving and the athletes are moving to MBSC, but they must observe the 60 transfer period, there is no waiver for the unattached period.
2. Regular work - reg checks and results.
3. Cleaned up merges - lots of duplicate issues to fix.
4. Log in loop issue with USA Swimming after a big update - it should have been resolved by now.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:
Report of Recent Activities:

1. New Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
 - a. Meet bid awards -
 - i. Round 3 is open - have had 1 bid on Dec Senior meet
 - ii. 2027 Summer Champs plan has been approved - Dual site Sr + AG Champs
 - b. Senior committee -
 - i. Meet formats for fall senior meets to be presented at next senior committee meeting
 - c. AG Committee - Working through the following -
 - i. Working on supplying some comparative event order, wording for swim-up athletes to swim relays as exhibition.
 - ii. Working with Mike Greymont and athletes on Meet logistics for Summer AG Champs - I will be announcing prelims with advertisements for our own programming and sponsors, and doing a social media campaign at finals showcasing event winners with some short interviews.
 - d. Zone meetings -
 - i. No new zone meetings held
 - e. Time standards committee - have had 4 meetings so far - Evening out participation by age group with Far Westerns
3. Planning/Data -
 - a. Relay participation at AG Champs meets
 - i. 2025 Summer AG Champs - 11 teams comprised 88% of relay entries
 - ii. 2026 Spring AG Champs - 10 teams comprised 78% of relay entries
 - b. If we changed relays at Spring AG Champs from 11-12 & 13-14 to 12&U and 14&U...
 - i. Potential for up to 68 new relays formed - \$952 for host club; \$408 for PC
 - ii. I asked 3 clubs if they would enter said relays if possible and all 3 were enthusiastically in favor
 - iii. *Update: After AG Committee mtg, there is an alternative plan for this*
4. Pool/Facility update -
 - a. No new updates
5. Far Western marketing/recruiting materials created, sent to over 30 prospective clubs - gotten a few responses.
6. Old items - still to be completed
 - a. AG Champs FAQ sheet -
 - b. Per splash data -
 - i. Separate out how much comes in from each price point,
 - ii. Pull out mefap with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Formulating slides and info to present to current meet hosts to host more sanctioned meets, and for non-meet hosts to venture into hosting a sanctioned meet. Ideally presenting in a small group setting at Summer AG Champs.

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Ordered more blank Officials' jackets and took to storage, Fulfilled new and existing Officials apparel orders, Posted Top Times and Records for weeks ending in 6.21.26 and 6.28.26 LCM, Updated Class of 2026 Commitments, Updated Officials' Assignments, Assigned initial officials' placements for 2026-27, Uploaded June results into TM for database, Uploaded four more out-of-LSC meet results for All-Star applicants, Helped Karen with travel forms, Received Summer AGC ribbons and high point awards, Sent all Summer AGC medals, ribbons and HP awards with Gonzales' to SCSC, Had more M & L white jackets embroidered, Processed travel support for TYR - Sacramento, Posted Exec documents and attended Exec meeting, Attended Athlete Committee meeting, Finalized Concord rental for September Board Orientation, Added multiple graduating seniors to Class of 2026 Commitment List

Report of Action Items Prior: Work on medal ordering for 26-27, Finalize Luca Urlando for October, Need new version of Microsoft Office, Apparel inventory with Cindy, Athlete Summit Hotel Copay with Vern

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 26-095. Meets current in OTS through 26-094. Conducted a final meeting with the Time Standards Task Force. Time standards for FW and AGC calculated and ready for Age Group/Senior to review and approve for presentation at July BOD. Time Verification run for OAPB Senior Open. Third Round of bidding opened for 26-27 Meets. Communicated with zone sanction and officials chairs (+ Phil Grant) re: August vacation and necessity to get meet sheets to my inbox no later than end of day August 3rd. Senior Committee Meeting with discussion regarding continuation of one-year trial for Senior Meet eligibility - resolution to continue verifying all times, allow 12 year olds with Senior 2 standards to enter.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time standards final approval. Time verification coming up for Senior Open T/F @ SRN and Summer Age Group Champs

Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Last day in office prior to August vacation - Wednesday, August 5th. Meet sheets to be in my inbox by end of day August 3rd.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2027 –Questions regarding deadlines for entries. Starting to work on applications .

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search.

WZAG 2026 -

Coaches are now working on events for their athletes. Meeting with all coaches is scheduled for Thursday afternoon, 2:30pm. Diana uploaded the latest meet results, and I shared with the coaches.

Airline tickets have been paid, and all seats have been assigned–still need to follow up on 1 seat, as that athlete is not seated next to another Pacific Swimming athlete. 84 airline tickets were paid for, and 3 reimbursed as there was a system glitch. 68 athletes, 7 coaches, and 4 chaperones, and one for an official, and he has reimbursed Pacific for the ticket. Our refund for the deposit on the Portland tickets is in progress.

Caps have been delivered (37 pounds of caps!), and the rest of the gear has been ordered. Hoping to have all delivered by the 22nd of July, to organize everything.

Following up on approximately 25% of the not-yet received releases for the athletes, as well as working on meals for the group.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. **Current Goal:**

- a. **Month End Close** - Starting to prep for month close, waiting on statements, but starting my checklist for the Accounting Review. I'm in pretty good shape so far.
- b. **Investment Grants** - All approved Grants paid out. I did a big sweep of all the receipts and source files to make sure everything is in order
 - i. Still chasing three clubs for final receipts: LO (\$483 short), NVST (no receipts submitted), and BSW (no receipts submitted). They all have fresh reminder emails.
- c. **Post HOD Budget revisions** - Need feedback from Jeff/Cindy on the two Budget adjustments one for Seasonal Membership +\$5 new motion approved, includes improved calculation for

Athlete Membership type, and one for not adjusting MEFAP based on approved Motion #1 - 2604BC02

2. **Next Goal:** Focus on Month End Close and starting to look at some of the Audit prep work (namely Schedule I for Travel Support)

Additional Notes or Comments:

1. Still waiting on the Doc Jones BBQ (Officials Appreciation) check to clear from early April. I sent them an email as a follow up. Based on last year it takes about 2 months for them to deposit. We are now 2.5 months without a deposit from them.
 2. Jeff is working through an issue with Chase, to give Cindy and I the appropriate access, to the accounts namely the individual CC accounts and statements
-

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Initial meeting held for Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
2. Zone assessment draft and start work on Sept Board Workshop and Strategic Planning
3. Help SR draft motion for July meeting

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

July 26, 2026 10:00 am PT (optional meeting - please update your section)

Staff Attendance: [Cindy Rowland](#) [X], [Laurie Benton](#) [e], [Diana Fetterman](#) [X], [Anne Stein](#) [e], [Karen Bair](#) [X], [Beau Caldwell](#) [X], [Morgan Roarty](#) [X]

Board Member Attendance: [Verónica Hernández](#) [X], [Lehla Irwin](#) [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS:

1. Responded to complaint emails. Pacific Swimming does not investigate or adjudicate Safe Sport matters or other USA Swimming rule violations. Concerns to be directed to USA Swimming. Also advised that Pacific Swimming does not have authority to review or overturn individual club membership decisions.
2. Coach Rep Appointments:
 - a. Tom Lebherz (Senior Coach Rep) - Lehla will check in
 - b. Kelsey Lange (Age Group Rep)
3. Far Western Coach Fee to Athlete Facility Fee (from \$20 to \$25)
 - a. Work with Age Group Committee on a motion for 2027 FW
4. LSC Reps for 2026 Summit
 - a. GC (me)
 - b. Coach Rep (Tammy)
 - c. Officials Chair (Phil)
 - d. Registrars (Veronica)
 - e. DDEI Coordinator (Kent)
 - f. Age Group Chair (Mark Faherty)
 - g. LSC Staff (Cindy)
 - h. Athlete Reps (Junior & Senior)
 - i. Women in Governance (Alex)

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. Worked on updates for the new 2027 membership year and some communications for the teams.
2. Have been experiencing the growing pains of the poor handling by Chase of our banking handover from Mary to Jeff. There have been several weeks of areas being inaccessible and both Morgan and I have been challenged to get some of our work done because of these technical issues.
3. Spent time at AGC assisting with coach check-in and admin tasks - plan to work coach check in for LCFW and also admin for Sectionals.
4. Finished up June month end, attended the Finance Committee meeting.
5. Worked with Diana checking on some swag items for the October clinic.
6. Purchased Microsoft licenses for the staff and the two admin laptops. Hopefully everyone is able to access their Microsoft 365 account.
7. Reviewed and processed payroll for the first two weeks of July.

Report of Action Items Prior:

Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.

Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.

Additional Notes or Comments: Thanks to Morgan for giving us bookmarks to jump to our sections! The vacation was great, thanks!

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

1. SEASIDE is dissolving and the athletes are moving to MBSC, but they must observe the 60 transfer period, there is no waiver for the unattached period.
2. Regular work - reg checks and results.
3. Cleaned up merges - lots of duplicate issues to fix.
4. Log in loop issue with USA Swimming after a big update - it should have been resolved by now.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:
Report of Recent Activities:

1. New Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
 - a. Meet bid awards -
 - i. Round 3 is open - December senior meet approved by senior committee; will seek to fill April & June Senior open meets in the next month
 - b. Senior committee -
 - i. 2026 LC Senior Champs was the largest Sr Champs meet in July since at least 2019 with 305 athletes attending.
 - ii. 12yo with senior 2 times allowed to swim in senior open meets
 - c. AG Committee -
 - i. Comparative orders of events have been sent to AG Committee members, will be presented at Aug meeting
 - ii. Social media campaign at AG Champs was very successful. Wed-Wed before and after AG Champs earned 47 new followers, 120,426 views. Lots of pictures were taken with the PC/AGC banner. Also gave out ~65 hand towels to winners on Sunday night with PC logo advertising athletes committee.
 - d. Zone meetings -
 - i. Attended each zone meeting during July.
 - e. Time standards committee - 2026-27 standards approved by BOD.
3. Planning/Data -
 - a. PC Non Championship meet data - data compiled from past 3 seasons to review splashes amongst Zone meets and below - presented to BOD and posted under BOD documents.
 - i. 1 Conclusion - Block Party meets are more insignificant than significant to affecting our sanctioned splashes. BP splashes are projected to increase 35.5% from 2025 to 2026, however sanctioned splashes are only projected to decrease 1.27% from 2025 to 2026.
 - ii. 1 recommendation for BOD - Meets where 1) teams are assigned to a location, or 2) there are priority entries given to certain teams, anticipated attendance must be accounted for and planned for. This means meet organizers should collect anticipated attendance from teams attending or assigned to the location and the meet should be formatted properly to accommodate the anticipated amount of swimmers.
4. Pool/Facility update -
 - a. Spoke to 1 club in Z2 - 50m pool renovations scheduled to be completed over the next 1-2 years. Hopefully providing more pool access in Z2
 - b. Spoke to 1 Z1N official about speaking to different people about getting into CSM.
5. Old items - still to be completed
 - a. Per splash data -
 - i. Separate out how much comes in from each price point,
 - ii. Pull out mefap with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals:

1. Gather participation data from AG & Sr champs over the past 2 summers to figure out formats and projected participation in 2027 Adam Szmidt LC Summer Champs.
2. 2026 AG Champs survey is published and collecting results; 2026 Senior Champs survey is published and closed. Will create FW survey and publish results of AG & Sr champs surveys by next staff meeting.

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Fulfilled new and existing Officials apparel orders, Posted Top Times and Records for weeks ending in 7.12.26 and 7.19.26 LCM and 7.12.26 SCY, Updated Class of 2026 Commitments, Attended Officials Committee meeting, Uploaded July results through AGC into TM for database, Uploaded four more out-of-LSC meet results for All-Star applicants, Helped Karen with travel forms, Received Summer FW high point awards, Processed travel support, Posted BOD documents and attended BOD meeting, Finalized Concord rental for September Board Orientation, Received paperwork from Luca Orlando, Posted Zone 1N 2026-27 meets onto website, Paid balance for PH Senior Center rental of October, Posted the rest of the 2025 Committee Meeting Minutes

Report of Action Items Prior: Work on medal ordering for 26-27, Apparel inventory with Cindy, Athlete Summit Hotel Copay with Vern, Work on certificates for Awards Banquet, Work on posting 2026 Committee Meeting Minutes

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 26-100. Meets current in OTS. FW and Senior Time Standards approved for 26-27. AGC Standards are prepared, will be submitted for E-Board approval as soon as we know what SRVA plans to do for Winter AGC. Time Verification run for SRN Senior, Summer AGC, and Summer FW. Winter Senior T/F awarded to MAC (per Senior Committee preference) Senior motion to continue verifying Senior Open entries for all athletes approved. 30 day motion on table to allow 12 year olds with Senior 2 standards in Senior Open meets.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time standards final approval - Age Group Champs. Sanctioning Meet Sheets up to Officials Clinic weekend before last day in PC Office. Update Senior Open Meet Sheet Template.

Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Last day in office prior to August vacation - Wednesday, August 5th. Meet sheets to be in my inbox by end of day August 3rd.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2027 –Questions regarding deadlines for entries. Starting to work on applications .

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search.

WZAG 2026 -

Coaches are now working on events for their athletes. Meeting with all coaches is scheduled for Thursday afternoon, 2:30pm. Diana uploaded the latest meet results, and I shared with the coaches.

Airline tickets have been paid, and all seats have been assigned–still need to follow up on 1 seat, as that athlete is not seated next to another Pacific Swimming athlete. 84 airline tickets were paid for, and 3 reimbursed as there was a system glitch. 68 athletes, 7 coaches, and 4 chaperones, and one for an official, and he has reimbursed Pacific for the ticket. Our refund for the deposit on the Portland tickets is in progress.

Caps have been delivered (37 pounds of caps!), and the rest of the gear has been ordered. Hoping to have all delivered by the 22nd of July, to organize everything.

Following up on approximately 25% of the not-yet received releases for the athletes, as well as working on meals for the group.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. **Current Goal:**

- a. **Mid-Month** - A bit slow just keeping up on Expenses for the LSC and the Zones.
- b. **Investment Grants** - Still missing the Final Receipts for 2 Clubs LO and NVST

2. **Next Goal:** Starting to get organized and research Audit prep work (namely Schedule I for Travel Support)

Additional Notes or Comments:

1. Jeff is still working through an issue with Chase, to give Cindy and I the appropriate access, to the accounts namely the individual CC accounts and statements
-

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Initial meeting held for Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
2. Zone assessment draft and start work on Sept Board Workshop and Strategic Planning
3. Help SR draft motion for July meeting

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

August 5, 2026 10:00 am PT (on Zoom or optional meeting TBD - please update your section)

Staff Attendance: [Cindy Rowland](#) [X], [Laurie Benton](#) [e], [Diana Fetterman](#) [X], [Anne Stein](#) [e], [Karen Bair](#) [X], [Beau Caldwell](#) [X], [Morgan Roarty](#) [X]

Board Member Attendance: [Verónica Hernández](#) [X], [Lehla Irwin](#) [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS:

1. Responded to complaint emails. Pacific Swimming does not investigate or adjudicate Safe Sport matters or other USA Swimming rule violations. Concerns to be directed to USA Swimming. Also advised that Pacific Swimming does not have authority to review or overturn individual club membership decisions.
2. Coach Rep Appointments:
 - a. Tom Lebherz (Senior Coach Rep) - Lehla will check in
 - b. Kelsey Lange (Age Group Rep)
3. Far Western Coach Fee to Athlete Facility Fee (from \$20 to \$25)
 - a. Work with Age Group Committee on a motion for 2027 FW
4. LSC Reps for 2026 Summit
 - a. GC (me)
 - b. Coach Rep (Tammy)
 - c. Officials Chair (Phil)
 - d. Registrars (Veronica)
 - e. DDEI Coordinator (Kent)
 - f. Age Group Chair (Mark Faherty)
 - g. LSC Staff (Cindy)
 - h. Athlete Reps (Junior & Senior)
 - i. Women in Governance (Alex)

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. Spent time at AGC assisting with coach check-in and admin tasks. Also worked sectionals and attended LCFW for about 7 sessions. Assisted on a number of registration issues and also assisted with coach check in throughout the meet.
2. Caught up on the month end invoicing for July and the invoices for August. The aging is quite large going into the break. Also working on July month end, waiting on the investment statement to finish up the monthly entries.
3. Purchased Microsoft licenses for the staff and the two admin laptops. Hopefully everyone is able to access their Microsoft 365 account.
4. Reviewed and processed payroll for the last two weeks of July.
5. Booked travel and hotel for 7 people attending the USAS Annual Business Meeting - I have not booked anything for Ken yet (had some family obligations he was checking on), but Lehla, Phil myself, athletes (OAK), Vern and Alex (SJC) have all been booked on flights and have hotel reservations.
6. Generally just trying to catch up after weeks of being out of my office and at a meet. I'm still not completely recovered after all those long days of meets and heat!

Report of Action Items Prior:

Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.

Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.

Additional Notes or Comments:

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

1. SEASIDE is dissolving and the athletes are moving to MBSC, but they must observe the 60 transfer period, there is no waiver for the unattached period.
2. Regular work - reg checks and results.
3. Cleaned up merges - lots of duplicate issues to fix.
4. Log in loop issue with USA Swimming after a big update - it should have been resolved by now.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

1. #1Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
 - a. Meet bid awards -
 - i. Round 3 is open - Have sought out 2 potential hosts for early April senior meet, waiting to hear back after Jr Nationals.
 - b. Senior committee -
 - i. MAC has been awarded December Senior P/F meet.
 - ii. July Senior meet survey results tabulated- will be sent to most relevant persons.
 - c. AG Committee -
 - i. AG Champs survey results tabulated - will be sent to most relevant persons.
 - ii. FW survey created and posted - results still coming in
 - iii. Winter AG Champs discussion continuing with Meet Referee.
 - d. Zone meetings -
 - i. No zone meetings have been held
 - e. Time standards committee - 2026-27 standards approved by BOD and Executive BOD.
3. Planning/Data -
 - a. Sanction/splash data for July being compiled and finalized for 2025-26. Good news is that membership and splashes are almost equal to highest levels in last 3 years.
 - i. Spoke to Laurie about why there is a difference between meet file and what gets uploaded into USAS - APT, Foreign Athletes, Athletes not registered
 - b. Formulating a plan to expand sanctioning for 1-day, 1-session meets.
 - c. Preliminary planning for team assignments for 2027 LC Summer Champs
 - d. Assisting NVST in formatting November meet
 - e. Relay scratch data from AG Champs compiled - Morning relays approx 2.7% less scratch/NS rate vs evening relays over past
 - f. July Competition Communique published
4. Pool/Facility update -
 - a. No updates to report
5. Old items - still to be completed
 - a. Per splash data -
 - i. Separate out how much comes in from each price point
 - ii. Pull out MEFAP with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals:

1. Gather participation data from AG & Sr champs over the past 2 summers to figure out formats and projected participation in 2027 Adam Szmidt LC Summer Champs.

2. 2026 AG Champs survey is published and collecting results; 2026 Senior Champs survey is published and closed. Will create FW survey and publish results of AG & Sr champs surveys by next staff meeting.

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Fulfilled new Officials apparel orders and sold navy caps at FW, Posted Top Times and Records for weeks ending in 8.2.26 LCM, Uploaded additional July results into TM for database, Processed travel support, Posted Zone 1S 2026-27 meets onto website, Posted the rest of the 2025 Committee Meeting Minutes, Built 3 travel support sheets for Nationals, Futures and Jr. Nationals, Ordered medals for 26-27: Winter AGC, Spring AGC, Spring FW, Summer FW, Ordered mugs for Officials Clinic, Updated FW records both for SCY and LCM, Updated Senior Times Overview for 26-27 for both SCY and LCM, Posted 26-27 AGC and FW Time Standards, Started working on

Report of Action Items Prior: Work on medal ordering for 26-27,

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Build Travel Support for 2026-27, Updated FW Records files, Update 2026-27 Time Standards Hy-Tek Files, Apparel inventory with Cindy, Athlete Summit Hotel Copay with Vern, Work on certificates for Awards Banquet and order physical awards, Order Awards Banquet swag, Work on posting 2026 Committee Meeting Minutes, Research navy visors for October Clinic, Add 2026 Committee Meeting Minutes to website

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 26-100. Meets current in OTS. FW and Senior Time Standards approved for 26-27. AGC Standards are prepared, will be submitted for E-Board approval as soon as we know what SRVA plans to do for Winter AGC. Time Verification run for SRN Senior, Summer AGC, and Summer FW. Winter Senior T/F awarded to MAC (per Senior Committee preference) Senior motion to continue verifying Senior Open entries for all athletes approved. 30 day motion on table to allow 12 year olds with Senior 2 standards in Senior Open meets.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time standards final approval - Age Group Champs. Sanctioning Meet Sheets up to Officials Clinic weekend before last day in PC Office. Update Senior Open Meet Sheet Template.

Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Last day in office prior to August vacation - Wednesday, August 5th. Meet sheets to be in my inbox by end of day August 3rd.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2027 –Questions regarding deadlines for entries. Starting to work on applications .

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search.

WZAG 2026 -

Coaches are now working on events for their athletes. Meeting with all coaches is scheduled for Thursday afternoon, 2:30pm. Diana uploaded the latest meet results, and I shared with the coaches.

Airline tickets have been paid, and all seats have been assigned–still need to follow up on 1 seat, as that athlete is not seated next to another Pacific Swimming athlete. 84 airline tickets were paid for, and 3 reimbursed as there was a system glitch. 68 athletes, 7 coaches, and 4 chaperones, and one for an official, and he has reimbursed Pacific for the ticket. Our refund for the deposit on the Portland tickets is in progress.

Caps have been delivered (37 pounds of caps!), and the rest of the gear has been ordered. Hoping to have all delivered by the 22nd of July, to organize everything.

Following up on approximately 25% of the not-yet received releases for the athletes, as well as working on meals for the group.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. **Current Goal:**

- a. **End of Month** - Starting the milestone checklist to close the month of July.. Currently in good shape turning my attention to previewing reports and doing final sweeps today/tomorrow. All the accounts have been sent for reconciliation.
- b. **Investment Grants** - Still missing the Final Receipts for only club NVST. They are promising receipts and copies of cashed checks for the end of this week. Looking forward to 100% wrapping up the Grant program for this year.

2. **Next Goal:**

- a. Audit preparation, last week built the Schedule I (All the Support we gave Clubs this year) using data from QBO and formulas. Mary is reviewing.
- b. Next Year's Budget - Now that this is fully approved working to get this loaded into QBO. I built the Budget XLS file in a way that you can just import, but need to get approval to add the new account for the DDEI grants down next to the regular Investment Grants.

Additional Notes or Comments:

1. Chase Access from the switch over from Mary to Jeff - We finally have all of our Chase appropriate account access back. I'm able to see all the accounts, transfer money, get statements, pay the CC, and see all the individual charges.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Initial meeting held for Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
2. Zone assessment draft and start work on Sept Board Workshop and Strategic Planning
3. Help SR draft motion for July meeting

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

August 20, 2026 10:00 am PT

Staff Attendance: [Cindy Rowland](#) [X], [Laurie Benton](#) [], [Diana Fetterman](#) [X], [Anne Stein](#) [excused - vacation], [Karen Bair](#) [X], [Beau Caldwell](#) [X], [Morgan Roarty](#) [X]

Board Member Attendance: [Verónica Hernández](#) [X], [Lehla Irwin](#) [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS:

1. Responded to complaint emails. Pacific Swimming does not investigate or adjudicate Safe Sport matters or other USA Swimming rule violations. Concerns to be directed to USA Swimming. Also advised that Pacific Swimming does not have authority to review or overturn individual club membership decisions.
2. Coach Rep Appointments:
 - a. Tom Lebherz (Senior Coach Rep) - Lehla will check in
 - b. Kelsey Lange (Age Group Rep)
3. Far Western Coach Fee to Athlete Facility Fee (from \$20 to \$25)
 - a. Work with Age Group Committee on a motion for 2027 FW
4. LSC Reps for 2026 Summit
 - a. GC (me)
 - b. Coach Rep (Tammy)
 - c. Officials Chair (Phil)
 - d. Registrars (Veronica)
 - e. DDEI Coordinator (Kent)
 - f. Age Group Chair (Mark Faherty)
 - g. LSC Staff (Cindy)
 - h. Athlete Reps (Junior & Senior)
 - i. Women in Governance (Alex)

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

0Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):
Report of Recent Activities:

1. Finalized the remainder of July closing and reviewed with Morgan, Maria and Jeff at Accounting Review call.
2. Attended the Investment and Finance Committee meetings and the LSC Leaders call. The Investment Committee is working on updates to the grant program for the 2026-2027 budget year.
3. Reviewed and processed payroll for the first two weeks of August.
4. Caught up on scanning all my deposits from the last few months. The scanner is kind of persnickety these days, so it makes scanning kind of easy to postpone!
5. Dropped off the leftover medals from FW this past weekend and received the pop ups back from TERA. Ray and Doug offered to let us use their storage if we ever run out of room or need temporary storage.
6. Sent out email to remind coaches that they cannot sign up new members for the 2027 year until after September 1. We had over 75 transactions in the first two weeks of August that look like they may be for new members who will get shortchanged for full year membership. So many clubs try to sign up new members, but the USA Swimming membership online purchasing doesn't really have a way for that to happen. All the membership links were turned off 8/17, but some clubs turned them back on - it gets messy this time of year.

Report of Action Items Prior:

Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.

Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.

Additional Notes or Comments:

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

1. USA Swimming shut down the links for registration, assuming most registrations in August are really for September or the 2027 season.
2. Lots of emails and questions about how to register for the coming season - everyone forgets that registration for the new season starts September 1.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

1. #1Goal - no athlete gets shut out of a meet due to it closing early.
 - a. Tracking CBA open/close times on Fastswims
 - b. There has already been 1 meet that has closed in 3 hours. There is another meet open in the same zone but for some reason it's not closed.
2. Standing committees/Zones
 - a. Meet bid awards -
 - i. Round 3 is open - No updates
 - b. Senior committee -
 - i. No meetings held, no updates
 - c. AG Committee -
 - i. No meetings held, no updates
 - d. Zone meetings -
 - i. No zone meetings have been held
 - ii. Will begin to take LSC Leaders info to Zone meetings -
 - e. Safe Sport
 - i. Assisted SafeSport committee with formulating a streamlined plan for coaches check-in. Having to display a card is not the most secure way of ensuring credentials are up to date. I was able to recreate my card in ~5 min updating dates through Canva.
 - ii. Suggested plan is to print out a list of coaches for each team in attendance at a meet and have an official or meet director validate coaches in attendance. Plan has been sent to officials committee
3. Planning/Data -
 - a. Sanction/splash data for 2025-26 is finished and completed.
 - i. Sanctioned splashes in 2025-26 were .79% higher than 2024-25 (~1600 additional splashes) and .14% lower than 2023-24 (~300 splashes fewer)
 - ii. Biggest opportunity for improving these numbers is athletes who are getting closed out of CBA Meets.
 - b. Surveys distributed to all teams for 2027 LC Summer Champs site assignment planning - preliminary assignments being pieced together. Deadline is Aug 31.
 - i. ~90% of teams who have responded so far say they're in favor of making this meet 3.5 days.
 - ii. Awards - when do these need to be tabulated and compiled?
 1. Need Name of meet, how age groups are going to be scored, will we award seniors?
 - c. Assisting NVST and AAA in formatting November meet. AAA has a date change request.
 - d. Gathering July meet data for 2026 as was done for 2025. Goal is to see where there are gaps; where teams, ages, or abilities are not competing or competing less than others.
4. Pool/Facility update -
 - a. No updates to report
5. Old items - still to be completed
 - a. Per splash data -
 - i. Separate out how much comes in from each price point

- ii. Pull out MEFAP with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals:

1. Gather participation data from AG & Sr champs over the past 2 summers to figure out formats and projected participation in 2027 Adam Szmidt LC Summer Champs.
2. 2026 AG Champs survey is published and collecting results; 2026 Senior Champs survey is published and closed. Will create FW survey and publish results of AG & Sr champs surveys by next staff meeting.

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Posted Top Times and Records for weeks ending in 8.2.26 LCM, Uploaded remaining 2026 results into TM for database, Processed travel support, Received mugs for Officials Clinic and took to storage, Updated FW records both for SCY and LCM, Posted 26-27 AGC and FW Time Standards, Updated FW Records files for Hy-Tek, Updated 2026-27 AGC & FW Time Standards Hy-Tek Files, Built 26-27 Travel Support Guidelines, Researched airfares to Austin for Winter travel meets

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Apparel inventory with Cindy on August 31, 2026, Athlete Summit Hotel Copay with Vern, Work on certificates for Awards Banquet and order physical awards, Order Awards Banquet swag, Research navy visors for October Clinic, Add 2026 Committee Meeting Minutes to website

Additional Notes or Comments: Summer AGC medals - order now at lower price or later when we know the exact numbers?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 26-100. Meets current in OTS. FW and Senior Time Standards approved for 26-27. AGC Standards are prepared, will be submitted for E-Board approval as soon as we know what SRVA plans to do for Winter AGC. Time Verification run for SRN Senior, Summer AGC, and Summer FW. Winter Senior T/F awarded to MAC (per Senior Committee preference) Senior motion to continue verifying Senior Open entries for all athletes approved. 30 day motion on table to allow 12 year olds with Senior 2 standards in Senior Open meets.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time standards final approval - Age Group Champs. Sanctioning Meet Sheets up to Officials Clinic weekend before last day in PC Office. Update Senior Open Meet Sheet Template.

Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Last day in office prior to August vacation - Wednesday, August 5th. Meet sheets to be in my inbox by end of day August 3rd.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2027 –Still trying to get dates and site confirmed by PNS.

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search and confirm busing

WZAG 2026 -

Great group of athletes, coaches and chaperones for this year's event. We had 68 athletes represent Pacific Swimming. Cheering and team cohesiveness were greatly improved over years past. Many parents were in attendance at the venue.

It was another smoky year in Boise—AQI in excess of 160, and we were inside for 2 days. And many parents were unable to enter the facility, as the attendance capacity was reached.

Problems on the airline, and I filed a complaint with Southwest.

Problems at the meet, when I witnessed an official deck changing her child in front of us, and that was reported to Safe Sport, the Meet Director and the Head Ref. Cap trade issues, but no theft in the athlete village!

Head coach did an amazing job making the group of athletes and coaches a team. We had meetings in the evenings, as we were eating dinner at the hotel (due to the air quality). After the athletes went to their rooms, the head coach typically had a meeting with the coaching staff.

Some ribbons are missing, as the order was incomplete, and those will be mailed to the LSCs as they are received.

A survey was sent out to the athletes, and survey participation has been almost $\frac{1}{3}$ responding, mostly positive. The backpacks were great, but they thought the shirts were boring, and they want more designs—cooler stuff and more jerseys.

Receipts were uploaded, and I need to meet with Morgan regarding final costs.

Attended a post-WZAG meeting. No host yet for 2027 WZAG, but 2028 and 2028 ill potentially be in Portland and Elk Grove (not sure which site will be first). Western Zones meets in September, and they are still accepting bids for the 2027 host. Some talk at the meeting of the size of the meet, especially if So Cal

decides to attend.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Current Goal:

- a. **Mid-Month** - Previous month all done, just keeping up on Expenses, CC Charges, WZAG reimbursements, and a lot of Travel Support. We have 29 items in [Bill.com](#) for over ~\$77k waiting for approval and processing.

Investment Grants - All done for this year.

2. Next Goal:

- a. Next Year's Budget loaded into QBO - Now that this is fully approved working to get this loaded into QBO. I plan to get this done by the end of the week.
- b. Audit prep - I need to put some focus here now that the Schedule I is built and signed off by Mary R.
- c. Zone Budgets - Keeping an eye out for the Zone Budgets (only Z4 so far). Jeff mentioned the last Finance Committee meeting to get them to me when available.

Additional Notes or Comments:

- 1. Z1S working to get Chris Swan to deposit his check #1723.
 - 2. Holding Travel Support TCA as they are not in good standing with multiple overdue invoices
 - 3. Owe RENO club \$43.50, got a contact from Z4, working to make contact to get them setup
-

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. DDEI motion needs an exec comm vote for increasing grant funding
- 2.

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

September 3, 2026 10:00 am PT

Staff Attendance: [Cindy Rowland](#) [X], [Laurie Benton](#) [X], [Diana Fetterman](#) [X], [Anne Stein](#) [X], [Karen Bair](#) [X], [Beau Caldwell](#) [X], [Morgan Roarty](#) [X]

Board Member Attendance: [Verónica Hernández](#) [X], [Lehla Irwin](#) [X], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS:

1. Far Western Coach Fee to Athlete Facility Fee (from \$20 to \$25)
 - a. COMPLETE - Work with Age Group Committee on a motion for 2027 FW
2. LSC Reps for 2026 Summit
 - a. GC (me)
 - b. Coach Rep (Tammy)
 - c. Officials Chair (Phil)
 - d. Registrars (Veronica)
 - e. DDEI Coordinator (Kent)
 - f. Age Group Chair (Mark Faherty)
 - g. LSC Staff (Cindy)
 - h. Athlete Reps (Junior & Senior)
 - i. Women in Governance (Alex)

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. Worked with Karen and Morgan to refund \$75 to WZAG trip participants. This was done after reviewing all the expenses for the trip and determining we had not met the 50/50 split threshold per our P&P.

2. Working on the August closing as our Accounting Review is set for next Tuesday and that is a very tight turnaround.
3. Did a full physical count of inventoried items in the storage with Diana on Monday, August 31.
4. Met with AEC on Summit Planning items, have several items I am following up on for the clinic and summit.
5. Set up a payment plan for TCA to bring their account current and let them sanction the Senior meet they are hosting at the end of September.
6. Reached out to Jennifer Thomas for an update regarding OPTC camp schedule. From her response, they are reprioritizing how they allocate space to applicants. Teams with National Team members will receive priority, so I am not sure what that means for our trip. She indicated that she is expecting an update the week after Labor Day.
7. Sent out links for Insperity's training for Harassment Training to comply with CA regulations. Will be seeking their assistance with an updated employee handbook next.
8. Working on the podium order with the contact from ALTO.
9. Looking into some additional custom items for Summit/Clinic like custom notepads.

Report of Action Items Prior:

Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.

Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Things going normally for the new year - no issues with USA Swimming memberships - over 600 memberships and 3 club renewals.
2. Busy processing recertifications for coaches that renewed over the August break.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

1. #1Goal - no athlete gets shut out of a meet due to it closing early.
 - a. Tracking CBA open/close times on Fastswims - continuing to do this daily
2. Standing committees/Zones
 - a. Meet bid awards -

- i. Round 3 is open - 1 host interested in hosting early April Senior after a CBA meet earlier in the day.
 - b. Senior committee -
 - i. No meetings held, no updates
 - c. AG Committee -
 - i. Winter AG Champs format finalized
 - ii. 2027 Summer Champs duration discussed - motion being sent to BOD for exception
 - 1. Rest of formatting to be discussed in October
 - d. Zone meetings -
 - i. No zone meetings have been held
 - e. Safe Sport
- 3. Planning/Data -
 - a. Gathering data for BOD retreat - membership numbers and demographics, retention, performance.
 - b. Surveys distributed to all teams for 2027 LC Summer Champs site assignment planning - preliminary assignments being pieced together. Deadline is Aug 31.
 - i. ~81% of teams responded so far say they're in favor of making this meet 3.5 days.
 - ii. Awards - when do these need to be tabulated and compiled?
 - 1. Mostly complete, but not finalized yet
 - c. Assisting NVST and AAA in formatting November meet. AAA has a date change request.
 - d. July meet data - nearly finished gathering data, formulating plan/chart to track where athletes are competing and identifying gaps
 - e. Call with SN-GC about possible combined senior meet in July 2028 - taking to senior committee to discuss progress beyond this
 - f. Beginning to plan two Town Hall meetings -
 - i. October - Champ season structure
 - ii. January - Far Westerns purpose and future planning - will make more sense when July meet data is complete
 - g. Planning Z4 visit in October - ways to bring in more events to the area and grow their own membership's performance
- 4. Pool/Facility update -
 - a. No updates to report
- 5. Old items - still to be completed
 - a. Per splash data -
 - i. Separate out how much comes in from each price point
 - ii. Pull out MEFAP with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals:

- 1. Finish July meet data - formulate plan for 2-3 tiered championship meet each season

Additional Notes or Comments:

Completed harassment training class

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Posted Top Times and Records for weeks ending in 8.23.26 LCM and 8.31.26 SCY, Processed travel support, Updated FW records both for SCY and LCM, Posted 26-27 AGC and FW Time Standards, Updated FW Records files for Hy-Tek, Updated 2026-27 AGC & FW Time Standards Hy-Tek Files, Built 26-27 Travel Support Guidelines, Researched airfares to Austin for Winter travel meets, Completed year-end inventory of storage with Cindy, Designed and ordered Awards Banquet plaque/awards; waiting for names, Updated website for 9/1/26 position rollovers, Updated Athlete Rep pages on website, Took Harassment training class,

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Apparel inventory with Cindy on August 31, 2026, Attend Officials Committee meeting, Athlete Summit Hotel Copay with Vern, Work on certificates for Awards Banquet and order physical awards, Order Awards Banquet swag, Research navy visors for October Clinic, Add 2026 Committee Meeting Minutes to website

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 26-115. Meets current in OTS. FW and Senior Time Standards approved for 26-27. AGC Standards are prepared, will be submitted for E-Board approval as soon as we know what SRVA plans to do for Winter AGC. Time Verification run for SRN Senior, Summer AGC, and Summer FW. Winter Senior T/F awarded to MAC (per Senior Committee preference) Senior motion to continue verifying Senior Open entries for all athletes approved. 30 day motion on table to allow 12 year olds with Senior 2 standards in Senior Open meets.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time standards final approval - Age Group Champs. Sanctioning Meet Sheets up to Officials Clinic weekend before the last day in the PC Office. Update Senior Open Meet Sheet Template.

Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Last day in office prior to August vacation - Wednesday, August 5th. Meet sheets to be in my inbox by end of day August 3rd.

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2027 –Still trying to get dates and site confirmed by PNS. So Cal reached out to the Pac All Star group, so hopefully we will learn more in the next few days. Researched flights

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search and confirm busing

WZAG 2026 -

Went over expenses with Morgan and Cindy, and determined that our co-pay amount was greater than 50%. Based on our total expenses, refunds of \$75 were credited to all families who paid the \$1050 copay.

No host announced yet for 2027 WZAG, but 2028 and 2028 will potentially be in Portland and Elk Grove (not sure which site will be first). Western Zones meets in September, and I continue to check the website for updates.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. **Current Goal:**

- a. **End of Month** - Starting the checklist to close out the month, in good shape so far, caught up on Travel Support, Deferred Revenue, and Prepaid. Waiting on Statements to finalize reconciliation.

2. **Next Goal:**

- a. Audit prep/Wrapping up Fiscal Year - Turning focus here after Accounting Review next week
- b. Zone Budgets - Keeping an eye out for the Zone Budgets (only Z2 and Z4 so far).

Additional Notes or Comments:

3. Overpayment - Mistakenly overpaid C. Kikuta by \$30 on WZ Officials Assistance. Working on how to best remedy
4. Moving Chris Swan to ePayments in [Bill.com](https://www.bill.com) - We are no longer sending him paper checks, the only option is ePayments.
5. TCA not in good standing - Holding Travel Support TCA as they are not in good standing with multiple overdue invoices. Cindy has them on a payment plan to get them caught up by the end of the month.

6. Last DDEI Grants - Processed the three remaining \$5k DDEI Grants (VJO, HOOPA, and SSS) for this year.
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Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Motion from AG to assist SCSC with increased facility rental to add a half day to the meet which was not in the original bid.
2. Need to finish Zone assessment survey for workshop
3. Update Z1S Gov docs
4. Athlete Summit planning

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items: