

PC STAFF MEETING MINUTES/ REPORTS

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

Meeting ID: 837 9344 4354 Passcode: 405788 July 17, 2025 10:00 am

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

[X], Mary Ruddell [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. Working on MEFAP/Outreach fundraising program for subsidizing outreach entries and grants
- 2. Athlete upcycle tech suit program worked great at AGC educated lots of people on the program.
- 3. New club procedures for next swim season (clarification on process).

ACTION ITEMS:

Report of Action Items Prior: Current/Short Term Goals: Medium/Long Term Goals: Additional Notes or Comments:

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

- 1. Finalized Month End Closing and met with the accountant to review the June Month End.
- 2. Met with SRN to hand off Bag Tags and pop-ups. Phil Grant is taking the FW Bag Tags to SCSC.
- 3. Met with Insperity Representative and Mary, discussed the pros and cons of converting to a new HR PEO.
- 4. Met with Swimming World Jack to finalize the 1st Newsletter we can continue to add content as we see fit. Sent the soft launch to the BOD last night. Will begin sharing on socials and see what ways we have to push this out to membership. Added the second newsletter template and have added some of the ideas for the next newsletter into the second publication.
- 5. Working on getting more coaches signed up with our discount code 39 left as of this morning, they credited a team registration \$400 back today and did a refund to them and used 4 of our coupon codes!
- 6. Copied and published the summer meet surveys.
- 7. Working on Annual Business Meeting arrangements, including flights and hotels. Have an estimate of just under \$8000 if we support the LAKE additional Women in Governance and add Beau to the trip.

8. Finalized all the invoices, processed AR and made deposits.

Report of Action Items Prior:

Current/Short Term Goals: Meeting with Phil and Diana next week to work on the clinic schedule.

Medium/Long Term Goals: In Memoriam for Annual Business Meeting due at the beginning of September - Mike Fujii, Ross Wilper, Kati McDermott, Debbie Potts, Harrison Race, Presley Bard Anderson - Let me know Additional Notes or Comments:

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

- 1. National Comm meeting meeting to discuss what will be covered at ABM
- 2. Sectionals had a lot of new APT missing
- 3. Renewing all of the Life Members, found an issue with Debbi Tucker, but working on it.
- 4. Coaches are sending in lots of recerts
- 5.

Report of Action Items Prior:
Current/Short Term Goals:
Medium/Long Term Goals:
Action Items:
Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Added athletes to committee and database, Added job postings to the website, Processed Summer Travel Support, Uploaded all last minute meet results to Team Manager, Updated all Committee Reports on website, Updated both LCM Top Times and Records for 7.13.25, Received and labeled Summer FW high point awards, Started order for Awards Banquet awards, Secured Laura Bastin as photographer for Awards Banquet, Researched Food Drive organizations for Athlete Summit and Awards Banquet, Updated Officials' 24-25 Assignments, Posted multiple BOD documents, Attended BOD meeting,

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Start preparing for Awards Banquet voting

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 25-093. Meets current in OTS. Time Standards for AGC/FW including 13-14 50's awaiting final AG Committee approval. Time verification for Age Group Champs - thoughts on better way to verify times for pre-seeded meets?

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Time Standards for both SCY and LCM final approval.

Medium/Long Term Goals: Awards Season

Additional Notes or Comments: Coach of the Year - hard to pin down a truly equitable nomination process. Maybe most fair nominations (1 per club, may not list own coaches?)

Karen Bair, Admin Asst: Report of Recent Activities:

WZAG 2025: WZAG 2025

Diana has uploaded all the latest meet results from this past weekend, and sent to the WZAG coaching staff. Coaches will be researching best times for their athletes via USAS or swimcloud or myswimio per Vern.

Coaches are still working on their lineups, but they should be done by Friday.

Laurie has been checking on credentials for the group. Still waiting on 2 coaches to update their credentials.

Rooming list was sent to the hotel. We will be using 38 rooms (30 rooms for the athletes, 4 rooms for the coaches, 2 rooms for the chaperones, and 2 rooms for the bus drivers).

More payments due: 2nd hotel deposit and the final payment for Delta Busing are due on the 22nd.

The deposit has been sent to the caterer, and final payment is due August 9th.

Meet director was contacted—still waiting on warmup times and timing assignments, so that I can share with the group (bus company and parents).

Pac All Stars 2026 – need to work on meet sheet

Medium/Long Term Goals: Need to find a hotel/banquet for ZAM **Additional Notes or Comments**:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (Liaison to Finance, Investment, Budget)
Report of Recent Activities:

1. I will reach out to Insperity to get HR items for Beau set up.

- 2. Insperity offers sponsorships and grants. I will find out more this week. It may be a source for MEFAP funds.
- 3. Travel Support work will be at a peak in July and August. The 2025 Toyota National Champs travel support will close 8-7-25.
- 4. The Senior Committee wants to change the Travel Support Guidelines to remove the restrictions for National meets held within Pacific Swimming. I ran the numbers and to fully fund the two summer sectional meets the total cost this year would be \$69,500.
- 5. I continue to meet with Jeff Reagen. He now has access to Dropbox and has a PC email Jeff Raegen We meet in August to work on the monthly budget as well as making Jeff the main signer on all accounts.
- 6. The Finance Committee is still hashing the Stale Check/ Unclaimed Property policy. I have reached out to Maria Lyan, our accountant, for assistance with this policy.

Report of Action Items Prior:

Current/Short Term Goals:

1.

Medium/Long Term Goals:

1. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. BOD Meeting minutes (need attendance report) and updating P&P, R&R
- 2. Update April BOD minutes typos
- 3. AEC working on the Summit, Ath Rep of the Year, Food Bank
- 4. DDEI presentation for Officials Clinic
- 5. DDEI Camp needs a new Director
- 6. Help SR Comm update motions
- 7. Tech Suit Up-Cycle has been going really well and more athletes are finding it beneficial
- 8. WZ Athlete Summit
- 9. Personnel Comm Meeting Treasurer
- 10. Board Assessment will be reviewed by Gov
- 11. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 12. Website review Programs tab created

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

VERÓNICA:

CINDY:

DIANA:

LAURIE:

KAREN:

MARY:

ANNIE:



https://us06web.zoom.us/i/83793444354?pwd=JPrfukiEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354 Passcode: 405788 August 7, 2025 10:00 am

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

[X], Mary Ruddell [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. Working on MEFAP/Outreach fundraising program for subsidizing outreach entries and grants
- 2. Athlete upcycle tech suit program worked great at AGC educated lots of people on the program.
- 3. New club procedures for next swim season (clarification on process).

ACTION ITEMS:

Report of Action Items Prior: Current/Short Term Goals: Medium/Long Term Goals: Additional Notes or Comments:

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

- 1. Working on the Month End Closing of July.
- 2. Met with Phil and Diana regarding clinic planning,
- 3. Met with Insperity Representatives multiple times over the past two weeks regarding implementation and setup of payroll and HR services.
- 4. Met with Beau last week to collect some paperwork and just get acquainted. I think he'll be a great addition to the staff.
- 5. Worked on sharing the discount code for the coaches for ASCA. Not sure how many are left, but the code was still working after July 30.
- 6. The LCFW survey was published and shared (thanks to everyone who shared that link or posted it do we know if the host team sent it out?)
- 7. Finalized entries for WZAG Champs with Karen and Lehla,
- 8. Finalized travel arrangements for Annual Business Meeting including flights and hotels. Have an estimate of just under \$8000 as of now.

9. Finalized all the invoices, processed AR and made deposits for the end of July.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals: In Memoriam for Annual Business Meeting due at the beginning of September - Mike Fujii, Ross Wilper, Kati McDermott, Debbie Potts, Harrison Race, Presley Bard Anderson - Let me know **Additional Notes or Comments:**

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

- 1. 2025-2026 offering in place, sent to Mary to double check fee amounts.
- 2. 9 pages of merges for members that have multiple accounts, down to 5 pages now.
- 3. Can't add a \$25 amount to new clubs fee.
- 4. Add access to LSC reporting for Beau.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Added athletes to committee and database, Added job postings to the website, Processed Summer Travel Support, Uploaded all last minute meet results to Team Manager, Updated all Committee Reports on website, Updated both LCM Top Times and Records for 7.20.25 & 8.3.25 and SCY for 7.27.25, Met with Phil to talk about Officials' Clinic, Ordered swag for Officials' Clinic, Awards Banquet awards are designed and waiting for names, Created Google Forms for Coach of the Year nominations and voting, Researched Food Drive organizations for Athlete Summit and Awards Banquet, Updated Officials' 25-26 Assignments, Worked on booking PH Pool for Athlete Summit, Start preparing for Awards Banquet voting - all relays input

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Get Race of the Year candidates from Annie

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 25-095. Meets current in OTS. Time Verification for Far Westerns. Time Standards for Age Group and Senior 2025-26 finalized and forwarded to Executive Committee for final approval. Intro meeting with Veronica/Beau

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. 2025-26 Meet Sheet Template Update.

Medium/Long Term Goals: Awards Season

Additional Notes or Comments:

Karen Bair, Admin Asst: Report of Recent Activities:

WZAG 2025:

Gear was distributed at Far Westerns, including paperwork for the secondary bus pickup at Stoneridge

Zoom meeting with Head Ref on Sunday-there are 702 athletes entered in WZAG, and 458 relays.

We have received our warmup times—our early days are Thursday and Saturday, and we will need to leave the hotel by 5:50AM. The hotel and busing were contacted immediately regarding the updated schedule. I am still working on our free breakfast at the hotel, as they would like us to stagger our group arrivals of 20 people, every 20 minutes, starting at 5:30AM, which is problematic. They will have bags available for the athletes to fill their bags with fresh fruit and pastries.

All the coaches have updated their credentials.

Pac All Stars 2026 - need to work on meet sheet

ZAM 2026

Working on a site for the hotel and banquet for this event that is close to the Morgan Hill facility.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (Liaison to Finance, Investment, Budget) Report of Recent Activities:

- 1. 2026 Membership Fees:
 - a. Athlete \$90,
 - b. Individual (Seasonal) Athlete; \$57,
 - c. Outreach \$5,
 - d. Non- Athlete (Coach, Jr Coach, Provisional Coach, Official, Jr Official and Other: \$\$85
 - e. Administrator: \$36
 - f. Annual Club \$380
 - g. Seasonal Club \$140
 - h. Booster Club: \$380
 - i. League: \$500

- j. New Clubs Pacific is not allowed to charge anything
- 2. Cindy and I have been working with Insperity. All employees must complete the onboarding packet.
- 3. Working on Month end activities.
- 4. The 2025 Toyota National Champs travel support will close 8-7-25.
- 5. If all clubs submit travel support requests for athletes entered into Futures and Juniors, Pacific will be \$46K over budget. The Senior Committee needs to bring a motion to the Ex Com for the budget and the requested assistance for NNA.
- 6. Jeff and I met with our new Chase Relationship banker. Jeff is being added to all of the Chase accounts this week.
- 7. The Finance Committee is still hashing the Stale Check/ Unclaimed Property policy. I have reached out to Maria Lyan, our accountant, for assistance with this policy.
- 8. I plan to meet with staff individually regarding submitting requests for payment and support documents for credit card expenditures.
- 9. I am continuing to collect updated W9s from Clubs with expired W9s.
- 10. Due to the number of pre-seeded meets and the requests by coaches purchasing an internet hub and appropriate software (i.e. Jot)

Report of Action Items Prior:

Current/Short Term Goals:

1.

Medium/Long Term Goals:

1. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Ath Summit guest speakers: F&F 2 speakers \$700 +website sponsor, DEI \$400, Nutrition \$300?
- 2. Meeting with new Sr and Jr Ath Rep to talk about plans for the new year
- 3. Finance motion sent to Jim for touch-ups
- 4. Meeting with Lehla next week for the BOD Workshop, Beau calling in mid way.
- 5. Tech Suit Up-Cycle at FW brought in many suits and many were given out. Another LSC got information to bring back to their LSC to see if they can start the program there.
- 6. Personnel Comm Meeting on the 14th
- 7. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 8. Website review Programs tab created

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

VERÓNICA:

CINDY:

DIANA:

LAURIE:

KAREN:

MARY:

ANNIE:



https://us06web.zoom.us/i/83793444354?pwd=JPrfukiEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354 Passcode: 405788 August 21, 2025 10:00 am PT

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

[X], Mary Ruddell [X] Beau Caldwell [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. Working on MEFAP/Outreach fundraising program for subsidizing outreach entries and grants
- 2. Phase 3 Block Party launches September all block party items have been moved from the block party website to USA Swimming website:

https://www.usaswimming.org/coaches-leaders/team-leaders/block-party

ACTION ITEMS:

Report of Action Items Prior: Current/Short Term Goals: Medium/Long Term Goals: Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

- 1. Emailed and re-emailed 10 teams who hosted PC champs meets in last 3 years to setup initial calls 3 are setup as of Wednesday morning. ~35 teams will be emailed on Thursday morning
- 2. Preparing materials and content for Board Retreat in September
- 3. Travel plans made for BOD retreat and ABM in Denver
- 4. Created meeting schedule, input important dates and times into own calendars.
- 5. Reviewed and categorized FW and AGC meet survey responses
- 6. Reviewed 2025 USAS Legislative packet

Report of Action Items Prior:

Current/Short Term Goals: Find relevant reports on USAS LSC portal,

Medium/Long Term Goals: Communication with teams regarding what we need to keep doing, stop doing, and start doing as an LSC when it somes to meets

and start doing as an LSC when it comes to meets,

Additional Notes or Comments:

Waiting on cell phone, and credit card. New computer is in - Thank you!

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

- Closed July, met with Allworth/CCA to review July closing, August/year end status and review aging check policy for zone treasurers, including discussion over the possibility of instituting an unclaimed property procedure.
- 2. Met with Insperity Representatives multiple times over the past three weeks regarding implementation and setup of payroll and HR services. Worked on the transition completion, working on liability insurance required for compliance with Insperity.
- 3. First manual payroll went live on August 15 and timekeeping implementation started as of 8/16/2025. Completed first payroll as of August 18, with paycheck deposits pending on Tuesday. A little time consuming during the transition, but I think it will be an improvement over QBO payroll.
- 4. Attended a personnel committee meeting to interview with a potential treasurer candidate. Had a follow up meeting Tuesday and prepared the offer letter for the candidate. A really unique opportunity for Pacific Swimming with this person.
- 5. Met with Diana to go over plans for upcoming events, including final inventory count for August year end, Board Workshop in September, and officials apparel inventory for the October clinic.
- 6. Newsletter now is the time to figure out what topics we want to feature, what sort of content we want to put out and also how we are getting this information to our membership.
- 7. Started working on converting the prior year eventbrite events for the big annual LSC weekend.
- 8. Finalized all the invoices for August meets and other year end, processed AR and made multiple deposits.

Report of Action Items Prior:

Current/Short Term Goals: In Memoriam for Annual Business Meeting due September 1 - Mike Fujii, Ross Wilper, Debbie Potts, Harrison Race, Presley Bard Anderson, Cliff Reyda

Medium/Long Term Goals: Can we get a meeting on the books for a new logo, they have time to work on it for us. Let me know who wants to be involved.

Additional Notes or Comments:

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

- 1. Sending Beau a bunch of meet backup files.
- 2. Merges are all up to date as of now, but more will come as new regs come in
- 3. Weekly meetings with the USAS committee to prepare for Denver.
- 4. Lots of emails asking why people can't register. Sending messages to coaches for them to inform families to wait.

- 5. Need to go with Mary to get a new phone.
- 6. Some areas having problems with coaches finding places/people to do recertifications.
- 7. Writing off old transfer fees that weren't collected.

Report of Action Items Prior:
Current/Short Term Goals:
Medium/Long Term Goals:
Action Items:
Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Updated Athlete Rep master database - moving graduated seniors and adding new athlete reps, Did yearly cleanup maintenance of athlete GroupMe, Added job postings to the website, Processed Summer Travel Support, Updated all Committee Reports on website, Updated both LCM Top Times and Records for 8.17.25 and SCY for 7.27.25, Met with Cindy to talk about end-of-year inventory, last minute swag ordering and Officials Clinic apparel supplementing, Swag for Officials' Clinic arrives next week, Created Google Forms for Coach of the Year nominations and voting, Researched Food Drive organizations for Athlete Summit and Awards Banquet, Created Awards Banquet Invite with Food Drive information, Updated Officials' 25-26 Assignments, Cindy sent out Coach of the Year Nomination form, Booked PH Pool for Athlete Summit, Continuing to prepare for Awards Banquet voting - all relays updated, Contacted Togo's for Officials Clinic lunch, Spoke with both photographer and Jim Huske about getting W9 paperwork in before 8.31.25

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Get Race of the Year candidates from Annie, Need to start designing Awards Banquet swim caps so it is only waiting for names, Reach out to PH Rec for coach in-water training

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 25-101. Meets current in OTS through 25-099. Time Standards approved via Executive Committee, ready for posting.

Templates updated for Senior Open, Senior 2, CBA+ and forwarded to sanction chairs. Will update further if any additional updates for 25-26 come out of USA-S Business Meeting in September. No Show Fine issued

for Summer Far Westerns.

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

Medium/Long Term Goals: Awards Season. On the horizon - updates to Age Group Champs/Far Westerns templates (feedback from Age Group - changes to event orders? Where to incorporate 13-14 50 strokes? Additional awards language?) Would like to have these ready to go for hosts by the end of September.

Additional Notes or Comments:

Karen Bair, Admin Asst: Report of Recent Activities:

WZAG 2025:

61 Athletes were selected to represent Pacific at the meet, and were amazing! We managed to return home with a trophy, and a win! And we survived the heat, the muddy athlete area, the long days and the short nights, Saturday's Trade Day, and the Saturday night pool party. We were provided with insufficient shade for our athletes, so had to buy 6 easy ups and tarps to adequately provide an area out of the sun for our athletes.

The coaching staff did a great job motivating the swimmers, and were a cohesive and supportive group.

A survey was sent to the coaches and athletes, and I have received about 25% participation. They loved the jerseys, but many still want "FUN" shirts. Need to upgrade the caps for next year, as we had problems with the super soft silicon (one swimmer lost 8 caps during competition).

Mary and I met and went over the expenses–still need to submit a request for reimbursement for laundry and I am waiting for Coach Kelly to submit a mileage claim.

Pac All Stars 2026 – Working on meet sheet. Need to get the meet on our calendar of events, and get officials (I sent an email to Phil Grant).

ZAM 2026

I have been working on a hotel and banquet for this event, but have had limited success finding a location that is close to the Morgan Hill facility. I do have a hotel in San Jose that is offering a great deal, and I am researching busing costs. I am thinking of getting 4 buses to share, as it would be difficult for shuttle services, due to the distance from the pool.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (Liaison to Finance, Investment, Budget)
Report of Recent Activities:

1. Cindy and I have been working with Insperity. All employees should have received their first direct deposit from Insperity yesterday.

- 2. Received the first report from Fastswims. The information provided makes it hard to check the accurateness of the report. The first report shows an amount of \$100.84 for May August. I budgeted \$240 for the year. There is a good likelihood that we will be over budget in the coming fiscal year.
- 3. Travel Support:
 - a. I am still waiting on MAC, Tide, ALGA and SVS to either update their W9 on file &/or register for Bill.com. (Sectionals)
 - b. Applications for Futures Travel Support will close on September 26th.Only 7 of 27 clubs have submitted requests.
 - c. Applications for Jr, Nationals will close on October 3, 2025. Only 7 of 19 Clubs have requested Travel support
- 4. Jeff and I met on Saturday. We concentrated on the budget. Jeff is asking great questions. I believe he is gaining an understanding of the financial picture of Pacific. I gave Jeff the "box" with a number of important files and the Mobile card reader. Most of the "important papers have been scanned and uploaded into Dropbox.
- 5. I plan to meet with staff individually regarding submitting requests for payment and support documents for credit card expenditures.
- 6. I am continuing to collect updated W9s from Clubs with expired W9s.
- 7. I plan on setting up training meeting(s) with Morgan for next week.
- 8. Cindy and I will switch the Verizon account to her next week and get phones for Beau and Morgan
- 9. Key Admin Refs are meeting to update digital scratch procedures for this year.

Additional Notes or Comments:

This is my last staff meeting! I have enjoyed working with everyone over the past 20+ years. Thanks for putting up with my crazy travel schedule and intense love of numbers. :@)

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Meet with new Sr and Jr Ath Rep to talk about plans for the new year. Updating agenda, review of mission, survey for meeting time, group action items, new committee assignments
- 2. Exec Comm electronic voting closes tomorrow already have 10 people who have voted.
- 3. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 4. Website review Programs tab created

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Action Item:

Additional Notes or Comments:

Discussion Items:

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VERÓNICA:

CINDY:
DIANA:
LAURIE:
KAREN:
MARY:
ANNIE:



https://us06web.zoom.us/i/83793444354?pwd=JPrfukiEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354
Passcode: 405788
September 4, 2025 10:00 am PT

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

[X], Mary Ruddell [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:

- 1. Working on MEFAP/Outreach fundraising program for subsidizing outreach entries and grants
- 2. Phase 3 Block Party launches September all block party items have been moved from the block party website to USA Swimming website:

https://www.usaswimming.org/coaches-leaders/team-leaders/block-party

ACTION ITEMS:

Report of Action Items Prior: Current/Short Term Goals: Medium/Long Term Goals: Additional Notes or Comments:

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

- 1. Worked with Mary on transferring the Verizon account to me to administer. New phones were picked up for new staff members and I need to send in the old phones before September 23, 2025. Will get phones from Annie and Laurie at the Board Workshop next week.
- 2. Processed new hire paperwork for Morgan and set him up in Insperity.
- 3. Working on month end closing for August as well as year end closing.
- 4. Counted the inventory in storage for year end with Diana.
- 5. Visit the site for next weekend's Board Workshop in September with Diana.
- 6. Met with Phil to finalize the classroom placement and presenters details. Scheduled meeting with Phil and presenters for September 23 to go over the needs for the clinic and the technical planning for the event for the clinic.
- 7. Finalized the second payroll with Insperity. They had an issue with PTO balances, but they fixed it on their backend. I will monitor that going forward will be easy since we track that offline as well. I think

the full transition has been completed, except for Pacific procuring non-owners and operators insurance, which is required to have them be our provider. We can get a quote from someone in the USA Swimming insurance realm or we can look locally or online. We just need to decide how to move forward.

- 8. I haven't had time to work on the Newsletter much in the past two weeks, but Jack has added in a couple of stories from SW magazine. Now is the time to figure out what topics we want to feature, what sort of content we want to put out and also how we are getting this information to our membership. Ideally I would like to publish mid September (by the 3rd week) and then update with more stories from the LSC Weekend.
- 9. Finished updating the Eventbrite events for the Officials Clinic and the Awards Banquet. Should have the Athlete Summit updated later today. Officials Clinic was published to the website last night.

Report of Action Items Prior:

Current/Short Term Goals: Planning for LSC Event Weekend, Newsletter Content, Logo Meeting set up with USAS.

Medium/Long Term Goals: Can we get a meeting on the books for a new logo, they have time to work on it for us. Let me know who wants to be involved.

Additional Notes or Comments:

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

- 1. Registration is now open and the number of emails is massive
- 2. Loads of transferred
- 3. Need to update qualifications for Outreach Registration Covered CA and need new Poverty Level
- 4. Need to send updated report to FastSwims for Outreach Reg (send to Annie to clean-up and send to Carlene)
 - a. Pull Report weekly for Sept and every 2 weeks in Oct

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. Preparing materials and content for Board Retreat in September
- 2. Travel plans made for November Sr 2 P/F weekend
- 3. 101 teams emailed for initial project 13 zoom calls held + 2 emails received with coaches/teams; 3 additional calls scheduled.

- 4. Reviewing LSC reports on USAS not finding a ton of useful info that's easy to download
- 5. Beginning to attend committee meetings

Report of Action Items Prior: LSC reports - see above

Current/Short Term Goals: Email teams 1 reminder of setting up call or responding over email, attending **Medium/Long Term Goals:** Establish yearly calendar for committee's tasks for each meeting, Establish official technical planning committee - purpose is to bring chairs/committees together to speak to each other. **Additional Notes or Comments:**

Waiting on cell phone - in transit and scheduled to arrive today. Do I have a phone number? Credit card and new computer is in - Thank you!

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Updated Athlete Rep master database, Added job postings to the website, Processed Summer Travel Support, Updated Board of Directors on website, Running final Top Times and Records for end of season 8.31.25 in both SCY and LCM, Met with Cindy to do an end-of-year inventory, Met on Zoom with Phil to discuss Clinic timeline/presenters, Fulfilled Officials Clinic apparel orders, Swag for Officials' Clinic has arrived, Tabulating Coach of the Year nominations, Created Awards Banquet Invite with Food Drive information, Will create Athlete Summit/Food Donation flyer, Updated Officials' 25-26 Assignments, Spoke with PH Pool about coaches' In-Water training, Continuing to prepare for Awards Banquet voting - all relays updated, Contacted Noah's for Officials Clinic breakfast, Spoke with Torri Huske finalizing details for her 10/4/25 appearance in PH, Worked with Annie to finalize finalist for all awards, Posted new AGC & FW time standards, Created new Hy-Tek standards files for 25-26 AGC and FWs, Created new articles for all Awards categories, Created announcement of Officials' Clinic information,

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Need to start designing Awards Banquet swim caps so it is only waiting for names, Reach out to PH Rec for coach in-water training, Calculate Winter Travel support numbers

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 25-104. Meets current in OTS through 25-099. Time Standards fully approved and posted for 25-26. Awards season nominations completed. To be sent to awards committee for voting next week. Age Group Meeting - discussed where to place 13-14 50 strokes at Winter Age Group Champs, possibilities for team scoring @ Winter AGC as well. Formatting to be floated out in Zone Meetings for feedback, meet sheet to be out mid to late October

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

Medium/Long Term Goals: Senior Committee - desire to add 50 strokes to Senior Meets? Formalize any changes to Spring/Summer AGC and FW Meet Formatting

Additional Notes or Comments: When do we want to send an updated MEFAP list to Carlene to update the Fastswims database?

Karen Bair, Admin Asst: Report of Recent Activities:

WZAG 2025:

Up to 17 athlete responses to the survey I sent out. Mainly positive. Shared with Lehla Irwin the suggestions on the sequence and events of the meet, to perhaps improve the experience next year.

Final requests for reimbursements were submitted for laundry and mileage for Coach Kelly.

Pac All Stars 2026 – Working on meet sheet and applications for coaches, athletes and chaperones. Phil Grant assigned officials: Head Ref (Brett Shaug), Admin Official (Sachi Kuwano) and Head Starter (Kit Yan). Curtiss Kikuta will be the computer operator and compile entries. Need to find a Meet Director. Received 2 busing quotes, and will send a check request for the deposit. Reached out to our apparel provider to be on their schedule, as it will be a tight turn around. I received 2 quotes for busing, both vendors we have used in the past, and I will pay the 25% deposit, remainder due 2 weeks prior to event.

ZAM 2026

I have been working on a hotel and banquet for this event, but have had limited success finding a location that is close to the Morgan Hill facility. I do have a hotel in San Jose that is offering a great deal. Waiting for contract for the San Jose Hotel for our April event. Busing will be arranged as soon as the hotel is confirmed.

WZAG 2026

Location is in Oregon (Mt. Hood pool). Working on a hotel for the meet. Found a close budget friendly (and very outdated) hotel, but am still looking for other alternatives.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Bookkeeper (Liaison to Finance, Investment, Budget)
Report of Recent Activities:

1. **Last week:** Full week last week at Mary's house getting up to speed on the role. Mary did a great job organizing the transition responsibilities, but still digesting all the information. Started a Bookkeeper Bible 1.0 with all my consolidated notes.

- 2. **Current Goal:** My primary goal this week is to get the August month end close ready for Mary's initial review (meeting Thursday afternoon). Finished full sweep with notes and questions for Mary to review and answer this afternoon. Still waiting on month-end statements to finalize.
- 3. Next Goal: Next is getting started with September action items per Mary's email to Jeff and myself
- 4. **Daily Goal:** Keeping up on email and getting familiar with all the types of emails and requests that come through. I have some flagged emails with questions for Mary.

Additional Notes or Comments:

- 1. Remaining HW items are Scanner (pick up at Mary's house Thursday afternoon), Printer (TBD if need)
- 2. Remaining SW items are Adobe SW (will purchase and expense), Paypal access for month end reports
- 3. Emailed introductions with contact info to all the Zone treasurers

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. First Age Group meeting went really well and progress is being made. New committee members are already more engaged. Adding 13-14 50's of stroke and scoring in 2 different formats.
- 2. Exec Comm voting closed and all board docs sent to be posted. (motion log, minutes, copy of google form ballot, original motion docs)
- 3. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 4. Website review Programs tab created

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Action Item:

Additional Notes or Comments:

Discussion Items:

| WEBSITE UPDATE NOTES | BSITE | UPDATI | E NOTES |
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| VERÓNICA: |
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| CINDY: |
| DIANA: |
| LAURIE: |
| KAREN: |
| MARY: |
| ANNIE: |