

Meeting ID: 837 9344 4354 Passcode: 405788 October 2, 2025 10:00 am PT

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

- 1. New SWIMS stats from ABM supposed to be emailed.
- 2. Attempted to schedule Mike Novall (USA S Team Services) for Spring Far Westerns to meet with Pacific clubs.
- 3. Annual USA S workshop/ABM/Convention
 - a. Coach & Safe Sport rep liked the workshop and got several ideas to enact
 - b. Did not get any new information on competition category change (new rules)

ACTION ITEMS:

• Scan SWIMS data from ABM in case they forget to email it out.

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

- 1. Attended the USAS Annual Business Meeting and Summit in Denver. Will have a written summary for the HOD. Two takeaways new insurance carrier coming for 2026, no longer with IOA (we were not told new company name). USAS and USA Foundation Investment strategies to include 24% private equity investments with new wealth fund manager from Goldman Sachs, Nick Eaton in San Rafael.
- 2. This past week my primary focus has been on the LSC Weekend plans and Month End Closing.
- 3. Reviewed the program, slide deck and script for the Awards Banquet prior for accuracy and spelling etc.
- 4. Finalized the fourth payroll with Insperity. Only a few punching issues. The request time off and request punch correction buttons have been added to the main page, so they should be usable,

- please let me know. For now, just let me know via email if you are using sick time for anything or if you are requesting PTO. Still need to procure automobile non-owners and operators insurance. I learned at the summit that USAS will be switching insurance providers this year, so I think we should look locally to establish this policy.
- 5. Eventbrite numbers for the LSC Weekend: 27/13 In Person/Virtual for the Athlete Summit, 232 for the Officials Clinic and 204 people for the banquet, including staff. The Clinic numbers are slightly lower than prior years, but the Awards Banquet and Athlete Summit are about what was expected. The change to the first weekend in October being opposite of the SC Masters Championship meet and in person clinics no longer required for certification both could have some impact on attendance.
- 6. Sent out weekly invoices, cleared \$8K in AR and sold 100 A medals for pickup at the clinic.

Report of Action Items Prior: Logo meeting went well, we won't have anything to review until closer to the first of December due to other jobs in the queue.

Current/Short Term Goals: Grant program deployment by HOD. Newsletter update before the end of October. After the LSC Weekend, there should be more time to devote to that kind of project.

Medium/Long Term Goals: OPTC applications should be out by mid-late October.

Additional Notes or Comments:

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

- 1. Large number of transfer
- 2. Registration are rolling in

3.

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. Connecting with each club to find out what, in regards to meets, PC needs to a) keep doing, b) stop doing, and c) start doing.
 - a. Project is still in the works. Only 1 more team scheduled to chat, otherwise just put responses into chart and review
- 2. December Senior 2 meet Host has been secured and awarded (DVC)
 - a. Survey sent out about time standards. After we have survey results back, we'll decide on the standards for the meet .
- 3. Winter AG Champs with changes has been approved starting to figure out Spring AG Champs
- 4. Trying to tabulate some metrics for each CBA meet athletes, duration, sessions, etc.

- 5. Caught up with Morgan briefly on budget Looking good so far!
- 6. Communicating with teams and zones on finding distance race opportunities this was overlooked when Senior meets went to 13&O was a place for 11-12's to swim distance races.

Report of Action Items Prior:

Current/Short Term Goals: Reach out to Jane Grosser to see if there's an LSC that does awards well.

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, Added new Athlete Reps to master database, Updated job postings on the website, Processed Summer Travel Support, Created all 24-25 Records Certificates, Created Top 10 NAG certificates, Fulfilled Officials Clinic apparel orders, Received all awards from Hasty Awards, Received and checked all nominee swim caps, Communicated with Jim and Torri Huske about the weekend, Created Athlete Summit/Food Donation flyer, Updated Officials' 25-26 Assignments, Ordered sandwiches from Togo's for Officials Clinic and Athlete Summit, Ordered bagels from Noah's for Officials Clinic, Researched Winter Travel airfares, Purchased many items for Officials Clinic and Athlete Summit, Worked on multiple hotel issues with Hyatt House, Completed Awards Banquet, PowerPoint, script, and Program,

Report of Action Items Prior: Need to follow up with PH Pool about coaches' In-Water training

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 25-121. Meets current in OTS through 25-114 + PLS Senior 2. Age Group & Senior Committee Meetings. Discussed Senior T/F in December and Travel Assistance. Age Group - event order settled for Winter AG Champs, opened discussion on Spring AG Champs; some discussion on re-vamping Awards Banquet. New MEFAP registrant lists sent to Carlene to flag in Fastswims...close to 300 athletes currently registered as Outreach (for 2025 and/or 2026). Helped respond to parent complaints re: 12&U athlete distance opportunity.

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

Medium/Long Term Goals: Formalize any changes to Spring/Summer AGC and FW Meet Formatting

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – Applications are on the website, and emails were sent to past participants of travel meets. As of 10/1/2025, 59 athletes, 7 coaches and 2 chaperones have applied. Looking for a Meet Director who will join the team of Head Ref (Brett Shaug), Admin Official (Sachi Kuwano) and Head Starter (Kit Yan). Curtiss Kikuta will be the computer operator and compile entries.

ZAM 2026

Sent out busing requests to 3 vendors we have used in the past. Received 2 estimates for services, and requested a contract for the lower of the 2 estimates (including hotel rooms, one estimate was for approximately \$20,000, the other estimate was approximately \$16,000). The contract was sent for approval.

WZAG 2026

Approval received for the hotel, and the contract was signed. Signed contract is due by 10/7 to the hotel to confirm reservations, but received a negative comment regarding the neighborhood of the hotel selected from another hotel. So we have been researching hotel selected (Chamber of Commerce contacted, and business nearby and contacting the host LSC representative) Location is in Oregon (Mt. Hood pool).

Medium/Long Term Goals: Additional Notes or Comments: Need to reach out to ZAM participants, to find primary contacts for ZAM 2026. Looking at alternatives for apparel.

Additional comments or other notes of importance or relevance:

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

- 1. **Last week:** Caught up on all QBO JE, <u>Bill.com</u> sweep, CC expenses, CC statement match, pre-reconciliation of all counts, in anticipation of month close, finished the August CC receipt vs. statement compilation, just missing one receipt. Big push to get folks signed up on <u>Bill.com</u>, just missing Dino Guy, Jeff is helping chase him.
- 2. **Current Goal:** Getting started on Month close prep, PPD/DR entries, waiting on statements to come in, reconcile, and send to Trina/Maria hopefully by end of the week
- 3. **Next Goal:** TBD but still on my short list to visualize the major meets, accrual periods, financial meetings, closing periods, so I can see the full picture of the year better.
- 4. **Daily Goal:** Just keep up on all new expenses/deposits, getting in a good rhythm, getting faster with details

Additional Notes or Comments:

1. Not able to attend the Awards Banquet, have a birthday celebration for my oldest son. Will come 7am to noon Saturday to help out.

- 2. Travel Support Futures close on **Sep 26** and Juniors close on **Oct 3rd**. Still waiting "ON HOLD" to process BAC Futures and Jr. Nationals plus VS Futures. Will close out the AAP for Futures and Juniors once these are done.
- 3. Working with Beau on fine tuning his projected budget vs. actuals
- 4. Got ping from Kelly on Camps budget

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Need to assemble the new Board Goals chart and workshop summary
- 2. Updating Tech Suit inventory and set-up planning meeting
- 3. Clean up motions for Governance: 2507FIN01, Membership Fee, location of Board member restriction
- 4. Athlete Summit
- 5. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 6. Website review Programs tab created

Medium/Long	Term	Goa	ls:
-------------	------	-----	-----

Action Item:

Additional Notes or Comments:

Discussion Items:

WED	CITE	LIDD	ATE	NO	FFC.
WEB	SITE	UPD	AIL	NO	I ES:

VERÓNICA:
CINDY:
DIANA:
LAURIE:
KAREN:
MARY:
ANNIF:



Meeting ID: 837 9344 4354 Passcode: 405788 October 16, 2025 10:00 am PT

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

1. Found an Open Water Chair - Erik Scalise - to appoint next meeting

2. Still looking for an At Large

ACTION ITEMS:

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

- 1. With the staff, hosted the Officials Clinic/Athlete Summit/Awards Banquet at PHSC. Attendance was slightly down for the clinic, with only 228, but the Athlete Summit had their highest in person attendance. Awards attendees were about 230 for the evening and we collected just over \$3.2K in income from families attending.
- 2. Spent most of the week immediately after the clinic finalizing month end and reviewing the P&Ls prior to accounting review. Also met with Jeff to review the full year results vs budget and provide additional detail for the variance summary he wrote up for the HOD.
- 3. Still collecting the Annual Business Meeting /Summit recaps for all attendees to submit for reimbursement. Will be submitted by October 25.
- 4. Met with Jack Hallahan from Swimming World to discuss plans for the Fall Newsletter.
- 5. Applied for Permits and Paid a Deposit for PHRD for next year's Clinic, Summit, Awards Banquet
- 6. Participated in the Accounting Review, the HOD, House Of Delegates Meeting,

7. Finalized the fifth payroll with Insperity. Only a few punching issues. The request time off and request punch correction buttons have been added to the main page, so they should be usable, please let me know. For now, just let me know via email if you are using sick time for anything or if you are requesting PTO. Still need to procure automobile non-owners and operators insurance. I learned at the summit that USAS will be switching insurance providers this year, so I think we should look locally to establish this policy.

Report of Action Items Prior: Logo meeting went well, we won't have anything to review until closer to the first of December due to other jobs in the queue.

Current/Short Term Goals: Grant program deployment by HOD. Newsletter update before the end of October. After the LSC Weekend, there should be more time to devote to that kind of project.

Medium/Long Term Goals: OPTC applications should be out by mid-late October.

Additional Notes or Comments:

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

- 1. Large number of transfer
- 2. Registration are rolling in

3.

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 will be completed within 2 weeks
- 2. Exchange Emails with USF and CCSF about using indoor pools for winter time. Need to follow up with Cindy on her response
- 3. Work session plan for AG Champs and FW at future AG Committee meetings
- 4. CBA Meet project coming along nicely need to collect backup files
- 5. Have exchanged emails with Jane Grosser about LSC awards. Will report back by next Staff Meeting
- 6. Working with Z1N on a streamlined meet entry process, ensuring we're doing our part on the supply side since the athletes, coaches, and parents are creating more than enough demand
- 7. HOD report submitted and posted

Report of Action Items Prior: Connecting with LSC's (Illionis and North Carolina) on their annual awards - what they award? How they award it? It is statistics or a committee? Trying to get away from awards where people don't care or its a debatable allocation of votes.

Current/Short Term Goals: Finish initial connection project

Medium/Long Term Goals: Connect back with indoor pools, continue CBA meet data collecting

Additional Notes or Comments:

Will be in Pacific Nov 6-10.

Look through LSC reports, find data to supplement awards with data rather than subjective voting. Improvement by club by age group, IMX scores by club or by age group, Top times in each event

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Results, Added all September meet results to TM all-star database, Added new Athlete Reps to master database, Mailed out athlete shirts, Updated job postings on the website, Printed all 24-25 Records Certificates and Top 10 NAG certificates, Survived Officials Clinic, Athlete Summit, Awards Banquet and Coach In-Water weekend, Conducted apparel inventory with Cindy, Returned all unused supplies from the weekend, Went with Morgan to drop off 1765 lbs of food to the Monument Crisis Center, Wrapped up all details with Jim and Torri Huske, Allocated Hyatt bill from weekend, Mailed out all remaining certificates, awards and caps, Fulfilled Officials apparel orders, Sewed labels onto beanies, Created edited 25-26 Travel Support Guidelines, Created forms for Winter Travel Support, Posted many items for HOD, Attended HOD, Booked PH Rec and Senior Centers for October 17-18, 2026, Created Top Times for 25-26, Researched 13-14 50's records from SWIMS, Updated Records

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, Order Winter AGC HP and ribbons

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 25-121. Meets current in OTS through 25-114 + PLS Senior 2. Age Group & Senior Committee Meetings. Discussed Senior T/F in December and Travel Assistance. Age Group - event order settled for Winter AG Champs, opened discussion on Spring AG Champs; some discussion on re-vamping Awards Banquet. New MEFAP registrant lists sent to Carlene to flag in Fastswims...close to 300 athletes currently registered as Outreach (for 2025 and/or 2026). Helped respond to parent complaints re: 12&U athlete distance opportunity.

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

Medium/Long Term Goals: Formalize any changes to Spring/Summer AGC and FW Meet Formatting

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – Applications are on the website, and emails were sent to past participants of travel meets. As of 10/1/2025, 72 athletes, 7 coaches and 2 chaperones have applied. The dates of the NAPA Clinic won't interfere with the date of Pc All Stars. Larry Rice recommended Jenson Wong as a potential Meet Director for Pac All Stars, as he is familiar with the facility. Larry introduced us at the Officials Clinic, and Jenson has agreed to be the Meet Director.

ZAM 2026

Busing contract was approved, and the deposit was paid to UTC.

WZAG 2026

Approval was received for the hotel, and the deposit paid.

Medium/Long Term Goals: Additional Notes or Comments: Need to reach out to ZAM participants, to find primary contacts for ZAM 2026. Looking at alternatives for apparel.

Additional comments or other notes of importance or relevance:

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

- 1. **Last week:** Big focus on closing out the month cleanly, everything reconciled, and ready for the accounting review. It went fairly well. Cindy and I had a good preview meeting that uncovered a short list of items that need some extra attention (WZ Donation, Hotel co-pays, and sorting through the long PPD list). New process where Jeff R. approves each month all the Journal Entries.
- 2. **Current Goal:** Prep and create reports this week for the HOD and Finance meeting. Created the LSC Classes only budget for the FY2025 2026 to be used for current reports.
- 3. **Next Goal:** Continue to keep up on everything, seems best to do a little bit of it each day, learning as I go, and to not let it pile up. This week I'm going to do a mid-month review of all the accounts to make sure they are in sync.

Additional Notes or Comments:

- 1. **All uncashed checks accounted for** We had one with Z1S that had to be reissued, coordinated with Mike P., it was deposited yesterday. And the other was a <u>Bill.com</u> check, know where to look now, sent to Brentwood Seawolves, 41 days old, that is now deposited. All clear.
- 2. **Travel Support** Almost all paid out at this point. Just waiting on the all clear for VS Futures Travel Support 9-26-25 DHF ON HOLD

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

- 1. Need to assemble the new Board Goals chart and workshop summary
- 2. Updating Tech Suit inventory and set-up planning meeting
- 3. Clean up motions for Governance: 2507FIN01, Membership Fee, location of Board member restriction
- 4. Athlete Summit
- 5. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 6. Website review Programs tab created

Medium/Le	ona Term	Goals:
Medialii/L	ung renn	Guais.

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

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



Meeting ID: 837 9344 4354 Passcode: 405788 October 30, 2025 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie 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. Found an Open Water Chair Erik Scalise to appoint next meeting
- 2. Found At Large Pat Spellmeyer to appoint next meeting
- 3. Completed Leap meeting with Cindy/Jane

ACTION ITEMS:

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

- 1. If you don't have it noted we secured Pleasant Hill Senior Center for the weekend of October 17 2026.
- 2. Finalizing meet invoices for the month today. Still working on month end closing work.
- 3. Caught up with Mary, starting to work on Audit requests and reviews.
- 4. Finalized the Annual Business Meeting/Summit recaps for all attendees they are posted on the HOD page. All stipends were submitted for reimbursement.
- 5. Cleaned up some emails users that were new to the board or needed password resets.
- 6. Had a kickoff meeting with Jane Grosser and Lehla on LEAP.
- 7. Participated in the Finance Committee Meeting and Treasurer's Workshop.
- 8. Will be finalizing the 6th payroll Saturday. Also plan to reach out to Matt from Insperity for some direction on the insurance issue IOA has gone radio silent, probably due to contract loss. Also may reach out to USAS to Rachel Olsen to see who is providing new insurance re [Still need to procure

automobile non-owners and operators insurance. I learned at the summit that USAS will be switching insurance providers this year, so I think we should look locally to establish this policy.}

Report of Action Items Prior: Still working on updating grant and OPTC applications, as well as Newsletter. **Current/Short Term Goals:** Grant application next week. Newsletter update before the end of October. After the LSC Weekend, there should be more time to devote to that kind of project.

Medium/Long Term Goals: OPTC applications should be out by mid-late October.

Additional Notes or Comments: Still no updates on the OPTC dates, will reach out to Jennifer Thomas

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

- 1. Saw the process of how results are loaded for Block Party meets and clubs don't have a way to go in and make sure all athletes are loaded and cleared
- 2. Copied a list of all the meets in Sept and created a spreadsheet to go back through and verify all of the times
- 3. Still a large number of transfers. May be worth it to tell everyone to reregister with a new team rather than transferring

4.

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 Aiming to finish by next week
- 2. Exchange Emails with USF and CCSF about using indoor pools for winter time. Followed up with response to USF
- 3. Working with Z1N on a streamlined meet entry process, ensuring we're doing our part on the supply side since the athletes, coaches, and parents are creating more than enough demand
- 4. Collecting backup files from CBA meets tabulating athletes, entries, session durations, and averages for each.
- 5. Contacted Illinois and North Carolina about awards. NC got back to me
- 6. Found Gulf Swimming reimbursement for different areas in the LSC, sent to Sr Committee. Also looked up reimbursements for So Cal, MN, and 1 other but could not find anything concrete.
- 7. Tabulated a plan for July champs meets sharing with all necessary persons
- 8. Reviewed DVC announcement pushed them to get meet sheet and entries open by early next week.

Report of Action Items Prior:

Current/Short Term Goals: Finish initial connection project

Medium/Long Term Goals: Connect back with indoor pools, continue CBA meet data collecting

Additional Notes or Comments:

Will be in Pacific Nov 6-10.

Still ongoing - Look through LSC reports, find data to supplement awards with data rather than subjective voting. Improvement by club by age group, IMX scores by club or by age group, Top times in each event

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Results, Added new Athlete Reps to master database, Mailed out athlete shirts, Updated job postings on the website, Sewed extra labels on Officials beanies, Ordered more blank beanies to have labels sewn on, Contacted Classic Catering to get the final bill to close out Awards Banquet, Talked with Hyatt House to create room block for October 16-18, 2026, Fulfilled Officials apparel orders, Booked PH Rec and Senior Centers for October 17-18, 2026, Created Top Times for 25-26, Researched 13-14 50's records from SWIMS, Updated Records, Ordered Winter AGC HP and ribbons, Ordered extra Winter AGC medals to cover the 13 and 14 YO 50's added to the meet, Posted Top Times and Records for weeks ending in 10.12.25, 10.19.25, and 10.26.25, Updated 2025-26 Senior Times Overview with USA Swimming Meet cuts, Met with Vern, Beau, Annie, Karen and Kyler to discuss 2026 awards

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, Add all October Meet Results to T M database,

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 25-133 + Pacific Coast All Stars (26-001). Meets current in OTS through 25-130. Senior Committee Meeting. Discussed Senior T/F in December and Travel Assistance. Discussion on Camps, Travel Reimbursement, and Senior Coach of the Year. Met with Vern, Beau, Diana, and Kyler to discuss potential changes to 2026 Awards.

Current/Short Term Goals: Get key players together for initial 2026-27 schedule discussion. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary.

Medium/Long Term Goals: Formalize any changes to Spring/Summer AGC and FW Meet Formatting. 2026-27 Schedule.

Δ	ddi	tiona	I Notes	or Con	nments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – Applications are on the website, and emails were sent to past participants of travel meets. As of 10/30/2025, 80 athletes, 7 coaches and 2 chaperones have applied. The meet has been sanctioned. I have been watching top times, and would like to send emails to potential applicants. Jenson, the Meet Director, has reached out to the facility to make sure we have new flags for January.

ZAM 2026

Busing contract was approved, and the deposit was paid to UTC.

WZAG 2026

Approval was received for the hotel, and the deposit paid. Researching food options and looking at flights.

Medium/Long Term Goals: Additional Notes or Comments: Need to reach out to ZAM participants, to find primary contacts for ZAM 2026. Looking at alternatives for apparel. Need to send out emails to Pac All Star Teams, with meet sheet and meet entry file.

Additional comments or other notes of importance or relevance:

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

- 1. **Last week:** We had a successful Treasurer Workshop Thursday night with Jeff/Cindy and mostly all the Zone treasurers. We had some great questions and positive engagement. If anyone wants a link to what we presented let me know. It is now v1.1 as we are updating with any new information.
- 2. **Current Goal:** Lots of little one offs have been coming in, so continuing on the learning journey. Helping Mary with Audit tasks, learning the Audit process.
- 3. **Next Goal:** Friday is the Month end so getting started on the Month close big checklist which will stretch into next week when the statements come in.

Additional Notes or Comments:

1. About halfway through the LSC Leadership Course that Cindy wanted a few of us to take. It is has been very informative for me, tightening up some of my knowledge, but not sure everyone else will get the same value.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Staff Review Self Assessment Due Nov 19
 - a. Please list out a few goals or future projects, already have Karen, Beau and Annie
 - b. Job Descriptions
- 2. Tech Suit Meeting decided meets to attend and started assigning tasks

- 3. Need to finish HOD Minutes
- 4. Camps
- 5. Governance: Update Scheduling Committee to Technical Planning Committee
- 6. Website review Programs tab for edits
 - a. Edits due Dec 4
 - b. Cindy Camps
 - c. Cindy & Beau Club Dev
 - d. Karen All-Stars
 - e. Lehla & Laurie Safety
 - f. Vern & Kent Disability & DDEI
 - g. Diana add Registration Membership at top of Members tab, move info from Forms section
 - i. Laurie provide more information for this new section

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



Meeting ID: 837 9344 4354 Passcode: 405788 November 13, 2025 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie 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. Notes on Leadership Meeting issues revolving communication on block party updates and LSCs
- 2.

ACTION ITEMS:

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

- 1. Reviewed and completed assigned Audit work. Mary is meeting with Maria from Allworth later today to go over the remainder of items required for the audit and do their final review before submission.
- 2. Have been mostly focused on the October closing. The review meeting was Tuesday and it went very well there were few things to correct. The Finance Committee Meeting is tonight.
- 3. I attended the Officials Committee meeting last night. That meeting is now every other month instead of quarterly, beginning in February. Reviewed self assessments for officials, national meeting committee report, and reviewed the digital scratch desk.
- 4. Still no word on the OPTC camp dates. Jennifer did follow up with me and said she would check in with the OPTC staff to see if that had dates or a schedule yet, so I may just launch the application with some wording that indicates there's not a set date yet or a confirmation of our being able to attend, we'll keep you updated.
- 5. Sent an email out to clubs regarding the transfer fee change, got some positive feedback from coaches on that. Also reminded them about the coming grant program.

- 6. Club Grants for 2026 are open, the information is updated on the website and I will send out an email tomorrow. The new 2025-2026 timelines, flyer and details are on the website (thanks Diana) nothing changed from last year except we are a few weeks earlier in opening the application period and we'll close a few weeks earlier as well. The goal in the future is to open with the fall season and close before the end of January.
- 7. Things are still going well with Insperity and I have our contact to get our handbook and training caught up and in compliance. I think that's something we can get underway at the beginning of 2026.
- 8. Still working on the insurance issue for Insperity, but now have looped in Rachel Olsen from USA Swimming. She may have a solution that will not cost us anything, as the LSC does have some level of non-owners and operators insurance through USA Swimming. Also, the new insurance provider for 2026 is EPIC and it should be online in 3 weeks, so probably right after Thanksgiving. I don't think the process will change, but the company and contacts will be new.
- 9. AR and All invoicing and payments are now caught up, the only outstanding invoices are the ones from the past weekend.

Report of Action Items Prior: Grant Apps are done, OPTC still not confirmed.

Current/Short Term Goals: Submit LEAP next week. Do we need an OPTC Plan B? Should I buy backpacks (I usually get them during the Black Friday sales in Nov), but hold off on everything else? **Medium/Long Term Goals:** HR Compliance, Revised Handbook, etc.

Additional Notes or Comments: Digital Scratch Desk went pretty well. We do have a survey and we have some responses that are pretty favorable. It does take a lot of admins to run it and it was good experience for the athletes.

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

- 1. Trying to figure out what happened with results from PLS Sr meet for Luka M.
- 2. All duplicates are now cleared, minus the ones that USAS has to clear.
- 3. Transfer numbers are still high despite an email to reregister with their new team.
- 4. USAS is working with some vendors, like FastSwim, so that they can pull some basic information from SWIMS.
- 5. USAS has set up mentors for registrations, so Laurie is now the Western Zone mentor.
- 6. The transfer forms can be taken off the website as they will not be used anymore.

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 Aiming to finish by next week keep getting pushed back long
- 2. New Goal no athlete gets shut out of a meet due to it closing early.
- 3. Met with Z1N on creating additional capacity for meets. Coaches and officials are each leaning into athlete needs. 3 prong equation 1) secure hosts & facilities, 2) earn host team similar revenue, 3) supply meets with sufficient officials. Making similar move with Z2 talking to coaches first.
- 4. Met with Annie on scheduling have a fantastic plan to roll out for July.
- 5. Reformatted Spring FW best part is that it reduces almost everyone's need for a hotel by 1 night.
- 6. Collecting backup files from CBA meets tabulating athletes, entries, session durations, and averages for each.
- 7. Tabulated a plan for July champs meets sharing with all necessary persons
- 8. DVC entries are live; received 1 senior 2 meet bid for July Sr2 meet.

Report of Action Items Prior:

Current/Short Term Goals: Finish initial connection project.

Medium/Long Term Goals: Connect back with indoor pools, continue CBA meet data collecting

Additional Notes or Comments:

Still ongoing - Look through LSC reports, find data to supplement awards with data rather than subjective voting. Improvement by club by age group, IMX scores by club or by age group, Top times in each event

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Results, Added new Athlete Reps to master database, Updated job postings on the website, Received Classic Catering final bill to close out Awards Banquet, Still trying to work with Hyatt House to create room block for October 16-18, 2026, Fulfilled Officials apparel orders, Ordered extra Winter AGC medals to cover the 13 and 14 YO 50's added to the meet, Posted Top Times and Records for weeks ending in 11.2.25, and 11.9.25, Updated Records, Added all October Meet Results to TM database, Helped Karen with All-Star items, Received and inventoried all Winter AGC awards, Created Class of 2026 Commitments Form and Postings, Updated Officials' Assignments, Updated Officials' page, Attended Officials' Committee Meeting, Updated website with Grant 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, Work with Vern to updated DDEI page on website, Work on performance review/assessment, Renew my APT and Background Check and Membership,

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 25-136 + 26-002. Meets current in OTS through 26-001. Age Group Committee Meeting - discussion regarding coach of the year, spring AGC and spring Far Westerns meet lineups. Met with Beau re: 2026-27 Schedule. Ideas from

that meeting ready to run by Age Group/Senior to get the ball rolling. Time verification for PLS Senior 2. MEFAP Finance Report processing (only a couple clubs still slow to produce finance reports, delaying invoices from getting out). Senior T/F December Meet approved and up for entries on Fastswims. Sat in on Zone 1N committee call regarding better ways to structure meets/meet schedule. Demand greater than supply and kids getting shut out of meets consistently.

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: 2026 Spring Far Westerns Meet Sheet Template (once event lineup fully approved by Age Group)

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – As of 11/12/2025, 91 athletes, 9 coaches and 2 chaperones have applied. The meet has been sanctioned. I have been watching top times, and sent introductory emails to potential applicants who have top times in their age group (so far, 2 of the 12 have applied). Caps for the meet were ordered, and working on the apparel. Coaching selection meeting scheduled for Monday, November 17th.

ZAM 2026

Busing contract was approved, and the deposit was paid to UTC. Working on applications.

WZAG 2026

Researching food options and looking at flights.

Medium/Long Term Goals: Additional Notes or Comments: Need to reach out to ZAM participants, to find primary contacts for ZAM 2026. Looking at alternatives for apparel. Need to send out emails to Pac All Star Teams, with meet sheet and meet entry file.

Additional comments or other notes of importance or relevance:

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

- 1. **Last week:** Started the month close in prep for Tuesday accounting meeting. It went fairly smoothly just a handful of items to be updated or corrected. I feel really good about the state of my big checklist that I run through and keep updated. Mary showed me how to do the MEFAP entries in QBO. This is new to the list coordinating with Annie/Cindy.
- 2. **Current Goal:** Getting the reports done for tonights' Finance Committee meeting and doing final sweeps across all the reports.

3. **Next Goal:** Catching up on CC expenses mainly from Beau's last trip. But in good shape overall. We had a new process item added at the Accounting meeting where I need to track a monthly Shared Division (i.e. functional expense) for each month.

Additional Notes or Comments:

- 1. Need to do Annual Staff review early next week
- 2. Side project: Monthly reports are too manual need to get them more automated. Cindy had a good suggestion, just need to put a little focus here before the next reports are due.
- 3. Side project: Working on Visualizing functional expenses (division)
- 4. Stand at the ready to help Cindy with the Grant program.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Staff Review Self Assessment Due Nov 19, Wed next week
 - a. Please list out a few goals or future projects, already have Karen, Beau and Annie
 - b. Job Descriptions
- 2. HOD minutes and motion log are done
- 3. Working on a meeting reminder for reports, minutes template, and agenda for next week.
- 4. Date change for 10 & Un Champs
- 5. Need to share Kelly's Camp ideas
- 6. Governance: Update Scheduling Committee to Technical Planning Committee
- 7. Motion from AG for buying podiums
- 8. Need the doc for Outreach qualifications to add more instructions of how to register
- 9. Website review Programs tab for edits
 - a. Edits due Dec 4
 - b. Cindy Camps
 - c. Cindy & Beau Club Dev
 - d. Karen All-Stars
 - e. Lehla & Laurie Safety
 - f. Vern & Kent Disability & DDEI
 - g. Diana add Registration Membership at top of Members tab, move info from Forms section
 - i. Laurie provide more information for this new section

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items: