



PC STAFF MEETING MINUTES/ REPORTS

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

Meeting ID: 837 9344 4354

Passcode: 405788

December 4, 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 [], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Attending a California HR webinar during this meeting with CalChamber's employment law experts covering:
 - a. - High-level overview of California's local ordinances;
 - b. - Recent California local ordinance updates;
 - c. - How local ordinances interact with state law; and
 - d. - HRCalifornia resources to help you stay on top of local requirements.
- 2.

ACTION ITEMS:

Report of Action Items Prior: Completed action item - Safety page of Programs review

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. Have been working with Mary this week on some sample selection followup from the auditor. Trying to get answers back to them as soon as possible to keep everything on track.
2. Met with the personnel committee and worked with them on some payroll forecasting for 2025-2026. Also helped to develop a basic travel policy for employees for 2026.
3. OPTC - I checked in with Jennifer this week and we are still currently waitlisted for the Feb 4-7 dates. At this time, I would say that's a no from them and we are pretty much at the point where we have to decide if we can do this or not. I did ask her to check on the weekend before and the weekend after, but Zones 2 and 3 have their Championship meet the weekend before and we have the Senior

Championship the weekend after, so that may not be an ideal match for us. I will advise if I get an update.

4. Still following up on some LEAP issues, send an email to Jane to help finalize our submission.
5. Working on the month end closing this week, we have our review meeting next week, so this is a short turn around.
6. Club Grants for 2026 are open and we've had a total of 5 responses. I will send out another reminder for clubs this week. I did have a suggestion from one club to start our grant application in late July/early August with payout in the beginning of the season to help offset start up costs and aid with initial season planning. Ier as well. We do have a goal of opening the form earlier in the future. .
7. Haven't made any contact with the new Insperity reps yet, though we have been handed off to another payroll specialist. We still need to work on the handbook and training and get caught up on compliance. I think that's something we can get underway at the beginning of 2026.
8. Insurance issue for Insperity was resolved. Rachel Olsen, USAS Risk Manager arranged for the LSC to have a COI issued that covers the vehicle liability that was required, so we have satisfied that requirement at no additional cost (yay).
9. AR and All invoicing and payments are now caught up as of the break. Will be checking for payments today that might have come in the last week.

Report of Action Items Prior:

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. Transfers that are currently happening, we're just going to let them go rather than invoicing since it's so close to 2026. We currently have about 20 in the system with invoices, but may already be registered for 2026 with their new team.
2. Reg Comm meeting with USAS, they are switching the login process. Moving away from "Ping," but don't know what the new process will be.
3. Will review the new website tab on the website for Registration/Membership.

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 -
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. Making similar move with Z2 - in committee formation stage
4. Senior committee - recon on senior meets from this fall, found senior meet host for July, sourcing some coaches/clubs about senior meet dates for fall 2026
5. Reformatted spring AG champs - event order flows much better
6. Reformatted Spring FW - best part is that it reduces almost everyone's need for a hotel by 1 night.
7. Collecting backup files from CBA meets - tabulating athletes, entries, session durations, and averages for each.
8. Scheduling - have a plan for 2027 in July. AG committee likes it, formulating a bridge for July 2026,
9. Tasked AG Committee to review how to abridge/condense 2026 Summer AG Champs.
10. Planning itinerary for April trip - Will consist of meeting with facilities as necessary, meeting with Annie on time standards, coaches/meet personnel at far westerns, and anyone else who needs to meet f2f for anything needed passed for May HOD.
11. Renew registration, APT, other coaching certifications
12. Number events for AGC and FW with Annie - get total number of events to Diana

Report of Action Items Prior:

Current/Short Term Goals: Finish initial connection project - review club development page

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

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 Results, Added new Athlete Reps to master database, Updated job postings on the website, Received preliminary Hyatt House contract for room block for October 16-18, 2026, Fulfilled Officials apparel orders, Posted Top Times and Records for weeks ending in 11.16.25, and 11.23.25, Updated Records, Added all November Meet Results and Block Party Results to date to TM database, Received final Winter AGC awards, Updated Class of 2026 Commitments Form and Postings, Updated Officials' Assignments, Updated Officials' page, Attended Officials' Committee Meeting, Updated website with Grant information, Uploaded many documents for BOD, Attended BOD, Met with Morgan to finalize Travel Support Payment Spreadsheet, Met with Phil to discuss Officials' business and new apparel ideas, Found a good deal on discontinued Officials jackets and ordered them to be embroidered, Updated DDEI page, Registration/Membership page, Safe Sport page on the website,

Report of Action Items Prior: Re-do all September-December T M results uploads to include all results?, Continue looking for Officials' Apparel that is reasonably priced

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Renew my APT, Need to order extra Spring and Summer AGC medals to cover the 13 and 14 YO 50’s added to the meet, possibly even FW medals

Additional Notes or Comments: Need okay for Hyatt House hotel block contract

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 25-138 + 26-007. Meets current in OTS through 26-006. Age Group Committee Meeting - Spring AG Champs and Far Westerns format solidified. Conversation opened on Summer AG Champs. Proposal for 26-27 Schedule approved. Time verification for DVC Senior Open T/F. MEFAP Finance Report processing). Senior Meeting - Discussion regarding 26-27 Schedule Proposal. Tentative support, reaching out to zones/senior coaches for feedback.

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 Verification for Winter AG Champs. 2 meet sheets in my inbox for sanction.

Medium/Long Term Goals: 2026 Spring Far Westerns, Spring Age Group Champs Meet Sheet Templates.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – The coaching staff has been selected—it will be a great team this year. We had an introductory meeting, and the group is set for team selection. As soon as the results from the meets on this last weekend (December 6-7) have been uploaded, I will send out top times to the coaches for team selection. Applications close on the 7th. As of December 3rd, we have 108 applicants. Caps and stickers have been received, and shirts will be ordered as soon as the team is finalized. Final payment for busing will be paid this week.

ZAM 2026

Working on applications. Will be sent out this week to each zone.

WZAG 2026 Flights are expensive, still researching options.

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:** Started work on some data visualizations, showing how we are doing to start the year against main revenue and expenses. I have a data file with all the QBO accounts back to FY 2020-2021. Defining the next phase of data gathering.
2. **Current Goal:**
 - a. Close the books for November, started already, got all the accounts to reconcile, sending to Trina to begin her reconciliation this morning.
 - b. Also added the new Shared XLS and the matching JE's to zero it out every month working with Trina/Maria.
 - c. Also worked with Diana to get the new Travel Support XLS started, some clean up, and usability improvements. We also got in sync on who is doing what for each meet that has Travel Support. The instructions are updated to match.
 - d. Caught up on November MEFAP and documented the process on how to enter in QBO.
3. **Next Goal:** Finish month close prep this week for Account/Finance Meeting next week

Additional Notes or Comments:

1. Need to read the LSC Policies and Procedures again
 2. Also want to review some Bookkeeper reference that Cindy sent me from USA Swimming
 3. Z3 Treasurer, is apparently resigning but trying to stay on until replacement. I will flag at Finance Committee meeting next week. Mary actively following up on some audit issues
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Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Staff Review are complete
2. BOD minutes and motion log for Nov are almost done
3. Governance: Update Scheduling Committee to Technical Planning Committee, ran out of time at Nov Gov meeting
4. Podium purchase - Cindy, what do we need?
5. Website review - [Programs tab](#) for edits
 - a. Cindy & Beau - Club Dev
 - b. Karen - All-Stars
 - c. Lehla & Laurie - Safety

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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December 18, 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 [], Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Attending a California HR webinar during this meeting with CalChamber's employment law experts covering:
 - a. - High-level overview of California's local ordinances;
 - b. - Recent California local ordinance updates;
 - c. - How local ordinances interact with state law; and
 - d. - HRCalifornia resources to help you stay on top of local requirements.
- 2.

ACTION ITEMS:

Report of Action Items Prior: Completed action item - Safety page of Programs review

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. November is a quiet month for us and we turned the closing around quickly for the month.
2. Sat in with the Financial P&P call subcommittee tasked with determining what public facing portion of the Financial P&P needs to be reflected in the main P&P document.
3. Preparing for year end payroll processing and review. Be sure your address is correct and decide if you want to opt in for W-2 by email (this is done on a per person basis, by default it will be mailed unless you opt in)

4. Met with SRVA to do pick up and drop off for the SRVA AGC meet on Thursday and Monday. Pop ups were a little damp. The leftover medals are in storage.
5. Worked with Z1N to arrange for contract and payment for their De Anza College Officials Clinic in February.
6. Attended the opening session of the Winter AGC, the meet seemed to go well while I was there, but it was very cold. We did receive a complaint about the water depth on the 4 foot side and apparently someone scraped their nose on the bottom of the pool.
7. Met with Jane Grosser and LEAP is now complete until April of 2028. There's still some follow up to do with some links and some areas to improve, but this last iteration of LEAP was less complicated and time consuming than prior versions. It helps that we have achieved many of the requirements many years ago and they are instilled as a best practice we observe.
8. Sat in with other Board Members on a Team Services Meeting yesterday to go over some of the LSC challenges. This feedback session was a stepping off point for USA Swimming to hear the LSC issues around the nation and help strategize ideas for overcoming some of these issues.
9. Finalized the Pac Coast meet entries with Karen last night and submitted to Curtiss for the meet. All entries have been submitted from the other teams as of this morning.
10. AR and All invoicing and payments are now caught up as AGC. Will be checking for payments today that might have come in the last week.

Report of Action Items Prior:

Current/Short Term Goals: Grant Submissions, Insurance Updates, Newsletter,

Medium/Long Term Goals: ,

Additional Notes or Comments: Part time staff should be taking December 24 through January 1 off. If you work 20 hours this week, you will be paid 4 hours of holiday pay. I will be processing payroll on the morning of January 31 to make the deadlines for the W-2 filing etc, so with the possible exception of Karen, I think all the P/T employees should be off that day, so payroll can be finalized on time.

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

Report of Recent Activities:

1. Home computer hard drive is dying, so transferring all the data and everything is unplugged.
2. Continuing to work on transfers and helping people with renewing.

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 - making good progress

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 - followed up but have not gotten a reply. Z2 committee has been formed, waiting to confirm a first meeting date
4. Senior committee - recon on senior meets from this fall, found senior meet host for July, sourcing some coaches/clubs about senior meet dates for fall 2026
5. Visiting PC Jan 9-11 - Jan 9 at NV Coaches clinic, Jan 10 at Z2 meets, Jan 11 at Z1N meets
6. Collecting backup files from CBA meets - tabulating athletes, entries, session durations, and averages for each. Have done this recently for WAGC and Dec Senior meet.
7. Scheduling - have a plan for 2027 in July. AG committee likes it, formulating a bridge for July 2026,
8. Tasked AG Committee to review how to abridge/condense 2026 Summer AG Champs.
9. Planning itinerary for April trip - Will consist of meeting with facilities as necessary, meeting with Annie on time standards, coaches/meet personnel at far westerns, and anyone else who needs to meet f2f for anything needed passed for May HOD.
10. Sifting through LEAP assessment and figuring out added responsibilities :)

Report of Action Items Prior: Registration renewed, APT renewed, event totals have gotten to Diana,

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:

Take these question to Jane

Do these statistics live update? So for example if you have a large seasonal membership for the summer and their seasonal memberships have expired would they be considered “not retained” in these counts?

Or would they be noted as retained if they registered summer 2024 and summer 2025?

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, Trying to revise Hyatt House contract for room block for October 16-18, 2026, Fulfilled Officials apparel orders, Met potential new embroiderer to augment our apparel supply, Posted Top Times and Records for weeks ending in 12.7.25, and 12.14.25, Added all up-to-date Meet Results and Block Party Results to TM database for All-Star Team Selection, Sewed labels on beanies for Pac Coast All Stars, Received final Winter AGC awards, Updated Class of 2026 Commitments, Updated Officials' Assignments, Filled out potential Travel Support athletes and coaches for Toyota US Open and Winter Jrs., Met with Morgan to try and streamline the Top Times spreadsheet from the USA Swimming raw data dump, Renewed membership, APT and Background Check, Ordered extra Spring and Summer AGC medals to cover addition of 13-14 50's, Ordered extra Spring and Summer FW medals to cover 13-14 and 15-18 50's

Report of Action Items Prior: Continue looking for Officials' Apparel that is reasonably priced, Work with Lehla on Safety updates on website

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: Need okay for Hyatt House hotel block contract

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 26-012. Meets current in OTS through 26-011. Time Verification for Winter AG Champs. Spring FW Meet Sheet Template finalized and forwarded to Mary + SCSC.

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 Verification for Winter AG Champs. 2 meet sheets in my inbox for sanction.

Medium/Long Term Goals: 2026 Spring Far Westerns, Spring Age Group Champs Meet Sheet Templates.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – The coaching staff has been selected—it will be a great team this year. We had an introductory meeting, and the group is set for team selection. As soon as the results from the meets on this last weekend (December 6-7) have been uploaded, I will send out top times to the coaches for team selection. Applications close on the 7th. As of December 3rd, we have 108 applicants. Caps and stickers have been received, and shirts will be ordered as soon as the team is finalized. Final payment for busing will be paid this week.

ZAM 2026

Working on applications. Will be sent out this week to each zone.

WZAG 2026 Flights are expensive, still researching options.

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. **Current Goal:**

- a. Just keeping up on Expenses, picking up a little with Co-Pays for Pac All Stars (first time with Deferred Revenue), first Travel Support of 25/26 (haven't been through the whole cycle), and overall activity.
- b. Read up on the version of the updated Policies and Procedures that Jim Morefield gave us this week. I really need to dive in here.

2. **Next Goal:** Finishing up the month strong with QBO/Chase/Zones updated to match and get ready for the new year.

Additional Notes or Comments:

1. Just flagging: Z3 Treasurer, is apparently resigning but trying to stay on until replacement. I will flag at the next Finance Committee in January.
 2. Helping Diana with her Top 25 Times that she prepares and uploads to the website. It should hopefully save her some time after I get the templates updated.
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Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Need to plan for Napa Clinic
2. BOD minutes and motion log for Nov need finishing
3. ZAM applications are being asked for
4. Governance: Update Scheduling Committee to Technical Planning Committee, ran out of time at Nov Gov meeting
5. Website review - [Programs tab](#) for edits
 - a. Annie getting new meet sheet templates to Diana
 - b. Update to meet directors handbook
 - c. Idea for website - Meet data page, share on social media "PacSwim Stats"
 - i. Share what PC does
 - ii. Use PC non-profit Canva
 - iii. Follow up on PC Logo

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PACIFIC
SWIMMING
PC STAFF MEETING MINUTES/ REPORTS

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Meeting ID: 837 9344 4354

Passcode: 405788

January 8, 2026 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 [], Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Fillable PDF intrasquad/dual/tri/quad/invite ready for testing.
2. Meeting today in person with USA S reps Joel Shinofield and Jane Grosser plus PC members Phil Grant, Asher Green, Tyler Long, via zoom: Veronica Hernandez, Beau Caldwell

ACTION ITEMS:

Report of Action Items Prior: Completed action item - Safety page of Programs review

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. Jay and I supported Karen at the Pac Coast All-Star Meet in Pacifica, helped with hospitality and general meet operations. We took the flags to the meet, but the weight of them concerned the facility staff, so we did not put them in place.
2. Working on the December month end closing, the membership invoice for December is \$100K.
3. Reviewed the document work done by Jim Morefield for the Financial P&P subcommittee. There is another meeting set in January.
4. Finalized year end payroll, however, since our payment was in January, this payroll will be a part of the 2026 income WRT W-2 earnings,
5. Attended the LSC Leaders meeting where the new LEAP process was reviewed. The LSCs that tested this gave feedback and encouragement. The latest iteration is more collaborative and really finds ways for LSC to get examples from areas in which they need ideas and provide their own examples of areas in which they are distinguished or exceptional.

6. Sat in on the LSC-USAS meeting with Joel Shinofield and Jane Grosser along with the Tyler, Asher, Phil, Lehla other Board Members on a Team Services Meeting yesterday to go over some of the LSC challenges around block party and facilities.
7. AR has been zeroed out as of [today](#).

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1. Reg check are flying in
2. Requests for LSC time standards to be put into SWIMS: add FW and AGC
3. Emails needs to be sent to Admin Officials/Meet Refs to prove how they are registered, it has to be the reg card

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 - making good progress - will be done shortly
2. New Goal - no athlete gets shut out of a meet due to it closing early.
3. Working with Z2 on anticipated numbers for April & June -
4. Tried to reformat some old meets by combining all ages & genders into same events, reduced 2 hours total over 2 days - If no new host/venue or no afternoon session is desired, hoping this can be a solution.
5. Scheduling - 2026-27 passed AG - will move onto Senior
6. 2026 LC AG Champs format approved
7. 2026 LC FW - possible split sessions with 12&U in afternoon
8. Sent a finance idea to Jeff & Morgan
9. Visiting PC Jan 9-11 - Jan 9 at NV Coaches clinic, Jan 10 at Z2 meets, Jan 11 at Z1N meets
10. Sifting through LEAP assessment and figuring out added responsibilities :)

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 working on this - Take these question to Jane

Do these statistics live update? So for example if you have a large seasonal membership for the summer and their seasonal memberships have expired would they be considered “not retained” in these counts?

Or would they be noted as retained if they registered summer 2024 and summer 2025?

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, Signed contract with Hyatt for room block for October 16-18, 2026, Fulfilled Officials apparel orders, Used Morgan’s new spreadsheet to calculate Top 25 Times from the USA Swimming raw data, Posted Top Times and Records for weeks ending in 1.4.26, Updated Class of 2026 Commitments, Updated Officials’ Assignments, Processed Travel Support for Toyota US Open, Winter Jrs. and Winter Sectionals

Report of Action Items Prior: Continue looking for Officials’ Apparel that is reasonably priced, Work with Lehla on Safety updates on website, Contact embroiderer regarding ETA of items

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Add LSC Time Standards to SWIMS?

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 26-019. Meets current in OTS through 26-016. Schedule work with Beau. Approved by Age Group Committee. Awaiting approval from Senior Committee. No Show Fines processed for DVC Senior T/F and Winter Age Group Champs. Assisted Lehla with formulating fillable PDF Meet Sheet for Block Party Alternative. AG Committee Meeting - finalized formatting for Short Course AGC, Long Course AGC. Opened discussion on formatting for Long Course Far Westerns. To be finalized in the next month.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Far Westerns Meet Sheet sanctioning. Finalize schedule approval through Senior and Executive Committees. Create bid package for distribution

Medium/Long Term Goals: Spring and Summer Age Group Champs Meet Sheet Templates.

Additional Notes or Comments: USA-S request to input time standards into SWIMS - happy to do it, but don’t have admin access to do so (My Time Standards page pulls up blank)

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – Pac All Stars is over! All teams had a great time—including Pacific! The hotel was great, food plentiful, and Coach Chris led an interactive group activity after the banquet. Cindy and Jay Rowland attended the meet, and were a huge help. Thanks to Diana, for providing the beanies for those athletes who were aging out of Pac All Stars and had attended at least 3 Pac All Star Meets. Cindy created certificates for the athletes who were aging out who had competed in at least 2 Pac All Stars.

We had one athlete who became ill Friday night, and we had to call up an alternate at the last minute.

Still working on finalizing the financials (paying for the pool rental and the school impact fee, and gas reimbursement for our Zone 3 coach), but I think all other invoices have been paid. I have a question about reimbursing for hotel rooms if I am under budget.

Need to send out questionnaire to athletes regarding Pac All Stars. Receipts were just received from hotel, and I need to invoice the participating teams for their share of the banquet, as Pacific Swimming had to cover the entire cost.

Next year, Washington is hosting. SoCal hosts in 2 years, and they are looking into the possibility of competing in Las Vegas.

ZAM 2026

Applications were sent out to all zones.

WZAG 2026 Flights are expensive, still researching options. At Pac All Stars, one of the teams had customized Crocs—which looked amazing (cost was \$60). Thinking about potentially having crocs for WZAG, budget permitting.

Medium/Long Term Goals: Additional Notes or Comments: 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. **Current Goal:**
 - a. Finalizing month close, review reports today/tomorrow, as final prep for next week's Accounting Meeting. We are in good shape overall to close the month.
 - b. Keeping up on expenses lots of Travel Support flowing in, Pac All Star Expenses
 - c. Insurance Renewal in progress, have invoice, but waiting on detail breakdown and insurance certificate
2. **Next Goal:** January expenses, JE's, are already looking fairly busy, so continue the goal of keeping on top of it.

Additional Notes or Comments:

1. **Z3 Treasurer no longer having a treasurer** - Cindy and I are working on a 'regroup' to make sure everyone is on the same page re: how to best support Z3 accounting needs during this transition.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Awards Banquet Subcommittee needs to meet
2. Prep agenda for Exec Comm meeting
3. ZAM applications for 1S need to be done
4. Start subcommittee for 1S bylaws review
5. Governance: Update Scheduling Committee to Technical Planning Committee, ran out of time at Nov Gov meeting
6. Check in with LSC Logo
7. Website review - [Programs tab](#) for edits
 - a.

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

January 22, 2026 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 [], Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Missed staff meeting due to last minute broken heater at facility- trying to resolve.

ACTION ITEMS:

2. Fillable PDF intrasquad/dual/tri/quad/invite ready for testing.
3. Meeting today in person with USA S reps Joel Shinofield and Jane Grosser plus PC members Phil Grant, Asher Green, Tyler Long, via zoom: Veronica Hernandez, Beau Caldwell

Report of Action Items Prior: Completed action item - Safety page of Programs review

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. Monthly Accounting Review with Maria, Morgan, Jeff and Mary. December is a pretty quiet month, but there is a lot of membership and travel support to post. Morgan worked on automating the membership data from USA Swimming to save some time in the membership verification process - we'll test it out at January month end.
2. Finalized the first payroll of the year and sent out information on new pay rates/salary updates to staff.
3. The PC grant application submission period ended just after midnight on the 21st. We have 37 applicants, totalling just over \$99K in grant requests. Morgan is going to compile applicants in excel and we'll be ready to start a committee review in early February.
4. Reviewed the document work done by Jim Morefield for the Financial P&P subcommittee. Had the second meeting and made a lot of headway towards adding the appropriate level of information in the public facing documents. There is a final meeting set in February to get this to BOD by April.

5. Attended the USAS/PC, Officials Committee, Finance Committee, AEC Meeting, Financial P&P Review/Document Merge, and Exec Committee meetings. The LSC-USAS meeting with Joel Shinofield and Jane Grosser [also with Tyler, Asher, Phil, & Lehla and Vern & Beau via Zoom] was primarily to go over some of the LSC challenges around block party meets and facilities.
6. Met with Jack Hallahan on some Newsletter updates, have another meeting today. Expect to publish a Winter version of the Newsletter before the end of the month.
7. Spent some time organizing some year end documents for storage and finishing up all my deposit scans etc for the end of 2025. Ordered replacement straps for the backstroke wedges - making a plan with Phil to get them where they need to go.

Report of Action Items Prior: Logo update should hopefully be available by the end of January.

Current/Short Term Goals: Newsletter Publication, Grant Review, Outreach Non Athlete Form, Q4 tax filing

Medium/Long Term Goals: Updated Meet Director Guide/Online Class

Additional Notes or Comments:

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

Report of Recent Activities:

1. Still lots of athletes that are not registered so meet reg checks exceptions are heavier than usual
2. Adding Diana to help with processing
3. USAS Registration going to start having monthly webinars for LSC Registrars

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 - Finished, presented at Exec BOD meeting last night
2. New Goal - no athlete gets shut out of a meet due to it closing early.
3. Coaches town hall scheduled for Feb 10 - sharing what's been passed,
4. Z2 capacity committee - have anticipated numbers, trying to find best solution
5. 2026-27 Schedule - needs some revisions, currently collecting submissions to put side by side, bringing to Coaches town hall in Feb
6. Revising some meet formats to remove mid-day sessions when possible
7. Good visit to PC Jan 9-11. Visited Coaches clinic, meets at PLS, LAC, PSL, BAC
8. Meet host secured for July Senior meet; meeting today with a prospective host for June senior meet

Report of Action Items Prior:

Current/Short Term Goals: Plan Town hall agenda and slides, Get article from Beth about interpreting meet results

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

Additional Notes or Comments:

Still working on this - Take these question to Jane

Do these statistics live update? So for example if you have a large seasonal membership for the summer and their seasonal memberships have expired would they be considered “not retained” in these counts?

Or would they be noted as retained if they registered summer 2024 and summer 2025?

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, Fulfilled Officials apparel orders, Posted Top Times and Records for weeks ending in 1.11.26 and 1.18.26 SCY and LCM, Updated Class of 2026 Commitments, Updated Officials’ Assignments, Processed Travel Support for Toyota US Open, Winter Jrs. and Winter Sectionals, Built Travel Support forms for Spring Sectionals, Researched airfares for OW Nationals, National Championships, Summer Jr. Nationals, Picked up new Officials’ merchandise from embroiderers and took to storage, Talked to Martinez embroiderer, Posted reports for EXEC meeting, Attended Officials Committee meeting,

Report of Action Items Prior: Continue looking for Officials’ Apparel that is reasonably priced, Work with Lehla on Safety updates on website, Continue looking for a new, more economical embroiderer, Update Travel Support Guidelines for Summer (Irvine back-to-back)

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 26-026. Meets current in OTS through 26-019. Spring Far Westerns and Spring Age Group Champs template updated and meets sanctioned. February Senior Champs sanctioned. Time Verification OAPB Senior Open 1/24-25. Continuing to work with Beau on schedule (note - pushing schedule approval back in order to open discussion regarding potential changes to the greater PC Coach/Official membership)

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

Medium/Long Term Goals: Finalize schedule approval and get bid package created/out (eta post-February Board Meeting)

Additional Notes or Comments: USA-S request to input time standards into SWIMS - happy to do it, but don't have admin access to do so (My Time Standards page pulls up blank)

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – Pac All Stars 2026 is over! So Cal shared a list of the records of this meet–Pacific had 1 new relay record obtained for relays, 13/14 girls 200 medley relay and 1 individual record–Ivy Fitch in girls 13/14 50 free.

Questionnaires sent to athletes regarding Pac All Stars, and 7 responses received. Participating teams have been billed for their share of the banquet.

Next year, Washington is hosting. SoCal hosts in 2 years, and they are looking into the possibility of competing in Las Vegas.

ZAM 2026

Applications were sent out to all zones. Meet Sheet is still in progress (per the Meet Director). Need to send an email to participants regarding due dates (deadlines for sweatshirt sizes, rooming lists, dietary restrictions).

WZAG 2026 Flights are expensive. I have a contract for SW, deposit due January 25th. No longer have the option of reducing the contracted amount if the tickets decrease in cost. Working on applications for athletes, coaches and chaperones.

Medium/Long Term Goals: Additional Notes or Comments: 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. Current Goal:

- a. Successful Accounting and Finance Committee meeting last week, very few changes required.
- b. Helping Cindy pull the Grant submissions from the google sheet to xls, and doing a little cleanup, getting it ready for the committee to meet
- c. Want to look a little deeper into the Pac All Star actuals vs. budget. Karen has done a great job at documenting it all.

- 2. Next Goal:** Keeping up on expenses, first month with a bit of Travel Support and Co-pays being recognized by month end, and CC expenses seem to come in bursts.

Additional Notes or Comments:

1. *Z3 Treasurer no longer having a treasurer* - It was decided that we would add Z3 to [Bill.com](#) and that I would help get expenses paid for any additional QBO support as needed.
 2. Want to start creating a monthly calendar as reminders (key deliverables, budget, audit, etc)
 3. *Starting in December, we are out of MEFAP funds from our restricted funds. The only change is not to add them to QBO for each meet.*
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Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Awards Banquet Subcommittee
2. Completing Exec Comm documents
3. Zone Bylaws
4. Updating Scheduling Committee section meeting dates
5. Check in with LSC Logo
6. Website review - [Programs tab](#) for edits
 - a. Vern committee page
 - b. Annie Meet Directors tab

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

Passcode: 405788

February 5, 2026 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 [], Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Don Heidary stepping down from committee positions (personnel, investment, senior) (Sr Coach Rep)
2. Phishing/Spoofing - report emails to Cindy so she can block in gmail & <https://complaint.ic3.gov>
3. Albany Armada/Oaklantis separation - file into dropbox
4. SWIMS Report updates

ACTION ITEMS:

5. Meeting summary USA S reps Joel Shinofield and Jane Grosser plus PC members Phil Grant, Asher Green, Tyler Long, via zoom: Veronica Hernandez, Beau Caldwell
- 6.

Report of Action Items Prior: Completed action item - Safety page of Programs review

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 January month end closing, only membership invoice and inventory additions left to complete, looking forward to trying out the new membership invoicing excel spreadsheet.
2. Filed the Q4 Sales Report and finalized/processed payroll.
3. Worked with Morgan on our grant documentation (fabulous work from Morgan) and had our first grant review meeting. The original ask was close to \$100K and we made it about half way through. Have a secondary meeting next Tuesday to finish up the initial review and probably approve some first round of grants.
4. Requested COIs for Insperity and a Z1N Officials Clinic.

5. Attended the Athlete Committee Meeting, Personnel Committee Meeting and we will be sending out a new Employee Travel Policy Document this week.
6. Spent some time organizing some year end documents for storage and finishing up all my deposit scans etc for the end of 2025. Document review for some projects as well.
7. Met with Jack Hallahan on some Newsletter updates, still not complete.

Report of Action Items Prior: No updates on the logo yet - I will reach out again this week.

Current/Short Term Goals: Newsletter Publication, Grant Review, Outreach Non Athlete Form

Medium/Long Term Goals: Updated Meet Director Guide/Online Class

Additional Notes or Comments: Did you get into your SWIMS account yet?

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

Report of Recent Activities:

1. Help tickets are coming in like crazy because of the new SWIMS update, but USAS is working on it.
2. Registration meeting with USAS next week
3. Sent Annie a new list of Outreach Athletes for MEFAP
4. Worked with Diana to get time standards reports before SWIMS update

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 - Finished, working on some revisions to better quantify responses
2. New Goal - no athlete gets shut out of a meet due to it closing early.
3. Coaches town hall scheduled for Feb 10 - sharing what's been approved - about 50% finished with slides
4. 2026-27 Schedule - needs some revisions, currently collecting submissions to put side by side, bringing to Coaches town hall in Feb
5. Creating a monthly newsletter all things competition related - will be published shortly after AG meetings every month.
6. Meet host secured for June Senior meet - June 6-7 at Cal
7. Mid-day sessions mostly eliminated - all that's left is Spring FW on Thursday
8. LOTS of timelines recreated for AG Champs and Far Westers - showed same format plan with events for separate ages and combined ages
9. Working with Mike Novell, USAS Team Services, on some coach education for communicating and conversing with officials.

Report of Action Items Prior:

Current/Short Term Goals: Plan Town hall agenda and slides, Get article from Beth about interpreting meet results - Beth does not remember the article - so I need to find a different one

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

Additional Notes or Comments:

Still working on this - Take these question to Jane

Do these statistics live update? So for example if you have a large seasonal membership for the summer and their seasonal memberships have expired would they be considered "not retained" in these counts?

Or would they be noted as retained if they registered summer 2024 and summer 2025?

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, Updated job postings on the website, Fulfilled Officials apparel orders, Posted Top Times and Records for weeks ending in 1.25.26 and 2.1.26 SCY, Updated Class of 2026 Commitments, Updated Officials' Assignments, Processed Travel Support for Toyota US Open, Winter Jrs. and Winter Sectionals, Posted all Travel Support forms for Spring and Summer meets, Purchased more blank officials apparel for future embroidering/printing, Counted all leftover Summer AGC ribbons, Entered P1, P2, P3 Time Standards for AGC and FW into SWIMS, Proofed other PC time standards for SWIMS, watched USAS update on new reporting, Ordered medals for February Senior Meet, Updated Committees on website

Report of Action Items Prior: Continue looking for Officials' Apparel that is reasonably priced, Work with Lehla on Safety updates on website, Continue looking for a new, more economical embroiderer, Order high point awards for Spring AGC and Spring FW, Contact Sharon Weiss about potential Awards Banquet speaker

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: Did Senior Committee approve updated Travel Support Guidelines for Summer (Irvine back-to-back)?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 26-036. Meets current in OTS through 26-031. Age Group Meeting - further discussion and solidification of format for Summer Age Group Champs and Far Westerns. Senior Meeting - further discussion of Senior Coach of the Year and 26-27 Meet Schedule. Audited Meet Directors Page on the PC Web.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Updated MEFAP List for Carlene @ Fastswims. Time Verification - Senior Champs Meet

Medium/Long Term Goals: Finalize schedule approval and get bid package created/out (eta post-February Board Meeting) Awards banquet adjustments!

Additional Notes or Comments: Will be traveling with team February 13-16. Will be working, but hours will be sporadic.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2026 – Pac All Stars 2026 is over, but we are still waiting for 2 Participating teams have been billed for their share of the banquet.

ZAM 2026

Applications were sent out to all zones. Meet Sheet is still in progress (per the Meet Director). Email sent to participants regarding due dates (deadlines for sweatshirt sizes, rooming lists, dietary restrictions).

I sent out emails to get estimates for sweatshirts to 2 vendors. Sweatshirt sizes are due to me on March 20th, but wanted to get an idea of cost.

Also sent templates to cap vendor, to order caps. Waiting on invoice.

WZAG 2026 Deposit paid for contract for SW airline tickets. deposit due January 25th. No longer have the option of reducing the contracted amount if the tickets decrease in cost. Working on applications for athletes, coaches and chaperones.

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. The month end has started, I got all the Statements, working through my Checklist, almost 25% complete. I'm now storing each completed checklist in that Month's folder if needed for a reference or the Audit. Accounting and Finance meetings next week.
- b. Helping Cindy and the Finance Committee with the Grant process, Created a Dashboard, and a more readable Grant submission application detail. Also chasing up the Documentation for each of the Grants.

2. **Next Goal:** Keeping up on expenses, Z3 support, the Grant process. I need to work to get better at recognizing National meets vs. regular meets, and accruing more of the Official reimbursements.

Additional Notes or Comments:

1. *Z3 Treasurer no longer having a treasurer* - Starting to process a few more Z3 expenses in Bill.com.
 2. Want to start creating a monthly calendar as reminders (key deliverables, budget, audit, etc)
-

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Awards Banquet Subcommittee - Setting up today!
2. Completing Exec Comm documents - Motion log done, minutes almost done
3. Zone Bylaws - working with Alex C. on Feb 17
4. Website review - Athlete page is the last one, will bring to AEC this month

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

