



PC STAFF MEETING MINUTES/ REPORTS

May 23, 2024

Virtual Meeting 10:00 am

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

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. [Grant Hub](#) - program & demo
 - a. Cloud based management tracking for up to 35 users (admin, writers, viewers/tasks)
 - b. \$95/month or \$995 annual includes [Grant Station](#) (grant seeking database)
 - c. [GrantHub Onboarding](#)
 - d. [18-Minute Overview Video](#)
 - e. [GrantHub Support](#)
2. Sectional Meet
 - a. meet fee question for USA Swimming contracted meets
 - b. 2025 hosts
 - i. 2024 Winter Sectionals (December 19th -22nd): Brea Aquatics (CA) – meet is closed to section only swimmers
 - ii. 2025 Spring Sectionals (February 27th – March 2nd): California Capital Aquatics (SN) and North Coast Aquatics (SI) – meets will be open to swimmers outside the section
 - iii. 2025 Summer Sectionals (July 17th – July 20th): CSTE / UCSD (SI) and Thunder Coast Aquatics (PC): -- meets will be open to swimmers outside the section

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] **Medium/Long Term Goals:**

Additional Notes or Comments:

-
-

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

Report of Recent Activities:

1. Completed April closing and prepared for the QB Desktop to QBO transition.
2. Had a meeting with Karen and a selection committee to determine assistant coaches for Western Zone.

3. Shared HOD link with Veronica and a few people that emailed in that they missed the meeting.
4. Did a three hour QBO training session with CCA and spent a few hours with Mary just acquainting ourselves with the new QBO. Sent out the first invoices with QBO yesterday - still getting our bearings with so many changes.
5. Reviewed prior year Bag Tag order and determined the order timeline for this summer (order finalized by 6/13/2024, delivered to me by 7/3/2024 (I'll arrange distribution via Age Group Champs meet in Concord).
6. Reviewed artwork with clubs hosting AGC/FW and Diana. I think both meets artwork is finalized for their meets.
7. Worked on some revisions to the Facility Survey. Hope to get that emailed out later today.
8. Confirmed the van rentals for the DEI WZ camp - they will have a list of exact vehicles for us by end of the day June 10 (Monday) - likely to be 15 person vans versus 12 person vans, but they have virtually no cargo space, so currently I still have all 5 vans confirmed.
9. Prepared recent meet invoices and sent them to host clubs. Communicated to host clubs expectations regarding post meet reports. Cleared AR with any payments received at the mailbox or via ACH in the bank account.

Report of Action Items Prior:

Current/Short Term Goals: GRANT REVIEW - this needs to be completed by mid June, assessing QBO features to see what might be changed in our practices to realize efficiencies, especially around payments and emailing invoices etc. Olympic Trials trip preparation.

Medium/Long Term Goals: Olympic Trials DEI WZ Camp (PC portion)

Additional Notes or Comments:

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

Report of Recent Activities:

1. HS Observed Meets that have been received have all been loaded.
2. Club transfers are picking up but there's still an issue getting payments.
3. Some Reports have been added, including a Club in Good Standing Report, Olympic Trials Qualifiers Report and National Top 10 Relays Report.
4. Certificates for online courses (CANRA, APT, etc) can now be downloaded.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Posted all high school results for April and May, Posted May results, Updated listing of

athletes that have signed to swim in college next year, Uploaded all April results into TM database, Working on documenting steps for website management, Posted various documents for House of Delegates Meeting, Attended Athlete Meeting, Updated Officials Assignments and posted to website, Updated all Committee reports on the website, Researched swag items for Officials Clinic and Awards Banquet, Ordered high point awards for Summer AGCs, Dates have now opened for Facilities Use Permit, Starting Permit process

Report of Action Items Prior:

Current/Short Term Goals: Order high point awards for Summer FWs

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 24-084. Meets loaded in OTS through 24-081. MEFAP Entry Processing. Second Round bid awarded to PLS for Spring Age Group Champs (approved by Exec Committee). Completed work for DDEI on Senior Parallel Time Standards (Senior Open/Senior 2). Documenting job responsibilities as new tasks come up. Summer AG Champs Meet Sheet in inbox for review today.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Senior Committee in-person meeting at SCSC International Meet. Third Round of PC Bidding for 24-25.

Medium/Long Term Goals: July Senior 2 T/F still in need of host. Working with Senior Committee on re-developing senior schedule for 25-26. Begin reviewing time standards for 24-25.

Additional Notes or Comments: Still waiting on updates in regards to No-Show Fine Appeals from all the way back in December.

Karen Bair, Admin Asst:

Report of Recent Activities:

WZ- A Head Coach was selected—Daniel Kelly. At a Zoom Meeting, attended by the WZAG Head Coach and others, 6 Assistant Coaches were selected. All have been contacted, and Daniel led a meeting with the Assistant Coaches, where they selected the age groups they will be working with.

Athlete applications are up to 95—with the 10/unders and 11/12 males a little low. I will be creating a QR Code with a link to the Athlete Application to post at the meet this weekend in Morgan Hill. Diana updated the Medical Release Forms for the athletes, and I have the travel information ready to send, as soon as the team is selected. Applications close on May 31st.

Chaperone/Manager Applications are a bit low, so I will also post a QR code with a link to that application.

Diana and Cindy ordered stickers for the team, and I am still hoping for a sale to purchase the ziplock goodie bags for the stickers and bag tags.

TO DO: Run reports of applicants for coaches, order caps, finalize apparel choices, work on Chaperone Handbook

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Completed April end of month closing and prepared QB desktop for the transition.
2. No transactions were entered May 17-21 during the transition work done by CCA.
3. Completed the transition from QB desktop to QB online. Cindy and I participated in a 4 hour training on Tuesday. We are becoming acquainted with the different QBO processes.
4. Payroll setup/training was completed.
5. Reached out to Chase re alternative ways to collect credit card payments at the October event.

Report of Action Items Prior:

Debbi has been notified by USAS that since Chris repaid the amounts due to Zone 2, further action is our responsibility. Debbi and Lehla are working on a letter to Chris and Zone 2.

Current/Short Term Goals: Need to create a policy regarding authorized types of payment.

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- June Exec Comm meeting to work on LSC Mission
- AG - Meet surveys, Facility Fee question from TERA, Facility Survey from PC
- Ath Reps - do you care about Spring FW?, Bullying policy and Code of Conduct
- Governance - Travel Policy and Camp Coordinator
- ZAM - Motion to change P&P about the date of ZAM.

Medium/Long Term Goals: Board Strategic Planning

Action Item:

-Motion: AGC moves to have all Finals swims be scored at LSC Age Group Championship meets. To score LSC Age Group Championship meets as written USAS rule book 102.24.3.

-Motion Block Party: Only PC Sanctioned or Observed or Approved meet results will qualify an athlete for the following meets and records: all Age Group Championships, all Far Western Championships, and all Senior meet with qualifying times.

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

June 6, 2024

Virtual Meeting 10:00 am

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

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Letter to individual to cease activity with bank accounts related to Pacific Swimming was sent certified this morning.
2. QSS also a block party team in PC.
3. Met with Age Group Chair and Scheduling Chair on strategic planning for future Age Group Champs and Far Western Champs.

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] **Medium/Long Term Goals:**

Additional Notes or Comments:

- Outstanding Service Award to be mailed (once mailing address is received).
-

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

Report of Recent Activities:

1. Working on closing May in QBO. Still pretty clunky as I get used to making entries and completing transactions in the online version.
2. Discussed some grants with Mike and Mary separately, they decided clubs have until July 1 to remediate any missing information. Will follow up with them as a few clubs have met remediations.
3. Worked with Mary on multiple sessions of QBO going over new procedures and transactions.
4. Had a meeting with AEC and worked on summit planning and schedule for athletes.
5. Met with Fitter Faster staff and nailed down final details of the camp in October, which is now a one day camp to keep it at a reasonable cost.
6. Working on finalizing Bag Tag order. Logo cleaned up on the backgrounds (transparent versus black or white). Also will be working with TCA to help cut their costs on bag tags for their Sectional Meet. Still hoping for the same schedule. (order finalized by 6/13/2024, delivered to me by 7/3/2024 (I'll arrange distribution at Age Group Champs meet in Concord).

7. Sent out the Facility Survey. Looks like there's about 22 responses so far. Maybe we need a link or QR code at some upcoming events to get more people to fill this out.
8. Prepared recent meet invoices and sent them to host clubs. Communicated to host clubs expectations regarding post meet reports. Cleared AR with any payments received at the mailbox or via ACH in the bank account.

Report of Action Items Prior:

Current/Short Term Goals: GRANT REVIEW - this needs to be completed by mid June, assessing QBO features to see what might be changed in our practices to realize efficiencies, especially around payments and emailing invoices etc. Olympic Trials trip preparation.

Medium/Long Term Goals: Olympic Trials DEI WZ Camp (PC portion)

Additional Notes or Comments:

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

Report of Recent Activities:

1. HS Observed Meets that have been received have all been loaded.
2. Club transfers are picking up but there's still an issue getting payments.
3. Some Reports have been added, including a Club in Good Standing Report, Olympic Trials Qualifiers Report and National Top 10 Relays Report.
4. Certificates for online courses (CANRA, APT, etc) can now be downloaded.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Posted May results, Uploaded all high school, May and out-of-LSC results into TM database, Working on documenting steps for website management, Updated Officials Assignments and posted to website, Attended Officials Selection Meeting to place corner officials for the 2024-25 meeting, Researched swag items for Officials Clinic and Awards Banquet, Ordered duplicate high point award for Summer AGCs for 12 YO Female, Ordered Summer FW high point awards, Attended Fitter and Faster Zoom call, Submitted permit request for Pleasant Hill Middle School

Report of Action Items Prior:

Current/Short Term Goals: Start designing Awards Banquet awards with Hasty Awards

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

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 24-095. Meets lall current in OTS. MEFAP Entry Processing. Senior Committee met at International Meet working on re-structuring a Senior Schedule. Met with Lehla/Tyler to discuss Age Group Scheduling, particularly in relation to Far Westerns. Documenting job responsibilities as new tasks come up. Summer AG Champs Meet Sheet in inbox for review today.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Age Group Committee Meeting next week? Third Round of PC Bidding for 24-25.

Medium/Long Term Goals: July Senior 2 T/F still in need of host. Working with the Senior Committee on re-developing the senior schedule for 25-26. Begin reviewing time standards for 24-25.

Additional Notes or Comments: Still waiting on updates in regards to No-Show Fine Appeals from all the way back in December.

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG: The Coaching Staff for WZAG 2024 is working on the athlete selection for their age groups. Diana was able to upload all the meets as of June 2nd, we were able to provide the coaches with the most recent times. Daniel Kelly, the Head Coach, asked that the names be redacted, so the coaching staff is basing their selections on times only (short and long course best times were provided). The deadline for the coaches to submit their age group athlete selection is June 10th.

Coach Daniel is working on a welcome letter, and I will be sending out the emails to the athletes.

I will also be sending out the Authorize.net at that time, asking that the parents pay within 3 days, as the final payment for Southwest Airlines is due June 24th. We will have extra tickets, and I will see if any officials would like to purchase one of our tickets.

I have been monitoring the flights, and they are now \$295.73/person (initially they were \$355.93/person), so we have a new contract, the final payment remains June 24th.

Final count of applications was 108, but 3 groups were not well represented.

Laurie checked the credentials of the coaches and the chaperones who have applied, and I will be sending out reminder notices to the coaches to make sure that all credentials are updated prior to the meet.

Seven individuals have applied to be chaperones.

TO DO: Notify athletes selected for the team, set up equifax payments, order caps, order apparel, pay final invoice for airlines, work on Chaperone Handbook

Medium/Long Term Goals: Chaperone Handbook

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. The transition to QBO has been challenging. I'll have to use three reports to create a Statement of Activities Budget Performance.
2. Started work on the End of Month transactions for May.
3. Letter to individual to cease activity with bank accounts related to Pacific Swimming was sent via Certified Mail. Both Debbi and Lehla approved the rewrite.
4. Chase has not gotten back to me regarding alternative ways to collect credit card payments at the October event.
5. Debbi has an idea regarding Travel support for Summer Sectionals since we have funds available. The idea is to give each club that attends the Sectionals in Novato \$400 and give \$300 to clubs attending Sectionals in Fullerton.

Report of Action Items Prior:

Current/Short Term Goals: Need to create a policy regarding authorized types of payment.

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- June Exec Comm meeting to work on LSC Mission
- AG - Meet surveys, Facility Fee question from TERA, Facility Survey from PC
- Ath Reps - do you care about Spring FW?, Bullying policy and Code of Conduct
- Governance - Travel Policy and Camp Coordinator
- ZAM - Motion to change P&P about the date of ZAM.

Medium/Long Term Goals: Board Strategic Planning

Action Item:

-Motion: AGC moves to have all Finals swims be scored at LSC Age Group Championship meets. To score LSC Age Group Championship meets as written USAS rule book 102.24.3.

-Motion Block Party: Only PC Sanctioned or Observed or Approved meet results will qualify an athlete for the following meets and records: all Age Group Championships, all Far Western Championships, and all Senior meet with qualifying times.

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

June 20, 2024

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [Indy/OT], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X], Karen Bair [X], Mary Ruddell [Indy/OT]

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Letter to individuals to cease activity with bank accounts related to Pacific Swimming was sent certified this morning.
2. QSS is also a block party team on PC.
3. Met with Age Group Chair and Scheduling Chair on strategic planning for future Age Group Champs and Far Western Champs.

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] **Medium/Long Term Goals:**

Additional Notes or Comments:

- Outstanding Service Award to be mailed (once mailing address is received).
-

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

Report of Recent Activities:

1. Have just barely been keeping up with work here in INDY! It's hot and sweaty, but it has been fun working and meeting new people and supporting athletes and coaches this week.
2. Worked with the WZ DEI people to shuttle participants from the airport to Butler University here in INDY. Did some shopping for their snacks as well.
3. Submitted logos and other details for the bag tags, will have order ready to approve early next week. TCA decided to order their own bag tags for sectionals, so that's not a part of our order.

Report of Action Items Prior:

Current/Short Term Goals: GRANT REVIEW - this needs to be completed by mid June, assessing QBO features to see what might be changed in our practices to realize efficiencies, especially around payments and emailing invoices etc.

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. HS Observed Meets that have been received have all been loaded.
2. Club transfers are picking up but there's still an issue getting payments.
3. Some Reports have been added, including a Club in Good Standing Report, Olympic Trials Qualifiers Report and National Top 10 Relays Report.
4. Certificates for online courses (CANRA, APT, etc) can now be downloaded.

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

Diana Fetterman, Website Administration & Records (*Liaison to Athletes. Officials*):
Report of Recent Activities: Posted Zone 3 & 4 2024-25 Meets on website and on calendar, Updated Job Postings, Posted new articles, Posted June results, Uploaded all meet results to TM database for All-Star Team selection, Working on documenting steps for website management, Updated Officials Assignments and posted to website, Attended Officials Selection Meeting to place corner officials for the 2024-25 meeting, Started process to design awards for Awards Banquet, Created Scholastic All America post

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
Additional Notes or Comments:

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group*):
Report of Recent Activities: Meets sanctioned through 24-096. Meets all current in OTS. MEFAP Entry Processing. Age Group Committee meeting included approval to move forward re-formatting FW/AGC for 2025-2026. Taskforce formed to take on project alongside Senior Committee. Age Group Time Standards to remain static for 2024-25. Documenting job responsibilities as new tasks come up.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Third Round of PC Bidding for 24-25. Senior Committee meeting next Monday.

Medium/Long Term Goals: Meet hosts needed for 2024-25 (Senior 2, Winter AGC, Post-CCS/NCS, March Senior Open)

Additional Notes or Comments: Still waiting on updates in regards to No-Show Fine Appeals from all the way back in December.

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG: Due to the late date of the WZAG Meet, several athletes selected have declined to participate. The team is almost finalized—I am waiting on one 11/12 Female athlete to respond, and for the coaches to let me know which alternate to invite in another age group.

The extra tickets have been offered to 4 Officials who will be going to the meet, and 2 have submitted payment.

Laurie checked the credentials of the coaches and the chaperones who have applied. Reminder notices were sent to the coaches of their expiring credentials, to make sure that all credentials are updated prior to the meet.

Twelve individuals have applied to be chaperones, and I have been researching their credentials and I spoke to one of the individuals. I will notify the 4 chaperones on Friday.

TO DO: Finalize team, order apparel, pay final invoice for airlines, work on Chaperone Handbook

Medium/Long Term Goals: Chaperone Handbook

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. The transition to QBO has been challenging. I'll have to use three reports to create a Statement of Activities Budget Performance.
2. Started work on the End of Month transactions for May.
3. Letter to individual to cease activity with bank accounts related to Pacific Swimming was sent via Certified Mail. Both Debbi and Lehla approved the rewrite.
4. Chase has not gotten back to me regarding alternative ways to collect credit card payments at the October event.

5. Debbi has an idea regarding Travel support for Summer Sectionals since we have funds available. The idea is to give each club that attends the Sectionals in Novato \$400 and give \$300 to clubs attending Sectionals in Fullerton.

Report of Action Items Prior:

Current/Short Term Goals: Need to create a policy regarding authorized types of payment.

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- June Exec Comm meeting to work on LSC Vision and Mission
- Meet Schedule subcommittee - Annie take charge
- Personnel Comm working on new staff position

Medium/Long Term Goals: Board Strategic Planning

Action Item:

- Motion: AGC moves to have all Finals swims be scored at LSC Age Group Championship meets. To score LSC Age Group Championship meets as written USAS rule book 102.24.3.
- Motion Block Party: Only PC Sanctioned or Observed or Approved meet results will qualify an athlete for the following meets and records: all Age Group Championships, all Far Western Championships, and all Senior meet with qualifying times.

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

July 11, 2024

Virtual Meeting 10:00 am

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

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Meeting scheduled with the Age Group Committee and Scheduling Chair on strategic planning for future Age Group Champs and Far Western Champs (Saturday of AGC).
2. 60 teams completed facility survey - attempting to contact non-responding teams at AGC

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] **Medium/Long Term Goals:**

Additional Notes or Comments:

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

Report of Recent Activities:

1. Completed Grant Review and final grants are processed or in process with one grant under review.
2. Picked up officials merchandise and dropped it off to storage/Diana.
3. Met with Phil and Diana to review classes and instructors and other plans for the Clinic.
4. Set up Zone 4 with the last Zoom license and helped Jim Morefield with his first meeting and handling the treasurer election. Observed a portion of the Zone 4 Meeting.
5. Worked on the scanner to finally connect over wired connection so I could complete scanning in all deposits from May and June.
6. Registered for the USAS Workshop in September and booked some hotel rooms for attendees Cindy, Lehla, Phil, Veronica. Booked first set of flights.
7. Reviewed the June month end with the accountant, reviewed some outstanding accruals and reconciled DEI Programs restricted funds account.
8. Finalized Bag Tag Order in mid June, received them yesterday. Allocated costs and sent to the treasurer for payment. Devised plan to distribute the orders.
9. Attended the Athlete and Officials Committee Meeting and Mission/Vision Statement meeting.

10. Working with the treasurer on onboarding the new Zone 4 Treasurer. Setting up email and meeting for procedure review today
11. Handed off the canopies, awards and bag tags to AGC host TERA. Cleared coaches who signed up on the Coach google form and shared the only issue with the meet referee and meet director.

Report of Action Items Prior:

Current/Short Term Goals: Finalize USAS Workshop travel and HOD submissions (due July 15).

Medium/Long Term Goals: Status of payment systems for Clinic, Clinic/Banquet/Summit planning

Additional Notes or Comments:

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

Report of Recent Activities:

1. HS Observed Meets that have been received have all been loaded.
2. Club transfers are picking up but there's still an issue getting payments.
3. Some Reports have been added, including a Club in Good Standing Report, Olympic Trials Qualifiers Report and National Top 10 Relays Report.
4. Certificates for online courses (CANRA, APT, etc) can now be downloaded.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted Zone 2 2024-25 Meets on website and on calendar, Updated Job Postings, Posted new articles, Posted June and July results, Uploaded all June meet results to TM database for All-Star Team selection, Working on documenting steps for website management, Updated Officials Assignments and posted to website, Awards Banquet awards have been designed and are just waiting for the winner names, Winter AGC medals have been ordered, Met with Phil and Cindy about October Clinic, Reached out to Jack's (October 11th) and photographer for (October 12th), Reviewing LSC records in SWIMS

Report of Action Items Prior: PH Middle School Pool Permit has been approved, Deposit check has been requested

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 24-104. Meets current in OTS through 24-103. MEFAP Entry Processing. Time Verification for Summer AG Champs Taskforce formed to take on project alongside Senior Committee. Age Group Time Standards to remain static for 2024-25. Documenting job responsibilities as new tasks come up.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. FW Task Force Meeting Saturday @ AG Champs.

Medium/Long Term Goals: Meet hosts needed for 2024-25 (Senior 2, Winter AGC, Post-CCS/NCS, March Senior Open). Awards season around the corner. Are we going to be able to pull reports to do Outstanding Swimmer and Swim/Relay of the year tabulation?

Additional Notes or Comments: Still waiting on updates in regards to No-Show Fine Appeals from all the way back in December.

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars--- Pac All Stars—Still looking for the missing Credit Card charge for the hotel. I reached out to the Doubletree Hotel and the Executive Director of SoCal to pursue this problem.

WZAG 2024

Attended a meeting arranged by the Meet Director for WZAG, who was last year's Meet Director. He was great at communicating last year, and will be this year as well. LiveBarn will be offering a live feed of the meet this year, and information regarding spectator tickets was sent to the parents.

Tshirts, towels and backpacks should start arriving next week, and will be distributed at Far Westerns on Friday and Saturday.

Working on a google sheet for a lunch and dinner meal selection for the athletes, coaches and chaperones to fill out.

Rooming list was completed, and will be sent to the hotel.

TO DO: complete athlete medical release booklet, organize apparel for distribution, work on Google form for mealswork on Chaperone Handbook

Medium/Long Term Goals: Chaperone Handbook

Additional Notes or Comments: Working on Pac All Star hotel charges

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Worked with the accountant to update and write off old equipment.
2. Working with Zone 2 Treasurer on Finances for their Summer Champs.
3. Having issues with Payroll taxes.
4. Need to schedule a 2023-24 audit.
5. Waiting for the bill from Butler for the DEI Camp. Pacific spent \$4,746.46 on misc expenses. Will request reimbursement from WZ.
6. Working with the new Zone 4 Treasurer.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

-June Exec Comm meeting - Vision Statement - To provide opportunities and programs to our communities, so that they can dream big and pursue their goals.

-Governance Comm - Multiple section of the P&P will be presented for approval

-Secretary Training - Amy Chen needs an email address, she'll start attending meetings to start practicing

-DDEI Comm - Grant period closed, 2 applications came in, they are not yet reviewed.

-WZ DEI Camp - Lost room keys and ID cards

-Fitter & Faster - Waiting to hear from them on creating an option for registration to see which topic is more in demand (starts or turns)

-Meet Schedule subcommittee - AG meeting, SR meeting

-Personnel Comm -

Medium/Long Term Goals: Board Strategic Planning

Action Item:

-Motion: AGC moves to have all Finals swims be scored at LSC Age Group Championship meets. To score LSC Age Group Championship meets as written USAS rule book 102.24.3.

-Motion Block Party: Only PC Sanctioned or Observed or Approved meet results will qualify an athlete for the following meets and records: all Age Group Championships, all Far Western Championships, and all Senior meet with qualifying times.

-Motion to suspend the relay award for 2024 awards banquet due to lack of reports available from USA Swimming. Covering relays from Sept 1 2023 to Aug 31, 2024.

Additional Notes or Comments:

Discussion Items: