



PC STAFF MEETING MINUTES/ REPORTS

Aug 15, 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. Provide some remote support of Western Zones regarding an incident with a staff member of WZAGC - resolve? Action Item: set up meeting with individual for questions/concerns and possibly issue a written warning letter.
2. PC codes of conduct updates (what was signed v what is in P&P). Possibly update for Nov meeting
3. Working with staff on post Western Zone Age Group Champs meet survey
4. Can the LSC shut off 2024 Registrations for the whole LSC because people are registering for the wrong year? - no, so members are registering for last year. Turn off teams individually and anyone that needs a 2024 registration can go through Laurie.
5. 2026 Far Western Age Group Committee project - met with Annie and worked on items.
6. Committee web page update? Lehla to email c.chairs
7. Advertiser/Sponsor Pacific Swimming request - possibly send to finance committee.

ACTION ITEMS:

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

- Fitter/Faster Aug 5 email
-

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

Report of Recent Activities:

1. Provide some remote support of Western Zones, and tried to make a few interesting social media posts.
2. Sent out reminders to clubs regarding registration effective September 1 and also shared FW Meet survey with Head Coaches. Still finding that clubs don't understand that their programs for the fall cannot start registering athletes until September 1.
3. Reviewed outstanding invoices and emailed clubs/contacts regarding late payments and late fees.

4. Processed final meet invoices for the swim year
5. Closed July accounting month and attended an accounting review meeting.
6. Attended Executive Committee meeting 8/14/24.
7. Posted 2025 registration updates on the website.
8. General planning of the October Clinic

Report of Action Items Prior:

Current/Short Term Goals: Status of payment systems for Clinic, Clinic/Banquet/Summit planning

Medium/Long Term Goals: Planning and logistics for October Events

Additional Notes or Comments: I am traveling outside the country to Australia Oct 15-Oct 29

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

Report of Recent Activities:

1. Turning off registration for 2024 in all club portals, to avoid more issues. 2025 registration begins Sept 1 2024.
2. Registration meeting yesterday to cover Junior Officials. Can only officiate 12 and Unders and there has to be a 1:1 of Adult to Junior Officials. Junior Officials can not be entered in the meet/session that they are officiating.
3. Trying to find a way to get Swims information for time verification on Block Party meets
4. We will not be posting results for Block Party meets
5. Individual Season registration is now 150 days from when an athlete registered and an athlete can register at any time. No more set Seasonal Registrations.

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: Updated Job Postings, Posted new articles, Posted August results, Posted new meets sheets, Updated Meet Sheet Archive, Uploaded all last minute results to TM database for All-Star Team selection, Updated Officials Assignments and posted to website, Started placing officials/board members' names into hotel rooms, Processed Travel Support for Futures, Speedo Summer and Olympic Trials, Went on vacation!

Report of Action Items Prior: Hasty is re-ordering 130 silver FW medals. They will be sent to me in 4-5 weeks and I will get them sent out to teams. I will contact Julie to see if she still has the award labels in addition to the Excel sheet she already gave me.

Current/Short Term Goals: Order Officials' swag and Awards Banquet swag, Create Awards Banquet invite

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 24-110. Meets current in OTS through 24-108. MEFAP Entry Processing. Met with Vern/Asher to get Senior Motions written and to Executive Committee. Worked with Lehla on 2025-26 Far Westerns restructure

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

Medium/Long Term Goals: Awards Season tabulating at the end of August. Meet hosts needed for 2024-25 (Senior 2, Winter AGC, Post-CCS/NCS, March Senior Open). Awards season around the corner. A couple motions for senior, how to get them moving? (Enforcing time standards @ Senior Open for 13-14, no more 11-12).

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—no updates on the uncharged hotel

WZAG 2024

Met athletes and their parents at the San Jose Airport at 10:30 AM on Tuesday. Athletes gave me their liquid travel items, and my luggage was overweight (many athletes brought heavy and large items). Our 2 buses were waiting for us in Boise, and the athletes went directly to the pool for a short warm-up, then to the hotel for a Potato Banquet.

An eventful meet. It was larger than last year (100 more athletes) and the timeline a bit longer. We had 1 ½ lanes for warm-up, sharing a lane with Oregon. Early mornings and late nights, returning to the hotel to rest between prelims and finals. Air quality was bad, and we were indoors for 2 days of the meet, which was challenging.

Athletes seemed to like the meals and the snacks. Lunches and dinners were eaten at the pool, breakfast at the hotel.

Attended AG Championship Zoom Meeting on Wednesday. Discussion regarding changing order of events (distance events for 13/14 are back-to-back). Working on lining-up meet hosts for the next 2-3 years.

TO DO: Working on uploading receipts for WZAG, finalizing questionnaire for follow-up

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. Butler Invoice for the DEI Camp has been paid.
2. Trials Travel Support closes on August 23rd. CROW and LAKE requests are outstanding.
3. Started work on Sectionals Subsidy Checks. Hope to issue checks next week. All Clubs must register with Bill.com and provide an updated W9 form.
4. NNA DDEI Grant e-payment will go out next week
5. Preparing information for TCA Discussion
6. Luke Hobson Travel Support- LAKE initially declined.
- 7.

Report of Action Items Prior:

Need acknowledgement from Zone 2 regarding letter sent re ZAM and July 23 Zone 2 meet finances.

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Board Workshop - Beginning planning/agenda, will include writing motions, but don't want to spend much time on it. Vision and goals will be primary tasks
2. WZ Reviews and Policies - Gathering feedback from coaches and chaperones so we can update P&P and create manuals or best practices for coaches, chaperones, athletes and parents.
3. Review meeting with Loki - Lehla, Vern, Karen, Cindy to meet with Loki and issue a final letter.
4. Fitter & Faster - Need to have another meeting with them to make sure we're on track for Oct
5. Leadership Summit - AEC meeting this Sunday to finalize the schedule and figure out last guest speakers
6. Personnel Comm - Job description for new staff position is ready to present to the board in Sept.
7. Sectional Financial Review Task Force - Debbi, Mary, Mike D., Phil, Don, Vern to meet and review TCA's request for assistance, Aug 29

Medium/Long Term Goals: Board Workshop

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

Aug 29, 2024

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [med], 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. WZAGC - resolution Action Item: set up meeting next week with individual for questions/concerns and issue a written warning/resolution letter.
2. PC codes of conduct updates (what was signed v what is in P&P). Working with Veronica on this
3. PC Board workshop planning.
4. 2026 Far Western Age Group Committee project - met with Senior Committee and Officials Chair

ACTION ITEMS:

Report of Action Items Prior:

Current/Short Term Goals:

- Get FloDesk working for this swim season! Send email Sept

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. Reviewed all the sanctions and audited that every meet was in fact invoiced or had been canceled. There were no discrepancies I found except to note the Willits meet was canceled.
2. Sent out email reminders about opting in for bulk renewal and transfers. Turning off the ability for clubs to sign people up was a good idea, I think it helped with the people trying to register for next year. We should do it again next year.
3. Attended the small group LSC meeting and the Block Party follow up meeting.
4. Sent out registration for LSC Workshop.
5. Worked with Mary on TCA income and expense documentation for a task force meeting this week.
6. Prepared deposit for most recent AR payments, going to the bank today.
7. Worked on the event registration for October events. Tested a one other option and found it was not as flexible or robust as Eventbrite and after setting up the Summit as a test event and testing a few things, decided it was worth the \$100 to spend for the three eventbrite events. Will look at some other options for next year earlier so we can pick a suitable replacement (if one exists).
8. Attended the Athlete Executive Summit Planning.

9. Monitored the registration emails for Laurie this week, many clubs panicked when they got the email from USAS regarding them not renewing the bulk option.
10. Went to Storage to count officials gear and assess what could be used at the Clinic this year.
11. General planning of the October Clinic with Diana, including working on swag for officials and banquet nominees.

Report of Action Items Prior:

Current/Short Term Goals: Status of payment systems for Clinic, Clinic/Banquet/Summit planning

Medium/Long Term Goals: Planning and logistics for October Events

Additional Notes or Comments: I am traveling outside the country to Australia Oct 15-Oct 29

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

Report of Recent Activities:

1. Report from Cindy. Laurie is home from the hospital and is resting.
2. Has taken a few phone calls, but is not allowed to lift arms yet, so can not work despite wanting to.

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: Updated Job Postings, Posted new articles, Posted August results, Posted new meets sheets, Updated Meet Sheet Archive, Updated Officials Assignments and posted to website, Started placing officials/board members' names into hotel rooms, Created 24-25 Travel Guidelines - waiting for Senior Chair approval, Created new Travel Support forms for Sectionals, TYR Pro - waiting for approval to post, Researched airfares for Winter Jr. and US Open meets - waiting for approval, Processed travel support for Olympic Trials, Futures and Sectionals, Re-formatted 2024-25 Age Group Time Standards, Created 24-25 AGC and FW Hy-tek files, Created 2024-25 Senior Times Overview (with as much information as is available), Received contract/menu from Awards Banquet caterer, Completed year-end inventory of Officials Apparel with Cindy and Mary,

Report of Action Items Prior: I have received labels for the FW silver medalists from SCSC. Will take care of this when replacement medals have arrived

Current/Short Term Goals: Order Officials' swag and Awards Banquet swag, Create Awards Banquet invite

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

Additional Notes or Comments: Final decision on HOD meeting date/time - cancel PH Rec Chateau Room?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 24-115. Meets current in OTS through 24-112. MEFAP Entry Processing. Communication with WCAB and Senior Committee regarding new senior eligibility requirements. Senior Committee meeting, discussion on Senior Eligibility and needs, and working towards developing Senior Far Westerns for 2026. Meeting with USA-Swimming (Joel/Jane) on integrating Block Party into LSC.

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

Medium/Long Term Goals: Awards Season tabulating at the start of September. 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 2024

Finalized WZAG expenses with Mary. Notified by our busing provider that we will be receiving a partial refund of busing (\$1063)

Sent out questionnaire for WZAG to athletes, and a separate questionnaire to chaperones and coaches, and approximately 50% participation.

PAC ALL STARS

Reached out to the hosts for next year, and have not yet received a reply.

Medium/Long Term Goals: Chaperone Handbook

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Submitted request for reimbursement to Western Zone for camp expenses totalling \$13,938.68
2. Paid Fitter Faster \$2,000
3. Only 8 of 24 Clubs have submitted Travel Support Applications for Futures.
4. Only 2 of 10 Clubs have submitted Travel Support Applications for Speedo Summer Champs.

5. Issued 30 of the 43 Sectionals Subsidy Checks. Of the remaining Clubs four need to update W9s and 9 need to register with Bill.com.
6. Put together income and expense reports for the TCA Sectionals discussion tonight,
7. Researched audit requests for QSS (Ugh)
8. Deadline of 8/31/24 for Luke Hobson to answer if he can accept travel support and not hurt his eligibility.
9. Cindy, Diana and I inventoried the apparel for the audit yesterday. Need to schedule a day to clean out the storage.
10. Reminder I will be out of the country 9/11-10/3. I have set up a process for checks to be issued while I am gone with the accountant.
11. Year end is August 31, 2024. Any payments that are due for this year are due now! I can accrue the expense.

Report of Action Items Prior:

Need acknowledgement from Zone 2 regarding letter sent re ZAM and July 23 Zone 2 meet finances.

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Board Workshop - Reg sent out by Cindy, Conflict of interest will be signed again, review of committee docs, Vision Statement review, Group Picture, Goal Setting session, and creating our own version of block party
2. WZ Reviews and Policies - Working on finishing P&P section for Travel Policy
3. Review meeting with Loki - Lehla, Vern, Karen, Cindy to meet with Loki and issue a final letter Tues, Sept 3
4. AG Comm: I'm sending out minutes, agenda and meeting reminder and will run the meeting. Tyler is working on his schedule but would like to stay on.
5. Motion Acronyms: What does everyone think
6. Schedule of LSC Meetings: when is Investment meeting?
7. Fitter & Faster - Need to have another meeting with them to make sure we're on track for Oct
8. Leadership Summit - Moving lunch to the pool then walking back to teen center
9. Sectional Financial Review Task Force - Debbi, Mary, Mike D., Phil, Don, Vern to meet and review TCA's request for assistance, Aug 29
10. Email Block Party Task Force: Include Z Chairs, Z AG Rep, Z SR Rep, Z Official Chair, Z Schedule Chair, Lehla, Cindy, Mary, Asher, Doug?, Annie

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

Aug 29, 2024

Virtual Meeting 10:00 am

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

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Today's Block Party Update:
 - a. Q1 report from USA Swimming will be sent out March/April (after scy season) to see if MORE athletes are participating in meets and if retention numbers are increased.
 - b. 300 Teams maximum in Pilot 2
2. WZAGC - resolution and resolution letter complete.
3. Patrick Murphy running a Motivational Time Standard webinar next week Sept 18 9AM
4. Touring the Zone meetings about 2026 FW project and Block Party info.
5. Working with Veronica to update MAAP/Code Conduct for travel/camps
6. Michael Greymont looking into Morgan Hill availability for winter AGC. Possibility of Z1S or collab on hosting meet. Michael Greymont volunteered to be meet director.

ACTION ITEMS:

Report of Action Items Prior:

Current/Short Term Goals:

- Get FloDesk working for this swim season! Send email Sept

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. Month End closing for August, Month End Review with FVC and CCA. Starting our Year End accounting prep and review. Sent out Finance Committee Meeting information and reports for the meeting tonight.
2. Attended USA Swimming LSC Leaders September call.
3. Worked with Mary on TCA income and expense documentation for a task force meeting this week.
4. Working on Finalizing Eventbrite for Banquet, Athlete Rep, and Officials.
5. Attended the Board Workshop in Pleasant Hill.
6. Met with Fitter & Faster on Clinic for Athlete Reps to work on some logistic deals
7. Added Board Meetings for the 2024-2025 year in the calendar and in Zoom.

8. Fielding questions for the treasurer while she's out of the country.
9. General planning of the October Clinic with Diana, including working on swag for officials and banquet nominees. Ordered custom towels for the nominee gift, similar to what we had in 2016.

Report of Action Items Prior:

Current/Short Term Goals: Planning October Clinic

Medium/Long Term Goals: Planning October Clinic and working on Closing Year End and Audit Review.

Additional Notes or Comments: I am traveling outside the country to Australia Oct 15-Oct 29

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

Report of Recent Activities:

1. Lots of transfers coming in right now, in transfer invoicing crunch right now.
- 2.

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: Updated Job Postings, Posted new articles, Posted new meets sheets, Updated Meet Sheet Archive, Updated Officials Assignments and posted to website, Fulfilled officials' apparel orders, Started placing officials/board members' names into hotel rooms, Created 24-25 Travel Guidelines - waiting for Senior Chair approval, Created new Travel Support forms for Sectionals, Researched airfares for Winter Jr. and US Open meets - waiting for approval, Processed travel support for Futures, Speedo Summer Championships and Sectionals, Revised 24-25 FW Hy-tek files, Received contract/menu from Awards Banquet caterer, Completed year-end inventory of Officials Apparel with Cindy and Mary, Ran SCY and LCM Top Times for year-end, Checked all year-end records, Ordered more athlete shirts, Ordered Officials and Athlete swag, Started buying items on sale for clinic,

Report of Action Items Prior: Silver FW medals have arrived and I will label all of them and send them to clubs - no charge from Hasty

Current/Short Term Goals: Create Awards Banquet invite

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

Additional Notes or Comments: Final decision on HOD meeting date/time - cancel PH Rec Chateau Room?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 24-115. Meets current in OTS through 24-120. MEFAP Entry Processing. Age Group Committee meeting, more detailed discussion on reformatting of Far Westerns and Age Group Schedule beginning 2026. Awards Banquet - Outstanding Swimmer and Race of the Year tabulations completed. Race of the Year finalists forwarded to committee for vote.

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: 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 2024

Contacted busing provider regarding status of a partial refund of busing (\$1063). Should be mailed this week.

PAC ALL STARS

Reached out to the hosts for next year 3 times, no response—so I sent out an email to the group. Host is working on hotels, and said they will be sending out information soon.

Started researching airfare. Southwest out of San Jose has best prices, but return flights might be an issue (Timeline last year was ending meet at 1:45PM, airport is 45 minutes from pool site). Nonstop return flight is leaving airport at 3:55pm. Flights out of Oakland are super early on Saturday, better times Sunday return.

ZAM 2025

Researching hotels.

WZAG 2025

Researching hotels. Site to be finalized at the end of September.

Medium/Long Term Goals: Chaperone Handbook

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Submitted request for reimbursement to Western Zone for camp expenses totalling \$13,938.68
Update: Request has cleared the WZ and has been sent to USAS.
2. Only **12** of 24 Clubs have submitted Travel Support Applications for Futures.
3. Only **5** of 10 Clubs have submitted Travel Support Applications for Speedo Summer Champs.
4. **All but 8 Clubs have received** Sectionals Subsidy Check
5. Luke Hobson declined the OT Travel Support due to NCAA eligibility rules.
6. Need to schedule a day to clean out the storage in **October/November.**
7. Reminder I will be out of the country 9/11-10/3. **Just completed leg two of three to Johannesburg. Atlanta airport is huge. Next leg is 16 hours :@{(**
8. **Prior to departure all invoices/payments were initiated and reports prepared for the 9/12 Finance Committee meeting. TCA is aware that the BOD will be making a decision payment due to Pacific for July and future National meets held in and sanctioned in Pacific. Tom is wondering about time trials in 2023. My answer is no but did not respond to that email. Vern?**
9. **Debbi will distribute all of the letters to Zones regarding acknowledging acceptable payment methods for Zone Chairs and Treasurers at the FIN meeting.**

Report of Action Items Prior:

Need acknowledgement from Zone 2 regarding letter sent re ZAM and July 23 Zone 2 meet finances.

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Prepping for BOD meeting, collecting reports, motions, preparing agenda, minutes and motions history
2. Travel Policy is almost done and will be ready for use at the PacCoast All-Stars
3. Fitter & Faster - Met to finalize plans and we're good to go.
4. Leadership Summit - Almost done with planning and Cindy is getting registration done to put out in the next few days.
5. Sectional Financial Review Task Force - Presenting a motion at BOD next week
6. Z1S election held, need to send Trent Larsen (Chair) and Chris Swan (Scheduling) resources to learn their new jobs
7. Sanction F&F Clinic - remember to do reg check before clinic
8. Ath Comm needs a motion to input age minimum to be Rep

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items: