



PC STAFF MEETING MINUTES/ REPORTS

October 3, 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 [traveling today will be back tonight]

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. Tried to clear up some mis-info on sectional times. Officials Chair to update QSS.
2. 2026 FW project doc made to be sent out to teams.
3. Working with Veronica to update MAAP/Code Conduct for travel/camps
4. USA AMB Workshop - club fee increase for team services to visit LSCs every 2 years.
 - a. We can access ALL members in Pacific? And send emails?? So they say...

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. Started work on month end closing for September and also refining some of the August end of year items (TCA adjustment, inventory adjustment for hats, scanning supporting documents etc)
2. Attended the Registration portion of the USA Swimming Workshop in Denver.
3. Working on the October Clinic including dropping off merch, pulling together signage and other items needed for next week (yes, next week).
4. Eventbrite update - 245 officials, 32 athletes in person (though three are also virtual? Atlas Metin, Alex Labiang, Amy Chen), 92 banquet, but that count does not include most of the board or staff.
5. Working on putting together the recordings of the registration meeting made in Denver to give Laurie and Eric.
6. Fielding questions for the treasurer while she's out of the country and monitoring the bank account twice daily.
7. Set up HOD Meeting in Zoom and working on communication for the teams.

Report of Action Items Prior:

Current/Short Term Goals: Executing the October Clinic

Medium/Long Term Goals: Executing 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, If I can join HOD from the plane I will, payroll will be done before I leave and once I return.

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, Managing officials/board members'/athlete names into hotel rooms, 24-25 Travel Guidelines approved by Sr. Chair and now posted, Posted Travel Support forms for Sectionals and TYR Series, Researched airfares for Winter Jr. and US Open meets - waiting for approval, Processed travel support for Futures, Speedo Summer Championships and Sectionals, Posted 24-25 AG Motivational Hy-tek files, Received contract/menu from Awards Banquet caterer, Bought more dry goods for the Clinic and Summit, All FW silver medals mailed out, Created Awards Banquet Program, Script and Power Point, All Award Banquet awards have arrived and are accounted for, Attended Athlete Rep Meeting and Officials' Clinic Presenters Meeting

Report of Action Items Prior:

Current/Short Term Goals: Finish proofing Banquet Program, Script

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 24-138. Meets current in OTS through 24-129. MEFAP Entry Processing. Senior and Age Group Committee Meetings. Primary discussion around Champ Meet Restructure. Awards Banquet - Race of the Year voting completed and tabulated. Zone 1S picked up Winter Age Group Champs at Morgan Hill.

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, Post-CCS/NCS, March Senior Open). MHSC potential host for December Senior 2? Follow up with Tom Lebherz.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG 2024

Contacted busing provider regarding status of a partial refund of busing (\$1063). Should be received by now.

PAC ALL STARS

No updates on hotels and cost for the trip to Oregon as of Tuesday, October 1st.

Airfare---any additional feedback on airlines and potentially using 2 different airports? I do have the reservations for airfare, round trip from San Jose, but the return time is a bit late on Sunday.

ZAM 2025

The warm up on Saturday will be at the Fremont High School, in Sunnyvale. That pool is not available for use on Sunday, and the meet hosts have a request to use the Monte Vista High School in Cupertino for the meet on Sunday.

One proposal from a hotel has been received. It is the Fremont Marriott Silicon Valley. Total estimated cost is \$43,664. \$21,025 for rooms (120 rooms), catering costs, including a 27% service fee and sales tax) is approximately \$22,5390 (but the counts for the meals are approximate). Contract has been requested, not yet received.

I sent out a busing request to our provider in Zone 4 on Monday, we have a credit with them from our 2024 ZAM Blizzard, and I heard back from them on Tuesday—they are sold out on our dates.

Question Zone 1 North and Zone 1 South were responsible for their transportation to the venue on Saturday and pick up on Sunday—is that still the case?

WZAG 2025

WZAG will be held in Elk Grove in 2025—I have heard back from one hotel, but it is in Sacramento. I am still waiting to hear from others.

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 HOD 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 - Registration is low
4. Leadership Summit - Getting College Panel participant ready, emailed all athletes to increase participation
5. DDEI Camp Nov 2 at Solano College - shared camp with SN, Leland Brown coming from USAS, working on athlete speaker from Cal, sharing the cost with SN based on number of participants, Kent running a summit for the parents/guardians
6. Setting up meeting with FastSwims for MEFAP entries - Kent, Annie, Cindy, Vern, Carlene
7. Need to set up a meeting with Jennifer La Mont, ASCA, about PC input on Napa Clinic

8. Need to set up a meeting with new Zone Secretaries to go over the job and share templates.
9. Sanction F&F Clinic - remember to do reg check before clinic
10. Ath Comm needs a motion to input age minimum to be Rep, new committee assignments done but will collect more at Summit, do 2 Ath Rep awards this year Bella and Lily Yung
11. Motion to update Bylaws and to suspend P&P to get bylaws changed.

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

October 17, 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 [traveling today will be back tonight]

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. Tried to clear up some mis-info on sectional times. Officials Chair to update QSS.
2. 2026 FW project doc made to be sent out to teams.
3. Working with Veronica to update MAAP/Code Conduct for travel/camps
4. USA AMB Workshop - club fee increase for team services to visit LSCs every 2 years.
 - a. We can access ALL members in Pacific? And send emails?? So they say...

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. Started work on month end closing for September and also refining some of the August end of year items (TCA adjustment, inventory adjustment for hats, scanning supporting documents etc)
2. Attended the Registration portion of the USA Swimming Workshop in Denver.
3. Working on the October Clinic including dropping off merch, pulling together signage and other items needed for next week (yes, next week).
4. Eventbrite update - 245 officials, 32 athletes in person (though three are also virtual? Atlas Metin, Alex Labiang, Amy Chen), 92 banquet, but that count does not include most of the board or staff.
5. Working on putting together the recordings of the registration meeting made in Denver to give Laurie and Eric.
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Additional Notes or Comments: I am traveling outside the country to Australia Oct 15-Oct 29, If I can join HOD from the plane I will, payroll will be done before I leave and once I return.

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.
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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 - both Clinic Pre-Orders and mailed out orders, Finalized hotel rooms for Clinic and Summit, Waiting for approval to post travel support for Winter Jr. and US Open meets, Processed travel support for Futures, Speedo Summer Championships, Bought more dry goods for the Clinic and Summit, Finalized Awards Banquet Program, Script and Power Point, Printed all Clinic handouts and Awards Banquet Program, Created signs for Clinic, Received all new Officials apparel for counting and folding into Inventory, Created Display Rack for apparel sizing, Pulled off a successful October 12th Officials Clinic, Athlete Summit, and Awards Banquet, Finalizing all returns and final invoices, Posted many documents for BOD, Attended two Town Hall meetings and BOD

Report of Action Items Prior:

Current/Short Term Goals: Finish proofing Banquet Program, Script

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*):

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Additional Notes or Comments:

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Medium/Long Term Goals: Chaperone Handbook

Additional Notes or Comments:

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

Report of Recent Activities:

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6. Setting up meeting with FastSwims for MEFAP entries - Kent, Annie, Cindy, Vern, Carlene

7. Need to set up a meeting with Jennifer La Mont, ASCA, about PC input on Napa Clinic
8. Need to set up a meeting with new Zone Secretaries to go over the job and share templates.
9. Sanction F&F Clinic - remember to do reg check before clinic
10. Ath Comm needs a motion to input age minimum to be Rep, new committee assignments done but will collect more at Summit, do 2 Ath Rep awards this year Bella and Lily Yung
11. Motion to update Bylaws and to suspend P&P to get bylaws changed.

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

October 31, 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 [traveling today will be back tonight]

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Questions re: Team Unify/Sports Engine - PC access (emailed Jane Grosser)
2. PC needs a Camps Committee & Chair!!
3. Fastswims Meet Results uploads
4. Fastswims MEFAP- project to filter all MEFAPs directly through FastSwims continues...
5. SWIMS automatically added \$2.00 LSC fee to 2025 Outreach memberships (can't change in 2025).
 - a. Assign/Task DDEI Committee to work on where to move extra \$2.00 for 2025 FY.
6. Worked with Veronica to update MAAP/Code Conduct for travel/camps

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. Spent most of the last two weeks in Australia! We had a blast!
2. Read all my emails and send out some A Medals. I also worked on my expense report and made a deposit!
3. Received the news from US OPTC - Pacific Swimming LSC has been scheduled at the OPTC arriving February 5 and departing February 9, 2025. Right now there are 22 beds available. I anticipate there will be more but as of today that is what is blocked for you. So, I will get the application for coaches and athletes ready for the weekend meet
4. Working on Month End this week

Report of Action Items Prior:

Current/Short Term Goals: Catch up on what I missed!

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. 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: Added new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, 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, Finalized billing for all things October 12-13, Posted travel support for Winter Jr. and US Open meets, Created certificates for 2023-24 Records set and printed and mailed them, Created Top Times for 2024-25 - have some questions regarding records, Started process for having our website company convert our website to be ADA-compliant, Helping Mary to make sure she has all documents needed for the audit, including posting of the updated Governing Documents, Attended Athlete Rep meeting, Ordered Winter Age Group Championship high point awards and ribbons, Ordered Spring AGC and Far Western medals

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 24-149. Meets current in OTS through 24-149. MEFAP Entry Processing. Time Verification - PLS Senior 2. Winter AG Champs sanctioned.

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, Post-CCS/NCS, March Senior Open).

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2025

Still very limited communication from the meet hosts regarding hotels and Saturday night event (and costs).

Requested a quote from a busing charter, but tough to estimate without address of the hotel. I have an approximate cost on busing, but I have questions. Estimate is a \$3,024 (but I believe it will be lower, as our flight arrival time has changed).

Flights from Oakland have been reserved—final payment is due November 4th.

As of October 30th, 4 coaches have applied. Applications for athletes and chaperones should be going out next week, and I will send invites to past participants of WZ and Pac All Stars.

Vendor for shirts has been notified, and will be able to meet our deadlines.

ZAM 2025

The warm up on Saturday will be at the Fremont High School, in Sunnyvale. That pool is not available for use on Sunday, and the meet hosts have a request to use the Monte Vista High School in Cupertino for the meet on Sunday.

One proposal from a hotel has been received. It is the Fremont Marriott Silicon Valley. Total estimated cost is \$43,664. \$21,025 for rooms (120 rooms), catering costs, including a 27% service fee and sales tax) is approximately \$22,5390 (but the counts for the meals are approximate). Contract has been requested, still being finalized.

I sent out a busing request to our provider in Zone 4 on Monday, we have a credit with them from our 2024 ZAM Blizzard, and I heard back from them on Tuesday—they are sold out on our dates.

Sent out busing requests---our credit from Amador (from Blizzard 2024) is still valid, but they have no availability. A quote from an alternate provider was received, using 2 20 passenger vans, but the cost was exorbitant (\$8,000 PLUS per vehicle). I am waiting for a quote from Kings, who has been our transportation provider in the bay area, and that quote would include the Reno participants.

WZAG 2025

WZAG will be held in Elk Grove in 2025—Contract has been signed and returned to vendor. I have not yet

finished paying the deposit, but will do that by 1pm on Oct. 31st

Medium/Long Term Goals: Pac All Stars 2026

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. Received a thank you from Susan Huckaby for all the work and support Pacific did for the Western Zone for camp in Indianapolis. Susan stated that she approved refunding the registration fees for Kent and Coach K and added \$150 in office expenses.
2. Need to schedule a day to clean out the storage in November/December.
3. Audit work is in full swing. All paperwork due to the auditor by November 18th. Working meetings to be held November 4th and 12th.
4. TCA to deliver some sort of payment at the Sr2 meet this weekend, Until payment is paid in full TCA is on hold for meet sanctions.
- 5.

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. Travel Policy is updated for Coach application, needs to be done for athletes and chaperone for PacCoast All-Stars next week.
2. Fitter & Faster - will redo their session for our Ath Reps, we need to find date, location
3. DDEI Camp Nov 2 - Cost will be shared proportionally between the LSC's based on total cost divided by number of athletes attending.
4. FastSwims for MEFAP entries - We'll need to meet to discuss more Kent, Annie, Cindy, Vern, Carlene
5. Need to set up a meeting with Jennifer La Mont, ASCA, about PC input on Napa Clinic
6. Also considering how ASCA World Clinic being in Napa will affect our workshop and how to use that opportunity
7. Zone Secretaries meeting held yesterday to go over the job and share templates.
8. Ath Comm needs a motion to input age minimum to be Rep
9. Redo FIN motion on National meets to correct the language
10. Website update to add Vision

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

November 14, 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 [traveling today will be back tonight]

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Lehla is in the weeds and trying to catch up on work.
2. Meet Bathrooms: Safe Sport update from Team Leaders meeting: Bathrooms for meets need to avoid 1 on 1 interactions, but pools that cannot separate athletes from adults in separate bathrooms can STILL host meets.
3. Photography: Safe Sport update from Team Leaders meeting: The EXPECTATION is to not photograph athletes in vulnerable positions.
4. PC needs a Camps Committee & Chair!!

ACTION ITEMS:

Report of Action Items Prior:

5. Questions re: Team Unify/Sports Engine - PC access (emailed Jane Grosser "No one here seems to know about this? I would maybe suggest reaching out to another LSC who has this access and ask how they got it?")

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 October Month End. Reviewed month end with Debbi, Mary and Maria from CCA,
2. Finalized and sent out Meet Invoices for the weeks ending November 3 and 10.
3. Researched MEFAP reconciliation issues for Mary.
4. Researched air travel to US OPTC for Distance trip.
5. Finished up Audit requirements and finalized inventory counts for the year end.
6. Met with Diana and counted Athlete Shirts by Size.
7. Finalized Expense Reports through the end of October.
8. Sent out A-Medals ordered by NVST.

9. Worked on Bag Tag order for December - AGC and PacCoast.

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. Cleared all of the times anomalies
2. Working on merging registration ID's
3. Life Membership receipt received
4. Ongoing work on transfers

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: Added new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Met Cindy to inventory the Athlete Rep shirts, Updated Job Postings, Posted new articles, Posted new meets sheets, Updated Meet Sheet Archive, Uploaded all August, September, October results into TeamManager for All-Stars, Updated Officials Assignments and posted to website, Fulfilled officials' apparel orders, Wrapping up all October 11-13 items, Ran report and checked for new Pacific Swimming/NAG Records, Continuing the process for having our website company convert our website to be ADA-compliant, Helping with any documents needed for the audit, including posting of the updated Governing Documents, Attended Athlete Rep meeting, Ordered Winter Age Group Championship high point awards and ribbons, Ordered Spring AGC and Far Western medals and ZAM 2025 Topper, Created and posted Class of 2025 College Commitments on NLI Day, Posted Scholastic All America list for PC, Met with Cindy to inventory Athlete Rep shirts,

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: Report of Action Items Prior: Meets sanctioned through 24-155. Meets current in OTS. MEFAP Entry Processing. PLS picked up April Senior Open LCM, meet moved to April 26-27 weekend. MEFAP Fastswims project - Met with Mary/Kent/Vern/Carlene to solidify more concrete plans - calculated potential expense numbers based on 23-24 swim year.

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: 2025-26 Scheduling process begins in December. Meet hosts needed for 2024-25 (Senior 2, Post-CCS/NCS, March Senior Open).

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2025

We have received communication from the hosts, and have been notified of the hotel and approximate cost of rooms and banquet (\$159/room, \$45/person for banquet). Still no meet sheet—it is supposed to be coming soon!

Flights from Oakland have been paid, names submitted. Will need to update passenger names 3 days prior to the flight.

As of November 14th, 8 coaches and 64 athletes have applied. An email was sent to past participants of WZ and Pac All Stars. A meeting is set for Monday to select coaching staff.

Busing has been arranged, and 50% deposit check requested.

Vendor for shirts has been notified, and will be able to meet our deadlines.

Pac All Stars 2026: An email was sent to Coach Gaku regarding the Pacifica Pool, and a text sent to Jill McCormick regarding potential use of their pools, availability and cost, as we will host the meet in 2026.

ZAM 2025

The entire event (warm ups and competition) will be at the Fremont High School, in Sunnyvale.

25% Deposit for the Fremont Marriott Silicon Valley has been paid, next 25% deposit payment is due 1/10/2025. Total estimated cost is \$43,664. \$21,025 for rooms (120 rooms), catering costs, including a 27% service fee and sales tax is approximately \$22,5390 (but the counts for the meals are approximate).

Still working on busing from Reno area, and for Z2 and Z3.

WZAG 2025

WZAG will be held in Elk Grove in 2025, and we have a hotel in Elk Grove! Deposit has been paid, next payment is due mid July.

Medium/Long Term Goals: Pac All Stars 2026

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. Received a thank you from Susan Huckaby for all the work and support Pacific did for the Western Zone for camp in Indianapolis. Susan stated that she approved refunding the registration fees for Kent and Coach K and added \$150 in office expenses.
2. Need to schedule a day to clean out the storage in November/December.
3. Audit work is in full swing. All paperwork due to the auditor by November 18th. Working meetings to be held November 4th and 12th.
4. TCA to deliver some sort of payment at the Sr2 meet this weekend, Until payment is paid in full TCA is on hold for meet sanctions.
- 5.

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. Travel Policy is updated for Athlete application done
2. Fitter & Faster - will redo their session for our Ath Repts, looking at Jan 4, no budget
3. DDEI Camp Nov 2 - Cost will be shared proportionally between the LSC's based on total cost divided by number of athletes attending.
4. FastSwims for MEFAP entries - We'll need to meet to discuss more Kent, Annie, Cindy, Vern, Carlene
5. Need to set up a meeting with Jennifer La Mont, ASCA, about PC input on Napa Clinic
6. Also considering how ASCA World Clinic being in Napa will affect our workshop and how to use that opportunity
7. Zone Secretaries meeting held yesterday to go over the job and share templates.
8. Redid FIN motion on National meets to correct the language, motions from AG, SR, DDEI, & ATH

9. BOD Agenda complete, minutes doc set up,
10. Website update to add Vision
11. Chart of Goals for Committees start
12. Governance working on Board Review process
13. Staff Review coming up soon

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items: