



## PC STAFF MEETING MINUTES/ REPORTS

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

Meeting ID: 837 9344 4354

Passcode: 405788

February 27, 2025 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 []

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:** .

1. Working on Camp Handbook updates for Distance Camp
2. PC FOUND a Camps Committee & Chair!
3. See item #2 & #4 of Cindy's report
4. Meeting with USA Swimming lawyers later this week.

### ACTION ITEMS:

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Worked Senior Open Meet, was able to pick up the swim suits and canopy for the Athlete Suit Program. Will be taken to storage Saturday.
2. Met with Don Heidary to discuss a number of topics. He shared several ideas that are in the Club Development realm, including a partnership with Swimming World for a newsletter and other content to help engage members, more discussion on the LSC Coordinator role and a coaching course book he wrote for WSCA.
3. Attended BOD meeting and Governance Committee Meeting. Worked on the Board Assessment Google Form for the Board Assessment and discussed PII law with Governance to help them understand the need for the meet files.
4. Met with Jack Hallahan from Swimming World twice to review the newsletter concept and also discuss other opportunities. You can check out the look here  
[https://xdigital.spiweb.com/publication/?m=59404&l=1&view=channelBrowser&destination\\_id=120174&pre=1](https://xdigital.spiweb.com/publication/?m=59404&l=1&view=channelBrowser&destination_id=120174&pre=1)

We are discussing possibilities for next steps- he gave a few of us access to play with the platform, but I've not had much time to do anything with it.

5. Got a quote for Bag Tags, sent in all artwork and back of tag event listing, they are working up the order.
6. Uploaded all the receipts for OPTC and all deposits into Dropbox, created the expense report and submitted it to Mary.
7. Cleared AR, made bank deposits and sent out the weekly meet invoices.
8. Made arrangements to deliver pullovers to the officials that ordered them in October.
9. Payroll is due today.
10. When are we cleaning out the storage??

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:** I will be out of the office the week of June 23-29 - wanted to get that out there just in case we need to discuss any special planning around that time.

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

1. Business as usual for the most part
2. An issue with the unattached period for transferring CROW athletes has come up. Trying to figure out how to deal with the change after the fact without manually checking every athlete.
3. USAS is looking to giving different levels of access to SWIMS for different board members

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Processed last of the Winter Travel Support, Updated Class of 2025 College Commitments, Updated Top Times and Records twice, Received all Spring AGC and Spring FW medals - Eric to deliver AGC and FW to go to storage, Uploaded all January results into Team Manager, Worked with Mary on processing Travel Support Forms for Payment, Started building Spring Sectionals Travel calculation sheet, Add new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Started going through edits for "Resources" tab of website, met with Jack of Swimming World magazine, Posted many items for BOD, Attended BOD, Attended Athlete Committee meeting

**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:**

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 25-043. Meets current in OTS through 25-035. MEFAP Entry Processing. BOD Meeting 2/19. Senior Meeting 2/24. 2025-26 First Round Meet Bids Awarded, second round of bidding now open (bidding open through 3/14). Fastswims project - feedback regarding additional line to be added to split participation & facility fees (extra labor \$). As is the finance report that the host club will see shows PC reimbursing the club the facility surcharge for MEFAP Athletes. We can either leave as is and do the math each time, or pay a little more to get it ironed out and have the finance report accurately reflect the amount being reimbursed back to the club.

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

**Medium/Long Term Goals:** Meet hosts needed for 2024-25 (Senior 2, Post-NCS). Potential Z4 host for Senior 2 moving it up to the weekend prior (conflicts with AGC, though with it being in Z4 Phil has given the OK). Waiting on confirmation of facility from host to move forward.

**Additional Notes or Comments:**

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**Pac All Stars**

2026: Pacifica Pool updated contract sent, requesting Saturday and Sunday use of the facility.

Also, swimmers have been dropped off at the pool facility, on the first day of the meet—so it looks like a bus is only needed to transport between the pool and the hotel for the 2 days.

**ZAM 2025**

Sent out questionnaires to zones regarding apparel—3 of the 5 zones responded, and they all liked the sweatshirts.

United Coach Tours will be doing our transportation for the meet. 25% deposit paid, balance is due 2 weeks before the event.

**WZAG 2025**

Received contract from Delta Charter Service, and total cost of transportation for 2 buses will be \$14,084.40, which includes a tip. Contract and check request for 20% of total cost was sent for approval.

**Medium/Long Term Goals:** Working on ZAM 2025 and Pac All Stars 2026 and budget

**Additional Notes or Comments:**

**Additional comments or other notes of importance or relevance:**

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

**Report of Recent Activities:**

1. REMINDER: Upload **all** documents into Dropbox. Especially financial docs, contracts ( prelim and signed), minutes, motions.....
2. Financial Statements and the Audit were approved at the BOD meeting. Will mail when I return next week.
3. Waiting for Committees to respond to Budget Worksheets for the 2025-26 Budget.
4. Preparing books for the End of Month.
5. Received management Representation letter from Cropper. Do we want to engage them for the 2024-25 audit?
6. Learned that OME currently does NOT have the ability to stop Block Party Times from being used for meet entries.
7. Learned a work around for “technology” fees charged by USAS for using OME for Championship meets, Charge a Team fee of \$1.00. The Coach will get a receipt for all entries. Coach/Team pays the “real” entry fees at the meet. The fee to USAS will be minimal. The items that OME does correctly will still be available.
8. Discussion is needed re transition timeline, training and hiring a replacement.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

1. Schedule a date to clean up storage (old docs, electronic waste etc.)

**Medium/Long Term Goals:**

1. Clean up Dropbox - organize and delete old files.
2. Download and document knowledge for transition.

**Additional Notes or Comments:**

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**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

1. Fitter & Faster Online ended up with 10 athletes, but the presentation was really well done
  - a. Have the recording and slides and may ask presenter to come again for summit and skip the in-water portion
2. Feb Board meeting minutes are now done, as well as Gov Comm minutes
3. PacCoast and WZ All-Star selection P&P are being revamped based on feedback from GOV
4. Pers Comm - 2 applicants were contacted and group is emailing to decide on interviewing further
5. Suit Exchange at QSS was busy and many suits were exchanged. Looking to do it again at Spring AGC and just do a collection at Spring FW
  - a. Have some suits for 2 Outreach registered athletes that need to be mailed to them.
6. Website review - this month will be the Safe Sport tab

- a. I'll contact Marisa to review as well
- 7. Z1S ZAM Team prep

**Medium/Long Term Goals:**

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**

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**WEBSITE UPDATE NOTES:**

**LEHLA:**

[https://docs.google.com/document/d/1VfeYJDCIPPXaK96z3iJsF8aINIfRL\\_X1v6CvS8xDU3E/edit?tab=t.0](https://docs.google.com/document/d/1VfeYJDCIPPXaK96z3iJsF8aINIfRL_X1v6CvS8xDU3E/edit?tab=t.0)

**VERÓNICA:**

**CINDY:** FAQ 12, 15, 16, 17 are out of date, USA Swimming Links - Leadership & Camps doesn't seem to match to anything relevant, Club Recognition link also doesn't seem to link to relevant material. ABOUT Information needs updating. Can the main topic page be in the same order as the red drop down?

**DIANA:**

**LAURIE:**

**KAREN:**

How to enter a meet is too wordy, and doesn't talk about entering best times. Old USA # code on application template

Mental Health Resources—Anxiety in Swimming Video, What is Anxiety (links don't work); when were the other links done? Are there USA Swimming links that we can attach here

Join Pac Swim—omit *"To become a non-athlete member before September, 1, 2024, please contact Laurie Benton. Any questions, call (925) 822-7913."*

Include links to background check and APT courses on this page?

Under Athlete Registration, there is an incorrect date: *Pacific offers both year-round and individual season athlete memberships. If you register as a year-round member, your registration is valid from September 1, 2024, through December 31, 2023*

**MARY:** Included with Veronica's

**ANNIE:** <https://www.pacswim.org/resources/about-pac-swim/Olympians> - Add 2024 names?

<https://www.pacswim.org/resources/join-pac-swim> - Under Athlete Registration date typo: December 31, 2023 should read December 31, 2025; Under Non-Athlete Registration - do we need to also include the CANRA course requirement for non-athlete members in CA?

<https://www.pacswim.org/resources/enter-meet>

Is this true? Kids enter events they don't have LCM times in as NT, even if they have a SCY "A" time all the time...

*Pacific's Rules and Regulations do not require time conversions when using a time achieved in one course to enter a meet in another course, but they do specifically require that when you have achieved a specific class level (for example,*

*B or A) in an event in one course, you are considered to be qualified at that same level in all courses. Accordingly, you must always enter a time which **maintains the class for which you've qualified in an event.***

*For example, if you've achieved an A time in an event at a short course meet but have never swum the event or have never achieved at this level in the event at a long course meet, you must enter at least a minimum long course A time when you enter this event in a long course meet.*

<https://www.pacswim.org/resources/publicize-a-meet> - does this need a reminder about Safe Sport guidelines (background checks or approval on anyone coming out to a meet to take photos, etc...)

<https://www.pacswim.org/resources/faq> - The Age Group portion is outdated, we have been using USA-S motivational standards (with the exception of 8 & Unders) for years now. The Senior portion is currently accurate but will be amended as of September 1, 2025 (Senior meets limited to 13 & Over ONLY). Add Futures to the Senior Time Standards list?

- **C/B/A+:** Age group swimming is where virtually all swimmers begin, and the B and A standards are the basic developmental and meet entry time standards used in Pacific's age group program. B is the entry level standard (a C time is any time slower than the B time standard), and an A time is everyone's first big goal. (Note: Pacific's B and A time standards are not the same as the B and A National Age Group motivational time standards which are published by USA Swimming. The abbreviations PC-B and PC-A are used for Pacific's B and A standards.)
- **Senior Open:** The entry-level standard. To relate this standard to Pacific's age-group standards, Senior Open times are generally comparable to the 13-14 PC-A time standards. Any swimmer 13 years of age and older is eligible to compete in a Senior Open competition without meeting Senior Open standards. Swimmers 12 and under must meet the listed Senior Open standards to compete.
- **Senior 2 (SR-II) & Senior Circuit:** Each level moves up a notch in terms of difficulty. As a point of reference, the Senior Circuit standards - the fastest of Pacific's Senior time standards - roughly approximate the Far Western meet standard for the 13-14 and 15-16 girls and the 15-16 boys age-groups.

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For Senior 2 competition, swimmers 13 & O are eligible to compete if their best time is at or near the Senior 2 standard. Coach verification will suffice for eligibility. Swimmers 12 & U must have achieved the Senior standard to compete.

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For Senior Circuit competitions, all swimmers must have met the listed time standards to compete.

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## PC STAFF MEETING MINUTES/ REPORTS

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Meeting ID: 837 9344 4354

Passcode: 405788

March 13, 2025 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 []

**Others/Guests:**

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### Lehla Irwin, General Chair:

#### Report of Recent Activities: .

1. Block Party Stats - still unknown how USA S will mandate this into the LSCs. Shouldn't we just copy as is and implement for 2025-2026 season to recoup the \$175/meet?
2. See #1 of Cindy's report
3. Meeting with Laura on ASCA clinic ride/lodging shares.
4. Club contact question... how can we update the PC website annually (specifically the Zone web pages) - SWIMS does not require updated club contacts upon renewing.

#### ACTION ITEMS:

##### Report of Action Items Prior:

##### Current/Short Term Goals:

##### Medium/Long Term Goals:

##### Additional Notes or Comments:

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

#### Report of Recent Activities:

1. Met with Jack Hallahan a few times from Swimming World twice to review the newsletter concept and also discuss other opportunities. Presenting a proposal to the Executive Committee next week.
2. Attended Investment Committee meeting and also reviewed the grant applications and Governance Committee Meeting. Grants have been
3. Finalized the Bag Tags order, received them Tuesday and have allocated the invoice and sent for payment.
4. Finalized month end for February, met with Maria from Allworth CCA and helped prepare for the Finance Committee Meeting tonight.
5. Worked on some of the budget components with Mary over the past week.
6. Cleared AR, made bank deposits and sent out the weekly meet invoices.
7. Delivered all the pullovers to the officials either via mail or in person from the October delivery.
8. Payroll is due today.

9. I will be going to storage today if anyone needs anything and headed to AGC tomorrow.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:** I will be out of the office the week of June 23-29 - wanted to get that out there just in case we need to discuss any special planning around that time.

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

- 1.

**Report of Action Items Prior:**

**Current/Short Term Goals:** 203

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Updated Class of 2025 College Commitments, Updated Top Times and Records twice, Posted February Meet Sheet Archive, Copied all February results to Dropbox, Met with Mary on processing journal entries for Travel Support, Worked with Mary on 25-26 budgeting, Built Spring Sectionals Travel calculation sheet, Add new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Finished edits for "Resources" tab of website, Zoomed with Jack of Swimming World magazine, Posted items for March EXEC, Troubleshooting Reimbursement Form for Phil (and all of PC) - fillable PDF is too large, Listed all the 25-26 PC meets on the website and calendar

**Report of Action Items Prior:**

**Current/Short Term Goals:** **Medium/Long Term Goals:** Upload all February results to T M, Process Spring Travel Support, Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages

**Additional Notes or Comments:**

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

**Report of Recent Activities:** **Report of Action Items Prior:** Meets sanctioned through 25-045. Meets current in OTS. MEFAP Entry Processing. Second Round of bidding on 25-26 closes tomorrow (bids received for Summer AG Champs and March Senior Open) Fastswims project - feedback regarding additional line to be added to split participation & facility fees (extra labor \$). Spoke with Carlene, Fastswims



is going to pick up the cost of the additional feature to separate out the facility fee. Time Verification for Spring AGC.

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

**Medium/Long Term Goals:** 24-25 Post-NCS Meet picked up by TCA. NNA submitting bid to host July Senior 2, bumped up a weekend (opposite Summer AGC; date approved by Phil G. with the meet being held up in Zone 4).

#### **Additional Notes or Comments:**

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**Karen Bair, Admin Asst:**

#### **Report of Recent Activities:**

**Pac All Stars 2026:** We have the Pacifica Pool! I would like to make this a 2 night event for our Pacific Swimming athletes, and have a Friday warm up session for them. Since this meet is local, the travel costs are not excessive, and the majority of the feedback I have received is to make it a 2 day event for the athletes.

**ZAM 2025:**--Zones were contacted, given deadlines for sweatshirt sizes and other information. Researching hotel room in the Reno/Carson City area for the Z4 bus driver for the Friday night before an early Saturday morning pickup.

**WZAG 2025:** Due to the meet being held in Elk Grove, we have had to adjust the budget (and the copay), as there is no need for airline tickets. Working on applications for WZAG, as they need to be ready for Far Westerns.

Worked with Mary on the budget. Transportation costs have skyrocketed—WZAG 2026 budget for transportation (airfare and busing) is \$70,000—copay amounts, using the calculations provided by Mary, will be in the \$1150 range.

#### **Medium/Long Term Goals: Additional Notes or Comments:**

#### **Additional comments or other notes of importance or relevance:**

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

#### **Report of Recent Activities:**

1. REMINDER: Upload **all** documents into Dropbox. Especially financial docs, contracts ( prelim and signed), minutes, motions.....
2. Form 990 and CA Form 199 were filed electronically.
3. Completed the annual Registration of Charities and Fundraisers
4. Working on the 2025-26 Budget. Initial draft shown to Finance Committee
5. Sent Draft budget to staff for review and possible location of budget cuts.
6. The Finance Committee approved a motion regarding mileage reimbursement for coaches who are part of the All Star meet or Camp staff.

**Report of Action Items Prior:****Current/Short Term Goals:**

1. Schedule a date to clean up storage (old docs, electronic waste etc.)

**Medium/Long Term Goals:**

1. Clean up Dropbox - organize and delete old files.
2. Download and document knowledge for transition.

**Additional Notes or Comments:**

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

1. Board Assessment doc
2. March Exec Comm docs are being worked on - send me any items to add
  - a. Possible add to agenda - Should Computer Operators be no-athlete members
  - b. Motions for INV grant increase
  - c. Swimming World Newsletter
  - d. Relays from BP - "only results from LSC sanctioned or national and international competition will be considered for Pacific Swimming Awards." P&P 30-Day
3. Governance email to members for nominations - Cindy replies
4. PacCoast and WZ All-Star selection P&P are being revamped based on feedback from GOV
5. Pers Comm - Thad was interviewed and is a promising candidate. One more interview to be done next week.
6. Suit Exchange being changed to Tech Suit Up-Cycle Program
  - a. Being held this weekend and at FW
7. Website review - this month will be the Safe Sport tab
8. Z1S ZAM Team prep
9. ? Can zones charge surcharge by family?

**Medium/Long Term Goals:****Action Item:****Additional Notes or Comments:****Discussion Items:**

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**WEBSITE UPDATE NOTES:****VERÓNICA:**

**CINDY:** FAQ 12, 15, 16, 17 are out of date, USA Swimming Links - Leadership & Camps doesn't seem to match to anything relevant, Club Recognition link also doesn't seem to link to relevant material. ABOUT Information needs updating. Can the main topic page be in the same order as the red drop down?

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*For example, if you've achieved an A time in an event at a short course meet but have never swum the event or have never achieved at this level in the event at a long course meet, you must enter at least a minimum long course A time when you enter this event in a long course meet.*

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

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:** .

1. Block Party- waiting to hear back from Jane to see if she knows anything about the April report. USAS is emailing all teams that have not hosted a meet in the last 3 years to entice them to sign up for Block Party.
2. Summer Sectionals Meet @ UCSD facility has to move to Southwestern College

### ACTION ITEMS:

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Met with Jack Hallahan to review SW deck for the Exec Meeting.
2. AGC survey was created, but there wasn't much participation, I will send it to the Zone Chairs.
3. Attended the Executive and Governance Committee meetings last week.
4. Created and distributed Grant Review package to Investment Committee. Attended Grant Review meeting. All grants approved except for Race Swami (the revised request was past the deadline - they should reapply next year) for the amounts originally requested.
5. We are tentatively rescheduling HOD to May 21, 2025 - any concerns with that date?
6. Helped to finalize Z1N rental at DeAnza College for officials clinic on April 12, 2025.
7. Cleared AR, made bank deposits and sent out the weekly meet invoices. Sent out reminders to teams hosting meets to send in their MSRs,
8. Payroll is due tomorrow.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Need to discuss how we will facilitate or what the process will be for the ASCA Coach Registration. Also, getting the newsletter out in about three weeks time, targeting mid April.

**Medium/Long Term Goals:**

**Additional Notes or Comments:** I will be out of the office the week of June 23-29 - wanted to get that out there just in case we need to discuss any special planning around that time.

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

**Report of Recent Activities:**

1. High school observed meet requests are coming in

**Report of Action Items Prior:**

**Current/Short Term Goals:** 203

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Updated Class of 2025 College Commitments, Updated Top Times and Records twice, Add new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Posted items for March EXEC, Rebuilt fillable PDF of Reimbursement Form, Updated 25-26 PC meets on the website and calendar, Uploaded all February results to Team Manager, Processed Spring Travel Support, Ordered all 2025-26 medals including FW neck ribbons, Ordered two additional Spring AGC high point awards,

**Report of Action Items Prior:**

**Current/Short Term Goals:** **Medium/Long Term Goals:** Add March Results to Team Manager, Contact PH Rec to book Board Orientation, Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages

**Additional Notes or Comments:** Laurie to reach out to Greg Meehan

---

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

**Report of Recent Activities:** **Report of Action Items Prior:** Meets sanctioned through 25-050. Meets current through 25-145. MEFAP Entry Processing. Second Round Bids awarded (Zone 1S - Summer AG Champs/March Senior Open). Senior Committee Meeting - NNA picked up Summer Senior 2 T/F (moved to July 11-13 weekend); discussion on interest in camps at the Senior Level.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Open third round of 25-26 bidding. Time Verification for Spring FW.

**Medium/Long Term Goals:** Time standards for 2025-26 on the horizon. Begin getting feedback from Age Group & Senior.

**Additional Notes or Comments:** Fastswims MEFAP Project should be close to completion (waiting on update regarding separate line item for facility fee).

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**Karen Bair, Admin Asst:**  
**Report of Recent Activities:**

**ZAM 2025:**--ZAM 2025 caps have been ordered, and will be shipped to Zone 1 North for distribution at the meet. Zones were contacted, given deadlines for sweatshirt sizes and other information. Sweatshirt sizes are due April 1st, so we can ensure that apparel is received. Sweatshirt vendor has been contacted and was given the ZAM 2025 logo and iHotel reservations have been made for the bus driver in Carson City for the Z4 bus driver for the Friday night before an early Saturday morning pickup.

**WZAG 2025:** Copay for WZAG will be \$715 this year. The Meet Director for Far Westerns has been contacted, and I have asked about the possibility of making announcements at finals regarding WZAG and to send an email to all Far Western athletes regarding WZAG and including a link for applications. The Meet Director cc'ed the Lead Announcer, and I will send her an announcement regarding the WZAG meet. The Meet Director has also offered to give me access to Fast Swims, to send out an announcement to the athletes entered in FW.

**Pac All Stars 2026:** We have the Pacifica Pool! I would like to make this a 2 night event for our Pacific Swimming athletes, and have a Friday warm up session for them. Since this meet is local, the travel costs are not excessive, and the majority of the feedback I have received is to make it a 2 day event for the athletes. All the teams have been contacted for information (number of hotel rooms and arrival dates), and I am working on a hotel and banquet for the event.

**Medium/Long Term Goals: Additional Notes or Comments:**

**Additional comments or other notes of importance or relevance:**

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

**Report of Recent Activities:**

1. REMINDER: Budget Committee meeting is April 10th at 7:30pm Please attend.
2. Draft 2025-26 Budget is ready to send to Committee Chairs. Budget income is significantly less than Budget expenses. I will be asking committee chairs to consider cuts.
3. Approved Investment Grants have been issued.with the exception of LO (no W9), SFSL (needs to register Bill.com)
4. Reached out to Ali at
5. Mileage Reimbursement for Camps and All Star trips was tabled by the investment committee. The committee requested more information from Accountant
6. Started work on end of month tasks.
7. **Dates for Storage clean-up: April 15 @ 11am**

**Report of Action Items Prior:**

**Current/Short Term Goals:****Medium/Long Term Goals:**

1. Clean up Dropbox - organize and delete old files.
2. Download and document knowledge for transition.

**Additional Notes or Comments:**

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

1. Board Assessment doc to send out in April, include comm goals
2. ASCA Clinic info from Laura
3. PacCoast and WZ All-Star selection P&P are being revamped based on feedback from GOV
4. Personnel Comm need to pursue hiring positions
5. Suit Exchange info needs to be finalized and info sent out
6. Website review - this month will be the Safe Sport tab
7. Exec Minutes, Update R&R, P&P need to be done
8. HOD moving to May 21
9. Website review Safe Sport tab

**Medium/Long Term Goals:****Action Item:****Additional Notes or Comments:****Discussion Items:**

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**WEBSITE UPDATE NOTES:****VERÓNICA:**

**CINDY:** FAQ 12, 15, 16, 17 are out of date, USA Swimming Links - Leadership & Camps doesn't seem to match to anything relevant, Club Recognition link also doesn't seem to link to relevant material. ABOUT Information needs updating. Can the main topic page be in the same order as the red drop down?

**DIANA:****LAURIE:****KAREN:**

How to enter a meet is too wordy, and doesn't talk about entering best times. Old USA # code on application template

Mental Health Resources—Anxiety in Swimming Video, What is Anxiety (links don't work); when were the other links done? Are there USA Swimming links that we can attach here

Join Pac Swim—omit *"To become a non-athlete member before September, 1, 2024, please contact [Laurie Benton](#).*

*Any questions, call (925) 822-7913. "--*

Include links to background check and APT courses on this page?



Under Athlete Registration, there is an incorrect date: *Pacific offers both year-round and individual season athlete memberships. If you register as a year-round member, your registration is valid from September 1, 2024, through December 31, 2023*

**MARY:** Included with Veronica's

**ANNIE:** <https://www.pacswim.org/resources/about-pac-swim/Olympians> - Add 2024 names?

<https://www.pacswim.org/resources/join-pac-swim> - Under Athlete Registration date typo: December 31, 2023 should read December 31, 2025; Under Non-Athlete Registration - do we need to also include the CANRA course requirement for non-athlete members in CA?

<https://www.pacswim.org/resources/enter-meet>

Is this true? Kids enter events they don't have LCM times in as NT, even if they have a SCY "A" time all the time...

*Pacific's Rules and Regulations do not require time conversions when using a time achieved in one course to enter a meet in another course, but they do specifically require that when you have achieved a specific class level (for example, B or A) in an event in one course, you are considered to be qualified at that same level in all courses. Accordingly, you must always enter a time which maintains the class for which you've qualified in an event.*

*For example, if you've achieved an A time in an event at a short course meet but have never swum the event or have never achieved at this level in the event at a long course meet, you must enter at least a minimum long course A time when you enter this event in a long course meet.*

<https://www.pacswim.org/resources/publicize-a-meet> - does this need a reminder about Safe Sport guidelines (background checks or approval on anyone coming out to a meet to take photos, etc...)

<https://www.pacswim.org/resources/faq> - The Age Group portion is outdated, we have been using USA-S motivational standards (with the exception of 8 & Unders) for years now. The Senior portion is currently accurate but will be amended as of September 1, 2025 (Senior meets limited to 13 & Over ONLY). Add Futures to the Senior Time Standards list?

- **C/B/A+:** Age group swimming is where virtually all swimmers begin, and the B and A standards are the basic developmental and meet entry time standards used in Pacific's age group program. B is the entry level standard (a C time is any time slower than the B time standard), and an A time is everyone's first big goal. (Note: Pacific's B and A time standards are not the same as the B and A National Age Group motivational time standards which are published by USA Swimming. The abbreviations PC-B and PC-A are used for Pacific's B and A standards.)
- **Senior Open:** The entry-level standard. To relate this standard to Pacific's age-group standards, Senior Open times are generally comparable to the 13-14 PC-A time standards. Any swimmer 13 years of age and older is eligible to compete in a Senior Open competition without meeting Senior Open standards. Swimmers 12 and under must meet the listed Senior Open standards to compete.
- **Senior 2 (SR-II) & Senior Circuit:** Each level moves up a notch in terms of difficulty. As a point of reference, the Senior Circuit standards - the fastest of Pacific's Senior time standards - roughly approximate the Far Western meet standard for the 13-14 and 15-16 girls and the 15-16 boys age-groups.

For Senior 2 competition, swimmers 13 & O are eligible to compete if their best time is at or near the Senior 2 standard. Coach verification will suffice for eligibility. Swimmers 12 & U must have achieved the Senior standard to compete.

For Senior Circuit competitions, all swimmers must have met the listed time standards to compete.

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## PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPfukjEL4KZnsdnhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

April 10, 2025 10:00 am

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

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

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:** .

1. Block Party- waiting to hear back from Jane to see if she knows anything about the April report. USAS is emailing all teams that have not hosted a meet in the last 3 years to entice them to sign up for Block Party.
2. Summer Sectionals Meet @ UCSD facility has to move to Southwestern College

### ACTION ITEMS:

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Worked Coaches Check-In / Bag Tag Distribution during Far Westerns and also helped to assist the Admin team during the meet.
2. Working with Vern and Laura on the ASCA promotion for Coaches credit to attend the ACSC Clinic in Reno. Short call with ASCA on Monday, paid for the promos yesterday. Now just ready to notify the coaches, but unfortunately, the USAS report to contact members is not functioning.
3. Met with Swimming World Jack Hallahan and received the contract details for the Newsletter - have forwarded them to Lehla and Veronica for review.
4. Attended the Officials quarterly call on 4/9/25.
5. Helped finalize the COI for the Z1N rental at DeAnza College for officials clinic on April 12, 2025.
6. Cleared AR, made bank deposits and sent out the weekly meet invoices. Sent out reminders to teams hosting meets to send in their MSRs,

**Report of Action Items Prior:**

**Current/Short Term Goals:** Need to finalize the FW survey. Getting the newsletter out in about three weeks time, targeting mid April.

**Medium/Long Term Goals:**

**Additional Notes or Comments:** I will be out of the office the week of June 23-29 - wanted to get that out there just in case we need to discuss any special planning around that time.

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

**Report of Recent Activities:**

1. High school observed meet requests are coming in

**Report of Action Items Prior:**

**Current/Short Term Goals:** 203

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Updated Class of 2025 College Commitments, Updated Top Times and Records twice, Worked with Eric Stimson to get a working relay report!, Created a Relay Top Times report, Documented all new FW records, Helped Mary reformat her financial document, Added new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Posted items for April BOD, Processed Spring Travel Support, Worked on Spring Sectionals accruals, Finalized ordering all 2025-26 medals including FW neck ribbons, Got all Spring FW awards down to Pleasanton, Attended Athlete Committee meeting, Attended Officials Committee meeting, Added all March Results to Team manager, Researched and visited meeting spaces in Pleasant Hill, Walnut Creek, and Concord for Board Orientation meeting, Started gathering out-of-LSC results for All-Star database

**Report of Action Items Prior:**

**Current/Short Term Goals:** **Medium/Long Term Goals:** Continue collecting results from out-of-LSC meets for TMdatabase, Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages

**Additional Notes or Comments:** Laurie to reach out to Greg Meehan

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

**Report of Recent Activities:** **Report of Action Items Prior:** Meets sanctioned through 25-050. Meets current through 25-145. MEFAP Entry Processing. Second Round Bids awarded (Zone 1S - Summer AG Champs/March Senior Open). Senior Committee Meeting - NNA picked up Summer Senior 2 T/F (moved to July 11-13 weekend); discussion on interest in camps at the Senior Level.

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**Medium/Long Term Goals:** Time standards for 2025-26 on the horizon. Begin getting feedback from Age Group & Senior.

**Additional Notes or Comments:** Fastswims MEFAP Project should be close to completion (waiting on update regarding separate line item for facility fee).

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**ZAM 2025:**--ZAM 2025 caps have been delivered to Z1N , and I will be bringing bag tags to the pool for distribution on Saturday. Sweatshirt sizes have been received, and apparel has been ordered. Next ZAM deadline is rooming lists and attendees for banquet dinner and breakfast. Contact information needed for primary contacts for bus and hotel.

**WZAG 2025:** Applications were posted on our website for athletes, coaches and chaperones. Flyers with QR codes for athlete and coach applications were posted at Far Westerns. The Far Westerns Meet Director also sent out information and the link regarding signing up for WZAG via Fast Swims (thanks, Lehla, for forwarding the announcement so I could see it!).

Cindy sent an email to the coaches of Pacific Swimming regarding coaching WZAG, and we now have 11 applicants for the coaching staff, 5 chaperone applicants and 93 athletes.

Researching “fun” design options for the apparel—sublimation attire.

Need to set up meeting for coaching selection—coaching applications close April 28th. Head coach selection first, as I would like to have the Head Coach involved in the selection of the additional coaches.

**Pac All Stars 2026:** We have the Pacifica Pool, and I have been working on securing a hotel for participants. My contact has located 3 potential sites, and am waiting on more details (final cost and availability) for the rooms and banquet.

**Medium/Long Term Goals: Additional Notes or Comments:**

**Additional comments or other notes of importance or relevance:**

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

**Report of Recent Activities:**

1. REMINDER: Budget Committee meeting TONIGHT!
2. Everyone should be prepared to accept budget cuts. As on 3/31/25 we are down \$120,405 in meet entry revenue. A decision is needed re Professional Bookkeeper vs an additional staff member.
3. I have received receipts from 7 of the 18 awarded Investment Grants. Anyone have a good connection with Ladera Oaks?

4. Learned from the accountant that we can cap the amount for mileage assistance for All Star and Camp coaches. This would include the number of miles traveled one way to the departure point (i.e. greater than 150) and the maximum we will pay.
5. Financial P&P needs formatting. Thank you Diana :@)
6. **Dates for Storage clean-up: April 17 @ 11am**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

1. Download and document knowledge for transition.

**Additional Notes or Comments:**

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**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

1. Board Assessment doc went to Jim and will go out to everyone else by Friday.
2. ASCA Clinic info is ready and will go out by Friday
3. Code of Conduct section of P&P has gone to Governance
4. Tech suit up-cycle went really well. Monica has all of the suits
5. Website review - Safe Sport tab edits are all listed and ready for updating
6. BOD docs are ready to go accept for agenda, waiting for motions and reports
7. Fitter & Faster partnership
8. Board Workshop location
9. Podium just rent from Alto each time
10. Score by team size but no awards

**Medium/Long Term Goals:**

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**

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**WEBSITE UPDATE NOTES:**

**VERÓNICA:**

**CINDY:**

**DIANA:**

**LAURIE:**

**KAREN:**

**MARY:**

**ANNIE:**