

PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354 Passcode: 405788 May 22, 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:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Working on newsletter issue #1

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. Arranged Montclair canopy pick up and drop off.
- 2. Completed April month end closing. Completed Membership Invoice and recorded deposits and credit card transactions.
- 3. HOD prep elections/delegates updates etc.
- 4. 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: Review Bookkeeper applicants with Mary, Newsletter

Medium/Long Term Goals:

Additional Notes or Comments: Who has the ZAM trophy? Vern

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

- 1. 24 High results have been loaded, 3 left pending more info (TCAL, WVAL & PCAL)
- 2. Transfers are now picking up as athletes

Report of Action Items Prior: Current/Short Term Goals: Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Updated Class of 2025 College Commitments, Posted items for May HOD, Added job postings to the website, Posted many HS results, Processed Spring Travel Support, Continued gathering out-of-LSC results for All-Star database, Booked meeting place for Board Orientation in September, Built 2025-26 Officials' Assignments spreadsheet, Contacted Jim Huske about having Torri Huske be our speaker for Award Banquet/Athlete Summit, Attended Athlete Committee Meeting, Attended HOD, Counted and moved all 2025 LCM FW medals to storage, Posted Zone 4 meets to website and calendar, Ordered ribbons for LCM AGC, Ordered high point awards for LCM FWs

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Continue collecting results from out-of-LSM meets for TMdatabase, Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Attend Officials 25-26 Selection Meeting

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 25-078. Meets current through 25-066. MEFAP Entry Processing. Summer FW and Senior 2 T/F Sanctioned. First round of meets utilizing MEFAP entries via Fastswims - there's going to be quite a few "new" MEFAP athletes (i.e. they may have previously been unaware of the program and are now using it with it being an automatic discount when entering online)

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Time Standards Data/Survey for Age Group Committee

Medium/Long Term Goals: 2025-26 Time Standards

Additional Notes or Comments: Laurie - can I get a couple of reports from SWIMS? Top 100 SCY 10&U 500 Free; Top-100 14 Year Old all SCY events

Karen Bair, Admin Asst:

Report of Recent Activities:

ZAM 2025: - ZAM 2025 is over. I went to the pool for the warm-up, and met many parents and coaches at the pool. Zone 3 arrived late, as there was unexpected traffic, and there were a few other glitches. I am following up with the hotel, and am waiting for a response. Z1South will be the host next year, so I will start looking for a hotel in the South Bay.

WZAG 2025: The coaching staff has been selected, and it will be a great group this year. A meeting is scheduled with the coaches for Tuesday May 27th. Athlete applications close on May 30th, and I will get the top times to the coaching staff. Several of the coaches for WZAG were at ZAM, so I was able to meet them at that time. Laurie has done a registration check on the coaches, so I will reach out to the coaches whose registrations need to be renewed.

Pac All Stars 2026: Contracts for the hotel were sent to the participants of Pac All Stars and returned. The hotel sent us a contract for the banquet, and that needs to be signed and returned. We hosted in 2013 and 2017, and Pacific Swimming handled that contract.

Medium/Long Term Goals: 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. Processed and mailed Amerie Nordberg Memorial Scholarship checks to Isabella Pflieger and Elizabeth Burkhardt. Emailed Amerie's parents with information regarding this year's recipients. Preparing a document outlining the Amerie Nordberg Memorial Scholarship.
- 2. Completed all the catch up tasks needed post return from vacation.
- 3. Spring Sectionals travel support is closed, Sacramento TYR travel support will close June 5th
- 4. Facility fees need to be addressed prior to September 1. Motion to the BOD is needed at the July meeting.

Report of Action Items Prior:

Current/Short Term Goals:

1. Set up payment to Fastswims for MEFAP processing of splash fees.

Medium/Long Term Goals:

- 1. Financial P&P review next round scheduled.
- 2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Find more info on athletes pulling covers
- 2. Policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
- 3. Board Assessment doc went out to everyone, 13 responses
- 4. Tech suit up-cycle info needs distributing

5. Website review - Programs, ask Ath to work on their page6.										
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:										



PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354 Passcode: 405788 June 5. 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:

Lehla Irwin, General Chair: Report of Recent Activities: .

- 1. Pacific Block Party NON OTS sanctioned by Pacific is not allowed as it violates rule 102.10. Apparently only the Block Party company can violate this rule and the LSC cannot.
 - a. Phil talked to Julie B. and she is willing to take a meeting to work out a deal with Pacific (Laurie wants to be on the meeting)
- 2. Working on the facility fee motion becoming permanent for 2026 season.

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. Reviewed applicants for the bookkeeper position. Have some people to screen for next steps picked out after Mary and I reviewed the top 10% of applicants.
- 2. Working on May month end.
- 3. Need to order bag tags but SRN does not have a logo yet.
- 4. Cleared AR, made bank deposits and sent out the weekly meet invoices.
- 5. Sent out reminders to teams hosting meets to send in their MSRs.

Report of Action Items Prior:

Current/Short Term Goals: Review Bookkeeper applicants with Mary, Newsletter

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. 24 High results have been loaded, 3 left pending more info (TCAL, WVAL & PCAL)
- 2. Transfers are now picking up as athletes

Report of Action Items Prior: Current/Short Term Goals: Medium/Long Term Goals: Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Updated Class of 2025 College Commitments, Added job postings to the website, Posted HS results, Processed Spring/Summer Travel Support, Continued gathering out-of-LSC results for All-Star database, Continued talks with Jim Huske about having Torri Huske be our speaker for Award Banquet/Athlete Summit, Attended Athlete Committee Meeting, Posted Zone 2 meets to website and calendar, Finished uploading all meet results into Team Manager, Merged all WZ applicant records in TM, Cleaned up all applicant records with correct birthdate/Reg ID numbers, Revised WZ fillable form, Updated Top Times and Records for 5.26.25 & 6.1.25

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, Attend Officials 25-26 Selection Meeting

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 25-080. Meets current in OTS except 25-077 and 25-080. MEFAP Entry Processing. Age Group Meeting - more discussion on time standards. Senior Meeting - Camps, Sectionals Travel Support

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 Time Standards

Additional Notes or Comments: Thoughts on MEFAP Entries on Fastswims? How to make sure clubs get their financial reports in a timely manner so we can get invoices out? DDST Meet scheduled on top of Far Westerns

Karen Bair, Admin Asst:

Report of Recent Activities:

ZAM 2025: -Finalized expenses with Mary. Received a refund from the hotel for 2 rooms, and also a refund for the overage. I will reach out to our hotel contract, to see what hotel that is large enough for our group for 2026 in the South Bay.

WZAG 2025: Met with the coaching staff on Tuesday May 27th. Athlete applications are closed, and coaches are working on team selections. Diane merged all the records, and uploaded meets from the last weekend in May to the data base, and the coaches were provided with redacted names. Team selection meeting is June 12th. Sent out reminders to coaches to renew registrations that need to be renewed prior to WZAG. I spoke to the hotel, and we have 2 additional king-sized rooms at the hotel, at the same price as contracted. I have been in contact with the meet director, and trying to get information from the I have been in contact with the shirt vendors and Swim Outlet for the gear. When the team is finalized, the gear will be ordered. I still need to order the caps.**Pac All Stars** 2026: Banquet contract was signed and returned, and initial deposit was paid.

Medium/Long Term Goals: 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. Reviewed with Cindy the applications for the Bookkeeper job. Initially identified 4-6 individuals for the next step of screening. Will have a report ready for the Personnel Committee on June 11th. on
- 2. Working on the end of month processing.
- 3. Sacramento TYR travel support will close June 5th. Based on the number of athletes registered for the 2025 Toyota National Champs, the total amount of athlete travel support will be \$17,600 and \$4060 for coach travel support.
- 4. Met with Jeff Reagen to start training. We will meet several times over the next 2 months.
- 5. Payment to Fastswims for MEFAP processing of splash feess will be paid three times a year. August 31, December 31 and April 31. The estimated fee is \$80-90.
- 6. Facility fees need to be addressed prior to September 1. Motion to the BOD is needed at the July meeting.

Report of Action Items Prior:

Current/Short Term Goals:

1.

Medium/Long Term Goals:

- 1. Financial P&P review next round scheduled.
- 2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Find more info on athletes pulling covers
- 2. Policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
- 3. Board Assessment doc went out to everyone, 13 responses
- 4. Tech suit up-cycle info needs distributing
- 5. Website review Programs, ask Ath to work on their page

6.

M	ediu	m/Long	Term	Goals:
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Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

VERÓNICA: CINDY: DIANA: LAURIE: KAREN: MARY: ANNIE:



PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354 Passcode: 405788 June 17, 2025 10:00 am

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

[X], Mary Ruddell [vacation]

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

Others/Guests:

Lehla Irwin, General Chair: Report of Recent Activities: .

- 1. Pacific Block Party NON OTS sanctioned by Pacific is not allowed as it violates rule 102.10. Apparently only the Block Party company can violate this rule and the LSC cannot.
 - a. Phil talked to Julie B. and she is willing to take a meeting to work out a deal with Pacific (Laurie wants to be on the meeting)
- 2. Working on the facility fee motion becoming permanent for 2026 season.

ACTION ITEMS:

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

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

- 1. Completed May Closing and met the accountant for the monthly review.
- 2. Sent messages to the top 4 applicants and have phone interviews scheduled with 2.
- 3. Attended Investment Committee, Officials Scheduling Meeting, Executive Committee, and Finance committee meetings.
- 4. Made initial reviews on Beau Caldwell's scope of work and offer letter. Researched implication of having an out of state employee wrt payroll.
- 5. Bag Tags ordered, approved and sent to production.
- 6. Met with Swimming World Jack and continued to move forward with ideas and planning for the newsletter.
- 7. Cleared AR, made bank deposits and sent out the weekly meet invoices.
- 8. Sent out reminders to teams hosting meets to send in their MSRs.

Report of Action Items Prior:

Current/Short Term Goals: Review Bookkeeper applicants with Mary, Newsletter

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. USAS is closing down registration for the month of August for the 2025 swim year, so that people can't register for this year without contacting us. That way people don't accidentally sign up for the wrong season and then have to re-register a few weeks later.
- 2. Need to remind coaches which certs need to be sent to Laurie in order to update their membership.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Fulfilled officials' apparel orders, Added athletes to committee and database, Added job postings to the website, Processed Summer Travel Support, Updated last minute results for All-Star database, Re-merged all WZ applicant records in TM, Cleaned up all applicant records with correct birthdate/Reg ID numbers, Revised WZ fillable form, Updated both LCM and SCY Top Times and Records for 6.8.25 & 6.15.25, Posted Team Rosters in News, Facilitated Officials 2025-26 Selection Meeting, Received and labeled Summer AGC medals and ribbons, Created Instructions for AGC and FW

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 25-088. Meets current in OTS through 25-087. Time Standards - 25-26 Senior standards brought into line with current 15-16 BB (Senior Open) and A (Senior 2) per P&P. Forwarded to Senior Committee for approval, should be good to run with those. Age Group - continuing to work on 25-26 Standards, just about ready to submit to Age Group Committee at next meeting for approval.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Time Verification for AG Champs and Senior 2 T/F (Reno) coming up.

Medium/Long Term Goals: 2025-26 Time Standards

Additional Notes or Comments: Fastswims MEFAP Entries seem to be going smoothly, haven't received any emails from Outreach Families trying to enter via email. One more meet that has both e-mail/online MEFAP Entries (NVST this weekend), then we should be solely online (unless the meet is not being hosted on Fastswims platform. Vacation June 29 - July 6. Will work and am reachable, but have requested sanction chairs submit any meets desiring sanction during that period by June 27th. Will process time verification and get spreadsheets out for the July 11-13 champ meets on Sunday, 7/6 (from a plane:))

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG 2025: Athlete applications are closed, and coaches made the team selections. 61 Athletes this year have committed. Sent out reminders to coaches to renew registrations that need to be renewed prior to WZAG. We have chaperones, and need check on their credentials.. Trying to get in touch with our hotel contact, to ask about rollaway beds (as one group will be 3 to a room). I have been in contact with the meet director, and he provided the name on an on-site caterer, and the caterer has submitted menus (but not cost). For the gear, going with the button down baseball shirt, and 2 tshirts (in royal blue and grey), embroidered towels and backpacks for the gear. I still need to order the caps.

Pac All Stars 2026: Banquet contract was signed and returned, and initial deposit was paid.

Medium/Long Term Goals: 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. Reviewed with Cindy the applications for the Bookkeeper job. Initially identified 4-6 individuals for the next step of screening. Will have a report ready for the Personnel Committee on June 11th. on
- 2. Working on the end of month processing.
- 3. Sacramento TYR travel support will close June 5th. Based on the number of athletes registered for the 2025 Toyota National Champs, the total amount of athlete travel support will be \$17,600 and \$4060 for coach travel support.
- 4. Met with Jeff Reagen to start training. We will meet several times over the next 2 months.
- 5. Payment to Fastswims for MEFAP processing of splash feess will be paid three times a year. August 31, December 31 and April 31. The estimated fee is \$80-90.
- 6. Facility fees need to be addressed prior to September 1. Motion to the BOD is needed at the July meeting.

Report of Action Items Prior:

Current/Short Term Goals:

1.

Medium/Long Term Goals:

- 1. Financial P&P review next round scheduled.
- 2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Comp Coordinator tomorrow
- 2. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 3. Board Assessment will be reviewed by Gov today
- 4. Website review Programs, ask Ath to work on their page

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Action Item:

Additional Notes or Comments:

Discussion Items:

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VERÓNICA
CINDY:
DIANA:
LAURIE:
KAREN:
MARY:
ANNIE:



PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354 Passcode: 405788 July 17, 2025 10:00 am

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

[X], Mary Ruddell [vacation]

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

Others/Guests:

Lehla Irwin, General Chair: Report of Recent Activities: .

- 1. Pacific Block Party NON OTS sanctioned by Pacific is not allowed as it violates rule 102.10. Apparently only the Block Party company can violate this rule and the LSC cannot.
 - a. Phil talked to Julie B. and she is willing to take a meeting to work out a deal with Pacific (Laurie wants to be on the meeting)
- 2. Working on the facility fee motion becoming permanent for 2026 season.

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. Working on Month End Closing for the end of June.
- 2. Met with Jeff Raegan to have a general discussion about Pacific Swimming prior to vacation.
- 3. I had an interview with Sokkim Ly, did not interview the second candidate as they did not answer my call and their mailbox was full also they had a business Crystal Clear Bookkeeping.
- 4. Made additional review on Beau Caldwell's offer letter.
- 5. Bag Tags received, they have been checked. Arranged to have pop ups and bag tags given to SRN on July 8th in the afternoon Diana, should they get the awards and bag tags? Mary, do you want the officials bag tags/coaches bag tags?
- 6. Met with Swimming World Jack and continued to move forward with ideas and planning for the newsletter, but nothing really moved forward the week I was out of town.
- 7. Sent out reminders to teams hosting meets to send in their MSRs.

Report of Action Items Prior:

Current/Short Term Goals: Set up trip and attendees for Annual Business Meeting, Review Bookkeeper

applicants with Mary, Newsletter

Medium/Long Term Goals: In Memoriam for Annual Business Meeting - Mike Fujii, Ross Wilper, ??

Additional Notes or Comments:

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

- 1. USAS is closing down registration for the month of August for the 2025 swim year, so that people can't register for this year without contacting us. That way people don't accidentally sign up for the wrong season and then have to re-register a few weeks later.
- 2. Need to remind coaches which certs need to be sent to Laurie in order to update their membership.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Fulfilled officials' apparel orders, Added athletes to committee and database, Added job postings to the website, Processed Summer Travel Support, Updated both LCM and SCY Top Times and Records for 6.22.25 & 6.29.25, Posted Zone 1 South meets on website and calendar, Received and labeled Summer AGC high point awards, Move all Summer AGC awards to storage for pickup by SRN, Secured Torri Huske for Athlete Summit and Awards Banquet, Secured Mike Greymont as emcee for Awards Banquet

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, Book photographer, Start thinking about awards voting, Upload all current results for WZ entries

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 25-090. Meets current in OTS through 25-087. Time Standards - proposed 25-26 Age Group Champs & Far Westerns standards calculated for 2025-26 Forwarded to Age Group Committee for approval at July Meeting. Age Group Champs time verification file forwarded to Laurie to run through SWIMS. Plan to work through exceptions report and forward to Debbi Sunday AM.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Time Verification for AG Champs and Senior 2 T/F (Reno) coming up.

Medium/Long Term Goals: 2025-26 Time Standards

Additional Notes or Comments: Jim Stretch (Zone 4) expressed potential interest in bidding on the December Senior 2. Forwarded application to present to his board.

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG 2025: Sent out second reminder to coaches to renew registrations that need to be renewed prior to WZAG. We have chaperones, and one needs to work on credentials. Trying to get in touch with our hotel contact, to ask about rollaway beds (as one group will be 3 to a room). Talking to the on-site caterer, and the caterer has submitted menus, and is willing to work in our budget. Not yet finalized our contract. For the gear, going with the button down baseball shirt, and 2 t-shirts (in royal blue and grey), embroidered towels and backpacks for the gear. I have 17 boxes of gear—still waiting on baseball shirts and caps. Working on rooming lists for the hotel and busing timeline for busing company, and medical information (allergies) for caterer.

Contacted coaches for ballpark number of entries for swimmers and relays, so we can get a check initiated.

Next big event is entering athletes into meet. Not sure how to handle block party times (if those need to be entered for best times for athletes).

Pac All Stars 2026: Banquet contract was signed and returned, and initial deposit was paid.

Medium/Long Term Goals: 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. Veronica and I spoke with Matt Sanregret from Insperity. We discussed our questions regarding what was needed if we employed a remote employee who lived in LA but would travel to CA 5-6 times a year. The answers were not as overwhelming as we had thought but we agreed to ask him to give us a bid to do the payroll/HR/Workers Comp. for Pacific. We will meet again on July 9th.
- 2. Started end of month processing.
- 3. Pacific Swimming's meet entry income is down \$37,000.
- 4. 2025 Toyota National Champs travel support is underway. Issued \$11,440 in payments to date with \$7900 yet to be claimed. If all travel support is paid we will be \$3,930 over budget.
- 5. The Senior Committee wants to change the Travel Support Guidelines to remove the restrictions for National meets held within Pacific Swimming. All clubs submitting a Travel Support application would receive **full** sectional support.(TS amount is still dependent on the number of athletes attending. (16 Max)

- 6. I continue to meet with Jeff Reagen. In late August we will take me off the bank accounts and have Jeff become the signer on all of Pacific's accounts.
- 7. Facility fees need to be addressed prior to September 1. Motion to the BOD is needed at the July meeting.
- 8. Debbi and I worked on motions for mileage reimbursement for All Star/Camp coaches and stale check procedures for Zones.

Report of Action Items Prior:

Current/Short Term Goals:

1.

Medium/Long Term Goals:

1. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Comp Coordinator tomorrow
- 2. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 3. Board Assessment will be reviewed by Gov today
- 4. Website review Programs, ask Ath to work on their page

Medium	/Long	Ierm	Goa	ls:
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Action Item:

Additional Notes or Comments:

Discussion Items:

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VERÓNICA:
CINDY:
DIANA:
LAURIE:
KAREN:
MARY:
ANNIE:



PC STAFF MEETING MINUTES/ REPORTS

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[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. Working on MEFAP/Outreach fundraising program for subsidizing outreach entries and grants
- 2. Athlete upcycle tech suit program worked great at AGC educated lots of people on the program.
- 3. New club procedures for next swim season (clarification on process).

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. Finalized Month End Closing and met with the accountant to review the June Month End.
- 2. Met with SRN to hand off Bag Tags and pop-ups. Phil Grant is taking the FW Bag Tags to SCSC.
- 3. Met with Insperity Representative and Mary, discussed the pros and cons of converting to a new HR PEO.
- 4. Met with Swimming World Jack to finalize the 1st Newsletter we can continue to add content as we see fit. Sent the soft launch to the BOD last night. Will begin sharing on socials and see what ways we have to push this out to membership. Added the second newsletter template and have added some of the ideas for the next newsletter into the second publication.
- 5. Working on getting more coaches signed up with our discount code 39 left as of this morning, they credited a team registration \$400 back today and did a refund to them and used 4 of our coupon codes!
- 6. Copied and published the summer meet surveys.
- 7. Working on Annual Business Meeting arrangements, including flights and hotels. Have an estimate of just under \$8000 if we support the LAKE additional Women in Governance and add Beau to the trip.

8. Finalized all the invoices, processed AR and made deposits.

Report of Action Items Prior:

Current/Short Term Goals: Meeting with Phil and Diana next week to work on the clinic schedule.

Medium/Long Term Goals: In Memoriam for Annual Business Meeting due at the beginning of September - Mike Fujii, Ross Wilper, Kati McDermott, Debbie Potts, Harrison Race, Presley Bard Anderson - Let me know Additional Notes or Comments:

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

- 1. National Comm meeting meeting to discuss what will be covered at ABM
- 2. Sectionals had a lot of new APT missing
- 3. Renewing all of the Life Members, found an issue with Debbi Tucker, but working on it.
- 4. Coaches are sending in lots of recerts
- 5.

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

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

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Added athletes to committee and database, Added job postings to the website, Processed Summer Travel Support, Uploaded all last minute meet results to Team Manager, Updated all Committee Reports on website, Updated both LCM Top Times and Records for 7.13.25, Received and labeled Summer FW high point awards, Started order for Awards Banquet awards, Secured Laura Bastin as photographer for Awards Banquet, Researched Food Drive organizations for Athlete Summit and Awards Banquet, Updated Officials' 24-25 Assignments, Posted multiple BOD documents, Attended BOD 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, Start preparing for Awards Banquet voting

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 25-093. Meets current in OTS. Time Standards for AGC/FW including 13-14 50's awaiting final AG Committee approval. Time verification for Age Group Champs - thoughts on better way to verify times for pre-seeded meets?

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Time Standards for both SCY and LCM final approval.

Medium/Long Term Goals: Awards Season

Additional Notes or Comments: Coach of the Year - hard to pin down a truly equitable nomination process. Maybe most fair nominations (1 per club, may not list own coaches?)

Karen Bair, Admin Asst: Report of Recent Activities:

WZAG 2025: WZAG 2025

Diana has uploaded all the latest meet results from this past weekend, and sent to the WZAG coaching staff. Coaches will be researching best times for their athletes via USAS or swimcloud or myswimio per Vern.

Coaches are still working on their lineups, but they should be done by Friday.

Laurie has been checking on credentials for the group. Still waiting on 2 coaches to update their credentials.

Rooming list was sent to the hotel. We will be using 38 rooms (30 rooms for the athletes, 4 rooms for the coaches, 2 rooms for the chaperones, and 2 rooms for the bus drivers).

More payments due: 2nd hotel deposit and the final payment for Delta Busing are due on the 22nd.

The deposit has been sent to the caterer, and final payment is due August 9th.

Meet director was contacted—still waiting on warmup times and timing assignments, so that I can share with the group (bus company and parents).

Pac All Stars 2026 – need to work on meet sheet

Medium/Long Term Goals: Need to find a hotel/banquet for ZAM **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. I will reach out to Insperity to get HR items for Beau set up.

- 2. Insperity offers sponsorships and grants. I will find out more this week. It may be a source for MEFAP funds.
- 3. Travel Support work will be at a peak in July and August. The 2025 Toyota National Champs travel support will close 8-7-25.
- 4. The Senior Committee wants to change the Travel Support Guidelines to remove the restrictions for National meets held within Pacific Swimming. I ran the numbers and to fully fund the two summer sectional meets the total cost this year would be \$69,500.
- 5. I continue to meet with Jeff Reagen. He now has access to Dropbox and has a PC email Jeff Raegen We meet in August to work on the monthly budget as well as making Jeff the main signer on all accounts.
- 6. The Finance Committee is still hashing the Stale Check/ Unclaimed Property policy. I have reached out to Maria Lyan, our accountant, for assistance with this policy.

Report of Action Items Prior:

Current/Short Term Goals:

1.

Medium/Long Term Goals:

1. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. BOD Meeting minutes (need attendance report) and updating P&P, R&R
- 2. Update April BOD minutes typos
- 3. AEC working on the Summit, Ath Rep of the Year, Food Bank
- 4. DDEI presentation for Officials Clinic
- 5. DDEI Camp needs a new Director
- 6. Help SR Comm update motions
- 7. Tech Suit Up-Cycle has been going really well and more athletes are finding it beneficial
- 8. WZ Athlete Summit
- 9. Personnel Comm Meeting Treasurer
- 10. Board Assessment will be reviewed by Gov
- 11. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 12. Website review Programs tab created

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

VERÓNICA:

CINDY:

DIANA:

LAURIE:

KAREN:

MARY:

ANNIE:



https://us06web.zoom.us/i/83793444354?pwd=JPrfukiEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354 Passcode: 405788 August 7, 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 [X]

Others/Guests:

Lehla Irwin, General Chair: Report of Recent Activities: .

- 1. Working on MEFAP/Outreach fundraising program for subsidizing outreach entries and grants
- 2. Athlete upcycle tech suit program worked great at AGC educated lots of people on the program.
- 3. New club procedures for next swim season (clarification on process).

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. Working on the Month End Closing of July.
- 2. Met with Phil and Diana regarding clinic planning,
- 3. Met with Insperity Representatives multiple times over the past two weeks regarding implementation and setup of payroll and HR services.
- 4. Met with Beau last week to collect some paperwork and just get acquainted. I think he'll be a great addition to the staff.
- 5. Worked on sharing the discount code for the coaches for ASCA. Not sure how many are left, but the code was still working after July 30.
- 6. The LCFW survey was published and shared (thanks to everyone who shared that link or posted it do we know if the host team sent it out?)
- 7. Finalized entries for WZAG Champs with Karen and Lehla,
- 8. Finalized travel arrangements for Annual Business Meeting including flights and hotels. Have an estimate of just under \$8000 as of now.

9. Finalized all the invoices, processed AR and made deposits for the end of July.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals: In Memoriam for Annual Business Meeting due at the beginning of September - Mike Fujii, Ross Wilper, Kati McDermott, Debbie Potts, Harrison Race, Presley Bard Anderson - Let me know **Additional Notes or Comments:**

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

- 1. 2025-2026 offering in place, sent to Mary to double check fee amounts.
- 2. 9 pages of merges for members that have multiple accounts, down to 5 pages now.
- 3. Can't add a \$25 amount to new clubs fee.
- 4. Add access to LSC reporting for Beau.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Added athletes to committee and database, Added job postings to the website, Processed Summer Travel Support, Uploaded all last minute meet results to Team Manager, Updated all Committee Reports on website, Updated both LCM Top Times and Records for 7.20.25 & 8.3.25 and SCY for 7.27.25, Met with Phil to talk about Officials' Clinic, Ordered swag for Officials' Clinic, Awards Banquet awards are designed and waiting for names, Created Google Forms for Coach of the Year nominations and voting, Researched Food Drive organizations for Athlete Summit and Awards Banquet, Updated Officials' 25-26 Assignments, Worked on booking PH Pool for Athlete Summit, Start preparing for Awards Banquet voting - all relays input

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, Get Race of the Year candidates from Annie

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 25-095. Meets current in OTS. Time Verification for Far Westerns. Time Standards for Age Group and Senior 2025-26 finalized and forwarded to Executive Committee for final approval. Intro meeting with Veronica/Beau

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. 2025-26 Meet Sheet Template Update.

Medium/Long Term Goals: Awards Season

Additional Notes or Comments:

Karen Bair, Admin Asst: Report of Recent Activities:

WZAG 2025:

Gear was distributed at Far Westerns, including paperwork for the secondary bus pickup at Stoneridge

Zoom meeting with Head Ref on Sunday-there are 702 athletes entered in WZAG, and 458 relays.

We have received our warmup times—our early days are Thursday and Saturday, and we will need to leave the hotel by 5:50AM. The hotel and busing were contacted immediately regarding the updated schedule. I am still working on our free breakfast at the hotel, as they would like us to stagger our group arrivals of 20 people, every 20 minutes, starting at 5:30AM, which is problematic. They will have bags available for the athletes to fill their bags with fresh fruit and pastries.

All the coaches have updated their credentials.

Pac All Stars 2026 - need to work on meet sheet

ZAM 2026

Working on a site for the hotel and banquet for this event that is close to the Morgan Hill facility.

Medium/Long Term Goals: 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. 2026 Membership Fees:
 - a. Athlete \$90,
 - b. Individual (Seasonal) Athlete; \$57,
 - c. Outreach \$5,
 - d. Non- Athlete (Coach, Jr Coach, Provisional Coach, Official, Jr Official and Other: \$\$85
 - e. Administrator: \$36
 - f. Annual Club \$380
 - g. Seasonal Club \$140
 - h. Booster Club: \$380
 - i. League: \$500

- j. New Clubs Pacific is not allowed to charge anything
- 2. Cindy and I have been working with Insperity. All employees must complete the onboarding packet.
- 3. Working on Month end activities.
- 4. The 2025 Toyota National Champs travel support will close 8-7-25.
- 5. If all clubs submit travel support requests for athletes entered into Futures and Juniors, Pacific will be \$46K over budget. The Senior Committee needs to bring a motion to the Ex Com for the budget and the requested assistance for NNA.
- 6. Jeff and I met with our new Chase Relationship banker. Jeff is being added to all of the Chase accounts this week.
- 7. The Finance Committee is still hashing the Stale Check/ Unclaimed Property policy. I have reached out to Maria Lyan, our accountant, for assistance with this policy.
- 8. I plan to meet with staff individually regarding submitting requests for payment and support documents for credit card expenditures.
- 9. I am continuing to collect updated W9s from Clubs with expired W9s.
- 10. Due to the number of pre-seeded meets and the requests by coaches purchasing an internet hub and appropriate software (i.e. Jot)

Report of Action Items Prior:

Current/Short Term Goals:

1.

Medium/Long Term Goals:

1. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Ath Summit guest speakers: F&F 2 speakers \$700 +website sponsor, DEI \$400, Nutrition \$300?
- 2. Meeting with new Sr and Jr Ath Rep to talk about plans for the new year
- 3. Finance motion sent to Jim for touch-ups
- 4. Meeting with Lehla next week for the BOD Workshop, Beau calling in mid way.
- 5. Tech Suit Up-Cycle at FW brought in many suits and many were given out. Another LSC got information to bring back to their LSC to see if they can start the program there.
- 6. Personnel Comm Meeting on the 14th
- 7. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 8. Website review Programs tab created

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

VERÓNICA:

CINDY:

DIANA:

LAURIE:

KAREN:

MARY:

ANNIE:



https://us06web.zoom.us/i/83793444354?pwd=JPrfukiEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354 Passcode: 405788 August 21, 2025 10:00 am PT

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

[X], Mary Ruddell [X] Beau Caldwell [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. Working on MEFAP/Outreach fundraising program for subsidizing outreach entries and grants
- 2. Phase 3 Block Party launches September all block party items have been moved from the block party website to USA Swimming website:

https://www.usaswimming.org/coaches-leaders/team-leaders/block-party

ACTION ITEMS:

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

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

- 1. Emailed and re-emailed 10 teams who hosted PC champs meets in last 3 years to setup initial calls 3 are setup as of Wednesday morning. ~35 teams will be emailed on Thursday morning
- 2. Preparing materials and content for Board Retreat in September
- 3. Travel plans made for BOD retreat and ABM in Denver
- 4. Created meeting schedule, input important dates and times into own calendars.
- 5. Reviewed and categorized FW and AGC meet survey responses
- 6. Reviewed 2025 USAS Legislative packet

Report of Action Items Prior:

Current/Short Term Goals: Find relevant reports on USAS LSC portal,

Medium/Long Term Goals: Communication with teams regarding what we need to keep doing, stop doing,

and start doing as an LSC when it comes to meets,

Additional Notes or Comments:

Waiting on cell phone, and credit card. New computer is in - Thank you!

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

- Closed July, met with Allworth/CCA to review July closing, August/year end status and review aging check policy for zone treasurers, including discussion over the possibility of instituting an unclaimed property procedure.
- 2. Met with Insperity Representatives multiple times over the past three weeks regarding implementation and setup of payroll and HR services. Worked on the transition completion, working on liability insurance required for compliance with Insperity.
- 3. First manual payroll went live on August 15 and timekeeping implementation started as of 8/16/2025. Completed first payroll as of August 18, with paycheck deposits pending on Tuesday. A little time consuming during the transition, but I think it will be an improvement over QBO payroll.
- 4. Attended a personnel committee meeting to interview with a potential treasurer candidate. Had a follow up meeting Tuesday and prepared the offer letter for the candidate. A really unique opportunity for Pacific Swimming with this person.
- 5. Met with Diana to go over plans for upcoming events, including final inventory count for August year end, Board Workshop in September, and officials apparel inventory for the October clinic.
- 6. Newsletter now is the time to figure out what topics we want to feature, what sort of content we want to put out and also how we are getting this information to our membership.
- 7. Started working on converting the prior year eventbrite events for the big annual LSC weekend.
- 8. Finalized all the invoices for August meets and other year end, processed AR and made multiple deposits.

Report of Action Items Prior:

Current/Short Term Goals: In Memoriam for Annual Business Meeting due September 1 - Mike Fujii, Ross Wilper, Debbie Potts, Harrison Race, Presley Bard Anderson, Cliff Reyda

Medium/Long Term Goals: Can we get a meeting on the books for a new logo, they have time to work on it for us. Let me know who wants to be involved.

Additional Notes or Comments:

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

- 1. Sending Beau a bunch of meet backup files.
- 2. Merges are all up to date as of now, but more will come as new regs come in
- 3. Weekly meetings with the USAS committee to prepare for Denver.
- 4. Lots of emails asking why people can't register. Sending messages to coaches for them to inform families to wait.

- 5. Need to go with Mary to get a new phone.
- 6. Some areas having problems with coaches finding places/people to do recertifications.
- 7. Writing off old transfer fees that weren't collected.

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

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

Report of Recent Activities: Posted new articles, Posted new meets sheets and results, Updated Athlete Rep master database - moving graduated seniors and adding new athlete reps, Did yearly cleanup maintenance of athlete GroupMe, Added job postings to the website, Processed Summer Travel Support, Updated all Committee Reports on website, Updated both LCM Top Times and Records for 8.17.25 and SCY for 7.27.25, Met with Cindy to talk about end-of-year inventory, last minute swag ordering and Officials Clinic apparel supplementing, Swag for Officials' Clinic arrives next week, Created Google Forms for Coach of the Year nominations and voting, Researched Food Drive organizations for Athlete Summit and Awards Banquet, Created Awards Banquet Invite with Food Drive information, Updated Officials' 25-26 Assignments, Cindy sent out Coach of the Year Nomination form, Booked PH Pool for Athlete Summit, Continuing to prepare for Awards Banquet voting - all relays updated, Contacted Togo's for Officials Clinic lunch, Spoke with both photographer and Jim Huske about getting W9 paperwork in before 8.31.25

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, Get Race of the Year candidates from Annie, Need to start designing Awards Banquet swim caps so it is only waiting for names, Reach out to PH Rec for coach in-water training

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 25-101. Meets current in OTS through 25-099. Time Standards approved via Executive Committee, ready for posting.

Templates updated for Senior Open, Senior 2, CBA+ and forwarded to sanction chairs. Will update further if any additional updates for 25-26 come out of USA-S Business Meeting in September. No Show Fine issued

for Summer Far Westerns.

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. On the horizon - updates to Age Group Champs/Far Westerns templates (feedback from Age Group - changes to event orders? Where to incorporate 13-14 50 strokes? Additional awards language?) Would like to have these ready to go for hosts by the end of September.

Additional Notes or Comments:

Karen Bair, Admin Asst: Report of Recent Activities:

WZAG 2025:

61 Athletes were selected to represent Pacific at the meet, and were amazing! We managed to return home with a trophy, and a win! And we survived the heat, the muddy athlete area, the long days and the short nights, Saturday's Trade Day, and the Saturday night pool party. We were provided with insufficient shade for our athletes, so had to buy 6 easy ups and tarps to adequately provide an area out of the sun for our athletes.

The coaching staff did a great job motivating the swimmers, and were a cohesive and supportive group.

A survey was sent to the coaches and athletes, and I have received about 25% participation. They loved the jerseys, but many still want "FUN" shirts. Need to upgrade the caps for next year, as we had problems with the super soft silicon (one swimmer lost 8 caps during competition).

Mary and I met and went over the expenses–still need to submit a request for reimbursement for laundry and I am waiting for Coach Kelly to submit a mileage claim.

Pac All Stars 2026 – Working on meet sheet. Need to get the meet on our calendar of events, and get officials (I sent an email to Phil Grant).

ZAM 2026

I have been working on a hotel and banquet for this event, but have had limited success finding a location that is close to the Morgan Hill facility. I do have a hotel in San Jose that is offering a great deal, and I am researching busing costs. I am thinking of getting 4 buses to share, as it would be difficult for shuttle services, due to the distance from the pool.

Medium/Long Term Goals: 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. Cindy and I have been working with Insperity. All employees should have received their first direct deposit from Insperity yesterday.

- 2. Received the first report from Fastswims. The information provided makes it hard to check the accurateness of the report. The first report shows an amount of \$100.84 for May August. I budgeted \$240 for the year. There is a good likelihood that we will be over budget in the coming fiscal year.
- 3. Travel Support:
 - a. I am still waiting on MAC, Tide, ALGA and SVS to either update their W9 on file &/or register for Bill.com. (Sectionals)
 - b. Applications for Futures Travel Support will close on September 26th.Only 7 of 27 clubs have submitted requests.
 - c. Applications for Jr, Nationals will close on October 3, 2025. Only 7 of 19 Clubs have requested Travel support
- 4. Jeff and I met on Saturday. We concentrated on the budget. Jeff is asking great questions. I believe he is gaining an understanding of the financial picture of Pacific. I gave Jeff the "box" with a number of important files and the Mobile card reader. Most of the "important papers have been scanned and uploaded into Dropbox.
- 5. I plan to meet with staff individually regarding submitting requests for payment and support documents for credit card expenditures.
- 6. I am continuing to collect updated W9s from Clubs with expired W9s.
- 7. I plan on setting up training meeting(s) with Morgan for next week.
- 8. Cindy and I will switch the Verizon account to her next week and get phones for Beau and Morgan
- 9. Key Admin Refs are meeting to update digital scratch procedures for this year.

Additional Notes or Comments:

This is my last staff meeting! I have enjoyed working with everyone over the past 20+ years. Thanks for putting up with my crazy travel schedule and intense love of numbers. :@)

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Meet with new Sr and Jr Ath Rep to talk about plans for the new year. Updating agenda, review of mission, survey for meeting time, group action items, new committee assignments
- 2. Exec Comm electronic voting closes tomorrow already have 10 people who have voted.
- 3. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 4. Website review Programs tab created

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Action Item:

Additional Notes or Comments:

Discussion Items:

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VERÓNICA:

CINDY:
DIANA:
LAURIE:
KAREN:
MARY:
ANNIE:



https://us06web.zoom.us/i/83793444354?pwd=JPrfukiEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354
Passcode: 405788
September 4, 2025 10:00 am PT

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

[X], Mary Ruddell [X] Beau Caldwell [X] Morgan Roarty [X]

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

Others/Guests:

Lehla Irwin, General Chair: Report of Recent Activities: .

- 1. Working on MEFAP/Outreach fundraising program for subsidizing outreach entries and grants
- 2. Phase 3 Block Party launches September all block party items have been moved from the block party website to USA Swimming website:

https://www.usaswimming.org/coaches-leaders/team-leaders/block-party

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. Worked with Mary on transferring the Verizon account to me to administer. New phones were picked up for new staff members and I need to send in the old phones before September 23, 2025. Will get phones from Annie and Laurie at the Board Workshop next week.
- 2. Processed new hire paperwork for Morgan and set him up in Insperity.
- 3. Working on month end closing for August as well as year end closing.
- 4. Counted the inventory in storage for year end with Diana.
- 5. Visit the site for next weekend's Board Workshop in September with Diana.
- 6. Met with Phil to finalize the classroom placement and presenters details. Scheduled meeting with Phil and presenters for September 23 to go over the needs for the clinic and the technical planning for the event for the clinic.
- 7. Finalized the second payroll with Insperity. They had an issue with PTO balances, but they fixed it on their backend. I will monitor that going forward will be easy since we track that offline as well. I think

the full transition has been completed, except for Pacific procuring non-owners and operators insurance, which is required to have them be our provider. We can get a quote from someone in the USA Swimming insurance realm or we can look locally or online. We just need to decide how to move forward.

- 8. I haven't had time to work on the Newsletter much in the past two weeks, but Jack has added in a couple of stories from SW magazine. Now is the time to figure out what topics we want to feature, what sort of content we want to put out and also how we are getting this information to our membership. Ideally I would like to publish mid September (by the 3rd week) and then update with more stories from the LSC Weekend.
- 9. Finished updating the Eventbrite events for the Officials Clinic and the Awards Banquet. Should have the Athlete Summit updated later today. Officials Clinic was published to the website last night.

Report of Action Items Prior:

Current/Short Term Goals: Planning for LSC Event Weekend, Newsletter Content, Logo Meeting set up with USAS.

Medium/Long Term Goals: Can we get a meeting on the books for a new logo, they have time to work on it for us. Let me know who wants to be involved.

Additional Notes or Comments:

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

- 1. Registration is now open and the number of emails is massive
- 2. Loads of transferred
- 3. Need to update qualifications for Outreach Registration Covered CA and need new Poverty Level
- 4. Need to send updated report to FastSwims for Outreach Reg (send to Annie to clean-up and send to Carlene)
 - a. Pull Report weekly for Sept and every 2 weeks in Oct

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

- 1. Preparing materials and content for Board Retreat in September
- 2. Travel plans made for November Sr 2 P/F weekend
- 3. 101 teams emailed for initial project 13 zoom calls held + 2 emails received with coaches/teams; 3 additional calls scheduled.

- 4. Reviewing LSC reports on USAS not finding a ton of useful info that's easy to download
- 5. Beginning to attend committee meetings

Report of Action Items Prior: LSC reports - see above

Current/Short Term Goals: Email teams 1 reminder of setting up call or responding over email, attending **Medium/Long Term Goals:** Establish yearly calendar for committee's tasks for each meeting, Establish official technical planning committee - purpose is to bring chairs/committees together to speak to each other. **Additional Notes or Comments:**

Waiting on cell phone - in transit and scheduled to arrive today. Do I have a phone number? Credit card and new computer is in - Thank you!

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Updated Athlete Rep master database, Added job postings to the website, Processed Summer Travel Support, Updated Board of Directors on website, Running final Top Times and Records for end of season 8.31.25 in both SCY and LCM, Met with Cindy to do an end-of-year inventory, Met on Zoom with Phil to discuss Clinic timeline/presenters, Fulfilled Officials Clinic apparel orders, Swag for Officials' Clinic has arrived, Tabulating Coach of the Year nominations, Created Awards Banquet Invite with Food Drive information, Will create Athlete Summit/Food Donation flyer, Updated Officials' 25-26 Assignments, Spoke with PH Pool about coaches' In-Water training, Continuing to prepare for Awards Banquet voting - all relays updated, Contacted Noah's for Officials Clinic breakfast, Spoke with Torri Huske finalizing details for her 10/4/25 appearance in PH, Worked with Annie to finalize finalist for all awards, Posted new AGC & FW time standards, Created new Hy-Tek standards files for 25-26 AGC and FWs, Created new articles for all Awards categories, Created announcement of Officials' Clinic information,

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, Need to start designing Awards Banquet swim caps so it is only waiting for names, Reach out to PH Rec for coach in-water training, Calculate Winter Travel support numbers

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 25-104. Meets current in OTS through 25-099. Time Standards fully approved and posted for 25-26. Awards season nominations completed. To be sent to awards committee for voting next week. Age Group Meeting - discussed where to place 13-14 50 strokes at Winter Age Group Champs, possibilities for team scoring @ Winter AGC as well. Formatting to be floated out in Zone Meetings for feedback, meet sheet to be out mid to late October

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: Senior Committee - desire to add 50 strokes to Senior Meets? Formalize any changes to Spring/Summer AGC and FW Meet Formatting

Additional Notes or Comments: When do we want to send an updated MEFAP list to Carlene to update the Fastswims database?

Karen Bair, Admin Asst: Report of Recent Activities:

WZAG 2025:

Up to 17 athlete responses to the survey I sent out. Mainly positive. Shared with Lehla Irwin the suggestions on the sequence and events of the meet, to perhaps improve the experience next year.

Final requests for reimbursements were submitted for laundry and mileage for Coach Kelly.

Pac All Stars 2026 – Working on meet sheet and applications for coaches, athletes and chaperones. Phil Grant assigned officials: Head Ref (Brett Shaug), Admin Official (Sachi Kuwano) and Head Starter (Kit Yan). Curtiss Kikuta will be the computer operator and compile entries. Need to find a Meet Director. Received 2 busing quotes, and will send a check request for the deposit. Reached out to our apparel provider to be on their schedule, as it will be a tight turn around. I received 2 quotes for busing, both vendors we have used in the past, and I will pay the 25% deposit, remainder due 2 weeks prior to event.

ZAM 2026

I have been working on a hotel and banquet for this event, but have had limited success finding a location that is close to the Morgan Hill facility. I do have a hotel in San Jose that is offering a great deal. Waiting for contract for the San Jose Hotel for our April event. Busing will be arranged as soon as the hotel is confirmed.

WZAG 2026

Location is in Oregon (Mt. Hood pool). Working on a hotel for the meet. Found a close budget friendly (and very outdated) hotel, but am still looking for other alternatives.

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Bookkeeper (Liaison to Finance, Investment, Budget)
Report of Recent Activities:

1. **Last week:** Full week last week at Mary's house getting up to speed on the role. Mary did a great job organizing the transition responsibilities, but still digesting all the information. Started a Bookkeeper Bible 1.0 with all my consolidated notes.

- 2. **Current Goal:** My primary goal this week is to get the August month end close ready for Mary's initial review (meeting Thursday afternoon). Finished full sweep with notes and questions for Mary to review and answer this afternoon. Still waiting on month-end statements to finalize.
- 3. Next Goal: Next is getting started with September action items per Mary's email to Jeff and myself
- 4. **Daily Goal:** Keeping up on email and getting familiar with all the types of emails and requests that come through. I have some flagged emails with questions for Mary.

Additional Notes or Comments:

- 1. Remaining HW items are Scanner (pick up at Mary's house Thursday afternoon), Printer (TBD if need)
- 2. Remaining SW items are Adobe SW (will purchase and expense), Paypal access for month end reports
- 3. Emailed introductions with contact info to all the Zone treasurers

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. First Age Group meeting went really well and progress is being made. New committee members are already more engaged. Adding 13-14 50's of stroke and scoring in 2 different formats.
- 2. Exec Comm voting closed and all board docs sent to be posted. (motion log, minutes, copy of google form ballot, original motion docs)
- 3. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 4. Website review Programs tab created

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Action Item:

Additional Notes or Comments:

Discussion Items:

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https://us06web.zoom.us/i/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354
Passcode: 405788
September 18, 2025 10:00 am PT

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

Beau Caldwell [X] Morgan Roarty [X]

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

Others/Guests:

Lehla Irwin, General Chair: Report of Recent Activities: .

- 1. New guidelines for change of gender for competition category:
 - a. LGBTQ+ Guide For Inclusion and Support
 USA Swimming Athlete Support Plan
 19.0 Competition Category Policy
- 2. Annual USA S workshop/ABM/Convention
 - a. Reviewed materials available here

ACTION ITEMS:

Send Diana Letters for Coach/Year invitation for awards night

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. Finalized month end closing for August and met with CCA/AllWorth to review reports and discuss the fall audit plan. .
- 2. Participated in a number of meetings, including Finance Committee meeting, BOD, and LSC Leadership call.
- 3. Attended the Board Workshop with the staff and the board members in Concord.
- 4. Finalized the third payroll with Insperity. Everyone is still getting used to punching. I think the full transition has been completed, except for Pacific procuring non-owners and operators insurance, which is required to have them be our provider. We can get a quote from someone in the USA

- Swimming insurance realm or we can look locally or online. We just need to decide how to move forward.
- 5. I haven't had time to work on the Newsletter much in the past two weeks, but Jack has added in a couple of stories from SW magazine. Now is the time to figure out what topics we want to feature, what sort of content we want to put out and also how we are getting this information to our membership. Revised publishing schedule could be last week of September and then update with more stories from the LSC Weekend.
- 6. Invoiced the first two meets of the 2025 season DDST and EBSD.
- 7. Sent off Annie and Laurie's old phones back to Verizon for an adjustment to the bill. Will review once I have confirmed the delivery.
- 8. Eventbrite numbers for the LSC Weekend 21 In Person for the Athlete Summit, 183 for the Officials Clinic and about 97 people for the banquet, including staff. These numbers are close to what's expected with just under 3 weeks to go the Clinic is consistently more than 300, the banquet will probably be around 200-225 and the athlete summit in person should be around 24-30.

Report of Action Items Prior:

Current/Short Term Goals: Have a meeting set for new logo discussion later today.

Medium/Long Term Goals:

Additional Notes or Comments: I am out of town this weekend for my stepmother's memorial service, I will be back Monday evening, and I will try to catch up on my emails on the flight home. I will put on my auto responder for the weekend though.

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: Medium/Long Term Goals: Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

- 1. Connecting with each club to find out what, in regards to meets, PC needs to a) keep doing, b) stop doing, and c) start doing.
 - a. Have spoken to 27 clubs over zoom, 3 clubs over email; currently have 3 more calls scheduled and 5 clubs to respond to over email
 - b. Chart is being categorized with responses; will be sorted and organized with most frequent responses by November BOD meeting

- 2. December Senior 2 meet Email sent to prospective meet hosts, will have as host awarded or meet canceled by Sept 29 senior meeting have received 1 response so far.
 - a. Template created to incorporate 50's non-free (attached)
- 3. Winter AG Champs just about finalized with revisions
- 4. Will make a similar move for July Sr Champs as in December after the sept senior meeting.

Report of Action Items Prior:

Current/Short Term Goals: Catch up on responses from teams and fill in chart; solicit some meet hosts; learning how fastswims works

Medium/Long Term Goals: Working on a consistent meet entry process for CBA/Invite meets; will have survey results for BOD at November meeting.

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Added new Athlete Reps to master database, Updated job postings on the website, Processed Summer Travel Support, Updated Board of Directors on website, Completed Top Times and Records for end of season 8.31.25 in both SCY and LCM, Researched all Top 10 NAG placings for 24-25, Fulfilled Officials Clinic apparel orders, Closed all Awards Banquet voting, Finished tabulating all awards and sent all names off to Hasty Awards, Sent off all nominee names to swim cap company, Created Athlete Summit/Food Donation flyer, Updated Officials' 25-26 Assignments, Contacted Togo's for pricing of Officials Clinic sandwiches, Created announcement of Officials' Clinic information, Posted many BOD documents, Attended BOD

Report of Action Items Prior: Need to follow up with PH Pool about coaches' In-Water training

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Calculate Winter Travel support numbers, Work on Awards Banquet Powerpoint and script for emcee, Work on Records and NAG certificates

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 25-116. Meets current in OTS through 25-114. Awards finalized. Low participation in committee voting. Let's talk about re-structuring the awards banquet to honor in objective ways (outstanding athlete, outstanding senior, records, imx?) Time Verification for first Senior Open with new qualifying requirements - large number of swims to be verified. Good response from coaches on proof of time.

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: Formalize any changes to Spring/Summer AGC and FW Meet Formatting

Additional Notes or Comments: Thoughts on Coach of the Year nomination process? Low participation from coaches in nominating. How do other LSC's handle this?

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – Finalizing meet sheet and applications for coaches, athletes and chaperones. Phil Grant assigned officials: Meet Director Jay Rowland will join the team of Head Ref (Brett Shaug), Admin Official (Sachi Kuwano) and Head Starter (Kit Yan). Curtiss Kikuta will be the computer operator and compile entries. Sent meet sheet to Head Ref and Meet Director for final review before sending for sanctioning.

ZAM 2026

Deposit has been paid for the hotel and banquet for this event. Arranged with Meet Director of ZAM warmups for all teams. I will send out requests for busing later this week.

WZAG 2026

Location is in Oregon (Mt. Hood pool). Still trying to find a budget friendly hotel close to the venue for the meet. Found a close budget friendly (and very outdated) hotel, but am still looking for other alternatives. All alternatives (budget friendly, with breakfast) are about 30 minutes away, and will require 2 buses.

Medium/Long Term Goals: Additional Notes or Comments: Need to reach out to ZAM participants, to find primary contacts for ZAM 2026. Looking at alternatives for apparel.

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (Liaison to Finance, Investment, Budget)

Report of Recent Activities:

- 1. **Last week:** Focus was trying to do one of everything to get a full picture. The first Accounting meeting went fairly well, similar to the Finance meeting pulling all the reports together. I'm still learning a lot and fine tuning.
- 2. **Current Goal:** Continue to document as much as I can from Mary before she leaves for vacation.. We had a good session on Monday, went deep in Accruals and Expense Reports.
- 3. **Next Goal:** Want to visualize the major meets, accrual periods, financial meetings, closing periods, so I can see the full picture of the year better.
- 4. **Daily Goal:** Setup daily reminders to keep up in different areas, <u>Auth.net</u>, <u>Bill.com</u>, Deposits, QBO updates, Journal Entries, Expense Reports, etc.

Additional Notes or Comments:

1. Mary leaves Monday for a month starting Monday. She said she would sometimes be online for emergencies. I will do my best to let her have a nice vacation without being bothered.

- 2. Travel Support for Sectionals closes **today**, still waiting on ALGA W9, MAC setup <u>bill.com</u>, and watching today for TCA 2nd payment, to be able to pay them TS
- 3. Travel Support Futures close on **Sep 26** and Juniors close on **Oct 3rd**. Mary suggested a reminder on the website.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Need to assemble the new Board Goals chart and workshop summary
- 2. Updating Tech Suit inventory and set-up planning meeting.
- 3. Clean up motions for Governance: 2507FIN01, Membership Fee, location of Board member restriction
- 4. Personnel needs to renew Mary's position as a consultant
- 5. Athlete Summit: getting college panel speakers, set games/activities,
- 6. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers a. Block party times
- 7. Website review Programs tab created

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Medium/Long	Ierm	Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

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LAURIE:
KAREN:
MARY:
ANNIE:



https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1

Meeting ID: 837 9344 4354 Passcode: 405788 October 2, 2025 10:00 am PT

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

Beau Caldwell [X] Morgan Roarty [X]

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

Others/Guests:

Lehla Irwin, General Chair: Report of Recent Activities: .

- 1. New SWIMS stats from ABM supposed to be emailed.
- 2. Attempted to schedule Mike Novall (USA S Team Services) for Spring Far Westerns to meet with Pacific clubs.
- 3. Annual USA S workshop/ABM/Convention
 - a. Coach & Safe Sport rep liked the workshop and got several ideas to enact
 - b. Did not get any new information on competition category change (new rules)

ACTION ITEMS:

Scan SWIMS data from ABM in case they forget to email it out.

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. Attended the USAS Annual Business Meeting and Summit in Denver. Will have a written summary for the HOD. Two takeaways new insurance carrier coming for 2026, no longer with IOA (we were not told new company name). USAS and USA Foundation Investment strategies to include 24% private equity investments with new wealth fund manager from Goldman Sachs, Nick Eaton in San Rafael.
- 2. This past week my primary focus has been on the LSC Weekend plans and Month End Closing.
- 3. Reviewed the program, slide deck and script for the Awards Banquet prior for accuracy and spelling etc.
- 4. Finalized the fourth payroll with Insperity. Only a few punching issues. The request time off and request punch correction buttons have been added to the main page, so they should be usable,

- please let me know. For now, just let me know via email if you are using sick time for anything or if you are requesting PTO. Still need to procure automobile non-owners and operators insurance. I learned at the summit that USAS will be switching insurance providers this year, so I think we should look locally to establish this policy.
- 5. Eventbrite numbers for the LSC Weekend: 27/13 In Person/Virtual for the Athlete Summit, 232 for the Officials Clinic and 204 people for the banquet, including staff. The Clinic numbers are slightly lower than prior years, but the Awards Banquet and Athlete Summit are about what was expected. The change to the first weekend in October being opposite of the SC Masters Championship meet and in person clinics no longer required for certification both could have some impact on attendance.
- 6. Sent out weekly invoices, cleared \$8K in AR and sold 100 A medals for pickup at the clinic.

Report of Action Items Prior: Logo meeting went well, we won't have anything to review until closer to the first of December due to other jobs in the queue.

Current/Short Term Goals: Grant program deployment by HOD. Newsletter update before the end of October. After the LSC Weekend, there should be more time to devote to that kind of project.

Medium/Long Term Goals: OPTC applications should be out by mid-late October.

Additional Notes or Comments:

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

- 1. Large number of transfer
- 2. Registration are rolling in

3.

Report of Action Items Prior: Current/Short Term Goals: Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

Beau Caldwell, Competition Coordinator:

Report of Recent Activities:

- 1. Connecting with each club to find out what, in regards to meets, PC needs to a) keep doing, b) stop doing, and c) start doing.
 - a. Project is still in the works. Only 1 more team scheduled to chat, otherwise just put responses into chart and review
- 2. December Senior 2 meet Host has been secured and awarded (DVC)
 - a. Survey sent out about time standards. After we have survey results back, we'll decide on the standards for the meet .
- 3. Winter AG Champs with changes has been approved starting to figure out Spring AG Champs
- 4. Trying to tabulate some metrics for each CBA meet athletes, duration, sessions, etc.

- 5. Caught up with Morgan briefly on budget Looking good so far!
- 6. Communicating with teams and zones on finding distance race opportunities this was overlooked when Senior meets went to 13&O was a place for 11-12's to swim distance races.

Report of Action Items Prior:

Current/Short Term Goals: Reach out to Jane Grosser to see if there's an LSC that does awards well.

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Added new Athlete Reps to master database, Updated job postings on the website, Processed Summer Travel Support, Created all 24-25 Records Certificates, Created Top 10 NAG certificates, Fulfilled Officials Clinic apparel orders, Received all awards from Hasty Awards, Received and checked all nominee swim caps, Communicated with Jim and Torri Huske about the weekend, Created Athlete Summit/Food Donation flyer, Updated Officials' 25-26 Assignments, Ordered sandwiches from Togo's for Officials Clinic and Athlete Summit, Ordered bagels from Noah's for Officials Clinic, Researched Winter Travel airfares, Purchased many items for Officials Clinic and Athlete Summit, Worked on multiple hotel issues with Hyatt House, Completed Awards Banquet, PowerPoint, script, and Program,

Report of Action Items Prior: Need to follow up with PH Pool about coaches' In-Water training

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 25-121. Meets current in OTS through 25-114 + PLS Senior 2. Age Group & Senior Committee Meetings. Discussed Senior T/F in December and Travel Assistance. Age Group - event order settled for Winter AG Champs, opened discussion on Spring AG Champs; some discussion on re-vamping Awards Banquet. New MEFAP registrant lists sent to Carlene to flag in Fastswims...close to 300 athletes currently registered as Outreach (for 2025 and/or 2026). Helped respond to parent complaints re: 12&U athlete distance opportunity.

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

Medium/Long Term Goals: Formalize any changes to Spring/Summer AGC and FW Meet Formatting

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2026 – Applications are on the website, and emails were sent to past participants of travel meets. As of 10/1/2025, 59 athletes, 7 coaches and 2 chaperones have applied. Looking for a Meet Director who will join the team of Head Ref (Brett Shaug), Admin Official (Sachi Kuwano) and Head Starter (Kit Yan). Curtiss Kikuta will be the computer operator and compile entries.

ZAM 2026

Sent out busing requests to 3 vendors we have used in the past. Received 2 estimates for services, and requested a contract for the lower of the 2 estimates (including hotel rooms, one estimate was for approximately \$20,000, the other estimate was approximately \$16,000). The contract was sent for approval.

WZAG 2026

Approval received for the hotel, and the contract was signed. Signed contract is due by 10/7 to the hotel to confirm reservations, but received a negative comment regarding the neighborhood of the hotel selected from another hotel. So we have been researching hotel selected (Chamber of Commerce contacted, and business nearby and contacting the host LSC representative) Location is in Oregon (Mt. Hood pool).

Medium/Long Term Goals: Additional Notes or Comments: Need to reach out to ZAM participants, to find primary contacts for ZAM 2026. Looking at alternatives for apparel.

Additional comments or other notes of importance or relevance:

Morgan Roarty, Staff Treasurer (Liaison to Finance, Investment, Budget) Report of Recent Activities:

- 1. **Last week:** Caught up on all QBO JE, <u>Bill.com</u> sweep, CC expenses, CC statement match, pre-reconciliation of all counts, in anticipation of month close, finished the August CC receipt vs. statement compilation, just missing one receipt. Big push to get folks signed up on <u>Bill.com</u>, just missing Dino Guy, Jeff is helping chase him.
- 2. **Current Goal:** Getting started on Month close prep, PPD/DR entries, waiting on statements to come in, reconcile, and send to Trina/Maria hopefully by end of the week
- 3. **Next Goal:** TBD but still on my short list to visualize the major meets, accrual periods, financial meetings, closing periods, so I can see the full picture of the year better.
- 4. **Daily Goal:** Just keep up on all new expenses/deposits, getting in a good rhythm, getting faster with details

Additional Notes or Comments:

1. Not able to attend the Awards Banquet, have a birthday celebration for my oldest son. Will come 7am to noon Saturday to help out.

- 2. Travel Support Futures close on **Sep 26** and Juniors close on **Oct 3rd**. Still waiting "ON HOLD" to process BAC Futures and Jr. Nationals plus VS Futures. Will close out the AAP for Futures and Juniors once these are done.
- 3. Working with Beau on fine tuning his projected budget vs. actuals
- 4. Got ping from Kelly on Camps budget

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Need to assemble the new Board Goals chart and workshop summary
- 2. Updating Tech Suit inventory and set-up planning meeting
- 3. Clean up motions for Governance: 2507FIN01, Membership Fee, location of Board member restriction
- 4. Athlete Summit
- 5. All-Star policy for coach mileage reimbursement and limit of coach, chap, meal, bus numbers
 - a. Block party times
- 6. Website review Programs tab created

Medium/Long	Term Goals:
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Action Item:

Additional Notes or Comments:

Discussion Items:

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