PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1
Meeting ID: 837 9344 4354
Passcode: 405788
May 28, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [E], Diana Fetterman [X], Anne Stein [X], Karen Bair [X], Beau Caldwell [X], Morgan Roarty [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. Attended LSC Task Force "town hall" - which is reviewing how effectively Local Swimming Committees support clubs, athletes, coaches, and volunteers nationwide. Supposed to focus on identifying challenges and opportunities (membership growth, coach retention, facility access, and financial pressures) then developing recommendations to strengthen local governance and support.
    a. A member from the task force will be attending our June Executive Meeting.
    b. Had a separate phone conversation with a member of the task force on what specifically they are looking for from our LSC.

ACTION ITEMS:

2. Coach Rep Appointments:
    a. Tom Lebherz (Senior Coach Rep)
    b.

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. Prepared for HOD including budget review, reaching out to the clubs, reviewing membership status, recording designated delegates and reminding delegates to register for the meeting.
2. Attended the AEC, LSC Task Force Townhall via the Registration Committee Learn at Lunch meeting and the Personnel Committee Meetings. Wrote up a summary for the LSC Taskforce if anyone want to review and you can find out more about their purpose

3. Still looking at transportation options for pick up and drop off of the WZ Athlete Summit, rental cars are about $400, Super Shuttle quoted me $358 each way, and I am waiting on one more shuttle quote, but I doubt the pricing will be much different. With seven travelers, it is just a few too many for one Uber, but hiring a car or shuttle is also outrageously expensive - car rental has its risk though as they might not have the car reserved in inventory.
4. Invoiced meets from week ending May 10th and 17th, waiting on some finance reports from FastSwims to finalize this past weekend's invoices. I will be making the last deposit of the month tomorrow and start to work on month end closing items.
5. Started working on the bag tag order for the summer meets, will be asking for a quote this week and will need to finalize the order by June 18 for timely delivery.
6. Will review and process payroll on Monday.
7. Coach Nomination Form - can they nominate multiples? how many nominees will there be for each category?
8. Insperity renewal will be due in mid-June, this would be a contract renewal for the coming year beginning in August.

Report of Action Items Prior:
Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, need to arrange all our employee training with Insperity, I will check on that and report next time.
Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.
Additional Notes or Comments: Would like to add Morgan as a Insperity Admin so he can approve my requests off and also be a back up for any sort of payroll issue if it comes up. Will address w/Jeff and seek approval from the Personnel Committee.
We

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

1. Out sick

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. New Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
    a. Meet bid awards - Round 2 is out - will reach out to some teams to consider bidding

b. Senior committee meeting - Discussed at length standards, minimum ages, ideal duration, possible cut protocol; revising Feb Senior Champs meet format again after learning of facility closure on President's day.
c. AG Committee - No updates from last time
d. Zone meetings - Attended Zone 2 & Zone 3 meetings - working with Z2 SS chair and and 1 other coach to formulate plan for closed decks
e. Time standards committee - first meeting yesterday, have a lot of data to mine and bring back regarding Futures and sectional level athletes in FW and AGC
f. Attended LSC leaders committee meeting 2 weeks ago -

3. Planning/Data -
    a. Calculated dollar amount PC makes from each splash at PC sanctioned meets, and what each athlete pays per splash at a PC sanctioned meet (SC seasons, Sept-Far Westerns)
        i. Price per splash - 2025: $1.75 2026 - $1.69
        ii. Each athlete pays per year: 2025: $20.34 2026 - $21.89/athlete
        iii. Separate out how much comes in from each price point, figure out h
        iv. Pull out mefap with actuals out of quickbooks, see how it holds up against actual revenue
    b. Working on AGC FAQ sheet
4. Pool/Facility update -
    a. No updates

Report of Action Items Prior:
Current/Short Term Goals: Send out Far Westerns recruitment and marketing, figure out awards for potential combined AG/Sr champs
Medium/Long Term Goals: Formulating slides and info to present to current meet hosts to host more sanctioned meets, and for non-meet hosts to venture into hosting a sanctioned meet. Ideally presenting in a small group setting at Summer AG Champs.
Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes, Officials)*:
Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Fulfilled Officials apparel orders, Posted Top Times and Records for weeks ending in 5.25.26 SCY, Updated Class of 2026 Commitments, Updated Officials' Assignments, Finished processing Spring Travel Support, Uploaded May-to-date results into TM for database, Uploaded more out-of-LSC meet results for All-Star applicants, Waiting for apparel from new embroiderer in Martinez, Attended and posted documents for HOD and post-HOD,

Report of Action Items Prior: Work on medal ordering for 26-27, Order Summer AGC and Summer FW high point awards, Pick up and inventory new Officials apparel inventory

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 26-083. Meets current in OTS. Summer AG Champs and Senior T/F sanctioned. Second Round Meet Bid Packages out to clubs, bids due 6/7. No second round bids received of yet. Time Standards Committee first meeting - big picture topics discussed. Data to be mined on number of age group athletes with FW standards to assist in conversation and decision making. Next meeting 6/3 with goal to have SCY and LCM standards ready for approval at July BOD (since I am out all of August).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Second Round of 26-27 Meet bidding (Meets still in need of host - December Senior T/F, early April Senior Open, 10 & U Champs, post-CCS walkon, early June Senior Open

Medium/Long Term Goals: Finalize time standards for 2026-27. Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments:

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2027 – .

ZAM 2026 - All bills have been paid.

WZAG 2026 -

Coaches have been selected for WZAG, and all have confirmed availability. Laurie checked credentials, and only 1 has certifications due by August.

We have approximately 135 athletes who have applied–not all have met the minimum time standards. Sent time (with names redacted) to the head coach. Applications close on the 29th. We have 16 applicants for chaperones.

Alternate WZAG 2026 location has been finalized, and we are going back to Boise (Plan C)! Boise Hotel has been confirmed, and contract sent. Deposit has been paid for the airfare to Boise. I have a contract for the Saturday activity in Boise, and the busing is a work in progress. We have used school buses in the past, and

I plan to do that again–except for our activity, as that is a 40 minute drive. Still waiting on estimates for the buses. Tickets to Portland were cancelled, and I contacted SouthWest Airlines, hoping to get our deposit for our Portland tickets transferred to our Boise tickets. After I complete the purchase of the Boise tickets, I can resubmit a request for reimbursement. Car rental reservations have been changed to Boise.

The list of events was provided, and 50 yard events have been included for the 13/14 age group, as well as the updated time standards. I am working on the template for coach selections. The meet sheet was just published on the WZAG 2026 website, and shared with the Head Coach. Finalizing fun shirt design, and we will be provided with the 2026 logo, and I hope to incorporate that into our fun shirt.

We have a coaching zoom meeting scheduled for Friday, and I hope to provide the coaches with the applicants and their top times early next week.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

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

1. **Current Goal:**
    a. **Post HOD Budget adjustments** - Finalizing two Budget adjustments one for Seasonal Membership +$5 new motion approved, includes improved calculation for Athlete Membership type, and one for not adjusting MEFAP based on approved Motion #1 - 2604BC02
    b. **Updated Travel Support sheet** - Added a new sheet that you can adjust the month, and it will show you the status of each meet (Expense, AAP, or Closed). It should help keep track of Accrued Travel Support balances each month plus useful information for the Audit.
    c. **Investment Grants** - Top line almost $77k paid out against 29 Clubs
        i. **Final 2 Clubs to pay out** - Richmond SAIL is declining grant funds this year, and haven't heard anything of late from SEA in months
        ii. **Final Receipts for Investment Grants** - Still chasing 7 Clubs for the final source receipts, sent out fresh reminders yesterday

2. **Next Goal:** Coming up on Month End preparation and keeping up with Expenses. A little behind will work to catch up today/tomorrow.

Additional Notes or Comments:

1. **OOO next Thursday 4th, and Friday 5th, going to a NY wedding, not planning to take laptop**
2. Both Nordberg scholarship winners are on Bill.com, waiting for Jordan to enter his address; both should be approved and processed this week.
3. Still waiting on the Doc Jones BBQ (Officials Appreciation) check to clear from early April. I sent them an email as a follow up. Based on last year it takes about 2 months for them to deposit.

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

1. Awards Banquet Subcommittee - need to write up motions to adjust Awards P&P
2. Athlete Rep wanting to start a Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
3. Website review - need to send update for the athlete page to Diana
4. Finishing HOD minutes and will start on June Exec Meeting

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

PC STAFF MEETING MINUTES/ REPORTS

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Meeting ID: 837 9344 4354
Passcode: 405788
June 18, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Anne 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:

ACTION ITEMS:

1. Coach Rep Appointments:
    a. Tom Lebherz (Senior Coach Rep) - Lehla will check in
    b. Kelsey Lange (Age Group Rep) - Lehla will check in
2. Far Western Coach Fee to Athlete Facility Fee (from $20 to $25)
    a. Work with Age Group Committee on a motion for 2027 FW
3. LSC Reps for 2026 Summit
    a. GC (me)
    b. Coach Rep (Tammy DACA)
    c. Officials Chair (or designee) - Phil or designee
    d. Registrars (Veronica)
    e. DDEI Coordinator (Kent)
    f. Age Group Chair (Mark Faherty)
    g. LSC Staff (TBD) (Beau, Cindy)
    h. Athlete Reps (Junior & Senior)
    i. Women in Governance (Alex)

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 month end and had a monthly Accounting Review meeting with the outside accountant, Morgan and Jeff.
2. Attended the Finance Committee meeting, LSC Leadership call, Exec Committee/LSC TaskForce meeting, Risk Mgmt call with Rachel Olsen, Annie and Beau and Athlete Committee Meeting.
3. Attended a meeting of Admin officials working on how much technology and digital processes will be utilized in the coming championship meets for the summer. An update is we are outsourcing some of the set up to Nik Kikuta to alleviate some of the additional work put upon the head admins in the set up portion of these meets with templates and forms, etc.
4. Trying to complete the meet invoicing from June 14th - still missing CDST's Meet Summary report. Quickbooks is having problems completing these invoices (not saving my additional changes) so I will continue to try from multiple devices etc to get them out this morning. Also set up meets for the remainder of the month in QB since I will be on vacation next week.
5. Finalized the quote for bag tags and submitted all artwork, there should be proofs too look at soon. The in-hand date is July 10/July 13 at the latest, so we should have plenty of time to get them here.
6. Reviewed and processed payroll for the first two weeks of June. Also renewed our Insperity agreement for an additional year.
7. Sent out 900 A medals this month, for SUNN (300), VJO (500) and OAPB (100).
8. Made a $13K deposit, but it did not register with the ATM. I launched an investigation with the bank and since I had copies of the checks, I expect that the deposit will be included in about 10 days.
9. Did some late AR investigation this week - both SCSC and MONT didn't process their payments either through distraction, travel or some excuse. TCA sent me an email June 4 saying they were paying late and to provide the amount of the late fee, but so far no payment has been received for the main invoice or the late fee - their invoice is 22 days late and the oldest item on the AR.

Report of Action Items Prior:
Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, need to arrange all our employee training with Insperity, I will check on that and report next time.
Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.
Additional Notes or Comments: I am on vacation next week, but I will check email about once a day and catch up on anything urgent or forward along.

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

1. 1 High school meet still incomplete
2. Reg check are going as usual

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. New Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
    a. Meet bid awards -
        i. Round 2 is complete with 1 new bid received. Round 3 opening Today or Tomorrow.
        ii. 2027 LC AG & Senior Champs combined into 1 meet, dual venue, approved last night at Exec Board mtg.
    b. Senior committee -
        i. Feb senior reformatted again to change date to Fri/Sat/Sun format due to facility (PLS) closed on President's day
    c. AG Committee - Working through the following -
        i. Winter AG Champs - have had 2 calls with risk mgmt and 4 calls with other USAS personnel regarding safety concerns with this meet; made several reformatting options, waiting to discuss with Phil regarding if the latest one will work with the officials
        ii. Spring AG Champs - working through some concerns with order of events. Data mined some stats on distance events and how participation works with 2 distance events (500/1000/1650 free/400 IM) are on the same day (see data below)
    d. Zone meetings - Attended Zone 2 & Zone 3 meetings -
        i. Assisted Z2 SS chair and 1 coach with framing SafeSport guidelines and best practices and bringing those to Z2 meets.
    e. Time standards committee - have had 3 meetings so far - researched where the line is for futures and junior nationals with regards to Far Westerns
3. Planning/Data -
    a. Participation & performance data when the 500 & 1000 free are on the same day
        i. Participation was down 10-27% when they are on the same day compared to when they're not; Performance was down 28-36% when they are on the same day compared to when they're not
        ii. Events reviewed were 11-14 girls at Far Westerns (on the same day) and 11-14 girls at AGC (not on the same day); control was 11-14 boys at both meets. 11-14 girls participation numbers at AGC more closely matched boys numbers compared to 11-14 girls at FW.
    b. Participation in distance events (500/1000/1650 free/400 IM) at 2025 & 2026 Spring AG Champs - *(note: we're 1 of 2 LSC's to run 4 distance events over 3 days)*
        i. In 2025, 11-14's swam the 400 IM (P/F) and 1650 were on the same day;
        ii. In 2026, 11-12's swam the 400 IM & 500 free on the same day (both TF) and 13-14's swam the 400 IM (P/F) and 1000 free on the same day
            1. Athletes choosing to "double" improved 7%;
            2. Total splashes in "double" events improved 12%
4. Pool/Facility update -
    a. Reviewed with Jane Grosser facilities that have been contacted

5. Far Western marketing/recruiting materials created, waiting for approval
6. Old items - still to be completed
    a. AG Champs FAQ sheet -
    b. Per splash data -
        i. Separate out how much comes in from each price point,
        ii. Pull out mefap with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:
Current/Short Term Goals: Send out FW materials to prospective clubs
Medium/Long Term Goals: Formulating slides and info to present to current meet hosts to host more sanctioned meets, and for non-meet hosts to venture into hosting a sanctioned meet. Ideally presenting in a small group setting at Summer AG Champs.
Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes, Officials)*:
Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Received all newly embroidered Officials' apparel and took to storage, Fulfilled new and existing Officials apparel orders, Ran Top 100 times for Annie/Time Standards Committee, Posted Top Times and Records for weeks ending in 5.31.26 and 6.7.26 LCM, Updated Class of 2026 Commitments, Updated Officials' Assignments, Finished processing Spring Travel Support, Uploaded May-to-date results into TM for database, Uploaded more out-of-LSC meet results for All-Star applicants, Helped Karen with travel forms, Ordered Summer AGC ribbons and high point awards, Ordered Summer FW high point awards, Sent more apparel to be embroidered, Processed travel support for TYR - Sacramento, Posted Exec documents and attended Exec meeting,

Report of Action Items Prior: Work on medal ordering for 26-27, Finalize Luca Urlando for October

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 26-091. Meets current in OTS. Second Round Bid received from Z1S for Post-CCS Meet. Continuing to meet with time standards task force. Final bit of number crunching to do on FW and AGC, but general plan settled. Next

meeting 6/24 with goal to have SCY and LCM standards ready for approval at July BOD (since I am out all of August). AGC/Senior Champs July 2027 plan approved by exec. Committee. Third round of bidding to open ASAP. Met with USA-S Risk Management contact re: pool depth issues at San Ramon.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Third Round of 26-27 Meet bidding (Meets still in need of host - December Senior T/F, early April Senior Open, 10 & U Champs, early June Senior Open

Medium/Long Term Goals: Finalize time standards for 2026-27. Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Working, but vacation on East Coast June 28-July 6. Hours/mid-day availability may be spotty. Out month of August for wedding/honeymoon. Last work day August 5, back in the office August 31. I've let sanctions chairs know to get any meet sheets that need sanction in that time to get meet sheets to me by end of the day August 3. Back-up in case of emergency? Announcement on web reminding hosts?

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2027 – .

ZAM 2026 - All bills have been paid.

WZAG 2026 -

Coaches have been working hard, selecting the team. Especially the 13/14 coach, as 6 of the selected athletes were unable to attend. But now we have a team! 68 athletes have confirmed. I have 3 chaperones selected, and just contacted the 4th chaperone.

Busing for Boise has been reserved, and they will bill us after the event. Working on names for airline tickets, as payment is due June 19th. I think we will have 81 airline tickets (68 athletes, 7 coaches, and 4 chaperones). One ticket is for an official, and he will reimburse the cost of the ticket. I contacted SouthWest Airlines, hoping to get our deposit for our Portland tickets transferred to our Boise tickets. After I complete the purchase of the Boise tickets, I can resubmit a request for reimbursement, so that letter will be sent on Friday. Car rental reservations have been changed to Boise.

Caps have been ordered, and I have finalized the shirt design, incorporating the fish WZAG logo onto our shirt.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

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

1. **Current Goal:**
    a. **Month End Close** - Got through Accounting Review no major issues just some minor clean up, still getting JE's approved by Jeff, and the final Bill.com archive for all the monthly payments.
    b. **WZAG accounting** - Keeping up with WZAG refunds, new Co-Pay amount and Payment Tech to Deferred Revenue
    c. **Post HOD Budget revisions** - Finalizing two Budget adjustments one for Seasonal Membership +$5 new motion approved, includes improved calculation for Athlete Membership type, and one for not adjusting MEFAP based on approved Motion #1 - 2604BC02
    d. **Investment Grants** - Top line almost $77k paid out against 29 Clubs
        i. **Final 2 Clubs to pay out** - Richmond SAIL is declining grant funds this year, and haven't heard anything of late from SEA in months
        ii. **Final Receipts for Investment Grants** - Still chasing 7 Clubs for the final source receipts, sent out fresh reminders yesterday

2. **Next Goal:** Just doing some cleanup on ATS monthly files and making sure the Zones are in sync especially the 'uncleared transactions'. A little behind will work to catch up today/tomorrow.

Additional Notes or Comments:

1. Still waiting on the Doc Jones BBQ (Officials Appreciation) check to clear from early April. I sent them an email as a follow up. Based on last year it takes about 2 months for them to deposit.

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

1. Awards Banquet Subcommittee motions were presented
2. Initial meeting held for Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
3. Website review - need to send update for the athlete page to Diana
4. The WZ Athlete Summit was hugely beneficial, AEC meeting was held in person in St Louis, AEC members have lots of ideas for improving our committee and contributing to the WZ.
5. Sending an email to Paris about the task force meeting as well as to board members to encourage them to reach out to Paris with any thoughts/issues/concerns

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

PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1
Meeting ID: 837 9344 4354
Passcode: 405788
July 2, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [e], Diana Fetterman [X], Anne Stein [e], 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:

ACTION ITEMS:

1. Responded to complaint emails. Pacific Swimming does not investigate or adjudicate Safe Sport matters or other USA Swimming rule violations. Concerns to be directed to USA Swimming. Also advised that Pacific Swimming does not have authority to review or overturn individual club membership decisions.
2. Coach Rep Appointments:
    a. Tom Lebherz (Senior Coach Rep) - Lehla will check in
    b. Kelsey Lange (Age Group Rep)
3. Far Western Coach Fee to Athlete Facility Fee (from $20 to $25)
    a. Work with Age Group Committee on a motion for 2027 FW
4. LSC Reps for 2026 Summit
    a. GC (me)
    b. Coach Rep (Tammy)
    c. Officials Chair (Phil)
    d. Registrars (Veronica)
    e. DDEI Coordinator (Kent)
    f. Age Group Chair (Mark Faherty)
    g. LSC Staff (Cindy)
    h. Athlete Reps (Junior & Senior)
    i. Women in Governance (Alex)

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. Just started on the month end closing for June, I have most of my month end tasks still left to do. The accounting review is June 14, and we are hoping to change the board meeting to the 22nd.I attended no meetings as I was on vacation from the 20th through the 28th.
2. Approved the bag tags and I will be picking them up today.
3. Microsoft retired their free version of Microsoft Business for non-profits, which we had been using since 2023, at the end of 2025. Our licenses expired in late March and automatically converted us to a web and mobile only version, the only free version left. We have the option of having a $41/user annual subscription. I renewed our Non-Profit status with Microsoft (because I updated our organization to Laurie's address) and have since been validated again. I can purchase new licenses effective this morning.
4. Reviewed and processed payroll for the last two weeks of June - everyone should be paid tomorrow.
5. TCA currently has an invoice that is 36 days past due - all other AR is basically current or just within a few days of the due date (one an ACH. Posted $22K in AR payments this week.

Report of Action Items Prior:
Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.
Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.
Additional Notes or Comments: Thanks to Morgan for giving us bookmarks to jump to our sections! The vacation was great, thanks!

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

1. SEASIDE is dissolving and the athletes are moving to MBSC, but they must observe the 60 transfer period, there is no waiver for the unattached period.
2. Regular work - reg checks and results.
3. Cleaned up merges - lots of duplicate issues to fix.
4. Log in loop issue with USA Swimming after a big update - it should have been resolved by now.

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. New Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
    a. Meet bid awards -
        i. Round 3 is open - have had 1 bid on Dec Senior meet
        ii. 2027 Summer Champs plan has been approved - Dual site Sr + AG Champs
    b. Senior committee -
        i. Meet formats for fall senior meets to be presented at next senior committee meeting
    c. AG Committee - Working through the following -
        i. Working on supplying some comparative event order, wording for swim-up athletes to swim relays as exhibition.
        ii. Working with Mike Greymont and athletes on Meet logistics for Summer AG Champs - I will be announcing prelims with advertisements for our own programming and sponsors, and doing a social media campaign at finals showcasing event winners with some short interviews.
    d. Zone meetings -
        i. No new zone meetings held
    e. Time standards committee - have had 4 meetings so far - Evening out participation by age group with Far Westerns
3. Planning/Data -
    a. Relay participation at AG Champs meets
        i. 2025 Summer AG Champs - 11 teams comprised 88% of relay entries
        ii. 2026 Spring AG Champs - 10 teams comprised 78% of relay entries
    b. If we changed relays at Spring AG Champs from 11-12 & 13-14 to 12&U and 14&U…
        i. Potential for up to 68 new relays formed - $952 for host club; $408 for PC
        ii. I asked 3 clubs if they would enter said relays if possible and all 3 were enthusiastically in favor
        iii. Update: After AG Committee mtg, there is an alternative plan for this
4. Pool/Facility update -
    a. No new updates
5. Far Western marketing/recruiting materials created, sent to over 30 prospective clubs - gotten a few responses.
6. Old items - still to be completed
    a. AG Champs FAQ sheet -
    b. Per splash data -
        i. Separate out how much comes in from each price point,
        ii. Pull out mefap with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Formulating slides and info to present to current meet hosts to host more sanctioned meets, and for non-meet hosts to venture into hosting a sanctioned meet. Ideally presenting in a small group setting at Summer AG Champs.
Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes, Officials)*:
Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Ordered more blank Officials' jackets and took to storage, Fulfilled new and existing Officials apparel orders, Posted Top Times and Records for weeks ending in 6.21.26 and 6.28.26 LCM, Updated Class of 2026 Commitments, Updated Officials' Assignments, Assigned initial officials' placements for 2026-27, Uploaded June results into TM for database, Uploaded four more out-of-LSC meet results for All-Star applicants, Helped Karen with travel forms, Received Summer AGC ribbons and high point awards, Sent all Summer AGC medals, ribbons and HP awards with Gonzales' to SCSC, Had more M & L white jackets embroidered, Processed travel support for TYR - Sacramento, Posted Exec documents and attended Exec meeting, Attended Athlete Committee meeting, Finalized Concord rental for September Board Orientation, Added multiple graduating seniors to Class of 2026 Commitment List

Report of Action Items Prior: Work on medal ordering for 26-27, Finalize Luca Urlando for October, Need new version of Microsoft Office, Apparel inventory with Cindy, Athlete Summit Hotel Copay with Vern

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 26-095. Meets current in OTS through 26-094. Conducted a final meeting with the Time Standards Task Force. Time standards for FW and AGC calculated and ready for Age Group/Senior to review and approve for presentation at July BOD. Time Verification run for OAPB Senior Open. Third Round of bidding opened for 26-27 Meets. Communicated with zone sanction and officials chairs (+ Phil Grant) re: August vacation and necessity to get meet sheets to my inbox no later than end of day August 3rd. Senior Committee Meeting with discussion regarding continuation of one-year trial for Senior Meet eligibility - resolution to continue verifying all times, allow 12 year olds with Senior 2 standards to enter.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time standards final approval. Time verification coming up for Senior Open T/F @ SRN and Summer Age Group Champs

Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Last day in office prior to August vacation - Wednesday, August 5th. Meet sheets to be in my inbox by end of day August 3rd.

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2027 –Questions regarding deadlines for entries. Starting to work on applications .

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search.

WZAG 2026 -

Coaches are now working on events for their athletes. Meeting with all coaches is scheduled for Thursday afternoon, 2:30pm. Diana uploaded the latest meet results, and I shared with the coaches.

Airline tickets have been paid, and all seats have been assigned–still need to follow up on 1 seat, as that athlete is not seated next to another Pacific Swimming athlete. 84 airline tickets were paid for, and 3 reimbursed as there was a system glitch. 68 athletes, 7 coaches, and 4 chaperones, and one for an official, and he has reimbursed Pacific for the ticket. Our refund for the deposit on the Portland tickets is in progress.

Caps have been delivered (37 pounds of caps!), and the rest of the gear has been ordered. Hoping to have all delivered by the 22nd of July, to organize everything.

Following up on approximately 25% of the not-yet received releases for the athletes, as well as working on meals for the group.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

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

Report of Recent Activities:

1. **Current Goal:**
    a. **Month End Close** - Starting to prep for month close, waiting on statements, but starting my checklist for the Accounting Review. I'm in pretty good shape so far.
    b. **Investment Grants** - All approved Grants paid out. I did a big sweep of all the receipts and source files to make sure everything is in order
        i. Still chasing three clubs for final receipts: LO ($483 short), NVST (no receipts submitted), and BSW (no receipts submitted). They all have fresh reminder emails.
    c. **Post HOD Budget revisions** - Need feedback from Jeff/Cindy on the two Budget adjustments one for Seasonal Membership +$5 new motion approved, includes improved calculation for

Athlete Membership type, and one for not adjusting MEFAP based on approved Motion #1 - 2604BC02

2. **Next Goal:** Focus on Month End Close and starting to look at some of the Audit prep work (namely Schedule I for Travel Support)

Additional Notes or Comments:

1. Still waiting on the Doc Jones BBQ (Officials Appreciation) check to clear from early April. I sent them an email as a follow up. Based on last year it takes about 2 months for them to deposit. We are now 2.5 months without a deposit from them.
2. Jeff is working through an issue with Chase, to give Cindy and I the appropriate access, to the accounts namely the individual CC accounts and statements

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

1. Initial meeting held for Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
2. Zone assessment draft and start work on Sept Board Workshop and Strategic Planning
3. Help SR draft motion for July meeting

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

PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1
Meeting ID: 837 9344 4354
Passcode: 405788
July 26, 2026 10:00 am PT (optional meeting - please update your section)

Staff Attendance: Cindy Rowland [X], Laurie Benton [e], Diana Fetterman [X], Anne Stein [e], 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:

ACTION ITEMS:

1. Responded to complaint emails. Pacific Swimming does not investigate or adjudicate Safe Sport matters or other USA Swimming rule violations. Concerns to be directed to USA Swimming. Also advised that Pacific Swimming does not have authority to review or overturn individual club membership decisions.
2. Coach Rep Appointments:
    a. Tom Lebherz (Senior Coach Rep) - Lehla will check in
    b. Kelsey Lange (Age Group Rep)
3. Far Western Coach Fee to Athlete Facility Fee (from $20 to $25)
    a. Work with Age Group Committee on a motion for 2027 FW
4. LSC Reps for 2026 Summit
    a. GC (me)
    b. Coach Rep (Tammy)
    c. Officials Chair (Phil)
    d. Registrars (Veronica)
    e. DDEI Coordinator (Kent)
    f. Age Group Chair (Mark Faherty)
    g. LSC Staff (Cindy)
    h. Athlete Reps (Junior & Senior)
    i. Women in Governance (Alex)

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 on updates for the new 2027 membership year and some communications for the teams.
2. Have been experiencing the growing pains of the poor handling by Chase of our banking handover from Mary to Jeff. There have been several weeks of areas being inaccessible and both Morgan and I have been challenged to get some of our work done because of these technical issues.
3. Spent time at AGC assisting with coach check-in and admin tasks - plan to work coach check in for LCFW and also admin for Sectionals.
4. Finished up June month end, attended the Finance Committee meeting.
5. Worked with Diana checking on some swag items for the October clinic.
6. Purchased Microsoft licenses for the staff and the two admin laptops. Hopefully everyone is able to access their Microsoft 365 account.
7. Reviewed and processed payroll for the first two weeks of July.

Report of Action Items Prior:
Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.
Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.
Additional Notes or Comments: Thanks to Morgan for giving us bookmarks to jump to our sections! The vacation was great, thanks!

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

1. SEASIDE is dissolving and the athletes are moving to MBSC, but they must observe the 60 transfer period, there is no waiver for the unattached period.
2. Regular work - reg checks and results.
3. Cleaned up merges - lots of duplicate issues to fix.
4. Log in loop issue with USA Swimming after a big update - it should have been resolved by now.

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. New Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
    a. Meet bid awards -
        i. Round 3 is open - December senior meet approved by senior committee; will seek to fill April & June Senior open meets in the next month
    b. Senior committee -
        i. 2026 LC Senior Champs was the largest Sr Champs meet in July since at least 2019 with 305 athletes attending.
        ii. 12yo with senior 2 times allowed to swim in senior open meets
    c. AG Committee -
        i. Comparative orders of events have been sent to AG Committee members, will be presented at Aug meeting
        ii. Social media campaign at AG Champs was very successful. Wed-Wed before and after AG Champs earned 47 new followers, 120,426 views. Lots of pictures were taken with the PC/AGC banner. Also gave out ~65 hand towels to winners on Sunday night with PC logo advertising athletes committee.
    d. Zone meetings -
        i. Attended each zone meeting during July.
    e. Time standards committee - 2026-27 standards approved by BOD.
3. Planning/Data -
    a. PC Non Championship meet data - data compiled from past 3 seasons to review splashes amongst Zone meets and below - presented to BOD and posted under BOD documents.
        i. 1 Conclusion - Block Party meets are more insignificant than significant to affecting our sanctioned splashes. BP splashes are projected to increase 35.5% from 2025 to 2026, however sanctioned splashes are only projected to decrease 1.27% from 2025 to 2026.
        ii. 1 recommendation for BOD - Meets where 1) teams are assigned to a location, or 2) there are priority entries given to certain teams, anticipated attendance must be accounted for and planned for. This means meet organizers should collect anticipated attendance from teams attending or assigned to the location and the meet should be formatted properly to accommodate the anticipated amount of swimmers.
4. Pool/Facility update -
    a. Spoke to 1 club in Z2 - 50m pool renovations scheduled to be completed over the next 1-2 years. Hopefully providing more pool access in Z2
    b. Spoke to 1 Z1N official about speaking to different people about getting into CSM.
5. Old items - still to be completed
    a. Per splash data -
        i. Separate out how much comes in from each price point,
        ii. Pull out mefap with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:

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

1. Gather participation data from AG & Sr champs over the past 2 summers to figure out formats and projected participation in 2027 Adam Szmidt LC Summer Champs.
2. 2026 AG Champs survey is published and collecting results; 2026 Senior Champs survey is published and closed. Will create FW survey and publish results of AG & Sr champs surveys by next staff 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, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Fulfilled new and existing Officials apparel orders, Posted Top Times and Records for weeks ending in 7.12.26 and 7.19.26 LCM and 7.12.26 SCY, Updated Class of 2026 Commitments, Attended Officials Committee meeting, Uploaded July results through AGC into TM for database, Uploaded four more out-of-LSC meet results for All-Star applicants, Helped Karen with travel forms, Received Summer FW high point awards, Processed travel support, Posted BOD documents and attended BOD meeting, Finalized Concord rental for September Board Orientation, Received paperwork from Luca Urlando, Posted Zone 1N 2026-27 meets onto website, Paid balance for PH Senior Center rental of October, Posted the rest of the 2025 Committee Meeting Minutes

Report of Action Items Prior: Work on medal ordering for 26-27, Apparel inventory with Cindy, Athlete Summit Hotel Copay with Vern, Work on certificates for Awards Banquet, Work on posting 2026 Committee Meeting Minutes

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 26-100. Meets current in OTS. FW and Senior Time Standards approved for 26-27. AGC Standards are prepared, will be submitted for E-Board approval as soon as we know what SRVA plans to do for Winter AGC. Time Verification run for SRN Senior, Summer AGC, and Summer FW. Winter Senior T/F awarded to MAC (per Senior Committee preference) Senior motion to continue verifying Senior Open entries for all athletes approved. 30 day motion on table to allow 12 year olds with Senior 2 standards in Senior Open meets.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time standards final approval - Age Group Champs. Sanctioning Meet Sheets up to Officials Clinic weekend before last day in PC Office. Update Senior Open Meet Sheet Template.

Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Last day in office prior to August vacation - Wednesday, August 5th. Meet sheets to be in my inbox by end of day August 3rd.

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2027 –Questions regarding deadlines for entries. Starting to work on applications .

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search.

WZAG 2026 -

Coaches are now working on events for their athletes. Meeting with all coaches is scheduled for Thursday afternoon, 2:30pm. Diana uploaded the latest meet results, and I shared with the coaches.

Airline tickets have been paid, and all seats have been assigned–still need to follow up on 1 seat, as that athlete is not seated next to another Pacific Swimming athlete. 84 airline tickets were paid for, and 3 reimbursed as there was a system glitch. 68 athletes, 7 coaches, and 4 chaperones, and one for an official, and he has reimbursed Pacific for the ticket. Our refund for the deposit on the Portland tickets is in progress.

Caps have been delivered (37 pounds of caps!), and the rest of the gear has been ordered. Hoping to have all delivered by the 22nd of July, to organize everything.

Following up on approximately 25% of the not-yet received releases for the athletes, as well as working on meals for the group.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

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

Report of Recent Activities:

1. **Current Goal:**
    a. **Mid-Month** - A bit slow just keeping up on Expenses for the LSC and the Zones.
    b. **Investment Grants** - Still missing the Final Receipts for 2 Clubs LO and NVST

2. **Next Goal:** Starting to get organized and research Audit prep work (namely Schedule I for Travel Support)

Additional Notes or Comments:

1. Jeff is still working through an issue with Chase, to give Cindy and I the appropriate access, to the accounts namely the individual CC accounts and statements

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

1. Initial meeting held for Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
2. Zone assessment draft and start work on Sept Board Workshop and Strategic Planning
3. Help SR draft motion for July meeting

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

PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1
Meeting ID: 837 9344 4354
Passcode: 405788
August 5, 2026 10:00 am PT (on Zoom or optional meeting TBD - please update your section)

Staff Attendance: Cindy Rowland [X], Laurie Benton [e], Diana Fetterman [X], Anne Stein [e], 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:

ACTION ITEMS:

1. Responded to complaint emails. Pacific Swimming does not investigate or adjudicate Safe Sport matters or other USA Swimming rule violations. Concerns to be directed to USA Swimming. Also advised that Pacific Swimming does not have authority to review or overturn individual club membership decisions.
2. Coach Rep Appointments:
    a. Tom Lebherz (Senior Coach Rep) - Lehla will check in
    b. Kelsey Lange (Age Group Rep)
3. Far Western Coach Fee to Athlete Facility Fee (from $20 to $25)
    a. Work with Age Group Committee on a motion for 2027 FW
4. LSC Reps for 2026 Summit
    a. GC (me)
    b. Coach Rep (Tammy)
    c. Officials Chair (Phil)
    d. Registrars (Veronica)
    e. DDEI Coordinator (Kent)
    f. Age Group Chair (Mark Faherty)
    g. LSC Staff (Cindy)
    h. Athlete Reps (Junior & Senior)
    i. Women in Governance (Alex)

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

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

1. Spent time at AGC assisting with coach check-in and admin tasks. Also worked sectionals and attended LCFW for about 7 sessions. Assisted on a number of registration issues and also assisted with coach check in throughout the meet.
2. Caught up on the month end invoicing for July and the invoices for August. The aging is quite large going into the break. Also working on July month end, waiting on the investment statement to finish up the monthly entries.
3. Purchased Microsoft licenses for the staff and the two admin laptops. Hopefully everyone is able to access their Microsoft 365 account.
4. Reviewed and processed payroll for the last two weeks of July.
5. Booked travel and hotel for 7 people attending the USAS Annual Business Meeting - I have not booked anything for Ken yet (had some family obligations he was checking on), but Lehla, Phil myself, athletes (OAK), Vern and Alex (SJC) have all been booked on flights and have hotel reservations.
6. Generally just trying to catch up after weeks of being out of my office and at a meet. I'm still not completely recovered after all those long days of meets and heat!

Report of Action Items Prior:
Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.
Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.
Additional Notes or Comments:

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

1. SEASIDE is dissolving and the athletes are moving to MBSC, but they must observe the 60 transfer period, there is no waiver for the unattached period.
2. Regular work - reg checks and results.
3. Cleaned up merges - lots of duplicate issues to fix.
4. Log in loop issue with USA Swimming after a big update - it should have been resolved by now.

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. #1Goal - no athlete gets shut out of a meet due to it closing early.
2. Standing committees/Zones
    a. Meet bid awards -
        i. Round 3 is open - Have sought out 2 potential hosts for early April senior meet, waiting to hear back after Jr Nationals.
    b. Senior committee -
        i. MAC has been awarded December Senior P/F meet.
        ii. July Senior meet survey results tabulated- will be sent to most relevant persons.
    c. AG Committee -
        i. AG Champs survey results tabulated - will be sent to most relevant persons.
        ii. FW survey created and posted - results still coming in
        iii. Winter AG Champs discussion continuing with Meet Referee.
    d. Zone meetings -
        i. No zone meetings have been held
    e. Time standards committee - 2026-27 standards approved by BOD and Executive BOD.
3. Planning/Data -
    a. Sanction/splash data for July being compiled and finalized for 2025-26. Good news is that membership and splashes are almost equal to highest levels in last 3 years.
        i. Spoke to Laurie about why there is a difference between meet file and what gets uploaded into USAS - APT, Foreign Athletes, Athletes not registered
    b. Formulating a plan to expand sanctioning for 1-day, 1-session meets.
    c. Preliminary planning for team assignments for 2027 LC Summer Champs
    d. Assisting NVST in formatting November meet
    e. Relay scratch data from AG Champs compiled - Morning relays approx 2.7% less scratch/NS rate vs evening relays over past
    f. July Competition Communique published
4. Pool/Facility update -
    a. No updates to report
5. Old items - still to be completed
    a. Per splash data -
        i. Separate out how much comes in from each price point
        ii. Pull out MEFAP with actuals out of quickbooks, see how it holds up against actual revenue

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

1. Gather participation data from AG & Sr champs over the past 2 summers to figure out formats and projected participation in 2027 Adam Szmidt LC Summer Champs.

2. 2026 AG Champs survey is published and collecting results; 2026 Senior Champs survey is published and closed. Will create FW survey and publish results of AG & Sr champs surveys by next staff 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, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Fulfilled new Officials apparel orders and sold navy caps at FW, Posted Top Times and Records for weeks ending in 8.2.26 LCM, Uploaded additional July results into TM for database, Processed travel support, Posted Zone 1S 2026-27 meets onto website, Posted the rest of the 2025 Committee Meeting Minutes, Built 3 travel support sheets for Nationals, Futures and Jr. Nationals, Ordered medals for 26-27: Winter AGC, Spring AGC, Spring FW, Summer FW, Ordered mugs for Officials Clinic, Updated FW records both for SCY and LCM, Updated Senior Times Overview for 26-27 for both SCY and LCM, Posted 26-27 AGC and FW Time Standards, Started working on

Report of Action Items Prior: Work on medal ordering for 26-27,

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Build Travel Support for 2026-27, Updated FW Records files, Update 2026-27 Time Standards Hy-Tek Files, Apparel inventory with Cindy, Athlete Summit Hotel Copay with Vern, Work on certificates for Awards Banquet and order physical awards, Order Awards Banquet swag, Work on posting 2026 Committee Meeting Minutes, Research navy visors for October Clinic, Add 2026 Committee Meeting Minutes to website

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 26-100. Meets current in OTS. FW and Senior Time Standards approved for 26-27. AGC Standards are prepared, will be submitted for E-Board approval as soon as we know what SRVA plans to do for Winter AGC. Time Verification run for SRN Senior, Summer AGC, and Summer FW. Winter Senior T/F awarded to MAC (per Senior Committee preference) Senior motion to continue verifying Senior Open entries for all athletes approved. 30 day motion on table to allow 12 year olds with Senior 2 standards in Senior Open meets.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time standards final approval - Age Group Champs. Sanctioning Meet Sheets up to Officials Clinic weekend before last day in PC Office. Update Senior Open Meet Sheet Template.

Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Last day in office prior to August vacation - Wednesday, August 5th. Meet sheets to be in my inbox by end of day August 3rd.

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2027 –Questions regarding deadlines for entries. Starting to work on applications .

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search.

WZAG 2026 -

Coaches are now working on events for their athletes. Meeting with all coaches is scheduled for Thursday afternoon, 2:30pm. Diana uploaded the latest meet results, and I shared with the coaches.

Airline tickets have been paid, and all seats have been assigned–still need to follow up on 1 seat, as that athlete is not seated next to another Pacific Swimming athlete. 84 airline tickets were paid for, and 3 reimbursed as there was a system glitch. 68 athletes, 7 coaches, and 4 chaperones, and one for an official, and he has reimbursed Pacific for the ticket. Our refund for the deposit on the Portland tickets is in progress.

Caps have been delivered (37 pounds of caps!), and the rest of the gear has been ordered. Hoping to have all delivered by the 22nd of July, to organize everything.

Following up on approximately 25% of the not-yet received releases for the athletes, as well as working on meals for the group.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

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

Report of Recent Activities:

1. **Current Goal:**
    a. **End of Month** - Starting the milestone checklist to close the month of July.. Currently in good shape turning my attention to previewing reports and doing final sweeps today/tomorrow. All the accounts have been sent for reconciliation.
    b. **Investment Grants** - Still missing the Final Receipts for only club NVST. They are promising receipts and copies of cashed checks for the end of this week. Looking forward to 100% wrapping up the Grant program for this year.

2. **Next Goal:**

a. Audit preparation, last week built the Schedule I (All the Support we gave Clubs this year) using data from QBO and formulas. Mary is reviewing.
b. Next Year's Budget - Now that this is fully approved working to get this loaded into QBO. I built the Budget XLS file in a way that you can just import, but need to get approval to add the new account for the DDEI grants down next to the regular Investment Grants.

Additional Notes or Comments:

1. Chase Access from the switch over from Mary to Jeff - We finally have all of our Chase appropriate account access back. I'm able to see all the accounts, transfer money, get statements, pay the CC, and see all the individual charges.

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

1. Initial meeting held for Forever Fund for DDEI programs - working with Kent, Jeff, Mike P, Morgan to get started
2. Zone assessment draft and start work on Sept Board Workshop and Strategic Planning
3. Help SR draft motion for July meeting

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

PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1
Meeting ID: 837 9344 4354
Passcode: 405788
September 3, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Anne 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:

ACTION ITEMS:

1. Far Western Coach Fee to Athlete Facility Fee (from $20 to $25)
    a. COMPLETE - Work with Age Group Committee on a motion for 2027 FW
2. LSC Reps for 2026 Summit
    a. GC (me)
    b. Coach Rep (Tammy)
    c. Officials Chair (Phil)
    d. Registrars (Veronica)
    e. DDEI Coordinator (Kent)
    f. Age Group Chair (Mark Faherty)
    g. LSC Staff (Cindy)
    h. Athlete Reps (Junior & Senior)
    i. Women in Governance (Alex)

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 Karen and Morgan to refund $75 to WZAG trip participants. This was done after reviewing all the expenses for the trip and determining we had not met the 50/50 split threshold per our P&P.

2. Working on the August closing as our Accounting Review is set for next Tuesday and that is a very tight turnaround.
3. Did a full physical count of inventoried items in the storage with Diana on Monday, August 31.
4. Met with AEC on Summit Planning items, have several items I am following up on for the clinic and summit.
5. Set up a payment plan for TCA to bring their account current and let them sanction the Senior meet they are hosting at the end of September.
6. Reached out to Jennifer Thomas for an update regarding OPTC camp schedule. From her response, they are reprioritizing how they allocate space to applicants. Teams with National Team members will receive priority, so I am not sure what that means for our trip. She indicated that she is expecting an update the week after Labor Day.
7. Sent out links for Insperity's training for Harassment Training to comply with CA regulations. Will be seeking their assistance with an updated employee handbook next.
8. Working on the podium order with the contact from ALTO.
9. Looking into some additional custom items for Summit/Clinic like custom notepads.

Report of Action Items Prior:
Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.
Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.
Additional Notes or Comments:

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

1. Things going normally for the new year - no issues with USA Swimming memberships - over 600 memberships and 3 club renewals.
2. Busy processing recertifications for coaches that renewed over the August break.

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. #1Goal - no athlete gets shut out of a meet due to it closing early.
    a. Tracking CBA open/close times on Fastswims - continuing to do this daily
2. Standing committees/Zones
    a. Meet bid awards -

        i. Round 3 is open - 1 host interested in hosting early April Senior after a CBA meet earlier in the day.
    b. Senior committee -
        i. No meetings held, no updates
    c. AG Committee -
        i. Winter AG Champs format finalized
        ii. 2027 Summer Champs duration discussed - motion being sent to BOD for exception
            1. Rest of formatting to be discussed in October
    d. Zone meetings -
        i. No zone meetings have been held
    e. Safe Sport
3. Planning/Data -
    a. Gathering data for BOD retreat - membership numbers and demographics, retention, performance.
    b. Surveys distributed to all teams for 2027 LC Summer Champs site assignment planning - preliminary assignments being pieced together. Deadline is Aug 31.
        i. ~81% of teams responded so far say they're in favor of making this meet 3.5 days.
        ii. Awards - when do these need to be tabulated and compiled?
            1. Mostly complete, but not finalized yet
    c. Assisting NVST and AAA in formatting November meet. AAA has a date change request.
    d. July meet data - nearly finished gathering data, formulating plan/chart to track where athletes are competing and identifying gaps
    e. Call with SN-GC about possible combined senior meet in July 2028 - taking to senior committee to discuss progress beyond this
    f. Beginning to plan two Town Hall meetings -
        i. October - Champ season structure
        ii. January - Far Westerns purpose and future planning - will make more sense when July meet data is complete
    g. Planning Z4 visit in October - ways to bring in more events to the area and grow their own membership's performance
4. Pool/Facility update -
    a. No updates to report
5. Old items - still to be completed
    a. Per splash data -
        i. Separate out how much comes in from each price point
        ii. Pull out MEFAP with actuals out of quickbooks, see how it holds up against actual revenue

Report of Action Items Prior:

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

1. Finish July meet data - formulate plan for 2-3 tiered championship meet each season

Additional Notes or Comments:

Completed harassment training class

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results, Added new Athlete Reps to master database and mailed out shirts, Updated job postings on the website, Posted Top Times and Records for weeks ending in 8.23.26 LCM and 8.31.26 SCY, Processed travel support, Updated FW records both for SCY and LCM, Posted 26-27 AGC and FW Time Standards, Updated FW Records files for Hy-Tek, Updated 2026-27 AGC & FW Time Standards Hy-Tek Files, Built 26-27 Travel Support Guidelines, Researched airfares to Austin for Winter travel meets, Completed year-end inventory of storage with Cindy, Designed and ordered Awards Banquet plaque/awards; waiting for names, Updated website for 9/1/26 position rollovers, Updated Athlete Rep pages on website, Took Harrassment training class,

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Apparel inventory with Cindy on August 31, 2026,Attend Officials Committee meeting, Athlete Summit Hotel Copay with Vern, Work on certificates for Awards Banquet and order physical awards, Order Awards Banquet swag, Research navy visors for October Clinic, Add 2026 Committee Meeting Minutes to website

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 26-115. Meets current in OTS. FW and Senior Time Standards approved for 26-27. AGC Standards are prepared, will be submitted for E-Board approval as soon as we know what SRVA plans to do for Winter AGC. Time Verification run for SRN Senior, Summer AGC, and Summer FW. Winter Senior T/F awarded to MAC (per Senior Committee preference) Senior motion to continue verifying Senior Open entries for all athletes approved. 30 day motion on table to allow 12 year olds with Senior 2 standards in Senior Open meets.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time standards final approval - Age Group Champs. Sanctioning Meet Sheets up to Officials Clinic weekend before the last day in the PC Office. Update Senior Open Meet Sheet Template.

Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: Last day in office prior to August vacation - Wednesday, August 5th. Meet sheets to be in my inbox by end of day August 3rd.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2027 –Stil trying to get dates and site confirmed by PNS. So Cal reached out to the Pac All Star group, so hopefully we will learn more in the next few days. Researched flights

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search and confirm busing

WZAG 2026 -

Went over expenses with Morgan and Cindy, and determined that our co-pay amount was greater than 50%. Based on our total expenses, refunds of $75 were credited to all families who paid the $1050 copay.

No host announced yet for 2027 WZAG, but 2028 and 2028 will potentially be in Portland and Elk Grove (not sure which site will be first). Western Zones meets in September, and I continue to check the website for updates.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

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

1. **Current Goal:**
    a. **End of Month** - Starting the checklist to close out the month, in good shape so far, caught up on Travel Support, Deferred Revenue, and Prepaid. Waiting on Statements to finalize reconciliation.
2. **Next Goal:**
    a. Audit prep/Wrapping up Fiscal Year - Turning focus here after Accounting Review next week
    b. Zone Budgets - Keeping an eye out for the Zone Budgets (only Z2 and Z4 so far).

Additional Notes or Comments:

3. Overpayment - Mistakenly overpaid C. Kikuta by $30 on WZ Officials Assistance. Working on how to best remedy
4. Moving Chris Swan to ePayments in Bill.com - We are no longer sending him paper checks, the only option is ePayments.
5. TCA not in good standing - Holding Travel Support TCA as they are not in good standing with multiple overdue invoices. Cindy has them on a payment plan to get them caught up by the end of the month.

6. Last DDEI Grants - Processed the three remaining $5k DDEI Grants (VJO, HOOPA, and SSS) for this year.

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

1. Motion from AG to assist SCSC with increased facility rental to add a half day to the meet which was not in the original bid.
2. Need to finish Zone assessment survey for workshop
3. Update Z1S Gov docs
4. Athlete Summit planning

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

PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1
Meeting ID: 837 9344 4354
Passcode: 405788
September 17, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Anne 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:

ACTION ITEMS:

1. Actively seeking nominations for Gen Chair election 2027
2.

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 the August closing and had the Accounting Review and Finance Committee Review for Year End. During the Accounting Review we finalized the audit schedule taking place over the next several months.
2. Met with Phil on Clinic matters and set up a date to meet with the presenters at the end of September.
3. Attended BOD Strategic Planning Session with Board Members, Staff and USA Swimming rep Mike Novell.
4. First TCA payment was received (though it was a bit late from the schedule we set up). There should be another payment tomorrow, but the primary goal was always to have their AR cleared by the time of the senior meet, so hopefully we stay on track for that.
5. Set up all the invoices for the month of September in Quickbooks to expedite invoicing. Wrote and scheduled all the Meet Summary Report emails due to the trip to Denver.
6. Copied over all Eventbrite events from prior year. Began the process of setting them up for 2026, along with updating documents for the clinic and banquet. I hope to have Eventbrite sign up completed by the end of day Friday.

7. Reviewed the quote from Clint for the Hytek and I believe we have purchased these items already and only need to renew our licenses. I sent this information into Hytek along with our receipt from 2018 and they responded with an open ticket for our issue to be reviewed.
8. Reached back out to Jennifer Thomas for another update regarding OPTC camp schedule since it's been 10 days since labor day. Waiting for her response.
9. Reached out to the Art Department of USA Swimming and they are currently working on Golden Goggles items, so maybe we will get moved up into the front of the queue after that - it's been a year, so I am proceeding forward with our current logo for now.
10. Requested COI for Clinic. This is a more involved process than it used to be as there are a number of questions that are asked about the event and activities, and prior to issuance Rachel Olsen must OK the event before EPIC will issue the COI. Just adds an additional day or two to the process.
11. Finalized and received podium order. Currently in storage until Winter Age Group Champs. Will get a banner to go with it prior to the event.
12. Finalized order for custom notepads - they should arrive later this week. Athlete Rep stickers have arrived, they look great!
13. Bi Monthly Payroll submitted 9/16/2026 for 9/18/2026 pay date.

Report of Action Items Prior:
Current/Short Term Goals: Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.
Medium/Long Term Goals: Update Meet Director Guide/Online Class, Start working on plans for October Clinic.
Additional Notes or Comments: There is a presentation by our Investment Manager on cryptocurrency on Wednesday from 4:00 - 6:00 pm

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

1. Help tickets have skyrocketed and USAS is overwhelmed with registration issues. Working as quickly as possible to help everyone. Biggest issue is parents creating an account for themselves and not their athlete or creating an account in their athlete's name and not a parent account.
2. Updated club list to Karen, Diana, and Vern

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. #1Goal - no athlete gets shut out of a meet due to it closing early.
    a. Tracking CBA open/close times on Fastswims - continuing to do this daily

2. Standing committees/Zones
    a. Meet bid awards -
        i. No meets, no bids awarded
    b. Senior committee - No meetings held but some ongoing projects
        i. 1 bid for early April senior meet - will be voted on at senior committee tonight
        ii. Bringing discussion of combined 2028 LC senior champs with Sierra Nevada to Senior committee tonight
    c. AG Committee -
        i. 2027 Summer Champs duration - BOD has approved 3.5 day duration
            1. Rest of formatting to be discussed in October
    d. Zone meetings -
        i. Sharing data from BOD retreat + USAS Flywheel
        ii. Taking items and verbiage from LSC leadership calls to zones - encouraging discussion and engagement on membership and participation
    e. Safe Sport
        i. No meetings
3. Planning/Data -
    a. BOD data complete and being distributed to Zones
    b. 2027 Summer Champs Survey complete - currently trying to assign teams and balance sites by # of athletes, # of entries, # of officials attached
        i. Awards - when do these need to be tabulated and compiled?
            1. Mostly complete, but not finalized yet
    c. July meet data - nearly finished gathering data, formulating plan/chart to track where athletes are competing and identifying gaps - Waiting on CVALS
    d. Beginning to plan two Town Hall meetings -
        i. October - Champ season structure -
            1. Diana & Cindy- what time and is there a place I can setup at the retreat?
        ii. January - Far Westerns purpose and future planning - will make more sense when July meet data is complete
    e. Planning Z4 visit in October - ways to bring in more events to the area and grow their own membership's performance
4. Pool/Facility update -
    a. City of Santa Clara has begun construction/renovation - meeting at the end of the month to share progress according to their instagram
5. Old items - still to be completed
    a. Per splash data -
        i. Separate out how much comes in from each price point
        ii. Pull out MEFAP with actuals out of quickbooks, see how it holds up against actual revenue

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

1. Finish July meet data - formulate plan for 2-3 tiered championship meet each season - waiting on 1 meet to email me backup file
2. Highest achieving Stats to figure out AG and Senior Coach of the year

Additional Notes or Comments:

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

Report of Recent Activities: Posted new articles, Posted new meets sheets, Posted Meet Sheets and Meet Results,, Updated job postings on the website, Calculated and posted season-ending Top Times and Records in both LCM and SCY, Calculated season-ending PC athletes in NAG Top Ten, Processed travel support, Updated all season-ending records both for SCY and LCM, Updated FW Records files for Hy-Tek, Built 26-27 Travel Support Guidelines, Researched airfares to Austin for Winter travel meets, Completed year-end inventory of storage with Cindy, Updated website for 9/1/26 position rollovers, Cleaned up Athlete Reps in master database vs GroupMe and website, Worked with Hasty to design Awards Banquet awards - waiting for recipient names, Attended Officials Committee meeting, Posted many items for BOD, Attended BOD, Ordered Officials gators, Purchased navy hats and visors to be embroidered for Clinic, Purchase many snack/food items for Clinic and Summit, Revising Officials Apparel Order Form

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on certificates for Awards Banquet and order physical awards, Order Awards Banquet swag, Add 2026 Committee Meeting Minutes to website

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 26-120. Meets current in OTS through 26-116. Awards Banquet - working through Outstanding Swimmer & Senior SOTY calculations. Age Group Meeting - plan and back-up plan approved moving forward with Winter Age Group Champs at San Ramon. Senior eligibility/time standard requirements fully approved at BOD last night. Updated MEFAP list provided to Carlene @ Fastswims.
Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Complete Awards Banquet Calculations.
Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: TERA no longer able to host April Senior Open - in need of new host.

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2027 –PNS has verified that they are the hosts, and the dates set are January 9-10th at the Snohomish Aquatic Center.. More information to be sent. Working on apparel for the meet.

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search and confirm busing

WZAG 2026 -

Received a nice thank you from the manager of the hotel in Boise.

2027 site to be decided in September.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

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

Report of Recent Activities:

1. **Current Goal:**
    a. **End of Month** - Checklist 100% everything archived for August.
    b. **End of Fiscal Year** - Tracking "open" issues remaining to close the Books. I send this list to Jeff and Cindy every Friday. We have a handful of checks outstanding for Z1S, one for Z2, two for Z4. Notably still $73,100 for Travel Support accrued.
2. **Next Goal:**
    a. **2025-2026 Audit** - Finalizing the schedule today/tomorrow, next key date is Oct 31st books are Closed.
    b. **Zone Budgets** - Keeping an eye out for the Zone Budgets just missing Z1N and Z3 (emailed Kevin for a status)

Additional Notes or Comments:

3. Overpayment - Mistakenly overpaid C. Kikuta by $30 on WZ Officials Assistance. Working on how to best remedy. Cindy has reached out to him to potentially get a check or Zelle.
4. Moving Chris Swan to ePayments in Bill.com - We are no longer sending him paper checks, the only option is ePayments. Chris still has not set up ePayments, so holding for now.
5. TCA "still" not in good standing - Holding Travel Support TCA as they are not in good standing with multiple overdue invoices. Cindy has them on a payment plan to get them caught up by the end of the month.

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

1. Need to create Zone assessment survey still
2. Z1S archive document on website
3. Athlete Summit planning, t-shirt order, projects
4. Summary from the workshop to all board members and info on the next meeting date and goals.

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

PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1
Meeting ID: 837 9344 4354
Passcode: 405788
October 1, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [E], Anne Stein [X], Karen Bair [X], Beau Caldwell [X], Morgan Roarty [X]
Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X], Kyler Van Swol [X]
Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS:

1. Actively seeking nominations for Gen Chair election 2027
2. Club Development: Paul Coleman (PASA) serving on National Committee
3. Items from Annual Summit:
    a. Several LSCs are shifting away from punitive fines and toward incentives, lower costs, proactive outreach, and reinvestment in clubs and meet hosts.
    b. Volunteer recruitment should be personal. Instead of "we need board members," invite someone around an issue they already care about: "You keep bringing this up - come to the next meeting and help fix it." Show the specific problem their voice could help solve.
    c. Western Zone Meeting:
        i. 2027 Age Group Zones: DART at North Natomas Aquatic Center, August 4-7, 2027.
        ii. Age Group Zones quad plan: 2028 Elk Grove; 2029 Mt. Hood, Oregon; 2030 TBD.
        iii. Senior Zones: 2028 Las Vegas; 2029 Mesa; 2030 Boise.
        iv. Long Course Zones: 2028 and 2029 Clovis; 2030 TBD.
        v. Open Water: 2028 Coeur d'Alene; 2029-2030 TBD.
        vi. 2027 Western Zone DEI Select Camp & Summit: University of Nevada, Reno, June 24-27, 2027. Each LSC sends two athletes and two non-athletes; additional athletes may be nominated. Camp capacity is 40 athletes.
    d. Western Zone election/nominations notes: Monica Warren (PC) elected as athlete representative; Lisa Vetterlein nominated for Secretary/Treasurer; Scott Shea nominated for Coach Director.
    e. Issue letter/email (both) from the Zone then from Pacific on coaches that have not completed their courses (suggested with a 30-day deadline) and if it is not completed; escalate to USA Swimming.

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. Beginning September Closing this week - meetings aren't until 2nd Tuesday of the month.
2. I attended the AEC Summit Planning meeting, Athlete Committee meeting, Officials Presenter meeting, and Personnel Committee meeting in the last few weeks.
3. Attended the USAS Summit Workshop in Denver, Colorado from September 23-26. Will compile a separate report for that experience, but overall, it was more thoughtful and engaging than it's been in the past and Pacific had several opportunities to share our practices with other LSCs.
4. While in Denver, Phil and I also attended a presentation by Virtuent (Financial Advisor of Pacific) featuring Matt Hougan, CIO of Bitwise Asset Management, an authority on cryptocurrency and digital asset investing (these are forms of money that don't rely on banking institutions or governments). The session provided an overview of the technological evolution of blockchain (shared digital ledger of transactions/asset tracking across computer networks), definitions of types of cryptocurrencies (like bitcoin, etherum/solana, stable coins, meme coins), explained key architectural shifts and examined today's rapidly changing crypto ecosystem.
5. All Eventbrite events for October 17th weekend have been active since last week. There's been pretty good activity from all of the sign ups, including ~150 for Officials, ~94 for the Banquet and 14 for the Athletes, all of which are in person.
6. I have received the Hytek information and will be sharing it later this week or early next week.
7. Jennifer Thomas did respond to me and indicated that we were waitlisted. I reached out about possibly having other opportunities like staying off property and coming to the pool, but she replied they were all full in the pool too, not just the dorms, and that there was a Colorado Springs team that offered some programming, so there's that to consider for the trip. It's disappointing, but we do need to figure out what kind of offering we can provide.
8. Put in a request for the clinic for next year - it's scheduled to be emailed on October 8, since that's the date we need for our event next year based upon the Masters Championship and KOH meet.
9. Bi Monthly Payroll submitted 10/1//2026 for 10/5/2026 pay date.

Report of Action Items Prior:
Current/Short Term Goals: Outreach comparison tool - will work with Morgan. Outreach Non Athlete Form - maybe this should be a google form, owe Matt from Insperity a call to check on training and updated employee guides.
Medium/Long Term Goals: Update Meet Director Guide/Online Class (USAS has decided they will update their 20 year old document as well)..
Additional Notes or Comments: T

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

1. Report in SWIMS is down right now
2. Reg checks are pretty messy right now, but typical for this time of year

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. #1Goal - no athlete gets shut out of a meet due to it closing early.
    a. Tracking CBA open/close times on Fastswims - continuing to do this daily
    b. Survey being sent to coaches of assigned teams to meets where entries close on the same day they open to discover approximately how many athletes got shut out and asking them to put into words what being shut out of a meet means.
    c. The 4 hour rule "clock" starts at the start of a session, not when the first 12&U event starts.
2. Standing committees/Zones
    a. Meet bid awards -
        i. PLS Awarded April 3-4 senior meet by senior committee
        ii. April 17-18 Senior meet host needed - SCSC seeing if they can incorporate more seniors into George Haines meet on same weekend.
    b. Senior committee -
        i. Discussion of combined 2028 LC senior champs with Sierra Nevada is approved to move forward by senior committee. Meeting scheduled with PC & SN for Oct 9 during the day.
    c. AG Committee -
        i. Winter AG Champs format approved by acclimation over email
    d. Zone meetings -
        i. Sharing data from BOD retreat + USAS Flywheel
        ii. Taking items and verbiage from LSC leadership calls to zones - encouraging discussion and engagement on membership and participation
    e. Safe Sport
        i. No meetings held
    f. Other
        i. Scheduling committee meeting scheduled for 10/8 at 7:30pm

3. Planning/Data -
    a. 2027 Adam Szmidt Memorial LC AG & SR champs site assignments finished and posted
    b. July meet data -
        i. New approach - leaving what's in place and coordinating with clubs who are not attending, or sending very few, to non-qualifier meets to develop their own meet.
    c. Beginning to plan two Town Hall meetings -

        i. October - Champ season structure - Announcement sent to Cindy
        ii. January - Far Westerns purpose and future planning - will make more sense when July meet data is complete
    d. Planning Z4 visit in October - ways to bring in more events to the area and grow their own membership's performance
    e. Splashes are generally up for meets that repeated from last year, one meet host saying lower scratch rate.
        i. TCA Senior meet, Molly Lahlum, EBSD C/B/BB+, LAC C/B/BB+, WAVN Endless Summer >> +1238 splashes combined, partially due to lower scratch rate & possibly adding 50's non-free
        ii. New meet >> PSL CBA +1877 splashes
        iii. MAC CBA, PASA Superleague quad >> -378 splashes
        iv. SUNN (switched to BP) >> -543 splashes
        v. OAPB, SRN meets did not happen >> -5546 splashes
            1. SRN is this weekend, OAPB is next weekend, Z2 should make up a lot of splashes on Oct 10-11 weekend
4. Pool/Facility update -
    a. City of Santa Clara had a "State of the city" meeting last night - have not seen any updates or transcripts posted.
    b. Reached back out to Calpoly Maritime this morning- contact is no longer with recreation dept. so I have forwarded communication onto contact emails on their website.
5. Old items/Other
    a. Per splash data - reviewed with MEFAP numbers applied
        i. Overall reduced income per splash by .08
        ii. Still need to separate out how much comes in from each price point
    b. Publicizing competition news on PC Instagram
        i. September newsletter, Summit highlights, College Swim League, Other competitive news
    c. Working on Club development coordinator job description for P&P

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

1. Facilitate meeting for clubs not participating in non-qualifier meets in July

Additional Notes or Comments:
Follow up with MJ- want the 60 person space with tables taken down, find out if we need to pay for anything. Can go any time on Saturday.

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

Report of Recent Activities: Revised Officials Apparel Ordering Form, Created Clinic Pre-Order Apparel Form, Created Clinic Raffle Forms, Contacted teams to submit their Travel Support Forms by the deadline,

Built Banquet Program and filling in recipients as I get them, Contacted website design company to add Hy-Tek logo to our website, Edited and posted 26-27 Travel Support Guidelines, Emailed with catering company, Got invoices from emcee and photographer for Banquet, Created all NAG certificates to be printed, Compiled all possible invitees for Awards Banquet, Confirmed all hotel reservations and sent out emails with confirmation numbers, Ordered swim caps for all invitees, Awards Banquet awards have been ordered except for Age Group COY (name TBD), Submitted Payment Requests for speaker, photographer and emcee, Posted all Award Banquet finalists, Created Google Form for coaches to vote on COY, Sorted all 1100+ certificates into athlete envelopes,

Filled out PH Rec application for October 8-10, 2027 - Cindy will schedule send on 10/8/26, Posted new articles, Posted new meets sheets and meet results, Updated job postings on the website, Processed lots of travel support, Mailed out new Officials' apparel orders and athlete rep shirts,

Report of Action Items Prior:

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

To do on my return: Order sandwiches & bagels based on numbers, Finalize numbers with caterer, Purchase sodas

Additional Notes or Comments:

Need help with:

- Everyone coming to the Awards Banquet, please RSVP for headcount purposes https://PacSwimAwards2026.eventbrite.com
- Submit PH Rec application on 10/8/26 at 12:01 am for 2027 October events. (Cindy)x
- Head/meal counts for Clinic, Summit and Banquet by Monday, October 12th (Cindy)x
- Approving format/flow of Awards Banquet (Cindy to review)
- Proofing Program, Script, PowerPoint.
- Lehla/Cindy to send letters to Coach of the Year winners (10/2/26) (coaches notified)

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group)*:
Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 26-127. Meets current in OTS through 26-116. Awards Banquet - Outstanding Swimmer & Senior Swimmer of the Year finalists/winners calculated and submitted to Diana. New MEFAP List provided to Carlene for flagging in Fastswims. Assisted Beau with team divisions for Summer Champs Meets. Time Verification processed for TCA Senior Meet (any talk at USA-S re: getting our old reports back?)
Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Complete Awards Banquet Calculations.
Medium/Long Term Goals: Put together motion for scheduling regarding cancellation of meets (request from governance)

Additional Notes or Comments: TERA no longer able to host April Senior Open - in need of new host.

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars 2027 –PNS has verified that they are the hosts, and the dates set are January 9-10th at the Snohomish Aquatic Center. The PNS Office sent out an email "Welcome Sierra Nevada"-- so I am assuming that a 4th team has been added with Oregon exiting the event. More information is to be sent. Apparel for the meet has been selected.

The application for coaching has been shared with past coaches, and Diana posted the application on the website. As of 9/30, we have 3 applicants.

ZAM 2027 - Waiting on confirmation of venue site to begin hotel search and confirm busing.

WZAG 2026 -

2027 site was announced at the summit, and we are going to Sacramento! The competition dates are 8/4-8/7/2027, at the North Natomas Aquatic Center. I have been working on a hotel contract with our hotel facilitator. As soon as the hotel is confirmed, I will start working on busing.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

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

Report of Recent Activities:

1. **Current Goal:**
    a. **End of Month** - Starting month end today, in good shape, not super busy LSC month besides CC activity. Zones were fairly light as well. Waiting on Statements to arrive from Chase.
    b. **End of Fiscal Year** - Tracking open accrued issues is pretty short, Travel Support for 2 of the 3 Futures and Nationals meets closes today, Kikuta overpayment, and then Z1S has two checks outstanding and the Chris Swan reimbursement.
    c. **2025-2026 Audit** - Schedule is finalized, Jeff signed engagement letter. Mary R. started some of the work, looking that over, and catching up on what she did already.

Additional Notes or Comments:

1. Zone Budgets - Keeping an eye out for the Zone Budgets just missing Z1N and Z3 (emailed Kevin for a status)
2. Overpayment - Mistakenly overpaid C. Kikuta by $30 on WZ Officials Assistance. Per Cindy he is going to bring a check to the Officials Clinic to clear the balance.
3. Moving Chris Swan to ePayments in Bill.com - We are no longer sending him paper checks, the only option is ePayments. Chris still has not set up ePayments, so holding for now.

4. TCA “still” not in good standing - Per Cindy they owe over $16k, the meet they have Travel Support one closes today.

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

1. Need to create Zone assessment survey still
2. Z1S archive document on website
3. Athlete Summit planning, one more meeting this Sunday
4. Complete report from USAS Summit
5. Staff review schedule set up, need to send out self assessments and job descriptions
6. Finish up Sept Board meeting minutes and docs
7. DDEI Grant application update and posting
8. Forever Funding next meeting
9. Scheduling Committee meeting set for next week
10. Remind Board members to get an HOD report together
11. Contact Aly Cutforth to join the Personnel Comm - Cindy taking this task on

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

PC STAFF MEETING MINUTES/ REPORTS

https://us06web.zoom.us/j/83793444354?pwd=JPrfukjEL4KZnsdnhhtvia2wb2714v.1
Meeting ID: 837 9344 4354
Passcode: 405788
October 15, 2026 10:00 am PT

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [E], Anne Stein [X], Karen Bair [X], Beau Caldwell [X], Morgan Roarty [X]
Board Member Attendance: Verónica Hernández [X], Lehla Irwin [], Kyler Van Swol [X]
Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS:

1. Actively seeking nominations for Gen Chair election 2027
2. Club Development: Paul Coleman (PASA) serving on National Committee
3. Items from Annual Summit:
    a. Several LSCs are shifting away from punitive fines and toward incentives, lower costs, proactive outreach, and reinvestment in clubs and meet hosts.
    b. Volunteer recruitment should be personal. Instead of "we need board members," invite someone around an issue they already care about: "You keep bringing this up - come to the next meeting and help fix it." Show the specific problem their voice could help solve.
    c. Western Zone Meeting:
        i. 2027 Age Group Zones: DART at North Natomas Aquatic Center, August 4-7, 2027.
        ii. Age Group Zones quad plan: 2028 Elk Grove; 2029 Mt. Hood, Oregon; 2030 TBD.
        iii. Senior Zones: 2028 Las Vegas; 2029 Mesa; 2030 Boise.
        iv. Long Course Zones: 2028 and 2029 Clovis; 2030 TBD.
        v. Open Water: 2028 Coeur d'Alene; 2029-2030 TBD.
        vi. 2027 Western Zone DEI Select Camp & Summit: University of Nevada, Reno, June 24-27, 2027. Each LSC sends two athletes and two non-athletes; additional athletes may be nominated. Camp capacity is 40 athletes.
    d. Western Zone election/nominations notes: Monica Warren (PC) elected as athlete representative; Lisa Vetterlein nominated for Secretary/Treasurer; Scott Shea nominated for Coach Director.
    e. Issue letter/email (both) from the Zone then from Pacific on coaches that have not completed their courses (suggested with a 30-day deadline) and if it is not completed; escalate to USA Swimming.

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. Had an Audit organizing meeting with Jeff and Morgan Oct 2, 2026.
2. Did all the September closing items for the month end.
3. Wrote up my report for the Summit and submitted the attendee reports and the per diem payment requests.
4. Reviewed the 2026 Grant Program document and updated the Grant Online Application.
5. Researched payroll issues for missing EDD filings and CalSavers changes.
6. Reviewed Eventbrite events for October 17th weekend have been active since last week. There's been pretty good activity from all of the sign ups, including 208 for Officials, 195 for the Banquet and 32 for the Athlete Summit as of Wednesday.
7. Received all the meet licenses for the Hytek and distributed the Hytek license information for the Senior 2 Meet and the Winter Age Group Champs.
8. Submitted the September expense report.
9. Made updates to the Website as needed/requested.
10. Finalized September closing and had the Accounting Review Meeting with Maria. We reviewed audit plans and timing for requirements as well.
11. Have been working with Jeff to resolve issues related to TCA and the open AR balance.
12. Request for the clinic space for next year was accepted and the events will be on October 8, 2027.
13. Picked up the t-shirts for the Athlete Summit.
14. Working on the HOD check list for next week.
15. Bi Monthly Payroll will be submitted the morning of Friday, 10/16/2026.

Report of Action Items Prior:
Current/Short Term Goals: Survive the rest of October. Complete Audit Submission, work with Vern on reviews.
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. Times Recon is still not working on the SWIMS side. Help ticket has been sent. If it's not working in time to run verification, we'll need a back-up plan.
2. Cleaning up lots of duplicate registrations, due to people creating new accounts.
3. Due to WI's new program to have USAS sanction meets, USAS is creating webinars on how clubs can do meet recons on their own.
4. Time certification reports are still only finding times that are faster than the one entered. No times can be found when there are times that are slower than entered.

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. #1 Goal - no athlete gets shut out of a meet due to it closing early.
    a. Tracking CBA open/close times on Fastswims - continuing to do this daily
    b. Survey being sent to coaches of assigned teams to meets where entries close on the same day they open to discover approximately how many athletes got shut out and asking them to put into words what being shut out of a meet means.
    c. The 4 hour rule "clock" starts at the start of a session, not when the first 12&U event starts.
2. Standing committees/Zones
    a. Meet bid awards - No updates since last time
        i. PLS Awarded April 3-4 senior meet by senior committee
        ii. April 17-18 Senior meet host needed - SCSC seeing if they can incorporate more seniors into George Haines meet on same weekend. 1 other has expressed interest as well but not submitted anything.
    b. Senior committee -
        i. No new info/no meeting held
    c. AG Committee -
        i. Spring AG champs and summer LC champs formats in discussion.
    d. Zone meetings - No meetings since last staff meeting.
        i. Sharing data from BOD retreat + USAS Flywheel
        ii. Taking items and verbiage from LSC leadership calls to zones - encouraging discussion and engagement on membership and participation
    e. Safe Sport
        i. No meetings held
    f. Other
        i. Scheduling committee - meeting held last Thursday. Good turnout and plan for tomorrows town hall discussed.
        ii. Solid meeting with PC and SN reps regarding 2028 LC senior champs. Gathering 1 official, 2 coaches, 1 athlete from each LSC to create committee. Beau and 1 rep from SN serving as ex-officio. Goal is to serve athletes between BB and sectional level with finals opportunities.
            1. Out of 330 PC athletes, 51 had CCA or SRN meet as their only meet.
3. Planning/Data -
    a. July meet data -
        i. New approach - setting up meeting with a few clubs who do not participate in NQ meets to try to setup their own.

        ii. Data researched for town hall, incl AG champs stats,specifically how many only swim in AG champs vs attend another meet in July.
    b. Beginning to plan two Town Hall meetings -
        i. October - Tomorrw! Slides nearly complete. Topic: Champ season Istructure - regarding spacing of AGC and FW meets.
        ii. January - Far Westerns purpose and future planning - will make more sense when July meet data is complete
    c. Currently visiting Z4 - imploring ways to bring in more events to the area and grow their own membership's performance
    d. Continuing to track splashes and tabulate CBA splashes by zone, comparing year to year data
4. Pool/Facility update -
    a. City of Santa Clara had a "State of the city" meeting last night - have not seen any updates or transcripts posted.
    b. Had Meeting with CalPoly Maritime Academy- waiting to hear back from their events and conferences office. Price for pool seems reasonable.
5. Old items/Other
    a. Publicizing competition news on PC Instagram
        i. September newsletter, Summit highlights, College Swim League, Other competitive news
    b. Club development coordinator job description sent to Veronica. Gathered info from Don about previous attempts to make this a position on the board.

Report of Action Items Prior:
Current/Short Term Goals: Medium/Long Term Goals:
1. Facilitate meeting for clubs not participating in non-qualifier meets in July

Additional Notes or Comments:

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

Report of Recent Activities: Processed Clinic Pre-Order Apparel Form, Completed 25-26 Travel Support Forms, Building Banquet Program and filling in recipients as I get them, Edited and posted 26-27 Travel Support Guidelines, Finalized headcount with catering company, Ordered sandwiches and bagels for Officials Clinic, Worked on Hyatt House reservations/cancellations, Purchased the rest of snacks, Working on program, script, Posted meet sheets and News articles, Posted items for HOD

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Update Hy-Tek file for AGC/FW, Post

Additional Notes or Comments:

- Lehla/Cindy to send letters to Coach of the Year winners (10/2/26)?

Annie Stein, Meet Management Coordinator (*Liaison to Scheduling, Senior & Age Group)*:
Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 26-128. Meets current in OTS. Age Group & Scheduling Meetings - Spring AGC formatting mostly solidified. Initial Meeting re: 2027-28 PC Schedule. Sat in on call with Sierra Nevada regarding organizing PC/SN Summer Senior Champs Meet. New MEFAP List provided to Carlene for flagging in Fastswims. Feedback to Beau on Town Hall Slides/Discussion points for Friday 10/16. Working with Meet Referee/SRVA on Winter AGC Meet Sheet. Template updated and provided.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Time Verification for OAPB Senior Open. Finalize/sanction WInter AGC Meet Sheet

Medium/Long Term Goals: 2027-28 Schedule

Additional Notes or Comments: TERA no longer able to host April Senior Open - in need of new host.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2027 –PNS has verified that they are the hosts, and the dates set are January 9-10th at the Snohomish Aquatic Center. The PNS Office sent out an email “Welcome Sierra Nevada”-- so I am assuming that a 4th team has been added with Oregon exiting the event. Still waiting for any additional information, after several requests. Apparel for the meet has been selected, and a cap proof has been sent. Still hesitant to purchase anything or make flight reservations. .

The application for coaching has been shared with past coaches, and Diana posted the application on the website. As of 10/15, we have 5 applicants.

ZAM 2027 - 80% certain of a venue, and have begun hotel search.

WZAG 2026 -

2027 site was announced at the summit, and we are going to Sacramento! The competition dates are 8/4-8/7/2027, at the North Natomas Aquatic Center. Hotel contract has been signed and submitted. Need to l start working on busing.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

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

1. **Current Goal:**
    a. **End of Month** - Monthly Checklist at 90%, got through Accounting Review, few minor changes, will finish it all out this week, and close the month. Finance Committee meeting tonight.
    b. **End of Fiscal Year** - Tracking just a few issues (one Z1S check and Swan payment, plus a small LSC matter the Kikuta overcharge). Interesting stat we "reversed" (unclaimed) $103k in Travel support last year. This was just about 30% of the Total Estimated.
2. **Next Goal:**
    a. **2025-2026 Audit** - I cleaned up the PBC list, getting a little more organized. Two successful sync meetings, one with Jeff/Cindy, and then with Maria + Jeff/Cindy. I plan to focus on my deliverables next week.
    b. **October Chase vs. QBO** - Catching up to close the week

Additional Notes or Comments:

1. Zone Budgets - Keeping an eye out for the Zone Budgets just need Z3 (emailed Kevin/Mehrad for a status)
2. Overpayment - Mistakenly overpaid C. Kikuta by $30 on WZ Officials Assistance. Per Cindy he is going to bring a check to the Officials Clinic to clear the balance.
3. Moving Chris Swan to ePayments in Bill.com - We are no longer sending him paper checks, the only option is ePayments. Chris still has not set up ePayments, so holding for now.
4. TCA "still" not in good standing, Jeff/Cindy working on payment plan

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

1. Need to create Zone assessment survey still
2. Complete report from USAS Summit
3. Staff review schedule set up, need to send out self assessments and job descriptions
4. Working on HOD Docs
5. Forever Funding sending out survey to teams to get more information on the impact of supporting athletes registered as Outreach
6. Send Laurie an email to request data on times achieved by athletes with a disability

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