



PC STAFF MEETING MINUTES/ REPORTS

October 28, 2020, 10:00 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [], Diana [x], Annie [x]

Board Member Attendance: David Cottam [x], Leo Lin [x], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

Exec Committee met on 10/21 to review the proposed Flex Membership plan. After discussion it was approved for a one year period ending August 2021.

CA LSC General Chairs are trying to figure out ways of participating in the 18-UN Championship meet. Plans include sharing pools with teams taking turns with intrasquad meets. SN will also sanction dual meets if they have permission from the facility host. So Cal was able to sanction the one of the US Open venues because it is a Pro event. They also want to sanction a Pro event that same weekend at a different site for swimmers not able to get into the limited available space at the US Open.

SoCal is also proceeding with hiring the lobbyist and the Go Fund Me page should be up and running sometime this week.

USA-S hosted the first of the “poolside” chats which is more limited in participation from their regular monthly leadership meeting. Goal is to be able to generate more discussion among the participants rather than just listening to USA-S speakers provide updates.

ACTION ITEMS:

Report of Action Items Prior:

[] Draft R&R is currently being reviewed by the Governance subcommittee. Unable to complete this in time to submit it to the Board of Directors at the September meeting. Now is to have this completed in time to present at the Spring HOD meeting.

[] Remind committees that they need to take minutes and send to Diana

[x] Contact Kyle and see how we can promote the 18-UN meet in the form of sanctioned intra squad, time trial events or dual meets (if we decide that it is OK to hold them).

[] Zone 2 is exploring the possibility of Senior and Junior HS level competition so that athletes can have the opportunity to get a sanctioned time that can be used for college admissions.

Current/Short Term Goals: .

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

[x] Updated our Disaster Plan and will send it to Cindy and Diana to be posted to the website. Leo and Mary have agreed to continue to serve as Information Officers and I asked Cindy to substitute for Mike as the 4th.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended various meetings - Finance and Investment Committee Meetings, LSC Governance Series, Poolside chat and Membership Task Force.
2. Finalizing reports for Athlete Leadership Summit for USA Swimming.
3. Edited HOD recording posted on website.
4. Canceled south bay storage and moved items to storage in Concord/Clayton.
5. Opened a box service for mail.
6. Coach and Club email on with latest Club Survey, Zoom License Offer and College Commitments.
7. Scheduling a planning meeting with Mike Davis for the Virtual Officials Clinic - still on the to do list - I think Mike has been busy.
8. Putting together an email for Zoom account sign up for the Clubs and Zones.
9. Working on regular month end closing and finalizing final year end review documents for outside accountant/auditor.

Report of Action Items Prior:

Current/Short Term Goals: Employee Review Process,, Board Nominations (notifications to clubs and members - will be handled by the Governance Committee per David)

Additional Notes or Comments:

Medium/Long Term Goals: Spring HOD

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

Report of Recent Activities: Meet registration checks are being completed weekly. Registration of new athletes is increasing as Clubs are getting back in the water. Re-registration packets have started to go out. Researching how we can make the Flex Membership work for our athletes.

Report of Action Items Prior:

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities:

Report of Action Items Prior: Update GroupMe and Athlete Master List with new Athletes, Sent out all HOD Bingo prizes to Athletes, Attended Athlete Call, Inventoried and packaged up all remaining Athlete Summit swag, Updated Athlete Summit website for athletes to reference, Created Class of 2021 College Commitment (to be posted starting Nov. 11th), Cancelled stamps.com account - found out other options, Updated Google Calendar with new intrasquads and cancelled meets

Current/Short Term Goals: Work with Mike on distribution of Z2, Z3, Z4 masks

Medium/Long Term Goals: Working with the Athletes Committee., Go back and research and post Virtual JO Team Awards on the website

Additional Notes or Comments:

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

Report of Recent Activities: Sanctions issued for TCA (November 1), SASO-SN (November 1), OAQ (November 21-22). All meets except OAQ loaded into OTS. USA-S updates COVID Meet requirement guidelines. No significant changes to meet sheets.

Report of Action Items Prior: NNA meet originally schedule for 10/18 now to be held November 1 (in order to allow more time to gameplan compliance with new guidelines on Youth Sports coming from the State of Nevada. DDST 10/17 meet cancelled due to same change in guidelines. Reached out to Senior and Age Group chairs for feedback in regards to 18U Winter Championships - do we want to encourage Zones to initiate conversation as to interest level and way to best serve their athletes? Only heard back from Senior Chair (Dan Cottam) - feedback was that it appears it's going to be very difficult to hold any meets beyond an intrasquad format for the foreseeable future.

Current/Short Term Goals: Review meet sheets as they are received - PASA, BSW currently on desk to be reviewed today. Load next round of meets into OTS.

Medium/Long Term Goals: 8 & Under Time Standards (have taken more of a back seat to the more pressing return to competition).

Additional Notes or Comments:

Jeanette Soe, Travel Coordinator, Apparel :

Report of Recent Activities: Report of Action Items Prior: On Furlough as of July 5, 2020 return TBD.

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance:

Mary - Comments

Closing the September 1 2019 to August 31, 2020 books for review.

I want to Thank and Appreciate everyone for their efforts to reduce fixed costs.

Leo - Comments

Meet sanctions going forward Turn Around Time will need _____

Safety Plan

What the facility allows

Times are good for only LSC level meets

Adapt League and Dual meets wording



PC STAFF MEETING MINUTES/ REPORTS

November 17, 2020, 11:30 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [x]

Board Member Attendance: David Cottam [X], Leo Lin [x], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[] Draft R&R is currently being reviewed by the Governance subcommittee. Unable to complete this in time to submit it to the Board of Directors at the September meeting. Now is to have this completed in time to present at the Spring HOD meeting.

[] Remind committees that they need to take minutes and send to Diana. Will do at tomorrow's BOD meeting

[] Zone 2 is exploring the possibility of Senior and Junior HS level competition so that athletes can have the opportunity to get a sanctioned time that can be used for college admissions. No update was provided on this at the Zone 2 BOD meeting last night. Probably not possible to hold such a meet at this time.

[] Report on Recommendations from the Governance Committee.

Current/Short Term Goals: .

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Meetings included Membership Task Force, Accounting Review, Finance Committee Meeting, LSC Leadership Monthly Meeting
2. Finalized Month End and additional review of year end requirements, plus some planning for the coming year including incorporating donation and fundraising auctions into our financial reporting.

3. Reviewed the HR Audit with Missy Nieto from Guardian HR. She was generally pleased with the policies and practices we have in place and the few that needed addressing (ADA/disability policy, disciplinary procedures, etc) will be put in place via the handbook.
4. Invoicing clubs for Zoom accounts this week.
5. Managing the calendar and working on some projects for year end:
 - a. Shutting Down Office
 - b. Updating Mailing Address
 - c. Repurposing Unusable Awards
 - d. Financial Procedure Manual
6. Beginning to plan a clinic with Mike (we had a preliminary meeting on 11/16)
7. I will be taking time off during the week of Thanksgiving and Christmas .

Report of Action Items Prior:

Current/Short Term Goals: Projects from Mary - Financial Procedure Manual, Safe Sport Questions, LEAP Assessment

Additional Notes or Comments:

Medium/Long Term Goals:

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

Report of Recent Activities: Processing Registration Packets, Answering Questions about Flex, Helping Clubs find missing packets.

Report of Action Items Prior:

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments: Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities:

Report of Action Items Prior: Current/Short Term Goals: Created fillable PDF versions of all registration forms and transfer/change forms, Updated all Records, NAG Records and Top Times for swim year ending August 31, 2020, Generated NAG Top 10 Certificates, Created and posted College Commitment list for Class of 2021, Posted multiple Intrasquad Meet Sheets and Results on the website, Updated Meet Sheet Archive

Medium/Long Term Goals: Finish NAG certificates for 2019-20 year from USA Swimming, Working with the Athletes Committee, Go back and research and post Virtual JO Team Awards on the website, Work on “tags” for all website pages

Additional Notes or Comments: Do I run Top Times Reports periodically again?

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

Report of Recent Activities: Report of Action Items Prior: Large number of meet sheets have come in for sanction over the last several weeks. 15 Meets over the last two weekends (November 14-15 and November 21-22). A few issues with clubs not accustomed to hosting meets (a few meet sheets that have required a bit more back and forth editing/clarifications, misunderstanding of the meet hosting process/requirements...all expected at some point). With the state rolling everyone back to a more restrictive tier, do we need to make any adjustments to meet hosting? If allowable gathering numbers are reduced to something more restrictive, should we be revoking sanctions? Or depending on the Clubs to follow guidelines and cancel on their own? I’m open to making meet sheet adjustments as necessary to keep in compliance of ever evolving restrictions.

Current/Short Term Goals: Review meet sheets as they are received - two from LAC (12/5 and 12/12) currently on deck to be reviewed (waiting on updated meet sheet to be sent). Continue loading meets into OTS.

Medium/Long Term Goals: 8 & Under Time Standards (have taken more of a back seat to the more pressing return to competition).

Additional Notes or Comments: Sanctions due by Dec 22, 2020 for any meets in the first two weeks of January.

Jeanette Soe, Travel Coordinator, Apparel :

Report of Recent Activities: Report of Action Items Prior: On Furlough as of July 5, 2020 return TBD.

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance:

Mary - Comments

Leo - Comments



PC STAFF MEETING MINUTES/ REPORTS

December 15, 2020, 10:30 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [X], Annie [X]

Board Member Attendance: David Cottam [X], Leo Lin [X], Mary Ruddell [X]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Draft R&R is a bit of an embarrassment for me. I have been neglecting completing this project for 3-4 months. However I am firmly committed to getting this done in time to be reviewed at the February BOD meeting and approved by the HOD in the Spring.

[] Laurie has taken the point in responding to requests for information from the attorneys representing USA-S and PC in two pending lawsuits. She provided this information and now they are requesting additional information.

[X] An email has been circulating this morning regarding the recent COVID guidelines posted to the CDPH website. It has some mixed messages including

Good:

- Inter-team competitions, meets, races or similar events are authorized only if a) both teams are located in the same county and the sport is authorized in the table below. b) teams are located in immediately bordering counties and the sport is authorized in both counties in the table below
- Any tournaments or events that involve more than two teams are not currently permitted in CA. Exceptions may be made, with authorization from the local health department including swimming/diving

Not so good:

- Inter-team competitions will not be allowed in CA until Jan 25, 2021 at the earliest with a reassessment by Jan 4th
- Teams must not participate in out-of-state tournaments

[X] I completed the CA requirement for sexual harassment prevention

training for supervisors every two years.

Current/Short Term Goals: .

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Finalized month end for November and met with Maria and Mary for the monthly review and the questions from Cropper. There have been a couple of issues that have come up that have required us all to do some additional research and work and I expect that will continue over the next few sessions of review. Two primary impacts to us will be a new revenue recognition requirement (we're getting some assistance from USA Swimming) and fundraising (DEI). Because of some of the review issues, we've asked for an extension to file our informational returns as we work through these issues.
2. Sent out a couple of coach/club emails - anything more we need to address??
3. Had LSC Leaders Zoom Meeting - expect to learn more about the new LEAP Program at the next meeting. Participated in Membership Task Force Meeting last week as well.
4. Met with Missy from HR Guardian on the review of the handbook. Probably about 80% done with the overall completion, expect it will be ready for distribution around the first of the year.
5. Zoom License count is 17, we have 5 more invoices to collect, not including the Zones. Suggest bridging the outage gap with Google Meetings or Zoom with Breaks to keep it simple
6. Year End Projects:
 - a. Shutting Down Office - Week of the December 28 most likely (I can stop by storage on Thursday afternoon)
 - b. Mailing Address is 14850 Hwy 4 Ste A #260, Discovery Bay, CA 94505
 - c. Repurposing Unusable Awards - still looking for a possible donor like a mixed media art class
 - d. Financial Procedure Manual - with Mary and Maria
7. Expect Virtual Officials Clinic will be January 30th
8. I will be taking time off the week of December 21st.

Report of Action Items Prior:

Current/Short Term Goals: Projects with Mary - Financial Procedure Manual, Safe Sport Questions, LEAP Assessment

Additional Notes or Comments:

Medium/Long Term Goals:

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

Report of Recent Activities: Processing Registration Packets, Answering Questions about Flex, Helping Clubs find missing packets.

Report of Action Items Prior:

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments: Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities: Completed NAG Certificates; all have been printed and mailed out, Converted DEI Grant Form to PDF, Updated College Commitments for Class of 2021, Posted multiple Intrasquad Meet Sheets and Results on the website, Updated P&P for Open Water - on to BOD or EXEC for Housekeeping vote

Report of Action Items Prior: Current/Short Term Goals: Continue updating College Commitment list for Class of 2021, Post multiple Intrasquad Meet Sheets and Results on the website, Update Meet Sheet Archive, Will mail out Officials' masks when they arrive, Renew my APT

Medium/Long Term Goals: Working with the Athletes Committee, Work on "tags" for all website pages, Start running Top Times Reports again

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Majority of meets for December 12-13 weekend cancelled due to new COVID Health Restrictions in six counties/locales. LAC, BAC went as planned. WCAB cancelled for 12/19. VJO to go as scheduled. TCA postponed (tentative 1/23 reschedule. Re-sanction in process). Participated in Emergency Executive Committee Meeting in response to rollout of tighter COVID restrictions. Sanctions put on hold for any county under Shelter in Place until restrictions are loosed again (tentative January 4, but open ended as orders could certainly be extended).

Current/Short Term Goals: Review Meet Sheets as they are received - Open to continuing to review meet sheets for further out in the future that cannot be sanctioned until SIP Restrictions are relaxed. Having meet sheets ready to go rather than getting crushed by a flood of them once restrictions are relaxed would save some headache. Potential con - whatever the new guidelines look like may require edits to meet sheets and safety plans anyway. Project for Cindy over the holidays TBD.

Medium/Long Term Goals: 8 & Under Time Standards (have taken more of a back seat to the more pressing return to competition).

Additional Notes or Comments:

Jeanette Soe, Travel Coordinator, Apparel :

Report of Recent Activities: Report of Action Items Prior: On Furlough as of July 5, 2020 return TBD.

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance:

Mary - Comments

Items to discuss:

Zone 3 Grants are TCA and SFSL in good standing

Discounted club memberships -

PPP Loan - Chase is now accepting forgiveness requests. Will work with Maria to complete the paperwork.

Leo - Comments



PC STAFF MEETING MINUTES/ REPORTS

December 1, 2020, 10:00 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [x]

Board Member Attendance: David Cottam [], Leo Lin [x], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[] Draft R&R is currently being reviewed by the Governance subcommittee. Unable to complete this in time to submit it to the Board of Directors at the September meeting. Now is to have this completed in time to present at the Spring HOD meeting.

[] Remind committees that they need to take minutes and send to Diana. Will do at tomorrow's BOD meeting

[] Zone 2 is exploring the possibility of Senior and Junior HS level competition so that athletes can have the opportunity to get a sanctioned time that can be used for college admissions. No update was provided on this at the Zone 2 BOD meeting last night. Probably not possible to hold such a meet at this time.

[] Report on Recommendations from the Governance Committee.

Current/Short Term Goals: .

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Met with Maria and Mary over our document requests for our review and informational return for the IRS. The schedule is to have an initial review mid December of the Review
2. Not much to update you on from this past week since I took time off in the days before Thanksgiving. Have started closing out the month of November.

3. Final Zoom License count is 17, if we have 3 for the LSC, 2 for Zone 2 and 3, and the remaining 12 for clubs. Clubs have been invoiced, I'll be turning in the information to USA Swimming today
4. Still working on some projects for year end:
 - a. Shutting Down Office - Week of the December 28 most likely
 - b. Updating Mailing Address
 - c. Repurposing Unusable Awards - still looking for a possible
 - d. Financial Procedure Manual -
5. Expect Virtual Officials Clinic will be January 30th
6. I will be taking time off in December beginning on the 21st through .

Report of Action Items Prior:

Current/Short Term Goals: Projects from Mary - Financial Procedure Manual, Safe Sport Questions, LEAP Assessment

Additional Notes or Comments:

Medium/Long Term Goals:

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

Report of Recent Activities: Processing Registration Packets, Answering Questions about Flex, Helping Clubs find missing packets.

Report of Action Items Prior:

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments: Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities:

Report of Action Items Prior: Current/Short Term Goals: Updated College Commitment list for Class of 2021, Posted multiple Intrasquad Meet Sheets and Results on the website, Updated Meet Sheet Archive, Ordered more face masks for Officials,

Medium/Long Term Goals: Update P&P for Open Water Section, Finish NAG certificates for 2019-20 year from USA Swimming (must do manually for relays), Working with the Athletes Committee, Work on "tags" for all website pages

Additional Notes or Comments: Do I run Top Times Reports periodically again?

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

Report of Recent Activities: Report of Action Items Prior: 12 meets sanctioned for December 5-6/December 12-13 weekends. One more currently under review. Several meets cancelled November 21-22 weekend due to tightening of COVID19 Health Restrictions.

Current/Short Term Goals: Review meet sheets as they are received - PEAK December 12-13 currently under review. Waiting on determination regarding viability of meet given new Santa Clara County Health Mandates.

Medium/Long Term Goals: 8 & Under Time Standards (have taken more of a back seat to the more pressing return to competition).

Additional Notes or Comments: Multiple meets adjusting on the fly in order to accommodate health mandates. Should we be considering putting a hold on sanctions of multi-team meets at this point? Depend on the club and their facility to determine viability?

Jeanette Soe, Travel Coordinator, Apparel :

Report of Recent Activities: Report of Action Items Prior: On Furlough as of July 5, 2020 return TBD.

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance:

Mary - Comments

Leo - Comments



PC STAFF MEETING MINUTES/ REPORTS

January 6, 2021, 11:15 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [x]

Board Member Attendance: David Cottam [x], Leo Lin [x], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] I have started working on the Draft R&R and it is now about 50% completed. My goal is to finish it by the end of this week and send it to Leo for a last look before sending it to the Governance Committee for their review and recommendations. I am firmly committed to getting this done in time to be reviewed at the February BOD meeting and approved by the HOD in the Spring.

[X] I have forwarded additional information provided by Laurie and Clint in response to the additional questions from our attorney regarding the pending lawsuits.

Current/Short Term Goals: .

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Moved out of the office last week. Working on completing the organization and inventory of storage, added shelving to help store and organize additional items.
2. Met with the Membership Dues Task Force twice to review the proposed increases in membership and entry fees and review coach and athlete surveys. and Working on the December month end and closing documents..
3. Updated Employer posting file for 2021.
4. Renewed APT.
5. Will be working on finalizing the month end closing this week.

Report of Action Items Prior:

Current/Short Term Goals: Projects with Mary - Financial Procedure Manual, Safe Sport Questions, LEAP Assessment

Additional Notes or Comments:

Medium/Long Term Goals:

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

Report of Recent Activities: Processing Registration Packets, Answering Questions about Flex, Helping 565 athletes registered using Flex plus more pending.

Currently have 66 clubs registered, about 9 more missing some info,

About 25 clubs that we have not heard anything from.

Clubs find missing packets.

8034 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

Report of Action Items Prior:

[x] Laurie to check with USA-S regarding clubs that have not access to water and need to register as a club for the sole purpose of continuing the USA-S insurance.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments: Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities: Updated College Commitments for Class of 2021, Renewed my APT, Mailed out masks to 5 officials zone chairs, Posted Intrasquad Results on the website, Created several web pages to archive 2020 items and begin showing 2021, Ran and posted Top Times through 12/31/20, Cross-checked all records set at the end of 2020

Report of Action Items Prior: Current/Short Term Goals: Continue updating College Commitment list for Class of 2021, Post multiple Intrasquad Meet Sheets and Results on the website as available, Update Meet Sheet Archive, Start adding all meet results since March to All-Star database, Work on Officials Clinic items

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

Additional Notes or Comments: Lots of “spam” emails to info email address - do we want to ask WSD to tighten security or just let it go? Where should I put announcements of people passing?

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

Report of Recent Activities: Report of Action Items Prior: Sanctions currently suspended for all PC Clubs located in California. Currently have 1 meet sheet submitted for review in mean time (January 23 - OAPB). Monitoring responses on 2020 Year End Club Survey. Contacted unresponsive clubs with reminder. Second reminder to go out tomorrow. Currently 59 responses out of a potential 110 (just over 50%). Initial reminder e-mail produced an additional 22 responses.

Current/Short Term Goals: Review Meet Sheets as they are received - have meet sheets ready for sanction as soon as stay at home orders are relaxed. Continue to monitor End of Year Survey responses - second round of e-mail reminders to go out tomorrow. Begin website audit for broken links/inaccurate information.

Medium/Long Term Goals: One survey response indicated desire for more support from PC in regards to hosting intrasquad competition. Brainstorm any ideas as to how to make the process even more accessible and easy for clubs?

Additional Notes or Comments:

Jeanette Soe, Travel Coordinator, Apparel :

Report of Recent Activities: Report of Action Items Prior: On Furlough as of July 5, 2020 return TBD.

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance:

Mary - Comments

Items to discuss:

Zone 3 Grants are TCA and SFSL in good standing

Discounted club memberships -

PPP Loan - Chase is now accepting forgiveness requests. Will work with Maria to complete the paperwork.

Leo - Comments



PC STAFF MEETING MINUTES/ REPORTS

January 20, 2021, 11:00 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie []

Board Member Attendance: David Cottam [x], Leo Lin [], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Draft R&R was completed and sent to Leo for review.

[]

Current/Short Term Goals: .

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Meetings attended: with LSC Leaders (new LEAP roll out - more details at the LSC Governance call), Officials (for clinic planning), Finance Committee (review and approve Nov and Dec (preliminary) financials).
2. Met with Mary and Maria to review December financials and a preliminary review of 2019-2020 year end financials/990/Review document.
3. Met with Mike Davis to work on details for virtual LSC Officials Clinic to be held on January 30.
4. Checked in with Helms Briscoe - Noelette Hassett regarding our contract with the Hilton: we should decide whether to try to cancel our October event or move it to 2023.
5. Virtual HOD for May and October, David to discuss with the Executive Committee.
6. USA Swimming Grant will be the full \$2K dollars after discussing with Morgan Weinberg.

Report of Action Items Prior: Organized Storage with final office move out, but still needs organization, an inventory and disposal of some obsolete items.

Current/Short Term Goals: Projects with Mary - Financial Procedure Manual, Safe Sport Questions, LEAP Assessment

Additional Notes or Comments:

Medium/Long Term Goals:

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

Report of Recent Activities: Processing Registration Packets, Answering Questions about Flex, Helping 565 athletes registered using Flex plus more pending.

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[x] Laurie to check with USA-S regarding clubs that have not access to water and need to register as a club for the sole purpose of continuing the USA-S insurance.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments: Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities: Uploaded all results since March 2020 into the All-Star database for future team selection, Updated College Commitment list, Updated Meet Sheet Archive for December 2020 and built out the webpage for 2021 Meet Sheet Archives, Built webpage and uploaded all Committee Reports from 2018-2020, Building a Mixed Relay Records page (PC and NAG), Attended Officials Committee meeting and Athlete Summit Planning meeting

Report of Action Items Prior: Current/Short Term Goals: Work on Officials Clinic items, Finish Mixed Relay Records, Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Update Meet Sheet Archive as necessary,

Medium/Long Term Goals: Working with the Athletes 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: Project for Mary cross referencing survey responses with current 2021 athlete registrations and comparison with 2019-2020 athlete registration numbers. Two meet sheets currently in the queue. Both were for this coming weekend and will be postponed.

Current/Short Term Goals: Review Meet Sheets as they are received - have meet sheets ready for sanction as soon as stay at home orders are relaxed. Website audit as time allows

Medium/Long Term Goals: Brainstorming on potential solutions for Summer Competition (viability of summer JO/FW meets? Ideas on how to adjust to provide opportunity within likely constraints?) Age Group Meeting next week, would expect it to be a topic of discussion.

Additional Notes or Comments:

Jeanette Soe, Travel Coordinator, Apparel :

Report of Recent Activities: Report of Action Items Prior: On Furlough as of July 5, 2020 return TBD.

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance:

Mary -Comments

Leo - Comments



PC STAFF MEETING MINUTES/ REPORTS

February 2, 2021, 11:00 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [x]

Board Member Attendance: David Cottam [x], Leo Lin [x], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Draft R&R was completed and sent to Leo for review.

[]

Current/Short Term Goals: .

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended the Investment Committee Meeting, Membership Task Force, Governance Series (detailed review of the LEAP program (July - September 2021 and then every 2 years thereafter), Officials Clinic Testing and Clinic Event (for clinic planning).
2. Met with Mary and Maria to review the final information from Cropper Accountancy and also applied for the PPP loan with Mary.
3. Still need to make a decision regarding Hilton and if we'd like Helms Briscoe - Noelette Hassett to get us out of the 2021 contract. Athletes plan to come up with a way to recognize swimmers for 2021, there's a subcommittee and Diana and I are attending to facilitate this.
4. 100 Day Mask Challenge. Unsure how we can recognize people in a way that's either just a few get recognized or the costs would be prohibitive. Maybe make it part of a social media campaign? Have kids take a selfie in their mask, write why they are masking and use a hashtag and we can share in our story? #pacswim #100daymaskchallenge Obviously open to other ideas, we could post to our website.

5. Virtual HOD for May and October, does the board need to approve? We'll need to find a way to proceed with voting online - election runner or election buddy - and there will likely be a cost associated with online voting.
6. 2021 USA Swimming Grant will be only \$500 dollars, so we will need to spend a minimum of \$750, but it will likely cost more than that once the athletes decide what they want to offer.

Report of Action Items Prior: Officials Clinic was pretty much a success overall.

Current/Short Term Goals: January Month End and DEI fundraising financial reporting, Financial Procedure Manual with Mary, Review of new LEAP program.

Medium/Long Term Goals: Complete LEAP prior to September 2021.

Additional Notes or Comments: Times at unsanctioned intrasquad meets - what are they good for? Steve Morsilli is asking to have them published and wants to confirm if the times are good within the LSC.

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

Report of Recent Activities: Processing Registration Packets, Answering Questions about Flex, Helping 565 athletes registered using Flex plus more pending.

Currently have 66 clubs registered, about 9 more missing some info,

About 25 clubs that we have not heard anything from.

Clubs find missing packets.

8034 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

Report of Action Items Prior:

[x] Laurie to check with USA-S regarding clubs that have not access to water and need to register as a club for the sole purpose of continuing the USA-S insurance.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments: Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities: Updated College Commitment list, Updated Meet Sheet Archive for January 2021, Completed building a Mixed Relay Records page (PC and NAG), Attended Officials Clinic planning meetings, Attended Officials Clinic and Athlete Call, Updated Athlete web pages, Built new website pages

for Athletes' Mental Health Presentation, Researched travel support costs for Olympic Trials, posted Exec. Committee reports, motions, proposals

Report of Action Items Prior: Current/Short Term Goals: Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Update Meet Sheet Archive as necessary, Build Travel Forms for Wave I and II of Olympic Trials, Update Officials Apparel Order Form

Medium/Long Term Goals: Working with the Athletes Committee, Work on "tags" for all website pages, Athlete Social Media subcommittee, Virtual Awards Banquet subcommittee

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: All Bay Area counties have lifted Stay-At-Home Orders, sanctions reopened in all zones beginning for meets the weekend of February 13th. 8 sanctions issued thus far (one a blanket sanction for a series of spring meets hosted by WCAB). Interest in hosting multi-team meet in Zone 4 (indoors, March), and inquiry regarding hosting a dual meet in Monterey. Age Group Call last week. Topic of discussion primarily focused on cancellation of 10 & U Championships, some opening discussion regarding potential summer "season end" meet(s).

Current/Short Term Goals: Review Meet Sheets as they are received. Sanctions fully re-opened.

Medium/Long Term Goals: Brainstorming on potential solutions for Summer Competition (viability of summer JO/FW meets? Ideas on how to adjust to provide opportunity within likely constraints?) Participation on Summer End of Season Meet Taskforce.

Additional Notes or Comments:

Additional comments or other notes of importance or relvance:

Mary - Comments:

Leo - Comments:



PC STAFF MEETING MINUTES/ REPORTS

February 16, 2021, 11:00 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [x]

Board Member Attendance: David Cottam [x], Leo Lin [], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Draft R&R was completed and sent to Leo for review. Again

[X] Athletes meet today at 4:30 for Zoom meeting USA-S AEC covering Leadership Summit planning; I sent the Letter of Agreement for the Leadership Summit to USA-S

[X] CROW and OAPB intrasquad meets went well this weekend

[X] I received a letter from Don Sandbach yesterday stating that he has decided to retire and consequently and discontinued SAMMS effective immediately.

[X] Attended Officials Meet Ref Clinic, Zone 2 BOD, Season-ending TF, PacCoast TF, Finance, monthly LSC leadership, weekly CA LSC General Chair Zoom meetings over the last two weeks.

Current/Short Term Goals: .

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended the Finance Committee Meeting, , Officials Referee Roundtable.
2. Met with Mary and Maria to review January month end and 990 from Cropper Accountancy.
3. Still working on closing out the DEI fundraiser, waiting on more info from Laura.
4. Added emails for athlete zone reps and pen pal and social media.

5. Still need to make a decision regarding Hilton and if we'd like Helms Briscoe - Noelette Hassett to get us out of the 2021 contract.
6. Preparing for the board meeting with emails and reports.

Report of Action Items Prior:

Current/Short Term Goals: January Month End and DEI fundraising financial reporting, Financial Procedure Manual with Mary, Review of new LEAP program.

Medium/Long Term Goals: Complete LEAP prior to September 2021.

Additional Notes or Comments:

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

Report of Recent Activities: Processing Registration Packets, Answering Questions about Flex, Helping 565 athletes registered using Flex plus more pending.

Currently have 66 clubs registered, about 9 more missing some info,

About 25 clubs that we have not heard anything from.

Clubs find missing packets.

8034 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

Report of Action Items Prior:

[x] Laurie to check with USA-S regarding clubs that have not access to water and need to register as a club for the sole purpose of continuing the USA-S insurance.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments: Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities: Updated College Commitment list, Attended Athlete Social Media Call, Attended Officials Meet Director meeting, Updated Athlete web pages with new email addresses, Built new "Contact Us" website page for Athletes, Researched Wave I or Wave II cuts of Pacific athletes for Olympic Trials, posted Exec. Committee reports, motions, proposals, Mailed out Officials Apparel order, Inventoried Officials Apparel Boxes, Updated Officials Apparel photos and order form on web page

Report of Action Items Prior: Current/Short Term Goals: Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Update Meet Sheet

Archive as necessary, Build Travel Forms for Wave I and II of Olympic Trials, Update Officials Apparel Order Form

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Athlete Social Media subcommittee, Virtual Awards Banquet subcommittee

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Continuing to review meet sheets as received. 17 meets sanctioned thus far for 2021. Three currently pending for Feb. 27 weekend (PASA, TIDE, SASO). All turned in on time, waiting on various components (PASA - missing attachment, TIDE - Zone approval, SASO - Z3 approval to host addressed tonight at their meeting). Participated in End of Season Meet Taskforce meeting last week.

Current/Short Term Goals: Review Meet Sheets as they are received. Get rest of current sanctions loaded into OTS and Meet Director Packets distributed.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments: Still having issues with clubs paying sanctions and fees on time.

Leo - Comments:



PC STAFF MEETING MINUTES/ REPORTS

March 2, 2021, 11:00 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [x]

Board Member Attendance: David Cottam [x], Leo Lin [x], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Draft R&R pending review by the Governance Committee. Due to the number of agenda items scheduled for the March BOD, I asked the Governance Committee to extract the job descriptions from the pending R&R into a separate document that can be presented to the BOD so that we will at least have that part ready for HOD approval.

[X] TERA had a successful 2 ½ day meet this weekend.

[X] I conducted the PC BOD meeting , participated in the monthly USA-S poolside chat and the CA LSC General Chair calls over the last two weeks.

Current/Short Term Goals: .

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended the Board of Directors Meeting, LSC Governance Series, Athlete Social Committee and Athlete Rep Committee meetings.
2. Working on finalizing the employee handbook, incorporated David's edits into the master document.

3. Met with Mary and Laura last week to review DEI Fundraiser and get missing information, working on finalizing the donor letters and booking the sales entry, but we're a little closer now that we met with Laura.
4. Reached out to Noelette Hassett to discuss Hilton event contracts with the hotel.
5. Finalizing month-end reporting.
6. Reviewed LEAP document. There are three areas of evaluation and assessment - governance, programming and communications. My assessment is the programming will be the biggest challenge to meet, followed by governance, then communications. I suggest we get one or two board members from each area along with some athletes to meet a few times to help with how we'll meet the requirements for all areas so we will be prepared when our window to submit opens.

Report of Action Items Prior:

Current/Short Term Goals: February Month End and DEI fundraising financial reporting, Financial Procedure Manual with Mary, LEAP Program Strategy.

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board.

Additional Notes or Comments: Add more information about elections and board member vacancies on the website.

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

Report of Recent Activities: Processing Registration Packets, Answering Questions about Flex, Helping 930 athletes registered using Flex plus more pending.

Currently have 85 clubs registered, about 1-2 more missing some info, MP and SFSL have registered About 25 clubs that we have not heard anything from.

Clubs find missing packets.

9042 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

Report of Action Items Prior:

[x] Laurie checked with USA-S regarding clubs that have not access to water and need to register as a club for the sole purpose of continuing the USA-S insurance. If they are registered as a coach, they are still OK for insurance and don't have to have club insurance if they are not in the water.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities: Updated College Commitment list, Attended Athlete Call and Athlete Summit Call, Attended BOD meeting, Updated and posted many, many BOD documents, reports, and motions, Mailed out Officials Apparel order, Revised Stroke & Turn Sign-In Sheet, Created Corner Officials Sign-In Sheet, Updated Meet Sheet Archive, Built Travel Forms for Wave I, Wave II and Open Water Nationals, Posted Job Postings

Report of Action Items Prior: Current/Short Term Goals: Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Copy all February Results into Dropbox, Update TM All-Star database with February results, Update Top Times as of 2/28/21, Update Meet Sheet Archive as necessary, Update Officials Apparel Order Form (with exchange policy?), Build a Sectionals Travel Form

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Athlete Social Media subcommittee, Virtual Awards Banquet subcommittee

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Large number of meet sheets coming in now. (37 meets sanctioned to date since resumption of competition). Meets loaded into OTS through Sanction 21-034. Meet Director Packets distributed for meets through March 6-7 weekend. Sat in on PC Board Meeting and Age Group Committee Calls. Meet Sheet Template updated to include HS Athlete Language, distributed to Zone Sanction Chairs.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed for March 13-14 and March 20-21 weekends. Load any outstanding meets into OTS.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments: Getting more money from meet entry fees than she anticipated in the budget.

Leo - Comments:



PC STAFF MEETING MINUTES/ REPORTS

March 16, 2021, 11:00 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [x]

Board Member Attendance: David Cottam [x], Leo Lin [x], Mary Ruddell [X]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Draft R&R pending review by the Governance Committee. Due to the number of agenda items scheduled for the March BOD, I asked the Governance Committee to extract the job descriptions from the pending R&R into a separate document that can be presented to the BOD so that we will at least have that part ready for HOD approval.

[X] TERA had a successful 2 ½ day Senior T&F dual meet with PLS meet this weekend.

[X] I participated in the monthly USA-S poolside chat and the CA LSC General Chair calls over the last two weeks, Finance committee meeting and Zone 2 BOD.

Current/Short Term Goals:

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended the LSC Leaders Zoom, which covered soon to be unveiled coach education platform via the Learn website and and intro to the 2021 Zone Workshop April 30-May 1 (mark your calendars - registration : <https://fs22.formsite.com/usaswimming/ji0wpzgvae/index.html>). Also Convention Dates are September 23-25 more details to come. I sent out the agenda just so you can review.

2. Met outside accountant Maria Lyan to review 990 final corrections and February month end. Met with the Finance Committee to review results and discuss procedures and best practices documentation.
3. Reviewed and reconciled the reports from the Auctions 32 site with Mary and verified reporting in Quickbooks. Meeting Mary today for final inventory of remaining in kind donations, but still waiting on expense reporting from Laura to final all associated income and expenses for the fundraiser.
4. Noelette advised me that the hotel representative was unwilling to make any adjustments to the contracted liquidated damages from cancelling our contracts, but would move the contract to October of 2023, which is open on their calendar. This brings the options to 1) cancelling one or both contracts, which would incur charges of either \$5,988 for one or \$11,976 for both or moving the event to 2023.
5. Prepping with Mary for Budget Task Force Meeting and for supplemental Board of Directors meeting.
6. Sent out schedule request for athlete alternative awards for 2021 meeting, may be meeting March 21.

Report of Action Items Prior: see above

Current/Short Term Goals: February Month End and DEI fundraising financial reporting, Financial Procedure Manual with Mary, LEAP Program Strategy.

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board.

Additional Notes or Comments: Add more information about elections and board member vacancies on the website.

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

Report of Recent Activities: Currently have 87 clubs registered, about 1-2 more missing some info, About 25 clubs that we have not heard anything from. 9293 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

Report of Action Items Prior:

[x] Laurie checked with USA-S regarding clubs that have not access to water and need to register as a club for the sole purpose of continuing the USA-S insurance. If they are registered as a coach, they are still OK for insurance and don't have to have club insurance if they are not in the water.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities: Updated College Commitment list, Created many Intrasquad/Dual Meets on website and on calendar, Updated and posted multiple BOD documents, reports, and motions, Updated

Meet Sheet Archive, Built Travel Forms for CA/NV Sectionals & Pro Swim Series, Posted Job Postings, Researched Sectional Travel Support since 2018, Added sizing chart information to Officials' Apparel

Report of Action Items Prior: Current/Short Term Goals: Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Copy all February Results into Dropbox, Update TM All-Star database with February results, Update Top Times as of 2/28/21, Check for new Records, Attend Athlete Call and Athlete Summit Call, Prepare for and attend BOD meeting

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Athlete Social Media subcommittee, Virtual Awards Banquet subcommittee

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Continuing to get a large number of meet sheets coming in. (51 meets sanctioned to date since resumption of competition, so 14 since the last staff meeting). Meets loaded into OTS through Sanction 21-050. Meet Director Packets distributed for meets through March 20-21 weekend.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed for March 26-28. Load any outstanding meets into OTS.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments: Getting more money from meet entry fees than she anticipated in the budget.

Leo - Comments:



PC STAFF MEETING MINUTES/ REPORTS

March 30, 2021, 11:00 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [x]

Board Member Attendance: David Cottam [], Leo Lin [], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Draft R&R pending review by the Governance Committee. Due to the number of agenda items scheduled for the March BOD, I asked the Governance Committee to extract the job descriptions from the pending R&R into a separate document that can be presented to the BOD so that we will at least have that part ready for HOD approval.

[X] TERA had a successful 2 ½ day Senior T&F dual meet with PLS meet this weekend.

[X] I participated in the monthly USA-S poolside chat and the CA LSC General Chair calls over the last two weeks, Finance committee meeting and Zone 2 BOD.

Current/Short Term Goals:

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended March supplemental BOD meeting, Budget Task force Meeting, Athlete Awards Subcommittee, Athlete Summit Planning, Athlete Committee Meeting and Email Communication Meeting. Also attended USA Swimming's LSC Governance Series monthly call, which focused on athlete engagement.

2. Worked on inventory of DEI donations which will help finalize the DEI fundraiser from December. Still waiting on expense reporting from Laura to final all associated income and expenses for the fundraiser.
3. Prepping with Mary for the second Budget Task Force Meeting.

Report of Action Items Prior: see above

Current/Short Term Goals: March Month End and DEI fundraising financial reporting, Plan to test Election Software this week, Financial Procedure Manual with Mary, LEAP Program Strategy.

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board.

Additional Notes or Comments: Added information about elections and board member vacancies on the website on the Board of Directors page.

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

Report of Recent Activities: Currently have 87 clubs registered, about 1-2 more missing some info, About 25 clubs that we have not heard anything from. 9293 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

Report of Action Items Prior:

[x] Laurie checked with USA-S regarding clubs that have no access to water and need to register as a club for the sole purpose of continuing the USA-S insurance. If they are registered as a coach, they are still OK for insurance and don't have to have club insurance if they are not in the water.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities: Updated College Commitment list, Created many Intrasquad/Dual Meets on website and on calendar, Updated and posted multiple BOD documents, reports, and motions, Updated Meet Sheet Archive, Posted Job Postings, Researched Sectional Travel Support since 2018, Updated Top Times as of 2/28/21, Checked New Records through 2/28/21, Attended Awards Banquet Meeting and Athlete Call

Report of Action Items Prior: Current/Short Term Goals: Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Copy all March Results into Dropbox, Update TM All-Star database with February results, Attend Athlete Call and Athlete Summit Call, Prepare for and attend BOD meeting

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Virtual Awards Banquet subcommittee

Additional Notes or Comments: Mike Davis asked about selling masks for officials with rest of apparel

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-062 (11 since last staff meeting). Meets loaded into OTS through Sanction 21-053. Significant increase in Dual/Tri/Quad Meet Requests. Meet Director Packets distributed for meets through April 2 weekend. Participated in End of Summer Meet Taskforce meeting. Crafted proposal in regards to how to most inclusive and efficient entry/results tracking procedure for End of Season Virtual Series.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed for April 10-11 weekend. Load outstanding meets into OTS. Draft Meet Sheet/Information for Summer Virtual Series

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments: Averaging 6-7 Meets per weekend

Additional comments or other notes of importance or relevance:

Mary - Comments: Getting more money from meet entry fees than she anticipated in the budget.

Leo - Comments:



PC STAFF MEETING MINUTES/ REPORTS

April 13, 2021, 11:00 am

Via remote video conference

Staff Attendance: Cindy Rowland [x], Laurie [x], Diana [x], Annie [x]

Board Member Attendance: David Cottam [x], Leo Lin [], Mary Ruddell []

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] I participated in the monthly USA-S poolside chat and the CA LSC General Chair calls over the last two weeks, Finance committee meeting and Zone 2 BOD.

[] Email to Zone Chairs to get clubs safe sport certified.

[] David to draft narrative of Governance Committee for LEAP document

Current/Short Term Goals:

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

Medium/Long Term Goals: Once the R&R are finalized, to start on the P&P manual.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended Budget Task Force Meetings, LSC Governance Leaders Zoom, Athlete Social Media Sub-Committee Meeting.
2. Finalized the DEI Fundraiser in the March Closing. Entered and reviewed Month End closing for March. Met with Maria and reviewed the month end closing for March, compliance calendar and Final DEI entries.
3. Reviewed registration for 2021 Zone Meetings - registration closes April 16.

4. Prepping with Mary for the final Budget Task Force Meeting and presentation of Budget for the April BOD Meeting.
5. Reviewed the election software - recommend electionrunner. The cost should be under \$50 for up to 300 voters. Have a sample election running right now for you to try. You should have an email.

Report of Action Items Prior: see above

Current/Short Term Goals: March Month End and DEI fundraising financial reporting, Plan to test Election Software this week, Financial Procedure Manual with Mary, LEAP Program Strategy.

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board.

Additional Notes or Comments: Added information about elections and board member vacancies on the website on the Board of Directors page.

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

Report of Recent Activities: Currently have 90 clubs registered, about 1-2 more missing some info, About 25 clubs that we have not heard anything from. 9655 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

Report of Action Items Prior:

[x] Laurie checked with USA-S regarding clubs that have no access to water and need to register as a club for the sole purpose of continuing the USA-S insurance. If they are registered as a coach, they are still OK for insurance and don't have to have club insurance if they are not in the water.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):

Report of Recent Activities: *On vacation for most of this time period.* Minimal updates to: College Commitment list, Intrasquad/Dual Meets on website and on calendar, BOD documents, reports, and motions, Job Postings, Researched email service companies, Created TYR 18&U Travel Support Form

Report of Action Items Prior: Current/Short Term Goals: Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Copy all March Results into Dropbox, Update TM All-Star database with February results, Attend Athlete Call and Athlete Summit Call, Prepare for and attend April BOD meeting

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Virtual Awards Banquet subcommittee

Additional Notes or Comments: Mike Davis asked about selling masks for officials with rest of apparel

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-074 (12 since last staff meeting). Meets loaded into OTS through Sanction 21-070. Significant increase in Dual/Tri/Quad Meet Requests. Meet Director Packets distributed for meets through April 17-18 weekend. Put together first draft of Meet Information for Summer Virtual Series (taskforce meeting tonight). Very brief Age Group Committee Call. Discussion re: logistics of getting MEFAP back up and running.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed for April 24-25 weekend. Load outstanding meets into OTS. Finalize Meet Sheet/Information for Summer Virtual Series. Begin processing any MEFAP Entries for meets as necessary.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments: On vacation!

Leo - Comments:

Discussion Items:

[] LSC Workshop Planning must be registered before midnight on April 16th
Discussed the numerous workshops planned for the last two weeks in April - May 1.
Assigned people to cover the workshops.

[] LEAP project