



## **PC STAFF MEETING MINUTES/ REPORTS**

**September 16, 2020, 10:00 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:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

CA LSC General Chair call was cancelled last week. Next one scheduled for tomorrow

Laurie clarified that all of our Convention delegates entitled to a vote have been confirmed

I sat in on Zoom meetings for the Athletes Summit meeting; Official's committee and USA-S monthly leadership callm, Finance Committee and TF to review fee structure for intrasquad, time trial and virtual meets for the rest of 2020.

Met with Mary to sign checks requiring two signatures for the Round 3 pandemic grant support.

Submitted General Chair report for the BOD meeting this evening.

### **ACTION ITEMS:**

**Report of Action Items Prior:**

[ X ] Remind teams at the Sept BOD meeting regarding timelines for sanctioning intra squad and virtual swim meets.

[ ] Draft R&R is currently being reviewed by the Governance subcommittee with the goal of presenting it to the Board of Directors at the September meeting.

[ X ] HOD agenda created and sent to Diana for uploading to the website

[X] email to Clint and Leo regarding meeting to review pending legislation.

**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:**

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

**Report of Recent Activities:**

1. Meetings included Accounting Review with Maria and also a year end review prep with MaryAnn Cropper, LSC Leadership Zoom, Leadership Summit Planning meeting, Finance Committee and COVID Meet Fees Task Force Meeting. Sat in on the Officials Meeting last night, which primarily reviewed meets logistics and discussed how the meets at BAC, TERA and TIDE had been safely executed.
2. Event Registration for Athlete Leadership Summit is going slow, so will be sending out some additional notices to clubs this week along with Coach News.
3. HOD planning: Agenda must be posted by September 20, Roll Call in Meeting to establish Delegate Attendance, Need about 5 people to “run” the Zoom Meeting.
4. Zoom is available for clubs for free through the end of the year, the discounted version that’s available from USAS will be from January to December, LSC to collect funds on behalf of USAS. Great benefit for clubs with a significant savings for clubs and LSC off the regular license fees.
5. ***Will we have a meeting to review the Legislation Packet prior to the HOD meeting?***

**Report of Action Items Prior:** Leadership Summit swag all ordered, all grant notifications have been out and responded except for one club.

**Current/Short Term Goals:** Virtual Athlete Leadership Summit and House of Delegates final plans underway.

**Additional Notes or Comments:** ***Is Governance prepared to discuss the nominating process for the upcoming spring elections? Will that be a discussion that’s held at the HOD?***

**Medium/Long Term Goals:** .

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

**Report of Recent Activities:** Meet registration checks have started back up. Re-registration packets are being put together to send out. The Fall Athlete Registration Application has been posted. Working on the Club Application. Lots of Zoom calls regarding Registration/Times/Convention

**Report of Action Items Prior:** Still dealing with USA Swimming on Convention items. I’m now part of the small committee for the Convention so there are several Zoom calls.

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

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:**

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

**Report of Action Items Prior:** Update GroupMe with new Athletes, sent out GroupMe for Athlete Summit, created a new Athlete Survey, worked on Athlete Summit swag, revised Athlete Rep application and posted online, created a team-specific Athlete Rep application for each team that doesn't have a rep yet to go out in Laurie's registration packet, researched website domain charges with both DreamHost and Network Solutions, general BOD postings

**Current/Short Term Goals:** Work on items for Athlete Summit, Help with HOD items, Go back and research and post Virtual JO Team Awards on the website, adding new athletes to Google Sheets as they submit applications, update Travel Support Forms after approval at BOD

**Medium/Long Term Goals:** Working with the Athletes Committee. Collect Class of 2021 NLIs at end of October, Vern asked me to look for some more diverse pictures for our website.

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Sanctions issued for September 25-27 Meets (TERA, BAC, TCA, WA). Gave feedback to Leo and Markus in regards to Open Water Sanction Requirements policies/procedures to be presented at BOD. Communication with Marcia Benjamin regarding 400 Kick for Time Masters Postal Event in December (to be reviewed by BOD tonight).

**Report of Action Items Prior:** Participated in Task Force meeting regarding meet fees during COVID restricted time period. Motion to be presented at tonight's BOD for a 20% cut to PC for meets charging flat fee regardless of number of competition days. Competition days limited to 7 days per single "meet". Proposal to cover through the end of December with re-evaluation in November.

**Current/Short Term Goals:** Review meet sheets as they are received. Load September 25-27 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:**

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**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:**

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

**Mary - Comments**

Storage: Need to look into cost cutting measures. Can we move and get a lower rate? Can we consolidate the officials gear storage with the storage in Concord? **Any Updates??**

**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**

**September 30, 2020, 10:00 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:**

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### **David Cottam, General Chair:**

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

CA LSC General Chair call on 9/24 was to cover Convention issues. It was also announced that SCS has hired a lobbyist with the objective of gaining a seat at the table of local and state leaders for the purpose of advocating for clarifying the issues around our sport. SCS created a letter along the same lines as the joint letter that we sent to Gov Newsome and are requesting the LSC Gen Chairs to sign. They have also created a Go Fund Me page to solicit donations to help pay for the lobbyist. SCS has pledged to match any donations. They expect to have to pay about \$50,000 to hire the lobbyist.

Convention was long with a couple of 5 hour meetings. My main take away was that having visuals such as PowerPoint slides really helped me take notes.

Just got off the USA-S 18-UN Winter Championship meet Q&A Zoom call. This was really interesting and will be done in such a way that we can encourage our swimmers to participate. Times can be submitted from any SC yards meet which is sanctioned, approved or observed within the Dec 1st - 13th time period. Athletes must be pre-qualified at Futures + 1% to count for awards but anyone can swim in the event, as many times as they wish during this period and all times submitted by the LSC will be automatically scanned with the fastest 6 times from the prequalified swimmers uploaded the the 18-UN Champ database. Relays are allowed but not scored. Individuals and teams winners will be recognized. I believe that this offers our LSC a chance to provide a good chance for our athletes excited about competing in a National level meet in a safe and very convenient manner via sanctioned intra squad, time trial events or dual meets (if we decide that it is OK to hold them).

#### **ACTION ITEMS:**

##### **Report of Action Items Prior:**

[ X ] Reminded teams at the Sept BOD meeting regarding timelines for sanctioning intra squad and virtual swim meets.

[ ] 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.

[ ] Planning meeting HOD to be held tonight

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

[ ] 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 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.

[ ] 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:**

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

1. Attended various meetings from convention week, including the LSC Leadership Governance Series, LSC Committee Meeting, R&R Legislation Meeting, USAS Board Meeting and the HOD Sessions. Also attended a HelmsBriscoe (Event Planning) on Contracting, discussing the event contracts that have been written already (like the two we have for HOD) and the future contracts. Discussion of lead time for cancellations (2-4 monthsZ), Force Majeure, Frustration of Purpose, Bankruptcy, Foreclosure, staffing changes and loss of contacts within the industry with a hospitality litigator.
2. Event Registration for Athlete Leadership Summit has 50 athletes signed up as of now, we're reaching out to the clubs that have reps that haven't signed up, but we've also sent another reminder to clubs that haven't established reps as well.
3. Have a HOD planning call for night, need the following dedicated positions:
  - a. Annie to monitor the Chat and communicate with the others
  - b. Jay to Monitor the Participant Window (Raised Hands/Clearing Votes etc) - Jay
  - c. Everyone to Review Delegates initially and ensure they get renamed correctly. Will we take a verbal attendance? Laurie (Club Delegates) and Diana (Athlete Delegates) to ensure they get renamed correctly, everyone to help ensure all participants are identified.
  - d. We'll have a test of all the participants ability to raise hands, click the Yes or No button etc. The Yes and No counts are at the bottom of the participant box, so we just need to ensure that all participants have voted.
  - e. Cindy to handle the screen sharing and facilitate the agenda and discussion in cooperation with David.
  - f. We will record the meeting as well, so any concerns regarding the minutes can be addressed in a replay.
  - g. Anything else that is a concern?

4. Provided existing policies and practices to Guardian HR for handbook. Have a call with them later today.
5. Working on scheduling a planning meeting with Mike Davis for the Virtual Officials Clinic.
6. Working on regular month end closing and final year end outstanding items

**Report of Action Items Prior:** All clubs received an invitation to HOD last week, about 25 clubs have registered. About 25 clubs have responded to the latest survey I published last week.

[https://docs.google.com/forms/d/1YSvDdZUP2yZKOoquW-3cz5O\\_x\\_iZCloMUFPw9i23G\\_k/edit?usp=sharing](https://docs.google.com/forms/d/1YSvDdZUP2yZKOoquW-3cz5O_x_iZCloMUFPw9i23G_k/edit?usp=sharing)

**Current/Short Term Goals:** Virtual Athlete Leadership Summit and House of Delegates final plans underway.

**Additional Notes or Comments:** *Is Governance prepared to discuss the nominating process for the upcoming spring elections? Will that be a discussion that's held at the HOD?*

**Medium/Long Term Goals:** .

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

**Report of Recent Activities:** Meet registration checks have started back up. Re-registration packets are being put together to send out. The Fall Athlete Registration Application has been posted. Working on the Club Application. Lots of Zoom calls regarding Registration/Times/Convention

**Report of Action Items Prior:** Still dealing with USA Swimming on Convention items. I'm now part of the small committee for the Convention so there are several Zoom calls.

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

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

**Report of Action Items Prior:** Update GroupMe with new Athletes, Sent out GroupMe for Athlete Summit, Ordered masks for Officials, General HOD postings, Attended PC HOD, Attended USA Swimming Meetings for Times/Standards, Senior Committee, HOD Legislation Meeting, USA Swimming HOD (Friday and

Saturday), Posted all past minutes and motions since the last PC HOD onto the website and archived them in Dropbox, Broke down the Bylaws into separate articles and posted on the website and archived them in Dropbox.

**Current/Short Term Goals:** Work on items for Athlete Summit, Preparing to send out Athlete Summit swag, adding new athletes to Google Sheets as they submit applications,

**Medium/Long Term Goals:** Working with the Athletes Committee. Collect Class of 2021 NLIs at end of October, Research airfare costs for Senior Committee and update Travel Support Forms after sites announced for Toyota US Open, Go back and research and post Virtual JO Team Awards on the website

**Additional Notes or Comments:** Sign up for stamps.com for mailing of Athlete Summit swag?

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

**Report of Recent Activities:** Sanctions issue for several October Meets (LAC & NBA For October 10-11 weekend, WA October 17 weekend). Received inquiry from QSS regarding potential conflict with COVID guidelines (no gatherings mandate?). After quick discussion with Cindy, David, Mary - plan to continue as we are unless given instruction otherwise. Something to keep an eye on. Sanction application received from DDST. Meet date not indicated, will see when meet sheet comes in from Zone 4 (would be first meet sanction request from Zone 4). Dropped into USA-S HOD.

**Report of Action Items Prior:** USA-S motion to take over Open Water sanctioning withdrawn. We will continue forward with the document presented at the last BOD.

**Current/Short Term Goals:** Review meet sheets as they are received. Load October meets into OTS. Gotten feedback from a couple of referees that the latest USA-S web re-vamp is making it challenging to locate meets in 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:**

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**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:**

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

**Mary - Comments**

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

Preparing information for Membership Dues Task Force. Should the Task Force consider Meet Entry fee increases as well. USAS is discussing raising individual membership dues as well as annual and seasonal club dues. The USAS dues increase of \$2 a year for 10 years ends August 31, 2025. Lots for the task force to consider.

**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**

**October 14, 2020, 10:00 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:**

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**David Cottam, General Chair:**

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

CA LSC General Chair call on 9/24 was to cover Convention issues. It was also announced that SCS has hired a lobbyist with the objective of gaining a seat at the table of local and state leaders for the purpose of advocating for clarifying the issues around our sport. SCS created a letter along the same lines as the joint letter that we sent to Gov Newsome and are requesting the LSC Gen Chairs to sign. They have also created a Go Fund Me page to solicit donations to help pay for the lobbyist. SCS has pledged to match any donations. They expect to have to pay about \$50,000 to hire the lobbyist.

Convention was long with a couple of 5 hour meetings. My main take away was that having visuals such as PowerPoint slides really helped me take notes.

Just got off the USA-S 18-UN Winter Championship meet Q&A Zoom call. This was really interesting and will be done in such a way that we can encourage our swimmers to participate. Times can be submitted from any SC yards meet which is sanctioned, approved or observed within the Dec 1st - 13th time period. Athletes must be pre-qualified at Futures + 1% to count for awards but anyone can swim in the event, as many times as they wish during this period and all times submitted by the LSC will be automatically scanned with the fastest 6 times from the prequalified swimmers uploaded the the 18-UN Champ database. Relays are allowed but not scored. Individuals and teams winners will be recognized. I believe that this offers our LSC a chance to provide a good chance for our athletes excited about competing in a National level meet in a safe and very convenient manner via sanctioned intra squad, time trial events or dual meets (if we decide that it is OK to hold them).

### **ACTION ITEMS:**

#### **Report of Action Items Prior:**

[ X ] Reminded teams at the Sept BOD meeting regarding timelines for sanctioning intra squad and virtual swim meets.

[ ] 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.

[ ] Planning meeting HOD to be held tonight

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

[ ] 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 have 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.

[ ] 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:**

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

**Report of Recent Activities:**

1. Attended various meetings including the LSC Leaders Zoom, Governance Series and Athlete Leadership Planning. Will attend Poolside Chats this week, Finance Committee, LSC and Membership Task Force.
2. Hosted HOD and Athlete Leadership Summit. Both events went well and we had more than 130 participants, which is a record. A Spring HOD that cannot be in person will definitely be more of a challenge. Thanks to Laurie for all the final checking of Delegates and for Annie and Diana's help with co-hosting the HOD.
3. Scheduling a planning meeting with Mike Davis for the Virtual Officials Clinic.
4. Putting together an email for Zoom account sign up for the Clubs and Zones.
5. Finished regular month end closing and began final year end review with outside accountant.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Additional Notes or Comments:**

**Medium/Long Term Goals:** looking for a new process to review personnel.

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**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:**

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

**Report of Action Items Prior:** Update GroupMe with new Athletes, Sent out all swag for Athlete Summit, Sent masks for Officials to Mike Davis, Attended Athlete Summit, Attended PC HOD, Attended USA Swimming Meeting on Toyota US Open, Researched airfare for US Open travel

**Current/Short Term Goals:** Post Athlete Summit wrap up, Inventory of Athlete Summit swag and boxing them up, adding new athletes to Google Sheets as they submit applications,

**Medium/Long Term Goals:** Working with the Athletes Committee. Collect Class of 2021 NLIs at end of October, Go back and research and post Virtual JO Team Awards on the website

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Sanctions issued for TCA (October 17), DDST (10/16 - CANCELLED), NNA (10/18), VJO (10/23), TERA (10/23), BAC (10/24), QSS (10/23), NBA (10/31). DDST cancelled due to desire for more time to figure out how to work with new health guidelines from the State of Nevada. Communication with Tony Batis in regards to PASA/BAC Dual Meet that should be in for sanction in the next week. Meets through this weekend loaded into OTS.

**Report of Action Items Prior:** Executive Board voted to grant sanctions for multi-team (dual) meets pending compliance with local guidelines and written signature of understanding from the Event Facility Manager. Updated Meet Sheet Template and COVID-19 Sanction Checklist Application to reflect vote. Updated documents distributed to Sanction Chairs and posted in Meet Directors section on web.

**Current/Short Term Goals:** Review meet sheets as they are received. 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:**

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**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:**

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**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 Needed

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**

**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:**

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**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:**

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**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

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**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:**

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**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:**

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**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:**



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**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:**

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**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:**

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**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:**

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**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:**

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**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.

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**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?

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**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.

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**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:**

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

**Mary - Comments**

**Leo - Comments**