



PC STAFF MEETING MINUTES/ REPORTS

August 10, 2023

Virtual Meeting 10:00 am

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

Board Member Attendance: David Cottam [excused], Leo Lin [x], Mary Ruddell [x], Verónica Hernández [late due to appt], Lehla Irwin (incoming GC) [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1. Created an entry file for WZAG meet and provided check payment to avoid credit card fees.
2. Met with Ray to provide canopies and medals for the meet. All 15 canopies are still in good working order per Ray. Approximately 2.5 cases of medals leftover.
3. Distributed final 5 WZAG backpacks at LCFW.
4. Assisted with LCFW DDEI Raffle over the four days of the meet.
5. Offered fittings for the custom pullover for officials. Each $\frac{1}{4}$ zip pullover would be personalized with a name and have Pacific Swimming Official embroidered on the front. We have close to 40 pre-orders and I am still going to reach out to zone officials this week in case there are others that want to get in on the first round.
6. Posted flyers for the LCFW Survey. Most respondents have been athletes, though I have shared it with Zone Chairs hoping to get more coach responses. Very informative reading for those who are interested in reviewing.
7. Was communicating with Karen during the WZ trip, most things went very well and the initial budget review looks to be under budget for both the per person cost and the total cost.
8. Reviewed Pacific Championship meet medals with Diana to approve a final design for next year's meets.

9. Finalizing Month End for July, will meet with the accountant next week.
10. Still finalizing the last few meet invoices for the year. Mostly complete, just a few odd things related to these last league meets.
11. I attended today's LSC Leaders Call. I expect a lot of questions over the next two weeks on bulk renewals and whether to opt-in, but with many teams on a break and not returning until after the opt-in deadline, I expect a lot of clubs may not have a chance to prepare to opt-in this year.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Clinic, Summit and Awards Dinner Registrations, Swag Orders for Clinic

Additional Notes or Comments: Would like to order replacement canopy tops for the two pop ups received from LBD so we can give them to DDEI and Athletes to use for events.

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

Report of Recent Activities:

All Observed Meets are in except for ones that cannot be entered - still waiting on a few. Finally caught up on that. USA Swimming notified LSCs officially about the bulk renewals.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted 23-24 Meets on website and on calendar, Updated Job Postings, Posted results, Posted new articles, Added new Athlete Reps to Master Sheet and website, Updated 22-23 and 23-24 Officials Assignments, Mailed out Officials' new apparel orders, Updated Meet Sheet Archive with July meets, Archived all July Results in Dropbox, Posted documents for BOD meeting, Finalized pool rental for October, Finalizing details with caterer for October Extravaganza, Posted new LCM Top Times and Records, Updated LCM Continuous Log of Records, Uploaded as many results into All-Star TM database as possible for WZ meet entries, Designed and ordered all AGC and FW medals for 2023-24, Added all USAS meets to the schedule, Updating Senior Times Spreadsheet with 23-24 cuts, Processed Travel Support for many teams

Report of Action Items Prior:

Current/Short Term Goals: Prepare for September 1 website updates, Order Awards Banquet gift, Update All-Star TM database with July and August meets going forward, Design and prep for Award Banquet Awards, Build 23-24 Travel Support Forms

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

Additional Notes or Comments: Travel Support Forms & Amounts?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-105. Meets current in OTS. SCY Age Group Champs and FW Time Standards approved. Communicated with CROW regarding Winter AG Champs. Soda Center secured. Waiting on confirmation from CROW on whether we will have use of the smaller pool as well (10 lane vs. dual course capacity). Should have info within the next couple of weeks. Request from TERA to slide AG Champs back to July 12-14 weekend 2024. TERA awarded Post-NCS Walkon. Meet Sheet Templates updated to reflect increase in SCY Splash Fees

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Finalize LCM time standards for 23-24. Awards Banquet - Coach of Year, Outstanding Athletes, Race of the Year, Relay of the Year. Update MEFAP Instructions Spreadsheet

Medium/Long Term Goals: Still need hosts - Spring AG Champs, July Senior 2 T/F.

Additional Notes or Comments: No show fine cases all resolved, either via payment or appeal. None outstanding.

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG 2023: The meet was a huge success. 64 athletes competed, and we came home with almost double the number of points of our nearest competitor. The facility was amazing, and the Meet Director was phenomenal with the running of the meet, and the sharing of information. The Coaching Staff, especially Head Coach Tony Daly, did an amazing job of motivating the swimmers and handling the myriad of issues.

Almost all of the athletes scored points for the team, and many of them were high point winners in their age groups. Many new friendships formed, or renewed. Watching the compassion of our athletes who comforted upset teammates was heartwarming. This certainly was a meet of endurance, for the athletes, coaches and chaperones.

The hotel was very convenient (everything in Boise is close), and I would like to use them again if we return to Boise. The majority of rooms opened to a courtyard, the hotel was clean, and the staff was very accommodating.

We were the only team using school buses for transportation, so our bus was easy to spot. Great service by the bus company, and we had 1 driver for the entire time. Using the school bus shuttle saved us a little over

\$2,100 (vs. a diesel coach bus).

For next year, we will need to increase the budgeted amount for equipment. Backpacks were a big hit and our athletes made an impression—I would like to continue getting backpacks for the athletes. We will need more swag items for the athletes to trade (bag tags and stickers). Coaches requested Polo Shirts for finals. And perhaps instead of a towel next year, caps are purchased (Coach Erik is looking into this).

Final expenses are still being tallied (I received notification today that we are getting a \$262.50 refund from busing), but it looks as though expenses were well under the budgeted amount, with our biggest savings in airfare, busing and the hotel.

TO DO: Finish the email to the parents of the WZAG team. Finish the thank you notes to the chaperones and coaches. Write notes on what went well, and how to improve for next year. Help with upcoming Official Clinic

Medium/Long Term Goals: Contact the hotel used in Boise, to set up reservations for next year. Work on list of how to improve 2024 WZAG experience for the coaches and athletes

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Transition of outgoing to new bank signers and access to Dropbox for BOD and Zones.
Would like to have a financial workshop for Zone treasurers.

Leo - Comments:

Nuggets contract:

Input from David Benjamin:

I think it would be good to ask the staff or Helms/Briscoe to walk through some scenarios to see how the contract works:

If we sign the contract, what deposit is required, and when?

If we reduce our reservation by 30%, how do the “attrition” provisions come into play? Will there be a cancellation fee?

If we cancel our reservation the day after we sign it, what will the cancellation fee be? How does that relate to the attrition provisions?

If we cancel our reservation the week before the meet, what will our cancellation fee be? How does that relate to the attrition provisions?

If we cancel our reservations because the pool is broken, will the hotel release us from the contract under the force majeure provisions? If the answer is no, based on the language in the present contract, will staff/Helms go back to the hotel and ask them to amend the contract on this point?

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Paying bills on Bill regularly now
- DDEI Camp will be held in Z3 on Sat, Oct 21; teams invited Willits, Mendocino, Crescent City, Humboldt, Ukiah, Sebastopol,
- DDEI Raffle was successful, ~\$800 to WZ DEI Camp athletes; inventory updated with items used and to be used in Dec
- Personnel Committee - will meet again in Sept, staff are always welcome to reach out with anything the needs to be addressed
- Age Group - Met last night to review FW time standards. No quorum, so vote to approve will be held by email; task force to be formed to discuss purpose and future of FW
- Athlete Reps - Ath Reps are working on speakers for Leadership Summit; Ballot being developed for voting the first Outstanding Club Rep of the year; I'll updating master list and committee list removing graduates
- Governance/me need to add Financial SOP documents to P&P and any other guiding documents. Committee also looking for new committee members since majority are termed out
- New athlete Secretaries received information from Marie. Working on getting one folder of templates together. Will meet to review the position on Mon, Aug 14 @ 7:30 PM
- Board Orientation Date: Sept 9th, 11-4, Pleasant Hill; working with Lehla on content; still need to determine food and issue invitation; need to follow up on flights for Z4

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

August 24, 2023

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [x], Laurie Benton [excused-vacation], Diana Fetterman [excused-college move in], Annie Stein [x] Karen Bair [x]

Board Member Attendance: David Cottam [excused], Leo Lin [absent], Mary Ruddell [x], Verónica Hernández [x], Lehla Irwin (incoming GC) [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] **Medium/Long Term Goals:**

Additional Notes or Comments:

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

Report of Recent Activities:

1. Finalized month end for July and reviewed with accountant and Mary. Found out that raffles must be registered with the State of California for future reference.
2. Met with the new co-secretary athlete reps to orient them for their new role.
3. Met with the Finance Committee to review the June and July financial reports.
4. Met with Lehla and Veronica to plan the Board Orientation meeting. Working on a one page annual calendar and reworking the slide deck.
5. Met with Athletes for a summit planning meeting and worked out a schedule for the event - have been updating the Eventbrite set-up for all the events we use that interface for - clinic, banquet, and summit.
6. Met with the new board of the Piranha Swimming board, they are looking for some support on how to rebuild their team after the prior board tried to dissolve the team.
7. Sent off and received back the paperwork for Mary to be hired as an employee effective September 1.
8. Was informed by Wendy Bartlett with USA Swimming about Hunter Armstrong committing to our Athlete Summit Event in the afternoon - he's available to be in the water with the athletes and will also do the in-person Q&A or motivational chat. He might be available to talk to the officials too if that's

something we are interested in, but we do still need someone for that evening for the banquet. I could ask if we could compensate him to have him stay for longer.

9. There have not been too many emails about bulk renewal, but there still continues to be some confusion about when the registration link will be active, which is September 1.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Clinic, Summit and Awards Dinner Registrations, Swag Orders for Clinic

Additional Notes or Comments: Would like to order replacement canopy tops for the two pop ups received from LBD so we can give them to DDEI and Athletes to use for events.

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

Registration Links have been deactivated - 2024 links will be up on September 1.

Refunds - all refund requests for the 2023 year must be submitted to the help desk no later than 8/30/2023 so they can be processed no later than 8/31/2023.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted 23-24 Meets on website and on calendar, Updated Job Postings, Posted results, Posted new articles, Added new Athlete Reps to Master Sheet and website, Updated 22-23 and 23-24 Officials Assignments, Mailed out Officials' new apparel orders, Updated Meet Sheet Archive with July meets, Archived all July Results in Dropbox, Posted documents for BOD meeting, Finalized pool rental for October, Finalizing details with caterer for October Extravaganza, Posted new LCM Top Times and Records, Updated LCM Continuous Log of Records, Uploaded as many results into All-Star TM database as possible for WZ meet entries, Designed and ordered all AGC and FW medals for 2023-24, Added all USAS meets to the schedule, Updating Senior Times Spreadsheet with 23-24 cuts, Processed Travel Support for many teams

Report of Action Items Prior:

Current/Short Term Goals: Prepare for September 1 website updates, Order Awards Banquet gift, Update All-Star TM database with July and August meets going forward, Design and prep for Award Banquet Awards, Build 23-24 Travel Support Forms

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

Additional Notes or Comments: Travel Support Forms & Amounts?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-113. Meets current in OTS through 23-110. SCY FW Time Standards approved. Date change on Summer AGC to July 12-14 approved. Updated MEFAP Instruction/Entry Card paperwork to include change in splash fees and a few bits of outdated information.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Finalize LCM time standards for 23-24. Awards Banquet - Coach of Year, Outstanding Athletes, Race of the Year, Relay of the Year. Update MEFAP Instructions Spreadsheet

Medium/Long Term Goals: Still need hosts - Spring AG Champs, July Senior 2 T/F.

Additional Notes or Comments: All MEFAP entries currently up to date and paid.

Karen Bair, Admin Asst:

Report of Recent Activities:

WZAG 2024:

Contacted hotel and bus lines used in WZAG 2023. Set up tentative reservations, based on determination of WZAG 2024 at September’s meeting.

Made notes of what worked, and what could be improved for 2024

TO DO:

2024 Pac All Stars: I received quotes for busing. Hotel is finalized. Comparing costs of Friday travel vs. Saturday travel (busing and hotel costs). Worked on applications and artwork.

2024 ZAM: Hotel and meals are secured. Need to finalize busing

Medium/Long Term Goals:

Additional Notes or Comments: Looking forward to September 9th Board Orientation and Strategic Planning Meeting!

Additional comments or other notes of importance or relevance:

Mary - Comments:

Transition of outgoing to new bank signers and access to Dropbox for BOD and Zones is almost complete. Randy Pedersoli has transitioned out of the treasurer role and has returned the computer and paperwork.

Zone Treasurer's Workshop will be held at 7pm on August 28th.

Leo - Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Bill - Only one remaining
- DDEI Camp will be held in Z3 on Sat, Oct 21; teams invited Willits, Mendocino, Crescent City, Humboldt, Ukiah, Sebastopol; next meeting Tues, Aug 29
- DDEI Basket Give-Away - Was inventory doc good?
- Personnel Committee - will meet again in Sept, need athlete rep (Luna Balbuena/Maggie Wells), staff are always welcome to reach out with anything the needs to be addressed
- Age Group - Agenda items: Scheduling (what meets should we have) task force, Approving LC time standards, ZAM p&p approval,
- Awards Banquet -
- Athlete Reps - Ath Reps are working on speakers for Leadership Summit; Ballot is open for the first Outstanding Club Rep of the year; Master list is updated, working on committee lists
- Governance - Should SOP's for Zone Treasurers be in P&P?
- New athlete Secretaries have met to discuss tasks, go over templates, and how we'll do things at the first meeting.
- Board Orientation Date: Sept 9th, 11-4, Pleasant Hill; invitations went out, working on presentations; Z4 athletes

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

September 7, 2023
Virtual Meeting 10:00 am

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

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1. Still working on finalizing the month end accounting. Did an actual count of all inventory items for year end counting review.
2. Created new email addresses for incoming board members and reviewed Board Members on the website.
3. Met with Mary and Debbi and Zone Treasurers for a Zone Treasurers workshop. Reviewed requirements and expectations for the Zone Treasurer role.
4. As of yesterday, our Accounts Receivable has been cleared for the year.
5. Met with Phil and Clinic Presenters to help plan the clinic classrooms- handouts, class location, timeline for the etc.
6. Ordered Clinic Swag should be delivered in late September.
7. Have updated the Officials Clinic Eventbrite. Still need to finalize the Athlete Summit Eventbrite and set up the Awards Banquet Eventbrite
8. Met with Lehla and Veronica to plan the Board Orientation meeting. Completed one page annual calendar and reworking the slide deck. Ordered lunches for the group.
9. Sent off and received back the paperwork for Mary to be hired as an employee effective September 1.

10. Was informed by Wendy Bartlett with USA Swimming about Hunter Armstrong committing to our Athlete Summit Event in the afternoon - he's available to be in the water with the athletes and will also do the in-person Q&A or motivational chat. He might be available to talk to the officials too if that's something we are interested in, but we do still need someone for that evening for the banquet. I could ask if we could compensate him to have him stay for longer. Should I ask about this? Or wait to see if Stephanie's athlete is able to come with us.
11. There have been many emails about registration and bulk renewal. It has been challenging for Laurie this past week and there are a lot of questions to run down.
12. I will be working somewhat remotely during next week - Anya and I are going to Disneyland for her birthday, but I still have some work that has to be done. Technically I am taking PTO Tue-Thu, but I will still have a few projects I will still be working on during Monday and Friday - we are driving back on Saturday morning.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Clinic, Summit and Awards Dinner Registrations,

Additional Notes or Comments: Would like to order replacement canopy tops for the two pop ups received from LBD so we can give them to DDEI and Athletes to use for events.

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Added new Athlete Reps to Master Sheet and website, Updated 23-24 Officials Assignments, Mailed out Officials' new apparel orders, Updated Meet Sheet Archive with August meets, Archived all August Results in Dropbox, Posted documents for BOD meeting, Formatted and compiled all final 22-23 SCY, LCM, and NAG Top Times and Records, Created 22-23 Records Certificates, Designed all Awards Banquet awards, Worked with Annie to compile Top Relays for 22-23, Processed Travel Support for many summer meets, Inventoried all Officials and Athlete apparel at storage, Updated website for September

1 changes, Attended Officials Clinic meeting, Reached out to Hyatt to confirm booking details for October, Getting PC in NAG Certificates printed

Report of Action Items Prior:

Current/Short Term Goals: Attend New Board Orientation, Everything October 13-15!, Create news articles and Google Form for Awards voting, Order Awards Banquet nominee gift, Print all Records Certificates, Updating Senior Times Spreadsheet with 23-24 cuts when USA posts them, Update All-Star TM database with July and August meets going forward, Build 23-24 Travel Support Forms

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

Additional Notes or Comments: 23-24 Travel Support Forms & Amounts?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-119. Meets current in OTS through 23-117. Awards Banquet work underway. Double checking Outstanding Swimmer tabulations including single age PC/NAG records. Worked with Diana to get Relay of the Year Finalists tabulated. Coach of the Year nominations underway - more response than requesting nominations from Zones, also more bias from coaches just nominating their clubs coaches. Race of the Year finalists and Senior Swimmer of the Year last remaining award to be completed, aiming to have by the end of tomorrow.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Finalize LCM time standards for 23-24.

Medium/Long Term Goals: Still need hosts - Spring AG Champs, July Senior 2 T/F.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities: Reading Pac Swim website, and attached links. Learning more about Pacific Swimming and all parties involved. Looked at Pac All Stars potentially staying 2 nights, but that would involve athletes missing a day of school, which is not the intent of this meet.

WZAG 2024:

Contacted hotel and bus lines used in WZAG 2023. Set up tentative reservations, based on the determination of WZAG 2024 at the September meeting of Western Zones.

Made notes of what worked, and what could be improved for 2024.

TO DO:

2024 Pac All Stars: Worked on applications, and looking at artwork.

2024 ZAM: Hotel and meals are secured. Need to finalize busing

Medium/Long Term Goals: Learn more about USA Swimming and Pac swimming.

Additional Notes or Comments: Looking forward to September 9th Board Orientation and Strategic Planning Meeting!

Additional comments or other notes of importance or relevance:**Mary - Comments:**

Zone Treasurer's Workshop was attended by Zones except Zone 1 North.

Signers have been changed for the LSC. North 1 North has not been completed this task yet Lehla's birthdate need to be corrected to add her as an authorized person for the investment accounts.

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

-Bill - Which teams get checks

-DDEI Camp will be held in Z3 on Sat, Oct 21; Meeting Tues, Sept 12 with teams, Willits interested, Mendocino little interest, Crescent City no contact, Humboldt can't come, Ukiah is in, Sebastopol is in

-Personnel Committee - will meet again in Sept; Maggie Wells contacted for Ath Rep, she's asking coach if it will work; staff are always welcome to reach out with anything the needs to be addressed

-Age Group - Agenda items: Scheduling (what meets should we have) task force, Approving LC time standards, ZAM p&p approval, what is age group for awards (race of the year)

-Athlete Reps - AEC almost done with Leadership Summit planning; Sophie Boeun voted Outstanding Club Rep of the Year; Master list is updated, committee lists to be reviewed at Sept meeting

-Governance - Jim is staying on as chair, working to fill zone positions

-New athlete Secretaries are set to go

-Board Orientation Date: Sept 9th, 11-4, Pleasant Hill; invitations went out, working on presentations; Z4 athletes

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

Discussion Items: