

# PC Staff Meeting Minutes

Agenda from which a Compiled Written Report will be generated for January, 2020

<b>Meeting Type:</b> <input type="checkbox"/> In Person <input type="checkbox"/> Telecon or GoToMeeting <input checked="" type="checkbox"/> Written Report	
<b>Attendance</b> (present designated by "x") <b>Meeting Called to Order</b> NA <b>Meeting Adjourned</b> NA	
<input checked="" type="checkbox"/> David Cottam	<input checked="" type="checkbox"/> Cindy Rowland <input checked="" type="checkbox"/> Laurie Benton <input checked="" type="checkbox"/> Diana Fetterman
<input checked="" type="checkbox"/> Annie Stein	<input checked="" type="checkbox"/> Jeanette Soe <input type="checkbox"/> Mary Ruddell <input type="checkbox"/> Leo Lin
<b>Next Meeting</b> February 2020    via <input type="checkbox"/> written report	

Minutes	Action Items / Comments / Notes
<p><b>David, General Chairman</b></p> <p><u>Report on Activities &amp; Action Items from last meeting:</u></p> <p><input checked="" type="checkbox"/> Bylaws sent to the USA-S Rules committee with recommendation to approve.</p> <p><input checked="" type="checkbox"/> Set in motion the SafeSport survey to current athlete representatives</p> <p><input checked="" type="checkbox"/> Attended teleconferences for following committees: Finance</p> <p><input checked="" type="checkbox"/> Participated in Jan 4<sup>th</sup> Athlete's Committee meeting at the Red Door Escape Room to begin planning for the Oct LSC Leadership summit</p> <p><input checked="" type="checkbox"/> Created a task force to review 13-18 Camp and decide if funding should be redirected to the LSC Leadership Summit meeting</p> <p><input checked="" type="checkbox"/> Signed LOA with USA-S to provide \$2000 grant for Athlete LSC Leadership Summit in Oct.</p> <p><u>Current and Short Term Goals or Action Items</u></p> <ol style="list-style-type: none"> <li>1. Begin process of revising P&amp;P and R&amp;R to make them consistent with new Bylaws</li> </ol> <p><u>Medium or Long Term Goals or Action Items</u></p> <ol style="list-style-type: none"> <li>1. Determine best practice for taking meeting minutes. Participated in the Athletes committee meeting and Veronica had the agenda in Google Docs and took minutes in real time that were visible to anyone signed in.</li> <li>2. Support Athlete Committee with plans for their LSC Leadership Summit</li> </ol>	<p><i>Laurie printed out the list of athlete reps (as of 1/25/20) and there are only 53 at all levels. I have appealed to the Z2 and Z1S coaches at their Championship meets for one AR per team.</i></p> <p><i>There also seems to be some confusion regarding AR signups. In at least one case, it appears that the athlete confused registering for the Jan meeting as also reregistering as an AR</i></p>
<p><b>Cindy, Administrative Director</b></p> <p><i>Liaison to Finance, Investment, Audit, Camps &amp; PC Admin BoR</i></p> <p><u>Report on Activities &amp; Action Items from last meeting:</u></p> <ul style="list-style-type: none"> <li>• Contracts executed for BOD/Z2 and Concord Hilton (Clinic &amp; HOD)</li> <li>• Finalized arrangements, schedule, comms and deployed gear for OTC</li> <li>• Attended Athlete Planning for Leadership Summit</li> <li>• Wrote up Summary for Leadership Summit Grant</li> <li>• Met with Mary and Maria to review our year end accounting and month end review.</li> <li>• Q4 tax filing completed and submitted</li> </ul> <p><u>Current and Short Term Goals or Action Items</u></p> <ul style="list-style-type: none"> <li>• SCFW Planning</li> <li>• Camps Task Force for Leadership Summit Resources</li> </ul> <p><u>Medium or Long Term Goals or Action Items</u></p> <ul style="list-style-type: none"> <li>• <u>LCFW/Leadership Summit Planning/Camps Survey</u></li> </ul> <p><u>Problems / Requests for Help</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Action Items / Comments / Notes</b></p>

<p><b>Laurie, LSC Permanent Central; Contact Membership &amp; Registration;</b>  <i>liaison to DEI, SafeSport, PC Safety Officer, PC Times Verification Officer</i></p> <p><u>Report on Activities &amp; Action Items from last meeting:</u></p> <p>2020 Regular Athlete Membership = 13,665 vrs 14,087 in 2019</p> <p>Non-athlete membership :</p> <p>2020 Coaches = 637 and 753 non-athletes for total of 1,390</p> <p>2019 Coaches and Non-athletes total = 1,365</p> <p>Clubs / Organizations 2020 =113 2019 = 110</p> <p>New Club = Oshman Community Center Aquatics (OCCA)</p> <p><u>Current and Short Term Goals or Action Items</u></p> <p>Just to keep processing the registration as it comes in.</p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p>None</p> <p><u>Problems / Requests for Help</u></p> <p>None</p>	<p><b>Action Items / Comments / Notes</b></p>
<p><b>Diana, Website Administration; Records</b>  <i>Liaison to Governance, Athletes and Club Development</i></p> <p><u>Report on Activities &amp; Action Items from last meeting:</u></p> <p>Last minute planning of Athlete Event</p> <p>Uploaded all December meet results into All-Star TM</p> <p>Created new 2020 web pages for Top Times &amp; Records</p> <p>Top Times Updates</p> <p>Records Updates</p> <p>Job Postings</p> <p>Created News Articles</p> <p>Finalized SC FW HP Awards and Banners</p> <p>Updating College Commitments</p> <p>Updates for both SC and LC FWs</p> <p>Stuffed OTC backpacks</p> <p><u>Current and Short Term Goals or Action Items</u></p> <p>Find a good hi-res photo for the Records certificates</p> <p>Finish LC JO and LC FW Awards</p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p><u>Problems / Requests for Help</u></p>	<p><b>Action Items / Comments / Notes</b></p>
<p><b>Annie, Meet Management Coordination</b>  <i>Liaison to Scheduling, Senior &amp; Age Group</i></p> <p><u>Report on Activities &amp; Action Items from last meeting:</u></p> <p>Worked with Scheduling Committee to formulate 2020-2021 Pacific Swimming Meet Calendar.</p>	<p><b>Action Items / Comments / Notes</b></p>

<ul style="list-style-type: none"> <li>• First Round Bidding Process completed</li> <li>• Meets awarded</li> <li>• Second Round Bidding process now underway</li> <li>• Bigger Meets still open for bid – December JO Champs, December and July Senior 2 T/F</li> </ul> <p>17 Meets sanctioned in Month of January.</p> <p>MEFAP Entry Processing</p> <p>Updated Meet Director Packet to include MAAPP Suggested Practices Document</p> <p>Updated Meet Sheet Templates with MAAPP wording as is now in the 2020 USA-S Rule Book</p> <p><u>Current and Short Term Goals or Action Items</u></p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p><u>Problems / Requests for Help</u></p>	
<p><b>Jeanette, Travel Coordinator</b>  <i>Liaison to Officials</i>  <u>Report on Activities &amp; Action Items from last meeting:</u>  none</p> <p><u>Current and Short Term Goals or Action Items</u></p> <ul style="list-style-type: none"> <li>• <b>PAC All Stars:</b> Served as the Head Manager for the team for 3 days in Oregon. All went smoothly and accordingly to my prep for the team of 39 people. After the event, finalized the Actuals Budget with Mary, updated inventory, communicated with parents and sent them photos from event. Sent email to rest of PAC All Star teams to reserve the date for next year's meet hosted by Pacific. Pool is now reserved for 2021, Larry Rice is working on "hosting budget" for Mary for the February Board meeting.</li> <li>• <b>OTC:</b> Finalized the flight list with name change and sent off. Coordinated OTC bus contract change and communicated with Cindy. Team left end of January and transportation (flight and bus) went smoothly.</li> <li>• <b>ZAM:</b> Most of my work has been around organizing the upcoming event. Deadline emails sent to all zones, worked closely with host zone Z1S, who unfortunately is very unprepared/unorganized, lots of email communication, feedback, and reminders to them. Other zones, made the first deadline on time. I have prepared spreadsheets for all zones for the next deadline (February 3<sup>rd</sup>) such as rooming lists, detailed sweatshirt orders, release forms for 8/U athletes, started credential check on all chaperones and coaches. Lots of missing</li> </ul>	<p><b>Action Items / Comments / Notes</b></p>

credentials which need to be completed by February 15<sup>th</sup>, sent reminders and guidelines to each zone on missing credentials and getting them done. I also worked with Laurie Benton on credentials and she is looking out for the specific ones being completed (Laurie notifies me).

Bus contracts for Zone 2, 3, and 4 were booked.

Communicated via email with hotel on upcoming event and prep for the banquet dinner for 350 people.

After several reminders, helped Zone 1 South finalize the Meet Announcement.

- Reserved Officials room for SR meet in Santa Cruz in February according to Mike D's list
- No Officials gear sales in January
- Met with Cindy to receive the Pacific Swimming backstroke ledges for the SCSC SR meet, after meet, dried ledges out and prepared them for the next SR meet in February (delivered to Mike Piccardo as he is the next MR to use them).

#### Medium or Long Term Goals or Action Items

Be ready for ZAM end of February, (AKA be on all zones to finish their action items before deadlines). After ZAM in March, I will look for hotels in Zone 2 area (which has banquet room for an All Teams Dinner) and get a contract started.

#### Long term:

#### Problems / Requests for Help

CIF contacted us in regards to having any high school athletes compete on an All Star team. They said if they choose to compete on any All Star Team between September and June, they will become ineligible to swim for their high school. This is new info to us (in the past it was they couldn't compete on All Star team if they had swum their first high school meet in the high school season). What this ultimately means for this year's ZAM, is that all zones had to notify their high school swimmers and pull them from teams. Unfortunately, this is affecting our teams at not only ZAM but also for Pac All Star teams in January as they say the ban starts in September. I spoke to CIF (Cici Robinson) and although it did not make 100% sense how she explained it, we chose to not put any of our high school swimmers in jeopardy. I was contacted by Pacific Swimming coaches who are upset with CIF and want to try change the rules and restrictions that CIF puts on our athletes. It was communicated to Mary and will possibly be brought up at the next board meeting by coaches.

**I spoke with the NCS Commissioner and the rule that applies to most HS swimmers is Bylaw 600. There has been no change in the way this Bylaw has been interpreted since 2003.**

**However there is a special Bylaw 900 that specifically addresses HS swimmers wishing to participate on an All Star team.**

**Apparently this is the Bylaw that they are talking about. I will raise the issue at the Feb PC Board meeting. D.C.**