



PC STAFF MEETING MINUTES/ REPORTS

October 5, 2021

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Prepared narrative of Programming and Communication Narratives for LEAP document

[X] Attended USA-S Business meetings and HOD, 1st Strategic Planning meeting, LSC BOD meeting, Athletes Committee and NCS planning meeting (scheduled for this evening). We have a CA/NV Sectional meeting this Thursday and Tony Daly volunteered to serve as the Secretary for these meetings.

[X] Helped officiate the mini-meet associated with the “Back to Swimming” camp in Zone 3, PLS-TERA-SRVL tri-meet, LAC and WCAB Sr meets.

Current/Short Term Goals:

[] Send Email to Committee Chairs and ask them to send email notices of their meeting to Kent so DEI can be represented if they chose.

[] Update the Risk Management Plan prior to the next BOD meeting.

[] Sign and submit Conflict of Interest form

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

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended some of the USAS meetings from the USAS Annual Business Meeting.
2. Helped with Return to Swim Camp.
3. Post Meet Invoicing is going pretty well, a couple of hiccups, but I expect it will only get smoother and the payment timing has been much faster.
4. Most of LEAP has been uploaded. There are a few items still left to complete, but I advised Jane we would miss the first deadline on those items.
5. Bag tag orders were placed last month and 1 has shipped, another is shipping today, and the final one should ship tomorrow.
6. Attended the first board strategic planning session to work on reviewing the goals of the BOD.
7. Was out of the office from September 29 through October 3. I have lots to catch up on since it's month end and beginning of the first round of year end review.

Report of Action Items Prior:

Current/Short Term Goals: Finalize the LEAP Submission, Officials Clinic Registration, HOD Planning

Medium/Long Term Goals: Financial Procedures Manual w/Mary

Additional Notes or Comments: House of Delegates - are we recognizing anyone in any way?

Volunteers? Any Athletes? We can recognize the clubs that submitted items to us, the PEAK one was really good

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

Report of Recent Activities: So far for 2022, we have 2,118 Annual Athletes, 450 Fall Season Athletes, 165 Non-Athletes, 2 Annual Clubs, 3 Fall Season Clubs and 1 Organization registered. Right now for the 2021 season, we have a total of 99 Clubs (17 clubs not in good standing due to head coach certification issues), Coaches 572 (273 not in good standing) 495 Officials (89 not in good standing) 311 other non-athlete members (174 not in good standing). Going to start working on re-registration 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:

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

Report of Recent Activities: Posted some Intrasquad/Dual Meets on website and on calendar, Updated Job Postings, Finalized Records for 2020-21 including all National Age Group Records, Created PC Record certificates for all new PC records broken in 20-21, Added new Athlete Reps to Master Sheet, Processed Travel Support Payment to Clubs, Attended Officials Call, Attended BOD meeting, Made updates for LEAP, Attended USAS Times & Records meeting, Attended USAS Business Meeting, Posted Summer Series results and answered many questions, Created listing of PC's Scholastic All America athletes, Compiled NAG Top 10 certificates for all athletes for 20-21, including many Mixed Relays, Contacted Officials' apparel vendor and started working towards getting merchandise, Created fillable PDF for Officials' National Evaluation, Created a big check for award presentations

Report of Action Items Prior: Current/Short Term Goals: Create Summer Series Certificates for High Point Winners, Post Meet Sheets and Results on the website as available, Update TM All-Star database with September Results, Update Top Times and Records weekly, Process Officials' Apparel Order, Work on supplementing the Officials' Apparel inventory, Work on LEAP with Cindy, Attend Official's Clinic, Update Team contact information on website, Prepare for and attend Athlete Summit and HOD, Help get team packets stuffed and sent out.

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

Additional Notes or Comments: Club contacts from sheets sent in with team registration? Any update on Winter Sectionals?

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-195 (13 since last staff meeting). Meets loaded into OTS through 21-192. MEFAP Entry Processing. Meet Director Packets distributed through 10/9-10 weekend. JO Meet Sheet sanctioned and posted.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not? Update Meet Sheet Template Language with requests from Veronica (amend disabled athletes language to Athletes with a disability and update gender to Competition Gender)?

Additional Notes or Comments: For web - post FW time standards (unchanged from last Spring Meet - AGC to determine whether or not to offer bonus events and at what standard - my suggestion would be to set bonus standard at Summer JO if desire is to offer). Anything else we can do regarding MEFAP Fee Collection (issue presented at WCAB Senior Meet - club did not follow given instructions) - going to begin with copying Admin Official on MEFAP Summary Report sent to Meet Director with collection instructions.

May want to follow up on WCAB Meet - heard from one MEFAP Family...there were 2 additional MEFAP athletes entered by Coach. Unsure whether the check was delivered successfully to club (and made out to PC).

Additional comments or other notes of importance or relevance:

Mary - Comments:

Received notification from Chase that the second PPP Loan was forgiven.

We need to start working on arrangements for the PAC All Star meet. Has Leo had any success in finding an independent contractor to plan the event?

Leo - Comments: QSS accepted Spring SC FW offer

Verónica - Comments:

Report of Action Items Prior: Return to Swim Camp/Meet/Officials Clinic went well ~50 athletes in meet, trained 8 officials, ~40 kids in camp, athlete presenter

-I'm actually a signer for bank account now

Current/Short Term Goals: New Athlete Subcommittee met to work on the new proposal for a Leadership Camp. New plan is submitted to USAS to get funding transferred to this camp. Camp date is Nov 6, pool is Cunningham in Vallejo, Head Coach Jennifer Thiem. Applications for athletes and coaches out soon.

-Board Strategic Planning Series - Part 2 tomorrow, Oct 6, to wrap up Why and move on to How. Next meeting Oct 27, 7:45 pm - 9:00 pm

-Find all the places in Bylaws, R&R, P&P where terms on gender and disability are used

-DDEI Award criteria and selection process underway

-Athlete Leadership Summit registrations, coach panel, guest speakers

-Pac All-Stars - Contacted LSC leaders they all want 2 day meet. Suggested to make travel/hotel the family responsibility

Medium/Long Term Goals: Personnel committee to be started when? Need direction on what to do

Action Item: Invite Sarah to co-chair with Kyle so she can start training. Next meeting at the end of Oct

-Program Review Section for LEAP

-Find candidate for Senior Coach Rep

Additional Notes or Comments:

-WZ DEI Coordinator - moving ahead assuming our nominee will be appointed

-Asked Diana to make a few additional changes to Athlete Honor Code and travel forms for all-star meets and camps that she's working on.

Discussion Items:

[] Hiring a bookkeeper for PC

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[x] Review of Storage - clear out old items and add new

[x] Plan for Strategic Planning meeting

- 1st Meeting Sept 22, 2021 7:45 via Zoom
- 2nd Meeting Oct 6, 2021 7:45 via Zoom



PC STAFF MEETING MINUTES/ REPORTS

October 19, 2021

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Prepared narrative of Programming and Communication Narratives for LEAP document

[X] Attended USA-S Business meetings and HOD, 1st Strategic Planning meeting, LSC BOD meeting, Athletes Committee and NCS planning meeting (scheduled for this evening). We have a CA/NV Sectional meeting this Thursday and Tony Daly volunteered to serve as the Secretary for these meetings.

[X] Helped officiate the mini-meet associated with the “Back to Swimming” camp in Zone 3, PLS-TERA-SRVL tri-meet, LAC and WCAB Sr meets.

Current/Short Term Goals:

[] Send Email to Committee Chairs and ask them to send email notices of their meeting to Kent so DEI can be represented if they chose.

[] Update the Risk Management Plan prior to the next BOD meeting.

[] Sign and submit Conflict of Interest form

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

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Invoiced Meets/Paid Meet AR/Deposited Checks - About 8 hours per week on treasurer communications/tasks/QuickBooks.
2. Preparations for Officials Mini Clinic, HOD, Athlete Summit.
3. Month End Closing completed, Accounting Review w/CCA, Reviewed Audit Requests and set up Audit Assignments with CCA.
4. Still working on ERC, hope to finalize the requirements and get all changes processed this week.
5. Reviewed LEAP status. Governance Module Completed and submitted to Jane for review. Programming and Communications still need to be completed. Deadline is Oct 30, and I would like to complete it this week.
6. Attended Finance Committee Meeting, LSC Leaders Zoom, Summit Planning, BOD Strategic Planning.
7. Bag tags for Officials given to Phil Oct 18 (thank you Jay). Will give remaining orders to Diana this week so they can be shipped to Virtual Meet Participants (by Club) and Virtual Summit attendees.
8. Attended the second board strategic planning session to work on reviewing the goals of the BOD.

Report of Action Items Prior:

Current/Short Term Goals: Complete LEAP,

Medium/Long Term Goals: Storage Clean Up/Purge,

Additional Notes or Comments:

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

Report of Recent Activities: So far for 2022, we have 2,906 Annual Athletes, 483 Fall Season Athletes, 218 Non-Athletes, 3 Annual Clubs, 3 Fall Season Clubs and 1 Organization registered. Currently for the 2021-2022 seasons, we have a total of 102 Annual Clubs (11 clubs not in good standing due to head coach certification issues), Coaches 653 (310 not in good standing) 566 Officials (117 not in good standing) 362 other non-athlete members (217 not in good standing). Re-registration packets will be sent out this week.

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, Officials, Club Development*):

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Finalized Records for 2020-21 including all National Age Group Records, Created PC Record certificates for all new PC records broken in 20-21, Created and printed NAG certificates for PC Athletes, Created and printed Summer Series Certificates for High Point Winners, Added new Athlete Reps to Master Sheet and website, Processed Travel Support Payment to Clubs, Tracked down NSF payments, Posted for and attended HOD meeting, Made updates for LEAP, Reworked fillable MEFAP form, Prepared documents for Team Re-Registration Packets, Created various fillable PDF forms, Ordered Junior Olympics Medals and Ribbons, Processed Officials' Apparel orders, Updated Meet Sheet Archive, Attended Athlete Summit, Mailed out Officials' Clinic prizes

Report of Action Items Prior: Current/Short Term Goals: Mail out all Records Certificates and Virtual Summer Series Certificates and Bag Tags, Mail out all Athlete Summit swag bags and prizes, Update TM All-Star database with September and October Results, Update Top Times and Records weekly, Continue working on stocking inventory of Officials' apparel, Work on LEAP with Cindy, Update Team contact information on website, Order Spring JO and Spring FW medals

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

Additional Notes or Comments: We are really low on Officials' apparel items, samples of replacement items will be brought to Senior Meet at TERA (Nov 6-7) by Mike Davis, Coaches Reps - AG vs Senior?

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-205 (10 since last staff meeting). Meets loaded into OTS through 21-200. MEFAP Entry Processing. Meet Director Packets distributed through 10/23-24 weekend. MEFAP Entry Process updated - now allowing for Zelle Payment, Pre-Meet Check payment, Club check payment @ meet. Reasonably quick positive response w/ Zelle Payment. Talks in progress with FastSwims in regards to creating an online entry option.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary.

Medium/Long Term Goals: 2022-2023 Schedule - to be done by sometime in November.

Additional Notes or Comments: For web - post FW time standards (unchanged from last Spring Meet - AGC to determine whether or not to offer bonus events and at what standard - my suggestion would be to set bonus standard at Summer JO if desire is to offer). Seeing continued increase in number of meets

requesting re-sanction. Thoughts on re-sanction fees? Particular parameters (i.e. clubs error vs. error not caught in sanctioning process? Change in plans due to COVID?) How to send clubs MEFAP entry report?

Additional comments or other notes of importance or relevance:

Mary - Comments:

Leo - Comments: QSS accepted Spring SC FW offer

Verónica - Comments:

Report of Action Items Prior: Athlete Summit had 56 different athletes attend both established Rep and newly invited athletes. Sessions were successful, but I still would have liked better attendance. Strategic Planning session generated lots of new projects and action items. We had 19 athletes attend HOD.

Current/Short Term Goals:

- Board Strategic Planning Series - Part 3 tomorrow, Oct 27, continue with How's to set up goals and hopefully move to discussion of more actionable items. Going to invite Asher Green, new SR Coach Rep.
- Age Group Committee Meeting Tues Oct 26
- DDEI Committee tasked with finding all the places in Bylaws, R&R, P&P where terms on gender and disability are used
- DDEI Award - teams that are being considered are being contacted by a subcommittee to gather more information. Info will help us come up with clear criteria for our selection process.
- Athlete Leadership Camp is being planned but I'm very concerned about my ability to pull it off.
- Pac All-Stars - Attending LSC are making their plans. Phil is meet ref and has filled lead officials positions. Need a meet director. Larry has computer and timing system handled.

Medium/Long Term Goals: Personnel committee to be started when? Need direction on what to do

Action Item:

- Program Review Section for LEAP

Additional Notes or Comments:

- WZ DEI Coordinator - no new update
- Cindy working on caps for camp

Discussion Items:

- [] Hiring a bookkeeper for PC
 - How to go about this Cindy
 - Job Description
 - Selection - David, Mary, Cindy and Veronica

[x] Review of Storage - clear out old items and add new

[x] Plan for Strategic Planning meeting

- 1st Meeting Sept 22, 2021 7:45 via Zoom
- 2nd Meeting Oct 6, 2021 7:45 via Zoom



PC STAFF MEETING MINUTES/ REPORTS

November 2, 2021

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] Report on USA-S Mighty Mega meeting.

Starting at 7:00 AM Pacific Time, about ⅔ of the 59 General Chairs participated in a Zoom call held Saturday, Oct 30. The first 3.5 hours included a Leadership talk by David Plummer, a former Olympian. He followed this up with a EQI assessment discussion. After lunch, the DEI chairs joined the call to discuss ways of better understanding the relationship between the BOD and the GC / DEI Chair. The last segment of the day included the LSC Governance Chairs joining the meeting to better understand the relationship between the Governance Committee and the BOD. The meeting concluded at 3:00 PM. I am going to try to work more closely with the Governance Committee to get the R&R updated and presented to the HOD for approval.

[X] We had a good turnout of Officials at the OAPB Senior Open meet and Age Group meets

[X] Sent out Email to Committee Chairs and ask them to send email notices of their meeting to Kent so DEI can be represented if they chose.

Current/Short Term Goals:

[] Update the Risk Management Plan prior to the November BOD meeting.

[X] Signed and submitted Conflict of Interest form

[X] Plan on attend the TCA meet in Zone 3 and SBA meet in Zone 1S

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

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Invoiced Meets/Paid Meet AR/Deposited Checks - About 8-16 hours per week on treasurer communications/tasks/QuickBooks.
2. Month End Closing completed, Accounting Review w/CCA, Reviewed Audit Requests and set up Audit Assignments with CCA.
3. Worked with Diana on finding someone more local to our area to embroider shirts and give us comparable pricing to what we've been paying. We've got a plan in motion to fulfill a number of requests we've had for officials gear keeping costs in line with what we've been paying despite supply chain issues.
4. Spent a long day off and on the phone with Quickbooks, there is a very specific way they accept amendments to the tax forms and everything has to be "just so" before they will even talk with you. Expect we will file our amendments this month. Looking at the most recent updates, we will file an amendment for \$20K credit in 2020 and possibly as much as \$58K credit in 2021 if we determine we qualify in the first three quarters.
5. Reviewed LEAP status. I still have a final review left to do of the Programming Module, but I believe the other two are complete. Will await feedback from Jane on additional items that may need to be reviewed.
6. Zoom License Update - 15 of 19 have confirmed they will renew, including all the zone level Zoom licenses. Will begin to invoice these next week.
7. Attended Investment Committee Meeting and BOD Strategic Planning.
8. Spent part of the day at the storage yesterday, pulled all the obsolete medals out of the unit, am seeking a local art teacher to take them as part of a mixed medium
9. Attended the third board strategic planning session to work on reviewing the goals of the BOD.

Report of Action Items Prior:

Current/Short Term Goals: Complete LEAP, Order Bag Tags for Winter JO's/Pac Coast and Zone Challenge Planning, plus other support for these events.

Medium/Long Term Goals: Storage Clean Up/Purge,

Additional Notes or Comments: (1) How and when are we determining who is going to Colorado Workshops in April (TBD) (2) Status of the employee handbook (3) Will we have staff reviews this year, It's been almost a month since we interviewed Ava and Audrey - has anyone communicated with them since? (4) What is the plan for Pac Coast planning?

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

Report of Recent Activities: So far for 2022, we have 2,906 Annual Athletes, 483 Fall Season Athletes, 218 Non-Athletes, 3 Annual Clubs, 3 Fall Season Clubs and 1 Organization registered. Currently for the 2021-2022 seasons, we have a total of 102 Annual Clubs (11 clubs not in good standing due to head coach

certification issues), Coaches 653 (310 not in good standing) 566 Officials (117 not in good standing) 362 other non-athlete members (217 not in good standing). Re-registration packets will be sent out this week.

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, Officials, Club Development*):

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Mailed out PC Record certificates for all new PC records broken in 20-21, Mailed NAG certificates for PC Athletes, Mailed Summer Series Certificates for High Point Winners and Bag Tags for all participants, Added new Athlete Reps to Master Sheet and website, , Attended Athlete Meeting, Processed Travel Support Payment to Clubs, Tracked down NSF payments, Made updates for LEAP, Created various fillable PDF forms, Ordered Spring Junior Olympics Medals, Processed Officials' Apparel orders, Updated Meet Sheet Archive, Mailed out all Athlete Summit swag and prizes, Mailed out Officials' Clinic prizes, Update TM All-Star database with July, August & September results, Researched other apparel sources and embroidery vendors.

Report of Action Items Prior: Current/Short Term Goals: Update TM All-Star database with October Results, Update Top Times and Records weekly, Continue working on stocking inventory of Officials' apparel, Work on LEAP with Cindy, Update Team contact information on website, Order Spring JO and Spring FW medals, Update Meet Sheet Archive

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

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-210 (5 since last staff meeting). Meets loaded into OTS through 21-205. MEFAP Entry Processing. Payment collection on the MEFAP Entries seems to be functioning pretty well now. The 10/23-24 weekend was a little rocky, but subsequent meets are running smoothly. One family gave feedback that their banks do not pair with Zelle, but quite a few families have taken advantage of that option, and I think it'll make the process much

smoother. Outstanding MEFAP payments - From OAPB 10/23-24 and DDST 10/22-24? Meet Director Packets distributed through 11/6-7 weekend. Age Group Committee met last week. Voted to allow 2 bonus events for Spring Far Westerns. Standard tbd pending JO entries (proposal of JO std/AA for 15+ is one suggestion, AA across the board another). Time Verification for TERA Senior 2.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. 2022-2023 Schedule - to be done by sometime in November.

Medium/Long Term Goals: Analysis on current JO and FW times vs. AA standards (as a baseline for where we should be going in regards to FW bonus standards)

Additional Notes or Comments: Results posting - impact on running time verification. It happened to work out for the TERA meet, as the entry deadline was a week earlier than what is typical for most meet sheets. However, if that were not the case, there would have been about 6 meets not loaded into SWIMS as I'm trying to run a TV Report. That's going to result in an incredible amount of additional work. Just something to consider when we are looking towards JO's and the WCAB Senior 2 in December.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Hiring a Bookkeeper status??????

LCFW status. Answering Ray's email

Invoicing program - should we load results into swims but not post on website?

DEI/Fastswims upgrade

Leo - Comments: Pac Coast All-Stars - working on getting coaches and athlete applications, lining up lap counters, timing equipment, officiating staff, sending draft meet sheet to visiting teams, suggested hotels, and bus service.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

-Board Strategic Planning Series - Nov 8 and 30.

-Age Group Committee

-DDEI Committee tasked with finding all the places in Bylaws, R&R, P&P where terms on gender and disability are used

-DDEI Award - teams that are being considered are being contacted by a subcommittee to gather more information. Info will help us come up with clear criteria for our selection process.

-Athlete Leadership Camp is being planned but I'm very concerned about my ability to pull it off.

-Pac All-Stars - work in progress

Medium/Long Term Goals: Personnel committee to be started when? Need direction on what to do

Action Item:

-Program Review Section for LEAP

-Call Personnel Committee meeting

-Report to USAS on Leadership Camp

Additional Notes or Comments:

-WZ DEI Coordinator - no new update

-Diana working on getting Pac Coast application online

Discussion Items:

[] Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[] Review of Policy of Holding up meet results until everything has been received. Mail is no longer as efficient and reliable as it has been in the past. Brainstorm alternatives to speed up the process.

- Possible solutions may include asking the club to send a PDF of their check and PDF of any registration forms to us by email as soon as they receive the invoice.

[] Motion to Update Travel Policy for USA-S sponsored Conventions, Business Meetings and Workshops

[x] Review of Storage - clear out old items and add new

[x] Plan for Strategic Planning meeting

- 1st Meeting Sept 22, 2021 7:45 via Zoom
- 2nd Meeting Oct 6, 2021 7:45 via Zoom



PC STAFF MEETING MINUTES/ REPORTS

November 16, 2021

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] USA-S Leadership call scheduled for Veteran's Day was cancelled, however several of us failed to receive notification and we met anyway. It turned out to be an interesting sharing of common interests.

[X] I took a Pacific Swimming canape to the TERA 2 T&F meet and to TCA last weekend but I did not see it get used. I will try again this weekend at the SBA Senior meet where more athlete reps may be swimming. I also addressed the coaches at these meets to advocate for more athlete reps.

[X] From the report of the Age Group Committee, it sounds like there is interest in having a two day ZAM meet which will require making overnight stays.

[X] To make sure it is "on the record", I asked Clint to present a motion at the November BOD meeting, stating that Pacific Swimming adheres to MAAPP policies and will update our rules, regulations, P&P and standalone documents as soon as we are able to do so. Before we start traveling, we will need to update our Travel Policy documents for Coaches, Managers and Athletes.

[X] I asked Mary to introduce two motions at the November BOD meeting to update our P&P regarding travel reimbursements so that it addresses USA-S workshops and business meetings as well as the Convention. This should start the 30 day clock so that we will be able to budget accordingly. It should also better align the Travel Reimbursement policy covering other travels. We passed changes to the Convention reimbursement as a one year exemption just prior to COVID but since travel ceased, did not follow through to make the changes permanent.

Current/Short Term Goals:

[X] Updated the Risk Management Plan and will present it for approval at the November BOD meeting.

[X] There will be a USA-S call at 3:00 this afternoon for Governance Committee Chairs and General Chairs to get together to chat. Unfortunately last meeting we did not share the same breakout room so we could not hear the same discussion.

[X] Plan on attending the SBA meet in Zone 1S

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

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Invoiced Meets/Paid Meet AR/Deposited Checks - About 8-16 hours per week on treasurer communications/tasks/QuickBooks (this is still holding true).
2. Accounting Review w/CCA, Reviewed Audit Assignments with CCA for status/completion. .
3. Have received almost all the shirts and Jay graciously verified the shipping counts by counting in all the inventory. The amount ordered will shore up the officials' gear, but we will have to tweak some of the pricing (Diana to forward our proposals to Mary). Because we ordered these shirts directly and have found someone local to DB (Tracy) to embroider, we will save some money on these items.
4. Ordered Bag Tags for JO's and Pac Coast All Stars, they are working on the designs and proofs for us this week. Will probably need to include Zone Challenge order with Spring JO's or FW, I didn't order since the location has not been settled.
5. Final Submission of the last portion of LEAP has been completed and I've notified Jane we are done. She indicated that she should have completed our review by Thanksgiving.
6. Zoom License Update - 15 of 19 have confirmed they will renew, including all the zone level Zoom licenses. These invoices will go out this week these next week
7. Attended Finance Committee Meeting, BOD Strategic Planning, Officials Committee Meeting
8. Working on Officials Attendance for last month's clinic

Report of Action Items Prior:

Current/Short Term Goals: (1) Review final amendments for Employee Retention Credit with the accountant this week and hopefully spend another last and final day on the phone with Quickbooks to complete our 2020 and 2021 amendments. (2) Hand off apparel to the new embroiderer. (3) A lot of QB entry and check writing to do this week for the camp expenditures/meet invoicing (3) Expense submission reports for Leadership Summit and Leadership Camp.

Medium/Long Term Goals: Storage Clean Up/Purge,

Additional Notes or Comments: Jay checked back into storage all the pop-ups that TERA used at the Senior Meet. Jay also spent a couple of hours troubleshooting, researching and rewiring the cable for the second remote strobe (we had 3 cables, none of which worked, Jay took parts from two of them to make a working cable). He also checks the mailbox each day when he takes Jared to school.

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

Report of Recent Activities: So far for 2022, we have 4,790 Annual Athletes, 522 Fall Season Athletes, 451 Non-Athletes, 11 Annual Clubs, 3 Fall Season Clubs and 1 Organization registered. Currently for the 2021-2022 seasons, we have a total of 103 Annual Clubs (12 clubs not in good standing due to head coach certification issues), Coaches 670 (301 not in good standing) 597 Officials (133 not in good standing) 385 other non-athlete members (227 not in good standing). Re-registration packets have started to come in.

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, Officials, Club Development*):

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Attended Officials Meeting, Tracked down NSF payments, Made updates for LEAP, Ordered Spring Junior Olympics Medals, Processed Officials' Apparel orders, Updated Meet Sheet Archive, Updated all Results through October in Dropbox, Researched and purchased many officials apparel items, Researched Camp Shirts, Worked on pricing for Officials apparel, Created fillable PDF forms for Officials Meet Ref Report, Camp Applications, & All-Star Applications, Updated Top Times, Assisted Laurie with Registration emails when possible, Many postings for BOD

Report of Action Items Prior: Current/Short Term Goals: Update TM All-Star database with October Results, Update Records, Continue working on stocking inventory of Officials' apparel, Work on LEAP with Cindy, Update Team contact information on website, Order Spring FW medals, Update Meet Sheet Archive, Create Sectionals Travel Support Form, Attend BOD

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

Additional Notes or Comments: Accrual value of LC JO Medals?

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-216 (6 since last staff meeting). All meets loaded into OTS. MEFAP Entry Processing. Payment collection on the MEFAP Entries seems to be functioning pretty well now. Outstanding MEFAP payments - From OAPB 10/23-24,

TERA 11/5-7, TCA 11/13-14? Meet Director Packets distributed through 12/3-5 weekend. WCAB turned back 12/11-12 Senior 2 T/F. SCSC was able to step in and pick the meet up. Meet sheet is sanctioned and entries are already up and running. Time Verification run for SBA Senior Open Meet this weekend. Cross-referenced current JO/FW standards with USAS AA Standards in regards to bonus time standards for Spring FW. Recommendation to Age Group is to go with the JO Standard for the bottom of the age group (use last Summer JO standards for 15 & Over).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary.

Medium/Long Term Goals: 2022-2023 Schedule - get committee in place before end of November and draft tentative schedule

Additional Notes or Comments: Post a news item/email out to clubs reminder that registrations (Club, Meet Personnel) and certifications must be current for 2022 if they want a meet sanctioned. Will continue with USA-S COVID sanctioning requirements until given notice otherwise (last time the extension was announced about 2 days before it was set to expire). Have already communicated all of this with Sanction Chairs. Office Holiday deadlines? I'm thinking I'd like any meet sheets that want sanctions prior to the holidays in my inbox by the end of the day Tuesday, 12/21.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Hiring a Bookkeeper status?????

LCFW status. Answering Ray's email

Invoicing program - should we load results into swims but not post on website?

DEI/Fastswims upgrade

Leo - Comments: Pac Coast All-Stars - working on getting coaches and athlete applications, lining up lap counters, timing equipment, officiating staff, sending draft meet sheet to visiting teams, suggested hotels, and bus service.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

-Board Strategic Planning Series - Nov 8 and 30.

-Age Group Committee

-DDEI Committee tasked with finding all the places in Bylaws, R&R, P&P where terms on gender and disability are used

-DDEI Award - teams that are being considered are being contacted by a subcommittee to gather more information. Info will help us come up with clear criteria for our selection process.

-Athlete Leadership Camp is being planned but I'm very concerned about my ability to pull it off.

-Pac All-Stars - work in progress

Medium/Long Term Goals: Personnel committee to be started when? Need direction on what to do

Action Item:

-Program Review Section for LEAP

-Call Personnel Committee meeting

-Report to USAS on Leadership Camp

Additional Notes or Comments:

-WZ DEI Coordinator - no new update

-Diana working on getting Pac Coast application online

Discussion Items:

[] Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[] Follow up regarding the decision to change the policy regarding holding up results until payments and documents were received from host clubs.

[] Planning for the ZAM meet

[x] Review of Storage - clear out old items and add new

[x] Plan for Strategic Planning meeting

- 1st Meeting Sept 22, 2021 7:45 via Zoom
- 2nd Meeting Oct 6, 2021 7:45 via Zoom
- 3rd Meeting Nov 8, 2021 7:45 via Zoom
- 4th Meeting Nov 30, 2021 7:45 via Zoom