



PC STAFF MEETING MINUTES/ REPORTS

December 5, 2024
Virtual Meeting 10:00 am

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

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. PC needs a Camps Committee & Chair

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. Met with Diana and Phil to discuss the plans for next year's clinic.
2. Picked flights and had Karen reserved travel to US OPTC for Distance camp Feb 5-8, Wed through Sat.
3. Beginning to close November for next Tuesday's review.
4. Created Google Form for Grant Program. Need to work through the posting and updating the grant page so it can be shared.
5. Finalized Bag Tag order for December, delivered yesterday.
6. Worked through a salary projection spreadsheet for the personnel committee with Mary for the remaining year and 2025-2026.
7. Attended the Athlete Rep Suit Exchange Zoom Tuesday evening.
8. Working on a survey regarding the 2025-2026 Meet Schedule.
9. Met with the Fitter & Faster folks to finalize the "Executing on Race Day" presentation by Dr. Josh White via Zoom.

Report of Action Items Prior:

Current/Short Term Goals: Send out email to coaches with info on MAAPP, LSC job posting, OPTC application and Grant Program information.

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1. Parents are confused about registering versus creating an account, working with Cindy to educate families
2. Merging ID numbers
3. Deleting time anomalies
4. Ongoing work on transfers

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*):

Report of Recent Activities: Added new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Updated Job Postings, Posted new articles, Posted new meets sheets, Updated Meet Sheet Archive, Uploaded all November and out-of-LSC results into TeamManager for All-Stars, Updated Officials Assignments and posted to website, Fulfilled officials' apparel orders, Continuing the process for having our website company convert our website to be ADA-compliant - end of project estimated mid-January, Helping with any documents needed for the audit, Finalized all Winter Age Group Championship awards and instructions, Updated Class of 2025 College Commitments, Met with Phil and Cindy to discuss an Officials' Clinic next year

Report of Action Items Prior:

Current/Short Term Goals: Merge all All-Star applicant records in Team Manager, Renew membership and renew APT

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

Additional Notes or Comments: , Look into booking October 11, 2025 at PH Senior Center?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 24-159 and 25-003. 2024 Meets current in OTS. MEFAP Entry Processing. Senior and Age Group Meetings. Getting to work on 2025-26 schedule draft. Received feedback from both Age Group and Senior Committees. A couple discussions opened up - desire to combine Senior 2 and Winter Age Group Champs into one meet? (Idea

tossed around by Age Group to be discussed by Senior). Desire for 10&U champs meet? Current 10U Champs weekend possibly best weekend to run ZAM? Spring AG Champs meet sheet in my inbox awaiting AG Chair review.

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

Medium/Long Term Goals: Finalize 25-26 schedule for committee approval. Meet hosts needed for 2024-25 (Senior 2, Post-CCS/NCS, March Senior Open).

Additional Notes or Comments: Reminder for meet hosts and officials that all registrations (club, meet director, referee, admin, head starter must be renewed for 2025 for any 2025 meet requesting sanction. First meets from Zone 2 with new facility fee are in my inbox.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2025

Still no meet sheet—it is supposed to be coming soon!

Flights from Oakland have been paid, names submitted. Will need to update passenger names 3 days prior to the flight.

We had a coaching meeting—it will be a great group of coaches. The coaches have been assigned a group to coach.. As of 12/5, we have 95 athletes who have applied. But only about 90 who are eligible. We are waiting for results from this weekend for the team selection, and it will be a blind selection, as the coaches will just be given times.

Busing has been arranged, deposit paid. Final payment submitted.

I have been working with the shirt vendor, and have an estimate. I will send the sizes as soon as the team is selected.

Pac All Stars 2026: Coach Gaku put me in touch with the Pacifica Pool. Renting the facility is costly—\$185/hour (and we are charged for set up time) and the school charges \$1/athlete for an impact fee.

ZAM 2025

The 2nd 25% Deposit for the Fremont Marriott Silicon Valley is due 1/10/2025. Total estimated cost is \$43,664. \$21,025 for rooms (120 rooms), catering costs, including a 27% service fee and sales tax) is approximately \$22,5390 (but the counts for the meals are approximate).

Still working on busing from Reno area, and for Z2 and Z3.

Medium/Long Term Goals: Need to do evaluation, and Pac All Stars 2026

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Question to Staff: Are staff members willing to **only** receive electronic versions of their W2s? QBO will no longer print and mail W2s as part of our subscription. Pacific can sign up, for a minimal fee, to have QBO print and mail W2s if staff prefers a hard copy over a digital copy.
2. Accounts are ready for November reconciliations.
3. Met with the auditor and accountant for about 2 hours. Pacific continues to get praise on how well we run our finances. Waiting to receive the selections.
4. TCA. has indicated that beginning to work on a comparison spreadsheet that shows the number of meets per month by year, Clubs who host meets by year and the income comparison by month per year.
<https://www.dropbox.com/scl/fi/cnkger4i5hmg2a300r5k/Meet-Comparison.xlsx?rlkey=bu6gj0ekbsnwl epp64ono0qhm&st=58ock2x2&dl=0>
- 5.

Report of Action Items Prior:

Current/Short Term Goals: Complete all tasks related to audit and tax forms.

Medium/Long Term Goals: Complete with **Debbi Tucker** Financial Policies and Procedures

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Travel Policy is updated for all applications now, just need to finish the P&P section to send to Gov
2. Fitter & Faster - Online session Sat Feb 8 from 12-1:30, we'll need to do the sign ups
3. DDEI - need to work on a motion to update what MEFAP covers and to exempt athletes with Outreach membership to be exempt from additional fees.
4. FastSwims for MEFAP entries - Work will begin once the developer has been cleared
5. Need to set up a meeting with Jennifer La Mont, ASCA, about PC input on Napa Clinic
6. BOD workshop date and location info needs to be gathered from board members
7. Zone Chairs need to discuss meet schedule and 10&Un Champs
8. Working on updates to Motions Log and updating Gov Docs
9. Website review?
10. Chart of Goals for Committees started and share with Gov Comm, and board member attendance sheet to track reports and comm meetings
11. Staff Review are due Friday
12. Suit Exchange

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

December 19, 2024
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], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. PC needs a Camps Committee & Chair

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. Attended Friday and Saturday Sessions of AGC. Helped athlete reps organize their swimsuit exchange.
2. Finished the Month End Closing and prepared for the Month End Review with CCA.
3. Completed applications for OPTC for coaches and athletes.
4. Published the 2025 Grant Program information and google form. Emails were sent to teams and coaches in a mass email last week and posted to the website news feed.
5. Email went out to teams and all coaches regarding MAAPP,
6. Caught up on all the deposit receipt scans and other missing close items.
7. Received backpack order for OPTC.
8. Had our first open office hours open on Monday, 1 person showed up.
9. Worked with Karen and Lehla yesterday to help facilitate the Pac Coast Entries which are due Friday.
10. Figured out how to pay bonuses in QBO.
11. Do we need to do an AGC Specific Post Meet Survey?

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments: Harrison Race, official from Z1N passed away on December 14, 2024. Sent a mail to Phil Harter looking for any information on him to post. Was active in Pacific Swimming and Pacific Masters. Hoping to find more information for our notice.

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

Report of Recent Activities:

1. First open office hours held. Planning to hold them a couple times a month.
2. Now have a report for clubs not in good standing. Flagging all swimmers who enter meets and telling the meet host to unattach all the swimmers from that team, until the team is back in good standing.
3. Travel support requests are coming in. Some coaches are sending photos of themselves at meets instead of pictures of their badges. Should we accept those?
4. Athletes who have not paid their transfer fees for over a month will be unattached and the coach of the team will be informed.

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*):

Report of Recent Activities: Added new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Updated Job Postings, Posted new articles, Posted new meets sheets, Updated Meet Sheet Archive, Uploaded all December and out-of-LSC results into TeamManager for All-Stars Team Selection, Merged all All-Star applicants in T M, Updated Officials Assignments and posted to website, Fulfilled officials' apparel orders, Continuing the process for having our website company convert our website to be ADA-compliant - end of project estimated mid-January, Processed Winter Travel Support, Updated Class of 2025 College Commitments, Updated Top Times and Records on both 12/8 and 12/15, Heard back from PH Rec about October 2025

Report of Action Items Prior:

Current/Short Term Goals: Order more Athlete mailers, Decide what is happening with October 2025

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: Meets sanctioned through 24-159 and 25-011. 2024 Meets current in OTS. MEFAP Entry Processing. Working on 2025-26 schedule draft. Reviewing feedback from schedule survey. Spring AG Champs Meet in my inbox. Age Group wants to pre-seed. Waiting on wording from Officials/AG on that.

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

Medium/Long Term Goals: Finalize 25-26 schedule for committee approval. Meet hosts needed for 2024-25 (Senior 2, Post-CCS/NCS, March Senior Open).

Additional Notes or Comments: Reminder for meet hosts and officials that all registrations (club, meet director, referee, admin, head starter must be renewed for 2025 for any 2025 meet requesting sanction. First meets from Zone 2 with new facility fee are in my inbox.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2025

We have a sanctioned meet sheet! We have a team, and entries are almost done—a huge thank you to Lehla! Possibly a few last-minute adjustments.last-minute. Chaperones have been selected.

Flights from Oakland have been paid, names submitted. Will need to update passenger names 3 days prior to the flight.

Busing has been arranged, deposit paid. Final payment submitted.

Shirts and jackets have been ordered, and should be delivered by January 2nd.

Pac All Stars 2026: Coach Gaku put me in touch with the Pacifica Pool. Renting the facility is costly—\$185/hour (and we are charged for set up time) and the school charges \$1/athlete for an impact fee. I still haven't heard back from the coach at Daly City.

ZAM 2025

The 2nd 25% Deposit for the Fremont Marriott Silicon Valley is due 1/10/2025. Total estimated cost is \$43,664. \$21,025 for rooms (120 rooms), catering costs, including a 27% service fee and sales tax) is approximately \$22,5390 (but the counts for the meals are approximate).

Still working on busing from Reno area, and for Z2 and Z3.

Medium/Long Term Goals: List of past participants of WZAG and Pac All StarsPac All Stars 2026

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Received a \$3,000 Donation from Courtney Leonard!
2. Outstanding Co-pay from Athlete Summit ATHSUMM-03
3. Received Selections and other questions from Auditor (31). Selections due January 10th.
4. Still working on the Meet Comparison spreadsheet. Have updated to show both clubs that host meets per month and fees collected. Fees include entries, sanction fees and late fees.
<https://www.dropbox.com/scl/fi/cnkger4i5hmgu2a300r5k/Meet-Comparison.xlsx?rlkey=bu6gj0ekbsnwl epp64ono0qhm&st=58ock2x2&dl=0>
5. Prepare Accrued Accounts Payable for 3 Travel Support meets.

Report of Action Items Prior:

Current/Short Term Goals:

1. Debbi and I are meeting in January to complete revisions to Pacific's Financial Policies and Procedures.
2. Schedule a date to clean up storage (old docs, electronic waste etc.)

Medium/Long Term Goals:

1. Clean up Dropbox - delete old files.
2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Travel Policy for P&P section still incomplete
2. Fitter & Faster - Online session Sat Feb 8 from 12-1:30, sign-up form is ready, waiting for flier from F&F
3. DDEI - working on 3 motions and 2 grant approvals
4. BOD workshop date and location info needs to be gathered from board members in Jan
5. Meet schedule survey - 20 teams replied. Survey now closed.
6. Working on updates to Motions Log and updating Gov Docs
7. Website review - plan for Jan, review one page each 2 weeks
8. New Staff Position - 10 applicants, deadline extended to Jan 15

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

January 2, 2025
Virtual Meeting 10:00 am

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

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

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. PC needs a Camps Committee & Chair

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. Worked on entries for Pac Coast All Stars with Lehla and Karen. Sent in the entry file to the meet admin.
2. Made final deposit for the year
3. Arranged for backpacks to be embroidered this week.
4. Worked with Lehla on the OPTC roster.
5. Wrote and sent out the email OPTC notifications.
6. Created and sent out OPTC invoices - 7 unpaid as of this morning.
7. Contacted an alternate as one of the primary roster selections is not able to attend.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1. [vacation]

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*):

Report of Recent Activities: Added new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Posted new articles, Posted new meets sheets, Updated Meet Sheet Archive for November and December, Uploaded remaining December results into TeamManager for All-Stars Team Selection, Fulfilled officials' apparel orders, Continuing the process for having our website company convert our website to be ADA-compliant - end of project estimated mid-January, Processed Winter Travel Support, Updated Class of 2025 College Commitments

Report of Action Items Prior: Will ask at Officials' Committee meeting (1/8/25) whether they still want to have an Officials' clinic and if October 4th would be okay (if still available)

Current/Short Term Goals: Order QSS medals

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: Meets sanctioned through 25-014. 2024 Meets current in OTS. MEFAP Entry Processing. Working on 2025-26 schedule draft. Reviewing feedback from schedule survey. Spring FW meet sheet in my inbox (currently awaiting AG approval)

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 25-26 schedule for committee approval.

Medium/Long Term Goals: Meet hosts needed for 2024-25 (Senior 2, Post-CCS/NCS, March Senior Open).

Additional Notes or Comments: Reminder for meet hosts and officials that all registrations (club, meet director, referee, admin, head starter must be renewed for 2025 for any 2025 meet requesting sanction. First meets from Zone 2 with new facility fee are in my inbox.

Karen Bair, Admin Asst:
Report of Recent Activities:

Pac All Stars 2025

Pac Team is finalized! One athlete is ill, and the alternate has been contacted, and submitted medical release. Just waiting for verification of co-pay for the alternate, and a doctor's note from ill athlete to issue a refund.. Meet Director and Head Ref okayed the substitution of alternate, and times were submitted. Flight names were updated. Alaska Airlines has pre-assigned seats for the flights, but check-in for groups is not user friendly. I will get boarding passes at the airport on Saturday morning and Sunday evening.

Shirts and jackets were received, and items are ready for distribution. We will be getting a discount on the shirts, as the printing on the front of the shirts was last year's wording (no year, but not the 2 color printing I had approved).

I have been in contact with the chaperones, and we will be meeting at the airport at 5:30 (athletes are to arrive by 6am).

Pac All Stars 2026: still no response from Coach at Daly City.

ZAM 2025

The 2nd 25% Deposit for the Fremont Marriott Silicon Valley is due 1/10/2025. Total estimated cost is \$43,664. \$21,025 for rooms (120 rooms), catering costs, including a 27% service fee and sales tax) is approximately \$22,5390 (but the counts for the meals are approximate).

Application templates (electronic and paper versions) were sent to all Zones.

Still working on busing from Reno area, and for Z2 and Z3.

I created an excel sheet of past participants of WZAG and Pac All Stars, listed by event, to check participants of ZAM.

Medium/Long Term Goals: Trip to Hillsboro, working on ZAM 2025 and Pac All Stars 2026

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Equipment Insurance due date was expedited. Waiting to hear from Zone 4 clubs. Inquired about the deductible. Was told that most insurers require a larger deductible than \$1,000.
2. Outstanding Co-pay from Athlete Summit ATHSUMM-03
3. Complete Selections for Audit by 1/10/25
4. Still working on the Meet Comparison spreadsheet. Have updated to show both clubs that host meets per month and fees collected. Fees include entries, sanction fees and late fees.

<https://www.dropbox.com/scl/fi/cnkger4i5hmgu2a300r5k/Meet-Comparison.xlsx?rlkey=bu6gj0ekbsnwlepp64ono0qhm&st=58ock2x2&dl=0>

5. Prepared Accrued Accounts Payable for 3 Travel Support meets.

Report of Action Items Prior:

Current/Short Term Goals:

1. Debbi and I are meeting in January to complete revisions to Pacific's Financial Policies and Procedures.
2. Schedule a date to clean up storage (old docs, electronic waste etc.)

Medium/Long Term Goals:

1. Clean up Dropbox - delete old files.
2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Travel Policy for P&P section still incomplete
2. Fitter & Faster - Online session Sat Feb 8 from 12-1:30, sign-up form is ready, waiting for flier from F&F
3. DDEI - working on 3 motions and 2 grant approvals
4. BOD workshop date and location info needs to be gathered from board members in Jan
5. Z1S meeting next Wed
6. Age Group meeting next Tues - ZAM/10 & Un Champ date, Selection Criteria
7. Website review - plan for Jan, review one page each 2 weeks
8. New Staff Position - 10 applicants, deadline extended to Jan 15

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

January 16, 2025
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], Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Annual Safe Sport Reports received (national statistics)
2. Do we want to create a Benevity Grant profile? <https://benevity.com/causes>
3. PC needs a Camps Committee & Chair

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 December and completed any outstanding audit selection assignments. Met with the Accountant, Mary and Debbi to review the Audit Selections and the December closing.
2. Had Jay update all the logos for OPTC.
3. Dropped off backpacks to ProStitch for Embroidery.
4. Finalized the roster for OPTC Camp. All camp copays have been collected.
5. Working with the OPTC staff and USA Liaison to arrange camp facilitations.
6. Working with OP Museum for a tour group with the camp kids.
7. Updated and sent off Travel Itinerary for the OPTC to all participants.
8. Attended the Officials Committee meeting and the Executive Committee Meeting.
9. Ordered shirts from Colortone to be drop shipped to ProStitch and sent off order for OPTC to ProStitch.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1.

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*):

Report of Recent Activities: Added new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Posted new articles, Posted new meets sheets, Updated Meet Sheet Archive for December, Transferred all December results into Dropbox, Fulfilled officials' apparel orders, Continuing the process for having our website company convert our website to be ADA-compliant - end of project estimated mid-January, Processed Winter Travel Support, Updated Class of 2025 College Commitments, Attended Officials Committee Meeting, Met with Phil and Cindy regarding October Officials Clinic - October 4th, Working with PH Rec to finalize permit for October Clinic, Booked Jack's for Officials Dinner, Working on Hyatt House hotel block for October weekend,

Report of Action Items Prior:

Current/Short Term Goals: Order QSS medals, Order Spring FW HP awards, Results on Website?, Research Spring & Summer airfares for USA travel support meets

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: Meets sanctioned through 25-020. Meets current in OTS through January. MEFAP Entry Processing. 2025-26 Schedule drafted and submitted to Executive Committee for approval. Spring FW meet sheet in my inbox (currently awaiting AG approval)

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. 2025-26 Meet Bidding to open.

Medium/Long Term Goals: Meet hosts needed for 2024-25 (Senior 2, Post-NCS, March Senior Open).

Additional Notes or Comments: Zone 1S picked up the Post-CCS Senior Walk-On

**Karen Bair, Admin Asst:
Report of Recent Activities:**

Pac All Stars 2025

Relatively uneventful rainy trip to Oregon. Pac Swim finished in 2nd Place, but it was a great group of swimmers, coaches and chaperones. Many lost points in relays, where we were out-touched at the finish.

Alaska Airlines was a challenge—great employees, not easy to get boarding passes.

Banquet has not yet been invoiced (Oregon is transitioning to a new treasurer), estimated cost is not \$55-\$60/participant.

All lost items were returned (lost phone-returned by neighbor, lost suitcase-delivered to athlete, earbuds-mailed to swimmer).

Questionnaires sent to athletes, coaching staff and chaperones—overwhelming response was positive—great attitude of coaches, athletes and chaperones, most want to travel on a Friday, and several responses wanted more fun clothing designs (So Cal had baseball jerseys).

Pac All Stars 2026

Working on a pool.

Facility use requests have been submitted –to Westmore High School, and are “pending site approval”--but I am hesitant to wait, for a variety of reasons, mainly potential school site closures during the holidays.

Pacifica is \$185/hour, which will include the staff time to clean the facility—final billing to be done after the event, so the time to clean is difficult to estimate. The school district also charges a fee, \$1/swimmer impact fee.

ZAM 2025

Application templates (paper forms and google forms) were sent to all zones

Second deposit paid to hotel, still trying to finalize busing.

I created an excel sheet of past participants of WZAG and Pac All Stars, listed by event, to check participants of ZAM.

WZAG 2025

Medium/Long Term Goals: Working on ZAM 2025 and Pac All Stars 2026

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Pacific has an updated Equipment Insurance Policy
2. Outstanding Co-pay from Athlete Summit ATHSUMM-03
3. Audit Selections were submitted January 15th.
4. Debbi and I are meeting to complete revisions to Pacific's Financial: Policies and Procedures.
 - a. Some updates include how Journal Transactions are approved.
 - b. Update the Request for Reimbursement Form
5. Created a document that outlines procedures used to create the monthly Membership Invoice.
6. Reminder for Stipend requests Please email the following information
 - a. Name & Date of Event
 - b. Amount of Stipend
 - c. List of Coach and Chaperones - please include email address
 - d. The alternative to this procedure would be to submit A Payment Request Form.

Report of Action Items Prior:

Current/Short Term Goals:

1. Schedule a date to clean up storage (old docs, electronic waste etc.)

Medium/Long Term Goals:

1. Clean up Dropbox - delete old files.
2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Travel Policy for P&P section changed to Code of Conduct section and sent to Governance
2. Fitter & Faster Online clinic on Feb 8, registration is now open
3. DDEI camp - should get pool invoice next week
4. Feb Board meeting - I'm out of town. I'll get all docs submitted at least a week in advance
5. Website review - plan for Jan, review one page each 2 weeks
6. New Staff Position - Meeting Jan 22

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

January 30, 2025
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], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. CROW dissolving to PLS
2. Zone 1 N Champ Meet parent complaint
3. QSS Block Party meeting
4. Governance committee working on meet result changes
5. PC needs a Camps Committee & Chair

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. Attended the Governance Committee Meeting and gave feedback on the Board Assessment being developed by the Committee. Will be working on their Google Form for the Board.
2. I had a meeting with staff and coaches of OPTC to help prepare them for the trip.
3. Approved all the proofs for the OPTC shirts, hoodies, backpacks, etc.
4. Submitted all the final documents to the OPTC and arranged for the Museum Tour.
5. Met with USAS staff and Camp Head Coach to arrange camp facilitations for the trip.
6. Attended the Personnel Committee meeting to review the new LSC position applications.
7. Working on OPTC Planning Document for future trip planning.
8. Met Z3 rep at Storage and rented out 13 pop ups for Zone 3 Champs.
9. Attended the Final Audit Review Meeting with CCA, Mary and Cropper rep. Reviewed all the final items related to the 2023-2024 audit. Also discussed strategies related to the departure of treasurer. Officials Committee meeting and the Executive Committee Meeting.
10. Cleared AR, made bank deposits and sent out the weekly meet invoices.

Report of Action Items Prior:

Current/Short Term Goals: BagTag orders for SC AGC and SC FW, January Month End

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1. Crow Canyon is closing, but we will not be charging them to transfer to PLS, will not be able to waive the 60 day unattached period
2. Transfers may not be held due to transfer fee, must be transferred right away
3. Converted meet files for results to be posted without birthdays
4. Received Kelly Schott's life membership package, will mail it to her

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*):

Report of Recent Activities: Added new Athlete Reps to Master Sheet, GroupMe and mailed out shirts, Posted new articles, Posted new meets sheets, Updated Meet Sheet Archive for January, Fulfilled officials' apparel orders, Continuing the process for having our website company convert our website to be ADA-compliant - end of project estimated mid-January, Processed Winter Travel Support, Updated Class of 2025 College Commitments, Finalized PH Rec permit for October Clinic, Booked Jack's for Officials Dinner, Created Hyatt House hotel block for October weekend, Ordered QSS Senior Meet medals and team banners, Updated Top Times and Records, Ordered Spring FW HP awards, Researched Spring & Summer airfares for USA travel support meets, Created Travel Support forms for the rest of the swim season

Report of Action Items Prior:

Current/Short Term Goals: Transfer all January results into Dropbox,

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

Additional Notes or Comments: Which results to keep in Dropbox?

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

Report of Recent Activities: **Report of Action Items Prior:** Meets sanctioned through 25-031. Meets current in OTS through 25-026. MEFAP Entry Processing. Spring FW sanctioned (finally). 2025-26 Meet

Bid Package ready to send out on Monday (2/14 deadline for first round bids). WCAB turned back late June Senior Meet, OAPB to pick it up pending facility approval.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. 2025-26 Meet Bidding to open Monday, Feb 3).

Medium/Long Term Goals: Meet hosts needed for 2024-25 (Senior 2, Post-NCS).

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars

2025: Still trying to get the invoice for the Saturday night banquet, so the expenses can be finalized.

2026: I would like to proceed with the Pacifica Pool, as the other pool requests are not proceeding. Historically, we have not provided a Friday practice for visiting teams—but Friday pool time has been offered the past 3 years (in Washington, Monterey Park and Oregon). Should we reserve Friday pool time? I know So Cal would be arriving on the Friday before the meet.

Also, swimmers have been dropped off at the pool facility, on the first day of the meet—so it looks like a bus is only needed to transport between the pool and the hotel for the 2 days.

ZAM 2025

Sending out information to the teams. I still have additional forms to send (that will be used at a later time).

Busing—historically, Kings Transportation was used. But I have been requesting quotes from other vendors, as information from Kings has been limited.

United Coach Tours has great reviews, and is quick to respond and is more budget friendly.

(The quote I received was \$2200 less for the Reno trip than from Kings). Still, busing is not cheap (\$13,725 for the ZAM meet).

WZAG 2025

Requesting quotes for busing for the meet. One quote I received was for \$4350 per day (2 buses). I will verify that amount, as it seems excessive for shuttle service on the days of the meet.

Medium/Long Term Goals: Working on ZAM 2025 and Pac All Stars 2026 and budget

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Started the End of Month process for January
2. There is still an Outstanding Co-pay from Athlete Summit ATHSUMM-03
3. Attended the Exit Conference with the Auditor. Our books are Sparkling Clean!!!!
4. Will distribute the following documents to the BOD for review prior to the February 19th meeting
 - a. Financial Statement and Report of Independent Auditor for Years Ended August 31. 2024 and 2023;
 - b. Form 990
 - c. Required Communications to the Board of Directors
5. **Please schedule time at the beginning of the BOD meeting for the Auditor to present the Audit reports**
6. Started work on the budget. Committee chairs will receive planning spreadsheets prior to the BOD Meeting.
7. Creating a Travel Support Payment processing templates for different meets. Will work with Diana next week. (part of retirement preparation).
8. In light of USAS edict regarding transfers, I plan on suggesting to the Finance Committee that Athlete Premium and Seasonal Athlete Membership be increased by \$1-2.
9. What is the plan for the time when Larry Rice retires? Is it an issue the LSC needs to work on.

Report of Action Items Prior:

Current/Short Term Goals:

1. Schedule a date to clean up storage (old docs, electronic waste etc.)

Medium/Long Term Goals:

1. Clean up Dropbox - organize and delete old files.
2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

1. Fitter & Faster Online clinic on Feb 8, registration is now open, 13 kids so far
2. DDEI camp - pool invoice is still stuck in limbo
3. Feb Board meeting - I'm out of town. P&P, R&R, and motions log are all up to date. Sending minutes template next week, agenda draft the week of
4. PacCoast and WZ All-Star selection P&P
5. Job description update
6. Suit Exchange set up at QSS Feb 15-16 - will bring PC canopy
7. Follow up with Carlene on FastSwims Outreach Reg
8. Website review - everyone review Resource tab for next meeting

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

<https://us06web.zoom.us/j/83793444354?pwd=JPfukjEL4KZnsdnhhtvia2wb2714v.1>

Meeting ID: 837 9344 4354

Passcode: 405788

February 13, 2025 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], Kyler Van Swol []

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities: .

1. Working on Camp Handbook updates for Distance Camp
2. PC needs a Camps Committee & Chair

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. OPTC Camp - Flu, seclusion, hospital, pharmacies, and more flu. I have coughed about 2000X since our last meeting. Jay also has the flu, but isn't showing up as positive on a test yet.
2. Worked on the LSC Competition Coordinator job posting for (mean fake) Veronica.
3. January Month End Meeting to review the closing.
4. USA Swimming has decided that we were not served, and still need to discuss with Rachel Olson.
5. Leadership Call Format is changing - will have an LSC Spotlight after the USA Swimming Updates. Today's focus was on IN Swimming and how Indiana set goals to increase their athlete's performances in the early 2000's.
6. Payroll is due today.
7. Cleared AR, made bank deposits and sent out the weekly meet invoices.

Report of Action Items Prior:

Current/Short Term Goals: BagTag orders for SC AGC and SC FW.

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1. Best practices for registrars for Outreach Memberships and how to verify being developed
2. New reporting groups to test how to get records reports, will add Diana to group
3. Only way to verify times for AGC and FW will be to use USAS OME

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*):

Report of Recent Activities: Posted new articles, Posted new meets sheets, Fulfilled officials' apparel orders, Website project to be ADA-compliant is completed and they are going to take one last check, Processed Winter Travel Support, Updated Class of 2025 College Commitments, Mary received QSS Senior Meet medals and team banners, Updated Top Times and Records twice, Ordered Spring FW HP awards, Transferred all January results into Dropbox, Trained with Mary on processing Travel Support Forms for Payment

Report of Action Items Prior:

Current/Short Term Goals: Add new Athlete Reps to Master Sheet, GroupMe and mail out shirts,

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: Meets sanctioned through 25-037. Meets current in OTS through 25-035. MEFAP Entry Processing. Time Verification - QSS Senior Open Championship. Age Group Meeting 2-5. 2025-26 Meet Bid Package distributed. First round bids due Friday 2/14. OAPB confirmed the facility for 6/28-29 Senior Open LCM. Fastswims project - played around on test-site and identified a couple of issues to iron out.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. First Round Bid awards.

Medium/Long Term Goals: Meet hosts needed for 2024-25 (Senior 2, Post-NCS).

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Stars

2025: Invoiced for the Saturday night banquet, working on payment without a \$25 “convenience Fee”.

2026: I would like to proceed with the Pacifica Pool. Can I sign the contract and submit it for Pacifica? I would only be requesting Saturday and Sunday use of the facility.

Also, swimmers have been dropped off at the pool facility, on the first day of the meet—so it looks like a bus is only needed to transport between the pool and the hotel for the 2 days.

ZAM 2025

Sending out information to the teams. I still have additional forms to send (that will be used at a later time).

Second deposit for the ZAM hotel is due 2/17/2025 (\$11,812.41).

United Coach Tours will be doing our transportation for the meet. 25% deposit paid, balance is due 2 weeks before the event.

Our refund check has been mailed from Amador Bus lines (from our blizzard ZAM meet).

WZAG 2025

Requesting quotes for busing for the meet. One quote I received was for \$4350 per day (2 buses). I will verify that amount, as it seems excessive for shuttle service on the days of the meet. I have received several quotes so far, and am waiting for additional quotes. The range is \$15,000-\$37,000.

Medium/Long Term Goals: Working on ZAM 2025 and Pac All Stars 2026 and budget

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary Ruddell, Staff Treasurer (*Liaison to Finance, Investment, Budget*)

Report of Recent Activities:

1. Audit Reports and Informational Returns were shared with BOD yesterday. The Auditor will present the documents at the February BOD meeting.
2. Continuing work on the 25-26 annual budget. Committee chairs will receive planning spreadsheets this week.
3. Had an initial training with Diana regarding processing Travel Support Payments. (accrual to payment)
4. I may have a lead on someone who may be interested in the Treasurer job.
5. The Finance Committee will be presenting the following motions for the BOD meeting.
 - a. Approval of the Audited Financial Statements and Informational returns

- b. Increase Premium and Individual Membership fees by \$1
- c. Not sure where this goes but add to R&R or P&P or Code of Conduct. But a motion that addresses Individuals who engage in fraud, theft or embezzlement is ineligible to hold a LSC or Zone board position that involves financial responsibilities. This includes, but is not limited to, LSC or Zone Chair, Financial Vice Chair, Treasurer, Meet Director, Camp Coordinator, and any fundraising activity.

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Schedule a date to clean up storage (old docs, electronic waste etc.)

Medium/Long Term Goals:

- 1. Clean up Dropbox - organize and delete old files.
- 2. Download and document knowledge for transition.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- 1. Fitter & Faster Online ended up with 10 athletes, but the presentation was really well done
 - a. Have the recording and slides and may ask presenter to come again for summit and skip the in-water portion
- 2. DDEI camp - Sent amount to SNS and they have verified, requesting payment through Zelle
 - a. Need to send Mary a request form
- 3. Feb Board meeting - I'm out of town. P&P, R&R, Motions Log, Minutes doc are ready, and draft of agenda started.
- 4. PacCoast and WZ All-Star selection P&P sent to Jim for input
- 5. Job description updated - still need action from Pers Comm
- 6. Suit Exchange set up at QSS Feb 15-16 - will bring PC canopy, suits from Steph and some fliers
- 7. Website review - checklist shared
- 8. Z1S ZAM Team prep

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

WEBSITE UPDATE NOTES:

LEHLA:

https://docs.google.com/document/d/1VfeYJDCIPPXaK96z3iJsF8aINifRL_X1v6CvS8xDU3E/edit?tab=.0

VERÓNICA:

CINDY: FAQ 12, 15, 16, 17 are out of date, USA Swimming Links - Leadership & Camps doesn't seem to match to anything relevant, Club Recognition link also doesn't seem to link to relevant material. ABOUT Information needs updating. Can the main topic page be in the same order as the red drop down?

DIANA:

LAURIE:

KAREN:

How to enter a meet is too wordy, and doesn't talk about entering best times. Old USA # code on application template

Mental Health Resources—Anxiety in Swimming Video, What is Anxiety (links don't work); when were the other links done? Are there USA Swimming links that we can attach here

Join Pac Swim—omit "To become a non-athlete member before September, 1, 2024, please contact *Laurie Benton*. Any questions, call (925) 822-7913. "--

Include links to background check and APT courses on this page?

Under Athlete Registration, there is an incorrect date: *Pacific offers both year-round and individual season athlete memberships. If you register as a year-round member, your registration is valid from September 1, 2024, through December 31, 2023*

MARY:

ANNIE: <https://www.pacswim.org/resources/about-pac-swim/Olympians> - Add 2024 names?

<https://www.pacswim.org/resources/join-pac-swim> - Under Athlete Registration date typo: December 31, 2023 should read December 31, 2025; Under Non-Athlete Registration - do we need to also include the CANRA course requirement for non-athlete members in CA?

<https://www.pacswim.org/resources/enter-meet>

Is this true? Kids enter events they don't have LCM times in as NT, even if they have a SCY "A" time all the time...

*Pacific's Rules and Regulations do not require time conversions when using a time achieved in one course to enter a meet in another course, but they do specifically require that when you have achieved a specific class level (for example, B or A) in an event in one course, you are considered to be qualified at that same level in all courses. Accordingly, you must always enter a time which **maintains the class for which you've qualified in an event.***

*For example, if you've achieved an A time in an event at a short course meet but have never swum the event or have never achieved at this level in the event at a long course meet, you **must** enter at least a minimum long course A time when you enter this event in a long course meet.*

<https://www.pacswim.org/resources/publicize-a-meet> - does this need a reminder about Safe Sport guidelines (background checks or approval on anyone coming out to a meet to take photos, etc...)

<https://www.pacswim.org/resources/faq> - The Age Group portion is outdated, we have been using USA-S motivational standards (with the exception of 8 & Unders) for years now. The Senior portion is currently accurate but will be amended as of September 1, 2025 (Senior meets limited to 13 & Over ONLY). Add Futures to the Senior Time Standards list?

- **C/B/A+:** Age group swimming is where virtually all swimmers begin, and the B and A standards are the basic developmental and meet entry time standards used in Pacific's age group program. B is

the entry level standard (a C time is any time slower than the B time standard), and an A time is everyone's first big goal. (Note: Pacific's B and A time standards are **not the same as the B and A National Age Group motivational time standards which are published by USA Swimming**. The abbreviations PC-B and PC-A are used for Pacific's B and A standards.)

- **Senior Open:** The entry-level standard. To relate this standard to Pacific's age-group standards, Senior Open times are generally comparable to the 13-14 PC-A time standards. Any swimmer 13 years of age and older is eligible to compete in a Senior Open competition without meeting Senior Open standards. Swimmers 12 and under must meet the listed Senior Open standards to compete.
- **Senior 2 (SR-II) & Senior Circuit:** Each level moves up a notch in terms of difficulty. As a point of reference, the Senior Circuit standards - the fastest of Pacific's Senior time standards - roughly approximate the Far Western meet standard for the 13-14 and 15-16 girls and the 15-16 boys age-groups.

For Senior 2 competition, swimmers 13 & O are eligible to compete if their best time is at or near the Senior 2 standard. Coach verification will suffice for eligibility. Swimmers 12 & U must have achieved the Senior standard to compete.

For Senior Circuit competitions, all swimmers must have met the listed time standards to compete.
