



## PC STAFF MEETING MINUTES/ REPORTS

November 2, 2023  
Virtual Meeting 10:00 am

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

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

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:** Complete LEAP items highlighted in yellow by October 31.

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

**Additional Notes or Comments:** High Performance Consultant - request from committees

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

**Report of Recent Activities:**

1. Month end closing is a little more demanding in October due to the increase in financial activities, but we did have our month end review with the CCA accountant - still have a few more items to complete.
2. Finalized the Bag Tag order for AGC and Pac Coast All-Stars (currently getting rerouted to me due to shipper error).
- 3.
4. Invoiced meets through November 12, 2023 and set up emails and invoices for the coming weekend.
5. Submitted LEAP November 3, it was accepted and is good through 2025. We have also had our bylaws approved, there's just a final submission of a fee schedule that should be sent in by the end of the week.
6. Continue to check in with Karen on the OPTC travel arrangements and the upcoming travel events like Pac All Stars and ZAM. Also just found out Friday we have a spot at OPTC if we want it,
7. WorkMet with the Personnel Committee regarding staff reviews. Provided some historical analysis for them to review.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Staff Reviews,

**Medium/Long Term Goals:**

**Additional Notes or Comments:** What needs to go into an email to clubs?

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

**Report of Recent Activities:**

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

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled all Officials Clinic apparel orders, Update All-Star TM database with September meets going forward, Updated Meet Sheet Archive for October, Posted and updated athletes that have signed their NLI's, Updated Officials Assignments, Created fillable PDF for WZ Camp Application, Trying without much success to get some kind of Top Times report together for the website, Posted many, many last minute documents for BOD, Attended BOD, Ordered Spring and Summer FW medals

**Report of Action Items Prior:**

**Current/Short Term Goals:**, Build 2024 Travel Support Forms, Book PH Senior Center for next October

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Start thinking about next year's clinic, awards banquet, summit

**Additional Notes or Comments:** Need last name/number updates for Records spreadsheet from Laurie

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 23-162 + 24-001. Spring Sectionals (TCA) to be sanctioned this morning. Meets current in OTS through 23-160. MEFAP Entry Processing.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Begin creating framework for 24-25 schedule. Time Verification for Winter AG Champs and SCSC Senior 2 on deck.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host.

**Additional Notes or Comments:** Starting to receive 2024 Meet Sheets, most clubs not yet paid PC portion for 2024.

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

**PAC ALL-STAR:**

Applications: 77 athletes, 7 coaches, and 6 chaperones. The applications for coaches are scheduled to close on Friday, and I have set up a Zoom meeting. Emails were sent to invitees, and I have heard back from 3 of those invited. Vendor for tshirt and sweatshirt screening was contacted, and we will have a tight window to get sizes to the vendor for screening prior to the holidays. Caps for the event have been received, and the customized standup pouches from Sticker mule also received. Flights have been paid.

Monday there was a meeting with the meet director and the other attendees. No meet sheet yet, as they are still working on finalizing the contract and working out the details. A banquet has been arranged at the hotel, and will cost approximately \$60/person, with all groups attending. There will be a guest speaker, probably an Olympic Swimmer at the banquet.

**OPTC 2024:**

Flights were reserved for travel, and the deposit paid. The outgoing flights selected were no longer available, and we have the opportunity to change the outgoing flight I selected this week if needed,

**ZAM 2024:**

Applications, Paper and on-line version have been updated and were sent to all Zones.

Sweatshirt vendor was contacted, and sweatshirts will be mailed to each zone for distribution prior to the meet.

All busing is arranged. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time.

**TO DO:** order stickers. Select coaching staff for Pac All-Star meet, work on Hy-Tech for applicants of Pac All-Stars. Need to do self-evaluation.

**Medium/Long Term Goals:** Looking forward to Pac All-Star meet!

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. CalSavers - no staff member
2. Step one of the audit is complete. We have our Audit entrance conference next week.
3. Clubs that have completed their USAS club membership have been invoiced for their Pacific Club membership dues. As of November 15 22 of the 40 registered clubs have paid their invoice.
4. Month end tasks for October have been completed
5. Received an approved extension for 990 filings from the IRS.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Continue Audit work, 1099 and W2s spreadsheets for January filings,

**Medium/Long Term Goals:** Update Finance Policies and Procedures with Debbi.

**Additional Notes or Comments:**

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- DDEI Basket Giveaway
- Personnel Committee - Did everyone get an email from Kyler
- Age Group Agenda items: 2024-2025 meet schedule
- Governance - P&P Sections
- Athlete Committee Code of Conduct -
- WZ DEI Camp - Applications posted
- Secretary - Gracie has not attended any meetings. Plan to send email and start looking for new Secretary for '24-'25

**Medium/Long Term Goals:**

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:** Who needs to discuss HOD weekend? Athletes - one day or 2, Coach's Clinic?, Awards banquet ask coaches, Sr and AG, HOD in person only if providing coach and club education, HOD time can move



## PC STAFF MEETING MINUTES/ REPORTS

November 30, 2023  
Virtual Meeting 10:00 am

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

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

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:**

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

**Additional Notes or Comments:** High Performance Consultant - request from committees.

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

**Report of Recent Activities:**

1. Preparing for month end, everything is finally complete for October.
2. Met with Mary, Auditor and CCA to review the information provided for 22-23. Received selection email and have been working with Mary to put together the required selection information.
3. Reviewed AR, sent late notices to clubs that haven't paid and have late meets. Still waiting on the MSR for VJO from the weekend before Thanksgiving.
4. Requested COI for Z1S meet for next weekend, still waiting for information back from them.
5. Set up reminder emails for meets through the end of the year for meets coming up.
6. Attended Athlete Exec Committee meeting to discuss code of conduct and upcoming events.
7. Attended Athlete Committee meeting and there was not a clear conclusion on whether to hold a two day or one day summit, a survey is being used to gather more information.
8. Attended Finance Committee meeting.
9. Submitted the fee schedule to Jane Grosser for USA Swimming Fees by LSC report they are creating.
10. Updated and opened the Coach Application for the OPTC camp.
11. Completed Self Assessment.

12. Met with the Personnel Committee regarding assessments and increases for staff. Provided a schedule of projections for 2024 increases compared to the budgeted increases for the committee to review.
13. Helping Mary review the AGC entries to get the revised psych sheets out for the meet.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Staff Reviews, Audit Selections, Update Survey for AGC Meet this weekend.

**Medium/Long Term Goals:** Planning for next fall's event

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

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

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Officials' 23-24 Assignments, Posted new articles, Fulfilled all Officials apparel orders, Update All-Star TM database with October meets, Updated Meet Sheet Archive for October, Posted athletes that have signed their NLIs, Trying without much success to get some kind of Top Times report together for the website, Received and passed off Winter AGC medals to CROW, Finished and sent off Pacific Swimming Records Update to USA Swimming/SWIMS, Built 2024 TYR Pro Travel Support form, Added athletes to Master Sheet and website and sent out shirts,

**Report of Action Items Prior:**

**Current/Short Term Goals:**, Build 2024 Travel Support Forms, Book PH Senior Center for next October

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Start thinking about next year's clinic, awards banquet, summit

### **Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 23-163 + 24-005. Spring Sectionals (TCA) sanctioned.. Meets current in OTS through 23-160. MEFAP Entry Processing. Time Verification for Winter AG Champs. Senior Committee Meeting. Begun working on draft of 2024-25 schedule. Waiting for Senior/AG feedback on desired changes.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Begin creating framework for 24-25 schedule. Time Verification for SCSC Senior 2 on deck.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host.

### **Additional Notes or Comments:**

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**Karen Bair, Admin Asst:**

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

**PAC ALL-STAR:** 93 athlete applicants, several of whom are not in our LSC. The coaches for the meet were selected and notified, and all have responded. The coaches are working on getting their credentials updated for the 2024 season. Athlete applications are due by the end of trials of Winter Champs, and the meeting on December 5<sup>th</sup> for athlete selection. Athletes have been added to Team Manager. Templates for emails and travel information have been set up, and just need to finalize the team and send top times of applicants to coaches. Template for entries was updated for the events. The tshirt/sweatshirt vendor was contacted, and we will have a tight window to get sizes to the vendor for screening prior to the holidays. When we get the sizes finalized, the vendor will determine the exact cost. Shirts will have the design on the back, with the wording "Pacific All-Star Athlete 2024" on the front. Caps for the event have been received, as well as the customized stand up pouches from Sticker mule. Glitter stickers were ordered. Flights have been paid.

Still no meet sheet yet, as they are still working on finalizing the contract and working out the details.

**OPTC 2024:** Flights were reserved for travel, and the deposit paid.

**ZAM 2024:** Applications, Paper and on-line version have been updated and were sent to all Zones. I still haven't received contact information (mailing addresses) for each Zone—I will reach out to them again. Applications, Paper and on-line version have been updated and were sent to all Zones. Sweatshirt vendor was contacted, and sweatshirts will be mailed to each zone for distribution prior to the meet.

All busing is arranged. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time.

**TO DO:** Athlete Selection next week, and notify all the athletes.

**Medium/Long Term Goals:** Looking forward to Pac All-Star meet!

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Met with the auditor. 50 selections made.
2. We have two clubs not in good standing due to unpaid Club Membership fees.
- 3.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Continue Audit work, 1099 and W2s spreadsheets for January filings,

**Medium/Long Term Goals:** Update Finance Policies and Procedures with Debbi.

**Additional Notes or Comments:**

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- DDEI Basket Giveaway this weekend, Space reserved and form sent in for the facility.
- Personnel Committee - Review interviews happen next week. Items on agenda for Jan: Succession planning, study of salary equivalency
- Age Group - Agenda items: 2024-2025 meet schedule, Awards Banquet
- Senior Comm - Invite Mary to next meeting
- Governance - P&P Sections - Annie: Scheduling & Meet Awards, Debbi/Mary: Budget
- Athlete Committee - Code of Conduct and Bullying Policy
- WZ DEI Camp - Applications posted
- Secretary - Gracie has not attended any meetings. Plan to send email and start looking for new Secretary for '24-'25

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:** Find out more about hosting a swim clinic, ages, sessions, on-land talk, Outreach reg option

**Additional Notes or Comments:**

**Discussion Items:**





## PC STAFF MEETING MINUTES/ REPORTS

December 11, 2023  
Virtual Meeting 10:00 am

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

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

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:**

1. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
  - a. Statistics/data for use - are we serving the population with the current meets offered etc.
  - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
  - c.
2. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

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

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and [https://www.hartnell.edu/academics-affairs/academics/cte/internship\\_guide\\_mini.pdf](https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf)
2. Staff succession management... hiring/onboarding, on the job training etc.

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Completed the November Month End. Worked with Mary on Selections backup material and documentation of requests.

2. Met with Mary and CCA accountant (Maria Lyan) to review the November close and go over the Selections requested by Cropper Accountancy (Auditor). Upon review, selections have now been submitted to the Auditor.
3. Submitted contract for Saturday for PHRC - need to determine what is on the agenda for Sunday of the October 2024 weekend.
4. Invoiced the swim meets of last weekend. Only three swim meets this weekend.
5. Met with the Personnel Committee to review assessment.
6. Have started some of the year end closing/converting of files.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Year End Communications (clubs that haven't yet renewed etc),

**Medium/Long Term Goals:** Planning for next fall's event

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

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

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Officials' 23-24 Assignments, Posted new articles, Fulfilled all Officials apparel orders, Updated All-Star TM database with all meet results up to and including AGC and out-of-LSC meets, Updated Meet Sheet Archive for November, Updated listing of athletes that have signed that have committed to swimming in college next year, Still hoping to get some kind of Top Times report together for the website, Added athletes to Master Sheet and website and sent out shirts,

**Report of Action Items Prior:**

**Current/Short Term Goals:** Build 2024 Travel Support Forms

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Start booking vendors for next year’s clinic, awards banquet, summit

**Additional Notes or Comments:** Athlete Summit on Sunday only?

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 23-164 + 24-012. Meets current in OTS through 24-009. MEFAP Entry Processing. Time Verification for SCSC Senior 2. First draft of 24-25 Schedule. Submitted to AG/Senior Chairs and Officials Chair to tidy up a few questions. Will be ready for approval in January. Working with PLS on FW Meet Sheet. To be sanctioned prior to Holiday Office Closure.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Still working on P & P for Scheduling, Meet Awards, Awards Banquet Committees (sorry Vern!). Will be completed prior to Holiday Office Closure.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

**Additional Notes or Comments:**

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**PAC ALL-STAR:** The 2024 team is finalized! The coaches have created their line-ups for the meet. The alternates were notified, as well as all the applicants who were not selected. Chaperones have been selected, and those not selected were notified. One coach is missing credentials for 2024, as well as several athletes.e for entries was updated for the events. Tshirt/sweatshirt vendor was contacted, and the apparel has been ordered.

Still no meet sheet yet, as they are still working on finalizing the contract and working out the details.

**OPTC 2024:** Flights were paid for on 12/13 (they have gone up \$5,000—but we pay the contracted amount, not the new cost)..

**ZAM 2024:** Applications, Paper and on-line version have been updated and were sent to all Zones. I still haven’t received contact information (mailing addresses) for each Zone—I will reach out to them again. Applications, Paper and on-line version have been updated and were sent to all Zones. Sweatshirt vendor was contacted, and sweatshirts will be mailed to each zone for distribution prior to the meet.

All busing is arranged. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time.

**TO DO:** Update Team Manager with 2024 Pac All Star Team

**Medium/Long Term Goals:** Looking forward to Pac All-Star meet!

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Met with the auditor. 50 selections made.
2. We have two clubs not in good standing due to unpaid Club Membership fees.
- 3.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Continue Audit work, 1099 and W2s spreadsheets for January filings,

**Medium/Long Term Goals:** Update Finance Policies and Procedures with Debbi.

**Additional Notes or Comments:**

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- DDEI Basket Giveaway - Over \$600 in 3 sessions. Seems to be a demand for smart goggles so we could do this again.
- Personnel Committee - Reviews done. Things to work on: Succession planning, formalizing cross training, updating job descriptions/shifting rolls, budgeting for pay increases and comparing rates across industries
- Age Group - Agenda items: 2024-2025 meet schedule, Awards Banquet
- Senior Comm - Invite Mary to next meeting
- Governance - P&P Sections - Annie: Scheduling & Meet Awards, Debbi/Mary: Budget, Vern:Travel Policy
- Athlete Committee - Code of Conduct and Bullying Policy
- WZ DEI Camp - Applications posted
- ZAM - Should we have a meeting w/the zones on what they need to do
- Fitter & Faster - Pleasant Hill pool 6 lanes, College Park High 10 lanes
- Safe Sport Recognition reduced club registration and possibility of requiring meet hosts to be SS recognized

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:** Find out more about hosting a swim clinic, ages, sessions, on-land talk, Outreach reg option

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

January 4, 2023

Virtual Meeting 10:00 am

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

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

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:**

1. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
  - a. Statistics/data for use - are we serving the population with the current meets offered etc.
  - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
  - c.
2. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

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

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and [https://www.hartnell.edu/academics-affairs/academics/cte/internship\\_guide\\_mini.pdf](https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf)
2. Staff succession management... hiring/onboarding, on the job training etc.

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Working on December Month End Closing, we meet with the accountant Tuesday.
2. Working on the OPTC camp. Athletes were selected, Todd reviewed and we discussed. I have at least 6 repeat athletes from last year. We are picking an alternate as one female athlete dropped out yesterday, I have sent a notice to the parent as of this morning. Ordered backpacks, I got 24 at a

huge discount, will be ordering all the other items and updating the travel information/itinerary as soon as closing is completed.

3. Assisted Karen with the Pac All Star Entries, mostly helping to remotely install Team Manager and patch in a license file.
4. I did not receive any grant requests, so I am going to do a final push for that today with an email to clubs. Also waiting for Piccardo to let me know if there's any grant applications that he has received.
5. Updated payroll change for the new year.
6. Completing the Have started some of the year end closing/converting of files.

**Report of Action Items Prior:**

**Current/Short Term Goals:** OPTC Camp, ZAM

**Medium/Long Term Goals:** Planning for next fall's event,

**Additional Notes or Comments:** Should there be a cap for the number of times you can attend OPTC camp?

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

**Report of Recent Activities:**

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

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Officials' 23-24 Assignments, Posted new articles, Fulfilled Officials apparel order, Updated All-Star TM database with all meet results through the Holiday break, Gave copies of TM to Zones 1S and 3 for ZAM team selection, Updated Meet Sheet Archive for December, Built the Meet Sheet Archive for 2024, Updated listing of athletes that have signed that have committed to swimming in college next year, Still hoping to get some kind of Top Times report together for the website, Built invoices for selected OPTC participants, Changing website items over to 2024

**Report of Action Items Prior:**

**Current/Short Term Goals:** Build 2024 Travel Support Forms, Book Hyatt House for October, Book caterer for October

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Start booking vendors for next year’s clinic, awards banquet, summit

**Additional Notes or Comments:** Travel Support for Spring Cup (AZ) or Summer Championships (Irvine)?

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-020. Meets current in OTS through 24-018. MEFAP Entry Processing. Far Westerns final draft should be ready to sanction today/tomorrow. 24-25 Schedule ready for Scheduling Committee/BOD approval pending Winter Sectional Dates to be announced 1/11. P & P Scheduling, Meet Awards, Awards Banquet Committees submitted to Veronica prior to holiday closure.

**Current/Short Term Goals:** Spring FW Sanction. 24-25 Schedule approval. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

**Additional Notes or Comments:**

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**PAC ALL-STAR:** The 2024 team is ready to compete! Tshirts and sweatshirts will be delivered today, we are meeting at the airport on Saturday, 6am. Busing has been confirmed, and I am ordering food for lunch for Saturday and burritos for Sunday’s breakfast. Pizza at the pool after the meet. This year, no alternates were called to swim.

**OPTC 2024:** The team has been selected, and we will submit names to SW as soon as the team is finalized.

**ZAM 2024:** Set up a meeting for next week for all Zones. So far, only Vern has responded, and I need to send out another email reminder. The purpose of the meeting is to set deadlines, get addresses for gear to be delivered, and logistics. All busing is arranged. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time.

**TO DO:** Watch some fast swimming at the Pac All-Star meet, Finalize details on ZAM.

**Medium/Long Term Goals:** Set up flights for WZAG, reserve busing.

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Submitted all selections for Audit prior to the break.
2. Waiting for draft financial reports from the auditor for review.
3. I have been working on invoicing clubs for 2024 LSC club membership fees. So far 94 Clubs have registered with USAS. Of those 13 Clubs (some are seasonal) have not registered with USAS, 16 have recently been invoiced and 6 are past due.
4. Working on Month End tasks in preparation for meeting with the accountant next week.
5. Expecting to receive numerous travel support requests for the 3 meets held in December.

**Report of Action Items Prior:**

**Current/Short Term Goals:** File tax and audit extension with USAS; prepare 1099 reports; prepare reports for 24-25 Budget to distribute in February.

**Medium/Long Term Goals:** Update Finance Policies and Procedures with Debbi.

**Additional Notes or Comments:**

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- DDEI Basket Giveaway - Over \$600 in 3 sessions. Seems to be a demand for smart goggles so we could do this again.
- Personnel Committee - Reviews done. Things to work on: Succession planning, formalizing cross training, updating job descriptions/shifting rolls, budgeting for pay increases and comparing rates across industries
- Age Group - Agenda items: 2024-2025 meet schedule, Awards Banquet
- Senior Comm - Invite Mary to next meeting
- Governance - P&P Sections - Annie: Scheduling & Meet Awards, Debbi/Mary: Budget, Vern: Travel Policy
- Athlete Committee - Code of Conduct and Bullying Policy
- WZ DEI Camp - Applications posted
- ZAM - Should we have a meeting w/the zones on what they need to do
- Fitter & Faster - Pleasant Hill pool 6 lanes, College Park High 10 lanes
- Safe Sport Recognition reduced club registration and possibility of requiring meet hosts to be SS recognized

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:** Find out more about hosting a swim clinic, ages, sessions, on-land talk, Outreach reg option

**Additional Notes or Comments:**

**Discussion Items:**





## PC STAFF MEETING MINUTES/ REPORTS

February 1, 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 [X]

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:**

1. Communication to LSC Membership - emails sent to membership - push PC content already created and posted to website and social.
  - a. Work on getting this re-started from previous plan.
2. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
  - a. Statistics/data for use - are we serving the population with the current meets offered etc.
  - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
3. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

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

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and [https://www.hartnell.edu/academics-affairs/academics/cte/internship\\_guide\\_mini.pdf](https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf)
2. Staff succession management... hiring/onboarding, on the job training etc.

**Additional Notes or Comments:**

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

1. Worked on some WZ DEI reservations and camp items with Veronica - MOU for payments and rental vans for the group.
2. Scheduled Investment Committee Calls and Grant Review calls with Mike Piccardo.
3. AEC and Athlete Committee Calls these past weeks - working on getting the Summit Planning going again and the Amerie Nordberg Scholarship updated by athletes.
4. Quarterly Tax Return Filed last week and payment made.
5. Worked with Karen on counts for Bag Tag Order - ZAM, FW, & AGC.
6. Had an OPTC Zoom Meeting last week with Coaches to help prepare for camp next week.
7. Have been working with Jennifer Thomas on OPTC details. Schedule has been completed, housing completed, and I just need to receive equipment (slated for tomorrow). Adding a side trip to a new museum in downtown Colorado Springs.
8. Fitter Faster call to go over more details on Fall Clinic with Ath Reps and LSC Clinic.
9. Reviewed the Grants with Mary Ruddell to determine missing documents or other issues.
10. Sent out email regarding LSC Bid Packages.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Month End Closing, OPTC Camp

**Medium/Long Term Goals:** Planning for next fall's event, Olympic Trials DEI WZ Camp (PC portion)

**Additional Notes or Comments:** Should we do a camp with Fitter Faster for our B swimmers? We discussed this and they noted the group should be smaller like 32 people in a 10 lane pool per session. Do we need an email for Amerie Nordberg Scholarship?

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

**Report of Recent Activities:**

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

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Bylaws and Policies and Procedures on website according to meeting minutes, Posted new articles,

Fulfilled Officials apparel orders, Updated listing of athletes that have signed that have committed to swimming in college next year, Added new athletes to committee and website, Ordered high point awards for both Spring AGC and Spring FW, Ribbons ordered for Spring AGC, Researched pool rentals for Fitter Faster swim clinics in October, Built travel forms for the remaining 2024 meets, Still hoping to get some kind of Top Times report together for the website, ZAM trophy has been updated for 2024

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Start booking vendors for next year’s clinic, awards banquet, summit

**Additional Notes or Comments:** Minutes from EXEC meeting for Policies & Procedures?

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-030. All meets currently loaded into OTS MEFAP Entry Processing. Spring Age Group Champs in process. Bidding process now open for 24-25 Meet Awards. Age Group Committee meeting. Discussion around bonus events for Spring AGC, Brainstorming ideas to get smart goggles distributed, all-star meet selection processes.

**Current/Short Term Goals:** Spring AG Champs. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. First Round Bid Process closes 2/16. Time Verification coming up for MAC Senior T/F.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

**Additional Notes or Comments:** Question on implementation of opening Age Group Champs/Far Westerns to athletes with a disability and what needs to be spelled out in the meet sheet. Who has access to maintain Zone pages on the PC site?

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**PAC ALL-STAR:** Still waiting on the invoice for the Saturday night banquet. I have the estimate, but not an invoice.

**OPTC 2024:** Names of athletes and coaches have been uploaded to the SouthWest site.

**ZAM 2024:** Zones have been reminded of deadlines. Caps were ordered, and will be sent to Kelly Schott. Busing checks have been done (Amador for Z4 paid, and Kings for all other zones is in process). Sweatshirt sizes are due early next week, and a quote for sweatshirts received (they have gone up since last year). Bag

tag templates and arework have been sent for ZAM, Spring Age Group Championships and Spring Far Westerns, and am waiting to approve templates. Rooming lists are due mid month for ZAM, as well as dietary restrictions.

**TO DO:** Working on budgets for the upcoming year. Working on applications for WZAG. I will also work on a post-meet questionnaire for WZAG.

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Submitted review of draft 990/Form 199 to auditor with minor edits.
2. Club Memberships: 100 Clubs/organizations have registered with USAS. Of those 95 have paid the LSC Membership fee, 4 have outstanding invoices (CAL, UNEV, TAHO, and PCM) Three clubs have not registered with USAS. (CSC, MLST (seasonal), and PVP). Removed SSSM, TFA, DVA, MCAT and PCCA from the list of clubs.
3. More travel support requests are expected. Upcoming deadlines are: Jr Nationals is February 9th and Sectionals February 17th.
4. Prepared Quad budget templates for estimated committee budgets to email next week.
5. Started month end work.
6. Reviewed all Investment Grants with Cindy Rowland to determine issues and missing documents.
7. Attended Fitter Faster Zoom call to determine amounts to budget for Athlete summit.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Email Audit and informational returns to BOD for review on 2/13/24

**Medium/Long Term Goals:** Update Finance Policies and Procedures with Debbi.

**Additional Notes or Comments:**

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Age Group - Approved ZAM color rotation
- Governance - P&P Sections - Mike: Investment Comm, Vern: Travel Policy
- Parallel Time Standards - Sr meets
- Athlete Committee - Nordberg Scholarship, Code of Conduct and Bullying Policy, Safe Sport Training
- WZ DEI Camp - Waiting to hear back from WZ board members
- CIF Rules - ZAM kids being attached or unattached

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

January 18, 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]

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:**

1. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
  - a. Statistics/data for use - are we serving the population with the current meets offered etc.
  - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
  - c.
2. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

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

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and [https://www.hartnell.edu/academics-affairs/academics/cte/internship\\_guide\\_mini.pdf](https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf)
2. Staff succession management... hiring/onboarding, on the job training etc.

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Finalized December, met with accountant and FC to review reports.
2. OPTC roster submitted to OPTC. Coaches confirmed. Will finalize shirt order tomorrow (final graphic) and backpacks are going to the embroiderer tomorrow morning. I sent out Travel Information to the

athletes and parents.. Working on the OPTC Camp flight list and trying to get a Zoom meeting scheduled for the Coaches.

3. Working with Veronica on WZ DEI Camp and Summit Contract and MOU.
4. There are about 25 grant requests that came through in the last few weeks, with a total of \$75K requested. The Executive Committee approved extending the amount for grants to \$75K last night.
5. Meets are happening again and last weekend's meets were emailed out yesterday.
6. ¼ zip Pullovers for Z1N were given out last weekend at the SSF meet, Z3 pullovers are going to be distributed at Z3 Champs this weekend. Z1S needs to go out to someone - is Mike Davis at that meet?

**Report of Action Items Prior:**

**Current/Short Term Goals:** OPTC Camp, ZAM

**Medium/Long Term Goals:** Planning for next fall's event,

**Additional Notes or Comments:** Should there be a cap for the number of times you can attend OPTC camp? Should we do a camp with Fitter Faster for our B swimmers?

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

**Report of Recent Activities:**

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

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed.

Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Officials' 23-24 Assignments, Posted new articles, Fulfilled Officials apparel order, Posted items for EXEC meeting, Attended Officials Committee Meeting, Updated listing of athletes that have signed that have committed to swimming in college next year, Still hoping to get some kind of Top Times report together for the website, Booked Hyatt House and caterer for October events (details to be finalized), Received credit for Winter AGC medal shipping

**Report of Action Items Prior:**

**Current/Short Term Goals:** Order Spring AGC ribbons and HP awards and Spring FW HP awards and, Build 2024 Travel Support Forms, Work on pool for Fitter/Faster Clinic, Incorporate 2023 motions into governing documents

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Start booking vendors for next year’s clinic, awards banquet, summit

**Additional Notes or Comments:** Travel Support for Spring Cup (AZ) or Summer Championships (Irvine)?

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-027. Meets current in OTS through 24-025. MEFAP Entry Processing. Far Westerns Sanctioned. Spring Age Group Champs in process. 24-25 Schedule approved by the Scheduling Committee and submitted to the Executive Committee for formal approval. Senior Committee meeting. Primary discussion around Senior Meet Schedule 24-25 and potential scheduling needs moving forward.

**Current/Short Term Goals:** Spring AG Champs. 24-25 Bidding Open. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

**Additional Notes or Comments:**

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**PAC ALL-STAR:** The 2024 Pac All-Star Team did great—lots of good fast swims and great memories, and for the 2nd year in a row, the Pac All-Star team won!. Transportation was great, the meet venue was an indoor facility, and our team managed to be outside, to get the fresh air. Lots of hotel issues, as there was a major flood the night before—lots of switching of rooms, as many were uninhabitable. Evening flight was delayed, due to airplane problems. The highlight of the trip was going to a park with the athletes. Shared results with Cindy and Diana. The meet host shared a link to results, and that was shared with the families. Still waiting on the invoice for the Saturday night banquet.

**OPTC 2024:** Names of athletes and coaches have been uploaded to the SouthWest site.

**ZAM 2024:** We had a ZAM zoom meeting, reminding all zones of deadlines. I still need an address for Z3 gear. Caps and bag tags will be sent to Z4, Kelly Schott. Sent out rooming templates to all zones, early release forms, the forms for the 8/U sign in and out forms.and busing schedule.. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time. Check requests for busing were submitted (final payment for Z4, deposit for the 4 buses for Z1N, Z1S, Z2 and Z3).



**TO DO:** ZAM items to order: Bag tags and caps.

**Medium/Long Term Goals:** Set up flights for WZAG, reserve busing.

**Additional Notes or Comments:** The coaches and several swimmers would like the Pac All Star Meet to be a 2 night event.

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Submitted review of draft financial reports to the auditor.
2. Submitted request for an extension to file Audited Financial Statements ending August 31, 2023 and 990 to USAS. Extension granted.
3. Club Memberships: 96 Clubs/organizations have registered with USAS. Of those 90 have paid the LSC Membership fee, 6 have outstanding invoices (LO, UNEV, REAL, TAHO, PCM and CAL) Eleven clubs have not registered with USAS. (CSC, SBA, GSMY, SSSM, MLST (seasonal), PVP, MCAT, PCCA, KYSC, TFA and DVA)
4. More travel support requests are expected. Upcoming deadlines are: Jr Nationals is February 9th and Sectionals February 17th.
5. Started work on the Quad budget template and estimates.
6. I am on the "Other" reports committee - we've not had a meeting yet.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Prepare reports for 24-25 Budget to distribute in February.

**Medium/Long Term Goals:** Update Finance Policies and Procedures with Debbi.

**Additional Notes or Comments:**

**Ideas:** Fitter Faster Camps for "B" athletes possibly one per Zone. Distribute Goggles at AGC, Far Westerns and Senior P&F meets. Debbi Tucker to discuss with AG and Sr chairs.

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

-Age Group - Agenda items: ZAM Color rotation, A medals

-Governance - P&P Sections - Mike: Investment Comm, Debbi/Mary: Budget, Vern: Travel Policy, Parallel Time Standards - add to meet sheets, Technology Fee - Mary to work on motion with Debbi

-Athlete Committee - Code of Conduct and Bullying Policy, Safe Sport Training, Fitter Faster on Sat of Summit & what else? What time of day?

-WZ DEI Camp - Waiting to hear back from WZ board members

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

February 15, 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 [X]

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:**

1. Rollout of new USA Swimming Officials Certification Standards for LSCs
  - a. Worked with Officials Chair to communicate new procedures and standards.
2. Communication to LSC Membership - emails sent to membership - push PC content already created and posted to website and social.
  - a. Work on getting this re-started from previous plan.
3. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
  - a. Statistics/data for use - are we serving the population with the current meets offered etc.
  - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
4. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

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

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and [https://www.hartnell.edu/academics-affairs/academics/cte/internship\\_guide\\_mini.pdf](https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf)
2. Staff succession management... hiring/onboarding, on the job training etc.

**Additional Notes or Comments:**

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

1. Finalized the month end closing for January.
2. Reviewed grant applications with the Investment Committee and devised a plan to gather any missing materials. Several grants were approved already and funded after the meeting.
3. Reviewed the finalized ZAM sweatshirts and ZAM bag tags ordered by Karen. Revised logo for the ZAM meet including updating colors to be more like the Olympic colors. Also ordered the FW & AGC bag tags to get a discount.
4. OPTC camp went well. We had one slip and fall incident that resulted in a twisted knee. Survey from athletes was really positive, which is good, as it was challenging to have 3 new coaches that had not worked together suddenly supporting the camp. We did go to the US Olympic Museum in downtown Colorado Springs, CO and the athletes (only 19 of them went, as some were really tired and wanted a nap instead). In the future that should be done at least two weeks in advance so we can have a guided tour.
5. Met with accountant to go over January Month end closing
6. Sent out reminder email regarding LSC Bid Packages.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Month End Closing, OPTC Camp

**Medium/Long Term Goals:** Planning for next fall's event, Olympic Trials DEI WZ Camp (PC portion)

**Additional Notes or Comments:** Should we do a camp with Fitter Faster for our B swimmers? We discussed this and they noted the group should be smaller like 32 people in a 10 lane pool per session. Do we need an email for Amerie Nordberg Scholarship?

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

**Report of Recent Activities:**

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

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled Officials apparel orders, Updated listing of athletes that have signed to swim in college next year, Added new athletes to committee and website, Emailed with Nathan Adrian for Athlete Rep talk and Awards Banquet in October, Was able to create a Top Times report for the first time this swim season, Researched ordering bagels for Clinic breakfast instead of caterer, Posted minutes and documents from the January Exec meeting, Posted the updated Policies and Procedures, Preparing for BOD meeting next week, Attended two Zoom calls regarding R9 Changes to Officiating Certification,

**Report of Action Items Prior:**

**Current/Short Term Goals:** Getting quotes for 2024-25 Awards ordering

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

**Additional Notes or Comments:** International Meet, FW Officials Shirts, Nathan Adrian

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-039. Meets loaded into OTS through 24-037. MEFAP Entry Processing. Spring Age Group Champs sanctioned. Bidding open for 24-25 Meet Awards through tomorrow (Friday, 2/16). Small number of bids received. SCSC turned back Post-CCS due to lack of secured facility (Far Westerns is covered at Morgan Hill). Senior Committee Meeting. Conversation surrounding mission statement, defining Senior Swimming.

**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 Process closes 2/16, awarding First Round Bids. Find new host for Post-CCS Meet.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

**Additional Notes or Comments:**

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**PAC ALL-STAR:** Still waiting on the invoice for the Saturday night banquet. I have the estimate, but not an invoice. As of last week, the hotel charges were still missing from the credit card statement.

**ZAM 2024:** Sweatshirts and bag tags have been ordered. Sweatshirts will be shipped to each zone representative. Bag tags were ordered and will be delivered to Cindy, as there are multiple events included in the order (Age Group Champs and Far Westerns). Caps for ZAM have been delivered to Zone 4/Kelly Schott.

Rooming lists were received from each zone, with their counts for dinner and breakfast, and dietary restrictions. Laurie did a registration check for the coaches and chaperones, and each zone has been notified of those needing credentials.

The dinner banquet and breakfast counts were sent to the hotel with the list of allergies, and rooming lists will be sent today. Per my contact at the Nugget, our group will be in the Resort Tower.

Based on the numbers for the dinner and breakfast, attendance will be higher.

**TO DO:** Budgets for the upcoming year. Working on applications for WZAG, as well as some type of announcement for coaches at Age Groups and Far Westerns to promote participation.

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Draft 990/Form 199 and Financial Statement ending August 31, 2023 was emailed to BOD members to review.
2. Club Memberships: 104 Clubs/organizations have registered with USAS. Of those 98 have paid the LSC Membership fee, 2 have outstanding invoices (CAL and PCM) TWO clubs have not registered with USAS. (CSC, and PVP).
3. More travel support requests are expected. Upcoming deadline is Sectionals February 17th.
4. Quad budget templates were emailed to Committee Chairs last week.
5. Met with Accountant for month end review.
6. Investment Grants were reviewed by the Committee.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:** Update Finance Policies and Procedures with Debbi.

**Additional Notes or Comments:**

Should we sell A Medals for 0.75 each?

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- ZAM Coaches meeting -
- BOD Agenda Items - SCSC fees for meet to be approved by board; Audit and accountant;
- Governance - P&P Sections - Mike: Investment Comm, Vern: Travel Policy
- Parallel Time Standards - Sr meets
- Athlete Committee - Nordberg Scholarship, Resuming Summit Planning meetings, Code of Conduct and Bullying Policy, Safe Sport Training, Budget
- WZ DEI Camp - Waiting to hear back from WZ board members
- CIF Rules - ZAM kids being attached or unattached

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

February 29, 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 [Sectionals]

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

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

- 1.

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:**

1. ZAM emergency location etc.

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

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and [https://www.hartnell.edu/academics-affairs/academics/cte/internship\\_guide\\_mini.pdf](https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf)
2. Staff succession management... hiring/onboarding, on the job training etc.

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Prepared for Board of Directors Meeting on 2/21/202. Meetings during the last two weeks included BOD, Investment Committee, and ZAM Coach Meeting/Split Venue meeting.
2. Sent out the notices of conditional grant approvals for those clubs that had missing items like W-9, budget, project quote etc. Updated Grant Summary Review file with additional information for Feb 26 Investment Committee meeting. Upon review with the committee, another set of recommended grants were funded by Mary.
3. Finalized OPTC expenses for the current year and also sent out photos. I have survey results available from the participants as well if anyone would like to review.

4. Reviewed the Crisis Communication Document with the General Chair, will present at the Executive Meeting in March.
5. Met with Phil and Diana to do some preliminary planning on the fall clinic classroom schedule now that our officials training is moving to online Basic Stroke and Turn and Starter. With the new rollout of Officials Certification, there are new elements that we need to improve or expand on this year., i.e Train the Trainer and Meet Referee.
6. Picked a date for OPTC for 2025 based upon the meet schedule - probably Super Bowl Weekend again, Feb 6-9, 2025. *Maybe it would be possible to go Wed - Sat, Feb 5-8? That might give us more time to have presentations or visit the Olympic Museum if we make that part of the regular schedule.*
7. Did a physical inventory count of the officials apparel in the storage unit for February month end.
8. Assisted with splitting the venue for the ZAM meet due to expected blizzard conditions over the weekend.
9. Started preparing for February month end.
10. Prepared meet invoices and sent to host clubs. Communicated to host clubs expectations regarding post meet reports.

**Report of Action Items Prior:**

**Current/Short Term Goals:** February Month End Closing, Budget Planning with Mary

**Medium/Long Term Goals:** Planning for next fall's event, Olympic Trials DEI WZ Camp (PC portion)

**Additional Notes or Comments:** When should the next reminder go out for round 2 of Meet Bidding?

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

**Report of Recent Activities:**

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

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled Officials apparel orders, Updated listing of athletes that have signed to swim in college next year, Added new athletes to committee and website, Processed last of winter travel support forms, Posted multiple Officials Certifications documents to website, Attended BOD meeting, Worked on



updating BOD documents, Completed Officials Apparel Inventory with Cindy, Obtained quotes from Hasty Awards for budgeting for 2024-25

**Report of Action Items Prior:**

**Current/Short Term Goals:**

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-047. Meets loaded into OTS through 24-038. MEFAP Entry Processing. First Round bid awards approved by Meet Awards Committee. Ready to notify hosts and open second round. Big meets currently unfilled - Winter and Spring AGC, Senior 2 December/July. Post-CCS/NCS. QSS is stepping into host Post-CCS that was turned back by Santa Clara (at Gunderson HS).

**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 Process closes 2/16, awarding First Round Bids. Find new host for Post-CCS Meet.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

**Additional Notes or Comments:**

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**PAC ALL-STAR:** Still no invoice for the Saturday night banquet. Not sure if hotel charges are on the credit card statement.

**ZAM 2024:** Sweatshirts and bag tags were delivered. Final payment was made to the sweatshirt vendor. There are multiple events included in the order (Age Group Champs and Far Westerns). Caps for ZAM have been delivered to Zone 4/Kelly Schott, and she has shipped them to Cindy.

Laurie has done a second round of registration checks for the coaches and chaperones, and each zone has been notified of those needing credentials. There are still a few coaches and chaperones whose credentials have not been cleared.

**BLIZZARD UPDATE:** As the weather conditions have deteriorated, the ZAM 2024 will not be in the Reno area. Hotel and related activities (dinner banquet and breakfast) were canceled and our deposit for the food portion was returned, and we do not owe any monies, per our contract. The Reno bus service was canceled,

and we have the option of a full credit, or a refund -\$500 cancellation fee. Busing services for the Bay area have been reworked, as the Zones on this side of the Sierra will be competing in Morgan Hill. Still working on that cost, and how the difference in cost will be handled by the transportation vendor.

**TO DO:** Send our updated busing information to the ZAM Zones. Finalizing budgets for the upcoming year. Working on applications for WZAG, as well as some type of announcement for coaches at Age Groups and Far Westerns to promote participation.

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Waiting for final copies from Auditor to file informational returns
2. Club Memberships: 103 Clubs/organizations have registered with USAS. Of those 102 have paid the LSC Membership fee, MLST has an outstanding invoice,
3. Travel support is complete for the Winter meets. Only 11 of the 24 clubs at the meet requested Travel Support although nine clubs were represented by only one athlete.
4. Waiting for Committee chairs to complete budget requests. Due date 3-11-24.
5. Eighteen Investment Grants have been approved and in the process of funding.
6. Requested a \$75K transfer from WELLS to cover Investment Grants

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:** Update Finance Policies and Procedures with Debbi.

**Additional Notes or Comments:**

Can we move ZAM to another month?

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

-ZAM Coaches meeting - turned into emergency meet planning, Age group planning to discuss moving ZAM date

-Secretary nominee - Gracie will stay and we have a new volunteer for next athlete year with some experience

-Governance - P&P Sections - Mike: Investment Comm, Vern: Travel Policy (add in restriction for food delivery)

-Parallel Time Standards - Sr meets, Annie will be invited to the next DDEI meeting

-Athlete Committee - Nordberg Scholarship, Resuming Summit Planning meetings, Code of Conduct and Bullying Policy, Safe Sport Training, Budget

-WZ DEI Camp - Good to go. Athlete selection happening March 7

-Personnel Comm - Cross training and job manuals

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:** Everyone send Kyler and myself a short list of the tasks that require someone's attention if you were unable to attend to them. Due by March 26

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

March 14, 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

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

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

1. Enhance/develop communication - FLOW DESK
  - a. Email service - to all registered members (parents, coaches, officials, and athletes with additional email addresses)
  - b. Monthly content - + **Opt out** of receiving emails (unsubscribe)

**ACTION ITEMS: Report of Action Items Prior:**

- Email vote for Scheduling First Round Approval.

**Current/Short Term Goals:**

1. **ACTION ITEMS:**
  - a. obtain email list off SWIMS - working with Laurie to obtain list - dependant on SWIMS updates and how to run these reports.
  - b. Create template welcome email for new members include opt out
  - c. Activate "Flow Desk" subscription and add emails
  - d. Create monthly templates for info push
  - e. Obtain/create timeline for adding new memberships (monthly from SWIMS?)
  - f. New members receive welcome template and then are sent the regular monthly newsletter/info

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

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and [https://www.hartnell.edu/academics-affairs/academics/cte/internship\\_guide\\_mini.pdf](https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf)
2. Staff succession management... hiring/onboarding, on the job training etc.

**Additional Notes or Comments:**

- Work with Cindy on a facility survey to clubs/coaches etc.

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

1. Assisted with transitioning ZAM to Zone 1 South location due to blizzard conditions the first weekend in March over Donner Pass. Attended the meet at Morgan Hill. Returned the trophy to the storage.
2. Continued work on Grant Applications, including updating Grant documentation provided after the initial review. Sent Summary Review Updates to Mike Piccardo and Mary on March 1 and another will go out today.
3. I researched our software renewals. They renew in March. I renewed **Norton** (10 licenses) and **Zoom** (admin fee for 50% off Zoom pricing) today through Techsoup (Zoom shows up as an order ready to be finalized in February, due in March). **Microsoft Business** direct from Microsoft and renews at the price of FREE on March 9. We are thinking of moving to QuickBooks Online, so that will be a purchase we make in the near future through TechSoup.
4. Met with Laurie for initial onboarding for Meet Recons, Uploading of Results and other SWIMS functions. Went through the basic steps of those procedures. Will hopefully document in the next few weeks.
5. Finalized February Month End. Meet with Maria from CCA to review February month end closing, QuickBooks options available and other items to consider over the next few months.
6. Sent out the Executive Committee Meeting and ensured Veronica and Mary are alternative hosts for the meeting.
7. Attended LSC Leaders call this AM.
  - a. Indiana Sports Corp [jperry@indianasportscorp.org](mailto:jperry@indianasportscorp.org) 317-237-5021 presented a sizzle reel and is asking for additional help selling more tickets for this once in a lifetime opportunity. USA Swimming obviously has a lot at stake hoping to make this event a success.
  - b. TEAM Services has podcasts dedicated to LSC General Chairs - save the date APRIL 20 for General Chair Workshop dedicated to Board Orientation and Strategic Planning.
  - c. Reach out to TEAM Services if you want to highlight a club activity in your LSC, they are looking for clubs/activities to highlight.
  - d. Lots of updates to LSC Registrar portal and OTS via SWIMS this week, no issues from those updates. Receipts to be generated automatically.
  - e. DEI - Refined Education, will now have quarterly education opportunities - March 21, May 2, Sept 5, Nov 7, 2024 5:00 pm MT- 6:30 pm MT. You can also still get individual education in the form of speaker engagement, just use the speaker engagement forms.
  - f. LSC Coach Rep being added into the programming that includes the 10U, 11-14, Senior Networks of the Coaches Community.  
<https://www.usaswimming.org/coaches-leaders/coaches/coaches-community>
  - g.
  - h. WCIG - be prepared to send the participant to ABM in September, 2024 (Traci) even if they don't have a vote. 2025 program will be late or suspended until meeting schedules are developed.

- i. SWIMPOSIUM 2.0 \$100 per coach or \$200 for 4 coaches Athlete Development Model, 4 opportunities, one in each Zone, first one is WZ in Wyoming at the end of April.  
[https://docs.google.com/document/d/1PVF-udYWDi0xkeFRX3CG0c3jP93Onlxe/edit?usp=drive\\_link&oid=116434561985187442481&rtpof=true&sd=true](https://docs.google.com/document/d/1PVF-udYWDi0xkeFRX3CG0c3jP93Onlxe/edit?usp=drive_link&oid=116434561985187442481&rtpof=true&sd=true)
- j. Education launching video based courses the first week of April, Stroke & Turn and Coach Legacy. [usaswimming.org/university](https://usaswimming.org/university)
- k. sent on March 14, 2024 9:53 AM
- l.
- m.

- 8. Scheduled all my meet invoicing related emails for the days I am gone and created all the invoices in QuickBooks to easily complete the billing for the 6 meets scheduled for March 24-25.
- 9. Prepared recent meet invoices and sent them to host clubs. Communicated to host clubs expectations regarding post meet reports. Cleared AR with any payments received at the mailbox or via ACH in the bank account.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Preparing for Budget Committee with Mary

**Medium/Long Term Goals:** Planning for next fall's event, Olympic Trials DEI WZ Camp (PC portion)

**Additional Notes or Comments:** I will be out of the office most of next week - I will do some follow up on Monday's events, but I am probably not available during the Executive Committee Meeting.

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

**Report of Recent Activities:**

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

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled Officials apparel orders, Updated listing of athletes that have signed to swim in

college next year, AProcessed last of winter travel support forms, Posted new Officials Certifications documents to website, Posted post-BOD documents & motions to website, Posted document for upcoming EXEC meeting, Updated catering for Officials Clinic, Manually updated SCY and LCM records using Meet Mobile, Created awards instructions for Spring AGCs, Working on documenting steps for website management, Received all FW medals and HP and took to storage

**Report of Action Items Prior:**

**Current/Short Term Goals:** Create awards instruction sheets for FW.

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-051. Meets all current in OTS MEFAP Entry Processing. Awaiting approval from ECommittee on First Round Bids. Second Round bidding ready to open as soon as approval comes through and hosts are notified. Time Verification for Spring AG Champs. Age Group Meeting 3/13 - multiple topics covered: settling bonus event policy for Age Group Champs meets (2 year cycle then re-evaluate), ideas to get smart goggles off PC hands, selection criteria for Pac Coast All-Stars (working to get something in writing). Brief discussion regarding moving the Zone All Star Meet to reduce risk of weather impacting ability to get to/from Zone 4.

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

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

**Additional Notes or Comments:**

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**PAC ALL-STAR:** Received the invoice for Saturday night banquet on 3/14/2024! I need to talk to them, as the estimate they gave me was \$70 less than what was billed.. SoCal CPA has had the invoicing information since February 1, which is the date listed as the date we were invoiced.

**ZAM 2024:** Cost of sweatshirts, by zone, was shared with Mary. The missing Z1 North parka left on their bus has been located, and I shared the bus contact information with the coach.

The Reno bus service was canceled, and we have opted to receive a full credit. The busing services for the Bay area have been reworked, and the transportation vendor will be sending us a check for the difference in cost.

**Western Zones 2024:** Applications are ready for posting, but the co-pay amount needs to be determined. I have made arrangements to attend the Coach Meeting prior to Far Westerns to promote WZ.

Busing has been arranged. Saturday fun contract has been arranged—at the same venue as used in 2023 (it was a big hit). Still monitoring the cost of flights, which continue to increase.

**TO DO:** Working on timelines of travel duties

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Both IRS Form 990 and California Form 990 were e-filed this week.
2. Club Memberships: 103 Clubs/organizations have registered with USAS. TVAC was invoiced this morning.
3. Draft Quad Budget was sent to the Finance Committee for review. The Budget Meeting is scheduled for April 11th.
4. Of the 25 grant applications, five still have outstanding requests/clarifications from the IC to complete prior to the grant being funding.
5. Have calculated the ZAM co-pay refunds.
6. After a discussion with the Accountant, Pacific will need to transition from QB Desktop Pro to QB Online. There will be some fees associated with the transition.
7. Debbi and I have started reviewing the Finance Policies and Procedures

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

Can we move ZAM to another month?

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Check in with Coach Reps to see if they've gotten email from USAS
- LSC Workshop - Poll for date at Exec Comm meeting, Jane not available on Sept 7-8, USAS having webinar in April 20 on Board Orientations and Strategic Planning
- AG - Motion for SC AGC Bonus events, Selection process for PacCoast All-Stars
- Goggle Raffle - FW's?
- Governance - P&P Sections - Vern: Travel Policy (add in restriction for food delivery)



- Parallel Time Standards - Sr meets, Annie will be invited to the next DDEI meeting
- Athlete Committee - Nordberg Scholarship, Resuming Summit Planning meetings, Code of Conduct and Bullying Policy, Safe Sport Training, Budget
- ZAM - Working
- WZ DEI Camp - Athlete selection is done, alternates will be selected on Mon, March 25
- Personnel Comm - Cross training, job manuals, immediate task list

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:** Everyone send Kyler and myself a short list of the tasks that require someone's attention if you were unable to attend to them. Due by March 26

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

March 28, 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 [X]

**Others/Guests:**

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### Lehla Irwin, General Chair:

#### Report of Recent Activities:

1. Enhance/develop communication - Flodesk
  - a. Update on downloading emails from SWIMS: currently can only access officials, coaches & "other" USA members (such as members because they are on club boards). Laurie checking with SWIMS to see how to access emails for all parents of PC swimmers. Filter issues in SWIMS with "emergency contact" - we are waiting for SWIMS to correct.
2. Spoke with Dan Cottom about a motion suggestion for increasing splash or adding facility surcharges for meets. Created a [working google doc](#) and shared with Age Group and Senior Committee. Includes steps to get motions passed etc.

#### ACTION ITEMS: Report of Action Items Prior:

- Round 1 Scheduling Committee Bids/Awards approved.

#### Current/Short Term Goals:

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

#### Additional Notes or Comments:

- Work with Cindy on a facility survey to clubs/coaches etc.
- Email Carlene/FastSwims about updating contact info for coaches:
  - FastSwims is not connected to SWIMS, so we have to rely on user data and data that is available to us on the team's website. The process is:
    - Coach emails us to request privileges.
    - We cross-reference the email the request came from with the team's website or USA Swimming's "Find a team" page. If the coach email cannot be found on the team website, we refer to the contact listed on USA Swimming's page to verify affiliation.
    - Privileges are allowed until a user requests them to be revoked (either for themselves or for someone else on their team.)

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

1. Reviewed all the emails from the time away last week and replied or addressed various issues.
2. Sent out links for staff to renew their Norton that was installed on their computers last year.
3. Updated the [pcboard@pacswim.org](mailto:pcboard@pacswim.org) and the [execom@pacswim.org](mailto:execom@pacswim.org) groups to use for emails.
4. Prepared recent meet invoices and sent them to host clubs. Communicated to host clubs expectations regarding post meet reports. Cleared AR with any payments received at the mailbox or via ACH in the bank account.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Preparing for Month End, which is a tight turnaround during Far Westerns, Facility Survey with Lehla, Working with Laurie on Registrar and Meet Recon.

**Medium/Long Term Goals:** Olympic Trials DEI WZ Camp (PC portion),

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

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

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled Officials apparel orders, Posted results for March, Updated listing of athletes that have signed to swim in college next year, Posted new Officials Certifications documents to website, Posted document for upcoming EXEC meeting, Manually updated top times through 3/20/24 for both SCY and LCM, Manually updated SCY and LCM records, Created awards instructions for Spring FWs, Working on documenting steps for website management, Posted all 2024-25 PC Meets on website, as well as PC calendar, Worked with Wendy Barlett to receive extra promotional swim camps from the San Jose Sharks/USA Swimming event for giveaway in future fundraising endeavors

**Report of Action Items Prior:** Dates still not open for Facilities Use Permit past 8/2024

**Current/Short Term Goals:** Move March meets to Meet Sheet Archive, Upload all March results to All-Star™ database

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-054. Meets all current in OTS MEFAP Entry Processing. First Round Awards approved and host clubs notified (also posted on web). Second Round bidding to open next week.

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

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

**Additional Notes or Comments:** Update on December No-Show Fine Appeals? Several in appeal with no update from both Winter AG Championships and Senior 2 T/F. Proposed Zone All-Star Date - May 4th? Need to run by Age Group for thoughts.

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

**PAC ALL-STAR:** We have been billed for the banquet, and I requested a check to pay our invoice.

**ZAM 2024:** Transportation issued our transportation refund for the revised trip. Mary worked on the actual costs per zone for the 2024 Blizzard ZAM.

**Western Zones 2024:** I contacted the Meet Director, and currently there are no De-qualifying times that restrict participation. There is nothing in the rules right now to prohibit an athlete that has met higher standards from participating, so that verbiage has been deleted from our athlete application. I will have flyers for Mary to post at Far Westerns for coaches and athletes. I reached out to Swim Outlet regarding potential gear. Looking at caps this year for the athletes. I will ask Cindy for put 2024 on the WZ Logo, so I can start watching for deals on the stickers and other fun items for the athletes.

**TO DO:** Working on timelines of travel duties

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

---

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Finance Committee reviewed the Quad Budget. The Budget Meeting is scheduled for April 11th. Staff is asked to attend. Budget and Budget Notes will be sent out next week.
2. Of the 25 grant applications, five still have outstanding requests/clarifications from the IC to complete prior to the grant being funding.
3. ZAM co-pay refunds have been issued. Have not received a request for reimbursement for hosting fees from Z1S yet.
4. Need to add "Flow" to the budget.
5. Debbi and I have made progress on the review of Finance Policies and Procedures.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

**Grants Writing** - none of the current staff is knowledgeable. Should we think about hiring a grant writer?

**Facility Fee** - Is a Facility Fee the answer to incentivizing clubs to host LSC and Zone meets?

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Check in with Coach Reps to see if they've gotten email from USAS - no response
- LSC Workshop - Poll for date at Exec Comm meeting, None of the USAS people available Sept 7-8, USAS having webinar in April 20 on Board Orientations and Strategic Planning
- AG - Look at using FINA points for All-Stars
- Goggle Raffle - FW's ?
- Governance - P&P Sections, adding meet reporting requirements,
- Parallel Time Standards - Sr meets, Annie will be invited to the next DDEI meeting
- WZ DEI Camp - 3 athletes going, payment sent, flights booked, get them a pair of smart goggles
- Personnel Comm - Cross training, job manuals, immediate task list

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

April 11, 2024

Virtual Meeting 10:00 am

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

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

**Others/Guests:**

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### Lehla Irwin, General Chair:

#### Report of Recent Activities:

1. USA Swimming launching pilot program called “block party” - they have not send us any details, however there is a media report on this that has a ton of details:  
<https://swimswam.com/usa-swimming-launching-block-party-pilot-program-to-make-meets-more-accessible-for-clubs/>
  - a. Per the leadership meeting on 4/11 - They are saying LSC’s cannot opt out of this program in the future, but they have the ability to “make it better” and it might launch next year for all LSCs. - this is for teams to run a short entry level meet during practice on a Fri/Sat and they can use YMCA, Summer League, NISCA officials and times will count in SWIMS.
  - b. This is the information we have received from USA Swimming:

*Hello LSC General Chairs and Executive Directors*

*Starting today, a third-party contractor, “Reimagine Sports,” is launching a USA Swimming Board supported initiative called Block Party. Block Party is a fun, family friendly meet format empowering USA Swimming clubs with a product that focuses on growth and retention. We continue to track membership across overall growth and retention and the effectiveness that competition has on it. The lowering number of competitions nationwide, especially small competitions is a concern we hear from team leaders, coaches and member families.*

*This pilot program includes a diverse group of 30 clubs across 15 LSCs, including your own. The purpose of the pilot is to test the technology and process as well as listen to our clubs as to how they utilized the product to positively impact their programs. Once the pilot is complete in September 2024, Reimagine Sports will share their findings with the Board as well as attending USA Swimming membership at the 2024 Annual Business Meeting.*

*Reimagine Sports will be reaching out to you this week regarding how they will be supporting and communicating with the clubs involved in the pilot program. If you have any further questions, Reimagine Sports will be able to assist you when they reach out. Happy Wednesday everyone!*

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

**Current/Short Term Goals:** Send out facility survey

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

**Additional Notes or Comments:**

- Legislative update page for USA Swimming:  
<https://www.usaswimming.org/about-usas/governance/rules-policies>

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

1. Completed the month end accounting and met with the accountant to review the reports. Also strategized on how to transition to QB Online in May.
2. Reviewed the budget report for the Board Meeting.
3. Updated the [pcboard@pacswim.org](mailto:pcboard@pacswim.org) and the [execom@pacswim.org](mailto:execom@pacswim.org) groups to use for emails.
4. Attended LSC Leadership Meeting which discussed updates on a number of topics including a new meet called Block Party, Trials ticketing update and Open Water International team qualifications, legislation updates. <https://www.usaswimming.org/about-usas/governance/rules-policies>
5. Prepared recent meet invoices and sent them to host clubs. Communicated to host clubs expectations regarding post meet reports. Cleared AR with any payments received at the mailbox or via ACH in the bank account.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Preparing for Month End, which is a tight turnaround during Far Westerns, Facility Survey with Lehl, Working with Laurie on Registrar and Meet Recon.

**Medium/Long Term Goals:** Olympic Trials DEI WZ Camp (PC portion),

**Additional Notes or Comments:**

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

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

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

No update on single registration fee for non-athlete members.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled Officials apparel orders, Posted results for March, Updated Meet Sheet Archive with March meets, Updated listing of athletes that have signed to swim in college next year, Manually updated top times through 4/8/24 for SCY, Manually updated SCY and Far Western records, Working on documenting steps for website management, Uploaded all meet results from February and March into All-Star T M database, Attended Officials Committee meeting, Attended Budget meeting, Updated Officials Assignments and posted to website

**Report of Action Items Prior:** Dates still not open for Facilities Use Permit past 8/2024, Rebuild all FW Records for TM

**Current/Short Term Goals:**

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-060. Meets current in OTS through 24-054. MEFAP Entry Processing. Second Round 24-25 Schedule Bidding now open. A couple of meets bid on turned back (TERA April Senior Open; PLS potentially March Senior Open if awarded Spring AGC in second round of bidding). FW Time Verification. One No-Show Fine notice from FW issued.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Second round of bid awards once period closes.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

**Additional Notes or Comments:** Still waiting on updates in regards to No-Show Fine Appeals from all the way back in December.

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**



**Western Zones 2024:** Coaching and Athlete application flyers were posted at Far Westerns. As of 4/10, we have 4 Coaching applicants, 4 chaperone applicants, and 40 athlete applicants. Only one of the coaches has Pacific team travel experience (ZAM 2024).

Applications for coaching will close on April 28<sup>th</sup>, and a meeting to select the Head Coach has been scheduled for Monday, April 29<sup>th</sup>. The remainder of the staff will be selected in mid May.

Looking for quotes for backpacks and hats. Will be ordering caps (potentially ordering 150 caps for competition, 70 finalist caps), and watching for sales on stickers and bags from Sticker Mule.

Working on banquet dinner for our first night in Boise and researching meals for the duration of the trip.

**DEI:** Reservations for flights were made for the athletes and the adults, and the flights have already changed (and I am anticipating more schedule changes). Reservations at a hotel near SFO have been confirmed for 2 families who have a significant drive (and the flight leaves at 5am).

**TO DO:** Order caps, look for “swag” to trade at WZAG, promote coaching opportunities at WZAG. Attend Budget Review meeting on April 11th.

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Completed Month end tasks and met with the accountant. We discussed the steps to be taken for the transition to Quickbooks online. Step one purchase subscription.
2. The transition to QBO will happen the week of May 20th.
3. Finance and Budget Committee tonight. The Draft 2024-28 Budget and Budget Notes were emailed to all participants on Tuesday for review.
4. Debbi and I continue to make progress on the review of Finance Policies and Procedures.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Coach Reps finally got info from USAS and will be attending the USAS Coach Rep meeting
- LSC Workshop - Poll for date at Exec Comm meeting, None of the USAS people available Sept 7-8, USAS having webinar in April 20 on Board Orientations and Strategic Planning
- AG - AGC pre-seeding, potentially start small by pre-seeding distance, then move to full meet being pre-seeded

-Goggle Distribution at Sectionals to event winners or next fastest, one per athlete, none to OPTC athletes, none to non-PC athletes

-Governance -

-Parallel Time Standards - Sr meets, Annie will be invited to the next DDEI meeting

-WZ DEI Camp - Next deadline is May 1 for room numbers and meals, and final payment

-Personnel Comm -

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

April 25, 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:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

1. USA Swimming launching pilot program called “block party” - no more info or known clubs in PC that are pilot programs for block party. Mentioned as a means to boost membership. Keep emphasizing issues with facilities.
2. Strategic Planning - General Chair Resources and Education Program microsoft teams meeting. More mention of facility issues in breakout rooms (other LSCs same issues).

Board Orientation -

- Consistent information
- Responsibilities
- Expectations (for board meetings)

What to do at HOD and education opportunity for club reps

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:** Send out facility survey

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

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Working on preparing for April Month end.
2. Purchased QB online to start transitioning to new online accounting software.
3. Attend BOD and Athlete AEC meetings
4. Researched Zone 2 Summer Champs issues with deposits problems and late check payments to clubs for prior year.
5. Updated club listing for google forms.
6. Reviewed and followed up with the last outstanding grant applications.

7. Preparing for HOD - delegate form and reports.
8. Did my first meet recon.
9. Prepared recent meet invoices and sent them to host clubs. Communicated to host clubs expectations regarding post meet reports. Cleared AR with any payments received at the mailbox or via ACH in the bank account.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Preparing for Month End, finalizing Facility Survey with Lehla, did first meet recon for BSW.

**Medium/Long Term Goals:** Olympic Trials DEI WZ Camp (PC portion)

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

May 7th update to SWIMS, May 8 is the next National Registration Committee meeting

USAS considering adding 50's of stroke for 13-14's

USAS BOD meeting there was discussion of capping how much LSC's can charge for reg

USAS is going ahead with one fee for all non-athletes

National Top 10 Certificates should only be sent to 11& Up athletes

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled Officials apparel orders, Posted results for April, Updated listing of athletes that have signed to swim in college next year, Rebuilt SCY and LCY Far Western records file for TM, Working on documenting steps for website management, Posted various documents for Board of Directors Meeting, Attended BOD meeting, Updated Officials Assignments and posted to website, Built 2024-25 Officials Assignments spreadsheet for application meeting, Checked and updated all PC club links on website,

**Report of Action Items Prior:** Dates still not open for Facilities Use Permit past 8/2024,

**Current/Short Term Goals:** Attend Athlete Meeting, Order Summer AGC ribbons for 4th-9th places, Facility Permit for PH Senior Center for Board Orientation

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-065. Meets current in OTS through 24-064. MEFAP Entry Processing. Summer Sectionals sanctioned and loaded into OME/OTS. Second round of bidding complete. Only one bid received - PLS Spring AG Champs. Documenting job responsibilities as new tasks come up. Senior Committee Meeting - further discussion on mission statement and defining Senior Swimming, scheduling discussed (in-person meeting to be held at SCSC International Meet), 2024 July Senior 2 - continue to look for a host, potential to make it a timed finals meet if that helps secure a host.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Confirm second round bid with Executive Committee and move to third round. Far Westerns Meet Sheet in que for sanction today or tomorrow.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Working with Senior Committee on re-developing senior schedule for 25-26.

**Additional Notes or Comments:** Still waiting on updates in regards to No-Show Fine Appeals from all the way back in December. No show fine payment received for single infraction from Spring Far Westerns

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

WZ- As of 4/25, we have 12 Coaching applicants, 5 chaperone applicants, and 63 athlete applicants. Not a lot of Pacific Travel Experience among the coaching applicants: one has Pacific team travel experience (ZAM 2024), one has Pac All Star Experience, and a third coach has WZAG and Pac All Star Experience.

Applications for coaching will close on April 28<sup>th</sup>, and a meeting to select the Head Coach has been scheduled for Monday, April 29<sup>th</sup>. We have 3 applicants for Head Coach. The remainder of the staff will be selected in mid May, so the Head Coach can attend.

Applications for 10/unders are low, and I would like to reach out to some families—I need to get the parent’s email addresses. Also, is there a way to send the athlete application link to the coaches, to promote within their teams.

Swim Outlet will price match the cost we paid for backpacks last year (\$57 including embroidery). I would like to order hats, still looking for deals. Will be ordering swim caps (ordering red 150 caps for competition, 70 gold finalist caps). Sticker Mule had a sale, so stickers were ordered, and waiting for another sale.

Working on a spreadsheet point system for athlete applications. I think it would be easier to go for low points---1 for 1<sup>st</sup>, 2 for 2<sup>nd</sup>..... With the exception of the distance events, as many swimmers don't swim distance. I am working on that point system.

I received a quote for a Banquet dinner for our first night in Boise and researching meals for the duration of the trip. I also have a contract for the Saturday night event.

**DEI:** Monitoring flights. The earliest the athletes can arrive in Indianapolis is 4:35.

**TO DO:** Meeting to select head coach, set meeting to select coaching for WZAG, Order caps,.

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Committee selected the two recipients of the Amerie Nordberg Memorial Scholarship. Recipients and the Nordbergs were notified.
2. Pacific now has a subscription to QBO. I have completed the initial set up. Antonio Sequeira, from CCA will upload the data from QB Desktop to QBO.
3. Preparing QB Desktop for the transition.
4. The payroll setup/training will happen the week of May 20th.
5. Debbi and I continue to make progress on the review of Finance Policies and Procedures.
6. Purchased a 2 year NORD VPN subscription. This will allow me to safely monitor financial transactions while away from home.
7. Cindy and I are working with Zone 2 to resolve the late submission of expenses for the Zone 2 Summer Champs. This will be an issue that the auditor will want explained. Additionally, three checks were "lost" and not deposited although they were recorded in Chris's financial spreadsheet.
  - a. Just learned that Chris accepted a Venmo payment to his personal account from LAC. It presents itself as theft. Since only the WCAB check was deposited we have no knowledge or evidence that he actually wrote a personal check to cover the three missing payments! I've notified Debbi and we will write this up.
8. I will be on Vacation April 30-May 16. Will be monitoring financial activity.

**Report of Action Items Prior:**

Debbi has been in contact with USAS regarding the unauthorized activity by Chris Lam. Not sure what the status is at this point.

**Current/Short Term Goals:** Need to create a policy regarding authorized types of payment.

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Coach Reps: Doug and Don attended the Coach Rep meeting. Big topics are getting a job description and developing communication with coaches
- LSC Workshop - In person date is Sat, Sept 7 in Pleasant Hill 12-4
- AG - Facility fee conversation, Continue Pre-seeded meets conversation,
- Goggle Distribution at Sectionals to event winners or next fastest, one per athlete, none to OPTC athletes, none to non-PC athletes
- Governance - Travel Policy and Camp Coordinator
- Parallel Time Standards - Sr meets, Annie will be invited to the next DDEI meeting
- WZ DEI Camp - Next deadline is May 1 for room numbers and meals, and final payment
- Personnel Comm - Rescheduled to May 1

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:** Motion at May Exec Comm meeting: Only PC Sanctioned, Observed or Approved meet results will qualify an athlete for the following meets and records: all Age Group Championships, all Far Western Championships, and all Senior meet with qualifying times.

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

May 9, 2024

Virtual Meeting 10:00 am

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

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

**Others/Guests:**

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**Lehla Irwin, General Chair:**

**Report of Recent Activities:**

1. Block Party [FAQ from USA Swimming](#) - some specific concerns:
  - a. As these are developmental meets - what is the definition of developmental since all times count up to the Sectional level.
  - b. Times are loaded into SWIMS and an LSC can use the times for LSC Champ meets AND use OME system they can use the override function. Can we as an LSC omit these times from our LSC Champ meets such as Age Group Champs and Far Westerns?
    - i. Answer: They are (times) excluded from OME, if the LSC determines that they want to exclude a qualifying time from their championship and does not use OME you will need to inform teams of that exclusion of those athletes.
  - c. 60% of teams in phase 2 are teams that do not host meets
  - d. Emphasis was placed on that this program is supposed to be “helping” the LSCs and not to get rid of the LSCs.
  - e. If teams are doing all the work, reg checks, uploading results etc, what service is being provided for the \$175 sanction fee?
  - f. What is the breakdown of \$175 fee. How much goes to grants for Clubs/LSCs. How much goes to the contract with Reimagine Sports. What is the technology fee if the teams are doing the work?
  - g. LSC admins in SWIMS cannot edit the title of the meet to add asterisks and cannot see any filters leading to issues for paid staff.
    - i. The LSC has employees but loses money whenever they work on items related to block party- such as time verification checks, LSC records or top 10s, error times, or teams requesting registration checks etc.

**ACTION ITEMS: Report of Action Items Prior:**

**Current/Short Term Goals:** Send out facility survey

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

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Wrapping up April Month End
2. One Week Countdown to transition from the desktop to Quickboons online, we won't be making any more changes in QB Desktop after next Thursday.
3. Attended the Personnel Committee meeting, the Athlete Meeting and the LSC Leadership Meeting
4. Higher than normal requests/emails around insurance, emails, zoom problems etc.
5. Reviewed and followed up with the last outstanding grant applications - still need to review with Mike and Mary.
6. Preparing for HOD - delegate form and reports.
7. Worked with Z1N to help them arrange space at De Anza College for an Officials Clinic in June.
8. Prepared recent meet invoices and sent them to host clubs. Communicated to host clubs expectations regarding post meet reports. Cleared AR with any payments received at the mailbox or via ACH in the bank account.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Preparing for Month End, finalizing Facility Survey with Lehla, did first meet recon for BSW.

**Medium/Long Term Goals:** Olympic Trials DEI WZ Camp (PC portion)

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

May 7th update to SWIMS, May 8 is the next National Registration Committee meeting

USAS considering adding 50's of stroke for 13-14's

USAS BOD meeting there was discussion of capping how much LSC's can charge for reg

USAS is going ahead with one fee for all non-athletes

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

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Items:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Posted results for May, Updated listing of athletes that have signed to swim in college next year, Uploaded all April results into TM database, Working on documenting steps for website management, Posted various documents for House of Delegates Meeting, Attended Athlete Meeting, Updated Officials Assignments and posted to website, Built 2024-25 Officials Application, Organized facility permit for PH Senior Center for Board Orientation, Ordered Summer AGC ribbons for 4th-9th places, Updated all Committee reports on the website, Researched swag items for Officials Clinic and Awards Banquet

**Report of Action Items Prior:** Dates still not open for Facilities Use Permit past 8/2024,

**Current/Short Term Goals:**

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 24-081. Meets current in OTS. MEFAP Entry Processing. Far Westerns sanctioned and loaded into OME/OTS. Second Round bid awards submitted to Exec. Committee for approval. Documenting job responsibilities as new tasks come up. Age Group Committee Meeting - further discussion on pros/cons of pre-seeding Far Westerns, 15-16/17-18 split finals. No show fine payment received for FW no-show.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Senior Committee in-person meeting at SCSC International Meet.

**Medium/Long Term Goals:** July Senior 2 T/F still in need of host. Working with Senior Committee on re-developing senior schedule for 25-26. Begin reviewing time standards for 24-25.

**Additional Notes or Comments:** Still waiting on updates in regards to No-Show Fine Appeals from all the way back in December.

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**Karen Bair, Admin Asst:**

**Report of Recent Activities:**

WZ- As of 4/25, we have 12 Coaching applicants, 5 chaperone applicants, and 63 athlete applicants. Not a lot of Pacific Travel Experience among the coaching applicants: one has Pacific team travel experience (ZAM 2024), one has Pac All Star Experience, and a third coach has WZAG and Pac All Star Experience.

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**TO DO:** Meeting to select head coach, set meeting to select coaching for WZAG, Order caps,.

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Mary - Comments:**

**Report of Recent Activities:**

1. Committee selected the two recipients of the Amerie Nordberg Memorial Scholarship. Recipients and the Nordbergs were notified.
2. Pacific now has a subscription to QBO. I have completed the initial set up. Antonio Sequeira, from CCA will upload the data from QB Desktop to QBO.
3. Preparing QB Desktop for the transition.
4. The payroll setup/training will happen the week of May 20th.
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evidence that he actually wrote a personal check to cover the three missing payments! I've notified Debbi and we will write this up.

8. I will be on Vacation April 30-May 16. Will be monitoring financial activity.

**Report of Action Items Prior:**

Debbi has been in contact with USAS regarding the unauthorized activity by Chris Lam. Not sure what the status is at this point.

**Current/Short Term Goals:** Need to create a policy regarding authorized types of payment.

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

-List of Ath Reps for HOD

-HOD Docs

-June Exec Comm meeting to work on LSC Mission

-AG - Meet surveys, Facility Fee question from TERA

-Ath Reps - do you care about Spring FW?

-Governance - Travel Policy and Camp Coordinator

**Medium/Long Term Goals:** Board Strategic Planning

**Action Item:**

-Motion: AGC moves to have all Finals swims be scored at LSC Age Group Championship meets. To score LSC Age Group Championship meets as written USAS rule book 102.24.3.

-Motion Block Party: Only PC Sanctioned or Observed or Approved meet results will qualify an athlete for the following meets and records: all Age Group Championships, all Far Western Championships, and all Senior meet with qualifying times.

**Additional Notes or Comments:**

**Discussion Items:**