

PC Staff Meeting Minutes

Agenda from which a Compiled Written Report will be generated for November and December, 2019

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

Minutes	
<p>David, General Chairman <u>Report on Activities & Action Items from last meeting:</u> <input checked="" type="checkbox"/> PC Disaster Plan approved at the November BOD meeting. <input type="checkbox"/> Amend PC Disaster plan to remove staff contact phone numbers and report at the Jan Exec Committee meeting <input checked="" type="checkbox"/> Follow up on creations of a <i>Staff folder in DropBox to hold staff meeting minutes.</i> <input checked="" type="checkbox"/> Moved documents into folder created by Mary to store sensitive documents. <input checked="" type="checkbox"/> Attended teleconferences for following committees: Athletes, Finance and Investment <input checked="" type="checkbox"/> Met with PC Staff, Mary and Leo in December for annual staff review</p> <p><u>Current and Short Term Goals or Action Items</u> 1. Get the Bylaws revised and acceptable to USA Swimming</p> <p><u>Medium or Long Term Goals or Action Items</u> 1. Determine best practice for taking meeting minutes. Participated in the Athletes committee meeting and Veronica had the agenda in Google Docs and took minutes in real time that were visible to anyone signed in.</p>	<p>Action Items / Comments / Notes</p> <p><i>The ability to take notes in real time visible to all members of telecon seems very beneficial. The only draw back that I see is that it is hard to both lead the meeting and take notes at the same time on the computer.</i></p>
<p>Cindy, Administrative Director <i>Liaison to Finance, Investment, Audit, Camps & PC Admin BoR</i> <u>Report on Activities & Action Items from last meeting:</u></p> <ul style="list-style-type: none"> BOD/Z2 Meetings contract (will use Pleasanton Courtyard Mar-June) Proposed Concord Hilton for Clinic in 2020 and 2021 Continue to Refine OTC Camp Details Facility Meeting for SCFW Pleasanton site Finalized SCFW Meet Sheet Reviewed Assessment Process with Leo & David Met with employees/performance reviews <p><u>Current and Short Term Goals or Action Items</u></p> <ul style="list-style-type: none"> Finalize Contracts for Contracts for Concord Hilton Online application process for OTC – the future is paperless Ordering OTC Camp Apparel & Gear Finalize OTC Selection & Staff Planning Athlete Leadership Summit Planning Meeting for Jan 4 Met with employees/performance reviews <p><u>Medium or Long Term Goals or Action Items</u></p>	<p>Action Items / Comments / Notes</p>

<ul style="list-style-type: none"> • LCFW Planning • Leadership Summit for Athletes- Support/Planning • Camps Survey in Q1 <u>Problems / Requests for Help</u> None	
Laurie, LSC Permanent Central; Contact Membership & Registration; <i>liaison to DEI, SafeSport, PC Safety Officer, PC Times Verification Officer</i> <u>Report on Activities & Action Items from last meeting:</u> [x] Staying on top of registration and clearing up missing/incomplete registrations. <u>Current and Short Term Goals or Action Items</u> [x] Currently meeting a 24-hour turn around on non-problematic registration. <u>Medium or Long Term Goals or Action Items</u> 1) Getting Marshalls certified. 2) Communication between USA-S and PC regarding Safe Sport <u>Problems / Requests for Help</u> None at this time	Action Items / Comments / Notes
Diana, Website Administration; Records <i>Liaison to Governance, Athletes and Club Development</i> <u>Report on Activities & Action Items from last meeting:</u> Created and posted Class of 2020 Commitments Added all meet results through JOs into All-Star TM database Ran Top Times multiple times Checked for Pacific Records multiple times Researched and facilitated booking of Athlete Event on 1/4/20 Updated Senior Times Spreadsheet Posted meet sheets Posted job ads & processed payments Counted and re-ordered Zone 2 ribbons Assisted in OTC product research General email responses Updated meet sheet archives <u>Current and Short Term Goals or Action Items</u> Work with Annie on updated P&P regarding Awards selectio Create new Records Certificate for 19-20 Season Finalize HP awards for Spring JOs, FWs <u>Medium or Long Term Goals or Action Items</u> Get host teams started on logo design for Summer JOs & FWs <u>Problems / Requests for Help</u>	Action Items / Comments / Notes
Annie, Meet Management Coordination <i>Liaison to Scheduling, Senior & Age Group</i>	Action Items / Comments / Notes

<p><u>Report on Activities & Action Items from last meeting:</u></p> <p><u>Current and Short Term Goals or Action Items</u></p> <p>[x] Collaborated with Diana to provide new wording for the Age Group Outstanding Swimmer tabulation process(for Policies & Procedures – amended to clarify use of “single age Pacific Swimming/NAG records”)</p> <p>[x] Far Westerns Meet Sheet Sanctioned and set-up in USA-S OME system (meet now live and accepting entries)</p> <p>[x] Time Verification report run for SCSC Senior Open</p> <p>[x] All scheduled meets for month of February (exception CRUZ and QSS February 29-March 1) sanctioned.</p> <p>[x] Worked with Leo Lin/Scheduling Committee to formulate 2020-2021 Pacific Swimming Meet Calendar. First Round Bidding is now open and accepting applications (open through Thursday, 1/30).</p> <p>[x] Continued MEFAP Outreach entry processing.</p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p><u>Problems / Requests for Help</u></p> <p>Typical early-calendar year issues with clubs/meet directors/officials not having their registration/certifications current for 2020 in order to get meets sanctioned.</p> <p>No worse than previous years, just a continuing obstacle in January/February.</p>	<p>Motion to approve change to P&P pending Feb BOD meeting.</p> <p>Continued support from Zone Sanctions and Officials Chairs in reminding their Officials, Clubs, and Meet Directors that certifications and registrations must be current as of meet day before a sanction can be released.</p>
<p>Jeanette, Travel Coordinator <i>Liaison to Officials</i></p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p><u>Current and Short Term Goals or Action Items</u></p> <ol style="list-style-type: none"> 1. <u>PAC All Stars</u>: Flights purchased and flight list submitted in Nov, changed in December after team selections, all star desk set up at JOs to hand out apps, collected 135 apps in all (including mailed in apps), inputted all athlete applicant data in spreadsheets and Team Manager in order to do selection meeting early December for just 32 spots. Selection meeting on December 9 at my house for all coaches: Picked team, notified all athletes (selected, rejected, and alternates), changed flight list according to selections, rooming list made and sent to hotel, ordered gear according to applicants sizes, bus contracts made for Oregon transfers, worked with Laurie on getting everyone registered before Christmas in order to be ready for trip, handled co-pays via Authorize.net. Gear came in before Christmas, so packed it all and distributed most before the Holidays (in Pleasanton and pick up day at SCSC). Created detailed itinerary for families and emailed out after selections. Credential checks for coaches done (constant reminder.....). Communicated with two fellow chaperones about job duties, created snack-shopping list for the trip and gave to Gary Arita (chaperone) to do shopping in Oregon. 	<p>Action Items / Comments / Notes</p>

2. ZAM: Communications with host zone (Z1S) about starting the meet announcement, confirmed details with hotel in Santa Clara (contract was signed in March 19), bag tags and caps were received, worked with sweatshirt company on updating this year's logo so it's ready when ordering in February. Prepared all excel spreadsheets for data inputting (rooming lists for all zones, gear sizes).
3. Booked OTC bus transportation (January/February trip)
4. Reserved officials' rooms for JOs in March according to Mike D/Mary's list.
5. Ordered officials gear from vendor, organized it in storage unit, received officials gear orders (FYI, includes picking up in storage, prepare for mailing, going to post office to mail, and uploading of receipts to dropbox).
6. Although not part of my job, during December (in between Pac All Star selection meeting and ordering/notifications etc) I was able to represent Pacific Swimming at JR Nationals in Seattle and at ISL in Las Vegas.

Medium or Long Term Goals or Action Items

Be ready for Pac All Star trip first weekend in January (except last minute changes, I am all done). Continue to prepare ZAM event (will be priority in January after Pac All star trip).

Long Term: Update on hosting Pac All Stars in 2020, pool in Pacifica has been booked; Larry Rice assisted with this and will prepare a "hosting budget" before February. At last staff meeting it was approved Pacific makes bagtags for all participants. After ZAM in March, I will look for hotels in area (which has banquet room for an All Teams Dinner) and get a contract started. I will communicate with the three other LSCs about the dates and other info I have at this time.

Problems / Requests for Help

None

PC Staff Meeting Minutes

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

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

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

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

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

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

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

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

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

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

Medium or Long Term Goals or Action Items

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

Long term:

Problems / Requests for Help

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

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

However there is a special Bylaw 900 that specifically addresses HS swimmers wishing to participate on an All Star team. Apparently this is the Bylaw that they are talking about. I will raise the issue at the Feb PC Board meeting. D.C.

PC Staff Meeting Minutes

Draft Minutes from which a Compiled Written Report will be generated covering March, 2020

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

Minutes	Action Items / Comments / Notes
<p>David, General Chairman</p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p><input checked="" type="checkbox"/> Participated in the March Zone 3 Bid Meeting</p> <p><input checked="" type="checkbox"/> Participated in the March Finance Committee Meeting</p> <p><input checked="" type="checkbox"/> Held Executive Committee meeting using Go To Meeting.</p> <ol style="list-style-type: none"> Created a task force to assess impact on teams caused by the prohibition of swim practices and cancellation of swim meets Extended cancellation of swim meets held in Pacific through May 31st <p><input checked="" type="checkbox"/> Participated in the March Age Group Committee meeting</p> <p><input checked="" type="checkbox"/> Participated in the March Athlete Committee meeting</p> <ol style="list-style-type: none"> Reviewed preliminary of 16 responses to the SafeSport survey Athletes approved of request to allow videotaping of swim meets Working on elections and summit <p><input checked="" type="checkbox"/> Participated in WZ leadership telecon</p> <p><input checked="" type="checkbox"/> Completed the LSC assessment in response to the CoVID-19 pandemic</p> <p><input checked="" type="checkbox"/> Raised possibility that the May HOD may need to be postponed.</p> <p><u>Current and Short Term Goals or Action Items</u></p> <ol style="list-style-type: none"> Begin process of revising P&P and R&R to make them consistent with new Bylaws <p><u>Medium or Long Term Goals or Action Items</u></p> <ol style="list-style-type: none"> Determine best practice for taking meeting minutes. Participated in the Athletes committee meeting and Veronica had the agenda in Google Docs and took minutes in real time that were visible to anyone signed in. 	<p>Action Items / Comments / Notes</p> <p><i>I sent Veronica a "cut and paste" of the Bylaws concerning Athlete Representatives and elections. Determined that both Jivana and Taylor were elected for a two year term. Suggested that if both are willing to serve, that we consider them both to be Senior Athlete Reps and that that the athletes elect one new representative who will serve one year as Junior Athlete Rep and then transition to Senior Athlete Rep during their second year.</i></p>
<p>Cindy, Administrative Director</p> <p><i>Liaison to Finance, Investment, Audit, Camps & PC Admin BoR</i></p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p><input checked="" type="checkbox"/> Prepared a survey to assess impact to teams caused by prohibition on conducting swim practice.</p> <p><input checked="" type="checkbox"/> Prepared an email contact list for teams extracted from SWIMMS</p> <p><input checked="" type="checkbox"/> Created and populated a page on our Website under Resources tab dedicated to information on CoVID-19 possible sources of assistance for teams</p> <p><input checked="" type="checkbox"/> In anticipation of increased use of Go To Meeting to conduct BOD and Committee meetings, updated our application so that we can accommodate up to 250 participants if necessary.</p>	<p>Action Items / Comments / Notes</p> <p><i>Leo requested Cindy generate an electronic and hard copy of this list be placed in DropBox so that it would be available in case of crisis management.</i></p>

<p><u>Current and Short Term Goals or Action Items</u></p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p><u>Problems / Requests for Help</u></p>	
<p>Laurie, LSC Permanent Central; Contact Membership & Registration; <i>liaison to DEI, SafeSport, PC Safety Officer, PC Times Verification Officer</i></p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p>[x] Getting caught up with getting missing information and updating club portal.</p> <p>[x] Updating times from her problem times holding bin</p> <p>[x] Reevaluating the start date for the Summer Season membership due CoVID-19 pandemic . Date would typically begin Apr 1st but with the shut down, May 1st would probably be better. Will evaluate how this will then carryover and effect Fall Season membership date.</p> <p>When asked how coaches credentials are monitored, Laurie informed us that she receives notification 30 days and 15 days prior to their expiration date and again on the date of expiration.</p> <p><u>Current and Short Term Goals or Action Items</u></p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p><u>Problems / Requests for Help</u></p>	<p>Action Items / Comments / Notes</p>
<p>Diana, Website Administration; Records <i>Liaison to Athletes and Club Development</i></p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p>[x] Participated in the Mar Athlete Committee meeting. Approx 30 athletes participated on the call out of the approx. 64 athletes currently signed up.</p> <p>Items discussed included elections and summit. Noted that suggestions were made by athletes on efforts to stay connected with their coaches and each other via social apps. Suggested challenges helped to keep swimmers interested and involved with each other.</p> <p>[x] Working on creating the single age awards for annual banquet</p>	<p>Action Items / Comments / Notes</p>

<p>[x] Will be ordering JO and FW awards but will not put a date or logo on these awards in case the meets cannot be held.</p> <p><u>Current and Short Term Goals or Action Items</u></p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p><u>Problems / Requests for Help</u></p>	
<p>Annie, Meet Management Coordination <i>Liaison to Scheduling, Senior & Age Group</i> <u>Report on Activities & Action Items from last meeting:</u> [x] contacted the Zone Sanction Chairs informing them that PC has cancelled all meets scheduled through May 31st.</p> <p><u>Current and Short Term Goals or Action Items</u></p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p><u>Problems / Requests for Help</u> [x] Should she open FWLC for entries in OME on April 1st as stated in the meet sheet.</p>	<p>Action Items / Comments / Notes</p> <p><i>It was decided that opening entries should be delayed pending further information is determined regarding status of the CoVID-19 pandemic</i></p>
<p>Jeanette, Travel Coordinator <i>Liaison to Officials</i> <u>Report on Activities & Action Items from last meeting:</u> [x] Booked flights for WZ participants (\$50 per seat down deposit) [x] Finished up on aftermath of 2020 ZAM meet [x] Contacted Zone 2 regarding planning for 2021 ZAM meet. Would like to book the same hotel for the 2021 meet that Zone 2 used the last time they held the event. Know that it is capable of housing all Zone attendees and they are offering us a better price than last time. [x] Assisting Kyle in preparing a motion to the BOD to officially change the name of the ZAM meet.</p> <p><u>Current and Short Term Goals or Action Items</u> [] Post applications for WZ coaches and athletes online by April 15th [] Starting work on the 2021 PAC meet to be held in Pacifica.</p> <ol style="list-style-type: none"> 1. Expects approx. 150 applications for the 84 spots on the team 2. The applications for this meet is very lengthy and would like to convert this to an fillable online form so that while all of the information is available, it would only be necessary to print the 1st page and medical info page. <p>[x] Will not be offering official's clothing until meets resume</p>	<p>Action Items / Comments / Notes</p> <p><i>Leo stated that the host pool has no yet been determined. It is proving difficult to work with staff at pool where meet was held last year. Suggested that Jeanette hold off on the hotel reservations. Chris Lam will be taking over as team manager for Zone 2</i></p>

<p><u>Medium or Long Term Goals or Action Items</u></p> <p><u>Long term:</u></p> <p><u>Problems / Requests for Help</u></p>	
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<p>Mary Ruddell , Treasurer <u>Comments:</u> [x] Conducted the March Finance Committee and discussed financial impact on LSC and teams of meet cancellations and prohibition of team practice. [x] Participated in the Executive Committee meeting and presented possible budget issues caused by CoVID-19 pandemic. Current budget includes an approx. \$300,000 deficit which does not include loss of income to PC due to meet cancellations (incl JO ad FWSC) Typically, the LSC would expect approx. \$150,000 in revenue during Mar, April and May. Typically LSC expenses run about \$30,000 per month. [x] Will present a 2020-2021 proposed budget to BOD based on possible 10% reduction in membership and meet revenues and will wait to see how the budget is impacted by efforts to support teams placed at risk by the outbreak. [x] The annual budget meeting is being planned for the week of April 6th [x] Investigating how to apply for SBA loans so teams can be informed [x] Encouraged ideas on how to spend less money so that it could be made available for team support if necessary. Because of downturn in the stock market, we should try to use checkbook and savings funds before selling investments. Also try to take several smaller draw downs as needed rather than one larger one. [x] Mary surveyed teams on the impact they are suffering from CoVID-19 impacts and reported so far no teams indicated a desperate need for supporting funds. Several suggestions were received. NVA request for reimbursement of \$5,000 for non-refundable meet expenses were referred to Zone 4 for evaluation and recommendations.</p>	<p>Action Items / Comments / Notes</p>
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<p>Leo Lin , Vice Chair Operations <u>Comments:</u></p>	<p>Action Items / Comments / Notes</p>
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PC STAFF MEETING MINUTES/ REPORTS

May 5, 2020, 10:30 am

Via remote video conference

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

1. Working on final edits to R&R. Received feedback from David B, waiting for Clint. When we hear back from Clint we should have a videoconference to finalize the edits before sending to the Governance Committee for review.
2. Need to plan on a Town Hall meeting. Set an agenda and invite speakers Plan for May 13th 7:00 PM
3. Working on resumption of operations

Report of Action Items Prior:

Current/Short Term Goals: Revising P&P and R&R

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities: Primarily working on grant related materials, the grant information letter and online application. Grant Details were published last night on the website and to Facebook Tuesday AM. Will send out to clubs later today or tonight. Extended the deadline to apply to May 18. Attended the Age Group Meeting, LSC Leadership call, and the Athlete Leadership Summit Planning session Sunday evening - discussed possibly moving HOD to Sunday evening since we don't have a Saturday planning session. Reviewed outside auditor responses with Mary. Went to the office to get the mail.

Report of Action Items Prior: Reached out to USA Swimming for the Zoom license. It is good for 90 days from May 1, after that you must purchase a zoom subscription or lose the account and all it's history. Currently, the login is zoomadmin@pacswim.org. I will share the password through another channel. That same email address exists as well and anyone can access the email address with the password.

Current/Short Term Goals: Month end closing, monitoring grant applications.

Medium/Long Term Goals: Anticipating summer planning, working on HOD/Athlete Leadership event planning.



Additional Notes or Comments: Town Hall Meeting scheduled for May 13 at 7:00 pm, Zoom Town Hall call is May 8.

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

Report of Recent Activities: Emailing Clubs with coach list showing missing/expired certifications.

Feedback is very positive. Receiving updated certifications and notifications when a coach is not coaching with the Club any longer. Also working with USA Swimming on the Convention.

Report of Action Items Prior:

Current/Short Term Goals: Creating new registration forms with the new dates that USA Swimming approved. The 2021 Season will start on 6/1/20 and the Summer Season will start on 6/1/20 also. This is for new and expired registration. Renewals should wait until the Club receives their renewal package.

Medium/Long Term Goals:

Additional Notes or Comments: Have a USA Swimming registration Zoom call tomorrow.

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

Report of Recent Activities:

Report of Action Items Prior: Was able to get quotes for 20-21 Junior Olympics medals/ribbons. We should be able to stay within the budget given to us by the task force. Updating College Commitments. Posting COVID updates as needed, marked all meets in June, as well as JO and FW as cancelled on the website. Attended Athlete Summit planning call.

Current/Short Term Goals: Build an Athlete Survey for topic durations for Summit. Keep updating College Commitments. Continue updating the website as needed.

Medium/Long Term Goals: Working with Athletes Committee, getting ready for HOD

Additional Notes or Comments:

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

Report of Recent Activities: Age Group Call, contact with sanctions chairs regarding ideas for planning for future meets, editing meet sheet templates

Report of Action Items Prior: Finished updating Meet Sheet Templates - to discuss with Mary post-meeting this morning regarding any more edits that need made. Created separate templates for each JO Meet. Followed up conversation running with David/Jim Morefield regarding potential limitations on future meets by



forwarding documents and opening conversation with sanction chairs. They have much more intimate knowledge of the setup of their facilities and needs of their particular zones.

Current/Short Term Goals: Complete Meet Sheet Templates for posting.

Medium/Long Term Goals: Conversation to open with Age Group Committee - do we need to soften time standards for the 2020-2021 JO/FW meets to account for all of the time out of practice/competition and potentially severely reduce the number of athletes travelling in?

Additional Notes or Comments:

Jeanette Soe, Travel Coordinator, Apparel (*Liaison to Officials*):

Report of Recent Activities: Sent contract in for Pac All Stars. Need an update on the WZ contract for the hotel from David and Mary, please sign and return. Have been reviewing a pdf for application and testing. Need more info on name changes of all star meets. Would like to change the logo to have All Star portion removed.

Report of Action Items Prior: Sent off the prior application for Pac All Stars.

Current/Short Term Goals: Contact Kyle and Veronica in regards to updates on All Star team name changes and progress

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance: PPP loan was approved, grants going out in three stages, emails have been sent to task force members to review Zone 3 and Zone 4.



PC STAFF MEETING MINUTES/ REPORTS

May 12, 2020, 10:30 am

Via remote video conference

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

1. Finalized draft R&R with Clint Benton and David Benjamin, sent to Governance for additional review.
2. Need to plan on a Town Hall meeting. May 13th 7:00 PM bumped for Zone BOD meetings for Zone 1S and Zone 4.
3. Working on resumption of operations, we met with the GCs of California and drafted a letter to Governor Newsom. Waiting for an update on that correspondence.

Report of Action Items Prior:

Current/Short Term Goals: Revising P&P and R&R

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1. Processing Grant Applications - grants are moving along. Up to 20 applications for Round 2 have been submitted. Somewhat slow going migrating the information from email to dropbox, but everything received as of this morning has been processed and dropboxed.
2. Month End Review call with Maria and Mary yesterday. Reviewed the PPP loan and worked through estimates of forgivable loan amount and payroll estimates.
3. Attended the weekly USA-S LSC Leadership call Thursday and the HOD/Town Hall Call from USA-Swimming. I'm attending Minnesota's virtual HOD on Saturday.
4. Updated the calendar with zoom calls and info for the next few weeks

Report of Action Items Prior: Activated the USA Swimming for the Zoom license and scheduled the Town Hall and the Board Meeting through Zoom. Suggest that Diana be an additional moderator for the meeting to help with attendance to ensure we can start on time. Also adjusted meeting start time to 7:00 pm, please advise if the earlier time is an issue.



Current/Short Term Goals: Month end closing, monitoring grant applications and tracking progress of applicants.

Medium/Long Term Goals: Anticipating summer planning, working on HOD/Athlete Leadership event planning.

Additional Notes or Comments: Town Hall Meeting scheduled for May 13 at 7:00 pm, Zoom Town Hall call is May 8.

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):
Report of Recent Activities: 2022 possibly have online registration, possibly through the club portals and or LSC portals. Created new registration forms for the new upcoming season. Working with USA swimming on Convention Registration.

Report of Action Items Prior: Still mailing Clubs with coach list showing missing/expired certifications - about half done with all clubs. Feedback is very positive. Receiving updated certifications and notifications when a coach is not coaching with the Club any longer and making them unattached. Also working with USA Swimming on the Convention.

Current/Short Term Goals: The 2021 Season will start on 6/1/20 and the Summer Season will start on 6/1/20 also. This is for new and expired registration. Renewals should wait until the Club receives their renewal package.

Medium/Long Term Goals:

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes and Club Development*):
Report of Recent Activities:

Report of Action Items Prior: Was able to get quotes for 20-21 Junior Olympics medals/ribbons. We should be able to stay within the budget given to us by the task force. Updating College Commitments. Posting COVID updates as needed, marked all meets in June, as well as JO and FW as cancelled on the website. Attended Athlete Summit planning call.

Current/Short Term Goals: Build an Athlete Survey for topic durations for Summit. Keep updating College Commitments. Continue updating the website as needed.

Medium/Long Term Goals: Working with Athletes Committee, getting ready for HOD

Additional Notes or Comments:



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

Report of Recent Activities: Deployed another round of edits on Meet Sheet Templates, clarification of an Approved Meet while we are resuming practice and competition came up during the Zone 1 North Meeting.

Report of Action Items Prior: Completed second round of meet sheet template editing. Included additional edits caught by Mary.

Current/Short Term Goals: Finalize meet sheet templates and get out to Zone Chairs

Medium/Long Term Goals: Conversation to open with Age Group Committee - do we need to soften time standards for the 2020-2021 JO/FW meets to account for all of the time out of practice/competition and potentially severely reduce the number of athletes travelling in?

Additional Notes or Comments: Sanction vs. Approval. Validity of Approved Meets as “work around” to run smaller meets with fewer officials (came up in Zone Meeting) - clarify for Zone Chairs/Meet Directors.

Jeanette Soe, Travel Coordinator, Apparel (*Liaison to Officials*):

Report of Recent Activities: Sent signed contract for WZ to hotel contact. Have been reviewing a pdf for application and testing. Checked in with Kyle and Veronica on the name change to the All-Star team and got their approval for the new apparel. Would like to change the logo to have All Star portion removed.

Report of Action Items Prior: Sent off the prior application for Pac All Stars.

Current/Short Term Goals: Contact Kyle and Veronica in regards to updates on All Star team name changes and progress

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance: Finance Committee Meeting was moved to 6:00 pm on Thursday due to other rescheduled Zone Meetings. Plan to have an organizational meeting for Grants on 5/19.