



PACIFIC SWIMMING COMMITTEE REPORT

To be submitted to Marie Lin (secretary@pacswim.org) the Sunday prior to the next BOD meeting

Committee: Personnel

Liaison to the Board: Verónica Hernández

Date of Last Meeting: 9/29/22

Members Present:

<u>Jivana Nagpal</u>	<u>Jim Morefield</u>	<u>David Cottam</u>
<u>Cindy Rowland</u>	<u>Lehla Irwin</u>	<u></u>
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Date of Next Meeting: Wed, Oct 26, 2022

Action Items Completed: Review of applicants for Admin Assistant position

Action Items In-Progress / Pending: Review of Employee Handbook, task list assembled to break up remaining work amongst committee members
Meeting with all staff members and the committee to happen in November to begin the task of updating job descriptions and task lists
Annual Calendar of Events

Announcements: One applicant selected for interview. Interview the week after HOD.

Questions for the Board / Larger Group:

Notes/ Other: