



PC STAFF MEETING MINUTES/ REPORTS

September 29, 2022
Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

[X] Attended USA Swimming business and HOD meetings via Zoom.

1. No longer allowed to use the words “Junior Olympics” in our meet sanctions
2. WZ Athlete fee increased to 20 cents and based on Aug 31, 2022 numbers. Invoiced after Sept 1st and due Dec 1st.
3. R17 requiring SafeSport 360 was withdrawn until effective enforcement could be worked out. In the meantime, requested that notification of safety issues be included in the meet sheet and suggestions on how participant requirements could be implemented be relayed to the Safe Sport Committee.

[X] The CANRA course is now better identified. Still issues with showing the course has been completed.

Current/Short Term Goals:

[X] I have asked Kelly to make a brief report regarding Safe Sport at the HOD. I also would like Dr. Blackwell to make a brief report on the use of Sports Drinks prior to racing. USA Swimming has indicated that they have a Sports Cardiologist who may be able to join the call.

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

[] **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. With meets starting back again, I have been less preoccupied with OMR issues and moved to the invoicing of swim meets and collection of payments.
2. Most of the calls and work these last two weeks have been around October's event, getting Eventbrite updated for registrations and working on planning aspects.
3. I've been working on flipping my annual files over for the next year, this includes the invoicing file, the vacation file, and the investment file, plus a number of new folders and files that are needed for the year end audit.
4. Posted Job Listing on the website, there have been 3 replies this week, personnel committee meets tonight to review.
5. Filed workers comp report and paid the policy invoice by credit card.

Report of Action Items Prior:

Current/Short Term Goals: Planning October LSC Event

Medium/Long Term Goals: Seeking an additional member of staff, begin planning for Pac Coast All-Stars.

Additional Notes or Comments: OTC Distance Camp approval time frame is mid October.

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

Report of Recent Activities: There have been 4,193 members who have registered for 2023.

SWIMS continues to be updated. OTS is still on track to release on 10/3.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated 22-23 Officials Assignments, Created new Officials' Apparel pre-order form for Clinic, Processed both current and pre-orders for Apparel, Ordered more blank Officials apparel for embroidering, Met with Phil and Officials Clinic presenters to flesh out details for October, Continued working on Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Processed

Summer Travel Support requests, Tabulated Award Banquet voting, Sent final winner names to Hasty and proofed Awards Banquet awards, Ordered swag for Officials Clinic, Sent a second email to Maya DiRado about speaking at Athlete Summit & Awards Banquet, Printed and packaged all certificates for Records and NAG standings, Attended Summit Athlete meeting, Ordered both sets of FW medals, Tracked down Outstanding Checks/Payments for Mary to close out fiscal year, Working with Hyatt House to fill our room block for Clinic/Summit, Built 2022-23 Travel Support Worksheet, Researching pricing for food for both days of weekend, Built PowerPoint presentation for Award Banquet, Worked with PH Rec to finalize details for coach in-water training, Mailed out invites to all nominees of Awards Banquet

Report of Action Items Prior: Current/Short Term Goals: October, October, October!, Continue to work on getting a speaker for Awards Banquet, Build script for Awards Banquet MC, Build Awards Banquet Program, Shop for breakfast and lunch meals for both Saturday and Sunday, Track down Outstanding Checks/Payments for Mary, Attend Athlete and Officials meetings, Continue working on Awards Banquet details, gifts and awards, Pre-package all Officials swag, Pre-Package all Officials' Apparel orders, Consider booking Boise, ID for August 2023 WZ AG Meet, Build Travel Support Spreadsheets for all 2022-23 meets, Update Senior Times Spreadsheet

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

Additional Notes or Comments: All JO medals were already ordered

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 22-131. Awards voting complete. Propose at the next age group meeting a sub-committee to work on re-vamping for 2023-24. Reached out to AG/Senior Chairs regarding any potential desire for significant changes to PC Meet Schedule for 2023-24 (due to me by mid-November). Now inputting meets into SWIMS after sanction. Able to check member registrations & certification status. MEFAP Processing (confirmation on checks in the mail from SSS and ONDA for large chunks of outstanding MEFAP payments). Plugged Meet Director/Colorado Training to Sanction Chairs/Zone Chairs. Ran time verification for TCA (manually checked 11-12 athletes. (as discussed last week, will not be a viable option for Senior 2/JO/FW meets).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Meet Director Class at Officials Clinic - coordinate with Jay.

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer Sr 2 P/F, Early June Senior Open). Summer Senior 2/Sectional conflict - options? Full update of JO/FW Meet Sheet Templates. Further updates after the USA-S Business Meeting with any new required language.

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Out of Town: September 26-October 10; October 17-20.

Today we are hiking Joshua Tree National Park.

I talked to the accountant about paying some invoices with “regular” checks. The short answer is “no”. Payments by “regular” checks should be made only to vendors that will not accept bill.com payments. (i.e. The fee annual fee paid to the State to register PC as a non-profit organization)

Leo - Comments:

Suggest having a hybrid meeting for HOD and clinic, livestream and zoom plus in person, suggested seeking Jay’s help. Agreed to combine in person and virtual meeting for October 2022 would be desirable. Need to look into bringing in AV support for adequate bandwidth.

Verónica - Comments:**Report of Action Items Prior:****Current/Short Term Goals:**

- Personnel Committee - Recruited Lehla Irwin to help with creating documents for reviews
- Governance Committee - Been asked to join for the P&P review. Will be addressing items moved from R&R to P&P and reviewing sections with old dates for accuracy.
- WZ Staff Selection - Meeting 6/10/22 Selection committee: Erik Scalise, Asher Green, Mike Allegretti, Aidan Pflieger, Anika Nagpal, Kyle Kikuta, Tony Daly, Doug Reed
- Board Strategic Planning - Presentation
- Age Group Committee -
- MEFAP online meet entries -
- DDEI Camp - Richmond Plunge Nov 12, 2022
- Athlete Committee - Leadership Summit schedule skeleton is started, need to start promoting event, Share that we are hosting Sectional 2023, Congrats list for graduating seniors

Medium/Long Term Goals:

- Work with Cindy on annual calendar
- Membership newsletter

Action Item:**Additional Notes or Comments:****Discussion Items:**

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PC STAFF MEETING MINUTES/ REPORTS

October 13, 2022

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

[X] We are up to 7 informational tables following the HOD meeting. Kyle got back to me and he may not be able to come in person. I asked him if there was anyone else on the committee that would be willing to host the AG Committee table. I have not heard back from Doug Reed.

[X] Need to discuss final arrangements regarding these informational tables.

- Can we arrange to deliver pizza from 11:30 until the 1:00 Gary Hall Sr presentation?
- If so, should we offer free pizza for those that visit 2 or 3 informational tables during the break?
- Are others on their own for lunch prior to the presentation?

Current/Short Term Goals:

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

[] **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. Still primarily all focus has been on planning the October event. Meeting with Diana most days on any outstanding issues to resolve and setting up contingencies for our very full clinic. Clinic should be about 325, which is about 40 larger than we've ever had and that doesn't count presenters(!), and the Awards is up to 226, but the Coach Clinic turnout has been disappointing.

2. Worked on month end closing and met with Maria on Year End Review. There will be a lot of catch up to do after the weekend.
3. Flipped investment file, still have some catch up on the meet file. I've been working on flipping my annual files over for the next year, this includes the invoicing file, the vacation file, and the investment file, plus a number of new folders and files that are needed for the year end audit.

Report of Action Items Prior:

Current/Short Term Goals: October LSC Event execution

Medium/Long Term Goals: Seeking an additional member of staff, begin planning for Pac Coast All-Stars.

Additional Notes or Comments: OTC Distance Camp approval time frame is mid October.

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

Report of Recent Activities: There have been 4,193 members who have registered for 2023.

SWIMS continues to be updated. OTS is still on track to release on 10/3.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated 22-23 Officials Assignments, Processed both current and pre-orders for Apparel, Ordered more blank Officials apparel for embroidering, Met with Phil and Officials Clinic presenters to flesh out details for October, Continued working on Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Completed processing Summer Travel Support requests, Proofed all Awards Banquet awards, Pre-packaged swag for Officials Clinic, Corresponded with Reece Whitley about speaking at Athlete Summit & Awards Banquet, Attended Summit Athlete meeting, Working with Hyatt House to fill our room block for Clinic/Summit, Researching pricing for food for both days of weekend, Built PowerPoint presentation for Award Banquet, Worked with PH Rec to finalize details for coach in-water training, Worked on RSVPs for Awards Banquet, Ordered food for all weekend, Met with Banquet MC, Built

and printed Banquet program, Printed labels for Banquet swag blanket, Ordered all Officials' Clinic printed handouts

Report of Action Items Prior: Current/Short Term Goals: October, October, October!, Shop for breakfast and lunch meals for both Saturday and Sunday, Track down Outstanding Checks/Payments for Mary, Attend Athlete and Officials meetings, Continue working on Awards Banquet details, gifts and awards, Pre-Package all Officials' Apparel orders, Consider booking Boise, ID for August 2023 WZ AG Meet, Build Travel Support Spreadsheets for all 2022-23 meets, Update Senior Times Spreadsheet

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

Additional Notes or Comments: All JO medals were already ordered

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 22-137. Added Meet Referee and Meet Director to all meets in SWIMS from September 1 forward. MEFAP Processing. Age Group Committee meeting - discussed change in JO Meet name. Athletes to discuss at HOD weekend. If they do not have a suggestion, "Pacific Swimming Winter/Summer/Spring Age Group Championships" to be used. Updated Meet Sheet Templates to incorporate changes per Business Meeting. Prep for Meet Directors Class. Started on OAPB Senior Open Time Verification.

Current/Short Term Goals: Complete Time Verification - OAPB Senior Open. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Meet Director Class at Officials Clinic - coordinate with Jay.

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer Sr 2 P/F, Early June Senior Open). Summer Senior 2/Sectional conflict - options? Full update of JO/FW Meet Sheet Templates.

Additional Notes or Comments: Potential Time Verification Options for November Senior 2/JO's. If running a report through SWIMS isn't an option, how do we want to handle this?

Additional comments or other notes of importance or relevance:

Mary - Comments:

Out of Town: September 26-October 10; October 17-20.

Today we are hiking Joshua Tree National Park.

I talked to the accountant about paying some invoices with "regular" checks. The short answer is "no". Payments by "regular" checks should be made only to vendors that will not accept bill.com payments. (i.e. The fee annual fee paid to the State to register PC as a non-profit organization)

Leo - Comments: OTS December 5th update. Patrick Murphy is still working on what will be available for that update, it has not been decided.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Need to update list of teams for drop down menus and teams listed on the website
- Interview with Admin Assistant applicant, Karen Bair set for next Friday
- Working on employee handbook

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

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PC STAFF MEETING MINUTES/ REPORTS

October 27, 2022

Virtual Meeting 10:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

[X] Thank you to all of our staff for making the HOD, Officials Clinic, Coaches Clinic, Awards Banquet and the Athlete Summit so successful. I heard no complaints (except the disappointing attendance at the Coaches Clinic) for any of the functions. It would have been impossible to host that weekend activities without your enthusiastic support.

[X] Discussed the further distribution of the Smart Goggles with Don. His intention was to purchase these goggles and distribute them to teams. He hoped that 100 coaches would be attending the coaches clinic and only about 35 showed up. Since these goggles are doing the athletes no good sitting in our storage shed, Don offered to help distribute them at upcoming Senior meets.

Current/Short Term Goals:

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

[] **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. Held a successful Clinic, Banquet, Athlete Summit and HOD just after the last meeting.
2. Mostly caught up on lagging items from last year, working on getting caught up with new items from the current year.
3. Interviewed and hired Karen Bair to help with travel coordination and administration of the calendar, scheduling, etc.

Report of Action Items Prior:

Current/Short Term Goals: Onboarding Karen Bair, planning Pac Coast All-Stars, OTC Camp, Audit

Medium/Long Term Goals: Employee Handbook, Employee Reviews

Additional Notes or Comments:

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

Report of Recent Activities: There have been 4,193 members who have registered for 2023.

SWIMS continues to be updated. OTS is still on track to release on 10/3.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Co-hosted a very successful Officials Clinic, Athlete Leadership Summit, Awards Banquet, HOD and Coaches' Clinic, Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated 22-23 Officials Assignments, Re-inventoried all Officials' Apparel, Ordered more blank Officials apparel for embroidering, Gathering Athlete sweatshirt sizes to hand out/mail to Athlete Reps, Created fillable PDF of new Meet Referee Report form, Ordered Winter AGC ribbons and high point awards

Report of Action Items Prior: Current/Short Term Goals: Ordered Winter AGC ribbons and high point awards, Consider booking Boise, ID for August 2023 WZ AG Meet, Build Travel Support Spreadsheets for all 2022-23 meets, Update Senior Times Spreadsheet, Upload all Sept and Oct results into 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: Is there enough money to mail the athlete hoodies to them @ \$8+ per sweatshirt?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 22-143. Meets loaded into SWIMS through last sanctioned. MEFAP Processing. OAPB Senior Open Time Verification completed. Meet Director Clinic 10/16. Spring Sectionals (TCA)

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Re-issue TERA Meet Sheet - thoughts on wording?

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer Sr 2 P/F, Early June Senior Open). Summer Senior 2/Sectional conflict - options? Full update of JO/FW Meet Sheet Templates.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities: Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals: Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Preparation for the Audit is a top priority - with required reports due Nov 1 for a review with the Accountant prior to submitting files to the auditor.

Provided Dropbox access to Karen and ordered a Credit Card. Will continue to provide access to other tools she will need.

Leo - Comments: OTS December 5th update. Patrick Murphy is still working on what will be available for that update, it has not been decided.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Meet to update list of teams for drop down menus and teams listed on the website
- Interview with Admin Assistant applicant, Karen Bair set for next Friday
- Working on employee handbook

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

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PC STAFF MEETING MINUTES/ REPORTS

November 10, 2022
Virtual Meeting 10:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

[X] I have finally been credited for taking the CARNA course and am now in good standing. Thank you Laurie for your assistance. Carol told me that she was credited with the APT course finally showing up on her card. Hopefully this is a sign the USA Swimming is getting some of their problems resolved.

[X] Distribution of the Smart Goggles to be decided by BOD

[X] I completed a survey from USA Swimming regarding the HOD meeting. I took the opportunity to again express my disappointment that our athlete reps were disenfranchised. Probably will not do any good but I will continue to advocate for them.

[X] Received an email from Alex Silver (LAC) asking about the status of the Pac Coast All-Star applications.

Current/Short Term Goals:

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

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

Additional Notes or Comments:

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

Report of Recent Activities:

1. Finalized Month End for October, which included more than the usual number of entries due to the clinic weekend activities.
2. Caught up on distributing all the invoices from the new year, including the invoices for the LSC portion of the clubs that have renewed for 2023. A few payments have started rolling in for club renewals.

3. Updated the meet invoice log through last weekend and recorded all the document tracking related to this year's meet invoices YTD
4. Attended a couple of personnel meetings to work on the final Employee Handbook.
5. Attended the LSC Leadership call, lots of news and information in the call - link to the meeting agenda [W LSC Leaders Call 11.10.22.docx](#)

Report of Action Items Prior:

Current/Short Term Goals: Onboarding Karen Bair, planning Pac Coast All-Stars, OTC Camp, Audit

Medium/Long Term Goals: Employee Handbook, Employee Reviews

Additional Notes or Comments:

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

Report of Recent Activities: There have been 4,193 members who have registered for 2023.

SWIMS continues to be updated. OTS is still on track to release on 10/3.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Completed CANRA education, Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated 22-23 Officials Assignments, Helped Mary track down uncashed checks to teams, Ordered more blank Officials apparel for embroidering, Handed out or mailed all sweatshirts to Athlete Reps, Ordered Winter AGC ribbons and high point awards, Built Travel Support Spreadsheets for all Winter meets, Updated all Sept and Oct results into All-Star database, Prepare for November BOD, Attended committee meetings

Report of Action Items Prior: Current/Short Term Goals: Attend BOD, Update Senior Times Spreadsheet, Upload all Nov results into All-Star TM database

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

Additional Notes or Comments: What are our holiday closure deadlines?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 22-148. Meets loaded into SWIMS through 22-146. Winter Age Group Championships sanctioned. Amended TERA Meet Sheet with updated time verification procedure. Same procedure written into Winter AGC Meet Sheet. Age Group Committee Call. Short Meeting. Confirmed no bonus entries for Winter AG Champs. Lots of MEFAP Entries coming in for Fall Meets. Several new athletes.

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 draft of 2023-2024 PC Meet Schedule. Have not yet received any requests for change from Age Group/Senior. MAC Senior 2 T/F Meet Sheet should be coming in soon. Have not seen a meet sheet yet.

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer Sr 2 P/F, Early June Senior Open). Talk to Tony to reach out to Senior coaches to find potential hosts?

Additional Notes or Comments: Feedback on TERA Senior 2 time verification process? Amendments necessary for Winter AG Champs & MAC Senior 2?

Karen Bair, Admin Asst:

Report of Recent Activities: Report of Action Items Prior: Completed Background check, Athlete Protection Training and CANRA—member in good standing; Trying to learn all I can about the Upcoming Camps

Current/Short Term Goals: Working on hotels, flights and transportation for Pacific All Stars. COntacts for flights and hotels are ready to be signed (signatures needed by November 14th). Transportation is pending finalization of hotels. Costs have gone up significantly since the last camp. I have been in contact with the meet director, and there is no ALI Star Dinner planned (I found evidence of this in the past) but they will be providing snacks and drinks for the athletes during the meet. NExt step is to contact the head coach for the All Star Meet.

Medium/Long Term Goals: Additional Notes or Comments: Looking at hotels for the Western Zones. Range is \$139-\$239, so I would like to book early, to save money. I am in the process of creating checklists for camps and updating letters and itineraries to share with parents.

Additional comments or other notes of importance or relevance:

Mary - Comments:

How long should we wait to receive payments from Clubs who have registered? 15 days?

Pac All Star co-pay. May need to increase the amount.

Leo - Comments: OTS December 5th update. Patrick Murphy is still working on what will be available for that update, it has not been decided.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Need to update list of teams for drop down menus and teams listed on the website
- Working on employee handbook

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

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PC STAFF MEETING MINUTES/ REPORTS

December 1, 2022
Virtual Meeting 10:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

[X] Cindy informed me that there are up to 25 clubs registered for 2023. I discussed this issue at the Athletes Committee meeting and will ask for time to address the coaches this weekend at the JO meet and again at the Milpitas Senior T&F meet.

[X] Distribution of the Smart Goggles to be decided by BOD. Forgot to get this on the BOD agenda however the meeting went over 9:00 PM stop time so probably just as well.

[X] We are up to 2 adult-non athletes and 2 swimmers on the Admin Review Board. Still looking for a coach member but the Board can be used as is. Members are Chris Lam (Chair), Angela Cardenas, Heidi Chen and Aden Li.

[X] Cindy forwarded a request for comment from Marissa Kendall working on a story for The San Jose Mercury News about the proposed redesign of Piers 30-32 in San Francisco, which includes an Olympic-sized floating pool and bay access for open water swimming. This is the first time that I have heard about this project.

[X] I believe that Dec 1st was the date that staff should submit their Job Descriptions to me for standardized formatting. I know that we are in a very busy time of the year so please get these to me as soon as you can.

Current/Short Term Goals:

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

[] **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. Finished invoices for last weekend's meets and club renewals through the weekend. Applied payments for all checks received so far. Still quite a few clubs to get through the renewal process, but we are approaching 30%(about 30) with about half of them having paid their LSC portion.
2. Updated the meet invoice log through last weekend and recorded all the document tracking related to this year's meet invoices YTD. Updated the renewed club membership details.
3. Picked up official apparel from ProStitch and worked on apparel schedule for additional events with vendor
4. Met with the Auditor and worked with Mary to complete the Audit Testing Selections for last year's financial statements.
5. Still providing updates and assistance to coaches and clubs reaching out to me regarding
6. Attended a personnel meeting to work on the final Employee Handbook.
7. Worked on updating job responsibilities for my job for the personnel committee.
8. Finalizing review ZAM application updated by Lehla.

Report of Action Items Prior:

Current/Short Term Goals: Onboarding Karen Bair, finalizing Pac Coast All-Stars, planning OTC Camp and Zam, finalizing Audit with Mary.

Medium/Long Term Goals: Employee Handbook - outstanding items, Employee Reviews,

Additional Notes or Comments:

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

Report of Recent Activities:

SWIMS continues to be updated. Once the Data Warehouse is up more reports will be available. I can now merge most records.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated 22-23 Officials Assignments, Helped Mary track down uncashed checks to teams, Ordered more blank Officials apparel for embroidering, Inventoried all newly embroidered Officials Apparel, Mailed/handed out all backordered Officials' apparel orders, Prepared all Winter AGC awards, high point awards and instructions for Phil to take down to the AGC meet, Updated all November results into All-Star database, Attended November BOD, Attended committee meetings, Updated and posted Senior Times Spreadsheets, Started posting Class of 2023 College Commitments, Finalized and posted new Rules & Regulations

Report of Action Items Prior: Current/Short Term Goals: Fill out application form for Pleasant Hill Senior Center and Teen Center for October 14-15, 2023, Renew my APT before 12/14/22

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

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 22-148. Several 2023 Meet Sanctioned. Meets loaded into OTS up to date. Working on 2023-24 skeleton Schedule. Some desire from Senior and Age Group to combine Winter Age Group Championships/Senior 2 due to lower attendance at both meets (a decent number of larger teams choosing to travel out of state instead of attend PC December Championship Meets). Waiting on feedback from both committees before continuing with schedule. Aiming to have it ready for committee approval and Exec. Committee approval in January. LC Far Westerns Meet Sheet Template updated and sent to TERA for 2023.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. 23-24 Schedule.

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer Sr 2 P/F, Early June Senior Open). Talk to Tony to reach out to Senior coaches to find potential hosts?

Additional Notes or Comments: Bid process for FW 2023-2024?

Karen Bair, Admin Asst:

Report of Recent Activities: Report of Action Items Prior: PacAll Stars update—hotel, flights and transportation have been finalized. Coaching staff for PacAll Star meet was selected on Tuesday, November 29th, and Tony Daly (head coach for the meet) will email the coaches. The hotel has been booked for Western Zones in Boise, Idaho. Rooms blocked until 12/20/22.

Current/Short Term Goals: Athlete selection for PacAll Star meet is scheduled for December 6th. I will reach out to the families immediately, as we need to order t shirts and sweatshirts. I will need help with the wording on the emails to the families for the athlete co-payment, as I have not used the authorize payment system.

I would like to reach out to the coaches for the Pac All Star meet with their ideas/thoughts for their thoughts on a Saturday night dinner. Will reach out to coaches for the Pac All Star meet with their ideas/thoughts for their thoughts on a Saturday night dinner. Researching hotels for ZAM meet. One quote was received for rooms and the banquet, but the hotel would be unable to offer a free breakfast, and did not have enough rooms with 2 beds. I am waiting for quotes from other hotels in the area. Receiving emails from Z2 regarding information on ZAM meet and meet sheet.

Talking with the hotel manager in Boise for the Western Zone All star meet and banquet needs.

Medium/Long Term Goals: Additional Notes or Comments: Still trying to familiarize myself with the camps and all star meets.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Audit progresses. Discussion of the release of net assets (MEFAP restricted funds

Leo - Comments: OTS December 5th update. Patrick Murphy is still working on what will be available for that update, it has not been decided.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Need to update list of teams for drop down menus and teams listed on the website
- Working on employee handbook

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

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PC STAFF MEETING MINUTES/ REPORTS

December 15, 2022
Virtual Meeting 10:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

[X] Spoke with the coaches at the JO meet and again at the Milpitas Senior T&F meet.

[X] Distribution of the Smart Goggles to be decided by BOD. Forgot to get this on the BOD agenda however the meeting went over 9:00 PM stop time so probably just as well.

[X] First request for review of a Finals NS fine was sent to the Admin Board for a decision. Two additional letters went out for missed finals at the MAC Sr T&F meet.

[X] Had a Zoom call with the other CA LSC General Chairs to discuss issues affecting our LSCs

[X] Received the Job Descriptions and will put them into a standardized formatting.

Current/Short Term Goals:

[X] Continue to work on annual staff performance assessment and improve the ability of staff to report on accomplishments and discuss issues.

[] **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. Finished invoices for last weekend's meets and club renewals through the weekend. Applied payments for all checks received so far. Currently about 50 clubs have renewed (13 clubs renewed the first week of December, maybe a bit more since Monday) and we have payments from 22 clubs so far. All clubs that have renewed through Monday have been invoiced.

2. Month end closing for November was completed. Accounting review is this afternoon with Maria rescheduled to when Mary returned from her trip.
3. Updated the meet invoice log through last weekend and recorded all the document tracking related to this year's meet invoices YTD. Updated the renewed club membership details.
4. Ordered the apparel for Pac Coast All-Star meet and arranged for the screening of the sweatshirts and t-shirts. Ordered the swim caps. Will likely replace the bag tag with a sticker as it will be less expensive.
5. Have been working together with Karen on some of the details of the Pac Coast All-Star and the OPTC Camp planning. OPTC will be a tight turnaround, and I will be working on the application to go live by the end of the week. We will need to pick a team the first week in January. We have a head coach (Todd Tucker), we have some of our equipment already as we ordered backpacks last year when we thought we might still have this event. I will be working on the shirts, hoodies and caps ASAP.
6. Still providing updates and assistance to coaches and clubs reaching out to me regarding club renewals, membership issues. The majority of these go to Laurie, but since most of the communication comes from me, I do tend to get a fair amount of questions.

Report of Action Items Prior:

Current/Short Term Goals: Onboarding Karen Bair, finalizing Pac Coast All-Stars, planning OTC Camp and Zam,

Medium/Long Term Goals: Employee Handbook - outstanding items, Employee Reviews,

Additional Notes or Comments:

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

Report of Recent Activities:

SWIMS continues to be updated. Once the Data Warehouse is up more reports will be available. I can now merge most records.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Updated 22-23 Officials Assignments, Worked on job description update, Processed and mailed out Officials' apparel orders, Updated all results through Winter AGC into All-Star database, Entered all applicants for Pac Coast All-Stars into TM database, Ran best times reports for all Pac Coast applicants for coaches to select team, Miscellaneous Pac Coast related tasks, Attended committee meetings, Updated and posted Senior Times Spreadsheets, Updated Class of 2023 College Commitments, Finalized and posted new Rules & Regulations, Filled out and submitted application form for Pleasant Hill Senior Center and Teen Center for October 14-15, 2023, Renewed my APT, Searching for Winter and Summer Jr. National results, Processed Team Support for Winter Jr. Nationals, Updated Meet Sheet Archive

Report of Action Items Prior: Current/Short Term Goals: Update P&P from 2205FVC, Look through recent meets to check for PC records, Archive BOD and HOD documents to Dropbox

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

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 22-153 and 23-007. Meets loaded into OTS up to date. Working on 2023-24 skeleton Schedule. Age Group Committee meeting - those on call in favor of bringing 15-Over back into Winter AG Champs Meet. Waiting for feedback from Senior. Aiming to have it ready for committee approval and Exec. Committee approval in January. SC Far Westerns Meet Sheet received and in approval process. Hope to have sanctioned prior to Holiday Office Closure. Sitting on multiple meet sheets waiting on 2023 registrations to renew (Club and Individual both).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. 23-24 Schedule.

Medium/Long Term Goals: Hosts for remainder of 2022-2023 Meets (Summer Sr 2 P/F, Early June Senior Open). Talk to Tony to reach out to Senior coaches to find potential hosts?

Additional Notes or Comments: Bid process for FW 2023-2024?

Karen Bair, Admin Asst:

Report of Recent Activities: Report of Action Items Prior: Pac All Stars is coming together! The athletes have been selected, and only one athlete was unable to attend, so the 1st alternate was contacted. Tshirts and sweatshirts and caps have been ordered (thanks, Cindy!). Chaperones have been selected and

accepted. All athletes are members in good standing, but 2 of the 3 coaches are not. The Pacific Zone Challenge Meet has been a challenge. The hotels I have contacted don't have enough rooms (with 2 queen beds) for the entire group, and many of the hotels don't have the space for a dinner. Cindy shared that the meet director had talked about the possibility of a nearby high school for the evening event.

Current/Short Term Goals: All the athletes for the PacAll Star have paid, but I am in the process of tracking down all the missing medical releases and/or medical cards. Navigating the many emails from . I will be reaching out to the chaperones, as we have 2 athletes with dietary issues (peanut and celiac/gluten free). Trying to finalize the meals for the team. Need to finalize the names for the airlines (still waiting on 4th coach and DOB of a coach). Also need to get the necessary paperwork for the chaperones (driving record and 1099 form, I believe).

Still researching hotels for ZAM meet. One quote was received for rooms and the banquet, but the hotel would be unable to offer a free breakfast, and did not have enough rooms with 2 beds, so that might be one of the 2 hotels used (if I can find a hotel close to that one).

Still navigating the needs of the athletes for the Western Zone All star meet (meals and banquets).

Medium/Long Term Goals: Additional Notes or Comments: Still learning!

Additional comments or other notes of importance or relevance:

Mary - Comments:

My apologies for not being here this morning. I have a Dr. appointment.

Audit still in progress. Discussions regarding rules on use of Donor restricted funds. Pacific may need to convert MEFAP donor restricted funds to a Board Restricted Fund.

Record Keeping in Dropbox: - suggested - Any changes needed?

1 year for Registration Verification Files

3 years for Registration Files (per USAS)

3 years for Meet Results. (are these kept elsewhere?)

Happy Holidays everyone!

Leo - Comments: OTS December 5th update. Patrick Murphy is still working on what will be available for that update, it has not been decided.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Need to update list of teams for drop down menus and teams listed on the website
- Working on employee handbook

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:

[] Dec 29th Staff meeting canceled. Next PC Staff meeting will be Jan 12th