



PC STAFF MEETING MINUTES/ REPORTS

November 30, 2021

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] I took a Pacific Swimming canape to the SBA Senior meet where more athlete reps may be swimming. I also addressed the coaches at these meets to advocate for more athlete reps. I did not see any of the athletes using the tent.

[X] The BOD asked us to present the actual amendment that we wished to make in P&P regarding updating our travel policy. I will prepare a draft and then ask Mary to review it and then send it to the Gov Committee prior to the Jan Exec Committee meeting.

[X] The updated Risk Management Plan was approved at the November BOD meeting.

Current/Short Term Goals:

[] Coordinate with Cindy to find a time to return the PC popup back to its storage location.

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on the P&P manual.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Invoiced Meets/Paid Meet AR/Deposited Checks - About 8-16 hours per week on treasurer communications/tasks/QuickBooks (this is still holding true).
2. Wrote reimbursement and camp stipend/per diem checks for the Leadership Camp.

3. Finally submitted the Employee Retention Credit via Amendments to the 941s. Should know something 8-10 weeks. I'll monitor the Quickbooks report for submission. Expected credit is \$78K through Q3, unlikely we'll qualify in Q4.
4. Final Review of PBC list and information officially handed off to auditor. Next Meeting December 14, which is why the next staff meeting needs to be rescheduled.
5. Dropping off shirts to ProStitch this afternoon. Should have them in hand in two weeks or less.
6. Waiting for Bag Tags to arrive, hopefully they will be here by Thursday. Bag Tags is now a 5 week in advance process due to reduced staffing and slow turn around on the graphic updates etc. We should keep this in mind for events post Pac Coast All Stars. I have not ordered Zone Challenge since the location hadn't been set.
7. Have not heard anything new on the final Submission of LEAP. I will check in with Jane later this week.
8. Zoom License Update - 15 of 19 have confirmed they will renew, including all the zone level Zoom licenses. These invoices will go out December 1.
9. Attended BOD Meeting
10. Should be done sorting through Officials Attendance by the end of the week.

Report of Action Items Prior:

Current/Short Term Goals: (1) Hand off apparel to the new embroiderer.

Medium/Long Term Goals: Storage Clean Up/Purge

Additional Notes or Comments:

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

Report of Recent Activities: So far for 2022, we have 6,773 Annual Athletes, 540 Fall Season Athletes, 660 Non-Athletes, 30 Annual Clubs, 3 Fall Season Clubs and 1 Organization registered. Currently for the 2021-2022 seasons, we have a total of 15,947 Athletes (456 missing APT), 104 Annual Clubs (14 clubs not in good standing due to head coach certification issues), Coaches 680 (305 not in good standing) 607 Officials (141 not in good standing) 395 other non-athlete members (227 not in good standing). Re-registration packets are coming in daily.

Report of Action Items Prior:

[]

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

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, Made updates for LEAP, Ordered Spring Far Western Medals, Processed Officials' Apparel orders, Updated Meet Sheet Archive through November, Updated all Results through November in Dropbox, Worked on pricing for officials apparel embroidery, Researched Camp Shirts, Created fillable PDF forms for Camp Applications, & All-Star Applications, Updated Top Times, Assisted Laurie with Registration emails when possible, Attended BOD, Created Sectionals Travel Support Form, Created NLI Google Form and post updates as needed

Report of Action Items Prior: Current/Short Term Goals: Update TM All-Star database with November Results, Update Records, Continue working on stocking inventory of Officials' apparel, Work on LEAP with Cindy, Update Team contact information on website, Work on OTC items, Update Meet Sheet Archive, Attend BOD

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: Sanctions issued through 21-217 (6 since last staff meeting). All meets loaded into OTS. MEFAP Entry Processing. Meet Director Packets distributed through 12/3-5 weekend. Time Verification run for JO Meet this weekend. Emails to go out today/tomorrow. Age Group met and decided on Bonus Time Standards for Spring FW (Allowing 2 bonus swims. 5% for events 200 and shorter, 2% for 400 IM/500 Free. No 1650/1000 as bonus, but may qualify for 1650 with 1000/1000 with 1650).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. Calculate bonus standards for FW (hoping to complete by end of this week so meet sheet can get out for Spring ASAP)

Medium/Long Term Goals: 2022-2023 Schedule - get committee in place and draft tentative schedule prior to holidays.

Additional Notes or Comments: Response to items raised by Ray in regards to Summer FW?

Additional comments or other notes of importance or relevance:

Mary - Comments:

Hiring a Bookkeeper status?

Email from Kennan regarding Leanne Houston, a parent who does their Team Unify billing and asking if we knew of any other team that might be interested in hiring her

ONDA - back in the water? Registration status. Club not registered yet. Individuals cannot register if the team is not registered

Follow up on MEFAP splash fees not prepaid - Outstanding payments received by meet hosts.

Leo - Comments: Pac Coast All-Stars - working on getting coaches and athlete applications, lining up lap counters, timing equipment, officiating staff, sending draft meet sheet to visiting teams, suggested hotels, and bus service.

Working on the Senior 2 meet

Zone Challenge meet on Sunday morning 10:00 AM start. DVHS site?

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

-Board Strategic Planning Series - Nov 8 and 30.

-Age Group Committee

-DDEI Committee tasked with finding all the places in Bylaws, R&R, P&P where terms on gender and disability are used

-DDEI Award - teams that are being considered are being contacted by a subcommittee to gather more information. Info will help us come up with clear criteria for our selection process.

-Athlete Leadership Camp is being planned but I'm very concerned about my ability to pull it off.

-Pac All-Stars - work in progress

OTC camp - Dec 19th will be the deadline for applications. 15 male and 15 female athletes and 4 coaches + Vern as team manager and chaperones camp = Feb 3-6th. Will travel morning of Feb 3rd

Medium/Long Term Goals: Personnel committee to be started when? Need direction on what to do

Action Item:

-Program Review Section for LEAP

-Call Personnel Committee meeting

-Report to USAS on Leadership Camp

Additional Notes or Comments:

-WZ DEI Coordinator - no new update

-Diana working on getting Pac Coast application online

Discussion Items:

[] Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[X] Follow up regarding the decision to change the policy regarding holding up results until payments and documents were received from host clubs. Seems to be working OK. reevaluate in a couple of months.

[] Planning for the Zone Challenge Meet have the Zones make their individual arrangements

[] Planning for the FWLC meet

- LCFW status. Answering Ray's email Leo will send me the QSS MOU to me to send to Ray
- Far Western hosts are asking about the \$10 coach fee. Tabled for now.

[x] Plan for Strategic Planning meeting

- 4th Meeting Nov 30, 2021 7:45 via Zoom



PC STAFF MEETING MINUTES/ REPORTS

December 16, 2021

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] I took a Pacific Swimming canape to the SBA Senior meet where more athlete reps may be swimming. I also addressed the coaches at these meets to advocate for more athlete reps. I did not see any of the athletes using the tent.

[X] The BOD asked us to present the actual amendment that we wished to make in P&P regarding updating our travel policy. I will prepare a draft and then ask Mary to review it and then send it to the Gov Committee prior to the Jan Exec Committee meeting.

[X] The updated Risk Management Plan was approved at the November BOD meeting.

Current/Short Term Goals:

[] Coordinate with Cindy to find a time to return the PC popup back to its storage location.

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on the P&P manual.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Invoiced Meets/Paid Meet AR/Deposited Checks - About 8-16 hours per week on treasurer communications/tasks/QuickBooks (this is still holding true).

2. Finalized Camp and Summit Expense reports for USA Swimming.
3. Completed Month End Closing for November.
4. Finalized ordering for Pac Coast All Stars.
5. Reviewed the month end closing with Maria. Met with Mary Ann Cropper, Mary and Maria. Working on completing test selections for the samples requested for the audit.
6. LEAP was approved by Jane, we are good for two years.
7. Zoom License Update - All invoices have been sent and the final list provided to USA Swimming.
8. Finished Officials Attendance December 2nd and shared with Phil.

Report of Action Items Prior:

Current/Short Term Goals: Need to order anything additional requirements for Zone Challenge Meet.

Medium/Long Term Goals: Storage Clean Up/Purge

Additional Notes or Comments: Expect Embroidered Material at the beginning of January

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

Report of Recent Activities: So far for 2022, we have 9,627 Annual Athletes, 546 Fall Season Athletes, 1,020 Non-Athletes, 52 Annual Clubs, 4 Fall Season Clubs and 1 Organization registered. Re-registration packets are coming in daily. There are 373 coach members (139 have an alert), 414 Officials (76 alerts) and 246 Others (131 alerts). There are 5 Clubs who are not in good standing due to Head Coach expired certifications.

Report of Action Items Prior:

[]

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

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, Ordered Spring Far Western Medals, Processed Officials' Apparel orders, Updated all Results through November in Dropbox, Ordered Camp Shirts, Prepared for mailing of Camp Shirts, Ordered Pac Swim All-Star Shirts and Stickers, Invoiced all Pac Coast All-Star Swimmers, Updated Top Times through Junior Olympics for All-Star TM Database, Assisted Laurie with Registration emails when possible, Created TYR Travel Support Form, Updated College Commitments as needed, Updated Top Times and Records weekly, Updated Officials Assignments, Created Travel Support Spreadsheet for tracking swimmers and coaches, Processed Travel Support Forms

Report of Action Items Prior: Current/Short Term Goals: Update TM All-Star database with all December Results, Update Top Times and Records, Continue working on stocking inventory of Officials' apparel, Update Team contact information on website, Research OTC swag items, Update Meet Sheet Archive, Attend BOD, Update Meet Sheet Archive through December, Order Spring JO and Spring FW ribbons

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

Additional Notes or Comments: Any leftover ribbons from Winter JOs?

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

Report of Recent Activities: Report of Action Items Prior: Beginning to sanction meets for 2022. Logged into new membership requirement webinar Wed. 12/15. Notified Sanction Chairs of new membership requirements and impact on sanctioning. FW Bonus standards are ready to go. Time Verification for JO and December Senior 2 meets. These felt more time consuming than years past for whatever reason. Have scheduling committee selected and ready to get 2022-2023 schedule formulated and approved at January Executive Committee Meeting.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. Set Scheduling Committee Meeting Date (right after return from the holidays). Communicate first draft of schedule with Committee for review prior to meeting.

Medium/Long Term Goals: Spring FW Meet Sheet should be coming in soon (spoke to M. Greymont this morning, so I know it is in process)

Additional Notes or Comments: ACSC turned back the Feb. 2022 P/F Senior Open due to hesitancy from facility given COVID limitations. Milpitas Aquatic Club has offered to pick up the meet. Email to go out to appropriate committee to vote on venue change. As with every other year, holding onto quite a few meet sheets while clubs get their registrations processed for 2022. Marshal requirement added to that. USA-Swimming extended COVID sanctioning requirements through August 31, 2022, but removed safety plan requirements. COVID language will continue to remain in meet sheets, may have wording changes at some point (TBA?)

Additional comments or other notes of importance or relevance:

Mary - Comments:

Hiring a Bookkeeper status? Who is finding this Independent Bookkeeper?

ONDA - back in the water? Registration status. Club not registered yet. Individuals cannot register if the team is not registered - Dis David Follow-up?

Follow up on MEFAP splash fees not prepaid - Outstanding payments received by meet hosts.

Leo - Comments:

Conversation with Anthony Koo regarding MEFAB payments (at SCSC Senior 2 P/F meet)
QSS Meet Director insisted that the MEFAB check from ESC be made out to QSS instead of Pacific Swimming.

MEFAB Splash fee checks in subsequent meets were made out to Pacific Swimming as was the MEFAB check for the SCSC Senior 2 P/F meet.

I suggested that he add MEFAB to the Memo line in addition to the name of the swimmer.

Anthony commented that when he was sending the MEFAB check to Annie Stein that there were no problems. He was wondering what changed.

I talked to Anthony about using Zelle cash payment, he said that neither he nor his parents are comfortable using electronic payments via a 3rd party. I did not pursue the reason. It is fairly common for non-internet savvy and immigrant families not to trust 3rd party financial transactions.

Question?

Are we discontinuing using the MEFAB check mailed to Annie prior to the meet process?

Confirmed that the Senior Open P/F meet hosted by ACSC to be held on Feb 12-13, 2022 was turned back due to inability to secure pool access at UC Santa Cruz. We will begin the process to secure a replacement host. Milpitas Aquatic Club (MAC) has offered their facility to host the meet.

The Zone Challenge Meet will be held on Sunday morning with a 10:00 AM start at Dougherty Valley High School in San Ramon. List of nearby hotels is being compiled for people who desired to have an overnight stay prior to the meet. There are many hotels nearby including those that Pacific Swimming used to hold the BOD meetings.

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

- Board Strategic Planning Series - Bring up at Ex Comm Meeting
- Age Group Committee - Send FW Bonus times to group
- DDEI Committee tasked with finding all the places in Bylaws, R&R, P&P where terms on gender and disability are used
- DDEI Award - teams that are being considered are being contacted by a subcommittee to gather more information. Info will help us come up with clear criteria for our selection process.
- Athlete Leadership Summit and Camp Reports have been submitted
- Pac All-Stars - need hotels and food reserved
- OTC camp - Delay the date
- Start in Jan, first meeting with David, Leo, Mary, Peter

Medium/Long Term Goals:**Action Item:****Additional Notes or Comments:**

-WZ DEI Coordinator - Appointed Susan Huckleby as we had hoped

Discussion Items:

[] Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[X] Follow up regarding the decision to change the policy regarding holding up results until payments and documents were received from host clubs. Seems to be working OK. reevaluate in a couple of months.

[] Planning for the Zone Challenge Meet have the Zones make their individual arrangements

[] Planning for the FWLC meet

- LCFW status. Answering Ray's email Leo will send me the QSS MOU to me to send to Ray
- Far Western hosts are asking about the \$10 coach fee. Tabled for now.

[x] Plan for Strategic Planning meeting

- 4th Meeting Nov 30, 2021 7:45 via Zoom



PC STAFF MEETING MINUTES/ REPORTS

January 6, 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] December was pretty quiet for me. I have been sitting in on the WZ DEI Committee meetings in Dec and Feb and one of the discussion items concerns transgender athletes.

[x] Later in the agenda, we will need to discuss the status of the Pac Coast meet.

[] Current/Short Term Goals:

[] Coordinate with Cindy to find a time to return the PC popup back to its storage location.

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on the P&P manual.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Invoiced Meets/Paid Meet AR/Deposited Checks - About 8-16 hours per week on treasurer communications/tasks/QuickBooks (this is still holding true).
2. Received and deposited the camp/athlete summit camp grant check for \$5,500, more than we expected.
3. Working on completing Month End Closing for December.
4. Finalized Pac Coast All Stars lodging and planning for weekend support of the event (snacks etc).
5. Reviewing timelines for upcoming events - Zone Challenge Meet.

6. Moved OTC dates based on input from coaches committee and participants. Is OTC still a go for March 10-13 despite recent surge reactions? What considerations need to be made around COVID?
7. Officials Shirts are completed, will pick up later today or tomorrow and drop off backpacks for OTC.
8. Need some assistance with the application for Zone Challenge Athletes - this has not been distributed yet to Zones and needs to go out by tomorrow.

Report of Action Items Prior:

Current/Short Term Goals: Set timelines for deliverables for Zone Challenge and OTC, Storage Clean Up/Purge

Medium/Long Term Goals: Expectations need to be set for events happening in the remainder of the year - HODs, Clinics, etc, so that appropriate planning steps can be taken. We do not want to spend the year scrambling due to a lack of preplanning.

Additional Notes or Comments:

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

Report of Recent Activities: There are 11,383 annual athletes, 554 Fall Season athletes, 475 coach members (185 have an alert), 488 Officials (90 alerts) and 312 Others (150 alerts). There are 72 Annual Clubs, 5 Fall Season Clubs. There are 13 Clubs who are not in good standing due to Head Coach expired certifications. Also, there are 6 pending Clubs with Head Coach expired certifications.

Report of Action Items Prior:

[] Laurie to send Leo and myself the list of clubs that are not in good standing on Jan 11th

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

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, Processed Officials' Apparel orders, Updated all Results through December in Dropbox, Packaged and mailed out all Camp Shirts, Ordered Pac Swim All-Star Lunches and Dinner, Coordinating mailing of Pac Coast All-Star Swimmer t-shirts, Updated Top Times through Junior Olympics for All-Star TM Database, Assisted Laurie with Registration emails when possible, Updated College Commitments as needed, Updated Top Times and Records weekly, Updated Officials Assignments, Processed Travel Support Forms, Updated Meet Sheet Archive for 2021

Report of Action Items Prior: Current/Short Term Goals: Update TM All-Star database with all December Results, Update Top Times and Records, Continue working on stocking inventory of Officials' apparel, Update Team contact information on website, Work on OTC swag items, Update Meet Sheet Archive, Attend Officials Committee meeting, Order Spring JO and Spring FW ribbons, Order Zone Challenge Sweatshirts

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

Additional Notes or Comments: Storage reorganization/cleanup?

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

Report of Recent Activities: Report of Action Items Prior: Sixteen meets sanctioned for 2022. Still having some issues with clubs/personnel needing updated registration before sanctioning (currently sitting on one meet sheet while club registers). Scheduling Committee Meeting for 1/12. 2022-23 Schedule to be submitted for Executive Committee approval at 1/16 meeting. Submitted a couple of proposals to AG Committee prior to holidays regarding Summer FW (time standards, bonus events, distance proposal from TERA), have gotten limited feedback. Supposed to have decisions back to TERA by the end of this week.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. Put together bid packages once schedule approved by Exec. Committee.

Medium/Long Term Goals: Spring FW Meet Sheet should be coming in soon (spoke to M. Greymont this morning, so I know it is in process)

Additional Notes or Comments: Marshal registration requirement dropped by Safesport/USA-Swimming. Logistically makes things much easier for host clubs, though some have already jumped through the hoops to get their meet sanctioned for early 2022.

Additional comments or other notes of importance or relevance:

Mary - Comments:

ONDA - back in the water? Registration status. Club not registered yet. Individuals cannot register if the team is not registered - Dis David Follow-up? I emailed Janet Green and received not response. Kent emailed me and she did respond to him.

Follow up on MEFAP splash fees not prepaid - Outstanding payments received by meet hosts.

Leo - Comments:

Conversation with Anthony Koo regarding MEFAB payments (at SCSC Senior 2 P/F meet)

QSS Meet Director insisted that the MEFAB check from ESC be made out to QSS instead of Pacific Swimming.

MEFAB Splash fee checks in subsequent meets were made out to Pacific Swimming as was the MEFAB check for the SCSC Senior 2 P/F meet.

I suggested that he add MEFAB to the Memo line in addition to the name of the swimmer.

Anthony commented that when he was sending the MEFAB check to Annie Stein that there were no problems. He was wondering what changed.

I talked to Anthony about using Zelle cash payment, he said that neither he nor his parents are comfortable using electronic payments via a 3rd party. I did not pursue the reason. It is fairly common for non-internet savvy and immigrant families not to trust 3rd party financial transactions.

Question?

Are we discontinuing using the MEFAB check mailed to Annie prior to the meet process?

Confirmed that the Senior Open P/F meet hosted by ACSC to be held on Feb 12-13, 2022 was turned back due to inability to secure pool access at UC Santa Cruz. We will begin the process to secure a replacement host. Milpitas Aquatic Club (MAC) has offered their facility to host the meet.

The Zone Challenge Meet will be held on Sunday morning with a 10:00 AM start at Dougherty Valley High School in San Ramon. List of nearby hotels is being compiled for people who desired to have an overnight stay prior to the meet. There are many hotels nearby including those that Pacific Swimming used to hold the BOD meetings.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Board Strategic Planning Series - Bring up at Ex Comm Meeting, bring to full board in Feb
- Age Group Committee - Working on Summer FW
- MEFAP online meet entries - SwimConnection, FastSwims
- DDEI Award - will be meeting with subcommittee in mid Jan
- Athlete Leadership Summit and Camp Reports have been submitted
- Pac Coast All-Stars - need replacement coaches and assistance with management, increase stipend
- OTC camp - March 10
- Personnel Committee start in Jan, first meeting with David, Leo, Mary, Peter

Medium/Long Term Goals:

Action Item: Email AG to spur responses, email exec committee to get decision on OTC,

Additional Notes or Comments:

Discussion Items:

☐ Status update for Pac Coast meet weekend of Jan 8-9

☐ HI wants to come to FWSC meet

☐ Planning for OTC postponed dates to March ???

☐ Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

☒ Follow up regarding the decision to change the policy regarding holding up results until payments and documents were received from host clubs. Seems to be working OK. reevaluate in a couple of months.

☐ Planning for the Zone Challenge Meet have the Zones make their individual arrangements

☐ Planning for the FWLC meet

- ☒ LCFW status. 2 year MOU signed by Ray and myself for FWLC.
- Far Western hosts are asking about the \$10 coach fee. Tabled for now.

☒ Plan for Strategic Planning meeting

- 4th Meeting Nov 30, 2021 7:45 via Zoom

One coach out for sure. One coach is ? will test on Friday.

Everything for the meet is set and ready to go. Lily Strump's mom might be able to help out? Maybe Amy? Leo does not have any marshals.



PC STAFF MEETING MINUTES/ REPORTS

January 20, 2022

Virtual Meeting 11:00 am

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

Board Member Attendance: David Cottam [schedule conflict], 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] December was pretty quiet for me. I have been sitting in on the WZ DEI Committee meetings in Dec and Feb and one of the discussion items concerns transgender athletes.

[x] Later in the agenda, we will need to discuss the status of the Pac Coast meet.

[] Current/Short Term Goals:

[] Coordinate with Cindy to find a time to return the PC popup back to its storage location.

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on the P&P manual.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Invoiced Meets - with the break over the new year, the weekend of January 15-16 was the first weekend that had meets to invoice. I spent about a few hours on Wednesday working on meet invoicing (that includes pulling the MSR reports, saving in Dropbox, creating invoices in Quickbooks, printing invoice pdfs to Dropbox, sending each invoice out to the meet hosts)
2. Attended LSC Leadership call, the Finance Committee call last week and the Executive Committee Meeting.
3. Completed Month End Closing for December - finally.

4. The ERC amendments have been completed and submitted to the IRS.
5. Working on details for Zone Challenge Meet. Have decided on an apparel vendor and have Jay working on a logo so we can move FAST when we have Zone Challenge Team sizing.
6. Gathering information on the OPTC Camp, have received documentation from Jennifer Thomas, just awaiting a final decision from the EC meeting. Mary and I adjusted the budget based upon the latest cost estimates.
7. Picked up Officials Shirts, fulfilled a 22 shirt order for OAPB and handed off the remainder of shirts to Diana. We are set for apparel for the immediate future
8. Identified a document destruction community event that is \$10.00 a box. It's held on the first Friday of each month, so if we do our storage purge in the week before February 4, I can dispose of it quickly and at a reduced cost. David could also plan to drop the pop up back at that time.

Report of Action Items Prior:

Current/Short Term Goals: Set timelines for deliverables for Zone Challenge and OTC, Storage Clean Up/Purge

Medium/Long Term Goals: Expectations need to be set for events happening in the remainder of the year - HODs, Clinics, etc, so that appropriate planning steps can be taken. We do not want to spend the year scrambling due to a lack of preplanning.

Additional Notes or Comments:

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

Report of Recent Activities: There are 12,252 annual athletes, 556 Fall Season athletes, 512 coach members (187 have an alert), 508 Officials (83 alerts) and 327 Others (156 alerts). There are 83 Annual Clubs and 5 Fall Season Clubs. There are 8 Clubs who are not in good standing due to Head Coach expired certifications. Also, there are 4 pending Clubs with Head Coach expired certifications. Working on cleaning out the Times Holding Tank.

Report of Action Items Prior:

[]

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

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, Packaged and mailed out all All-Star Shirts, Updated All-Star TM Database through December meets, Created new Hy-Tek FW standards to include bonus events, Assisted Laurie with Registration duplicates and emails when possible, Updated College Commitments as needed, Updated Top Times and Records, Updated Officials Assignments, Processed Travel Support Forms, Created a new Officials' Apparel order form, Counted and stored all new Officials' Apparel, Processed new Officials' Apparel orders, Attended Officials Committee meeting,

Report of Action Items Prior: Current/Short Term Goals: Update TM All-Star database with all January Results, Update Top Times and Records, Update Team contact information on website, Work on ZAM swag items, Update Meet Sheet Archive, Order Spring JO and Spring FW ribbons, Order Zone Challenge Sweatshirts, Order Summer FW medals

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

Additional Notes or Comments: Jury duty on January 26th - ugh!

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

Report of Recent Activities: Report of Action Items Prior: 2022-2023 Meet Schedule drafted and approved via Scheduling Committee Meeting 1/17. Submitted to Exec. Committee for approval. Meets sanctioned through 22-026. Spring FW Meet Sheet under review. MEFAP Entry Processing. Meets loaded into OTS through end of January.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. Put together Meet Bid Packages and get 2022-2023 bidding process underway. Spring FW Sanction. AG Committee January Meeting.

Medium/Long Term Goals: Spring JO Meet Sheet. Complete 2022-2023 Scheduling Process.

Additional Notes or Comments: FW Meet Sheet feedback from group?

Additional comments or other notes of importance or relevance:

Mary - Comments:

Reached out to host clubs (SCSC, TCA, QSS) that did not submit splash fees collected at their meet. Would like to suggest that clubs are considered "not in good standing".

We need to update membership fees for the May HOD. USAS announced a new type of membership and fee for BOD members. UASA fee will be \$30. I'd like Pacific's added fee to be \$10. Total fee = \$40

Leo - Comments:

Conversation with Anthony Koo regarding MEFAB payments (at SCSC Senior 2 P/F meet)
QSS Meet Director insisted that the MEFAB check from ESC be made out to QSS instead of Pacific Swimming.

MEFAB Splash fee checks in subsequent meets were made out to Pacific Swimming as was the MEFAB check for the SCSC Senior 2 P/F meet.

I suggested that he add MEFAB to the Memo line in addition to the name of the swimmer.

Anthony commented that when he was sending the MEFAB check to Annie Stein that there were no problems. He was wondering what changed.

I talked to Anthony about using Zelle cash payment, he said that neither he nor his parents are comfortable using electronic payments via a 3rd party. I did not pursue the reason. It is fairly common for non-internet savvy and immigrant families not to trust 3rd party financial transactions.

Question?

Are we discontinuing using the MEFAB check mailed to Annie prior to the meet process?

Confirmed that the Senior Open P/F meet hosted by ACSC to be held on Feb 12-13, 2022 was turned back due to inability to secure pool access at UC Santa Cruz. We will begin the process to secure a replacement host. Milpitas Aquatic Club (MAC) has offered their facility to host the meet.

The Zone Challenge Meet will be held on Sunday morning with a 10:00 AM start at Dougherty Valley High School in San Ramon. List of nearby hotels is being compiled for people who desired to have an overnight stay prior to the meet. There are many hotels nearby including those that Pacific Swimming used to hold the BOD meetings.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Board Strategic Planning Series - Bring up at Ex Comm Meeting, bring to full board in Feb
- Age Group Committee - Working on Summer FW
- MEFAP online meet entries - SwimConnection, FastSwims
- DDEI Award - will be meeting with subcommittee in mid Jan
- Athlete Leadership Summit and Camp Reports have been submitted
- Pac Coast All-Stars - need replacement coaches and assistance with management, increase stipend
- OTC camp - March 10
- Personnel Committee start in Jan, first meeting with David, Leo, Mary, Peter

Medium/Long Term Goals:

Action Item: Email AG to spur responses, email exec committee to get decision on OTC,

Additional Notes or Comments:

Discussion Items:

[] Status update for Pac Coast meet weekend of Jan 8-9

[] HI wants to come to FWSC meet

[] Planning for OTC postponed dates to March ???

[] Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[X] Follow up regarding the decision to change the policy regarding holding up results until payments and documents were received from host clubs. Seems to be working OK. reevaluate in a couple of months.

[] Planning for the Zone Challenge Meet have the Zones make their individual arrangements

[] Planning for the FWLC meet

- [X] LCFW status. 2 year MOU signed by Ray and myself for FWLC.
- Far Western hosts are asking about the \$10 coach fee. Tabled for now.

[x] Plan for Strategic Planning meeting

- 4th Meeting Nov 30, 2021 7:45 via Zoom

One coach out for sure. One coach is ? will test on Friday.

Everything for the meet is set and ready to go. Lily Strump's mom might be able to help out? Maybe Amy? Leo does not have any marshals.



PC STAFF MEETING MINUTES/ REPORTS

February 3, 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 [], Mary Ruddell [x], Verónica Hernández [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] PacCoast Meet was held Jan 8th & 9th and seemed to go pretty well. I was totally behind on Saturday with hospitality and lunch but was better prepared on Sunday. The Saturday dinner for our athletes was poorly attended. We needed to eat outside and it was dark and cold. I believe that most families just wanted to gather up their athletes and eat as a family. We had lots of food that was left over - some of which we were able to recycle on Sunday. The Sunday lunch of baked potatoes was huge and most only ate ½. Again, it seemed like the athletes did not do a lot of eating. We finally offered to feed everyone at the meet who wanted to eat. Got rid of most of the perishable items and returned some nonperishable items for future meets. I believe that Pacific came in second to a very strong So Cal team.

[X] I talked with Peter McNamara and the R&R are coming along but will not be completed to present to BOD in Feb. Hence I am going to schedule another BOD meeting in March so we can get these presented to the BOD for approval prior to the May HOD.

[X] Update on USA-S Spring workshop. So far only Cindy, Laurie, Aiden have replied that they would like to attend. Clint, Veronica, Anika, Tony were “no” and Kent was a “maybe”. We should attempt to find at least one or two coaches willing to attend. And since Anika is unable to attend, Veronica and I invited the two athletes that we know are going to run for Jr. Athlete Rep at the May HOD. Both replied that they would love to attend and both are very active athlete reps. I would like to send both along with Aiden.

[] Current/Short Term Goals:

[X] Returned Feb 2nd. The pop up looked great but unfortunately it was very windy and the top of the pop up tore so it will need to be fixed before we use it again.

[] **Medium/Long Term Goals:** Once the R&R are finalized, to start on the P&P manual.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Invoiced Meets - with the break over the new year, the weekend of January 15-16 was the first weekend that had meets to invoice. I spent about a few hours on Wednesday working on meet invoicing (that includes pulling the MSR reports, saving in Dropbox, creating invoices in Quickbooks, printing invoice pdfs to Dropbox, sending each invoice out to the meet hosts)
2. Attended 990 review with Auditor, Mary and CCA rep Maria. Mary can give an update on the status. I think the total package was due yesterday.
3. Working on January month-end closing.
4. Filed quarterly sales tax report and made payment.
5. Still working on finalizing apparel for Zone Challenge Meet. Bag tags (300 athlete +100 Blank). Caps are ordered. Working on getting the sizing for sweatshirt orders, but the logo is ready to screen and we've got space on the calendar to run our order, which will take 1-2 days.
6. Picked a hotel for Zone 4/Zone 3 to use and us to pay for half the room and tax (~\$72). Rate is \$130.00 per night. Have sent in the hotel contract and am working on getting rooming lists. We have 45 rooms at the Hyatt House for Zone 3 and Zone 4, essentially anyone travelling further than 100 miles.
7. Worked with others to help purge the storage, it's roomier than before.
8. Planning to do the document shredding tomorrow. This event is every first Friday of the month and is \$10.00 a box, which is much less than usual - I paid about \$50.00 when I shredded documents here about 10 years ago).
9. Will start to get the JO's bag tags ordered for Spring and start to work on FW's.

Report of Action Items Prior:

Current/Short Term Goals: Set timelines for deliverables for Zone Challenge

Medium/Long Term Goals: Who is going to decide what the expectations will be for the awards banquet, LSC Clinic, In Person Fall HOD, etc. These events take months to plan and there are 7 months left until we have to pretty much have all details finalized. As I stated before, we do not want to spend the summer scrambling due to a lack of preplanning.

Additional Notes or Comments:

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

Report of Recent Activities: There are 12,572 annual athletes, 556 Fall Season athletes (Fall Season expired 1/31/22), 529 coach members (183 have an alert), 525 Officials (90 alerts) and 345 Others (172 alerts). There are 86 Annual Clubs and 5 Fall Season Clubs. There are 5 Clubs who are not in good standing due to Head Coach expired certifications.

Report of Action Items Prior:

ONDA is now registered. Issue with coaches not being able to complete Coaching Advantage cert. Cert has been extended through the end of Feb while they fix their technical issues.

Current/Short Term Goals: Work on a FAQ page for Clubs & Registrars.

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, Assisted Laurie with Registration duplicates and emails when possible, Updated College Commitments as needed, Updated Top Times and Records, Updated Officials Assignments, Processed Travel Support Forms, Created a new ZAM Manager application, Processed new Officials' Apparel orders, Cleaned out storage unit, Built 2022 Meet Sheet Archive, Copied all January results to Dropbox, Working on ZAM apparel, Ordered Spring JO ribbons, Got a quote for Summer FW medals (1st–9th places), Track down Outstanding Checks for Mary, Processed Travel Support for Teams

Report of Action Items Prior: Current/Short Term Goals: Update TM All-Star database with all January Results, Update Top Times and Records, Update Team contact information on website, Order Spring FW ribbons, Order Zone Challenge Sweatshirts, Order Summer FW medals

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

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: 2022-2023 approved via Executive Board. Bidding process now open. First round closes Friday 2/18. Meets sanctioned through 22-031. Spring FW and JO Meets both sanctioned. MEFAP Entry Processing. Meets loaded into OTS through February 11-12 weekend.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. 2022-23 PC Meet Bid First Round deadline February 18, 2022. Schedule Meet Awards Committee Meeting and open second round of bidding as necessary

Medium/Long Term Goals: WCAB turned back both June and July Senior Meets (issue with facility and City of Walnut Creek) - need to find hosts for both meets. TCA is interested in taking on the July Senior 2 P/F

Additional Notes or Comments: FW - Vendor Sponsor?

Additional comments or other notes of importance or relevance:

Mary - Comments:

Reached out to host clubs (SCSC, TCA, QSS) that did not submit splash fees collected at their meet. Would like to suggest that clubs are considered "not in good standing".

We need to update membership fees for the May HOD. USAS announced a new type of membership and fee for BOD members. UASA fee will be \$30. I'd like Pacific's added fee to be \$10. Total fee =\$40.

Leo - Comments:

The Zone Challenge Meet will be held on Sunday morning, Feb 27, with a 10:00 AM start at Dougherty Valley High School in San Ramon. List of nearby hotels is being compiled for people who desired to have an overnight stay prior to the meet. There are many hotels nearby including those that Pacific Swimming used to hold the BOD meetings. Phil Grant will serve at the Meet Referee and the meet sheet is posted.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Board Strategic Planning - Unable to bring up at Ex Comm Meeting, would like to bring up at Feb board meeting
- Age Group Committee - Coach per diems for all-stars and camps, trans athlete conversation
- MEFAP online meet entries - SwimConnection, FastSwims, bring off the table in March
- DDEI Award - winner selected, working on announcement to post
- Athlete Leadership Summit - planning committee will need to resume meeting for next year soon
- Zone Challenge - "all-star" rule discussion
- Distance Camp - local replacement for OTC camp
- Personnel Committee - yet to call a meeting

Medium/Long Term Goals:

- Work with Cindy on annual calendar

-

Action Item: Email contacts at college pools for distance camp,

Additional Notes or Comments:

Discussion Items:

[] HI wants to come to FWSC meet

[] Planning for OTC postponed dates to March ???

[] Hiring a bookkeeper for PC - Update status

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[X] Follow up regarding the decision to change the policy regarding holding up results until payments and documents were received from host clubs. Seems to be working OK. reevaluate in a couple of months.

[] Planning for the Zone Challenge Meet have the Zones make their individual arrangements

[] Planning for the FWLC meet

- Far Western hosts are asking about the \$10 coach fee. Tabled for now.

[x] Plan for Strategic Planning meeting

- 4th Meeting Nov 30, 2021 7:45 via Zoom

One coach out for sure. One coach is ? will test on Friday.

Everything for the meet is set and ready to go. Lily Strump's mom might be able to help out? Maybe Amy? Leo does not have any marshals.