



PC STAFF MEETING MINUTES/ REPORTS

February 23, 2023
Virtual Meeting 10:00 am

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

Board Member Attendance: David Cottam [health leave], 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] 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. Went to Colorado Springs with 2023 OPTC Camp and our caps were delivered on Thursday afternoon, so again, I cannot say enough good things about the Simply Swim Caps as a vendor. The trip was good, but as with many things, we did spend more time than usual working on behavior with

some of the team members, as this was a pretty young team (we also talked about putting some additional qualifications like coach recommendation or a minimum time requirement, because this group was very young). Todd does an exceptional job of leading this camp each year and really makes it special for the athletes and coaches by also focusing on skills outside the water that will serve them well in any team environment. He also works very collaboratively with the other coaches and they always work well as a team.

2. Completed Self Assessment.
3. Sent reminder notices last Thursday and Friday to all clubs that are unpaid and got several responses acknowledging they forgot or they'll get a check out etc. We have 14 clubs that renewed but have not yet paid, and 4 clubs that haven't renewed that we may remove from the aging until they renew - though one of those clubs (Willits) appears to be practicing. Overall, these invoices represent about 8% of the total aging of \$35K - everything else is mostly Meet proceeds.
4. Picked up ZAM sweatshirts for the meeting this weekend, also have received the bag tags and the caps for the meet as well. I will be headed up to Rohnert Park on Friday-Sunday and will have trophy for the ZAM Meet
5. Attended Board of Directors Meeting, Personnel Committee Meeting, Truclusion Gender Identity Language session and Personnel Committee staff review meetings. Set up weekly invoices and send out the invoices post meet for meets.

Report of Action Items Prior:

Current/Short Term Goals: Clear outstanding AR, setting up new computers for staff, ongoing work with personnel committee, employee reviews, check on HOD locations in South Bay

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

Additional Notes or Comments: May HOD - we do not have a location currently for that meeting. If we are going to do it in San Jose, we need to start looking for a location.

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, Posted many new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Updated 22-23 Officials Assignments, Processed and mailed out Officials' apparel orders, Updated Class of 2023 College Commitments, Processed Team Support for Winter Jr. Nationals and Winter Sectionals, Updated Top Times, Rebuilt ZAM trophy for 2023, Updated Athlete pages, Contacted Nathan Adrian for October 14, Contacted Hyatt House in Pleasant Hill for room block, Attended the TruClusion presentation on Gender Identity, Built all Travel Support Forms for the rest of the swim year

Report of Action Items Prior: Current/Short Term Goals: Update all results through January into All-Star database, Updated Meet Sheet Archive,

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 23-039. All but 23-039 loaded into OTS. Bid package for 2023-24 Schedule went out. Very few bids received. Extended deadline through next Monday (2/27). Missing bids from a couple traditional hosts. Second notice No-Show fine notice past due for one athlete (from MAC Senior 2). One athlete still in appeal from Winter AG Champs? Summer FW Meet Sheet in process. Gender Identity Training 2/21. Reviewed a few sections of P&P for Leo.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Bid awards (another e-mail out to membership as a reminder? E-mail traditional hosts individually?)

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:

Karen Bair, Admin Asst:

Report of Recent Activities: Report of Action Items Prior: 3 hotels are being used for ZAM, rooming lists were provided by the zones and given to the hotels. All coaches and chaperones are members in good standing. Cindy will pick up the key cards for Zone 2, I will pick up the key cards for Zone 3 and Zone 4, but Zone 1 North and Zone 1 South won't receive their key cards until they check in. Dietary restrictions were received, and the caterer has been updated. Busing set for all ZAM zone teams. Cindy ordered the sweatshirts, and Bag Tags were ordered for ZAM, Spring Championship, and Far Westerns. Western Zone flight reservations are made, and the deposit paid. Much cheaper (\$8,000) to fly out of Oakland.

Current/Short Term Goals: Attending ZAM meet this weekend—hoping for good weather. The weather is worrisome—especially for Zone 4. I will arrive early at the venue on Saturday, to help with apparel distribution. And I will arrive early at the banquet venue to help the caterer, and go over the facility with the manager.

Medium/Long Term Goals: Additional Notes or Comments: Researching busing for Western Zones. A busing company was located, with 2 school buses (44 person capacity). But they don't do contracts, although they would be willing to read if I write a contract. I have contacted the hotel manager, and they don't have a shuttle for our large group to get us to the airport, and she suggested walking the .5 miles. She offered to provide a video of the walk. Setting up Calendar for meetings (including zoom invitations). Admin jobs as needed .

Additional comments or other notes of importance or relevance:

Mary - Comments:

Received the donation from the Nordbery Family \$9,172.82 and a \$50 donation from a Nordberg Family friend.

Hopefully Task Force to discuss Splash fees will meet on Monday evening. The survey has produced some interesting comments.

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:



PC STAFF MEETING MINUTES/ REPORTS

March 9, 2023
Virtual Meeting 10:00 am

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

Board Member Attendance: David Cottam [health leave], 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] 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. ZAM weekend was wet, cold and rainy. Karen and I learned a lot about the event and spent time working on timelines and planning for Western Zone AGC.

2. Sat in on all our Employee Self-Assessment reviews/check-in with the staff members. Discussed staff questions/concerns if presented in the self-assessment.
3. Down to just 9 clubs that haven't paid for their annual renewal, which include 4 clubs that haven't actually renewed with USAS and Bishop. I expect a couple will clear this week and we may delete the others until they actually renew their memberships.
4. Have been working on February Month End Closing.
5. Zoom is back available on TechSoup, so I will get that account up and running in the next few days. Have been vetted through Microsoft for the NonProfit Microsoft 365, but I haven't purchased licenses yet. Will do that and assign licenses probably next week as I work through the process. Expect to deliver new computers out next week.
6. Attended Task Force for proposing an increase to the SC splash fee.
7. Set up weekly invoices and send out the invoices after the meets.

Report of Action Items Prior:

Current/Short Term Goals: Workshop attendee going to Denver, work with personnel committee, employee reviews, check on HOD locations in South Bay

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

Additional Notes or Comments: May HOD - we do not have a location currently for that meeting. If we are going to do it in San Jose, we need to start looking for a location.

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, Posted new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Updated 22-23 Officials Assignments, Inventoried Officials' new apparel, Updated Class of 2023 College Commitments, Processed Team Support for Winter Jr. Nationals and Winter Sectionals, Updated Top Times, Updated Athlete pages, Contacted Nathan Adrian for October 14, Working with Hyatt House in Pleasant Hill for October room block, Updated January and February results to All-Star database Updated Meet Sheet Archive

Report of Action Items Prior: Current/Short Term Goals: Researching swag for October

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 23-042. All meets loaded into OTS. Working on awarding first round bids for 23-24. Collaborating with Leo on a few solutions to fill in some gaps. Summer FW ready for sanction. Working on getting that out this morning. Splash fee task force meeting (recommendation of splash fee increase from \$8 to \$10 for SCY meets). Referred outstanding no-show from MAC Senior 2 T/F to BOR.

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

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: USA-Swimming rule change regarding video review. Does this apply to any of our meets? If so, something we may want to address?

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-045. Meets loaded into OTS through 23-042. Summer FW Sanctioned. Met with Leo/SCSC and secured Summer FW host for 24-25. First round awards submitted to the Executive Committee for approval. No-Show fine notices sent out to 5 athletes from MAC Feb Sr Open T/F and Spring AG Champs.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Second Round bid period to open once first round bids are confirmed.

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: FW Time Verification - have file, but don't think I have access in SWIMS to do it? Or I'm not familiar in the new system just yet. Laurie?

Karen Bair, Admin Asst:23

Report of Recent Activities: Report of Action Items Prior: The 2023 ZAM meet was quite an experience. The banquet was a success. The food was great, the athletes were hungry! Zone 4 was unable to attend the 2023 ZAM meet, due to the worsening weather conditions. They made the decision 48 hours prior to the scheduled departure, and our busing contract required 72 hour cancellation for 100% refund. I managed to get a partial refund, and a \$500 credit, which is not much. At the ZAM meet, Cindy and I sat together in an alcove, and she answered many of my questions regarding the Western Zone meet. **Current/Short Term Goals:** Working on a contract for the transportation for Western Zones. Per my scheduling manager, they don't "do contracts"---but we are on the schedule. But they would be willing to look at a contract, so I am working on that, after I get a better understanding of the cost. Also, we may be able to use only one 44 passenger bus, as the venue is less than 3 miles from our hotel. I contacted Kelly Schott about attending the next Safe Sport meeting, and I will be in attendance for the next meeting, which is March 12th. Updated applications for Western Zones.

Medium/Long Term Goals: Additional Notes or Comments: Researching food options for Western Zones, and getting the addresses of the nearest Costco and WalMart. Working on apparel for the Western Zones, backpacks and tshirts. Still need a design for the meet.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Received the donation from the Nordbery Family \$9,172.82 and a \$50 donation from a Nordberg Family friend.

Hopefully Task Force to discuss Splash fees will meet on Monday evening. The survey has produced some interesting comments.

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:



PC STAFF MEETING MINUTES/ REPORTS

March 23, 2023
Virtual Meeting 10:00 am

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

Board Member Attendance: David Cottam [health leave], 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] 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. Acquired all software from TechSoup and set up laptops for Diana and Karen. Dropped off the laptops to both of them last week.

2. Reviewed the Coach, Chaperone and Athlete Applications for WZAG. Suggest the coach application should open ASAP and be emailed to every current coach. Suggest having the athlete and chaperone application open at SCFW with a QR to link to the application and a news item as well.
3. Started working on the office component of the budget and staff expense projections for 23-24.
4. Down to just 3 clubs (one is new this month) that haven't paid for their annual renewal, not including those who have not yet registered. I sent mail to those who hadn't registered on 3/22 to inquire as to whether they plan to register for the coming year. .
5. Finalized all the month end closing and reviewed the February Month End Closing with Maria and Mary.
6. Procured the 10 free Microsoft for the NonProfit Microsoft 365 Pro licenses. Staff, FVC, Treasurer and Veronica have been assigned licenses.
7. Attended Executive Committee Meeting
8. Set up weekly invoices and send out the invoices after the meets.

Report of Action Items Prior:

Current/Short Term Goals: Workshop attendee going to Denver, work with personnel committee, employee reviews, check on HOD locations in South Bay

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

Additional Notes or Comments: May HOD - we do not have a location currently for that meeting. If we are going to do it in San Jose, we need to start looking for a location.

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, Posted new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Updated 22-23 Officials Assignments, Added new Officials' apparel to inventory, Updated Class of 2023 College Commitments, Processed Team Support for Spring Sectionals, Updated Top Times, Updated Athlete pages,

Contacted Classic Catering for October 14, Getting pricing numbers for awards for 2023-24 budget, Finalizing hotel block contract with Hyatt House in Pleasant Hill, Transferred all files from old laptop to new laptop - yay!

Report of Action Items Prior: Current/Short Term Goals:

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

Additional Notes or Comments: Time to hand out more athlete sweatshirts?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-045. Meets loaded into OTS through 23-042. Summer FW Sanctioned. Met with Leo/SCSC and secured Summer FW host for 24-25. First round awards submitted to the Executive Committee for approval. No-Show fine notices sent out to 5 athletes from MAC Feb Sr Open T/F and Spring AG Champs.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Second Round bid period to open once first round bids are confirmed.

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: FW Time Verification - have file, but don't think I have access in SWIMS to do it? Or I'm not familiar in the new system just yet. Laurie?

Karen Bair, Admin Asst:

Report of Recent Activities: Report of Action Items Prior: The 2024 Travel budget was submitted.. Applications for Western Zones are finalized. The plan is to email them to the coaches and make the others available during Far Westerns. Transportation is set for Western Zones. I have 2 44 passenger school buses for the day we arrive, and 1 bus for the remainder of the days, as the airport/hotel/pool are close (3 miles). I attended the Safe Sport meeting on March 12th. New computer has been delivered! **Current/Short Term Goals:** Learning my new computer. Working on backpacks and looking at apparel for Western Zones. I may have a contact in a large company—still researching. I will be writing reviews for CharterUp (Yelp and others).

Medium/Long Term Goals: Additional Notes or Comments: Learning about Team Manager by watching help videos. Researching food options for Western Zones.. Working on apparel for the Western Zones, backpacks and tshirts. Still need a design for the meet.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Received the donation from the Nordbery Family \$9,172.82 and a \$50 donation from a Nordberg Family friend.

Hopefully the Task Force to discuss Splash fees will meet on Monday evening. The survey has produced some interesting comments.

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:



PC STAFF MEETING MINUTES/ REPORTS

April 6, 2023
Virtual Meeting 10:00 am

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

Board Member Attendance: David Cottam [health leave], Leo Lin [vacation], Mary Ruddell [x], 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. Finalized the office budget for Mary's 2023-2024 budget.
2. Met with the personnel committee regarding staff budget.
3. Opened up the application for WZAG All-Star Team while working at FW as admin.

4. Booked two additional athletes to go to the Workshop and they are traveling to DEN with Phil and coming back with me via Oakland, plus arranged for Tyler Long, prospective Age Group Chair candidate to attend.
5. Zoom transfer hasn't taken place yet, I went back to earlier emails and I think the accounts are good through April 20. I was going to start the transfer, but my account was still licensed and I don't think I can activate them attached to the USA Swimming account - I am going to wait a little longer on the transfer.
6. A little behind on invoicing from being on vacation/working FW and I hope to catch up today and start working on closing.

Report of Action Items Prior:

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

Additional Notes or Comments:

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

Report of Recent Activities:

Having problems with Times. Individual times search is missing something. Observed meets coming in heavy now. Need an update from USA Swimming, but the lead is on vacation through the 10th of April. Still dealing with questions, things are going well with Help Desk.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted Meets on website and on calendar, Updated Job Postings, Posted new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Updated 22-23 Officials Assignments, Inventoried Officials' new apparel, Updated Class of 2023 College Commitments, Processed Team Support for Spring Sectionals, Updated Top Times, Updated Athlete pages, Working with Hyatt House in Pleasant Hill for October room block, Received pricing for next year's awards/medals

Report of Action Items Prior:

Current/Short Term Goals: Update March results to All-Star database Updated Meet Sheet Archive

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 23-052. Meets loaded into OTS through 23-048. Second Round Bidding for 23-24 Schedule open through 4/14. Time Verification for FW took a very large chunk of time.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Hosts for remainder of 2022-2023 Meets (Summer Sr 2 P/F, Early June Senior Open). April Age Group Meeting - Age Group Champs/FW time standards to be discussed (get a jump on that for 23-24).

Medium/Long Term Goals: Continue filling in 23-24 schedule.

Additional Notes or Comments: Thoughts on PC securing a pool for Senior 2 July? Email for second round 23-24 bidding period?

Karen Bair, Admin Asst:

Report of Recent Activities:

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals: Researching food options for Western Zones, and getting the addresses of the nearest Costco and WalMart. Working on apparel for the Western Zones, backpacks and tshirts. Still need a design for the meet.

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Received the donation from the Nordbery Family \$9,172.82 and a \$50 donation from a Nordberg Family friend.

Hopefully the Task Force to discuss Splash fees will meet on Monday evening. The survey has produced some interesting comments.

Leo - Comments:

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: