



## **PC STAFF MEETING MINUTES/ REPORTS**

**December 1, 2020, 10:00 am**

**Via remote video conference**

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### **ACTION ITEMS:**

#### **Report of Action Items Prior:**

[ ] Draft R&R is currently being reviewed by the Governance subcommittee. Unable to complete this in time to submit it to the Board of Directors at the September meeting. Now is to have this completed in time to present at the Spring HOD meeting.

[ ] Remind committees that they need to take minutes and send to Diana. Will do at tomorrow's BOD meeting

[ ] Zone 2 is exploring the possibility of Senior and Junior HS level competition so that athletes can have the opportunity to get a sanctioned time that can be used for college admissions. No update was provided on this at the Zone 2 BOD meeting last night. Probably not possible to hold such a meet at this time.

[ ] Report on Recommendations from the Governance Committee.

**Current/Short Term Goals:** .

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

### **Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Met with Maria and Mary over our document requests for our review and informational return for the IRS. The schedule is to have an initial review mid December of the Review
2. Not much to update you on from this past week since I took time off in the days before Thanksgiving. Have started closing out the month of November.

3. Final Zoom License count is 17, if we have 3 for the LSC, 2 for Zone 2 and 3, and the remaining 12 for clubs. Clubs have been invoiced, I'll be turning in the information to USA Swimming today
4. Still working on some projects for year end:
  - a. Shutting Down Office - Week of the December 28 most likely
  - b. Updating Mailing Address
  - c. Repurposing Unusable Awards - still looking for a possible
  - d. Financial Procedure Manual -
5. Expect Virtual Officials Clinic will be January 30th
6. I will be taking time off in December beginning on the 21st through .

**Report of Action Items Prior:**

**Current/Short Term Goals:** Projects from Mary - Financial Procedure Manual, Safe Sport Questions, LEAP Assessment

**Additional Notes or Comments:**

**Medium/Long Term Goals:**

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

**Report of Recent Activities:** Processing Registration Packets, Answering Questions about Flex, Helping Clubs find missing packets.

**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:** Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

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

**Report of Recent Activities:**

**Report of Action Items Prior: Current/Short Term Goals:** Updated College Commitment list for Class of 2021, Posted multiple Intrasquad Meet Sheets and Results on the website, Updated Meet Sheet Archive, Ordered more face masks for Officials,

**Medium/Long Term Goals:** Update P&P for Open Water Section, Finish NAG certificates for 2019-20 year from USA Swimming (must do manually for relays), Working with the Athletes Committee, Work on "tags" for all website pages

**Additional Notes or Comments:** Do I run Top Times Reports periodically again?

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

**Report of Recent Activities: Report of Action Items Prior:** 12 meets sanctioned for December 5-6/December 12-13 weekends. One more currently under review. Several meets cancelled November 21-22 weekend due to tightening of COVID19 Health Restrictions.

**Current/Short Term Goals:** Review meet sheets as they are received - PEAK December 12-13 currently under review. Waiting on determination regarding viability of meet given new Santa Clara County Health Mandates.

**Medium/Long Term Goals:** 8 & Under Time Standards (have taken more of a back seat to the more pressing return to competition).

**Additional Notes or Comments:** Multiple meets adjusting on the fly in order to accommodate health mandates. Should we be considering putting a hold on sanctions of multi-team meets at this point? Depend on the club and their facility to determine viability?

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**Jeanette Soe, Travel Coordinator, Apparel :**

**Report of Recent Activities: Report of Action Items Prior:** On Furlough as of July 5, 2020 return TBD.

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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**Additional comments or other notes of importance:**

**Mary - Comments**

**Leo - Comments**



## PC STAFF MEETING MINUTES/ REPORTS

December 15, 2020, 10:30 am

Via remote video conference

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### ACTION ITEMS:

#### Report of Action Items Prior:

[ X ] Draft R&R is a bit of an embarrassment for me. I have been neglecting completing this project for 3-4 months. However I am firmly committed to getting this done in time to be reviewed at the February BOD meeting and approved by the HOD in the Spring.

[ ] Laurie has taken the point in responding to requests for information from the attorneys representing USA-S and PC in two pending lawsuits. She provided this information and now they are requesting additional information.

[X ] An email has been circulating this morning regarding the recent COVID guidelines posted to the CDPH website. It has some mixed messages including

Good:

- Inter-team competitions, meets, races or similar events are authorized only if a) both teams are located in the same county and the sport is authorized in the table below. b) teams are located in immediately bordering counties and the sport is authorized in both counties in the table below
- Any tournaments or events that involve more than two teams are not currently permitted in CA. Exceptions may be made, with authorization from the local health department including swimming/diving .....

Not so good:

- Inter-team competitions will not be allowed in CA until Jan 25, 2021 at the earliest with a reassessment by Jan 4th
- Teams must not participate in out-of-state tournaments

[X ] I completed the CA requirement for sexual harassment prevention

training for supervisors every two years.

**Current/Short Term Goals:** .

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

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Finalized month end for November and met with Maria and Mary for the monthly review and the questions from Cropper. There have been a couple of issues that have come up that have required us all to do some additional research and work and I expect that will continue over the next few sessions of review. Two primary impacts to us will be a new revenue recognition requirement (we're getting some assistance from USA Swimming) and fundraising (DEI). Because of some of the review issues, we've asked for an extension to file our informational returns as we work through these issues.
2. Sent out a couple of coach/club emails - anything more we need to address??
3. Had LSC Leaders Zoom Meeting - expect to learn more about the new LEAP Program at the next meeting. Participated in Membership Task Force Meeting last week as well.
4. Met with Missy from HR Guardian on the review of the handbook. Probably about 80% done with the overall completion, expect it will be ready for distribution around the first of the year.
5. Zoom License count is 17, we have 5 more invoices to collect, not including the Zones. Suggest bridging the outage gap with Google Meetings or Zoom with Breaks to keep it simple
6. Year End Projects:
  - a. Shutting Down Office - Week of the December 28 most likely (I can stop by storage on Thursday afternoon)
  - b. Mailing Address is 14850 Hwy 4 Ste A #260, Discovery Bay, CA 94505
  - c. Repurposing Unusable Awards - still looking for a possible donor like a mixed media art class
  - d. Financial Procedure Manual - with Mary and Maria
7. Expect Virtual Officials Clinic will be January 30th
8. I will be taking time off the week of December 21st.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Projects with Mary - Financial Procedure Manual, Safe Sport Questions, LEAP Assessment

**Additional Notes or Comments:**

**Medium/Long Term Goals:**

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

**Report of Recent Activities:** Processing Registration Packets, Answering Questions about Flex, Helping Clubs find missing packets.

## **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:** Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

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

**Report of Recent Activities:** Completed NAG Certificates; all have been printed and mailed out, Converted DEI Grant Form to PDF, Updated College Commitments for Class of 2021, Posted multiple Intrasquad Meet Sheets and Results on the website, Updated P&P for Open Water - on to BOD or EXEC for Housekeeping vote

**Report of Action Items Prior: Current/Short Term Goals:** Continue updating College Commitment list for Class of 2021, Post multiple Intrasquad Meet Sheets and Results on the website, Update Meet Sheet Archive, Will mail out Officials' masks when they arrive, Renew my APT

**Medium/Long Term Goals:** Working with the Athletes Committee, Work on "tags" for all website pages, Start running Top Times Reports again

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Majority of meets for December 12-13 weekend cancelled due to new COVID Health Restrictions in six counties/locales. LAC, BAC went as planned. WCAB cancelled for 12/19. VJO to go as scheduled. TCA postponed (tentative 1/23 reschedule. Re-sanction in process). Participated in Emergency Executive Committee Meeting in response to rollout of tighter COVID restrictions. Sanctions put on hold for any county under Shelter in Place until restrictions are loosed again (tentative January 4, but open ended as orders could certainly be extended).

**Current/Short Term Goals:** Review Meet Sheets as they are received - Open to continuing to review meet sheets for further out in the future that cannot be sanctioned until SIP Restrictions are relaxed. Having meet sheets ready to go rather than getting crushed by a flood of them once restrictions are relaxed would save some headache. Potential con - whatever the new guidelines look like may require edits to meet sheets and safety plans anyway. Project for Cindy over the holidays TBD.

**Medium/Long Term Goals:** 8 & Under Time Standards (have taken more of a back seat to the more pressing return to competition).

**Additional Notes or Comments:**

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**Jeanette Soe, Travel Coordinator, Apparel :**

**Report of Recent Activities: Report of Action Items Prior: On Furlough as of July 5, 2020 return TBD.**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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**Additional comments or other notes of importance:**

**Mary - Comments**

**Items to discuss:**

**Zone 3 Grants are TCA and SFSL in good standing**

**Discounted club memberships -**

**PPP Loan - Chase is now accepting forgiveness requests. Will work with Maria to complete the paperwork.**

**Leo - Comments**



## **PC STAFF MEETING MINUTES/ REPORTS**

**January 6, 2021, 11:15 am**

**Via remote video conference**

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### **ACTION ITEMS:**

#### **Report of Action Items Prior:**

[ X ] I have started working on the Draft R&R and it is now about 50% completed. My goal is to finish it by the end of this week and send it to Leo for a last look before sending it to the Governance Committee for their review and recommendations. I am firmly committed to getting this done in time to be reviewed at the February BOD meeting and approved by the HOD in the Spring.

[ X ] I have forwarded additional information provided by Laurie and Clint in response to the additional questions from our attorney regarding the pending lawsuits.

**Current/Short Term Goals: .**

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

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Moved out of the office last week. Working on completing the organization and inventory of storage, added shelving to help store and organize additional items.
2. Met with the Membership Dues Task Force twice to review the proposed increases in membership and entry fees and review coach and athlete surveys. and Working on the December month end and closing documents..
3. Updated Employer posting file for 2021.
4. Renewed APT.
5. Will be working on finalizing the month end closing this week.



**Report of Action Items Prior:**

**Current/Short Term Goals:** Projects with Mary - Financial Procedure Manual, Safe Sport Questions, LEAP Assessment

**Additional Notes or Comments:**

**Medium/Long Term Goals:**

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

**Report of Recent Activities:** Processing Registration Packets, Answering Questions about Flex, Helping 565 athletes registered using Flex plus more pending.

Currently have 66 clubs registered, about 9 more missing some info,

About 25 clubs that we have not heard anything from.

Clubs find missing packets.

8034 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

**Report of Action Items Prior:**

[x] Laurie to check with USA-S regarding clubs that have not access to water and need to register as a club for the sole purpose of continuing the USA-S insurance.

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

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:** Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

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

**Report of Recent Activities:** Updated College Commitments for Class of 2021, Renewed my APT, Mailed out masks to 5 officials zone chairs, Posted Intrasquad Results on the website, Created several web pages to archive 2020 items and begin showing 2021, Ran and posted Top Times through 12/31/20, Cross-checked all records set at the end of 2020

**Report of Action Items Prior: Current/Short Term Goals:** Continue updating College Commitment list for Class of 2021, Post multiple Intrasquad Meet Sheets and Results on the website as available, Update Meet Sheet Archive, Start adding all meet results since March to All-Star database, Work on Officials Clinic items

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

**Additional Notes or Comments:** Lots of “spam” emails to info email address - do we want to ask WSD to tighten security or just let it go? Where should I put announcements of people passing?

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

**Report of Recent Activities: Report of Action Items Prior:** Sanctions currently suspended for all PC Clubs located in California. Currently have 1 meet sheet submitted for review in mean time (January 23 - OAPB). Monitoring responses on 2020 Year End Club Survey. Contacted unresponsive clubs with reminder. Second reminder to go out tomorrow. Currently 59 responses out of a potential 110 (just over 50%). Initial reminder e-mail produced an additional 22 responses.

**Current/Short Term Goals:** Review Meet Sheets as they are received - have meet sheets ready for sanction as soon as stay at home orders are relaxed. Continue to monitor End of Year Survey responses - second round of e-mail reminders to go out tomorrow. Begin website audit for broken links/inaccurate information.

**Medium/Long Term Goals:** One survey response indicated desire for more support from PC in regards to hosting intrasquad competition. Brainstorm any ideas as to how to make the process even more accessible and easy for clubs?

**Additional Notes or Comments:**

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**Jeanette Soe, Travel Coordinator, Apparel :**

**Report of Recent Activities: Report of Action Items Prior:** On Furlough as of July 5, 2020 return TBD.

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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**Additional comments or other notes of importance:**

**Mary - Comments**

**Items to discuss:**

**Zone 3 Grants are TCA and SFSL in good standing**

**Discounted club memberships -**

**PPP Loan - Chase is now accepting forgiveness requests. Will work with Maria to complete the paperwork.**

**Leo - Comments**



## PC STAFF MEETING MINUTES/ REPORTS

February 2, 2021, 11:00 am

Via remote video conference

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### ACTION ITEMS:

**Report of Action Items Prior:**

[ X ] Draft R&R was completed and sent to Leo for review.

[ ]

**Current/Short Term Goals:** .

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

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Attended the Investment Committee Meeting, Membership Task Force, Governance Series (detailed review of the LEAP program (July - September 2021 and then every 2 years thereafter), Officials Clinic Testing and Clinic Event (for clinic planning).
2. Met with Mary and Maria to review the final information from Cropper Accountancy and also applied for the PPP loan with Mary.
3. Still need to make a decision regarding Hilton and if we'd like Helms Briscoe - Noelette Hassett to get us out of the 2021 contract. Athletes plan to come up with a way to recognize swimmers for 2021, there's a subcommittee and Diana and I are attending to facilitate this.
4. 100 Day Mask Challenge. Unsure how we can recognize people in a way that's either just a few get recognized or the costs would be prohibitive. Maybe make it part of a social media campaign? Have kids take a selfie in their mask, write why they are masking and use a hashtag and we can share in our story? #pacswim #100daymaskchallenge Obviously open to other ideas, we could post to our website.

5. Virtual HOD for May and October, does the board need to approve? We'll need to find a way to proceed with voting online - election runner or election buddy - and there will likely be a cost associated with online voting.
6. 2021 USA Swimming Grant will be only \$500 dollars, so we will need to spend a minimum of \$750, but it will likely cost more than that once the athletes decide what they want to offer.

**Report of Action Items Prior:** Officials Clinic was pretty much a success overall.

**Current/Short Term Goals:** January Month End and DEI fundraising financial reporting, Financial Procedure Manual with Mary, Review of new LEAP program.

**Medium/Long Term Goals:** Complete LEAP prior to September 2021.

**Additional Notes or Comments:** Times at unsanctioned intrasquad meets - what are they good for? Steve Morsilli is asking to have them published and wants to confirm if the times are good within the LSC.

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

**Report of Recent Activities:** Processing Registration Packets, Answering Questions about Flex, Helping 565 athletes registered using Flex plus more pending.

Currently have 66 clubs registered, about 9 more missing some info,

About 25 clubs that we have not heard anything from.

Clubs find missing packets.

8034 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

**Report of Action Items Prior:**

[x] Laurie to check with USA-S regarding clubs that have not access to water and need to register as a club for the sole purpose of continuing the USA-S insurance.

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

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:** Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

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

**Report of Recent Activities:** Updated College Commitment list, Updated Meet Sheet Archive for January 2021, Completed building a Mixed Relay Records page (PC and NAG), Attended Officials Clinic planning meetings, Attended Officials Clinic and Athlete Call, Updated Athlete web pages, Built new website pages

for Athletes' Mental Health Presentation, Researched travel support costs for Olympic Trials, posted Exec. Committee reports, motions, proposals

**Report of Action Items Prior: Current/Short Term Goals:** Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Update Meet Sheet Archive as necessary, Build Travel Forms for Wave I and II of Olympic Trials, Update Officials Apparel Order Form

**Medium/Long Term Goals:** Working with the Athletes Committee, Work on "tags" for all website pages, Athlete Social Media subcommittee, Virtual Awards Banquet subcommittee

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** All Bay Area counties have lifted Stay-At-Home Orders, sanctions reopened in all zones beginning for meets the weekend of February 13th. 8 sanctions issued thus far (one a blanket sanction for a series of spring meets hosted by WCAB). Interest in hosting multi-team meet in Zone 4 (indoors, March), and inquiry regarding hosting a dual meet in Monterey. Age Group Call last week. Topic of discussion primarily focused on cancellation of 10 & U Championships, some opening discussion regarding potential summer "season end" meet(s).

**Current/Short Term Goals:** Review Meet Sheets as they are received. Sanctions fully re-opened.

**Medium/Long Term Goals:** Brainstorming on potential solutions for Summer Competition (viability of summer JO/FW meets? Ideas on how to adjust to provide opportunity within likely constraints?) Participation on Summer End of Season Meet Taskforce.

**Additional Notes or Comments:**

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**Additional comments or other notes of importance or relvance:**

**Mary - Comments:**

**Leo - Comments:**



## PC STAFF MEETING MINUTES/ REPORTS

January 20, 2021, 11:00 am

Via remote video conference

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### ACTION ITEMS:

#### Report of Action Items Prior:

[ X ] Draft R&R was completed and sent to Leo for review.

[ ]

**Current/Short Term Goals:** .

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

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Meetings attended: with LSC Leaders (new LEAP roll out - more details at the LSC Governance call), Officials (for clinic planning), Finance Committee (review and approve Nov and Dec (preliminary) financials).
2. Met with Mary and Maria to review December financials and a preliminary review of 2019-2020 year end financials/990/Review document.
3. Met with Mike Davis to work on details for virtual LSC Officials Clinic to be held on January 30.
4. Checked in with Helms Briscoe - Noelette Hassett regarding our contract with the Hilton: we should decide whether to try to cancel our October event or move it to 2023.
5. Virtual HOD for May and October, David to discuss with the Executive Committee.
6. USA Swimming Grant will be the full \$2K dollars after discussing with Morgan Weinberg.

**Report of Action Items Prior:** Organized Storage with final office move out, but still needs organization, an inventory and disposal of some obsolete items.

**Current/Short Term Goals:** Projects with Mary - Financial Procedure Manual, Safe Sport Questions, LEAP Assessment

**Additional Notes or Comments:**

**Medium/Long Term Goals:**

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

**Report of Recent Activities:** Processing Registration Packets, Answering Questions about Flex, Helping 565 athletes registered using Flex plus more pending.

Currently have 66 clubs registered, about 9 more missing some info,

About 25 clubs that we have not heard anything from.

Clubs find missing packets.

8034 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

**Report of Action Items Prior:**

[x] Laurie to check with USA-S regarding clubs that have not access to water and need to register as a club for the sole purpose of continuing the USA-S insurance.

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

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:** Registration Packets postmarked by December 15 to be processed before the closing of the office for the holidays.

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

**Report of Recent Activities:** Uploaded all results since March 2020 into the All-Star database for future team selection, Updated College Commitment list, Updated Meet Sheet Archive for December 2020 and built out the webpage for 2021 Meet Sheet Archives, Built webpage and uploaded all Committee Reports from 2018-2020, Building a Mixed Relay Records page (PC and NAG), Attended Officials Committee meeting and Athlete Summit Planning meeting

**Report of Action Items Prior: Current/Short Term Goals:** Work on Officials Clinic items, Finish Mixed Relay Records, Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Update Meet Sheet Archive as necessary,

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Project for Mary cross referencing survey responses with current 2021 athlete registrations and comparison with 2019-2020 athlete registration numbers. Two meet sheets currently in the queue. Both were for this coming weekend and will be postponed.

**Current/Short Term Goals:** Review Meet Sheets as they are received - have meet sheets ready for sanction as soon as stay at home orders are relaxed. Website audit as time allows

**Medium/Long Term Goals:** Brainstorming on potential solutions for Summer Competition (viability of summer JO/FW meets? Ideas on how to adjust to provide opportunity within likely constraints?) Age Group Meeting next week, would expect it to be a topic of discussion.

**Additional Notes or Comments:**

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**Jeanette Soe, Travel Coordinator, Apparel :**

**Report of Recent Activities: Report of Action Items Prior:** On Furlough as of July 5, 2020 return TBD.

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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**Additional comments or other notes of importance:**

**Mary -Comments**

**Leo - Comments**