



## PC STAFF MEETING MINUTES/ REPORTS

April 28, 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 [], Verónica Hernández [x]

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### ACTION ITEMS:

#### Report of Action Items Prior:

[X ] Ad was posted for an independent bookkeeper. Since a volunteer came forward to serve as Treasurer, the add was taken down. Worth noting that there were no responses to this add for the two weeks it was posted.

[X ] Following a protest letter from several LSC GC regarding the non-availability of the OTS on Sept 1st, Abby Howard promised that an interim solution would be made available until a final solution was reached.

[X ] Personnel Committee met last night to discuss how to improve the annual staff performance and improve communications between staff and LSC BOD.

[X ] Attended the two of the Annual Meeting Committee meetings and one of the Athlete's workshops via Zoom. It was nearly a complete waste of my time since when the speakers stepped away from their computers to use a microphone to address the people in the audience, the audio became very muddled and I could understand less than 50% of what they were saying. We will need to address this problem before we host the hybrid HOD meeting in October.

#### Current/Short Term Goals:

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

[ ] **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:**

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

**Report of Recent Activities:**

1. Had a SWIMS 3.0 prep meeting with Laurie and Mary prior to the USAS Workshop
2. Attended Board of Directors Meeting.
3. Attended USA Swimming Workshop in Denver from April 21-24. I am working on preparing a report of the meetings/sessions I attended. We received a good deal of information on SWIMS 3.0 and upcoming legislation that is going to be presented at the annual business meeting. Our athletes were recognized as the Runner Up LSC Athlete Reps.
4. Met with Mary and Randy on April 27 to discuss treasurer role and expectations/responsibilities.
5. Have a high level project timeline for Western Zones AG in Elk Grove and project task list. Was informed by SN that they are looking for hotels outside of Elk Grove because the demand is higher than the available inventory. Also, heard from Debbie Laderoute that there is a large soccer competition happening at the same time as WZAG.
6. Still working on Coach Application for Western Zones AG meet.
7. Invoiced Meets each week after they occurred.
8. AR Collection - also a part of the weekly task list now - regularly checking mailbox service, documenting and applying payments, scanning relevant backup to Dropbox. I usually make 1-3 deposits a week, depending on how many payments or other checks come to the mailbox.

**Report of Action Items Prior:**

**Current/Short Term Goals:** House of Delegates Spring Edition is 24 days out from today.

**Medium/Long Term Goals:** Planning the October LSC Event

**Additional Notes or Comments:**

Thoughts on how to address coaches that are out of compliance with the membership requirements? It's constantly changing and people that were on the list mailed out are already off the list. What will motivate coaches to get ahead of expiring certifications? (3/31/22)

I neglected to mention the logo work, so maybe we should postpone for now - there are clearly a lot of demands on all of us and this may not be the highest priority. Maybe plan to resume in a month or two and perhaps we can be on track to debut a new logo at the HOD in October (3/17/22)

We have a lot of clubs that are SSR from about two years ago, which means they are up for renewal and I think it would be good to have some guidance on how they can complete that step, maybe a FAQ on the SS page (3/3/22)

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

**Report of Recent Activities:** There are 13,592 annual athletes, 13 seasonal athletes, 583 coach members (198 have an alert), 558 Officials (100 have an alert) and 377 Others (170 have an alert). There are 93 Annual Clubs and 1 Summer Season Club with 2 Clubs who are not in good standing due to Head Coach expired certifications and 1 pending Club that can't be input until the Head Coach is in good standing.

High School Championship season is upon us and so far, I've received 23 Observed Meet requests. Sent out the DQ Log and Observed Meet Report to each of the Meet Referees listed.

PC Life Members who aren't participating any longer have been marked as inactive by USA Swimming.

Went to the USA Swimming workshop in Denver. Learned more about SWIMS 3.0 and will have access next week to start testing it.

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

**Current/Short Term Goals:** . Contact Clubs to work on cleaning up the non-athletes who are not in good standing.

### **Medium/Long Term Goals:**

### **Action Item**

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

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

**Report of Recent Activities:** Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated College Commitments, Updated Top Times and Records, Updated Officials Assignments, Tracked down Outstanding Checks/Payments for Mary, Processed Travel Support Forms, Processed new Officials' Apparel orders, Shipped out multiple Athlete Rep shirts, Continuing work on Officials Clinic, Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Sent all outstanding FW Awards to recipients, Updated Summer LCM JO Time Standards, Attend Athlete Summit Meeting,

**Report of Action Items Prior: Current/Short Term Goals:** Create Hy-Tek LCM JO Standards file, Update Top Times and Records, Update Team contact information on website, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Athlete meeting, Meet with athletes re: sweatshirts, Contact caterers re: October events and menu tastings, Updated TM All-Star database with all March Results, Research hotels for WZ Meet - Elk Grove

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials 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:** Long Course JO, Long Course Senior P/F, Post-NCS Walk-On, Early June Senior Open remaining meets in need of hosts for 2022-2023. Meets sanctioned through 22-062. One in inbox waiting on meet director to renew APT cert. MEFAP Entry Processing. Brief meeting with Kent in regards to time spent on MEFAP Entry management.

**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. Finding hosts for the remaining 2022-2023 Meets (assist from Leo?). Need feedback/decision from Age Group in regards to bonus events for Summer JO and FW Meets. Need decision from Age Group regarding any changes in format for Awards Banquet

**Medium/Long Term Goals:** Long Course Far Westerns Meet Sheet should be coming in soon.

**Additional Notes or Comments:**

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

**Mary - Comments:** Provided a number of documents and access to QuickBooks for new treasurer Randy Pedersoli. Vacation starts tomorrow, I will be out of the country April 29-May 10.

**Leo - Comments:**

Still challenges with facilities - pool rentals and cancellations are occurring causing meets to be canceled. Trying to staff International Meet, it's slow going.

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

Age Group wants to bring back an "in person" awards banquet (possible livestream)

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- JO Relay only disqualifications -
- Board Strategic Planning - Presentation to be made in April
- Age Group Committee - Awards Banquet, 10 & Un Time Standards, who's at CCS
- MEFAP online meet entries - Kent to meet with Annie
- Athlete Leadership Summit - planning committee has resumed meeting
- All-Star Rule - David to follow up with NCS, Need someone to follow up with CCS
- Distance Camp - Site fell through, suggest to cancel this year

**Medium/Long Term Goals:**

- Work with Cindy on annual calendar

-Membership newsletter

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**

[ ] Planning for the FWLC meet

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

[ ] workshop regarding Coach registration when?



## PC STAFF MEETING MINUTES/ REPORTS

July 7, 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:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### ACTION ITEMS:

#### Report of Action Items Prior:

[ ] Sectional splash fees and time trials entries all go to the host club. The LSC can determine if revenue from the event entry fees should be split between the LSC and the host team. Expenses as follows:

- LSC bears the cost of the meet evaluator(s)
- Host club bears the expenses for the Meet Referee, Admin Ref, Head Starter and Team CJ Lead
- Host club bears the cost of team trophies, medals for 1st-3rd and girl and boy high point award
- Backstroke ledges are required - will need 16 to cover both short courses for prelims. Finals will be LC

[X] Attended the Athlete's Committee meeting and asked athletes to consider joining the SafeSport Committee with the intent of bringing more visibility to this subject. Many of our clubs will need to renew their SafeSport recognition this year.

[X] I was informed that the Winter Sectional meet will be held indoors at East Los Angeles College where it has been held in prior years. The original venue will be taken down for maintenance and hence will not be available for this meet.

#### 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:

[ ] Update 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:**

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

**Report of Recent Activities:**

1. Working on Western Zones, still finalizing team members and recruiting team managers, catering for the team and equipment purchases.
2. Working on Month End Closing.
3. All Bag Tags have been ordered.
4. Sent out more info on the Membership changes coming next year for those we did not attend HOD.
5. Attended Athlete Committee Call on June 26.
6. Dedicated page from USA Swimming on SWIMS 3.0 for LSC, Clubs and 3rd Party Vendors. Training materials etc (LSC will be updated again later today) and videos will continue to be posted here on <https://www.usaswimming.org/about-usas/resources/swims-database>

**Report of Action Items Prior:**

**Current/Short Term Goals:** Western Zone AG Team/Planning the October LSC Event

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** There are 14,685 annual athletes, 672 seasonal athletes, 627 coach members (233 have an alert), 580 Officials (123 have an alert) and 414 Others (198 have an alert). There are 98 Annual Clubs and 3 Summer Season Clubs with 5 Annual Clubs and 1 Summer Season Club who are not in good standing due to Head Coach expired certifications.

Continuing with testing of SWIMS 3.0. The current SWIMS will shut down on 9/1/22 so we need to pull any reports/information we want before then. The next SWIMS 3.0 update is scheduled for Monday and it should include reports. I have a meeting on Tuesday, 7/12, to cover the new SWIMS so I'm hoping to have more information/details after that.

Getting several questions from Clubs on how everything is going to work so we need to send out something or have a Zoom call soon.

Questions: What areas/reports does staff use? I want to make sure everything is available that we need.

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

**Current/Short Term Goals:** Contact Clubs to work on cleaning up the non-athletes who are not in good standing.

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:**

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**Diana Fetterman, Website Administration & Records** (*Liaison to Athletes, Officials, Club Development*):  
**Report of Recent Activities:** Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated Top Times and Records, Updated Officials Assignments, Processed new Officials' Apparel orders, Continuing work on Officials Clinic, Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Created 70 individual invoices for Western Zones Copay, Created a fillable PDF of WZ Athlete Medical Release Form, Processed Travel Support, Added all known 22-23 National meets to website, Added Zone 2 & Zone 4 2022-23 meets to website and Pacific calendar, Getting quotes from Hasty and Crown for Awards Banquet awards

**Report of Action Items Prior: Current/Short Term Goals:** Order Winter JO medals (possibly bundle Spring JO medals), Update Top Times and Records, Update Team contact information on website, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Athlete meetings, Work on WZ items, Start working on Awards Banquet details, gifts and awards, Consider booking Boise, ID for August 2023 WZ AG Meet

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials 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:** Meet sanctioned through 22-095. One on desk waiting for meet director to renew APT/BGC before sanction. Age Group Committee Meeting - moved to next week (final approval on Time Standards on agenda). MEFAP Entry Processing - 1 still outstanding payment (should have been collected at MONT). Meets loaded into OTS through 22-092. Time Verification for JO's - update to bonus rules (no standard, but no NT entries) super helpful in reducing intensity of work on that. Contacted Zone Chairs regarding Awards Banquet, requested nominations for AGCOY and SCOY no later than August 15th.



**Current/Short Term Goals:** Time Verification for Senior 2/FW all coming up soon. 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 Time Standards to be ready for July release.

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

**Additional Notes or Comments:**

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

**Mary - Comments:**

Meeting with Randy at Noon today. Hope to get him back on track with the Treasurer's tasks. (Checks have been entered but not paid since 6/21). His work/travel schedule may not make him available to do the required weekly/daily tasks.

Discussed with Clint Benton the issues we are having with No Show fines. He believes this is an issue for the LSC Admin Review Board. No one will pay fines unless we follow through with some sort of penalty.

I will be on vacation July 15-25 and at Futures July 26-31.

**Leo - Comments:** Leo is the Head Referee for the Santa Clara meet which begins today.

Still challenges with facilities - pool rentals and cancellations are occurring causing meets to be canceled. Trying to staff International Meet, it's slow going.

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

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Personnel Committee - Recruited Lehla Irwin to help with creating documents for reviews
- Governance Committee - Been asked to join for the P&P review. Will be addressing items moved from R&R to P&P and reviewing sections with old dates for accuracy.
- WZ Staff Selection - Meeting 6/10/22 Selection committee: Erik Scalise, Asher Green, Mike Allegretti, Aidan Pflieger, Anika Nagpal, Kyle Kikuta, Tony Daly, Doug Reed
- Board Strategic Planning - Presentation
- Age Group Committee -
- MEFAP online meet entries -
- DDEI Camp - Richmond Plunge Nov 12, 2022

-Athlete Committee - Leadership Summit schedule skeleton is started, need to start promoting event, Share that we are hosting Sectional 2023, Congrats list for graduating seniors

**Medium/Long Term Goals:**

- Work with Cindy on annual calendar
- Membership newsletter

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**

[ ] Planning for the FWLC meet

[ ] workshop regarding Coach registration when?



## PC STAFF MEETING MINUTES/ REPORTS

June 9, 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 [ E ], Mary Ruddell [], Verónica Hernández [X]

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### ACTION ITEMS:

#### Report of Action Items Prior:

[X] CA/NV Sectional Committee met June 7th and awarded the second venue of the 2013 Spring Sectional to Thunder Coast Aquatics (TCA). Meet size is limited to 800 swimmers (200 of which can be out of the Section athletes). Meet is scheduled for March 2-5, 2023 as a 3 ½ day meet.

[ ] Sectional splash fees and time trials entries all go to the host club. The LSC can determine if revenue from the event entry fees should be split between the LSC and the host team. Expenses as follows:

- LSC bears the cost of the meet evaluator(s)
- Host club bears the expenses for the Meet Referee, Admin Ref, Head Starter and Team CJ Lead
- Host club bears the cost of team trophies, medals for 1st-3rd and girl and boy high point award
- Backstroke ledges are required - will need 16 to cover both short courses for prelims. Finals will be LC

[ X] met with Leila to discuss rating criteria for annual staff assessment

#### 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.

[X] R&R has passed but still needs to have some grammatical errors and styles issues corrected. Will work on this along with the Governance Committee.

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

[X] Governance Committee has begun work 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:**

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

**Report of Recent Activities:**

1. Reinstalled and updated Team Manager. Pulled in the times updated by Diana. Reviewed Western Zone Applicants and provided the list from Team Manager to WZ Head Coach. Likely to only have about 8 or less athletes for 10U boys and girls, but we should be able to fill the 11-14 with a full contingent of competitors.
2. Submitted bids for bus transportation for Western Zones, waiting to hear back from them.
3. Reviewed the Awards Banquet Catering Contract
4. Completed Month Closing work
5. Worked setting up Bag Tag Orders for JO's, FW and WZ's and developing the artwork backsides of the order.
6. Sent out more info on the Membership changes coming next year for those we did not attend HOD.
7. Attended Athlete Committee Call, LSC Leadership Call, Zoom Hybrid Meeting Call, 2nd Western Zone Age Group Meeting.
8. Dedicated page from USA Swimming on SWIMS 3.0 for LSC, Clubs and 3rd Party Vendors. Training materials etc (LSC will be updated again later today) and videos will continue to be posted here on <https://www.usaswimming.org/about-usas/resources/swims-database>
9. Updated all the invoice meet log information through the current week - did an audit of sanctions and invoices to make sure we had accounted for all meets to date.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Western Zone AG Team/Planning the October LSC Event

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

I neglected to mention the logo work, so maybe we should postpone for now - there are clearly a lot of demands on all of us and this may not be the highest priority. Maybe plan to resume in a month or two and perhaps we can be on track to debut a new logo at the HOD in October (3/17/22)

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

**Report of Recent Activities:** There are 14,218 annual athletes, 389 seasonal athletes, 617 coach members (243 have an alert), 570 Officials (116 have an alert) and 399 Others (187 have an alert). There are 97 Annual Clubs and 3 Summer Season Clubs with 7 Clubs who are not in good standing due to Head Coach expired certifications.

Loading of High School Championship meets is complete except for 2 meets that I never received results from.

Continuing with testing SWIMS 3.0.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Contact Clubs to work on cleaning up the non-athletes who are not in good standing.

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated College Commitments, Updated Top Times and Records, Updated Records, Updated Officials Assignments, Processed new Officials' Apparel orders, Continuing work on Officials Clinic, Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Finalized contract for Awards Banquet, Updated Hy-Tek LCM FW Standards file, Ordered high point awards for Summer JOs and Summer FWs, Updated All-Star TM file with all April and May results

**Report of Action Items Prior: Current/Short Term Goals:** Update Top Times and Records, Update Team contact information on website, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Officials Committee Meeting, Attend Athlete meetings, Meet with athletes re: sweatshirts, Attend Athlete Summit Planning Call, Work on WZ swag items, Start working on Awards Banquet details, gifts and awards

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials 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:** JO Meet Sanctioned, Senior 2 T/F on desk for review. Meet sanctioned through 22-082. Age Group Committee Meeting, made decisions regarding time standards for 2022-23, begun work on getting those ready for release in July. MEFAP Entry Processing - Only 2 currently outstanding payments (one should have been collected at MONT, the second just processed yesterday, should be coming via Zelle). All but one sanctioned meet loaded into OTS.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Senior 2 T/F Sheet top priority. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary.

**Medium/Long Term Goals:** Hosts for remainder of 2022-2023 Meets (Summer JO, Summer Sr 2 P/F, Early June Senior Open). Time Standards for 2022-2023 to be ready by end of July.

**Additional Notes or Comments:** Question for Laurie regarding "League vs Invitational" designation. Collecting no-show fines - possible to give notice to club at meet vs. following up after?

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

**Mary - Comments:** sorry - I am unable to attend. On Grandma duty today!

Annie has not received any payments for "No Show" fines. We don't have any follow through or consequences for not paying the fine. **Annie, any movement on this?**

Pacific received the ERC for all quarters we filed for. (Thank you Cindy and Maria for all the hard work). We received over \$80K. It is my recommendation that we:

1. Use these funds to pay down the PCL. Using local funds as a source to pay down the PCL is a much smarter action than using investment funds in this current market.
2. Use the funds to hire an additional part time staff member.
3. Split the use of the funds between options 1 and 2.

Pacific takes 30% of host entry fees for all meets with individual entry fees. Pacific should consider a percentage fee for the TCA Sectional meet. A percentage is better than an amount as WZ is considering raising the entry fees. Pacific does not have to charge 30% but should not charge less than 10%

**Leo - Comments:** Leo is the Head Referee for the Santa Clara meet which begins today.

Still challenges with facilities - pool rentals and cancellations are occurring causing meets to be canceled. Trying to staff International Meet, it's slow going.

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

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Personnel Committee - Recruited Lehla Irwin to help with creating documents for reviews
- Governance Committee - Been asked to join for the P&P review. Will be addressing items moved from R&R to P&P and reviewing sections with old dates for accuracy.

- WZ Staff Selection - Meeting 6/10/22 Selection committee: Erik Scalise, Asher Green, Mike Allegretti, Aidan Pflieger, Anika Nagpal, Kyle Kikuta, Tony Daly, Doug Reed
- Board Strategic Planning - Presentation
- Age Group Committee -
- MEFAP online meet entries -
- DDEI Camp - Richmond Plunge Nov 12, 2022
- Athlete Committee - Leadership Summit schedule skeleton is started, need to start promoting event, Share that we are hosting Sectional 2023, Congrats list for graduating seniors

**Medium/Long Term Goals:**

- Work with Cindy on annual calendar
- Membership newsletter

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**

[ ] Planning for the FWLC meet

[ ] workshop regarding Coach registration when?



## PC STAFF MEETING MINUTES/ REPORTS

June 23, 2022

Virtual Meeting 11:00 am

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### ACTION ITEMS:

#### Report of Action Items Prior:

[ ] Sectional splash fees and time trials entries all go to the host club. The LSC can determine if revenue from the event entry fees should be split between the LSC and the host team. Expenses as follows:

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- Backstroke ledges are required - will need 16 to cover both short courses for prelims. Finals will be LC

[ X] Attended the RENO Gamble meet last weekend. Met with Aidan and five athlete representatives to thank them for their service and encouraged them to continue and make sure that they have a succession plan.

[ X] Intended to set up a SafeSport information table at the Gamble meet but unfortunately both Kelly Schott and Veronica (Z4 official who assists Kelly) were ill and not able to participate. So the informational plan did not happen. However, April (WZ SafeSport Chair) was at the meet and we had a nice discussion regarding a combined LSC clinic including athletes, parents and coaches. April also addressed the 6 athlete representatives present at the meeting about SafeSport. Kelly's last committee meeting had only five attendees. I asked for increased athlete participation to try to raise team awareness of SafeSport issues.

#### 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.

[X ] Diana made grammatical and style corrections to R&R and sent it to the Governance Committee.



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

[X] Governance Committee has begun work 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:**

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

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

**Report of Recent Activities:** There are 14,385 annual athletes, 568 seasonal athletes, 621 coach members (236 have an alert), 573 Officials (116 have an alert) and 409 Others (195 have an alert). There are 97

Annual Clubs and 3 Summer Season Clubs with 7 Annual Clubs and 1 Summer Season Club who are not in good standing due to Head Coach expired certifications.

Continuing with testing of SWIMS 3.0.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Contact Clubs to work on cleaning up the non-athletes who are not in good standing.

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated College Commitments, Updated Top Times and Records, Updated Records, Updated Officials Assignments, Processed new Officials' Apparel orders, Continuing work on Officials Clinic, Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Printed Awards Instructions for Summer JOs and Summer FWs, Updated All-Star TM file with all June results so far for WZ selection, Re-formatted Approved Rules & Regulations from HOD meeting, Attended Officials' 22-23 Placement Meeting, Attended Athlete Summit Planning Meeting, contacted PH Rec regarding pool usage/coach training during October weekend, Added Graduating Senior Athlete Reps to website, Delivered JO Medals

**Report of Action Items Prior: Current/Short Term Goals:** Update Top Times and Records, Update Team contact information on website, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Athlete meetings, Attend Athlete Summit Planning Call, Work on WZ swag items, Start working on Awards Banquet details, gifts and awards

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials 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:** Meet sanctioned through 22-090. One on desk waiting for revision before sanction. Several invites/dual/tri/quad to finish the summer - lack of access to pools? Age Group Committee Meeting, made decisions regarding time standards for 2022-23, begun work on getting those ready for release in July. MEFAP Entry Processing - Only 1 currently outstanding payment (should have been collected at MONT). Meets loaded into OTS through those sanctioned today (22-087).

**Current/Short Term Goals:** Timer Verification for JO/Senior 2/FW all coming up soon. 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 Time Standards to be ready for July release.

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

**Additional Notes or Comments:**

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

**Mary - Comments:**

Still working on the transition of the treasurer's position to Randy. Between his busy work schedule and the big learning curve the process is slow.

Tony Daley may be bringing a request to the BOD regarding Travel Support for International Team Trials.

**Leo - Comments:** Leo is the Head Referee for the Santa Clara meet which begins today.

Still challenges with facilities - pool rentals and cancellations are occurring causing meets to be canceled. Trying to staff International Meet, it's slow going.

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

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Personnel Committee - Recruited Lehla Irwin to help with creating documents for reviews
- Governance Committee - Been asked to join for the P&P review. Will be addressing items moved from R&R to P&P and reviewing sections with old dates for accuracy.
- WZ Staff Selection - Meeting 6/10/22 Selection committee: Erik Scalise, Asher Green, Mike Allegretti, Aidan Pflieger, Anika Nagpal, Kyle Kikuta, Tony Daly, Doug Reed
- Board Strategic Planning - Presentation
- Age Group Committee -
- MEFAP online meet entries -

-DDEI Camp - Richmond Plunge Nov 12, 2022

-Athlete Committee - Leadership Summit schedule skeleton is started, need to start promoting event, Share that we are hosting Sectional 2023, Congrats list for graduating seniors

**Medium/Long Term Goals:**

-Work with Cindy on annual calendar

-Membership newsletter

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**

[ ] Planning for the FWLC meet

[ ] workshop regarding Coach registration when?



## PC STAFF MEETING MINUTES/ REPORTS

May 26, 2022

Virtual Meeting 11:02 am

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

**ACTION ITEMS:**

**Report of Action Items Prior:**

[X ] Participated on a Zoom call with Tom Evers (TCA) and Sally Taggart regarding the possibility of TCA hosting a Spring Sectional meet in 2023.

**Current/Short Term Goals:**

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

[X ] R&R has passed but still needs to have some grammatical errors and styles issues corrected. Will work on this along with the Governance Committee.

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

[X ] Begin work 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:**

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

**Report of Recent Activities:**

1. Worked with Noelette Hassert to find a better hotel option for the WZ team, still reviewing contract details, but it's less expensive than the Explore Elk Grove options. Hilton in Arden Hills area includes

breakfast, and an evening room for team dinner. Free parking for our buses. WZ coaches list to Veronica to set up a committee (Erik, Kyle etc to select the coaches)

2. Determined a few bus companies to bid for team travel to Elk Grove, need detailed itineraries for quotes.
3. Was notified by Mary first quarter of the ERC has been approved for \$17K for the 3rd quarter 2020.
4. Confirmed delegates for HOD and notified them of meeting details.
5. Prepared HOD support deck, went over upcoming membership changes in 2022-2023 at HOD.
6. Attended Accounting Review Meeting, Exec Committee Meeting, Membership Planning Meeting and Western Zone Meeting.
7. Invoiced Meets each week after they occurred and followed up on receivables.

**Report of Action Items Prior:**

**Current/Short Term Goals:** Western Zone AG Team/Planning the October LSC Event

**Medium/Long Term Goals:**

**Additional Notes or Comments:**

I neglected to mention the logo work, so maybe we should postpone for now - there are clearly a lot of demands on all of us and this may not be the highest priority. Maybe plan to resume in a month or two and perhaps we can be on track to debut a new logo at the HOD in October (3/17/22)

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

**Report of Recent Activities:** There are 13,959 annual athletes, 277 seasonal athletes, 601 coach members (235 have an alert), 569 Officials (111 have an alert) and 395 Others (181 have an alert). There are 95 Annual Clubs and 2 Summer Season Clubs with 7 Clubs who are not in good standing due to Head Coach expired certification.

Loading of High School Championship meets is almost complete.

Continuing with testing SWIMS 3.0.

**Report of Action Items Prior:**

**Current/Short Term Goals:** . Contact Clubs to work on cleaning up the non-athletes who are not in good standing.

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted Meets on website and on calendar, Updated Job Postings, Added new Athlete Reps to Master Sheet and website, Updated College Commitments, Updated Top Times and Records, Updated Officials Assignments, Tracked down Outstanding Checks/Payments for Mary, Processed Travel Support Forms, Processed new Officials' Apparel orders, Continuing work on Officials Clinic, Athlete Summit, Coaches Clinic, Awards Banquet, and HOD in October, Updated Foreign Athlete Invitation for LC FW, Updated Hy-Tek LCM FW Standards file, Posted multiple documents for HOD, Attended HOD

**Report of Action Items Prior: Current/Short Term Goals:** Order Summer JO and Summer FW High Point Awards, Update Top Times and Records, Update Team contact information on website, Create 2021-22 Records Certificate, Track down Outstanding Checks/Payments for Mary, Attend Athlete meetings, Meet with athletes re: sweatshirts, Update TM All-Star database with all May Results, Attend Athlete Summit Planning Call, Work on WZ swag items, Start working on Awards Banquet details

**Medium/Long Term Goals:** Working with the Athletes Committee and Officials 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:** Meets sanctioned through 22-077. Currently have both JO and FW Meet Sheets for review. FW sanctioned. JO Meet Sheet will come out in the next couple of days (waiting on final approval from Mike P.) Put together data for AGC to look at in regards to 2022-2023 Time Standards. SUNN offered to step-in and host 10U Champs in place of TERA.

**Current/Short Term Goals:** Review Meet Sheets as they are received. JO Meet Sheet top priority. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary.

**Medium/Long Term Goals:** Hosts for remainder of 2022-2023 Meets (Summer JO, Summer Sr 2 P/F, Early June Senior Open). Time Standards for 2022-2023 to be ready by end of July.

**Additional Notes or Comments:**

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

**Mary - Comments:**

Annie has not received any payments for "No Show" fines. We don't have any follow through or consequences for not paying the fine.

ERC Notification for September 30 Form 941. Pacific will receive a check in the amount of \$17,976.84. We have not received any notification regarding the other ERC filings.

**Leo - Comments:**

Still challenges with facilities - pool rentals and cancellations are occurring causing meets to be canceled. Trying to staff International Meet, it's slow going.

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

Age Group wants to bring back an "in person" awards banquet (possible livestream)

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- JO Relay only disqualifications -
- Board Strategic Planning - Presentation to be made in April
- Age Group Committee - Awards Banquet, 10 & Un Time Standards, who's at CCS
- MEFAP online meet entries - Kent to meet with Annie
- Athlete Leadership Summit - planning committee has resumed meeting
- All-Star Rule - David to follow up with NCS, Need someone to follow up with CCS
- Distance Camp - Site fell through, suggest to cancel this year

**Medium/Long Term Goals:**

- Work with Cindy on annual calendar
- Membership newsletter

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**

[ ] Planning for the FWLC meet

[ ] workshop regarding Coach registration when?