



PC STAFF MEETING MINUTES/ REPORTS

April 26, 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:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] I participated in the monthly USA-S poolside chat and the CA LSC General Chair calls over the last two weeks, USA-S SafeSport workshop, USA-S officials Workshop, Athlete's Committee and Zone 2 BOD. In addition, yesterday i participated in a Zoom meeting with the leaders of the 5 largest LSCs to discuss and formulate a response to proposed legislation to reorganize the USA-S HOD.

[X] Emailed to Zone Chairs to get clubs safe sport recognized

[X] Drafted narrative of Governance Committee for LEAP document

[] Draft narrative of Programming and Communication Narratives for LEAP document

Current/Short Term Goals:

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

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

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended Officials Committee Meeting, LSC Poolside Chats, LSC Board of Directors Meeting, Athlete Committee Meeting.

2. Attended the SafeSport Leadership Conference on April 20th. Excellent presentations: ACEs Study (Adverse Childhood Experiences) by Dr. Bruce Perry <https://www.bdperry.com/about>, *Why Trauma Informed Sport is Vital*, Megan Bartlett of WeCoach <https://www.weallcoach.com/media>, *Finding Resilience in Sports, Play & Recreation* Chris Renjilian, MD, <https://www.chop.edu/doctors/renjilian-christopher-b>, *Suicide Awareness & Prevention*, Cass Walton, <https://www.pikespeaksuicideprevention.org/about-suicide/> All the presentation slide decks are available [HERE](#) and the actual presentations are [HERE](#) . Worth your time if you have an option to review the materials and presentation. Diana, can you add a news items for this too?
3. Coordinated the upgrade of the website to secure server with Website Design. Diana, Mary, Jay and I had previously reviewed this option and it was long needed, this was accomplished Monday afternoon.
4. Working on logistics for the virtual HOD, including the emails to contact the reps on their delegate information.
5. Set up the Election Runner Software for the Election, working on determining the delegates to the HOD and ensuring the communications are timely.
6. Talked with Noelette from Helms Briscoe, she will do everything she can to advocate for the return of our deposit etc as we are a non profit organization.

Report of Action Items Prior: see above

Current/Short Term Goals: April Month End, HOD logistics and planning, LSC Camps Planning, LEAP Program Strategy.

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board, Financial Procedure Manual w/Mary

Additional Notes or Comments: House of Delegates Items should be posted by May 3, 2021, do we need to adjust the time of the HOD start?

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

Report of Recent Activities: Currently have 90 clubs registered, about 1-2 more missing some info, About 25 clubs that we have not heard anything from. 9655 registered swimmers currently entered. Some athletes are pending until we can complete their club registration.

Report of Action Items Prior:

[x] Laurie checked with USA-S regarding clubs that have no access to water and need to register as a club for the sole purpose of continuing the USA-S insurance. If they are registered as a coach, they are still OK for insurance and don't have to have club insurance if they are not in the water.

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

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Attended USAS Zooms on Senior Development, Age Group, Officials and Club Development, Attended BOD meeting, Attended Athlete Summit Meeting and monthly Athlete Meeting, Updated College Commitment list, Posted multiple Intrasquad/Dual Meets on website and on calendar, Posted BOD documents, reports, and motions, Posted Job Postings, Updated SCY and LCM Top Times and Records, Updated SCY & LCM Senior Time Standards, Updated TM All-Star database with February Results, Sold some Officials' Merchandise

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, Copy all March Results into Dropbox, Update TM All-Star database with March results, Attend USAS AEC Meeting and Zone Workshop Classes, Prepare for and attend April BOD meeting, Updated Top Times and Records weekly now as more meets are happening

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

Additional Notes or Comments: Mike Davis asked about selling masks for officials with rest of apparel

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-087 (13 since last staff meeting, with 2 on my desk waiting for a couple revisions). Meets loaded into OTS through Sanction 21-084. Significant increase in Dual/Tri/Quad Meet Requests. Meet Director Packets distributed for meets through May 1-2 weekend. Finalized meet information for Virtual Summer Series (now posted online). Sat in on USA-S Age Group Committee Call (Items discussed - Coaches education, Rebuilding post-COVID, Special HOD governance proposals). Processed first couple of MEFAP Entries (VJO/SSS May 1-2 and UD May 15).

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed for May 8-9 weekend. Load outstanding meets into OTS. Update COVID19 Sanction Application to reflect current State/County restrictions. MEFAP Entry processing as necessary.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments: At a glance it looks like 10+ teams are attending the TYR 18 & Under Spring Cup.

Leo - Comments:

Discussion Items:

[] LSC Workshop Planning must be registered before midnight on April 16th
Discussed the numerous workshops planned for the last two weeks in April - May 1.
Assigned people to cover the workshops.

[] LEAP project

[] HOD Planning -

1. Nominees - due to Cindy by May 3rd
2. Identifying voting members
3. Athlete members
4. Verify club delegates - Laurie and Cindy
5. Move start time to 6:00 PM

[]



PC STAFF MEETING MINUTES/ REPORTS

May 11, 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:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] I participated in the monthly USA-S poolside chat and the CA LSC General Chair calls over the last two weeks as well as the virtual USA-S workshops and committee meetings,

[] Pending - Draft narrative of Programming and Communication Narratives for LEAP document

[X] Update on recreation swim programs. I participated in a Zoom meeting regarding the 2021 Contra Costa County Swim Championship meet. It is anticipated that a modified meet will be held this year. Also it was announced that a modified Woodlands Invitation may be held. Further there was some discussion whether Crow Canyon which eliminated its recreational swim team could swim in a meet with recreational teams.

Current/Short Term Goals:

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

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

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended the Zone Workshop and a number of open committee meetings held during the last week of April, LSC Development Committee and the Athlete Executive Committee meetings as well as the LSC Governance Series (athlete engagement part 2).
2. Met with a Camps Taskforce to plan an LSC camp for the fall.
3. Met with the athlete group on plans for the Alternative Awards for 2021. They will have a presentation for HOD.
4. Have been preparing for the HOD including setting up the registration process, sending out the emails to clubs to have them confirm their participation and delegates, ensuring we published required notices 20 days prior to the meeting.
5. Month end closing and review for April. Met with outside accounting to review books this morning.
6. Talked with Noelette from Helms Briscoe, she will do everything she can to advocate for the return of our deposit etc as we are a non profit organization. She is expecting to speak to the manager today.
7. Need to book an HOD planning meeting much like we did before, to go over how the voting is going to work.
8. Have been thinking about a small presentation for HOD - a recap of zone workshop, some solid plans for helping more clubs become safe sport recognized are two ideas I have.

Report of Action Items Prior: see above

Current/Short Term Goals: April Month End, HOD logistics and planning, LSC Camps Planning, LEAP Program Strategy.

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board, Financial Procedure Manual w/Mary

Additional Notes or Comments:

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

Report of Recent Activities: Currently have 93 clubs registered (25 not in good standing), About 25 clubs that we have not heard anything from. Over 10,197 active registered swimmers currently entered. Some athletes are pending until we can complete their club registration. Coaches 536 (249 have alerts) 508 Official (104 with alerts) 310 other non-athlete members (121 with alerts).

Report of Action Items Prior:

[]

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

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Updated College Commitment list, Attended USAS AEC Meeting and General Meeting on Safe Sport changes, Posted multiple Intrasquad/Dual Meets on website and on calendar, Posted BOD documents, reports, and motions, Updated Policies and Procedures post BOD, Updated Posted Job Postings, Updated SCY and LCM Top Times and Records weekly, Copy all March Results into Dropbox, Updated TM All-Star database with March Results, Updated April Meet Sheet Archive, Updated DEI page and News item about WZ Summit in August

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, Copy all April Results into Dropbox, Prepare for and attend May HOD meeting, Update Top Times and Records weekly now as more meets are happening

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

Additional Notes or Comments: Mike Davis asked about selling masks for officials with rest of apparel

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-104 (17 since last staff meeting). Meets loaded into OTS through Sanction 21-099. Meet Director Packets distributed for meets through May 14-15 weekend. Age Group Committee Meeting - WZ AG Champ Replacement? Z1N Meeting - 2021/2022 Schedule discussion.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed for May 21-22 weekend. Load outstanding meets into OTS. MEFAP Entry processing as necessary. Need for MEFAP & Virtual Summer Series info to go out via e-mail?

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments: Time Trials added to dual meets (example - Orinda running a P/F Dual meet the first weekend of June...as a sort of replacement for NCS for a lot of their athletes. Want to add the option to run a time trial between prelims/finals for more athlete opportunity - not planning to charge any time trial entry fees). Additional sanction fee for this?

Additional comments or other notes of importance or relevance:

Mary - Comments:

Topics to Discuss: SRVA 21-071, WZ Age Group Championship Meet, travel support (Sectionals, TYR, Open Water and Spring Cup)

Leo - Comments:

Discussion Items:

[] LSC Workshop Planning must be registered before midnight on April 16th
Discussed the numerous workshops planned for the last two weeks in April - May 1.
Assigned people to cover the workshops.

[] LEAP project

[] HOD Planning -

1. Nominees - due to Cindy by May 3rd
2. Identifying voting members
3. Athlete members
4. Verify club delegates - Laurie and Cindy
5. Move start time to 6:00 PM

[]



PC STAFF MEETING MINUTES/ REPORTS

May 25, 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 [], Mary Ruddell [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] I participated in the Zoom calls over the last couple of weeks and the HOD

[] Pending - Draft narrative of Programming and Communication Narratives for LEAP document

[]

Current/Short Term Goals:

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

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

Additional Notes or Comments:

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

Report of Recent Activities:

1. Primary focus of the last two weeks was informing clubs of HOD, reviewing the status of attendees & clubs, and planning for the actual event. In addition to board members, there were 50 clubs

represented by delegates and 29 athletes. There were 6 guests, 5 officials, 1 club president and 4 staff members.

2. Attended a number of meetings including the LSC Leaders monthly call, Finance Committee, Alternative Awards Banquets, Handbook review with HR Guardian, Executive Committee, LSC Poolside Chats, Investment Committee and of course, House of Delegates.
3. Was informed May 13 that we would be receiving a full refund from Concord Hilton. Followed up with Noelette and the Hilton on Friday, still waiting on our refund, which may take another few weeks. I have a feeling they are managing that process via their corporate finance division so that overall company cash flow can be monitored, since they have estimated 2-3 weeks for credit card refunds.
4. Completed the attendance report and provided Marie with the slide decks and attendee information.
5. Began initial planning of a Board Orientation with Veronica, she indicated she would discuss with David Cottam further so we can begin planning.

Report of Action Items Prior: see above

Current/Short Term Goals: May Month End, LSC Camps Planning, LEAP Program Strategy, Board Orientation, Awards Banquets.

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board, Financial Procedure Manual w/Mary

Additional Notes or Comments:

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

Report of Recent Activities: Currently have 95 clubs registered (down from 25 to 16 not in good standing due to head coach certification issues). About 25 clubs that we have not heard anything from. Over 10,197 active registered swimmers currently entered. Some athletes are pending until we can complete their club registration. Coaches 536 (249 have alerts) 508 Official (104 with alerts) 310 other non-athlete members (121 with alerts).

Report of Action Items Prior:

[]

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

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Updated College Commitment list, Posted multiple Intrasquad/Dual Meets on website and on calendar, Posted HOD documents, reports, and motions, Attended HOD, Updated Policies and Procedures Section IV post HOD, Updated Job Postings, Updated SCY and LCM Top Times and Records weekly, Updated April Meet Sheet Archive, Updated Mental Health Items from Athletes, Researched New OT Qualifiers, Went to storage and processed multiple Officials' Apparel Orders, Attended Officials Committee Meeting, Researching Navy Masks.

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, Copy all April Results into Dropbox, Update TM All-Star database with April Results, Update Top Times and Records weekly now as more meets are happening, Process Officials' Apparel Orders

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

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-115 (11 since last staff meeting). Meets loaded into OTS through Sanction 21-112. Meet Director Packets distributed for meets through May 29-30 weekend.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed for First June weekend. Load outstanding meets into OTS. MEFAP Entry processing as necessary. Update in protocols for when the state opens up fully June 15th? USA-S keeping COVID guidelines (requiring safety plans, COVID-19 language in meet sheets) through the end of July. Continue with current process leaning on clubs to work with requirements depending upon county/facility? What is our line for returning to standard fee structures for meets?

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments: Mary - feedback from SCSC Meet? How did it go from a safety perspective? Potential to organize more meets of this size/format? Age Group a different animal than Senior.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Leo - Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

June 8, 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:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] I participated in the Zoom calls over the last couple of weeks and the HOD

[] Pending - Draft narrative of Programming and Communication Narratives for LEAP document

[]

Current/Short Term Goals:

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

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

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended the LSC Governance Series, the Athlete Committee Meeting and the Finance Vice Chair task force call. Have sent out a poll of the 5-6 largest LSC on some general information and feedback requested by the Finance Vice Chair task force.

2. Reached out to all clubs that were not in good standing due to coach membership issues as of June 3. There were 14 clubs - altogether - TIGR, DVA, MCAT, SCVS, SON, ACSC, NBA, MONT, RAYS, BEAR, BST, DACA, TCA, MP. Orange Highlighted, I heard back and there's a plan to correct, Yellow Highlighted already corrected the issue, all the others, still waiting to hear back. I think we should do this monthly, it would only take about a half a day - we could pull the information once a month and just send out reminders - and we could make sure we aren't sanctioning meets for a club that is not in good standing.
3. Worked on month end closing, accountant review of the financial statements is June 15. Have also been reviewing the financial procedures with Mary so they are well documented for the future.
4. Attended a number of meetings including the LSC Leaders monthly call, Finance Committee, Alternative Awards Banquets, Handbook review with HR Guardian, Executive Committee, LSC Poolside Chats, Investment Committee and of course, House of Delegates.
5. Still waiting on a refund from the Concord Hilton. Will continue to follow up with them every week or so until we receive our refund.
6. Shared some other LSC's Board Orientation/Board Handbook or OnBoarding package to help frame the discussion of our Board Orientation. Expect to work with Veronica on this once we have a date. (prior status) Began initial planning of a Board Orientation with Veronica, she indicated she would discuss with David Cottam further so we can begin planning

Report of Action Items Prior: see above

Current/Short Term Goals: May Month End, LSC Camps Planning, LEAP Program Strategy, Board Orientation, Awards Banquets.

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board, Financial Procedure Manual w/Mary

Additional Notes or Comments:

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

Report of Recent Activities: Currently have 95 clubs registered (down from 25 to 16 not in good standing due to head coach certification issues). About 25 clubs that we have not heard anything from. Over 10,197 active registered swimmers currently entered. Some athletes are pending until we can complete their club registration. Coaches 536 (249 have alerts) 508 Official (104 with alerts) 310 other non-athlete members (121 with alerts).

Report of Action Items Prior:

[]

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

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Updated College Commitment list, Posted multiple Intrasquad/Dual Meets on website and on calendar, Posted post-HOD documents and motions, Updated Job Postings, Updated SCY and LCM Top Times and Records weekly, Updated May Meet Sheet Archive, Updated Mental Health Items from Athletes, Researched New OT Qualifiers, Went to storage and processed multiple Officials' Apparel Orders, Created a fillable PDF for new MEFAP form, Researching Navy Masks.

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, Copy all April Results into Dropbox, Update TM All-Star database with April Results, Update Top Times and Records weekly now as more meets are happening, Process Officials' Apparel Orders

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

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-130 (15 since last staff meeting). Meets loaded into OTS through Sanction 21-122. Meet Director Packets distributed for meets through June 11-12 weekend. Worked with Veronica on a new MEFAP Instructions document. Relatively brief Age Group call.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load outstanding meets into OTS. MEFAP Entry processing as necessary. Update COVID19 Sanction Application and Meet Sheet Template as needed.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments: Lots of questions from clubs/zones regarding procedures after June 15th. USA-Swimming extended COVID-19 Sanctioning requirements through the end of July. Sanctioning process will continue as is through that point (or longer if it is extended again). Will edit the application/template as necessary. Clubs may host meets as allowable based upon facility/local guidelines.

Additional comments or other notes of importance or relevance:

Mary - Comments: 30 Athletes who grew up in Pacific Swimming qualified for Wave 1 Olympic Trials. Of the 30. Sixteen (16) attended Wave 1. Of the 16, eleven (11) were 18 and older and 5 were under 18. Only four of the 18+ group recognized Pacific Swimming. All five of the under 18s recognized Pacific Swimming.

Leo - Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

June 22, 2021

No Meeting Held, Minutes Updated by Staff Members

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] I participated in the Zoom calls over the last couple of weeks and the HOD

[] Pending - Draft narrative of Programming and Communication Narratives for LEAP document

[]

Current/Short Term Goals:

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

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

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended a number of meetings including the LSC Leaders, Finance Committee, Alternative Awards Banquets, LSC Camps Meeting, Executive Committee, LSC Poolside Chats and Finance Vice Chair Task Force.
2. Finalized Month End Closing with Mary and Maria. Continued to work on the financial procedures with Mary so they are well documented for the future. Discussed roles of new staff or bookkeeper with respect to changing organization (Finance Vice Chair).
3. Worked with Veronica to put together a Board Orientation ppt deck for the June 22 Board Orientation meeting. Reviewed her job descriptions with her prior to the meeting

Report of Action Items Prior: see above

Current/Short Term Goals: LSC Camps Planning, LEAP Program Strategy, Board Orientation, Awards Banquets.

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board, Financial Procedure Manual w/Mary

Additional Notes or Comments:

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

Report of Recent Activities: Currently have 95 clubs registered (down from 25 to 16 not in good standing due to head coach certification issues). About 25 clubs that we have not heard anything from. Over 10,197 active registered swimmers currently entered. Some athletes are pending until we can complete their club registration. Coaches 536 (249 have alerts) 508 Official (104 with alerts) 310 other non-athlete members (121 with alerts).

Report of Action Items Prior:

[]

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

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Updated College Commitment list, Posted multiple Intrasquad/Dual Meets on website and on calendar, Updated Job Postings, Updated SCY and LCM Top Times and Records weekly, Updated May Meet Sheet Archive, Copied all April Results into Dropbox, Updated TM All-Star database with April Results, Went to storage and processed multiple Officials' Apparel Orders, Created a fillable PDF for new Expense/Reimbursement form, Attended Athlete Summit Meeting

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, Copy all May Results into Dropbox, Update TM All-Star database with May Results, Update Top Times and Records weekly, Process Officials' Apparel Orders, Research Navy Masks.

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

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-142 (12 since last staff meeting). Meets loaded into OTS through Sanction 21-137. Meet Director Packets distributed for meets through June 26-27 weekend. Re-vamped Covid19 Sanction Application to reflect general relaxation of protocols across Bay Area. To be sent out to Sanction Chairs/posted on web soon.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load outstanding meets into OTS. MEFAP Entry processing as necessary. Update COVID19 Sanction Application and Meet Sheet Template as needed.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments: Moving forward, with the amount in which guidelines have relaxed, I think it makes sense to adjust the sanctioning process and have clubs submit the C19 Application form along with their meet sheet, but they do not need a fully written safety plan along with the application. The C19 form covers all bases in regards to facility capacity limitations, masking, social distancing, etc. Any updates to this plan between sanction and meet date should be communicated to PC in form of an updated C19 rather than a re-sanctioned meet sheet. Clubs should have the flexibility to run their meet within the evolving guidelines established by their facility/county.

Additional comments or other notes of importance or relevance:

Mary - Comments: 30 Athletes who grew up in Pacific Swimming qualified for Wave 1 Olympic Trials. Of the 30. Sixteen (16) attended Wave 1. Of the 16, eleven (11) were 18 and older and 5 were under 18. Only four of the 18+ group recognized Pacific Swimming. All five of the under 18s recognized Pacific Swimming.

Leo - Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

July 6, 2021

Virtual Meeting 11:00 am

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] I participated in the Zoom calls over the last couple of weeks and the USA-S special HOD meeting. There was no CA LSC General Chair Zoom meeting last Thursday

[] Pending - Draft narrative of Programming and Communication Narratives for LEAP document

[]

Current/Short Term Goals:

[] Read the LEAP document and figure out how to proceed. Can start submitting in July. Complete document due by September.

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

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended the LSC Governance Series, Special HOD Session and two Finance Vice Chair task force calls. Hosted an Alternative Awards call with the athletes reps. Worked with Mary on restating the Finance Vice Chair responsibilities to be presented to the board.
2. Had a Board Orientation zoom with Veronica and other board leaders and set up incoming board members with email.
3. Worked with Diana on setting up a FloDesk account, still some work left to do complete set up and get the "opt-in" component from our membership from initial review of FAQ .
4. Clubs Update: Currently there are 10 clubs out of 100 not in good standing. Many of the prior month's were resolved (green), but there's still several not resolved because they may not be swimming. As of today, here's the prior month's list (green cleared up/ red still has problem) - TIGR, DVA, MCAT, SCVS, SON, ACSC, NBA, MONT, RAYS, BEAR, BST, DACA, TCA, MP and new issues as of July 5 - PASA, CRUZ, RENO. Will continue to send reminders.
5. Reviewed LSC Camp Team Sign Up created by Veronica.
6. Reviewed and edited Meet Reporting Requirements with Mary and staff.
7. Due to the holiday weekend, still working on Month End Closing, Accounting Review is set for June 13 with Maria and Mary.
8. Have received the final refund from the Concord Hilton.
9. Received the notice from Jane Grosser reminding the LSC about LEAP Requirements and the timeline due.

Report of Action Items Prior: see above

Current/Short Term Goals: June Month End, LSC Camps Planning, LEAP Program Strategy, Board Orientation, Awards Banquets, Prepare, Town Hall Meeting

Medium/Long Term Goals: Complete LEAP prior to September 2021, this task belongs to the current board, Financial Procedure Manual w/Mary

Additional Notes or Comments:

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

Report of Recent Activities: Currently have 97 clubs registered (8 not in good standing due to head coach certification issues). Over 12,105 active registered swimmers currently entered. Coaches 574 (242 have alerts) 531 Official (96 with alerts) 325 other non-athlete members (157 with alerts).

Report of Action Items Prior:

[]

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

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

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

Report of Recent Activities: Posted multiple Intrasquad/Dual Meets on website and on calendar, Updated Job Postings, Updated SCY and LCM Top Times and Records weekly, Updated June Meet Sheet Archive, Processed Officials' Apparel Orders, Attended Athlete Meeting, Created account with new email service FloDesk and started experimenting with email templates, Attended USA Swimming's HOD meeting

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, Copy all May Results into Dropbox, Update TM All-Star database with May Results, Update Top Times and Records weekly, Process Officials' Apparel Order, Attend Officials' Committee Meeting

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

Additional Notes or Comments: Do I need to update Olympic Trials Travel Support Forms for 18&U club support?

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-156 (14 since last staff meeting). Meets loaded into OTS through Sanction 21-150. Meet Director Packets distributed for meets through July 10-11 weekend. Updated Sanctions Chairs regarding COVID Sanction Protocols and revised C19 Application distributed and posted on web. Brief Age Group call. Convened committee per P&P to review move of September 26-27 Senior Open to October 2-3 (host request due to facility conflict). - Request unanimously approved.

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

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not?

Additional Notes or Comments: Moving forward, with the amount in which guidelines have relaxed, I think it makes sense to adjust the sanctioning process and have clubs submit the C19 Application form along with their meet sheet, but they do not need a fully written safety plan along with the application. The C19 form covers all bases in regards to facility capacity limitations, masking, social distancing, etc. Any updates to this plan between sanction and meet date should be communicated to PC in form of an updated C19 rather than a re-sanctioned meet sheet. Clubs should have the flexibility to run their meet within the evolving guidelines established by their facility/county.

Additional comments or other notes of importance or relevance:

Mary - Comments:

I have issued 6 checks to date for Wave 1 or Wave 2 Travel Support and 5 Achievement Awards.

Worked with staff on a document that explains a new invoicing system for meet financial reporting.

What is the plan for moving forward with LEAP?

Leo - Comments: Sectional meeting - Nov sectional turned back; Dec sectional looking for host Golden West and ELAC; Upcoming Sectional - Roseville is filling up. LA has less swimmers and may be hurting for officials. WZ going for a sectional format with a Northern and a Southern sites.

USA-S HOD meeting 8 regs passed but the R9 to reduce the HOD failed.

Discussion Items: