



PC STAFF MEETING MINUTES/ REPORTS

November 2, 2023
Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals: Complete LEAP items highlighted in yellow by October 31.

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

Additional Notes or Comments: High Performance Consultant - request from committees

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

Report of Recent Activities:

1. Month end closing is a little more demanding in October due to the increase in financial activities, but we did have our month end review with the CCA accountant - still have a few more items to complete.
2. Finalized the Bag Tag order for AGC and Pac Coast All-Stars (currently getting rerouted to me due to shipper error).
- 3.
4. Invoiced meets through November 12, 2023 and set up emails and invoices for the coming weekend.
5. Submitted LEAP November 3, it was accepted and is good through 2025. We have also had our bylaws approved, there's just a final submission of a fee schedule that should be sent in by the end of the week.
6. Continue to check in with Karen on the OPTC travel arrangements and the upcoming travel events like Pac All Stars and ZAM. Also just found out Friday we have a spot at OPTC if we want it,
7. WorkMet with the Personnel Committee regarding staff reviews. Provided some historical analysis for them to review.

Report of Action Items Prior:

Current/Short Term Goals: Staff Reviews,

Medium/Long Term Goals:

Additional Notes or Comments: What needs to go into an email to clubs?

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled all Officials Clinic apparel orders, Update All-Star TM database with September meets going forward, Updated Meet Sheet Archive for October, Posted and updated athletes that have signed their NLIs, Updated Officials Assignments, Created fillable PDF for WZ Camp Application, Trying without much success to get some kind of Top Times report together for the website, Posted many, many last minute documents for BOD, Attended BOD, Ordered Spring and Summer FW medals

Report of Action Items Prior:

Current/Short Term Goals:, Build 2024 Travel Support Forms, Book PH Senior Center for next October

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Start thinking about next year's clinic, awards banquet, summit

Additional Notes or Comments: Need last name/number updates for Records spreadsheet from Laurie

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-162 + 24-001. Spring Sectionals (TCA) to be sanctioned this morning. Meets current in OTS through 23-160. MEFAP Entry Processing.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Begin creating framework for 24-25 schedule. Time Verification for Winter AG Champs and SCSC Senior 2 on deck.

Medium/Long Term Goals: July Senior 2 T/F still in need of host.

Additional Notes or Comments: Starting to receive 2024 Meet Sheets, most clubs not yet paid PC portion for 2024.

Karen Bair, Admin Asst:
Report of Recent Activities:

PAC ALL-STAR:

Applications: 77 athletes, 7 coaches, and 6 chaperones. The applications for coaches are scheduled to close on Friday, and I have set up a Zoom meeting. Emails were sent to invitees, and I have heard back from 3 of those invited. Vendor for tshirt and sweatshirt screening was contacted, and we will have a tight window to get sizes to the vendor for screening prior to the holidays. Caps for the event have been received, and the customized standup pouches from Sticker mule also received. Flights have been paid.

Monday there was a meeting with the meet director and the other attendees. No meet sheet yet, as they are still working on finalizing the contract and working out the details. A banquet has been arranged at the hotel, and will cost approximately \$60/person, with all groups attending. There will be a guest speaker, probably an Olympic Swimmer at the banquet.

OPTC 2024:

Flights were reserved for travel, and the deposit paid. The outgoing flights selected were no longer available, and we have the opportunity to change the outgoing flight I selected this week if needed,

ZAM 2024:

Applications, Paper and on-line version have been updated and were sent to all Zones.

Sweatshirt vendor was contacted, and sweatshirts will be mailed to each zone for distribution prior to the meet.

All busing is arranged. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time.

TO DO: order stickers. Select coaching staff for Pac All-Star meet, work on Hy-Tech for applicants of Pac All-Stars. Need to do self-evaluation.

Medium/Long Term Goals: Looking forward to Pac All-Star meet!

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. CalSavers - no staff member
2. Step one of the audit is complete. We have our Audit entrance conference next week.
3. Clubs that have completed their USAS club membership have been invoiced for their Pacific Club membership dues. As of November 15 22 of the 40 registered clubs have paid their invoice.
4. Month end tasks for October have been completed
5. Received an approved extension for 990 filings from the IRS.

Report of Action Items Prior:

Current/Short Term Goals: Continue Audit work, 1099 and W2s spreadsheets for January filings,

Medium/Long Term Goals: Update Finance Policies and Procedures with Debbi.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- DDEI Basket Giveaway
- Personnel Committee - Did everyone get an email from Kyler
- Age Group Agenda items: 2024-2025 meet schedule
- Governance - P&P Sections
- Athlete Committee Code of Conduct -
- WZ DEI Camp - Applications posted
- Secretary - Gracie has not attended any meetings. Plan to send email and start looking for new Secretary for '24-'25

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items: Who needs to discuss HOD weekend? Athletes - one day or 2, Coach's Clinic?, Awards banquet ask coaches, Sr and AG, HOD in person only if providing coach and club education, HOD time can move



PC STAFF MEETING MINUTES/ REPORTS

November 30, 2023
Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

[] Medium/Long Term Goals:

Additional Notes or Comments: High Performance Consultant - request from committees.

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

Report of Recent Activities:

1. Preparing for month end, everything is finally complete for October.
2. Met with Mary, Auditor and CCA to review the information provided for 22-23. Received selection email and have been working with Mary to put together the required selection information.
3. Reviewed AR, sent late notices to clubs that haven't paid and have late meets. Still waiting on the MSR for VJO from the weekend before Thanksgiving.
4. Requested COI for Z1S meet for next weekend, still waiting for information back from them.
5. Set up reminder emails for meets through the end of the year for meets coming up.
6. Attended Athlete Exec Committee meeting to discuss code of conduct and upcoming events.
7. Attended Athlete Committee meeting and there was not a clear conclusion on whether to hold a two day or one day summit, a survey is being used to gather more information.
8. Attended Finance Committee meeting.
9. Submitted the fee schedule to Jane Grosser for USA Swimming Fees by LSC report they are creating.
10. Updated and opened the Coach Application for the OPTC camp.
11. Completed Self Assessment.

12. Met with the Personnel Committee regarding assessments and increases for staff. Provided a schedule of projections for 2024 increases compared to the budgeted increases for the committee to review.
13. Helping Mary review the AGC entries to get the revised psych sheets out for the meet.

Report of Action Items Prior:

Current/Short Term Goals: Staff Reviews, Audit Selections, Update Survey for AGC Meet this weekend.

Medium/Long Term Goals: Planning for next fall's event

Additional Notes or Comments:

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Officials' 23-24 Assignments, Posted new articles, Fulfilled all Officials apparel orders, Update All-Star TM database with October meets, Updated Meet Sheet Archive for October, Posted athletes that have signed their NLIs, Trying without much success to get some kind of Top Times report together for the website, Received and passed off Winter AGC medals to CROW, Finished and sent off Pacific Swimming Records Update to USA Swimming/SWIMS, Built 2024 TYR Pro Travel Support form, Added athletes to Master Sheet and website and sent out shirts,

Report of Action Items Prior:

Current/Short Term Goals:, Build 2024 Travel Support Forms, Book PH Senior Center for next October

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Start thinking about next year's clinic, awards banquet, summit

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-163 + 24-005. Spring Sectionals (TCA) sanctioned.. Meets current in OTS through 23-160. MEFAP Entry Processing. Time Verification for Winter AG Champs. Senior Committee Meeting. Begun working on draft of 2024-25 schedule. Waiting for Senior/AG feedback on desired changes.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Begin creating framework for 24-25 schedule. Time Verification for SCSC Senior 2 on deck.

Medium/Long Term Goals: July Senior 2 T/F still in need of host.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

PAC ALL-STAR: 93 athlete applicants, several of whom are not in our LSC. The coaches for the meet were selected and notified, and all have responded. The coaches are working on getting their credentials updated for the 2024 season. Athlete applications are due by the end of trials of Winter Champs, and the meeting on December 5th for athlete selection. Athletes have been added to Team Manager. Templates for emails and travel information have been set up, and just need to finalize the team and send top times of applicants to coaches. Template for entries was updated for the events. The tshirt/sweatshirt vendor was contacted, and we will have a tight window to get sizes to the vendor for screening prior to the holidays. When we get the sizes finalized, the vendor will determine the exact cost. Shirts will have the design on the back, with the wording "Pacific All-Star Athlete 2024" on the front. Caps for the event have been received, as well as the customized stand up pouches from Sticker mule. Glitter stickers were ordered. Flights have been paid.

Still no meet sheet yet, as they are still working on finalizing the contract and working out the details.

OPTC 2024: Flights were reserved for travel, and the deposit paid.

ZAM 2024: Applications, Paper and on-line version have been updated and were sent to all Zones. I still haven't received contact information (mailing addresses) for each Zone—I will reach out to them again. Applications, Paper and on-line version have been updated and were sent to all Zones. Sweatshirt vendor was contacted, and sweatshirts will be mailed to each zone for distribution prior to the meet.

All busing is arranged. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time.

TO DO: Athlete Selection next week, and notify all the athletes.

Medium/Long Term Goals: Looking forward to Pac All-Star meet!

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Met with the auditor. 50 selections made.
2. We have two clubs not in good standing due to unpaid Club Membership fees.
- 3.

Report of Action Items Prior:

Current/Short Term Goals: Continue Audit work, 1099 and W2s spreadsheets for January filings,

Medium/Long Term Goals: Update Finance Policies and Procedures with Debbi.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- DDEI Basket Giveaway this weekend, Space reserved and form sent in for the facility.
- Personnel Committee - Review interviews happen next week. Items on agenda for Jan: Succession planning, study of salary equivalency
- Age Group - Agenda items: 2024-2025 meet schedule, Awards Banquet
- Senior Comm - Invite Mary to next meeting
- Governance - P&P Sections - Annie: Scheduling & Meet Awards, Debbi/Mary: Budget
- Athlete Committee - Code of Conduct and Bullying Policy
- WZ DEI Camp - Applications posted
- Secretary - Gracie has not attended any meetings. Plan to send email and start looking for new Secretary for '24-'25

Medium/Long Term Goals: Board Strategic Planning

Action Item: Find out more about hosting a swim clinic, ages, sessions, on-land talk, Outreach reg option

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

December 11, 2023
Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

1. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
 - a. Statistics/data for use - are we serving the population with the current meets offered etc.
 - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
 - c.
2. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

[] Medium/Long Term Goals:

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf
2. Staff succession management... hiring/onboarding, on the job training etc.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Completed the November Month End. Worked with Mary on Selections backup material and documentation of requests.

2. Met with Mary and CCA accountant (Maria Lyan) to review the November close and go over the Selections requested by Cropper Accountancy (Auditor). Upon review, selections have now been submitted to the Auditor.
3. Submitted contract for Saturday for PHRC - need to determine what is on the agenda for Sunday of the October 2024 weekend.
4. Invoiced the swim meets of last weekend. Only three swim meets this weekend.
5. Met with the Personnel Committee to review assessment.
6. Have started some of the year end closing/converting of files.

Report of Action Items Prior:

Current/Short Term Goals: Year End Communications (clubs that haven't yet renewed etc),

Medium/Long Term Goals: Planning for next fall's event

Additional Notes or Comments:

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Officials' 23-24 Assignments, Posted new articles, Fulfilled all Officials apparel orders, Updated All-Star TM database with all meet results up to and including AGC and out-of-LSC meets, Updated Meet Sheet Archive for November, Updated listing of athletes that have signed that have committed to swimming in college next year, Still hoping to get some kind of Top Times report together for the website, Added athletes to Master Sheet and website and sent out shirts,

Report of Action Items Prior:

Current/Short Term Goals: Build 2024 Travel Support Forms

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Start booking vendors for next year’s clinic, awards banquet, summit

Additional Notes or Comments: Athlete Summit on Sunday only?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-164 + 24-012. Meets current in OTS through 24-009. MEFAP Entry Processing. Time Verification for SCSC Senior 2. First draft of 24-25 Schedule. Submitted to AG/Senior Chairs and Officials Chair to tidy up a few questions. Will be ready for approval in January. Working with PLS on FW Meet Sheet. To be sanctioned prior to Holiday Office Closure.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Still working on P & P for Scheduling, Meet Awards, Awards Banquet Committees (sorry Vern!). Will be completed prior to Holiday Office Closure.

Medium/Long Term Goals: July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

PAC ALL-STAR: The 2024 team is finalized! The coaches have created their line-ups for the meet. The alternates were notified, as well as all the applicants who were not selected. Chaperones have been selected, and those not selected were notified. One coach is missing credentials for 2024, as well as several athletes.e for entries was updated for the events. Tshirt/sweatshirt vendor was contacted, and the apparel has been ordered.

Still no meet sheet yet, as they are still working on finalizing the contract and working out the details.

OPTC 2024: Flights were paid for on 12/13 (they have gone up \$5,000—but we pay the contracted amount, not the new cost)..

ZAM 2024: Applications, Paper and on-line version have been updated and were sent to all Zones. I still haven’t received contact information (mailing addresses) for each Zone—I will reach out to them again. Applications, Paper and on-line version have been updated and were sent to all Zones. Sweatshirt vendor was contacted, and sweatshirts will be mailed to each zone for distribution prior to the meet.

All busing is arranged. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time.

TO DO: Update Team Manager with 2024 Pac All Star Team

Medium/Long Term Goals: Looking forward to Pac All-Star meet!

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Met with the auditor. 50 selections made.
2. We have two clubs not in good standing due to unpaid Club Membership fees.
- 3.

Report of Action Items Prior:

Current/Short Term Goals: Continue Audit work, 1099 and W2s spreadsheets for January filings,

Medium/Long Term Goals: Update Finance Policies and Procedures with Debbi.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- DDEI Basket Giveaway - Over \$600 in 3 sessions. Seems to be a demand for smart goggles so we could do this again.
- Personnel Committee - Reviews done. Things to work on: Succession planning, formalizing cross training, updating job descriptions/shifting rolls, budgeting for pay increases and comparing rates across industries
- Age Group - Agenda items: 2024-2025 meet schedule, Awards Banquet
- Senior Comm - Invite Mary to next meeting
- Governance - P&P Sections - Annie: Scheduling & Meet Awards, Debbi/Mary: Budget, Vern:Travel Policy
- Athlete Committee - Code of Conduct and Bullying Policy
- WZ DEI Camp - Applications posted
- ZAM - Should we have a meeting w/the zones on what they need to do
- Fitter & Faster - Pleasant Hill pool 6 lanes, College Park High 10 lanes
- Safe Sport Recognition reduced club registration and possibility of requiring meet hosts to be SS recognized

Medium/Long Term Goals: Board Strategic Planning

Action Item: Find out more about hosting a swim clinic, ages, sessions, on-land talk, Outreach reg option

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

January 4, 2023

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

1. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
 - a. Statistics/data for use - are we serving the population with the current meets offered etc.
 - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
 - c.
2. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

[] Medium/Long Term Goals:

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf
2. Staff succession management... hiring/onboarding, on the job training etc.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Working on December Month End Closing, we meet with the accountant Tuesday.
2. Working on the OPTC camp. Athletes were selected, Todd reviewed and we discussed. I have at least 6 repeat athletes from last year. We are picking an alternate as one female athlete dropped out yesterday, I have sent a notice to the parent as of this morning. Ordered backpacks, I got 24 at a

huge discount, will be ordering all the other items and updating the travel information/itinerary as soon as closing is completed.

3. Assisted Karen with the Pac All Star Entries, mostly helping to remotely install Team Manager and patch in a license file.
4. I did not receive any grant requests, so I am going to do a final push for that today with an email to clubs. Also waiting for Piccardo to let me know if there's any grant applications that he has received.
5. Updated payroll change for the new year.
6. Completing the Have started some of the year end closing/converting of files.

Report of Action Items Prior:

Current/Short Term Goals: OPTC Camp, ZAM

Medium/Long Term Goals: Planning for next fall's event,

Additional Notes or Comments: Should there be a cap for the number of times you can attend OPTC camp?

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Officials' 23-24 Assignments, Posted new articles, Fulfilled Officials apparel order, Updated All-Star TM database with all meet results through the Holiday break, Gave copies of TM to Zones 1S and 3 for ZAM team selection, Updated Meet Sheet Archive for December, Built the Meet Sheet Archive for 2024, Updated listing of athletes that have signed that have committed to swimming in college next year, Still hoping to get some kind of Top Times report together for the website, Built invoices for selected OPTC participants, Changing website items over to 2024

Report of Action Items Prior:

Current/Short Term Goals: Build 2024 Travel Support Forms, Book Hyatt House for October, Book caterer for October

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Start booking vendors for next year’s clinic, awards banquet, summit

Additional Notes or Comments: Travel Support for Spring Cup (AZ) or Summer Championships (Irvine)?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 24-020. Meets current in OTS through 24-018. MEFAP Entry Processing. Far Westerns final draft should be ready to sanction today/tomorrow. 24-25 Schedule ready for Scheduling Committee/BOD approval pending Winter Sectional Dates to be announced 1/11. P & P Scheduling, Meet Awards, Awards Banquet Committees submitted to Veronica prior to holiday closure.

Current/Short Term Goals: Spring FW Sanction. 24-25 Schedule approval. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary.

Medium/Long Term Goals: July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

PAC ALL-STAR: The 2024 team is ready to compete! Tshirts and sweatshirts will be delivered today, we are meeting at the airport on Saturday, 6am. Busing has been confirmed, and I am ordering food for lunch for Saturday and burritos for Sunday’s breakfast. Pizza at the pool after the meet. This year, no alternates were called to swim.

OPTC 2024: The team has been selected, and we will submit names to SW as soon as the team is finalized.

ZAM 2024: Set up a meeting for next week for all Zones. So far, only Vern has responded, and I need to send out another email reminder. The purpose of the meeting is to set deadlines, get addresses for gear to be delivered, and logistics. All busing is arranged. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time.

TO DO: Watch some fast swimming at the Pac All-Star meet, Finalize details on ZAM.

Medium/Long Term Goals: Set up flights for WZAG, reserve busing.

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Submitted all selections for Audit prior to the break.
2. Waiting for draft financial reports from the auditor for review.
3. I have been working on invoicing clubs for 2024 LSC club membership fees. So far 94 Clubs have registered with USAS. Of those 13 Clubs (some are seasonal) have not registered with USAS, 16 have recently been invoiced and 6 are past due.
4. Working on Month End tasks in preparation for meeting with the accountant next week.
5. Expecting to receive numerous travel support requests for the 3 meets held in December.

Report of Action Items Prior:

Current/Short Term Goals: File tax and audit extension with USAS; prepare 1099 reports; prepare reports for 24-25 Budget to distribute in February.

Medium/Long Term Goals: Update Finance Policies and Procedures with Debbi.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- DDEI Basket Giveaway - Over \$600 in 3 sessions. Seems to be a demand for smart goggles so we could do this again.
- Personnel Committee - Reviews done. Things to work on: Succession planning, formalizing cross training, updating job descriptions/shifting rolls, budgeting for pay increases and comparing rates across industries
- Age Group - Agenda items: 2024-2025 meet schedule, Awards Banquet
- Senior Comm - Invite Mary to next meeting
- Governance - P&P Sections - Annie: Scheduling & Meet Awards, Debbi/Mary: Budget, Vern: Travel Policy
- Athlete Committee - Code of Conduct and Bullying Policy
- WZ DEI Camp - Applications posted
- ZAM - Should we have a meeting w/the zones on what they need to do
- Fitter & Faster - Pleasant Hill pool 6 lanes, College Park High 10 lanes
- Safe Sport Recognition reduced club registration and possibility of requiring meet hosts to be SS recognized

Medium/Long Term Goals: Board Strategic Planning

Action Item: Find out more about hosting a swim clinic, ages, sessions, on-land talk, Outreach reg option

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

February 1, 2024

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X][Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

1. Communication to LSC Membership - emails sent to membership - push PC content already created and posted to website and social.
 - a. Work on getting this re-started from previous plan.
2. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
 - a. Statistics/data for use - are we serving the population with the current meets offered etc.
 - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
3. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

[] Medium/Long Term Goals:

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf
2. Staff succession management... hiring/onboarding, on the job training etc.

Additional Notes or Comments:

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

1. Worked on some WZ DEI reservations and camp items with Veronica - MOU for payments and rental vans for the group.
2. Scheduled Investment Committee Calls and Grant Review calls with Mike Piccardo.
3. AEC and Athlete Committee Calls these past weeks - working on getting the Summit Planning going again and the Amerie Nordberg Scholarship updated by athletes.
4. Quarterly Tax Return Filed last week and payment made.
5. Worked with Karen on counts for Bag Tag Order - ZAM, FW, & AGC.
6. Had an OPTC Zoom Meeting last week with Coaches to help prepare for camp next week.
7. Have been working with Jennifer Thomas on OPTC details. Schedule has been completed, housing completed, and I just need to receive equipment (slated for tomorrow). Adding a side trip to a new museum in downtown Colorado Springs.
8. Fitter Faster call to go over more details on Fall Clinic with Ath Reps and LSC Clinic.
9. Reviewed the Grants with Mary Ruddell to determine missing documents or other issues.
10. Sent out email regarding LSC Bid Packages.

Report of Action Items Prior:

Current/Short Term Goals: Month End Closing, OPTC Camp

Medium/Long Term Goals: Planning for next fall's event, Olympic Trials DEI WZ Camp (PC portion)

Additional Notes or Comments: Should we do a camp with Fitter Faster for our B swimmers? We discussed this and they noted the group should be smaller like 32 people in a 10 lane pool per session. Do we need an email for Amerie Nordberg Scholarship?

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Bylaws and Policies and Procedures on website according to meeting minutes, Posted new articles,

Fulfilled Officials apparel orders, Updated listing of athletes that have signed that have committed to swimming in college next year, Added new athletes to committee and website, Ordered high point awards for both Spring AGC and Spring FW, Ribbons ordered for Spring AGC, Researched pool rentals for Fitter Faster swim clinics in October, Built travel forms for the remaining 2024 meets, Still hoping to get some kind of Top Times report together for the website, ZAM trophy has been updated for 2024

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Start booking vendors for next year’s clinic, awards banquet, summit

Additional Notes or Comments: Minutes from EXEC meeting for Policies & Procedures?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 24-030. All meets currently loaded into OTS MEFAP Entry Processing. Spring Age Group Champs in process. Bidding process now open for 24-25 Meet Awards. Age Group Committee meeting. Discussion around bonus events for Spring AGC, Brainstorming ideas to get smart goggles distributed, all-star meet selection processes.

Current/Short Term Goals: Spring AG Champs. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. First Round Bid Process closes 2/16. Time Verification coming up for MAC Senior T/F.

Medium/Long Term Goals: July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

Additional Notes or Comments: Question on implementation of opening Age Group Champs/Far Westerns to athletes with a disability and what needs to be spelled out in the meet sheet. Who has access to maintain Zone pages on the PC site?

Karen Bair, Admin Asst:

Report of Recent Activities:

PAC ALL-STAR: Still waiting on the invoice for the Saturday night banquet. I have the estimate, but not an invoice.

OPTC 2024: Names of athletes and coaches have been uploaded to the SouthWest site.

ZAM 2024: Zones have been reminded of deadlines. Caps were ordered, and will be sent to Kelly Schott. Busing checks have been done (Amador for Z4 paid, and Kings for all other zones is in process). Sweatshirt sizes are due early next week, and a quote for sweatshirts received (they have gone up since last year). Bag

tag templates and arework have been sent for ZAM, Spring Age Group Championships and Spring Far Westerns, and am waiting to approve templates. Rooming lists are due mid month for ZAM, as well as dietary restrictions.

TO DO: Working on budgets for the upcoming year. Working on applications for WZAG. I will also work on a post-meet questionnaire for WZAG.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Submitted review of draft 990/Form 199 to auditor with minor edits.
2. Club Memberships: 100 Clubs/organizations have registered with USAS. Of those 95 have paid the LSC Membership fee, 4 have outstanding invoices (CAL, UNEV, TAHO, and PCM) Three clubs have not registered with USAS. (CSC, MLST (seasonal), and PVP). Removed SSSM, TFA, DVA, MCAT and PCCA from the list of clubs.
3. More travel support requests are expected. Upcoming deadlines are: Jr Nationals is February 9th and Sectionals February 17th.
4. Prepared Quad budget templates for estimated committee budgets to email next week.
5. Started month end work.
6. Reviewed all Investment Grants with Cindy Rowland to determine issues and missing documents.
7. Attended Fitter Faster Zoom call to determine amounts to budget for Athlete summit.

Report of Action Items Prior:

Current/Short Term Goals: Email Audit and informational returns to BOD for review on 2/13/24

Medium/Long Term Goals: Update Finance Policies and Procedures with Debbi.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Age Group - Approved ZAM color rotation
- Governance - P&P Sections - Mike: Investment Comm, Vern: Travel Policy
- Parallel Time Standards - Sr meets
- Athlete Committee - Nordberg Scholarship, Code of Conduct and Bullying Policy, Safe Sport Training
- WZ DEI Camp - Waiting to hear back from WZ board members
- CIF Rules - ZAM kids being attached or unattached

Medium/Long Term Goals: Board Strategic Planning

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

January 18, 2024
Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

1. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
 - a. Statistics/data for use - are we serving the population with the current meets offered etc.
 - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
 - c.
2. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

[] Medium/Long Term Goals:

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf
2. Staff succession management... hiring/onboarding, on the job training etc.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Finalized December, met with accountant and FC to review reports.
2. OPTC roster submitted to OPTC. Coaches confirmed. Will finalize shirt order tomorrow (final graphic) and backpacks are going to the embroiderer tomorrow morning. I sent out Travel Information to the

athletes and parents.. Working on the OPTC Camp flight list and trying to get a Zoom meeting scheduled for the Coaches.

3. Working with Veronica on WZ DEI Camp and Summit Contract and MOU.
4. There are about 25 grant requests that came through in the last few weeks, with a total of \$75K requested. The Executive Committee approved extending the amount for grants to \$75K last night.
5. Meets are happening again and last weekend's meets were emailed out yesterday.
6. ¼ zip Pullovers for Z1N were given out last weekend at the SSF meet, Z3 pullovers are going to be distributed at Z3 Champs this weekend. Z1S needs to go out to someone - is Mike Davis at that meet?

Report of Action Items Prior:

Current/Short Term Goals: OPTC Camp, ZAM

Medium/Long Term Goals: Planning for next fall's event,

Additional Notes or Comments: Should there be a cap for the number of times you can attend OPTC camp? Should we do a camp with Fitter Faster for our B swimmers?

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed.

Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Updated Officials' 23-24 Assignments, Posted new articles, Fulfilled Officials apparel order, Posted items for EXEC meeting, Attended Officials Committee Meeting, Updated listing of athletes that have signed that have committed to swimming in college next year, Still hoping to get some kind of Top Times report together for the website, Booked Hyatt House and caterer for October events (details to be finalized), Received credit for Winter AGC medal shipping

Report of Action Items Prior:

Current/Short Term Goals: Order Spring AGC ribbons and HP awards and Spring FW HP awards and, Build 2024 Travel Support Forms, Work on pool for Fitter/Faster Clinic, Incorporate 2023 motions into governing documents

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on “tags” for all website pages, Start booking vendors for next year’s clinic, awards banquet, summit

Additional Notes or Comments: Travel Support for Spring Cup (AZ) or Summer Championships (Irvine)?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 24-027. Meets current in OTS through 24-025. MEFAP Entry Processing. Far Westerns Sanctioned. Spring Age Group Champs in process. 24-25 Schedule approved by the Scheduling Committee and submitted to the Executive Committee for formal approval. Senior Committee meeting. Primary discussion around Senior Meet Schedule 24-25 and potential scheduling needs moving forward.

Current/Short Term Goals: Spring AG Champs. 24-25 Bidding Open. Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary.

Medium/Long Term Goals: July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

PAC ALL-STAR: The 2024 Pac All-Star Team did great—lots of good fast swims and great memories, and for the 2nd year in a row, the Pac All-Star team won!. Transportation was great, the meet venue was an indoor facility, and our team managed to be outside, to get the fresh air. Lots of hotel issues, as there was a major flood the night before—lots of switching of rooms, as many were uninhabitable. Evening flight was delayed, due to airplane problems. The highlight of the trip was going to a park with the athletes. Shared results with Cindy and Diana. The meet host shared a link to results, and that was shared with the families. Still waiting on the invoice for the Saturday night banquet.

OPTC 2024: Names of athletes and coaches have been uploaded to the SouthWest site.

ZAM 2024: We had a ZAM zoom meeting, reminding all zones of deadlines. I still need an address for Z3 gear. Caps and bag tags will be sent to Z4, Kelly Schott. Sent out rooming templates to all zones, early release forms, the forms for the 8/U sign in and out forms and busing schedule.. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time. Check requests for busing were submitted (final payment for Z4, deposit for the 4 buses for Z1N, Z1S, Z2 and Z3).

TO DO: ZAM items to order: Bag tags and caps.

Medium/Long Term Goals: Set up flights for WZAG, reserve busing.

Additional Notes or Comments: The coaches and several swimmers would like the Pac All Star Meet to be a 2 night event.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Submitted review of draft financial reports to the auditor.
2. Submitted request for an extension to file Audited Financial Statements ending August 31, 2023 and 990 to USAS. Extension granted.
3. Club Memberships: 96 Clubs/organizations have registered with USAS. Of those 90 have paid the LSC Membership fee, 6 have outstanding invoices (LO, UNEV, REAL, TAHO, PCM and CAL) Eleven clubs have not registered with USAS. (CSC, SBA, GSMY, SSSM, MLST (seasonal), PVP, MCAT, PCCA, KYSC, TFA and DVA)
4. More travel support requests are expected. Upcoming deadlines are: Jr Nationals is February 9th and Sectionals February 17th.
5. Started work on the Quad budget template and estimates.
6. I am on the "Other" reports committee - we've not had a meeting yet.

Report of Action Items Prior:

Current/Short Term Goals: Prepare reports for 24-25 Budget to distribute in February.

Medium/Long Term Goals: Update Finance Policies and Procedures with Debbi.

Additional Notes or Comments:

Ideas: Fitter Faster Camps for "B" athletes possibly one per Zone. Distribute Goggles at AGC, Far Westerns and Senior P&F meets. Debbi Tucker to discuss with AG and Sr chairs.

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- Age Group - Agenda items: ZAM Color rotation, A medals
- Governance - P&P Sections - Mike: Investment Comm, Debbi/Mary: Budget, Vern: Travel Policy, Parallel Time Standards - add to meet sheets, Technology Fee - Mary to work on motion with Debbi
- Athlete Committee - Code of Conduct and Bullying Policy, Safe Sport Training, Fitter Faster on Sat of Summit & what else? What time of day?
- WZ DEI Camp - Waiting to hear back from WZ board members

Medium/Long Term Goals: Board Strategic Planning

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

February 15, 2024

Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X][Kyler Van Swol [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

1. Strategic Planning meetings with Veronica - identify issues layed out from BOD orientation/workshop.

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals:

1. Rollout of new USA Swimming Officials Certification Standards for LSCs
 - a. Worked with Officials Chair to communicate new procedures and standards.
2. Communication to LSC Membership - emails sent to membership - push PC content already created and posted to website and social.
 - a. Work on getting this re-started from previous plan.
3. LSC data/statistics - reports in SWIMS per meet - Meet Summary Dashboard
 - a. Statistics/data for use - are we serving the population with the current meets offered etc.
 - b. <https://www.usaswimming.org/coaches-leaders/team-leaders/swims-alerts>
4. Facility development: Research facility/management for LSC Meets, Camps, USA Meets, and club/membership development.

[] Medium/Long Term Goals:

1. Enhance/develop communication - research possibility to offer college internships for social media example: <https://www.csusm.edu/communications/studentopportunities/internships.html> and https://www.hartnell.edu/academics-affairs/academics/cte/internship_guide_mini.pdf
2. Staff succession management... hiring/onboarding, on the job training etc.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Finalized the month end closing for January.
2. Reviewed grant applications with the Investment Committee and devised a plan to gather any missing materials. Several grants were approved already and funded after the meeting.
3. Reviewed the finalized ZAM sweatshirts and ZAM bag tags ordered by Karen. Revised logo for the ZAM meet including updating colors to be more like the Olympic colors. Also ordered the FW & AGC bag tags to get a discount.
4. OPTC camp went well. We had one slip and fall incident that resulted in a twisted knee. Survey from athletes was really positive, which is good, as it was challenging to have 3 new coaches that had not worked together suddenly supporting the camp. We did go to the US Olympic Museum in downtown Colorado Springs, CO and the athletes (only 19 of them went, as some were really tired and wanted a nap instead). In the future that should be done at least two weeks in advance so we can have a guided tour.
5. Met with accountant to go over January Month end closing
6. Sent out reminder email regarding LSC Bid Packages.

Report of Action Items Prior:

Current/Short Term Goals: Month End Closing, OPTC Camp

Medium/Long Term Goals: Planning for next fall's event, Olympic Trials DEI WZ Camp (PC portion)

Additional Notes or Comments: Should we do a camp with Fitter Faster for our B swimmers? We discussed this and they noted the group should be smaller like 32 people in a 10 lane pool per session. Do we need an email for Amerie Nordberg Scholarship?

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled Officials apparel orders, Updated listing of athletes that have signed to swim in college next year, Added new athletes to committee and website, Emailed with Nathan Adrian for Athlete Rep talk and Awards Banquet in October, Was able to create a Top Times report for the first time this swim season, Researched ordering bagels for Clinic breakfast instead of caterer, Posted minutes and documents from the January Exec meeting, Posted the updated Policies and Procedures, Preparing for BOD meeting next week, Attended two Zoom calls regarding R9 Changes to Officiating Certification,

Report of Action Items Prior:

Current/Short Term Goals: Getting quotes for 2024-25 Awards ordering

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

Additional Notes or Comments: International Meet, FW Officials Shirts, Nathan Adrian

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 24-039. Meets loaded into OTS through 24-037. MEFAP Entry Processing. Spring Age Group Champs sanctioned. Bidding open for 24-25 Meet Awards through tomorrow (Friday, 2/16). Small number of bids received. SCSC turned back Post-CCS due to lack of secured facility (Far Westerns is covered at Morgan Hill). Senior Committee Meeting. Conversation surrounding mission statement, defining Senior Swimming.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. First Round Bid Process closes 2/16, awarding First Round Bids. Find new host for Post-CCS Meet.

Medium/Long Term Goals: July Senior 2 T/F still in need of host. Maybe beginning a Meet Sheet re-formatting project.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

PAC ALL-STAR: Still waiting on the invoice for the Saturday night banquet. I have the estimate, but not an invoice. As of last week, the hotel charges were still missing from the credit card statement.

ZAM 2024: Sweatshirts and bag tags have been ordered. Sweatshirts will be shipped to each zone representative. Bag tags were ordered and will be delivered to Cindy, as there are multiple events included in the order (Age Group Champs and Far Westerns). Caps for ZAM have been delivered to Zone 4/Kelly Schott.

Rooming lists were received from each zone, with their counts for dinner and breakfast, and dietary restrictions. Laurie did a registration check for the coaches and chaperones, and each zone has been notified of those needing credentials.

The dinner banquet and breakfast counts were sent to the hotel with the list of allergies, and rooming lists will be sent today. Per my contact at the Nugget, our group will be in the Resort Tower.

Based on the numbers for the dinner and breakfast, attendance will be higher.

TO DO: Budgets for the upcoming year. Working on applications for WZAG, as well as some type of announcement for coaches at Age Groups and Far Westerns to promote participation.

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Draft 990/Form 199 and Financial Statement ending August 31, 2023 was emailed to BOD members to review.
2. Club Memberships: 104 Clubs/organizations have registered with USAS. Of those 98 have paid the LSC Membership fee, 2 have outstanding invoices (CAL and PCM) TWO clubs have not registered with USAS. (CSC, and PVP).
3. More travel support requests are expected. Upcoming deadline is Sectionals February 17th.
4. Quad budget templates were emailed to Committee Chairs last week.
5. Met with Accountant for month end review.
6. Investment Grants were reviewed by the Committee.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals: Update Finance Policies and Procedures with Debbi.

Additional Notes or Comments:

Should we sell A Medals for 0.75 each?

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- ZAM Coaches meeting -
- BOD Agenda Items - SCSC fees for meet to be approved by board; Audit and accountant;
- Governance - P&P Sections - Mike: Investment Comm, Vern: Travel Policy
- Parallel Time Standards - Sr meets
- Athlete Committee - Nordberg Scholarship, Resuming Summit Planning meetings, Code of Conduct and Bullying Policy, Safe Sport Training, Budget
- WZ DEI Camp - Waiting to hear back from WZ board members
- CIF Rules - ZAM kids being attached or unattached

Medium/Long Term Goals: Board Strategic Planning

Action Item:

Additional Notes or Comments:

Discussion Items: