



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

**February 16, 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:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### **ACTION ITEMS:**

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

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

[ X ] Athletes meet today at 4:30 for Zoom meeting USA-S AEC covering Leadership Summit planning; I sent the Letter of Agreement for the Leadership Summit to USA-S

[ X ] CROW and OAPB intrasquad meets went well this weekend

[ X ] I received a letter from Don Sandbach yesterday stating that he has decided to retire and consequently and discontinued SAMMS effective immediately.

[ X ] Attended Officials Meet Ref Clinic, Zone 2 BOD, Season-ending TF, PacCoast TF, Finance, monthly LSC leadership, weekly CA LSC General Chair Zoom meetings over the last two weeks.

**Current/Short Term Goals:** .

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

**Additional Notes or Comments:**

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

**Report of Recent Activities:**

1. Attended the Finance Committee Meeting, , Officials Referee Roundtable.
2. Met with Mary and Maria to review January month end and 990 from Cropper Accountancy.
3. Still working on closing out the DEI fundraiser, waiting on more info from Laura.
4. Added emails for athlete zone reps and pen pal and social media.

5. Still need to make a decision regarding Hilton and if we'd like Helms Briscoe - Noelette Hassett to get us out of the 2021 contract.
6. Preparing for the board meeting with emails and reports.

**Report of Action Items Prior:**

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

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

**Additional Notes or Comments:**

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

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

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

About 25 clubs that we have not heard anything from.

Clubs find missing packets.

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

**Report of Action Items Prior:**

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

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

**Medium/Long Term Goals:**

**Action Item**

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

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

**Report of Recent Activities:** Updated College Commitment list, Attended Athlete Social Media Call, Attended Officials Meet Director meeting, Updated Athlete web pages with new email addresses, Built new "Contact Us" website page for Athletes, Researched Wave I or Wave II cuts of Pacific athletes for Olympic Trials, posted Exec. Committee reports, motions, proposals, Mailed out Officials Apparel order, Inventoried Officials Apparel Boxes, Updated Officials Apparel photos and order form on web page

**Report of Action Items Prior: Current/Short Term Goals:** Continue updating College Commitment list for Class of 2021, Post Intrasquad Meet Sheets and Results on the website as available, Update Meet Sheet

Archive as necessary, Build Travel Forms for Wave I and II of Olympic Trials, Update Officials Apparel Order Form

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Continuing to review meet sheets as received. 17 meets sanctioned thus far for 2021. Three currently pending for Feb. 27 weekend (PASA, TIDE, SASO). All turned in on time, waiting on various components (PASA - missing attachment, TIDE - Zone approval, SASO - Z3 approval to host addressed tonight at their meeting). Participated in End of Season Meet Taskforce meeting last week.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Get rest of current sanctions loaded into OTS and Meet Director Packets distributed.

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

**Additional Notes or Comments:**

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

**Mary - Comments:** Still having issues with clubs paying sanctions and fees on time.

**Leo - Comments:**



## PC STAFF MEETING MINUTES/ REPORTS

March 2, 2021, 11:00 am

Via remote video conference

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### ACTION ITEMS:

#### Report of Action Items Prior:

[ X ] Draft R&R pending review by the Governance Committee. Due to the number of agenda items scheduled for the March BOD, I asked the Governance Committee to extract the job descriptions from the pending R&R into a separate document that can be presented to the BOD so that we will at least have that part ready for HOD approval.

[ X ] TERA had a successful 2 ½ day meet this weekend.

[ X ] I conducted the PC BOD meeting , participated in the monthly USA-S poolside chat and the CA LSC General Chair calls over the last two weeks.

#### 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:

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

**Report of Recent Activities:**

1. Attended the Board of Directors Meeting, LSC Governance Series, Athlete Social Committee and Athlete Rep Committee meetings.
2. Working on finalizing the employee handbook, incorporated David's edits into the master document.

3. Met with Mary and Laura last week to review DEI Fundraiser and get missing information, working on finalizing the donor letters and booking the sales entry, but we're a little closer now that we met with Laura.
4. Reached out to Noelette Hassett to discuss Hilton event contracts with the hotel.
5. Finalizing month-end reporting.
6. Reviewed LEAP document. There are three areas of evaluation and assessment - governance, programming and communications. My assessment is the programming will be the biggest challenge to meet, followed by governance, then communications. I suggest we get one or two board members from each area along with some athletes to meet a few times to help with how we'll meet the requirements for all areas so we will be prepared when our window to submit opens.

**Report of Action Items Prior:**

**Current/Short Term Goals:** February Month End and DEI fundraising financial reporting, Financial Procedure Manual with Mary, LEAP Program Strategy.

**Medium/Long Term Goals:** Complete LEAP prior to September 2021, this task belongs to the current board.

**Additional Notes or Comments:** Add more information about elections and board member vacancies on the website.

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

**Report of Recent Activities:** Processing Registration Packets, Answering Questions about Flex, Helping 930 athletes registered using Flex plus more pending.

Currently have 85 clubs registered, about 1-2 more missing some info, MP and SFSL have registered About 25 clubs that we have not heard anything from.

Clubs find missing packets.

9042 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 not 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:**

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

**Report of Recent Activities:** Updated College Commitment list, Attended Athlete Call and Athlete Summit Call, Attended BOD meeting, Updated and posted many, many BOD documents, reports, and motions, Mailed out Officials Apparel order, Revised Stroke & Turn Sign-In Sheet, Created Corner Officials Sign-In Sheet, Updated Meet Sheet Archive, Built Travel Forms for Wave I, Wave II and Open Water Nationals, Posted Job Postings

**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 February Results into Dropbox, Update TM All-Star database with February results, Update Top Times as of 2/28/21, Update Meet Sheet Archive as necessary, Update Officials Apparel Order Form (with exchange policy?), Build a Sectionals Travel Form

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Large number of meet sheets coming in now. (37 meets sanctioned to date since resumption of competition). Meets loaded into OTS through Sanction 21-034. Meet Director Packets distributed for meets through March 6-7 weekend. Sat in on PC Board Meeting and Age Group Committee Calls. Meet Sheet Template updated to include HS Athlete Language, distributed to Zone Sanction Chairs.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed for March 13-14 and March 20-21 weekends. Load any outstanding meets into OTS.

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

**Additional Notes or Comments:**

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

**Mary - Comments:** Getting more money from meet entry fees than she anticipated in the budget.

**Leo - Comments:**



## PC STAFF MEETING MINUTES/ REPORTS

March 16, 2021, 11:00 am

Via remote video conference

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### ACTION ITEMS:

#### Report of Action Items Prior:

[ X ] Draft R&R pending review by the Governance Committee. Due to the number of agenda items scheduled for the March BOD, I asked the Governance Committee to extract the job descriptions from the pending R&R into a separate document that can be presented to the BOD so that we will at least have that part ready for HOD approval.

[ X ] TERA had a successful 2 ½ day Senior T&F dual meet with PLS meet this weekend.

[ X ] I participated in the monthly USA-S poolside chat and the CA LSC General Chair calls over the last two weeks, Finance committee meeting and Zone 2 BOD.

#### 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:

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

**Report of Recent Activities:**

1. Attended the LSC Leaders Zoom, which covered soon to be unveiled coach education platform via the Learn website and and intro to the 2021 Zone Workshop April 30-May 1 (mark your calendars - registration : <https://fs22.formsite.com/usaswimming/ji0wpzgvae/index.html> ). Also Convention Dates are September 23-25 more details to come. I sent out the agenda just so you can review.

2. Met outside accountant Maria Lyan to review 990 final corrections and February month end. Met with the Finance Committee to review results and discuss procedures and best practices documentation.
3. Reviewed and reconciled the reports from the Auctions 32 site with Mary and verified reporting in Quickbooks. Meeting Mary today for final inventory of remaining in kind donations, but still waiting on expense reporting from Laura to final all associated income and expenses for the fundraiser.
4. Noelette advised me that the hotel representative was unwilling to make any adjustments to the contracted liquidated damages from cancelling our contracts, but would move the contract to October of 2023, which is open on their calendar. This brings the options to 1) cancelling one or both contracts, which would incur charges of either \$5,988 for one or \$11,976 for both or moving the event to 2023.
5. Prepping with Mary for Budget Task Force Meeting and for supplemental Board of Directors meeting.
6. Sent out schedule request for athlete alternative awards for 2021 meeting, may be meeting March 21.

**Report of Action Items Prior: see above**

**Current/Short Term Goals:** February Month End and DEI fundraising financial reporting, Financial Procedure Manual with Mary, LEAP Program Strategy.

**Medium/Long Term Goals:** Complete LEAP prior to September 2021, this task belongs to the current board.

**Additional Notes or Comments:** Add more information about elections and board member vacancies on the website.

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

**Report of Recent Activities:** Currently have 87 clubs registered, about 1-2 more missing some info, About 25 clubs that we have not heard anything from. 9293 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 not 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:** Updated College Commitment list, Created many Intrasquad/Dual Meets on website and on calendar, Updated and posted multiple BOD documents, reports, and motions, Updated

Meet Sheet Archive, Built Travel Forms for CA/NV Sectionals & Pro Swim Series, Posted Job Postings, Researched Sectional Travel Support since 2018, Added sizing chart information to Officials' Apparel

**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 February Results into Dropbox, Update TM All-Star database with February results, Update Top Times as of 2/28/21, Check for new Records, Attend Athlete Call and Athlete Summit Call, Prepare for and attend BOD meeting

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Continuing to get a large number of meet sheets coming in. (51 meets sanctioned to date since resumption of competition, so 14 since the last staff meeting). Meets loaded into OTS through Sanction 21-050. Meet Director Packets distributed for meets through March 20-21 weekend.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed for March 26-28. Load any outstanding meets into OTS.

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

**Additional Notes or Comments:**

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

**Mary - Comments:** Getting more money from meet entry fees than she anticipated in the budget.

**Leo - Comments:**



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

**March 30, 2021, 11:00 am**

**Via remote video conference**

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

### **ACTION ITEMS:**

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

[ X ] Draft R&R pending review by the Governance Committee. Due to the number of agenda items scheduled for the March BOD, I asked the Governance Committee to extract the job descriptions from the pending R&R into a separate document that can be presented to the BOD so that we will at least have that part ready for HOD approval.

[ X ] TERA had a successful 2 ½ day Senior T&F dual meet with PLS meet this weekend.

[ X ] I participated in the monthly USA-S poolside chat and the CA LSC General Chair calls over the last two weeks, Finance committee meeting and Zone 2 BOD.

#### **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:**

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

**Report of Recent Activities:**

1. Attended March supplemental BOD meeting, Budget Task force Meeting, Athlete Awards Subcommittee, Athlete Summit Planning, Athlete Committee Meeting and Email Communication Meeting. Also attended USA Swimming's LSC Governance Series monthly call, which focused on athlete engagement.

2. Worked on inventory of DEI donations which will help finalize the DEI fundraiser from December. Still waiting on expense reporting from Laura to final all associated income and expenses for the fundraiser.
3. Prepping with Mary for the second Budget Task Force Meeting.

**Report of Action Items Prior: see above**

**Current/Short Term Goals:** March Month End and DEI fundraising financial reporting, Plan to test Election Software this week, Financial Procedure Manual with Mary, LEAP Program Strategy.

**Medium/Long Term Goals:** Complete LEAP prior to September 2021, this task belongs to the current board.

**Additional Notes or Comments:** Added information about elections and board member vacancies on the website on the Board of Directors page.

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

**Report of Recent Activities:** Currently have 87 clubs registered, about 1-2 more missing some info, About 25 clubs that we have not heard anything from. 9293 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:**

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

**Report of Recent Activities:** Updated College Commitment list, Created many Intrasquad/Dual Meets on website and on calendar, Updated and posted multiple BOD documents, reports, and motions, Updated Meet Sheet Archive, Posted Job Postings, Researched Sectional Travel Support since 2018, Updated Top Times as of 2/28/21, Checked New Records through 2/28/21, Attended Awards Banquet Meeting and Athlete Call

**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 February results, Attend Athlete Call and Athlete Summit Call, Prepare for and attend BOD 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:** Mike Davis asked about selling masks for officials with rest of apparel

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

**Report of Recent Activities: Report of Action Items Prior:** Sanctions issued through 21-062 (11 since last staff meeting). Meets loaded into OTS through Sanction 21-053. Significant increase in Dual/Tri/Quad Meet Requests. Meet Director Packets distributed for meets through April 2 weekend. Participated in End of Summer Meet Taskforce meeting. Crafted proposal in regards to how to most inclusive and efficient entry/results tracking procedure for End of Season Virtual Series.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed for April 10-11 weekend. Load outstanding meets into OTS. Draft Meet Sheet/Information for Summer Virtual Series

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

**Additional Notes or Comments:** Averaging 6-7 Meets per weekend

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

**Mary - Comments:** Getting more money from meet entry fees than she anticipated in the budget.

**Leo - Comments:**



## PC STAFF MEETING MINUTES/ REPORTS

April 13, 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 []

**Others:**

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**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, Finance committee meeting and Zone 2 BOD.

[ ] Email to Zone Chairs to get clubs safe sport certified.

[ ] David to draft narrative of Governance Committee 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:

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

#### Report of Recent Activities:

1. Attended Budget Task Force Meetings, LSC Governance Leaders Zoom, Athlete Social Media Sub-Committee Meeting.
2. Finalized the DEI Fundraiser in the March Closing. Entered and reviewed Month End closing for March. Met with Maria and reviewed the month end closing for March, compliance calendar and Final DEI entries.
3. Reviewed registration for 2021 Zone Meetings - registration closes April 16.

4. Prepping with Mary for the final Budget Task Force Meeting and presentation of Budget for the April BOD Meeting.
5. Reviewed the election software - recommend electionrunner. The cost should be under \$50 for up to 300 voters. Have a sample election running right now for you to try. You should have an email.

**Report of Action Items Prior: see above**

**Current/Short Term Goals:** March Month End and DEI fundraising financial reporting, Plan to test Election Software this week, Financial Procedure Manual with Mary, LEAP Program Strategy.

**Medium/Long Term Goals:** Complete LEAP prior to September 2021, this task belongs to the current board.

**Additional Notes or Comments:** Added information about elections and board member vacancies on the website on the Board of Directors page.

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**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:**

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

**Report of Recent Activities:** *On vacation for most of this time period.* Minimal updates to: College Commitment list, Intrasquad/Dual Meets on website and on calendar, BOD documents, reports, and motions, Job Postings, Researched email service companies, Created TYR 18&U Travel Support Form

**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 February results, Attend Athlete Call and Athlete Summit Call, Prepare for and attend April BOD 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:** Mike Davis asked about selling masks for officials with rest of apparel

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

**Report of Recent Activities: Report of Action Items Prior:** Sanctions issued through 21-074 (12 since last staff meeting). Meets loaded into OTS through Sanction 21-070. Significant increase in Dual/Tri/Quad Meet Requests. Meet Director Packets distributed for meets through April 17-18 weekend. Put together first draft of Meet Information for Summer Virtual Series (taskforce meeting tonight). Very brief Age Group Committee Call. Discussion re: logistics of getting MEFAP back up and running.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed for April 24-25 weekend. Load outstanding meets into OTS. Finalize Meet Sheet/Information for Summer Virtual Series. Begin processing any MEFAP Entries for meets as necessary.

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

**Additional Notes or Comments:**

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

**Mary - Comments:** On vacation!

**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