



PC STAFF MEETING MINUTES/ REPORTS

July 20, 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 [], Mary Ruddell [vacation], Verónica Hernández [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 including the USA Leadership and Poolside Chats; attended the MAAPP 2.0 webinar. The CA LSC General Chair zoom meets were suspended for the last couple of weeks but one is scheduled for this Thursday. I have been in touch SCS and SN GC regarding their thoughts on allowing spectators inside meet venues.

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

[x] Completed and submitted to USAmembership.org the table of PC voting delegates and their alternatives.

Current/Short Term Goals:

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

[] begin planning for Town Hall meeting on August 18th

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

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

[] set a date and begin planning for a Strategic Planning meeting.

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 Leaders Zoom, Accounting Review, Finance Committee and a final Finance Vice Chair task force call.
2. Attended Athlete Leadership Summit Planning call last night, they are working out the final details of the schedule and presentation material, registration will open at the beginning of August. Will add their bag tag onto the Summer Virtual meet order - thoughts on bag tag artwork? Generally I was thinking about gradient summer colors, what do you want on the back of the tag? Does Zone 2 want to piggy back on this order as well if they are getting any kind of bag tag this year?
3. Attended a review and planning session for LEAP with Jane and BOD/staff members. Shared file is in Drive and has been shared with most of you.
4. Looked into Employee Retention Credit and CCA has done a preliminary work up a potential credit of employer taxes of possibly up to \$50K over the two year period. Still doing the research on what has to be done to amend our 941s for the past and make sure our upcoming ones are adjusted for this credit.
5. 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 current list - **ASCS, BEAR, CRUZ, DVA, MCAT**
6. Reviewed LSC Camp Team Sign Up created by Veronica - 4 responses so far - what are the next steps to generate interest?
7. Working with Diana on an official's gear order - need to know what sort of clinics are planned when and if in person, shall we try to sell apparel?
8. Preparing for the Board Meeting tomorrow night, I will probably have to miss EC meeting, I have to attend a marching band parent meeting

Report of Action Items Prior: see above

Current/Short Term Goals: LSC Camps Planning, LEAP Program Strategy, Awards Banquets, Preparing for Town Hall Meeting,

Medium/Long Term Goals: Complete LEAP prior to September 2021, 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 98 clubs registered (5 not in good standing due to head coach certification issues). Over 12,612 active registered swimmers currently entered. Coaches 579 (232 have alerts) 534 Officials (94 with alerts) 329 other non-athlete members (172 with alerts).

Report of Action Items Prior:

[] Delay in the forms from USA-S Fall membership form. Laurie wants to set the fee and stress that flex membership is no longer being offered.

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, Processed Officials' Apparel Orders, Attended Athlete Meeting, Working with Cindy on next order of Official's Apparel, Attended Officials' Committee Meeting, Attended Athlete Summit Planning Meeting

Report of Action Items Prior: Current/Short Term Goals: Post Intrasquad Meet Sheets and Results on the website as available, Copy all May & June Results into Dropbox, Update TM All-Star database with May and June Results, Update Top Times and Records weekly, Process Officials' Apparel Order, Place next order to supplement the Officials' Apparel inventory

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 21-163 (7 since last staff meeting). All current sanctioned Meets loaded into OTS. Meet Director Packets distributed for meets through July 24-25 weekend. Updated Sanctions Chairs regarding COVID Sanction Protocols and revised C19 Application distributed and posted on web. Convened committee per P&P to review move of October 16-17 Senior Open to October 23-24 (Veronica request due to conflict with Athlete Summit). - Request 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. MEAP Entry processing as necessary.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not? Winter JO's - Age Group, what do we want this meet to look like? Are they going to want

adjustments to the time standards? If so, this needs to be done and ready to roll out by September 1.

Additional Notes or Comments: Noted expected slow down in meets as August approaches. Any news from USA-S available regarding what will and will not be required in regards to C19 for meet sanctions beyond July 31? Would think an extension would have been announced. If no longer required to do so, the meet sheet language and safety document would not longer be required unless we would like to continue with it. Need for another e-mail out regarding the Summer Series to encourage participation?

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:



PC STAFF MEETING MINUTES/ REPORTS

August 3, 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], Verónica Hernández [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[X] This last week has been pretty quiet for me in terms of Zoom calls but was kept quite busy with end of the season swim meets..

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

[x] Discussed with Laurie the best strategy for getting our Pacific voting delegates. We were invited to submit the names of additional voting delegates but they could not be athletes. So Laurie recommended that we update the table provided by USA-S to show Anika Nagpal in the slot for VC-Admin. We should have at least three At-Large delegates which I will list as Leo, Veronica and Clint. I will nominate Kent as a 4th voting delegate but hopefully he will already have a vote as part of a national committee.

Current/Short Term Goals:

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

[] begin planning for Town Hall meeting on August 18th

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

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

[] set a date and begin planning for a Strategic Planning meeting.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Attended the BOD, EC, Athletes Committee, Camp Planning ;-), LSC Governance Series calls.
2. Went through the first section of LEAP in the drive and made notations on what needs to be done to complete or added the links to complete the items. Will plan to review one section a week, so should be completed in the next two weeks or just prior to the
3. Reviewed Employee Retention Credit details and must get on with QB support to begin finalizing amendments for our 941s. Should have a significant update for our next staff meeting.
4. Working on month end closing. Completed sales tax filing for Q2 (zero taxes owed).
5. Initiated Eventbrite Registration for Athlete Summit.
6. Clubs Update: Currently there are 9 clubs out of 100 not in good standing. Still several have not resolved because they may not be swimming. As of today, here's the current list - **ASCS (usada)**, **BEAR, CRUZ, DVA, MCAT, MAV, SAIL, TRIV** all have exp BKG as of July 31.

Report of Action Items Prior: see above

Current/Short Term Goals: LSC Camps Planning, LEAP Program Strategy, Awards Banquets, Preparing for Town Hall Meeting,

Medium/Long Term Goals: Complete LEAP prior to September 2021, 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 98 clubs registered (5 not in good standing due to head coach certification issues). Over 12,829 active registered swimmers currently entered. Coaches 583 (245 have alerts) 534 Officials (95 with alerts) 328 other non-athlete members (190 with alerts). New Club = MAC in Z1S.

Report of Action Items Prior:

[] Most of the 2022 forms have been received from USA-S and they should be posted on the Pacific website by the middle of August.. Laurie wants to post the 2022 fees and stress that flex membership will no longer be offered.

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, Processed Officials' Apparel Orders, Working with Cindy on next order of Official's Apparel, Copied all May & June Results into Dropbox, Updated TM All-Star database with May and June Results, Created new MEFAP page on the website, Created 3 fillable PDFs for all 3 versions of MEFAP form, Ordered Athlete stickers for Summit, Updated Meet Sheet Archive, Attended BOD, Posted multiple documents for BOD and 2 EXEC meetings

Report of Action Items Prior: Current/Short Term Goals: Post Intrasquad Meet Sheets and Results on the website as available, Copy all July Results into Dropbox, Update TM All-Star database with July Results, Update Top Times and Records weekly, Process Officials' Apparel Order, Place next order to supplement the Officials' Apparel inventory, Work on LEAP with Cindy

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: What is the best way to update the Club pages on the website?

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-166 (3 since last staff meeting). All current sanctioned Meets loaded into OTS. Meet Director Packets distributed for all sanctioned meets. MEFAP Entry Processing. Beginning process of updating Meet Sheet Templates for the fall to reflect Fee Changes, and include options for deck seeding, etc.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. Complete Meet Sheet Templates and distribute to Sanctions Chairs/post on Web.

Medium/Long Term Goals: Audit/potentially re-organize Meet Director Packet contents - what is needed, what is not? Winter JO's - Age Group, what do we want this meet to look like? Are they going to want adjustments to the time standards? If so, this needs to be done and ready to roll out by September 1.

Additional Notes or Comments: USA-Swimming extended COVID sanctioning requirements through the end of the year (December 31, 2021).

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.

Veronica - Comments:

Age Group Meeting - Kyle postponed meeting but Veronica wants to get a meeting going next week.

WZ Inclusion Summit coming up in a couple of weeks. PC sending 6 athletes and 5 adult committee members.

Discussion Items:

[] Town Hall meeting on August 18th aim for one hour duration

- Current Status of LSC and Future Plans DC
- Masking policy DC
- Membership dues and meet fees and throw away the old forms MR
- Invoicing Explanation MR
- MAAPP 2.0 coming into effect KS
- DEI Kent



PC STAFF MEETING MINUTES/ REPORTS

August 31, 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], Verónica Hernández [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

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

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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.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

[] set a date and begin planning for a Strategic Planning meeting.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Hosted Town Hall and Investment Committee Meeting. Attended Governance Series and one of the SafeSport MAAPP 2.0 Zoom calls. Attended Athlete Committee call on Sunday.
2. Created an invoice log for meets we're invoicing.
3. Worked on job posting for a bookkeeper, plan to finish up with Mary and Maria on the posting and we'll list on the website. Have come up with several firms that offer bookkeeping services that we can check on for possible candidates.
4. Answered a lot of Laurie emails last week.
5. Question came up from Jane Healy about whether the LSC is requiring Snack Shack/hospitality etc
6. Set up new inventory for apparel for 2021-2022.

Report of Action Items Prior:

Current/Short Term Goals: LSC Camps Planning, Awards Banquets,

Medium/Long Term Goals: Complete LEAP prior to September 2021, 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: These should be the final numbers for 2021. We have 99 clubs registered (9 not in good standing due to head coach certification issues), 1 Seasonal Club and 3 Organizations/Leagues. 13,030 registered athletes. Coaches 586 (258 not in good standing) 534 Officials (95 not in good standing) 334 other non-athlete members (200 not in good standing). The 2022 forms have been posted on the Pacific website and registration has been arriving daily. Starting tomorrow, 9/1/21, the 2022 registration can be entered into SWIMS. Also working on cleaning up and filing 2021.

Report of Action Items Prior:

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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 some Intrasquad/Dual Meets on website and on calendar, Updated Job Postings, Updated SCY and LCM Top Times and Records weekly, Added new Athlete Reps to Master Sheet,

Processed Travel Support Payment to Clubs, Created 3 new Travel Support Forms, Revised Rules and Regulations and Policies and Procedures for September 1, 2021 posting on website, Added 2020 Olympians to website, Attended Athlete Call

Report of Action Items Prior: Current/Short Term Goals: Post Intrasquad Meet Sheets and Results on the website as available, Copy all July Results into Dropbox, Update TM All-Star database with July Results, Update Top Times and Records weekly, Process Officials' Apparel Order, Place next order to supplement the Officials' Apparel inventory, Work on LEAP with Cindy, Attend Officials Committee call, Update Team contact information on website, Change out new Board of Directors/Committees as of September 1, 2021

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: RHAC and FOG Results?

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-176 (6 since last staff meeting). All current sanctioned Meets loaded into OTS. MEFAP Entry Processing. Meet Sheet Templates updated and distributed to Sanction Chairs/posted on web. Time Standards for JO Meet with Age Group for final approval (minor adjustments for a few - 2 bonus events being offered with approximately "A" standard as bonus standard). Will be ready for release September 1. WCAB Senior Meet adjusted to single day (October 3) due to pool availability. SWIMS times recon run for Virtual Summer Series

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. Complete Time Standards spreadsheets for JO's for posting.

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

Additional Notes or Comments: Taking over Scheduling as of 9/1. Would like to extend deadline for meet sheets out to a month in advance now that we are shifting back to more CBA/Senior type meets and less of the intrasquad/dual type.

Additional comments or other notes of importance or relevance:

Mary - Comments:

Reaching out to our Insurance Broker re suspension of temporary classifications during Covid. Will also ask about other Workers Comp insurance options.

Audit Question: When is/was the official start of the new By-laws? Specifically which BOD Members have voting rights.

Travel Support: Post reminder for Sectionals and Futures.

Last Official Day as Treasurer!

Leo - Comments: Needs to send email to QSS

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

Veronica - Comments:

- Signed form with Chase to become a check signer.
- Will make sure that all Committee Athlete Rep lists are up to date.
- Return to Swim Camp/Meet/Officials Clinic is Sept 18-19. Sanctions forms turned in and all planning is up and running. Didn't need to register any athletes using Flex.
- Getting a new Athlete Subcommittee together to work on the new proposal for a Leadership Camp. Will resubmit our plan to USAS to get funding transferred to this camp.
- Age Group - Need to find new AG Chair, Sarah will not be able to do the job on her own
- WZ DEI Coordinator - Stepping down from position
- Board Strategic Planning Series - Dates Sept 22, Oct 6, Oct 20, 7:45 pm - 9:00 pm via Zoom
 - Get information to board by next week.

Discussion Items:

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[] Hiring a bookkeeper for PC

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[x] Review of Storage - clear out old items and add new

[x] Plan for Strategic Planning meeting

- 1st Meeting Sept 22, 2021 7:45 via Zoom
- 2nd Meeting Oct 6, 2021 7:45 via Zoom



PC STAFF MEETING MINUTES/ REPORTS

September 14, 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], Verónica Hernández [x]

Others:

David Cottam, General Chair:

Report of Recent Activities:

ACTION ITEMS:

Report of Action Items Prior:

[] 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.

[] set a date and begin planning for an in person BOD orientation and consider adding a diversity training component.

[] set a date and begin planning for a Strategic Planning meeting.

Additional Notes or Comments:

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

Report of Recent Activities:

1. Initial books for August are closed, we had a review of books with Maria, working on review schedule and began timeline planning for the audit.
2. Invoiced our first post-meet host club from the MSR and sent it to the club via email.
3. Finished the LEAP Review, which included all sections being assessed as either already complete and ready to process into the LEAP form. We are probably about 90% done, just a few areas that need some group work. We should establish a meeting where we could work through what's left with and get the remaining items updated - I can come up with an agenda.
4. Submitted orders for bag tags, they are working on proofs and a final quote.
5. How are we communicating the strategic meetings to the board - will it be discussed at the meeting or do you want an email to go out and then just a quick reminder and potential questions at the BOD? It's not in the GC Report, so maybe an email and then Veronica or I can bring it up?
6. Only two clubs submitted any sort of entry for the "Alternative Awards", we should discuss how we award the two clubs. PEAK did an outstanding job on their video, TERA was not quite as scintillating, but they did what we asked probably, considering we didn't say how many slides were required. Would like to give them a big check and get a photo op.
7. Updated information in Google Workspace for new swim year/new board members emails etc. Established a couple of new mailing groups to help communicate meeting information.
8. Updated the meetings and holidays for the year. Because New Year's day falls on a Saturday, I suggest that we observe Martin Luther King Jr Day in lieu of adding Monday, January 3rd to our holidays list for next year - it has no impact on the number of holidays observed in the year. ***If New Year's Day falls on a Saturday or Sunday, the New Year's Day Holiday will not be observed on the first Monday of the year, but will be observed on Martin Luther King Jr Day.***
9. Attended LSC Leaders Meeting - The Governance Series on Sept 28 is DEI Related: **LSC Governance Series: Maritza McClendon will address LSC Leaders and DEI Chairs on Tuesday, September 21, 2021 4-5 pm MT. Register here:**

<https://usaswimming.zoom.us/j/94303684459?pwd=UEcvS0FwT01Hd2ZaSUJuNINlOXhxdz09>

Meeting ID: 943 0368 4459

Password: 839141

10. Attended Safe Sport and Club Development Committee Meetings this week, Finance Committee Meeting, as well as a LSC Camp planning meeting last night.
11. I am taking Vacation time September 28-October 1 (Tues - Friday) - will we need anyone to write checks if both Mary and I are gone?

Report of Action Items Prior:

Current/Short Term Goals: Finalize the LEAP Submission, Officials Clinic Registration, HOD Planning

Medium/Long Term Goals: Financial Procedures Manual w/Mary

Additional Notes or Comments: House of Delegates - are we recognizing anyone in any way? Volunteers? Any Athletes? We can recognize the clubs that submitted items to us, the PEAK one was really good

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):
Report of Recent Activities: So far for 2022, we have 639 Annual Athletes, 169 Fall Season Athletes, 110 Non-Athletes, 1 club and 1 Organization registered. Right now we have a total of 100 Clubs (17 clubs not in good standing due to head coach certification issues), Coaches 615 (300 not in good standing) 539 Officials (99 not in good standing) 346 other non-athlete members (194 not in good standing). Going to start working on re-registration packets..

Report of Action Items Prior:
[]..

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

Medium/Long Term Goals:

Action Item

Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes. Officials, Club Development*):
Report of Recent Activities: Posted some Intrasquad/Dual Meets on website and on calendar, Updated Job Postings, Updated SCY and LCM Top Times and Records for year end including National Age Group rankings, Added new Athlete Reps to Master Sheet, Processed Travel Support Payment to Clubs, Revised Rules and Regulations and Policies and Procedures for September 1, 2021, Changed out new Board of Directors/Committees as of September 1, 2021, Posted 20-21 JO Time Standards, Created new JO Time Standards file for HyTek, Copied all July and August Results into Dropbox, Attended Officials Call, Preparing for BOD meeting, Made updates for LEAP, Attended USAS Club Development Meeting

Report of Action Items Prior: Current/Short Term Goals: Post Meet Sheets and Results on the website as available, Update TM All-Star database with July and August Results, Update Top Times and Records weekly, Process Officials' Apparel Order, Place next order to supplement the Officials' Apparel inventory, Work on LEAP with Cindy, Attend BOD Meeting, Update Team contact information on website, Prepare for Athlete Summit and HOD, Attend USAS Records/Times Meeting & Age Group Meeting

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

Additional Notes or Comments: Okay to print NAG Certificates?, Summer Series Results?

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

Report of Recent Activities: Report of Action Items Prior: Sanctions issued through 21-182 (6 since last staff meeting). All current sanctioned Meets loaded into OTS. MEFAP Entry Processing. Updated Meet Director Packets to remove Financial Reports. JO and JO Bonus Standards finalized and posted to web. Finalizing virtual summer series results.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. Load meets into OTS as needed. MEFAP Entry processing as necessary. JO Meet Sheet - Need C19 form from SCSC and feedback/review from someone on AGC.

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

Additional Notes or Comments: For web - post FW time standards (unchanged from previous years to my knowledge), update Senior Standards doc to remove Senior Circuit (not running that level of meet currently)

Additional comments or other notes of importance or relevance:

Mary - Comments:

Does anyone have a resource for shredding that is "reasonable" cost? Recently 2 boxes (culled of any unnecessary weight) cost \$54 to shred. I have identified several financial records boxes in storage that need to be shredded.

Pacific BOD members need to sign an updated Conflict of Interest statement. It has been several years since the last one was signed and we have new board members.

David needs to sign CCA Letter of Engagement

I will be out of town Sept 24 - October 1. Who will be available to sign checks?

Leo - Comments: QSS accepted Spring SC FW offer

Veronica - Comments:

- Return to Swim Camp/Meet/Officials Clinic is Sept 18-19

- New Athlete Subcommittee met to work on the new proposal for a Leadership Camp. Will resubmit our plan to USAS to get funding transferred to this camp. Proposed date is Nov 6,

- Age Group - Still need to find someone

- WZ DEI Coordinator - In limbo with USAS

- Board Strategic Planning Series - Dates Sept 22, Oct 6, Oct 27, 7:45 pm - 9:00 pm via Zoom

- Get information to board by next week.

- Need updated Athlete Honor Code and travel forms for all-star meets and camps
- Program Review Section for LEAP -

Discussion Items:

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[] Hiring a bookkeeper for PC

- How to go about this Cindy
- Job Description
- Selection - David, Mary, Cindy and Veronica

[x] Review of Storage - clear out old items and add new

[x] Plan for Strategic Planning meeting

- 1st Meeting Sept 22, 2021 7:45 via Zoom
- 2nd Meeting Oct 6, 2021 7:45 via Zoom