



## PC STAFF MEETING MINUTES/ REPORTS

January 12, 2023  
Virtual Meeting 10:00 am

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

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

**Others:**

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**David Cottam, General Chair:**  
**Report of Recent Activities:**

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

[X ] Spoke with the coaches at the JO meet and again at the Milpitas Senior T&F meet.

[X ] Distribution of the Smart Goggles to be decided by BOD. Forgot to get this on the BOD agenda however the meeting went over 9:00 PM stop time so probably just as well.

[X ] First request for review of a Finals NS fine was sent to the Admin Board for a decision. Two additional letters went out for missed finals at the MAC Sr T&F meet.

[X ] Had a Zoom call with the other CA LSC General Chairs to discuss issues affecting our LSCs

[X ] Received the Job Descriptions and will put them into a standardized formatting.

### **Current/Short Term Goals:**

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

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

### **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. Pac Coast All-Star was a great success, thanks to Karen for that, congratulations. Karen and I worked with the coaches on entries and I handed the apparel off to her just before the trip last week.

2. Month end closing for December was completed 1/9/2023. Met with the accountant to review December and discuss finalizing the audit on 1/10/2023.
3. Club Renewals are close to completion. 10 clubs have not yet renewed (ALGA, DVA, LO, OAK, PCM, PVP, SAIL, SFSL, TT, WILL), 26 clubs still have not yet paid the LSC fee after renewing (this does not include . We are diligently working on collecting these receivables, but I suggest we arrange for some sort of recurring credit card payment that is once a year and maybe raise our club fee a small percentage or just budget the expense. Our credit card processor can handle online recurring billing.
4. The first meet of the year has been invoiced. The BSW meet was poorly attended and the meet date was not ideal. The weather didn't help, there was a 21% scratch rate, but we had to work very hard and add lots of breaks to keep the meet speed good for the athletes. Would not recommend a meet on that weekend again between school being out and many people attending the ASCA Clinic, we did not have a lot of teams attending (looks like maybe the SR meet was held later, so the Z2 meet was on the 3rd weekend and that just synced up with 1st weekend for a "last chance for z2 champs" timing).
5. Finalizing apparel order for US OPTC Camp. Team has been selected, copays have been collected, ordering all the apparel and equipment this week.
6. Found out that Zoom is no longer going to be offered by USA Swimming. Our current accounts will expire in March per Jane Grosser. Need to determine an alternative video conferencing tool or get Zoom through TechSoup.

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

**Current/Short Term Goals:** Clear outstanding AR, Finalizing US OPTC Camp for 2023, Working with Karen on ZAM, updating some personnel issues and meeting CA requirements.

**Medium/Long Term Goals:** Employee Handbook - outstanding items, Employee Reviews,

**Additional Notes or Comments:** 1) Executive committee meeting next week - do we know what all the agenda items were for that? 2) May HOD - we do not have a location currently for that meeting. If we are going to do it in San Jose, we need to start looking for a location. 3) A club reached out regarding AB506 requiring LiveScan for all youth sports organizations. I've read the law and the penal code referenced does say fingerprint check is required, so I reached out to Jane Grosser and USA Swimming to see if they have any feedback or plans for implementation. We may want to consider, at a minimum, the staff and UN BOD who work meets do the livescan and be done with it, because it falls onto each entity (LSC and Clubs being separate) to require it of their volunteers, so technically it will be the clubs responsibility to make sure they have received a LIVESCAN report for their organization's members. It also costs from \$50-\$100 depending on where you get it done.

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#### **Laurie Benton, Membership & Registration** (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*): **Report of Recent Activities:**

SWIMS continues to be updated. Once the Data Warehouse is up more reports will be available. I can now merge most records.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted Meets on website and on calendar, Updated Job Postings, Posted many new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirt, Updated 22-23 Officials Assignments, Processed and mailed out Officials' apparel orders, Updated all results through December into All-Star database, Miscellaneous Pac Coast or OPTC related tasks, Attended Officials committee meeting, Updated Class of 2023 College Commitments, Processed Team Support for Winter Jr. Nationals, Updated Meet Sheet Archive, Built a new template to be able to post Top Times with new report, Researched records, Took all Spring and Summer FW medals to storage

**Report of Action Items Prior:** **Current/Short Term Goals:** Archive BOD and HOD documents to Dropbox, Order Spring AGC ribbons & high points, Order Spring FW high points

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

**Additional Notes or Comments:** LiveScan station in October?

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

**Report of Recent Activities:** **Report of Action Items Prior:** Meets sanctioned through 23-126. Meets loaded into OTS up to date. Working on 2023-24 skeleton Schedule. 23-24 Schedule approved by Scheduling Committee and ready for Executive Committee Approval. Schedule as is from last year, not enough formal feedback from Age Group/Senior to bring 15 & Overs back into Winter AG Champs. SC Far Westerns Meet Sheet sanctioned. Running into a few, but decreasing issues with registrations needing renewal for sanctioning.

**Current/Short Term Goals:** Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Catch-up on loading meets into OTS (about a dozen for Feb/March to get in there)

**Medium/Long Term Goals:** Hosts for remainder of 2022-2023 Meets ( Summer Sr 2 P/F, Early June Senior Open). Talk to Tony to reach out to Senior coaches to find potential hosts?

**Additional Notes or Comments:** A few no-show fines in appeals process - update? Deadline to send in payment if appeal denied?

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**Karen Bair, Admin Asst:**

**Report of Recent Activities: Report of Action Items Prior:** Pac All Stars was a success! In one age group, the 2nd alternate was invited to attend (after one declined and the 1st alternate suffered a concussion). Shirts and sweatshirts and caps were delivered by Cindy on Thursday the 5th, and were distributed at the airport. Chaperones were amazing. **Current/Short Term Goals:** Still researching hotels for ZAM meet. One quote was received for rooms and the banquet, but the hotel would be unable to offer a free breakfast, and did not have enough rooms with 2 beds, so that might be one of the 2 hotels used (if I can find a hotel close to that one). I did manage to find a hotel that indicated they have the space for the entire group, but am waiting on a quote (per the internet, it will be incredibly expensive \$300/night!). Costs have gone up dramatically. Many of the hotels don't have the space for a dinner. I did reach out to a nearby high school to reserve the cafeteria for the evening dinner, and will follow up on the request.

**Medium/Long Term Goals: Additional Notes or Comments:** Still navigating the needs of the athletes for the Western Zone All star meet (meals and banquets).  
Still learning!

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

**Mary - Comments:**

Audit still in progress. Received extension from IRS as we will not meet the filing date of 1/15/23. Will file a request for an extension with USAS.

After discussion with the auditor and accountant about Donor Restricted Funds and Board Designated Funds it was determined that Pacific will need to exhaust the donor restricted funds first. The deciding factor was that with or without donated funds Pacific is committed to pay the MEFAP entry fees. I will notify the Exec Committee next week of this required change.

Collection of MEFAP splash fees at swim meets. This process does not work. Clubs have misplaced the checks and it takes extra work by staff to follow up on retrieving the payments. Can we change the policy so that splash fees are only collected by Zelle or check mailed to Annie?

Should the BOD consider a late fee for clubs that have not paid the club membership fee to Pacific? I support Cindy's suggesting a recurring credit card billing for Club membership. Suggest that billing occurs 11/15. Rather than raising fees - consider \$155 for clubs who pay by 12/31, \$200 for clubs who pay between 1/1 and 2/28 and \$250/\$300 for clubs who pay after 3/1. Adjusted timeframe and amounts could be used for Seasonal and League club payments.

**Leo - Comments:** OTS December 5th update. Patrick Murphy is still working on what will be available for that update, it has not been decided.

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Need to update list of teams for drop down menus and teams listed on the website
- Working on employee handbook

**Medium/Long Term Goals:**

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**

[ ] Dec 29th Staff meeting canceled. Next PC Staff meeting will be Jan 12th



## PC STAFF MEETING MINUTES/ REPORTS

January 26, 2023  
Virtual Meeting 10:00 am

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

**ACTION ITEMS: Report of Action Items Prior:**

[X] Spoke with the coaches at the JO meet and again at the Milpitas Senior T&F meet.

[X] Distribution of the Smart Goggles to be decided by BOD. Forgot to get this on the BOD agenda however the meeting went over 9:00 PM stop time so probably just as well.

[X] First request for review of a Finals NS fine was sent to the Admin Board for a decision. Two additional letters went out for missed finals at the MAC Sr T&F meet.

[X] Had a Zoom call with the other CA LSC General Chairs to discuss issues affecting our LSCs

[X] Received the Job Descriptions and will put them into a standardized formatting.

**Current/Short Term Goals:**

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

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

**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. Preparing for month end and I have converted the PTO file for the new calendar year. Also attempting to collect the older invoices that have been outstanding for more than a month.
2. Club Renewals keep moving forward. We now only have 7 clubs that have not yet renewed (DVA, OAK, PCM, SAIL, SFSL, TT, WILL), 19 clubs still have not yet paid the LSC fee after renewing,

though 2 are very recent. I am diligently working on collecting these receivables, and I hope to have them all cleared before the end of February. We are allowing them to pay by credit card if it gets the bill paid, and imposing a small fee to cover our costs.

3. Slow start to meets, but collections are turning quickly and the meets we have to date have all been paid.
4. Sales Tax report is due, hopefully I will submit that tomorrow.
5. I have ordered the apparel and caps for US OPTC Camps. Have a full staff for the team and have been working with Jennifer Thomas to book some educational sessions during our stay. I have communicated with the parent our itinerary and will be checking in with Jennifer to make sure everyone has done their online waivers with OPTC.
6. Working with Karen on ZAM questions and handing over Bag Tags ordering and Calendar maintenance.
7. Attended the investment committee and executive committee meetings. Our line of credit has been paid off and we are forming a committee to decide what to do with the smart goggles.
8. Attended personnel committee meetings to give feedback on the review process and help plan for upcoming reviews.
9. Still seeing some membership questions coming through, but mostly it's slowed down a lot through the info email.

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

**Current/Short Term Goals:** Clear outstanding AR, Finalizing US OPTC Camp for 2023, Working with Karen on ZAM, updating some personnel issues and meeting CA requirements.

**Medium/Long Term Goals:** Employee Handbook - outstanding items, Employee Reviews,

**Additional Notes or Comments:** May HOD - we do not have a location currently for that meeting. If we are going to do it in San Jose, we need to start looking for a location. 3) A club reached out regarding AB506 requiring LiveScan for all youth sports organizations. I've read the law and the penal code referenced does say fingerprint check is required, so I reached out to Jane Grosser and USA Swimming to see if they have any feedback or plans for implementation. USA Swimming answer was basically "We don't require this for our members",

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

##### **Report of Recent Activities:**

SWIMS continues to be updated. Once the Data Warehouse is up more reports will be available. I can now merge most records.

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

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted Meets on website and on calendar, Updated Job Postings, Posted many new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Updated 22-23 Officials Assignments, Processed and mailed out Officials' apparel orders, Attended Officials committee meeting, Updated Class of 2023 College Commitments, Processed Team Support for Winter Jr. Nationals, Updated Meet Sheet Archive, Updated Top Times, Researched records, Picked up ZAM trophy and ordered replacement/updated parts for trophy, Ordered Spring AGC ribbons, Working on Spring AGC and FW high point awards, Archived all past BOD and HOD documents to website and Dropbox, Lots of postings for Executive meeting

**Report of Action Items Prior: Current/Short Term Goals:** Order Spring high points, Order Spring FW high points, Update all results through January into All-Star database, Update Athlete Rep application

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

**Additional Notes or Comments:** LiveScan station in October?

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 23-029. Meets loaded into OTS up to date. 23-24 Schedule approved via Executive Committee. Working on bid package. Second notice No-Show fine sent to one athlete (payment received from one, one additional still in appeals process). Spring AG Champs sanctioned.

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

**Medium/Long Term Goals:** Hosts for remainder of 2022-2023 Meets ( Summer Sr 2 P/F, Early June Senior Open). Talk to Tony to reach out to Senior coaches to find potential hosts?

**Additional Notes or Comments:** Meet sheet coming in for Zone All-Stars? Haven't seen anything come across my desk yet.

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**Karen Bair, Admin Asst:**

**Report of Recent Activities: Report of Action Items Prior:** Hotels have been chosen for ZAM, just waiting on approval. I was unable to find a hotel to house all athletes, so I have had to split the zones into 3 hotels. Venue settled for the ZAM dinner, and a caterer has been arranged. **Current/Short Term Goals:** Working on busing for Zone 4. Will send out email to Zones on Friday, requesting rooming lists and sending out basic information, including hotel addresses and dinner address. Bag tags will be ordered soon for ZAM meet, Spring Championships and Far Westerns. Artwork for the bag tags has been requested from Santa Clara (for Spring Championships) and QSS (for Far Westerns).

**Medium/Long Term Goals: Additional Notes or Comments:** Next big project: airfare for Western Zones, and meals. Setting up Calendar for meetings (including zoom invitations). Assisting in other Admin jobs as needed .

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

**Mary - Comments:**

Audit still in progress. Received extension from IRS as we will not meet the filing date of 1/15/23. Will file a request for an extension with USAS.

After discussion with the auditor and accountant about Donor Restricted Funds and Board Designated Funds it was determined that Pacific will need to exhaust the donor restricted funds first. The deciding factor was that with or without donated funds Pacific is committed to pay the MEFAP entry fees. I will notify the Exec Committee next week of this required change.

Collection of MEFAP splash fees at swim meets. This process does not work. Clubs have misplaced the checks and it takes extra work by staff to follow up on retrieving the payments. Can we change the policy so that splash fees are only collected by Zelle or check mailed to Annie?

Should the BOD consider a late fee for clubs that have not paid the club membership fee to Pacific? I support Cindy's suggesting a recurring credit card billing for Club membership. Suggest that billing occurs 11/15. Rather than raising fees - consider \$155 for clubs who pay by 12/31, \$200 for clubs who pay between 1/1 and 2/28 and \$250/\$300 for clubs who pay after 3/1. Adjusted timeframe and amounts could be used for Seasonal and League club payments.

**Leo - Comments:** OTS December 5th update. Patrick Murphy is still working on what will be available for that update, it has not been decided.

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Need to update list of teams for drop down menus and teams listed on the website
- Working on employee handbook

**Medium/Long Term Goals:**

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**



## PC STAFF MEETING MINUTES/ REPORTS

February 9, 2023  
Virtual Meeting 10:00 am

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

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

**Others:**

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**David Cottam, General Chair:**

**Report of Recent Activities:**

**ACTION ITEMS: Report of Action Items Prior:**

[X] Spoke with the coaches at the JO meet and again at the Milpitas Senior T&F meet.

[X] Distribution of the Smart Goggles to be decided by BOD. Forgot to get this on the BOD agenda however the meeting went over 9:00 PM stop time so probably just as well.

[X] First request for review of a Finals NS fine was sent to the Admin Board for a decision. Two additional letters went out for missed finals at the MAC Sr T&F meet.

[X] Had a Zoom call with the other CA LSC General Chairs to discuss issues affecting our LSCs

[X] Received the Job Descriptions and will put them into a standardized formatting.

**Current/Short Term Goals:**

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

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

**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. Finished month end closing. Still have some unpaid invoices from club renewals, but we're slowly getting payment. Mary/Laurie can provide a better update on outstanding clubs and non renewals.
2. Met to review audit and tax return. Auditor will present and review at the BOD meeting.
3. Sales Tax report was filed for Q4.

4. OPTC CAMP equipment came in earlier this week, and we are on our way! Our caps were lost, but I hope they will come in tomorrow to OPTC. No issues so far on our trip other than an unscheduled equipment change and a lot of turbulence!
5. Working with Karen on finalizing ZAM and finalized our large Bag Tags order (\$0.74 per tag).
6. Still seeing some membership questions coming through, but mostly it's slowed down a lot through the info email, though Laurie seems to be fielding lots of calls still. Still seeing product changes in the new SWIMS.
7. Employee Self Assessments are due by the end of the week

**Report of Action Items Prior:**

**Current/Short Term Goals:** Clear outstanding AR, Finalizing US OPTC Camp for 2023, Working with Karen on ZAM, updating some personnel issues and meeting CA requirements.

**Medium/Long Term Goals:** Employee Handbook - outstanding items, Employee Reviews,

**Additional Notes or Comments:** May HOD - we do not have a location currently for that meeting. If we are going to do it in San Jose, we need to start looking for a location. 3) A club reached out regarding AB506 requiring LiveScan for all youth sports organizations. I've read the law and the penal code referenced does say fingerprint check is required, so I reached out to Jane Grosser and USA Swimming to see if they have any feedback or plans for implementation. USA Swimming answer was basically "We don't require this for our members".

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

**Report of Recent Activities:**

SWIMS continues to be updated. Once the Data Warehouse is up more reports will be available. I can now merge most records.

**Report of Action Items Prior:**

**Current/Short Term Goals:**

**Medium/Long Term Goals:**

**Action Item**

**Additional Notes or Comments:**

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

**Report of Recent Activities:** Posted Meets on website and on calendar, Updated Job Postings, Posted many new articles, Added new Athlete Reps to Master Sheet and website, Mailed out athlete shirts, Updated 22-23 Officials Assignments, Processed and mailed out Officials' apparel orders, Updated Class of 2023 College Commitments, Processed Team Support for Winter Jr. Nationals and Winter Sectionals, Updated Meet Sheet Archive, Updated Top Times, Ordered replacement/updated parts for ZAM trophy, Updated Athlete Rep application, Ordered Spring AGC and Spring FW high point awards, Posted Bid Package, Built 2023 Meet Sheet Archive on website

**Report of Action Items Prior: Current/Short Term Goals:** Update all results through January into All-Star database, Contact Nathan Adrian for October 14, Contact Hyatt House in Pleasant Hill for room block

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

**Additional Notes or Comments:**

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

**Report of Recent Activities: Report of Action Items Prior:** Meets sanctioned through 23-029. Meets loaded into OTS up to date. 23-24 Schedule approved via Executive Committee. Working on bid package. Second notice No-Show fine sent to one athlete (payment received from one, one additional still in appeals process). Spring AG Champs sanctioned.

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

**Medium/Long Term Goals:** Hosts for remainder of 2022-2023 Meets ( Summer Sr 2 P/F, Early June Senior Open). Talk to Tony to reach out to Senior coaches to find potential hosts?

**Additional Notes or Comments:** Meet sheet coming in for Zone All-Stars? Haven't seen anything come across my desk yet.

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**Karen Bair, Admin Asst:**

**Report of Recent Activities: Report of Action Items Prior:** 3 hotels are being used for ZAM, as getting the entire group in one hotel wasn't possible. I should have the rooming assignments from all zones by the end of the week, to submit to the hotels. Dietary restrictions from teams are due this week, so that I can notify the caterer. Busing set for all ZAM zone teams. Sweatshirt sizes were submitted for ZAM meet, and Bag Tags were ordered for ZAM, Spring Championship, and Far Westerns.**Current/Short Term Goals:** Still waiting on 2 rooming lists for ZAM> Still trying to finalize allergies and numbers for the banquet.

**Medium/Long Term Goals: Additional Notes or Comments:** Next big project: still researching better flights for Western Zone—found flights from Oakland that are cheaper, and working on busing for Western

Zones. Setting up Calendar for meetings (including zoom invitations). Assisting in other Admin jobs as needed .

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

**Mary - Comments:**

Audit still in progress. Received extension from IRS as we will not meet the filing date of 1/15/23. Will file a request for an extension with USAS.

After discussion with the auditor and accountant about Donor Restricted Funds and Board Designated Funds it was determined that Pacific will need to exhaust the donor restricted funds first. The deciding factor was that with or without donated funds Pacific is committed to pay the MEFAP entry fees. I will notify the Exec Committee next week of this required change.

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**Leo - Comments:** OTS December 5th update. Patrick Murphy is still working on what will be available for that update, it has not been decided.

**Verónica - Comments:**

**Report of Action Items Prior:**

**Current/Short Term Goals:**

- Need to update list of teams for drop down menus and teams listed on the website
- Working on employee handbook

**Medium/Long Term Goals:**

**Action Item:**

**Additional Notes or Comments:**

**Discussion Items:**

