

PC Staff Meeting Minutes

Agenda from which a Compiled Written Report will be generated for November and December, 2019

Meeting Type: <input type="checkbox"/> In Person <input type="checkbox"/> Telecon or GoToMeeting <input checked="" type="checkbox"/> Written Report	
Attendance (present designated by "X") Meeting Called to Order NA Meeting Adjourned NA	
<input checked="" type="checkbox"/> David Cottam	<input checked="" type="checkbox"/> Cindy Rowland <input checked="" type="checkbox"/> Laurie Benton <input checked="" type="checkbox"/> Diana Fetterman
<input checked="" type="checkbox"/> Annie Stein	<input checked="" type="checkbox"/> Jeanette Soe <input type="checkbox"/> Mary Ruddell <input type="checkbox"/> Leo Lin
Next Meeting January 2020 via <input checked="" type="checkbox"/> Written Report	

Minutes	
<p>David, General Chairman <u>Report on Activities & Action Items from last meeting:</u> <input checked="" type="checkbox"/> PC Disaster Plan approved at the November BOD meeting. <input type="checkbox"/> Amend PC Disaster plan to remove staff contact phone numbers and report at the Jan Exec Committee meeting <input checked="" type="checkbox"/> Follow up on creations of a <i>Staff folder in DropBox to hold staff meeting minutes.</i> <input checked="" type="checkbox"/> Moved documents into folder created by Mary to store sensitive documents. <input checked="" type="checkbox"/> Attended teleconferences for following committees: Athletes, Finance and Investment <input checked="" type="checkbox"/> Met with PC Staff, Mary and Leo in December for annual staff review</p> <p><u>Current and Short Term Goals or Action Items</u> 1. Get the Bylaws revised and acceptable to USA Swimming</p> <p><u>Medium or Long Term Goals or Action Items</u> 1. Determine best practice for taking meeting minutes. Participated in the Athletes committee meeting and Veronica had the agenda in Google Docs and took minutes in real time that were visible to anyone signed in.</p>	<p>Action Items / Comments / Notes</p> <p><i>The ability to take notes in real time visible to all members of telecon seems very beneficial. The only draw back that I see is that it is hard to both lead the meeting and take notes at the same time on the computer.</i></p>
<p>Cindy, Administrative Director <i>Liaison to Finance, Investment, Audit, Camps & PC Admin BoR</i> <u>Report on Activities & Action Items from last meeting:</u></p> <ul style="list-style-type: none"> • BOD/Z2 Meetings contract (will use Pleasanton Courtyard Mar-June) • Proposed Concord Hilton for Clinic in 2020 and 2021 • Continue to Refine OTC Camp Details • Facility Meeting for SCFW Pleasanton site • Finalized SCFW Meet Sheet • Reviewed Assessment Process with Leo & David • Met with employees/performance reviews <p><u>Current and Short Term Goals or Action Items</u></p> <ul style="list-style-type: none"> • Finalize Contracts for Contracts for Concord Hilton • Online application process for OTC – the future is paperless • Ordering OTC Camp Apparel & Gear • Finalize OTC Selection & Staff • Planning Athlete Leadership Summit Planning Meeting for Jan 4 • Met with employees/performance reviews <p><u>Medium or Long Term Goals or Action Items</u></p>	<p>Action Items / Comments / Notes</p>

<ul style="list-style-type: none"> • LCFW Planning • Leadership Summit for Athletes- Support/Planning • Camps Survey in Q1 <u>Problems / Requests for Help</u> None	
Laurie, LSC Permanent Central; Contact Membership & Registration; <i>liaison to DEI, SafeSport, PC Safety Officer, PC Times Verification Officer</i> <u>Report on Activities & Action Items from last meeting:</u> [x] Staying on top of registration and clearing up missing/incomplete registrations. <u>Current and Short Term Goals or Action Items</u> [x] Currently meeting a 24-hour turn around on non-problematic registration. <u>Medium or Long Term Goals or Action Items</u> 1) Getting Marshalls certified. 2) Communication between USA-S and PC regarding Safe Sport <u>Problems / Requests for Help</u> None at this time	Action Items / Comments / Notes
Diana, Website Administration; Records <i>Liaison to Governance, Athletes and Club Development</i> <u>Report on Activities & Action Items from last meeting:</u> Created and posted Class of 2020 Commitments Added all meet results through JOs into All-Star TM database Ran Top Times multiple times Checked for Pacific Records multiple times Researched and facilitated booking of Athlete Event on 1/4/20 Updated Senior Times Spreadsheet Posted meet sheets Posted job ads & processed payments Counted and re-ordered Zone 2 ribbons Assisted in OTC product research General email responses Updated meet sheet archives <u>Current and Short Term Goals or Action Items</u> Work with Annie on updated P&P regarding Awards selectio Create new Records Certificate for 19-20 Season Finalize HP awards for Spring JOs, FWs <u>Medium or Long Term Goals or Action Items</u> Get host teams started on logo design for Summer JOs & FWs <u>Problems / Requests for Help</u>	Action Items / Comments / Notes
Annie, Meet Management Coordination <i>Liaison to Scheduling, Senior & Age Group</i>	Action Items / Comments / Notes

<p><u>Report on Activities & Action Items from last meeting:</u></p> <p><u>Current and Short Term Goals or Action Items</u></p> <p>[x] Collaborated with Diana to provide new wording for the Age Group Outstanding Swimmer tabulation process(for Policies & Procedures – amended to clarify use of “single age Pacific Swimming/NAG records”)</p> <p>[x] Far Westerns Meet Sheet Sanctioned and set-up in USA-S OME system (meet now live and accepting entries)</p> <p>[x] Time Verification report run for SCSC Senior Open</p> <p>[x] All scheduled meets for month of February (exception CRUZ and QSS February 29-March 1) sanctioned.</p> <p>[x] Worked with Leo Lin/Scheduling Committee to formulate 2020-2021 Pacific Swimming Meet Calendar. First Round Bidding is now open and accepting applications (open through Thursday, 1/30).</p> <p>[x] Continued MEFAP Outreach entry processing.</p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p><u>Problems / Requests for Help</u></p> <p>Typical early-calendar year issues with clubs/meet directors/officials not having their registration/certifications current for 2020 in order to get meets sanctioned.</p> <p>No worse than previous years, just a continuing obstacle in January/February.</p>	<p>Motion to approve change to P&P pending Feb BOD meeting.</p> <p>Continued support from Zone Sanctions and Officials Chairs in reminding their Officials, Clubs, and Meet Directors that certifications and registrations must be current as of meet day before a sanction can be released.</p>
<p>Jeanette, Travel Coordinator <i>Liaison to Officials</i></p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p><u>Current and Short Term Goals or Action Items</u></p> <ol style="list-style-type: none"> 1. <u>PAC All Stars</u>: Flights purchased and flight list submitted in Nov, changed in December after team selections, all star desk set up at JOs to hand out apps, collected 135 apps in all (including mailed in apps), inputted all athlete applicant data in spreadsheets and Team Manager in order to do selection meeting early December for just 32 spots. Selection meeting on December 9 at my house for all coaches: Picked team, notified all athletes (selected, rejected, and alternates), changed flight list according to selections, rooming list made and sent to hotel, ordered gear according to applicants sizes, bus contracts made for Oregon transfers, worked with Laurie on getting everyone registered before Christmas in order to be ready for trip, handled co-pays via Authorize.net. Gear came in before Christmas, so packed it all and distributed most before the Holidays (in Pleasanton and pick up day at SCSC). Created detailed itinerary for families and emailed out after selections. Credential checks for coaches done (constant reminder.....). Communicated with two fellow chaperones about job duties, created snack-shopping list for the trip and gave to Gary Arita (chaperone) to do shopping in Oregon. 	<p>Action Items / Comments / Notes</p>

2. ZAM: Communications with host zone (Z1S) about starting the meet announcement, confirmed details with hotel in Santa Clara (contract was signed in March 19), bag tags and caps were received, worked with sweatshirt company on updating this year's logo so it's ready when ordering in February. Prepared all excel spreadsheets for data inputting (rooming lists for all zones, gear sizes).
3. Booked OTC bus transportation (January/February trip)
4. Reserved officials' rooms for JOs in March according to Mike D/Mary's list.
5. Ordered officials gear from vendor, organized it in storage unit, received officials gear orders (FYI, includes picking up in storage, prepare for mailing, going to post office to mail, and uploading of receipts to dropbox).
6. Although not part of my job, during December (in between Pac All Star selection meeting and ordering/notifications etc) I was able to represent Pacific Swimming at JR Nationals in Seattle and at ISL in Las Vegas.

Medium or Long Term Goals or Action Items

Be ready for Pac All Star trip first weekend in January (except last minute changes, I am all done). Continue to prepare ZAM event (will be priority in January after Pac All star trip).

Long Term: Update on hosting Pac All Stars in 2020, pool in Pacifica has been booked; Larry Rice assisted with this and will prepare a "hosting budget" before February. At last staff meeting it was approved Pacific makes bagtags for all participants. After ZAM in March, I will look for hotels in area (which has banquet room for an All Teams Dinner) and get a contract started. I will communicate with the three other LSCs about the dates and other info I have at this time.

Problems / Requests for Help

None