



PC STAFF MEETING MINUTES/ REPORTS

May 26, 2020, 10:30 am

Via remote video conference

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

1. Going back to work temporarily to help with COVID-19, will be working mostly mornings with flexibility.
2. Working on resumption of operations, continue to meet with GCs of California and drafted a letter to Governor Newsom regarding the utilizing

Report of Action Items Prior:

Current/Short Term Goals: Revising P&P and R&R

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

1. Finalizing Round 1 Grant information, close to finishing that process. Round 2 is being reviewed by the committee, we had our first review meeting on Monday, May 25th, the next meeting is Monday, June 1. USA Swimming Grants will be finalized this week and we should know which clubs, if any, were granted some relief from the foundation donation.
2. Attended the athlete leadership summit planning meeting Sunday. Worked on timelines for the event and communication out to athletes prior to the event. Went over survey results and discussed how we would have a virtual summit if we have a virtual HOD. Next meeting is June 21.
3. Attended the weekly USA-S LSC Leadership call Thursday. I think there is just one more call and then we'll be moving to maybe a bi weekly or monthly call afterwards.
4. Pretty happy with the board meeting last week. Zoom board meetings could certainly be incorporated into our regular board meetings once we go back to in person meetings for a more authentic experience for the participants.

Report of Action Items Prior: Attended the Minnesota HOD and had several insights as to how we can plan for a virtual HOD should we decide to go that way.



Current/Short Term Goals: Working on clearing up some minor issues from Grant round 1 and 2, thought most are complete. Will begin month end planning for May.

Medium/Long Term Goals: Anticipating summer planning, working on HOD/Athlete Leadership event planning.

Additional Notes or Comments:

Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):
Report of Recent Activities: 2022 possibly have online registration, possibly through the club portals and or LSC portals. Created new registration forms for the new upcoming season. Working with USA swimming on Convention Registration.

Report of Action Items Prior: Still mailing Clubs with coach list showing missing/expired certifications - about half done with all clubs. Feedback is very positive. Receiving updated certifications and notifications when a coach is not coaching with the Club any longer and making them unattached. Also working with USA Swimming on the Convention.

Current/Short Term Goals: The 2021 Season will start on 6/1/20 and the Summer Season will start on 6/1/20 also. This is for new and expired registration. Renewals should wait until the Club receives their renewal package.

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Action Items Prior: Co-hosted BOD Zoom call, attended Athlete Summit Planning call, posted Z1S meets on website and to Google Calendar, posted various COVID announcements, archived BOD and EXEC documents into Dropbox, posted new membership forms in News

Current/Short Term Goals: Continue updating the website as needed. Athletes call this Sunday night. Continue updating Athlete information. Updating Athlete Rep application

Medium/Long Term Goals: Working with Athletes Committee, getting ready for HOD

Additional Notes or Comments:

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



Report of Recent Activities: Very quiet week. Received one sanction application (Zone 4 - DDST for end of July). Application acknowledged the likeliness of cancellation. Age Group Committee Meeting tonight - to bring up 2020-2021 time standards for discussion.

Report of Action Items Prior: Meet Sheet Templates are ready to go. Wait to send them out/post until a more clear picture of whether we will need additional templates forms.

Current/Short Term Goals: Conversation to open with Age Group Committee - do we need to soften time standards for the 2020-2021 JO/FW meets to account for all of the time out of practice/competition and potentially severely reduce the number of athletes travelling in?

Medium/Long Term Goals: Come up with protocol/guidelines for meet sanctioning requirements depending on social distancing limitations. Collaborate with Laurie on this? To be considered: deadlines for meet sheets; is a new template necessary? Required wording regarding social distancing? Officials requirements per Officials Committee? Will likely have to wait a little longer until we get a more clear picture as to what kind of restrictions we are going to be looking at.

Additional Notes or Comments:

Jeanette Soe, Travel Coordinator, Apparel (*Liaison to Officials*):

Report of Recent Activities: Been working on the projects Mary assigned me. Reviewing the officials apparel sales for the last 4 years and also reviewing all of the new meet templates that Annie created this past few weeks. Still waiting to see what the final Pac All Star Meet Name will be.

Report of Action Items Prior:

Current/Short Term Goals: Hope to be back in the USA next week. Contact Kyle and Veronica in regards to updates on All Star team name changes and progress

Medium/Long Term Goals:

Additional Notes or Comments:

Additional comments or other notes of importance: Finance Committee Meeting was moved to 6:00 pm on Thursday due to other rescheduled Zone Meetings. Plan to have an organizational meeting for Grants on 5/19.



PC STAFF MEETING MINUTES/ REPORTS

June 10, 2020, 2:00 pm

Via remote video conference

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

1. Weekly call with other California LSC Chairs.
- 2.

Report of Action Items Prior:

Current/Short Term Goals: Revising P&P and R&R

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities as of 6/10/2020:

1. Sat in on the final call with the Grant Task Force to finalize round 2 grants.
2. Sat in on the WZ Coaches Meeting, Investment Committee, Athlete Committee Zoom call and subsequent Athlete Support Statement development session.
3. Continue to work on Calendar Review and Update for June and July
4. Reminder: We are close to being halfway through our free Zoom account and if we plan to continue to use Zoom, we will need to make a subscription purchase. I can investigate whether we can get a custom plan or if we should go through techsoup.

Report of Action Items Prior: Grant notifications went out last week. Month end closing is complete our review for month end closing will be next Tuesday

Current/Short Term Goals: LSC Leadership call is every other Thursday beginning June 11. Hope to gain insight on whether sanctions will go forward in July.

Medium/Long Term Goals: Anticipating summer planning, working on HOD/Athlete Leadership event planning for fall and possible fundraising ideas for the organization.

Additional Notes or Comments: Do we still want to try to hold a HOD on June 17 and if so, when do we need to schedule the executive committee meeting to make the change to Cropper from Wheeler?



Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):
Report of Recent Activities: 2022 possibly have online registration, possibly through the club portals and or LSC portals. Created new registration forms for the new upcoming season. Working with USA swimming on Convention Registration.

Report of Action Items Prior: Still mailing Clubs with coach list showing missing/expired certifications - about half done with all clubs. Feedback is very positive. Receiving updated certifications and notifications when a coach is not coaching with the Club any longer and making them unattached. Also working with USA Swimming on the Convention.

Current/Short Term Goals: The 2021 Season will start on 6/1/20 and the Summer Season will start on 6/1/20 also. This is for new and expired registration. Renewals should wait until the Club receives their renewal package.

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Action Items Prior: Updated Athlete Representatives on Committee page. Updated and posted a new Athlete Flyer & Application. Attended Athlete Zoom Call, Posted Athlete Statement. Updated Job Postings. Researched APT deadlines for OAPB and TERA.

Current/Short Term Goals: Continue updating the website as needed. Continue updating Athlete information.

Medium/Long Term Goals: Working with Athletes Committee, getting ready for HOD

Additional Notes or Comments:

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

Report of Recent Activities: Age Group Meeting last week. Committee does not want to make adjustments to time standards for JO's/Far Westerns due to COVID. Will consider looking at bonus event options, particularly for Winter Meet. My request was that this be done well in advance of meet sheet sanctioning, NOT at the 11th hour, after the meet has already been open for registration, as has been attempted the last couple of years. Committee is looking at the structure/mission of 10 & Under Championships. Related to that, I am looking at updating 8 & Under Time Standards, which have not been touched in years. Compiling 4 year averages.



Report of Action Items Prior: Meet Sheet Templates - Incorporated Mary/Jeanette's requested edits. Diana - can I get any edits to awards wording (we made changes for the coming year due to COVID budget considerations, correct?)

Current/Short Term Goals: Meet Sheet Templates - how do we create a form that allows editing for only club/meet specific details? Goal to have a fillable word document that makes it easier both for meet host to fill out, and for sanction chairs/me to review (i.e. guaranteed that all required wording is correct and not outdated). Complete 8 & Under Time Standard update.

Medium/Long Term Goals: Come up with protocol/guidelines for meet sanctioning requirements depending on social distancing limitations. Collaborate with Laurie on this? To be considered: deadlines for meet sheets; is a new template necessary? Required wording regarding social distancing? Officials requirements per Officials Committee? Will likely have to wait a little longer until we get a more clear picture as to what kind of restrictions we are going to be looking at.

Additional Notes or Comments:

Jeanette Soe, Travel Coordinator, Apparel (*Liaison to Officials*):

Report of Recent Activities: Finished the two projects Mary had assigned me (Reviewing the officials apparel sales for the last 4 years and also reviewing all of the new meet templates that Annie created this past few weeks). Still waiting to see what the final Pac All Star Meet Name will be and as of 6/10/20 no final name agreed on by all LSCs.

Report of Action Items Prior:

Current/Short Term Goals: Contact Kyle and Veronica in regards to updates on All Star team name changes and progress.

Medium/Long Term Goals: Work on a "fillable" form for January "PAC All Star" meet. Secure ZAM hotel contract for 2021, book flights with our Southwest voucher for WZ 2021 when opening up for sales.

Additional Notes or Comments: Was contacted by Ares Sportswear and John Flesner (both vendors we use for All Star gear) - have let them know that our Summer trip has been canceled and we will not be ordering gear for a while.

Additional comments or other notes of importance: Finance Committee Meeting was moved to 6:00 pm on Thursday due to other rescheduled Zone Meetings. Plan to have an organizational meeting for Grants on 5/19.



PC STAFF MEETING MINUTES/ REPORTS

June 24, 2020, 2:00 pm

Via remote video conference

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

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

1. Weekly call with other California LSC Chairs. I missed last week's call but forwarded to our Zone Chairs a swim meet supplemental form development by SCS to document COVID-19 concerns.
2. The Grant Task Force met via Zoom on 6/22 to develop criteria for the Round 3 grants.
3. The Athlete Committee met last night to select the 4th AR for the Convention. Since the Convention is scheduled to meet via Zoom this year, I put in a request to Denise at USA-S that PC have 6 athletes join the call. Still waiting word back.
4. With the help of the Zone Chairs, I developed a survey to be sent out to member teams which will help us monitor the status of our teams as they return to the water. The survey is designed to be sent out twice a month so we can measure needs and desires as they change over time.
5. With the help of the many of our Zone and Committee chairs, I wrote another letter to our membership regarding keeping safe as they return to the water. Included was a policy statement on Black Lives Matter for Pacific. It was really an educational experience for me since I started out with a complete misunderstanding of the concept.
6. I responded to an email from a parent who read an article in the Pleasanton Weekly regarding coach abuse. The questions were not well informed but I thought they deserved an answer. We may see more of this since Pacific has been named in two new lawsuits stemming from cases of abuse that occurred about 30 years ago.

Report of Action Items Prior:

Current/Short Term Goals: R&R are currently with the Governance Committee for review. I have not started on P&P yet.

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities as of 6/10/2020:

1. Impact vs Intent Diversity Workshop coming up July 11, 18, 25 please join if you can.
2. Grants for Round 3 will open July 6 and stay open through at least July 31.



3. Attended VirtualLSC Governance Series Call #1. Will meet each month on the 3rd Thursday.
4. Participated in the May month end accounting review, Executive Committee meeting, Finance Committee LSC Leadership zoom calls.
5. Continue to work on Calendar Review and Update for June and July
6. HR Training - Sexual Harassment Training free through this link: <https://www.dfeh.ca.gov/shpt/>

Report of Action Items Prior:

Current/Short Term Goals: Working on Town Hall content

Medium/Long Term Goals: Anticipating summer planning, working on HOD/Athlete Leadership event planning for fall and possible fundraising ideas for the organization.

Additional Notes or Comments:

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

Report of Recent Activities: 2022 possibly have online registration, possibly through the club portals and or LSC portals. Created new registration forms for the new upcoming season. Working with USA swimming on Convention Registration.

Report of Action Items Prior: Still mailing Clubs with coach list showing missing/expired certifications - about half done with all clubs. Feedback is very positive. Receiving updated certifications and notifications when a coach is not coaching with the Club any longer and making them unattached. Also working with USA Swimming on the Convention.

Current/Short Term Goals: The 2021 Season will start on 6/1/20 and the Summer Season will start on 6/1/20 also. This is for new and expired registration. Renewals should wait until the Club receives their renewal package.

Medium/Long Term Goals:

Action Item Add a page to club registration packet listing Board Members and term dates

Additional Notes or Comments:

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

Report of Recent Activities:

Report of Action Items Prior: Updated website and Google Calendar with Zone 4 2020-2021 Meets. Updated Meet Sheet Archive for April and May 2020. Attended Athlete Summit planning call. Ordered Athlete stickers for Summit. Attended call to determine Athlete Convention Applicant - 4th AR is Saya Ryan. Updated Job Postings and College Commitments. Looked over Meet Templates and added Awards to JO meets. Posted minutes and archived documents and minutes from past meetings.



Current/Short Term Goals: Design a "Save the Date" Evite/Goggle Form for Summit by end of June. Research cost and deadline timeline for mask swag for Summit. Go through our website to make sure all of our links to USA Swimming are fixed since they updated their website. Add Scholastic All America information to website.

Medium/Long Term Goals: Vern asked me to look for some more diverse pictures for our website. Working with Athletes Committee.

Additional Notes or Comments:

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

Report of Recent Activities: Reviewed sanctions links/documents on web for Diana. Updated sanction application instructions to reflect changes in Zone Sanction Chair contacts and most current meet calendar (i.e. removal of references to Age Group Open/Senior Circuit meets). Reviewed Official's return to competition guideline working document. Communication with Zone 3 sanctions chair regarding current plan to return to competition.

Report of Action Items Prior: See above.

Current/Short Term Goals: Complete 8 & Under Time Standard update.

Medium/Long Term Goals: Come up with protocol/guidelines for meet sanctioning requirements depending on social distancing limitations. Collaborate with Laurie on this? To be considered: deadlines for meet sheets; is a new template necessary? Start with the official's guideline document.

Additional Notes or Comments:

Jeanette Soe, Travel Coordinator, Apparel (*Liaison to Officials*):

Report of Recent Activities: Working on a new project assigned to me by Mary. I am creating a LSC Awarded Meets Summary spreadsheet and summarizing trends for the last 5 years. Been in contact with Kyle in regards to a final Pac All Star Meet Name - Kyle has sent email out for final vote by all.

Report of Action Items Prior:

Current/Short Term Goals: Finish project by next week

Medium/Long Term Goals: Work on a "fillable" form for January "PAC All Star" meet - I will need the adobe acrobat Standard (can not be done with a free version of acrobat, annual cost if prepaid is \$12.99/month =



\$155.88 per year, single user only. I spent \$141 on copying apps in 2019). Secure ZAM hotel contract for 2021, book flights with our Southwest voucher for WZ 2021 when opening up for sales (not before October).

Additional Notes or Comments:

Additional comments or other notes of importance: Finance Committee Meeting was moved to 6:00 pm on Thursday due to other rescheduled Zone Meetings. Plan to have an organizational meeting for Grants on 5/19.

Mary - Comments

Provide reminder to clubs regarding Safe Sport

Leo - Comments

Meet sanctions going forward Turn Around Time will need _____

Safety Plan

What the facility allows

Times are good for only LSC level meets

Adapt League and Dual meets wording



PC STAFF MEETING MINUTES/ REPORTS

July 8, 2020, 2:00 pm

Via remote video conference

Staff Attendance: Cindy Rowland [X], Laurie [X], Diana [X], Annie [X], Jeanette []

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

Others:

David Cottam, General Chair:

Report of Recent Activities:

1. Weekly call with other California LSC Chairs. I missed last week's call but forwarded to our Zone Chairs a swim meet supplemental form development by SCS to document COVID-19 concerns.
2. The Grant Task Force met via Zoom on 6/22 to develop criteria for the Round 3 grants.
3. The Athlete Committee met last night to select the 4th AR for the Convention. Since the Convention is scheduled to meet via Zoom this year, I put in a request to Denise at USA-S that PC have 6 athletes join the call. Still waiting word back.
4. With the help of the Zone Chairs, I developed a survey to be sent out to member teams which will help us monitor the status of our teams as they return to the water. The survey is designed to be sent out twice a month so we can measure needs and desires as they change over time.
5. With the help of the many of our Zone and Committee chairs, I wrote another letter to our membership regarding keeping safe as they return to the water. Included was a policy statement on Black Lives Matter for Pacific. It was really an educational experience for me since I started out with a complete misunderstanding of the concept.
6. I responded to an email from a parent who read an article in the Pleasanton Weekly regarding coach abuse. The questions were not well informed but I thought they deserved an answer. We may see more of this since Pacific has been named in two new lawsuits stemming from cases of abuse that occurred about 30 years ago.

Report of Action Items Prior:

Current/Short Term Goals: R&R are currently with the Governance Committee for review. I have not started on P&P yet.

Medium/Long Term Goals:

Additional Notes or Comments:



Cindy Rowland, Administrative Director (*Liaison to Finance, Investment, Audit, Camps & PC Admin BoR*):
Report of Recent Activities as of 7/8/2020:

1. Impact vs Intent Diversity Workshop is coming up this weekend (July 11, 18, 25). please join if you can. The booklet will be going out digitally - is anyone planning on attending that did not fill out the google doc?
2. Reviewed and set up the application in google form for round 3 grants. The application opened July 6 and emails went out to clubs and head coaches on Monday morning. The info was also posted to our website, and added to social media channels.
3. Added the second survey July 1-15 (18 respondents) and closed up the June survey (49 respondents). Will be presenting the information to the board at the next meeting.
4. Finalized June closing, accounting review is next Tuesday, attended investment committee meeting and LSC Leadership meeting (USA Swimming announced their grant and everyone provided feedback on board membership requirement, including how inconvenient the notice was, how was the requirement going to be monitored, who was responsible for ensuring that the requirement was met, etc.
5. Continue to work on Calendar Review and Update for July
6. ThinkHR website - did a quick review - lots of resources, including an even better version of an employee handbook than the last one I found.
7. Sexual Harassment training - CA law requires any employer with 5 or more employees to provide training every two years. CalNonprofits provided this link, which every non supervisory employee can take the class for free. <https://www.dfeh.ca.gov/shpt/> Please get a pdf copy of your completed training and email to me.
8. School announcements in your areas? We've had two elementary school districts announce total distance learning and the local high school district is doing every other day to reduce the student population on campus by about half. I support making a decision to have the athlete leadership summit go virtual so that more complete planning efforts can commence and all athletes have equal access regardless of health concerns.

Report of Action Items Prior: Reached out to Joel about the Zoom and he's going to get back to me on some ideas they have for continuing to offer Zoom to LSC's and Clubs.

Current/Short Term Goals: Town Hall agenda - do we want to ask if anyone from USA Swimming can attend? Agenda thoughts? 1 - surveys, 2 - grants, 3 - update from athletes, 4 - q&a,

Medium/Long Term Goals: HOD/Athlete Leadership event planning for fall, possible fundraising ideas for the organization.

Additional Notes or Comments:

Laurie, what can you tell us about the USA Swimming Convention thus far? Will there be a fee to participate, etc?

David, did we get the Rules and Regs committee on changes for HOD yet? - NO

Should we move this meeting to earlier in the day? - LEAVE IT FOR NOW



Laurie Benton, Membership & Registration (*Liaison to DEI, SafeSport, Safety & Times Verification Officer*):
Report of Recent Activities: 2022 possibly have online registration, possibly through the club portals and or LSC portals. Created new registration forms for the new upcoming season. Working with USA swimming on Convention Registration.

Report of Action Items Prior: Still mailing Clubs with coach list showing missing/expired certifications - about half done with all clubs. Feedback is very positive. Receiving updated certifications and notifications when a coach is not coaching with the Club any longer and making them unattached. Also working with USA Swimming on the Convention.

Current/Short Term Goals: The 2021 Season will start on 6/1/20 and the Summer Season will start on 6/1/20 also. This is for new and expired registration. Renewals should wait until the Club receives their renewal package.

Medium/Long Term Goals:

Action Item Add a page to club registration packet listing Board Members and term dates

Additional Notes or Comments:

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

Report of Action Items Prior: Athlete stickers for Summit are lost in delivery - good news they are being replaced and if the first ones ever show up we will then have 200 stickers. Worked on Athlete Save the Date - at a standstill until it can be decided if it's 1 day/2day & in person/online. Received one quote on Athlete Summit masks, waiting for the 2nd. Working through the website checking all links, especially to USA Swimming sites.

Current/Short Term Goals: Continue working through website links. Go back, research and post Virtual JO Team Awards on the website

Medium/Long Term Goals: Vern asked me to look for some more diverse pictures for our website. Working with Athletes Committee.

Additional Notes or Comments: Ask Laurie about clubs disbanding...take off website? Ask about WZ All-Star name and Pacific Coast All-Star name (to remove All-Star)

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



Report of Recent Activities: Last adjustments made to meet sheet templates. Diana checked over and filled in updated awards information. 8 & Under warm-up statement removed from JO and FW Meet Sheets (as approved by Mike Davis). Age Group Meeting tonight.

Report of Action Items Prior: See above. Meet Sheet Templates updated further.

Current/Short Term Goals: Complete 8 & Under Time Standard update.

Medium/Long Term Goals: Come up with protocol/guidelines for meet sanctioning requirements depending on social distancing limitations. Collaborate with Laurie on this? To be considered: deadlines for meet sheets; is a new template necessary? Required wording regarding social distancing? Officials requirements per Officials Committee? Will likely have to wait a little longer until we get a more clear picture as to what kind of restrictions we are going to be looking at.

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Medium/Long Term Goals: Work on a "fillable" form for January "PAC All Star" meet - I will need the adobe acrobat Standard (can not be done with a free version of acrobat, annual cost if prepaid is \$12.99/month = \$155.88 per year, single user only. I spent \$141 on copying apps in 2019). Secure ZAM hotel contract for 2021, book flights with our Southwest voucher for WZ 2021 when opening up for sales (not before October).

Additional Notes or Comments:

Additional comments or other notes of importance:

Mary - Comments

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