



Recent Focus & Accomplishments:

- 1) Final review of year end for the 990 filing and the auditor's review were a large part of December and January tasks.
- 2) Worked with Guardian HR to finalize an Employee Handbook, as well as perform an HR audit.
- 3) Moved out of the office in late December and migrated South Bay storage to the Concord/Clayton Storage.
- 4) Worked with Mary on Membership Task Force Data presentation and updated 20-21 budget.
- 5) USA Swimming shared the latest version of the LEAP Program details at the January LSC Leadership Meeting. The key changes are that the program is now every 2 years instead of every four, it's required by the affiliation agreement and Pacific Swimming will have to meet our requirements and submit between early July and no later than September 30. For those interested, a version of the requirements is posted with the board documents.
- 6) We recently held a virtual Officials Clinic on January 30 with more than 300 participants between the Am and PM. Thanks to Jay Rowland for his technical support with our Zoom set up and supporting with the video recordings of the clinic classes and main sessions. Thanks to Diana for help in moderating the clinic attendees.
- 7) Staff have been working on various projects that are detailed in the staff reports and include processing 2021 registration, updating meet templates and sanctions, updating the website, and updating records and college commitments.
- 8) Staff continues to meet every 2 weeks with David Cottam, Leo Lin and Mary Ruddell. Jeanette was laid off in January due to a continued lack of work surrounding travel needs.

Updates on Upcoming Activities:

- 1) Recommend to Board of Directors that Spring and Fall HOD be virtual. The Athlete Leadership Summit will be virtual as we need to plan these activities and with no real foresight on gathering restrictions in our counties, it's easier to make the decision to be virtual. Virtual events will also help to keep costs at a minimum when we need to reduce our expenses.
- 2) Online Board Elections will take place during our Spring HOD.
- 3) Will begin a LEAP Review prior to the end of February.

Considerations and other Notes:

- 1) Notes from the staff meetings between December and early February are posted on the website.