



PC STAFF MEETING MINUTES/ REPORTS

September 28, 2023
Virtual Meeting 9:30 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [unavailable]
Karen Bair [X], Mary Ruddell [unavailable]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals: Complete LEAP items highlighted in yellow by October 31.

[] **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. Meets are happening and I am now invoicing meets. Finalized the first weekend's a few days late, but have the next set of invoices and communications set up in advance.
2. Diana and I have been working closely on preparing for the clinic. We still are short an emcee and a photographer. I am going to reach out to someone we used as an emcee in the past, if that's a no go, I will ask David Weirdsma. If anyone knows a great announcer, please let us know.
3. Apparel order for the clinic should be ready by October 12 - large order to tide us over through the new year hopefully.
4. Most of the swag and giveaway items for the Oct 14-15 events have been procured or ordered. I am still working through a bag tag order for Officials with meets listed. 300 bag tags were going to be \$666, but I added a bag tag for non Officials and one to go with the bag we are giving to nominees and managed to get 700 for just under \$900. Had to do some logo clean up on the PacSwim logo
5. As of this morning, our counts 108 for Stroke and Turn, but only mid 30's for the starter clinic and the admin clinic. Athletes are only at about 15 people in person and the PacSwim Awards are at 115, with 43 being nominees.

6. Hunter Armstrong agreed to participate in the Awards Banquet for a \$1,000 participation fee. I have asked the agent to provide w-9 and invoice or payment request. Wendy Bartlett with USA Swimming has confirmed his itinerary and provided a list of questions for reference that he's fairly familiar with that discuss his swimming journey
7. Working on a notification today for clubs to update delegates for the HOD. We are no longer able to keep a designated list of delegates in the club's SWIM's record. Clubs will be asked to submit their delegates on a google form with contact info so they can be invited to the meeting. We will have a registration for the HOD meeting. We also have prep that needs to happen for this meeting - we should start preparing the agenda.
8. Starting to prepare for the month end closing - next few weeks will be fairly hectic as we get ready for mid October.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Clinic/Banquet/HOD

Additional Notes or Comments: 1) Can we set a minimum standard for application to PacCoast All-Star Meet? Application is ready to go, but if we are pushing the application out to more areas, can we try to get a pool of applicants that have minimum requirements? 2) Does anyone want to go to Aquatic Night at San Jose Sharks? January 20th is the date - Sharks Cap - Meet and Greet with Ryan Murphy and Abby Weitzel.

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Added new Athlete Reps to Master Sheet and website, Updated 23-24 Officials Assignments, Mailed out Officials' new apparel orders, Attended new Board orientation, Posted documents for BOD meeting, Attended BOD meeting, Compiled by hand all of the NAG Top 10 Times, Had all Records and Top 10 NAG certificates printed, Separated and mailed out all certificates, Ordered Awards Banquet nominee gifts, Created and tabulated all Awards Banquet voting, Ordered awards for banquet, Updated

Senior Time Standards as much as possible, Processed Travel Support for summer meets, Recording all Officials Clinic apparel orders, Mailed out all invites for Awards Banquet, Gave Hyatt House all of the names for hotel rooms for October, Met with Wendy Bartlett regarding Hunter Armstrong's itinerary, Updated committees on website, Calculated airfares for Winter travel meets for Travel Support, Created Hy-tek time standards files for AGC and FW

Report of Action Items Prior:

Current/Short Term Goals: Everything October 13-15!, Update All-Star TM database with July and August meets going forward, Build 23-24 Travel Support Forms

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

Additional Notes or Comments: 23-24 Travel Support Forms & Amounts?

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-133. Meets current in OTS through 23-129. Two meet sheets in the inbox to review Thursday. Long Course AGC & Far Westerns Standards approved & posted. Working on calculating AGC standards for Athletes with Disability for Kent. Call scheduled for next week with CROW re: Winter AGC.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Update templates to reflect slight change in wording regarding pool dimensions/certification.

Medium/Long Term Goals: Still need hosts - Spring AG Champs, July Senior 2 T/F.

Additional Notes or Comments: Schedule Zoom for Wed. 10/4 10:00 AM - Annie, Lehla, Tyler, Kris & Iain (CROW)

Karen Bair, Admin Asst:

Report of Recent Activities:

Pac All Star Meet 2024: 2024 Applications have been completed, and Cindy has updated the Club affiliation drop down menu of the application.

A meeting with all the stakeholders is scheduled for Thursday at 10:30. The topics will mainly be logistics (hotel, transportation, Saturday banquet, etc.). Busing vs. flying was considered, and would be too difficult for athletes, sitting for 6 hours prior to a competition. And the pick-up drop off times would not be ideal (early pick up, late drop off). I have a quote for busing, but am waiting to see what the host team has proposed for

busing before our busing is finalized. We have a contract for the hotel, and all teams will be staying at the same hotel.

Flights were researched and reservations made, San Jose to Burbank (best cost, times). Deposit is due by October 2nd, final payment due November 23rd. We are able to reduce the cost of flights if the prices go down, before our final payment is due. So I will be monitoring the flights.

WZAG 2024:

The meet will be returning to Boise! I have been in contact with the hotel that we used last year, and the cost has gone up slightly (\$5/night). A contract for the hotel was received, but I want to verify the dates of WZAG 2024. The hotel was convenient and the staff was extremely accommodating.

I have also contacted the bus company again. They don't have a large enough bus to fit all of our athletes, and I would still like to use the school bus option, and 1 bus (with the exception of the airport pick up and to our activity). The pool venue and hotel were within 4 miles, so a 1 bus shuttle works.

Planning for 2024 will be easier, and I would like to do the same activity with the athletes on Saturday night, after the meet. We should be receiving a couple of free tickets, as I filled out a questionnaire submitted by the Wahooz site.

TO DO:

2024 ZAM: Requested busing quote—still waiting for contract. Need to send updated applications to teams, after the venue is finalized. Work on artwork for Pac All Stars.

Medium/Long Term Goals:

Additional Notes or Comments: Looking forward to October Officials Clinic!

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Started work on the narrative part of the Audit.
2. Working on the monthly budget. There are definitely areas within the budget where there will be more income (Transfers - we've had over \$1200 so far this month and expected \$450) and more expenses (Verizon bill will be approx \$800 more this year than expected).
3. Debbi has transitioned into the person that pays the invoices in BILL. Many thanks to Veronica for filling in between Randy and Debbi.
4. Replied to Susan Huckaby regarding WZ DEI donation. Invoice will be sent to me. Payment is due by December.

Report of Action Items Prior:

Current/Short Term Goals: Complete monthly budget and continue work on the narrative part of the audit and start working on the financial reports.

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- DDEI Camp will be held in Z3 on Sat, Oct 21; Getting insurance purchased, pool reserved, coaches set, food ordered, timeline sorted
- Personnel Committee - email Kyler to set-up the next meeting
- Age Group - Agenda items: Spectator surcharge for Champ meets
- Governance - Updating awards section of P&P
- Athlete Summit - Need to get coach registration form done asap

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

October 11, 2023
Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals: Complete LEAP items highlighted in yellow by October 31.

[] **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. Had Accounting Review with CCA. September close is complete, just a few minor updates to be made, probably after The Weekend.
2. Lots of Clinic and Banquet prep. All the Banquet programs, script and presentations have been cross checked. Met with the emcee Andrew Tucker and feel that will go really well - we used in 2017 I think.
3. Expect apparel order for the clinic to be ready for pick up late today or tomorrow. We have over 312 shirts and 170 caps and beanies, so we should be set for a good period of time.
4. As of this morning, the beginning stroke and turn class is completely full, and our AM class count is 338 and PM class counts are 287. We still have space in the starter and deck referee clinics. Banquet is at 205 (67 nominees) and the Athletes are at 25 and 5 virtual.
5. I followed up on this - they are supposed to invoice us at some point. *Hunter Armstrong agreed to participate in the Awards Banquet for a \$1,000 participation fee. I have asked the agent to provide w-9 and invoice or payment request. Wendy Bartlett with USA Swimming has confirmed his itinerary and provided a list of questions for reference that he's fairly familiar with that discuss his swimming journey*
6. Have only heard back from about 30 clubs for HOD. Working on a follow up today.
7. Overall, I feel pretty good about The Weekend.

Report of Action Items Prior:

Current/Short Term Goals: Medium/Long Term Goals: Clinic/Banquet/HOD

Additional Notes or Comments: 1) Can we set a minimum standard for application to PacCoast All-Star Meet? Application is ready to go, but if we are pushing the application out to more areas, can we try to get a pool of applicants that have minimum requirements? 2) Does anyone want to go to Aquatic Night at San Jose Sharks? January 20th is the date - Sharks Cap - Meet and Greet with Ryan Murphy and Abby Weitzel.

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Updated 23-24 Officials Assignments, Tracked and packaged Officials' apparel orders for Clinic pickup, Processed Travel Support for summer meets, Mailed out all invites for Awards Banquet, Coordinated all Hyatt House hotel rooms for October, Created Winter Travel Support forms to be presented at HOD, Posted HOD documents, Calculated, ordered and or shopped for all food items for Clinic, Summit, Banquet or HOD.

Report of Action Items Prior:

Current/Short Term Goals: Everything October 13-15!, Update All-Star TM database with July and August meets going forward

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

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-143. Meets current in OTS through 23-132. Call with CROW reps regarding Winter AG Champs. Completing Disability Time Standards for AGC for Kent. MEFAP Entry Processing.

Current/Short Term Goals: Review Meet Sheets as they are received. Meet Director Packets to be distributed as needed. MEFAP Entry processing as necessary. Update templates to reflect slight change in wording regarding pool dimensions/certification.

Medium/Long Term Goals: Still need hosts - Spring AG Champs, July Senior 2 T/F.

Additional Notes or Comments:

Karen Bair, Admin Asst:

Report of Recent Activities:

PAC ALL-STAR: Hotel contract revised to correctly reflect arrival and departure date. Busing for the trip has been reserved, and the check requested for deposit, with the balance due 2 weeks prior to the date of service. Deposit for flights has been paid, and the balance due in late November. Applications were updated, and a question was added about competing in a swim meet outside of our LSC, as there are travel meets scheduled for some clubs. Researched apparel for the meet.

ZAM 2024:

Applications, both paper and on-line version have been updated and are ready for distribution.

Quote received for transportation for Zone 4, and contract will be sent. Busing for Z1N, Z1S, Z2 and Z3 has been reserved, and contract received.

WZ 2024:

Hotel used in 2023 was contacted, and a contract for hotel has been received.

Ukiah Camp:

Vern asked for help at Ukiah camp, and researching food.

TO DO: Artwork for Pac All-Star, order bag tags, stickers and caps for Pac All-Star. Get signatures and return signed contracts for WZAG Hotel and ZAM busing to vendors.

Medium/Long Term Goals:

Additional Notes or Comments: Looking forward to October Officials Clinic!

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. Monthly Budget is completed
2. Gathering Audit/Informationals return paperwork
3. Completed September End of Month Close.
4. Started working on CAL Savers

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- DDEI Camp will be held in Z3 on Sat, Oct 21; Getting insurance purchased, pool reserved, coaches set, food ordered, timeline sorted
- Personnel Committee - email Kyler to set-up the next meeting
- Age Group - Agenda items: Spectator surcharge for Champ meets
- Governance - Updating awards section of P&P
- Athlete Summit - Need to get coach registration form done asap

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

October 19, 2023
Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [], Lehla Irwin [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals: Complete LEAP items highlighted in yellow by October 31.

[] **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. Working on finalizing clinic expenses, merchandise recap and allocations for clinic/banquet/HOD.
2. Working on support for the Ukiah Clinic. I will be traveling there Sunday to assist Veronica.
3. Clinic had ~300 attendees not including all of the presenters, about 222 for the banquet and a better than expected crowd in person for HOD.
4. Requested logo from NWD for AGC bag tags.
5. No invoicing for this week since it was a protected weekend, but I am setting up invoices in advance for the remainder of the month.
6. LEAP and Audit Prep will be the priority next week.

Report of Action Items Prior:

Current/Short Term Goals: LEAP, AGC, Audit Uploads, Staff Reviews

Medium/Long Term Goals:

Additional Notes or Comments: Winter AGC Bag Tags need to be ready for production by 11/6/23 to be here by 11/29/23 without any priority charges. If Pac All Star is getting bag tags, they should go into that order. Is the event listing finalized for those two meets?

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

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:
Current/Short Term Goals:
Medium/Long Term Goals:
Action Items:
Additional Notes or Comments:

Diana Fetterman, Website Administration & Records (*Liaison to Athletes, Officials, Club Development*):
Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Posted documents for HOD meeting, Attended HOD meeting, Processed Travel Support for summer meets, Fulfilled all Officials Clinic apparel orders, Set up, ran and took down all aspects of the Officials Clinic, Awards Banquet, Athlete Summit and HOD, including food, gifts, swag, awards presentation. Coordinated last minute reservations at Hyatt House for PC people, Created Winter Travel Support forms for presentation after HOD announcement, Repackaged all leftover Officials Apparel to keep in storage, Updated Meet Sheet Archive for September, Recap article for PacSwim Awards

Report of Action Items Prior:

Current/Short Term Goals: Update All-Star TM database with July and August meets going forward, Build 23-24 Travel Support Forms

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

Additional Notes or Comments: 23-24 Travel Support Forms & Amounts?

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

Report of Recent Activities: **Report of Action Items Prior:** Meets sanctioned through 23-145. Meets current in OTS through 23-144. Several Meet Sheets in the review process, including Winter AG Champs. Disability AGC Standards complete and submitted to DDEI for review. MEFAP Entry Processing.

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: Still need hosts - Spring AG Champs, July Senior 2 T/F. Scheduling Process for 24-25 gets underway in November/December. Requesting feedback from Age Group/Senior on any desired changes to the PC Calendar.

Additional Notes or Comments: Potential Host for Spring AGC - SBA. Pool has the necessary capacity. Sent club contact bid form to complete and approve.

Karen Bair, Admin Asst:
Report of Recent Activities:

PAC ALL-STAR: Deposit for flights has been paid, and the balance due in late November, and I continue to monitor the price of tickets. Applications were updated and posted on the website for athletes, coaches and chaperones, and applications are being submitted. Researched apparel for the meet.

ZAM 2024: Applications, both paper and on-line version have been updated and are ready for distribution.

Quote received for transportation for Zone 4, and contract will be sent. Busing for Z1N, Z1S, Z2 and Z3 has been reserved, and contract received and signed..

WZ 2024: Hotel used in 2023 was contacted, and a contract for the hotel has been signed and hotel reserved for 2024.

Ukiah Camp: Researched food for Ukiah Camp, and ordered sandwiches and pizza for the group.

TO DO: Artwork for Pac All-Star, order bag tags, stickers and caps for Pac All-Star. Get signatures and return signed contracts for WZAG Hotel and ZAM busing to vendors.

Medium/Long Term Goals: Looking forward to Pac All-Star meet!

Additional Notes or Comments: I had a great time at the October Officials Clinic!

Additional comments or other notes of importance or relevance:

Mary - Comments:
Report of Recent Activities:

1. All employees have been registered into the CalSavers program and should have received a "Welcome to CalSavers" email. If you do not want to participate you'll need to opt out. If you do not respond to the email you will be automatically enrolled. Your decision must be made by 11/10/23
2. Continue to work on gathering information and reports for the audit. Cindy and I have meetings set for 11/2 with the accountant to finalize items to submit to the auditor and 11/17 for a kickoff meeting with the auditor.
3. We need to find a better way to process Official's orders at the Clinic. Most alternatives require an annual fee.

4. All Clubs have completed their USAS club membership have been invoiced for their Pacific Club membership dues.As of 12/17 twenty clubs have been invoiced.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- DDEI Camp will be held in Z3 on Sat, Oct 21; Getting insurance purchased, pool reserved, coaches set, food ordered, timeline sorted
- Personnel Committee - email Kyler to set-up the next meeting
- Age Group - Agenda items: Spectator surcharge for Champ meets
- Governance - Updating awards section of P&P
- Athlete Summit - Need to get coach registration form done asap

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items:



PC STAFF MEETING MINUTES/ REPORTS

November 2, 2023
Virtual Meeting 10:00 am

Staff Attendance: Cindy Rowland [X], Laurie Benton [X], Diana Fetterman [X], Annie Stein [X] Karen Bair [X], Mary Ruddell [X]

Board Member Attendance: Verónica Hernández [X], Lehla Irwin [X]

Others/Guests:

Lehla Irwin, General Chair:

Report of Recent Activities:

ACTION ITEMS: Report of Action Items Prior:

Current/Short Term Goals: Complete LEAP items highlighted in yellow by October 31.

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

Additional Notes or Comments: High Performance Consultant - request from committees

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

Report of Recent Activities:

1. Finalized clinic expenses, merchandise recap and allocations for clinic/banquet/HOD.
2. Supported a very wet Ukiah Camp with just over 20 kids from Zone 3.
3. Requested logo from NWD for AGC bag tags.
4. Invoiced meets through the last weekend of October.
5. Renewed our mailbox through October of 2024.
6. Reviewed LEAP with Lehla, submission is close, but there are some website items that need to be updated.
7. Coordinating with Karen on some of the upcoming travel events like Pac All Stars and ZAM. Also just found out Friday we have a spot at OPTC if we want it, so thinking through the logistics of that camp as well.
8. Met with the Personnel Committee regarding staff reviews. Provided some historical analysis for them to review.
9. Final Board Meeting of the year is two weeks away.

Report of Action Items Prior:

Current/Short Term Goals: Month end Closing coming up this week and next week, Preparing for Board Meeting, Finalizing LEAP submission, Audit Uploads, Staff Reviews.

Medium/Long Term Goals:

Additional Notes or Comments:

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

Report of Recent Activities:

Transfers - Clubs need to let their athletes know that there is a charge for transfers - many of our people receiving transfers think our authorize.net invoice is some sort of spam.

2024 Registration has started. The system has timed out alot, especially at the cart creation point. Members just need to keep trying and it will go through. Lots and lots of questions and problems being addressed. Wrote up short step by step instructions to help members get through the registration process since there is so much confusion.

Report of Action Items Prior:

Current/Short Term Goals:

Medium/Long Term Goals:

Action Items:

Additional Notes or Comments:

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

Report of Recent Activities: Posted new 23-24 Meets on website and on calendar, Updated Job Postings, Posted new articles, Fulfilled all Officials Clinic apparel orders, Update All-Star TM database with July and August meets going forward, Updated Meet Sheet Archive for October, Started collecting athletes that will sign their NLIs next week, Updated Officials Assignments, Created fillable PDF for Investment Committee Grants, Found 419 PC Records that were wrong in SWIMS, Posted 23-24 Scholastic All America Scholars and Club Excellence Teams

Report of Action Items Prior:

Current/Short Term Goals:, Build 2024 Travel Support Forms, Finalize number of medals for Spring FW

Medium/Long Term Goals: Working with the Athletes Committee and Officials Committee, Work on "tags" for all website pages, Start thinking about next year's clinic, awards banquet, summit

Additional Notes or Comments:

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

Report of Recent Activities: Report of Action Items Prior: Meets sanctioned through 23-157. Senior 2 T/F December in my inbox for sanction today. Meets current in OTS through 23-154. Time Verification for PLS Senior 2. Spring Age Group Champs awarded to SBA. MEFAP Entry Processing.

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: July Senior 2 T/F still in need of host. Scheduling Process for 24-25 gets underway in November/December. Requesting feedback from Age Group/Senior on any desired changes to the PC Calendar.

Additional Notes or Comments: Starting to receive 2024 Meet Sheets, most clubs not yet paid PC portion for 2024.

Karen Bair, Admin Asst:

Report of Recent Activities:

PAC ALL-STAR: We are up to 56 athlete applicants, 5 coaches, and 2 chaperones who have applied. Vendor for tshirt and sweatshirt screening was contacted, and we will have a tight window to get sizes to the vendor for screening prior to the holidays. Caps for the event have been ordered. Sticker Mule had customized standup pouches on sale, and those have been purchased for the athletes. Flights haven't come down in price.

ZAM 2024: Applications, Paper and on-line versions have been updated and were sent to all Zones.

Sweatshirt vendor was contacted, and sweatshirts will be mailed to each zone for distribution prior to the meet.

All busing is arranged. Pool is available from 12:30-4:30 for warmups on Saturday, and arrival of Zones will be staggered. Hotel check in is 3pm, and Zones will go to the hotel after their Saturday pool time.

WZ 2024: The hotel used in 2023 was contacted and we have a signed contract, and they are excited to have us return.

Ukiah Camp: Ordered the food for the Ukiah Camp (Subway sandwiches and Costco pizza).

TO DO: order bag tags, stickers. Finalize apparel, select coaching staff for Pac All-Star meet.

Medium/Long Term Goals: Looking forward to Pac All-Star meet!

Additional Notes or Comments:

Additional comments or other notes of importance or relevance:

Mary - Comments:

Report of Recent Activities:

1. CalSavers deadline to opt out is 11/10/23. If you do not respond to the email you will be automatically enrolled. If you wish to participate in the Cal Savers program- please let Cindy and I know so that we can set up paycheck deductions.
2. Continue work on audit prep. Meetings set for 11/2 and 11/9 with the accountant to finalize items to submit to the auditor and 11/17 for a kickoff meeting with the auditor.

3. Clubs that have completed their USAS club membership have been invoiced for their Pacific Club membership dues. As of October 31st, 11 of the 23 registered clubs have paid their invoice. Shared Club Invoicing spreadsheet with Annie. (Located in the Meet Management folder in Dropbox.)
4. Started work on October's end of month tasks.

Report of Action Items Prior:

Current/Short Term Goals: Continue Audit work, 1099 and W2s spreadsheets for January filings,

Medium/Long Term Goals: File tax submittal extension with USAS. Update Finance Policies and Procedures with Debbi.

Additional Notes or Comments:

Verónica - Comments:

Report of Action Items Prior:

Current/Short Term Goals:

- DDEI Camp - Ended up with 22 athletes
- Personnel Committee - Had first meeting with Kyler as Chair. Getting ready for reviews. Have succession planning on the agenda for future meetings
- Age Group - Agenda items: Disability Time Standards, Discussion on next year's meet calendar
- Governance - Having an additional meeting to finish P&P before Nov Board Meeting, Committee P&P sections
- Athlete Summit - Asked why people weren't able to attend (PSAT, Homecoming, Out of town, Too far, Other stuff going on...). Need to edit recordings to send to athletes.
- WZ DEI Camp - 2 athletes, 2 alternates, 2 non-athletes, \$425 per person, plus flights
- Minutes - Need to make final updates to Sept meeting, HOD Oct and agenda for Nov

Medium/Long Term Goals:

Action Item:

Additional Notes or Comments:

Discussion Items: