

PC Staff Meeting Minutes

Agenda from which a Compiled Written Report will be generated for October, 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 type="checkbox"/> Cindy Rowland	<input type="checkbox"/> Laurie Benton	<input checked="" type="checkbox"/> Diana Fetterman
<input type="checkbox"/> Annie Stein	<input checked="" type="checkbox"/> Jeanette Soe	<input type="checkbox"/> Mary Ruddell	<input type="checkbox"/> Leo Lin
Next Meeting October 30, 2019 via <input checked="" type="checkbox"/> Written Report			

Minutes	Action Items / Comments / Notes
<p>David, General Chairman</p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p><i>[x] Request time slot for Kelly to discuss Safe Sport at the Officials Clinic - done</i> <i>[x] Contact Don and request time to speak at the beginning of the coaches forum - done</i> <i>[x] Call a meeting of the Governance Committee so they can elect a new Chairman – contacted Larry Rice and requested that he call a meeting,</i> <i>[] Remind officials that they need to be sure that they continue after they print their certificates until they have completely finished or the results of their test will not be reported to Laurie. Pending – will email Mike Davis for best way to proceed on this.</i> <i>[x] Follow up on the PC Affiliation agreement with USA Swimming due by Dec 31. Signed and given to Cindy for transmission to USA-Swimming</i> <i>[x] Follow up with Mike Davis regarding revision of Officials signup for. Done form revised and will be posted on the website and Zone officials chairs notified.</i> <i>[] Create a Staff folder in DropBox to hold staff meeting minutes. Pending</i> <i>[] Determine the best way of archiving sensitive and confidential information so that it restricted to “need to know basis” but is available if necessary. Pending</i> <i>[x] Review and update the PC Disaster Plan. Done and sent for comments. Will present to LSC for approval at the November BOD meeting.</i></p> <p><u>Current and Short Term Goals or Action Items</u></p> <ol style="list-style-type: none"> 1. Work with Cindy regarding using GoToMeeting for staff meetings 2. Create a PC Staff folder in Dropbox where we can post staff reports and meeting of these minutes. 3. 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><u>Medium or Long Term Goals or Action Items</u></p> <ol style="list-style-type: none"> 1. Determine a “best practice” for maintaining an “institutional memory” for tracking correspondence.. 2. Research method of archiving sensitive and confidential information 	<p><i>[] will email Mike Davis for best way to proceed on this.</i></p> <p><i>[] will work with Cindy and Mary to create staff folder</i> <i>[] this is more complicated than I thought and will need further research.</i></p>
<p>Cindy, Administrative Director</p> <p><i>Liaison to Finance, Investment, Audit, Camps & PC Admin BoR</i></p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p><i>[x] watch for updates from USA Swimming regarding availability of the OTC – we are booked for Jan 30-Feb 2 and we have a deposit on flights.</i> <i>[x] follow up on results of PC office search – planning to stay in current office for 2020 and will continue to review options for 2019</i> <i>[x] Schedule Christmas staff holidays – holidays and meeting schedule has been completed and will be published prior to board meeting.</i> <i>[x] Get head count for the Banquet- 175 attendees, Dana Vollmer was an exceptional speaker, the best one we’ve had in the last 5 years.</i> <i>[x] Complete process for annual review by end of November – establishing timeline and documentation required in early November.</i> <i>[x] Complete the sign up for Officials Clinic, Coaches forum and educational classes for meet directors to include Kelly discussing MAAPP updates – completed with the execution of the clinic: 275 officials, <50 coaches, <24 Meet Director class</i></p>	<p>Action Items / Comments / Notes</p>

<p><u>Current and Short Term Goals or Action Items</u></p> <ul style="list-style-type: none"> • Clinic Recap - Reconciliation of Sales, Catering, and Event Charges • Established dates and contract rates for Board Meeting/Zone 2 Meetings at the San Ramon Courtyard • Leadership Camp, Robert Livermore Aquatic Center • Signed off on Spring HOD contract – San Jose, CA • Quotes for 2020 Clinic Location – Concord Hilton • Month End Closing and Review • Filed Quarterly Tax Report <p><u>Medium or Long Term Goals or Action Items</u></p> <ul style="list-style-type: none"> • Working to coordinate OTC Camp Details - Applications, Selection Process for Athletes, Coaches and Chaperones, Apparel/Gear, Work w/Jeanette on travel • Meeting mid-November to review assessment process • Need to establish a database of volunteer coaches for camps and other events • SCFW planning meeting and details underway <p><u>Problems / Requests for Help</u></p>	
<p>Laurie, LSC Permanent Central; Contact Membership & Registration; Safety Officer for PC; Times Verification Officer for PC</p> <p><i>liaison to DEI, SafeSport, Safety</i></p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p>In addition to registration and meet registration checks, I handed out/mailed all re-registration packets and I'm starting to get the registration back from the Clubs.</p> <p><u>Current and Short Term Goals or Action Items</u></p> <p>Just to keep processing the registration as it comes in.</p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p>None</p> <p><u>Problems / Requests for Help</u></p> <p>None</p>	<p>Action Items / Comments / Notes</p> <p>Laurie, are you still having problems with incomplete reg renewals???</p> <p>I always have some that need follow-up but it's not excessive.</p>
<p>Diana, Website Administration; Records <i>Liaison to Governance, Athletes and Club Development</i></p> <p><u>Report on Activities & Action Items from last meeting:</u></p> <p>[X] Organize minutes by category</p> <p>[X] work on indexing so searches will be faster</p> <p>[] review PC website for place for committees can put reports and for reporting to the Board on committee minutes.</p> <p>[X] Organized Awards Banquet – awards, nominee gifts, program, slide show</p> <p>[X] Helped out at Officials' Clinic/Coaches Clinic – ordered gifts and loaded 200/300 flash drives for gifts</p> <p>[X] Helped out at HOD</p> <p>[X] Helped out and attended Rise Against Hunger athlete event – got lunch for</p>	<p>Action Items / Comments / Notes</p>

<p>athlete reps [X] Created Hy-Tek files for JO and FW standards</p> <p>[X] Update Senior Times Standards Spreadsheets [X] Uploaded all meet results through end of October to All-Star database [X] Last minute ordering of Winter JO relay awards [X] Ordered Winter JO HP Awards and Spring JO medals</p> <p><u>Current and Short Term Goals or Action Items</u></p> <p>Publish Class of 2020 Commitments on 11/13 and ongoing Order Spring FW medals Start thinking about FW Athlete gifts Regular postings for all departments</p> <p><u>Medium or Long Term Goals or Action Items</u></p> <p>Keep costs down on all purchases (awards, office supplies) by sticking with awards company deadlines</p> <p><u>Problems / Requests for Help</u></p>	
<p>Annie, Meet Management Coordination <i>Liaison to Scheduling, Senior & Age Group</i> <u>Report on Activities & Action Items from last meeting:</u> [] obtain job descriptions (already existing ?) for committee chairs and distribute them as needed. [] add MAAPP information as part of the Meet Directors packet</p> <p><u>Current and Short Term Goals or Action Items</u> [] Meet Sheet Sanctions – reminder to clubs that Clubs and Meet Personnel (Ref, Head Starter, Admin, Meet Director) must be registered for 2020 before I can issue a sanction for a 2020 meet. [] Time Verification – completed for PLS Senior 2. VJO/SBA Senior Opens, Winter JO's, and WCAB Senior 2 remaining for 2019. [] Spring FW Meet Sheet and OME Setup</p> <p><u>Medium or Long Term Goals or Action Items</u> [] Meet Sheet Templates – Following feedback at Meet Director Clinic, would be helpful to have zone specific templates for Age Group Meets to encompass zone specific rules.</p> <p><u>Problems / Requests for Help</u></p>	<p>Action Items / Comments / Notes</p> <p><i>Starting with Age Group/Senior Coach Reps. Working through R&R/P&P to determine anything currently listed as the responsibility of Coach Reps (i.e. sit on awards banquet committee, etc.)</i></p> <p><i>Updated Meet Sheet templates to include blanket MAAPP statement. Info from Kelly can be added to Meet Director Packet Zip File.</i></p> <p><i>Have not yet seen a preliminary meet sheet. We list December as the goal deadline for sanction release.</i></p> <p><i>Request has been sent to each Zone Sanctions chair to revise a standard template to include any rules or stipulations specific to their zone. Have received submission back from Zone 3 only. Will follow up with Z1N, Z1S, Z2, and Z4.</i></p>
<p>Jeanette, Travel Coordinator <i>Liaison to Officials</i> <u>Report on Activities & Action Items from last meeting:</u> [x] Update on ZAM meet – Email communication started with Zone1S, template for meet announcement sent to them. [x] Book shuttle buses for camps DONE, contract sent to Veronica for Diversity Camp</p> <p><u>Current and Short Term Goals or Action Items</u></p>	<p>Action Items / Comments / Notes</p>

1. Working on the Pac All Star meet in Jan. Applications for managers, coaches, athletes, budgeting, booking flights, order swag, selection of hotels, sweat shirts orders.
2. PAC All Star: Flights are booked, bag tags, and caps have been ordered, bus contract in Oregon is done, coaches and chaperones have been picked and working with coaches on updating their credentials and get a long sleeve shirt designed by November 15th. Athlete apps got posted on Pacific Swimming's website end of October, and I am starting to receive applications in the mail now
3. ZAM: all zones have been sent the coach/manager/athlete templates with instructions. ZAM bag tags and caps have been ordered now
4. This month I booked flights for OTC camp in Colorado in January
5. This month I organized and booked officials' hotel rooms for SR 2 meet (Nov) and JOs (Dec) according to Mike D and Mary's list of people eligible for rooms
6. This month I spend time re-ordering, organizing, and distributing Officials gear at the Officials clinic. Inventory check done after the clinic as well

Medium or Long Term Goals or Action Items

Continue to prepare both Pac All Stars and the ZAM meet

Long term: In Jan 2021, Pacific Swimming is hosting the Pac All Star meet. I suggest we start looking into and booking an indoor pool for this event early on (4 years ago we were in Pacifica, and Larry Rice was involved in getting this pool for us – I suggest we contact Larry again and possibly have the meet at Pacifica again, as it was successful)

Problems / Requests for Help

none