Name of Committee (Staff/Office)

Name of Committee Chairperson Kim O'Shea

Date of Report 9/4/2020

Actionable item(s)

1. Request that SCS waive the $15 annual ACH fee for 100 clubs enrolled
2. Request that SCS waive the $10 transfer fee for swimmers of dissolved clubs
3. Request Board approval for the 2021 holiday closures for the office (see below)

Committee Report

Current/unique projects/tasks for Kim and Nicole:

1. Working with Stacy Smith and Mitch Gold and Athlete Reps on an Athlete Counseling concept.
2. Working on an Employee Handbook for the Governance Committee to review.
3. Created educational orientation for new delegates to the USA Swimming Convention and a Legislative/Election discussion for all delegates.
4. Updated all registration materials to 2021; posted to website and blast emailed to membership.
5. Working through past Team Unify ACH reports to reconcile an over/under balance on each month's deposit.
6. Collecting Phase 1 Reports from COVID Grant recipients.

2021 Holiday SCS Office closure requests:

Jan. 1 New Year's Day
Feb. 15 Presidents' Day
May 31 Memorial Day