

Potomac Valley Swimming  
Executive Director / Controller Report  
February 6, 2013

Primarily Controller

1. Completed and distributed the January 2013 financial statements.
2. Completed and filed the US Department of Labor 2012 Economic Census.
3. Worked with High school leagues on their championship season sanctions and equipment rentals.
4. Prepared financial analyses and met with Bob Vincent to discuss PVS financial planning and initiatives.
5. Worked with the PVS Account Manager at RBC Dain Rauscher to begin a review of PVS's mutual fund investments.

Primarily Executive Director

1. Delivered equipment for the January 2013 Open Meet.
2. Attended the January Board of Directors meeting.
3. Prepared performance evaluations on all paid staff.
4. Reviewed contracts for lodging, catering and bus rentals for upcoming SC Eastern Zone Meet.
5. Met with Bob York (Aardvark) and Bill Marlin to discuss outfitting for upcoming SC Eastern Zone Meet.
6. Received information from Don Riedlinger regarding PVS possibly funding athlete travel to attend the Jimi Flowers Classic Meet in Colorado in June 2013 (see agenda item).
7. Need to start planning for the Eastern Zone Meeting in Ft. Lauderdale LFL in May 2013 (see agenda item).
8. Need more information and direction regarding possible PVS support for the Black Heritage Swim Meet (the Executive Director is not sure of the Board's position on the subject at this point in time).

Respectfully submitted  
John F Ertter