

**Potomac Valley Swimming
Board of Directors Meeting
Video Conference
January 14, 2019**

- Attendance – Tom Ugast, Tim Husson, Ellen Colket, Jessica Fry-Mack, Blair Piddington, Rob Green, Dave DiNardo, Jack Neill, Lauren Eldridge (athlete), Carolyn Kotarski, Mark Faherty, Andrew Gemmell (athlete), Evan Stiles. Non-voting; Rich McMillen, Erik Collins, Brian Pawlowicz, Sumie Emory.
- Call to order – The meeting was called to order at 7:00 pm by General Chair, Tom Ugast
- Roll Call/Proof of Quorum – There are a sufficient number of members in attendance to conduct business.
- Approval of Minutes – **Motion to approve the minutes from the December meeting, seconded and approved.**
- Reports of Officers – all reports will be discussed
 - Finance reports: [Treasurer's report](#) and [Budget report](#)
 - [Admin report](#)
 - CCM reports: [2019-2020 Schedule](#) and [2017-2018 Outstanding Athletes](#)
 - [Diversity & Inclusion](#)
 - [Strategic Planning](#)
- New Business
 - Financial Report – Ellen Colket reported:
 - Investments: After meeting with RBC Wealth Management, determine that we continue to meet our investment benchmark. The Investment committee will meet by the end of January and talk about our investments and how we will be proceeding.
 - Audit: There has been an extension requested by the Audit company to finish reviewing our year end books. They plan to submit their final report to PVS and all required documentation to the IRS by latter part of January. Once the final report is received all information will be sent out to the board for review.
 - Profit & Loss: On the income side we have received about 43% of what we expected, however, only about 21% of our expenses have been booked. We will continue to monitor this as we want to make sure we have allocated expected expenses properly in the budget and need to determine if a reallocation is needed.
 - Overview for meets: We are currently down about 12% (about \$7,000) in splash fee income from club meets, however, we are over budget by about \$21,000 for PVS meets. We have another 12 PVS meets as well as about 50 more club meets to occur during this season and expect to be on plan. Overall, club meets are down about 10,500 splashes (\$.55 per splash – from 4 of the bigger meets). Ellen feels that we will have good data points moving forward into the 19-20 budget year.
 - Membership: We are currently lagging about 6% in membership from this time last year; however, when we include the FLEX and seasonal memberships we are up about 2%, overall. We have about 911 FLEX members, which is roughly 7.5% of our total membership. We had budgeted for 5%, so we feel we are on track. About a quarter of our clubs (14) are using the FLEX Membership option.

We are seeing a slightly higher than expected use of the FLEX for the older age groups, but that is consistent with the programming that some of our clubs offer.

- We have already had a fair amount convert from FLEX to Premium and expect to continue to have more convert throughout the season.
- This is all good information to aid in the budget preparation for 19-20.
- Non-Athlete Membership: Our Coach Memberships are up by about 11% and Officials are down 11%. However, historically, we see additional Officials register throughout the month of January.
- Budget Planning: Ellen will issue templates to everyone for budget planning in the next couple of weeks. The template will contain information from last year as well as this year.. Each board member can make adjustments based on what is she/he is planning for 19-20. Justification will be requested for each account. In February we will begin the budget planning and discussion. In March the initial draft will be ready for further review and discussion and we will finalize the budget in April as well as the script in support of the HOD in May.
 - Please let Ellen know if you have any questions.
- CCM Report – Mark Faherty reported on items from the Winter Competition Committee Meeting, held Wednesday, January 9, 2019.
 - 19-20 Club Meets – A [proposed schedule of club meets](#), endorsed by the CCM, was submitted to the board for approval.
 - **Motion to approve the club meet schedule for the 2019-2020 season as endorsed by CCM, seconded and approved.**
 - It was noted that clubs will have the option to add any new meets to the schedule at the May meeting; however, we do not anticipate that there will be very many if at all. Also, during the 19-20 season, intra-squad, dual and tri meets can still be added with only 7 days notice.
 - The [2017-2018 Outstanding Athletes list](#) was presented to the board.
 - We had 8 teams represented on the list. This was the most teams ever represented. Also, there was an athlete voted in for each single age group.
 - Tom commented that the online nominations and ballot was a great improvement to process. Thanks to Tim Husson and Kelly Rowell for getting the online system up and going.
 - PVS LC Zone Team Head Coach and Assistant Head Coach: There was one coach interested in each position; Morgan Henderson-Kunz (MACH) for the Head Coach and Michelle Blanton (YORK) for Assistant Head Coach.
 - **Motion to approve Morgan Henderson-Kunz as the 2019 LC Zone Head Coach and Michelle Blanton as the Assistant Head Coach as endorsed by CCM, seconded and approved.**
 - AG Chair, Blair Piddington commented that we are still looking for a Zone Coordinator. There has been one coach interested. The Coach will be asked to submit a resume and then the board will make a final decision.
 - Tom Ugast, expressed a concern on the continued success of the meets, as it seems we have fewer and fewer swimmers and coaches interested in attending and feels we need to keep an

eye on the meet going forward. One of the primary reasons we suspect the decline is the fact that schools are starting earlier and earlier in August, given less and less of a break between seasons. We need to really look at this year. Doing this meet during the late summer months, doesn't give our coaches any down time because the schools are starting earlier and earlier.

- **PVS LC Championship meets:** Mark presented the 2019 LC Championship format proposals that were discussed and endorsed by the CCM.
 - 13 & Over Champs:
 - **Motion to set the format for the 13 & O Championship as a 4 day format, Thursday, Friday and Sunday, prelims and finals and Saturday timed finals Distance session, with the following for finals: 13-14's hold 3 heats at Finals (400, 800, 1500 Free and 400 IM will all be timed finals); A Final; top 8 overall 13-14s, B Final; next 8 fastest 13-14 year olds; C Final; next 8 fastest 13 year olds (unscored); 15 & Over hold 3 heats at Finals (400, 800, 1500 Free and 400 IM will all be timed finals); A Final; top 8 overall 15 & Over, B Final; next 8 fastest 15 & Over and C final as the next fastest 15-16 year olds (unscored) as endorsed by CCM, seconded and approved.**
 - There is a concern with the 15-16 age group and whether or not we will be able to find enough swimmers to fill the C Final. However, this is what the coaches said they wanted and the body felt that it was worth giving it a chance in 2019.
 - All scratch rules will still apply
 - 12 & Under Champs:
 - The following motion was approved by the CCM, however, after the 13 & Over Champ format was discussed and approved, there was a consensus that we should have done something similar for the 12 & Under Champs.
 - *Motion to set the format for the LC 12 & U Championships as a 4 day format, Thursday, Friday and Sunday, prelims and finals and Saturday timed finals Distance session, with the following for finals: 11-12's hold 3 heats at Finals (400, 800, 1500 Free and 400 IM will all be timed finals); A Final; top 8 overall 11-12s, B Final; next 8 fastest 12 year olds; C Final; next fastest 11 year olds; 10 & Under hold 2 heats at Finals (400 free timed finals); A Final; top 8 overall 10 & Under, B Final; next 8 fastest 10 & Under, seconded and approved.*
 - Mark made a Motion to approve the 12 & U format as endorsed so the board can open discussion, seconded
 - It was then discussed that the coach body would entertain the following changes;
 - 11-12 – 3 heats; A top 8 overall 11-12, B next 8 11-12 years, C next fastest 11 (non-scoring)
 - 10 & U – 2 heats; top 16 (A & B)

- **Motion to set the 12 & U Championship format as; 11-12 top 16 A&B finals are the top 11-12 and C final next fastest 11 (non scoring), and the 10 & U finals be held as A & B finals, top 16 10 & U, seconded and approved.**
 - Now that we have the final formatting, Strategic Planning will work to determine and recommend the event order for the meets. They will report back to CCM in the spring and a vote will take place at the Spring CCM.
 - Mark also reported on the parking update from Natalie Taylor (UMD). All information will be sent out to the swimmers and coaches.
 - Safe Sport Update – no report submitted
 - Mike will be attending the Safe Sport leadership conference. Greg York (National Safe Sport committee member) and Tom Ugast (USA Swimming Board) will also attend.
 - EZ Diversity Clinic – Rob Green reported
 - The next D&I Committee meeting Wed 1/16 from 8-9 pm. We will discuss the upcoming Diversity Camp.
 - Last week Rob was contacted by USA Swimming about hosting the EZ Diversity Camp, June 6-9. VSI initially won the bid; but due to concerns of hosting the event at Liberty University USAS is pulling their support and have asked PVS to host the camp. USA-S does support the camp with \$10,000 and there are still some PVS Diversity money available in the budget.
 - The camp host 48 swimmers from around the country and coaches.
 - UMD is one possibility, Rob has talked to Tom and Natalie. He has received the pool costs but is waiting to hear back from the housing.
 - At this time, we are just investigating. It doesn't appear we will be able to find a co-host.
 - What about GMU? [it was determined that GMU is hosting a swim meet that weekend, so it is unlikely they will be able to host the camp.]
 - . Feb. 8 is the application deadline for athlete and coach applications. Once details are available, we will send out a Flash Mail.
 - [Athlete Reimbursement](#) – Mark Faherty reported
 - There is one appeal from Winter Nationals
 - **Motion to hear the appeal for this athlete, seconded and approved.**
 - The board opened the motion for discussion;
 - Mark read the appeal and a counter argument
 - The board all agrees that all we should always hear appeals, it is a sign of respect to the athletes.
 - After some discussion, the board felt that there are not extenuating circumstances, and the athlete did not meet all of the requirements set forth in the policies.
 - **Motion to approve the travel reimbursement appeal for this athlete based upon the letter of appeal, seconded and denied.**
 - Officials Reimbursement – Carolyn reported
 - An appeal for Official reimbursement was sent to the Official's Chair and Operations Chair.

- Carolyn read the appeal and commented that the policy for reimbursement is clearly stated.
- **Motion to accept the appeal for officials reimbursement based upon the information submitted, seconded, defeated (2 abstain).**
 - More details regarding the appeal and the official making the request were noted. The board had a lengthy discussion regarding the current PVS Official's Reimbursement policy and whether or not we should accept this appeal.
- **Call the question, seconded to end the debate, approved.**
 - **The motion was voted on and the request was denied.**
- It was noted that Officials committee has ownership of the Official's policy and the CCM has ownership of the Athlete policy, if either body feels the policies should be changed, they can discuss and vote to make changes moving forward.
- Policy & Procedure Update – Tim Husson reported
 - Sent an email with the layout changes for the P&P. These are a multi phase process.
 - Tim noted that the P&P has not been updated since 2014.
 - He first updated policies from the meeting minutes since 2014 and added them to the website. Currently he is copying P&P into the new format. Next step will add the corrections from phase 1. Once he feels they are updated, he will ask all board members to review and help "clean" them up. At that point we will have a draft copy. After the P&P are finished, we will need to work on the By-laws. There are some significant changes to be made based upon the new USA Swimming requirements and due by the end of 2019
 - Tim plans to have the final draft copy of the P&P ready to present to the House of Delegates in May.
 - Admin report – Tim reported that he is focused on Coaches registration and certification.
 - He ran a report and after quickly scanning, was surprised to see who was on the list of not being registered for 2019. There were a number of others he noted that were registered but their APT has expired. This is a problem and we need to work on finding a solution.
 - There was a discussion by all board members with ideas of how better enforce and monitor coach certifications. As a reminder, coaches must be a member and have all current certification to be on deck for meets and for practice.
- Meet Director's Clinic –
 - Tim Husson reported it is a little late into this season to set up a clinic for meet directors. He and Paris will work to set one up in April which should be in time for all LC meets. Ellen has put together and sent out instructions for how to complete the meet financial reports, for all meet directors and feels this has helped for the more recent meets. Information will be sent out once the planning is complete.
- Strategic Planning – Dave DiNardo reported

