

**Draft minutes until approved**

**Potomac Valley Swimming  
Board of Directors Meeting  
Overlee Community Center  
October 21, 2019**

- Attendance – Tim Husson, Jack Neill, Rob Green, Dave DiNardo, Ellen Colket (video), Meghan Thiel, Jorge Zamora, Evan Stiles, Carolyn Kotarski Mike O’Shaughnessy, Tom Ugast, Kurt Thiel, Rich McMillen, Erik Collins, Greg York, Sumie Emory, Jessica Fry (video), Samantha Pluskaitis (video), Molly Kennedy (video)
- Roll Call to establish Quorum – The meeting was called to order at 7:02 pm by Tim Husson. There are a sufficient number of voting board members in attendance to conduct business.
- Approval of the minutes from the July meeting – **Motion to approve the meeting minutes from the July 2019 BoD meeting, seconded and approved.**
- Additional Agenda Items & Agenda approval – **Motion to approve the consent agenda, seconded and approved.**
- Mission Statement – USA S recommends that we begin every meeting by reading the mission statement.
  - Mission statement: **PVS Supports and promotes excellence for all through competition, education, innovation and leadership.**
  - Vision statement: **PVS: Leadership and excellence in and out of the pool**
- Report of Officers – The General Chair reminded all members to submit their monthly reports several days prior to the meeting date so all members have a chance to review prior to the meeting. The following reports were submitted.
  - General Chair
  - Admin
  - Operations
  - Age Group
  - Finance
  - Safe Sport
- New Business
  - Athlete Reports – Samantha and Molly, PVS Athlete Reps, submitted their convention report which will be posted with the rest of the BOD Convention reports.
    - They both reported that they enjoyed their first convention and were grateful for the opportunity to attend. They met with athlete representative from both the Eastern Zone and from around the country. They spent quite a bit of time meeting with members of the Maryland LSC and left with a lot of great ideas on how to get more athletes involved.
    - They want to plan some open water and leadership events.
    - They will focus on reaching out to other athletes during some of the upcoming Championship type meets and talk to them about getting more involved with the Board
    - In PVS we do have an Athletes Committee (required by the bylaws). The General Chair has tasked the athlete reps with helping to revitalize the committee and to get more athletes involved.

- Several board members offered to put them in touch with athlete members on their committees.
  - They want get the word out about the caffeine drinks. The energy drinks are not legal and they feel the word needs to go out. Carolyn asked if there is something on the website that reference the rules. It was stated we should make the reference more prominent on the PVS website. Meghan Thiel has had training in this area and can help the athlete reps in this area.
  - Tim will “turn over” the social media accounts over to the Athlete Reps.
- Ethics/Conflict of Interest Form – Admin Vice Chair, Jack Neill, passed out the Ethics/Conflict of Interest forms, all Board members, employees and contractors have been asked to sign and return them.
- End of Season Financials as of Aug 31, 2019
  - The Budget is closed except for three outstanding items, as noted in the Treasurer’s report.
  - We have closed the year with a surplus of about \$79,000 instead of a deficit as projected. There were multiple reasons, including a difference in splash fees, significantly fewer athletes going to zones; which were additionally off set by increased registrations, unplanned fines, etc. See the report for more details.
  - With the surplus, our reserve ratio is now 90% instead of 84% the previous season.
  - As a reminder, all BOD members are asked to submit all your expenses in support a more accurate monthly and YTD P&L and Balance Sheet.
  - The September month-to-date has been reported in comparison to 2018. Our net income is slightly higher as monthly expenses have not yet been reported.
  - Our flex membership is significantly higher than we anticipated. It is close to 13%, not the 8% we projected. However, this number maybe misleading, since some clubs do not re-register premium athletes until later in the year.
  - A question was asked; Given that we have such a surplus, should we consider giving “some” back to the clubs? Is this something we should look at?
    - Ellen commented that it would be appropriate to review. There are other factors to consider and we should schedule a strategic planning meeting to discuss this.
- Athlete Travel – Since Mark Faherty was not in attendance, we will do an electronic vote.
- New By-Laws approval – The Bylaws were sent out a week ago. **Motion to endorse the revised Bylaws and send them to HOD for approval before sending to USA Swimming for the final approval, seconded and approved.**
  - All changes submitted by Board members have been incorporated. Thank you to those who reviewed and commented.
  - The next step will be to call a special HOD meeting for approval, then they will go to USA Swimming for final approval. The deadline is January 1, 2020.
  - The Special HOD meeting will be held on Monday, November 18<sup>th</sup> followed by a brief board meeting. Information will be posted on the website and a Flash Mail will be sent out.
    - According to the current bylaws we must have the updated Bylaws posted at least 20 calendar days prior to the meeting.
- MAAPP Implementation for Swim Meets – Bill Marlin sent in a proposal on a method to get all applicable adults on the deck at meets to sign all MAAP Policies:



- It was reported to Karyn McCannon (the PVS Equipment Manager) after the meet that Lee District had a number of equipment problems. Neither Karyn nor Carolyn (the Operations Vice Chair) was made aware of these issues during the meet. Karyn and Carolyn tested all equipment when they returned from picking it up and it all seemed to be working fine. The reported problems appear to be set up and/or operator errors. In the future, if any Meet Director has any equipment issues, they should contact the equipment manager, who will be able to troubleshoot and or help in other ways.
  - PVS will look into creating a document that meet directors can submit after the meets to express any concerns and report any issues.
  - The Operations Vice Chair and the Equipment Manager are available to provide Meet Directors with training on setting up and troubleshooting equipment.
- Sudden Cardiac Arrest (SCA)– Kurt Thiel – Lindsay’s law was passed in Ohio; it is mandatory that if you are involved in youth sports that you must have training in recognizing Sudden Cardiac Arrest. SCA is not the same as a heart attack, it is the heart stopping. In 2017 this law was also passed in Maryland. The number is still relatively low only .44 out of 100,000; however, it is serious and given that PVS is in Maryland, we all need to be aware of this training and that it is likely going to be implemented by USA Swimming in the near future.
  - After a brief discussion, it was decided that we can certainly add some education material to our website.
- Board Orientation & Goals – USA Swimming suggests we start each year with a Board Orientation. Tim has asked each board member to state at least one goal they have for the next season.
  - A handbook was sent to all board members, parts of the handbook were reviewed.
  - We need to work together, but we also need to know what our “job” is and what we are supposed to do.
  - General Chair, Tim Husson reviewed what his priorities are for the next year, as stated in his report.
  - Treasurer, Ellen Colket, has 3 goals: Create a monthly reconciliation process to be used by the registrar for membership registrations, e.g., club invoices occur in the same month as submissions to USA Swimming; Publish annual financial calendar; and Ensure all expenditures are reflected in the month of occurrence.
  - Coaches Rep, Jessica Fry, plans to work with Meghan Thiel and focus on establishing good communication between coaches and the reps; using methods such as: social media, emails, social gatherings, etc.
  - Senior Chair, Evan Stiles, plans to find ways to make coaches health more of a priority. Focusing on lack of sleep, poor eating habits and air quality at pools.
  - Admin Chair, Jack Neill, will focus on putting P&P back together and keeping a good working copy.
  - DEI Chair, Rob Green will be working on getting more athletes on the DEI committee. He has already reached out to all the athletes who applied for the DEI Select Zone Camp.
  - Officials Rep, Jorge Zamora, wants to develop a better way for the officials to have their voices heard.

- Safe Sport Chair, Mike O’Shaughnessy’s goals are to get MAAPP acknowledgement program up and going; get more clubs Safe Sport recognized and to get more athletes involved in the Safe Sport Committee meetings.
  - Coach Rep, Meghan Thiel will work with Jessica and learning as much as she can about the board and hopes to get coaches together away from the pool.
  - Strategic Planning Chair, Dave DiNardo will focus on preparing for the transition from Strategic Planning to the Governance committee and work on the nominating committee and getting athletes involved. He also plans to continue his work with the strategic planning committee and the CCM.
  - Operations Chair, Carolyn Kotarski has two goals 1. Rework and update the Meet Directors handbook. Eventually it will be in a searchable format. 2. Trying to get athletes on the Operations committee – the goal is to rework all the meet announcements that are not currently in the template into the template.
- Open Water (Kurt) – There is ongoing testing on the River water. Open water is coming back to PVS.
- Committees – The new Bylaws specified 5 standing: Athletes Committee, Finance Committee, Governance/Nominating Committee, Operational Risk and Executive Committee. Other committees are stated in the P&P: Officials Committee, Competition Committee, Safe Sport Committee, Strategic Planning Committee (will this be a committee or part of Governance), Technical Committee and Audit/Investment Committee.
- P&P Update proposal – table until the November meeting.
- 8 & Under swimming in PVS – Greg York commented that he feels we are doing the 8 & U swimmers a huge disservice by not hosting specific meets for that age group. For many, their first meets are less than desirable. He believes we need to think of ways to make these meets more fun and keep them safe for our youngest athletes.
- According to the Bylaws appointments & hires by the General Chair are at the advice and consent of the board. The first appointments and hires by Tim Husson include:
  - Terri Marlin - LSC Services Manager
  - Karyn McCannon – Times Coordinator
  - Tim Allison – Records Coordinator
  - Rich McMillen – Officials Chair – 2<sup>nd</sup> term
    - **Motion to accept these positions as appointed by the General Chair, seconded and approved.**
- Ellen noted that as a Board, we should all be thinking about what culture we want to foster and nurture in PVS. Board Members should be demonstrating that we care for each other and our membership. We are leaders and should focus on working together as a team, mentoring athletes and working with families. Let’s set a positive tone in our words and actions and discuss this at next Board meeting.
- Old Business – none to report
- Adjournment (Next meeting is November 18<sup>th</sup> at Overlee) – we will call a special HOD meeting to vote on the updated Bylaws and then hold a brief Board Meeting.



## **General Chair's Report**

**October 2019 Board Meeting**

### **Welcome**

I'd like to welcome new board members Megan Thiel (Jr Coaches Rep) and our new Athlete Reps Molly Kennedy, Samantha Pliuskaitis, and Jett Lee. I'd like to welcome all returning board members to the new season.

And, I'd like to welcome the newest club in Potomac Valley, the Washingtonians Swim Club (WSH) and their head coach Mike Macdonald, who is a former PVS athlete.

### **U.S. Aquatics Sports (USAS) Convention**

The following PVS members attended the USAS Convention in St. Louis, Sept 10-14, 2019:

Tim Husson (General Chair, Chair of USA-S Times & Recognition Committee)

Evan Stiles (Senior Vice Chair)

Ellen Colket (Finance Vice Chair, USA-S Investment Committee)

Carolyn Kotarski (Operations Vice Chair)

Rob Green (Diversity, Equity and Inclusion Chair)

Mike O'Shaugnessy (Safe Sport Chair)

Dave DiNardo (Strategic Planning Chair)

Rich McMillen (Officials Chair)

Kurt Thiel (Safety Chair)

Jessica Fry-Mack (Senior Coaches Representative)

Molly Kennedy (Senior Athlete Representative)

Samantha Pliuskaitis (Junior Athlete Representative)

Greg York (USA-S Safe Sport Committee)

Karyn McCannon (USA-S Times & Recognition Committee)

Ward Foley (Zone Board of Review Chair, USA-S Awards Committee)

Linda Klopfenstein (USA-S Credentials and Elections Committee)

Mark Faherty (PVS At Large Board Member)

Bob Vincent (USA Swimming Board of Directors - Chairman)

Tom Ugast (USA Swimming Board of Directors – Vice Chair of Fiscal Oversight)

Paris Jacobs (Chief Operations Officer American Swim Coaches Association)

Natalie Taylor (PVS Official, US Masters Swimming)

Reports from the convention will be compiled into a document and linked to the minutes of the October board meeting so that our members can know what we learned at the convention.

The legislation adopted by the USA Swimming House of Delegates can be found at:

<https://www.usaswimming.org/docs/default-source/governance/lsc-managementdocuments/interpretations-legislation-bylaws/2019-adopted-legislation-9-14-19.pdf>

The most significant change was the elimination of the Zone Board of Review. Read the adopted legislation document to see how this effect issues at the National Board of Review level.

### **Safe Sport Club Recognition**

I'm pleased to announce that the Arlington Aquatic Club (AAC) has achieved Safe Sport Recognition. They become the fifth PVS club to complete the process joining ASA, FISH, MSS, and FFXF.

### **LEAP 2 Renewal**

In early September, I completed the last two items (Crisis Communications Plan & Board Orientation document) to complete our LEAP 2 renewal. PVS was awarded a check for \$2500 from USA Swimming at convention. I want to thank Dave DiNardo for leading our LEAP efforts. We will have to complete our LEAP 3 renewal next year.

### **Employee Status**

In September, I met with our two employees (Terri Marlin – LSC Services Manager & Sumie Emory – Registrar) to review their positions prior to the new swim year. In her new role as LSC Services Manager, Terri will take over the primary responsibility for non-athlete registrations. A new email address ([PVNonAthReg@gmail.com](mailto:PVNonAthReg@gmail.com)) has been created for this purpose.

### **Appointments & Training**

I have appointed Karyn McCannon to replace me as the PVS Times Coordinator. Training was held with Karyn on September 30. Karyn can be reached at [times@pvs swim.org](mailto:times@pvs swim.org).

I have appointed Tom Allison to replace me as the PVS Records Coordinator. Training was held with Tom on September 22.

Rich McMillen was reappointed as the PVS Officials Chair for a second two-year term.

I arranged for Pam Lowenthal, Illinois Swimming Administrative Director and former chair of the USA Swimming Membership & Registration Committee, to provide training on pre-meet recon procedures to Terri Marlin (LSC Services Manager) and Jack Neill (Administrative Vice Chair). The goal was to be able to provide better guidance to our clubs as part of the pre-meet recon. After the first few weeks of meets, it appears to be successful as there have been fewer problems with the post meet recon and loading the results into SWIMS.

I led a Meet Director's Clinic on September 26 with the help of Angie Davis (Meet Director for SNOW Swimming). There were 21 attendees. This will become a yearly clinic held in the fall before the new season.

## PVS Olympic Trials Qualifiers

The list of Potomac Valley qualifiers for the 2020 Olympic Trials is posted to the website. The number of qualifiers is currently 24. The list will be updated periodically through next summer.

Tim Husson

[tim.husson@gmail.com](mailto:tim.husson@gmail.com)



# Administrative Vice Chair Report

## Membership

The General Chair's message of 10/15 reported registration figures.

## Parliamentary Procedure

Two items for your attention:

### Consent Agenda

- It groups routine business and reports into one single agenda item.
- We currently use the consent agenda to deal with reports to the Board.
- The consent agenda saves time by enabling the Board to approve the reports in one action, rather than filing motions on each item separately.
- If additional relevant discussion is needed or desired, any member can “pull” a report from the consent agenda.

### “Call the Question”

- Maybe the most abused motion in Robert's Rules; too often occurs when one member is frustrated by the discussion.
- It is a motion, requiring a second and a vote.
- It does not immediately force all debate to stop.
- It does not force an immediate vote on the current motion.
- It is the role of the Chair to limit debate when it's deemed to be redundant or off-topic.
- Key points:
  - A member must have the floor in order to make this motion. Raise your hand and wait until the chair recognizes you before speaking.
  - This motion requires a second before it can be considered.
  - This motion cannot be discussed or debated. As soon as the chair hears a second, she immediately takes the vote.
  - It takes **two-thirds** of the voting members in favor to cut off debate. It is recommended the Chair should take the vote by show of hands, and not by voice.
  - If two-thirds of the Board vote to stop debate, then the Chair immediately takes the vote on the pending motion – the motion that the group is considering at this time. No further discussion is allowed.

Respectfully submitted,  
Jack Neill, Administrative Vice Chair

October 21, 2019

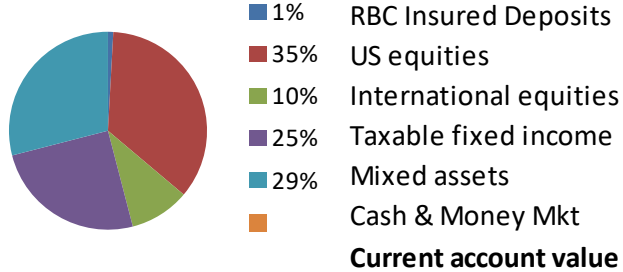
# Potomac Valley Swimming

## Treasurer's Report as of 30-Sep-2019

### Financial Performance

The following provides a summary level view of the allocation and performance of our assets as of 30-Sep-2019. Our portfolio's growth, year over year, has been impacted by drags on earnings growth, specifically, the U.S.-China trade dispute as well as structural economic challenges in Europe and China. Some portfolio changes were made last season to temper the impact of these issues. Overall, we expect, like others, modest growth in the quarters ahead and remain confident in our investment strategy which maintains a low risk profile.

### As of 30 Sep 2019 ASSET ALLOCATION SUMMARY



	CURRENT VALUE	% of Portfolio	YOY Δ
RBC Insured Deposits	\$ 2,241	1%	
US equities	\$ 91,845	35%	
International equities	\$ 25,552	10%	
Taxable fixed income	\$ 65,096	25%	
Mixed assets	\$ 75,484	29%	
Cash & Money Mkt			
<b>Current account value</b>	<b>\$ 260,218</b>	<b>100%</b>	<b>1%</b>

Investment Objective - **Balanced Growth**  
Risk Tolerance - **Low Risk**

### Budget Performance: 2018 - 2019

We have completed our draft year-end closeout for 2018-2019 and reconciled all transactions with the exception of the following items:

- Outstanding athlete travel stipend
- Diversity Select Camp - LSC athlete registration payment
- Resolution of \$800 in Accounts Receivables

Our year-end financials will be issued as FINAL once an audit or accounting review has been completed. Following this effort, the audit/financial review will be published along with our Form 990 and issued to USA Swimming as well as the IRS.

A few budget supporting notes are as follows (*these are approximate until a full reconciliation is done*):

1. The surplus for the year is \$78,660 compared to a projected deficit of \$14,575.
2. The reserve ratio at the end of the year is 90% compared to 84% the prior year.
3. The decrease in income (down 1.2%) as well as sizeable decrease in expenses (down 1.6%) are driving a higher net income and thus, reserve ratio.

# Potomac Valley Swimming

## Treasurer's Report as of 30-Sep-2019

Specific factors contributing to the **Income** reductions include:

- Splash fees (less than 10% of planned budget)
- Significantly less number of athletes attending LC Zones (reduction of 19%)

Offset by:

- PVS Meet Entry Income increase (5% increase over budget due to Open meets)
- Diversity and Inclusion increase (unplanned award of Diversity Select Camp with stipends from Eastern Zone and USA Swimming)
- Unplanned income of more than \$17,000 for fines (meetings and NSO) as well as credit card awards

Specific factors contributing to the **Expense** reductions include:

- Reduction of \$54,000 on pool rentals (primarily due to LC AG being hosted at Claude Moore rather than GMU)
- Zone expenditures reduced by \$75,000 due to a significantly less number of athletes in attendance vs plan
- No expenditures for Safe Sport, Strategic Planning, Club & Coach Development, and Equipment Grants (unplanned savings of \$18,300)

Offset by:

- Diversity and Inclusion increase (unplanned award of Diversity Select Camp with costs of \$39,630)

### **Budget Performance 2019 – 2020**

The 2019-2020 budget was approved by the HOD on 21-May-19. September's financials have been included and will be distributed to the PVS BOD for review. We are tracking the planned budget as we complete our first month of the season.

### **Audits and Taxes**

Per Article 8 of Potomac Valley Swimming's (PVS) Bylaws dated 10-May-18, an Invitation to Bid (IFB) for the audit of PVS' annual financial statements along with preparation of the federal form 990 was extended to three CPA firms early in the 3rd quarter of last season. Proposals along with bids were received and reviewed and an independent accounting firm was selected. The engagement was completed and the full audit report and 990 are posted on PVS' website for information.

### **Memberships (as of 30 Sep 2019) compared to last season at this time (30 Sep 2018)**

- Premium – Current season's registrations are ~26% less. (**5,459** 30 Sep 2019 vs **7,417** 30 Sep 2018).
- Flex – Currently, 13.9% of our membership is registered as Flex (**880**). Flex memberships are ~ 37% higher than last season.
- Outreach – 6 athletes in the current season as compared to 0 last season.

# Potomac Valley Swimming

## Treasurer's Report as of 30-Sep-2019

- Athlete memberships in total equal 6,345, down ↓ 21% from last year.
- Coaches – Registrations are ↓ 16% compared to last year.
- Officials – Registrations will be processed later in the 4<sup>th</sup> quarter.

### Accomplishments (highlights):

1. We secured a Sales Tax Exemption with the State.
2. Worked with Meet Directors and achieved a 95% on-time submission rate as well as quality meet reports requiring less than 2 re-works.
3. 100% ownership of budget by BOD and line item owners.
4. Achieved a 9% reduction in audit cost along with a successful audit report.
5. Made changes to investment portfolio to minimize impacts of global economic fluctuations.

### Look Forward (highlights):

6. Create a monthly reconciliation process to be used by the registrar for membership registrations, e.g., club invoices occur in the same month as submissions to USA Swimming.
7. Publish annual financial calendar.
8. Ensuring all expenditures are reflected in the month of occurrence.

Respectfully submitted,



Ellen Colket  
Vice Chair Finance/Treasurer  
Potomac Valley Swimming  
21-Oct-2019

# Potomac Valley Swimming, Inc 2017-2019 Budget Details

	2018-2019 Budget	2018-2019 EOY Projection	2018-2019 Actuals	2019-2020 Budget
<b>Income</b>				
<b>Registration - Athletes</b>				
Athlete Registration Income	1,041,400	1,007,800	1,013,936	1,044,200
Flex to Premium Athlete Reg		22,000	21,384	22,950
USA Swimming - Athlete Reg	(711,090)	(702,200)	(705,900)	(735,210)
Flex Registration Income	18,465	20,900	19,648	19,800
USA Swimming - Flex Reg				(9,900)
Seasonal Registration Income				1,500
USA Swimming - Seasonal Reg	(9,160)	(10,900)	(9,900)	(1,200)
<b>Total Registration - Athletes</b>	<b>339,615</b>	<b>337,600</b>	<b>339,168</b>	<b>342,140</b>
<b>Registration - Non Athletes</b>				
Non Athlete Regist Income	53,280	53,280	55,500	55,056
USA Swimming - Non Athlete Reg	(53,280)	(53,280)	(55,500)	(55,056)
<b>Total Registration - Non Athletes</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>
<b>Registration - Clubs</b>				
Club Registration Income	4,700	4,900	5,000	4,900
USA Swimming - Club Reg	(3,360)	(3,390)	(3,500)	(3,390)
<b>Total Registration - Clubs</b>	<b>1,340</b>	<b>1,510</b>	<b>1,500</b>	<b>1,510</b>
Assoc Organiz Reg	100	100	100	100
<b>PVS Meet Entries</b>				
PVS Meet Entry Income	438,120	463,890	461,155	499,820
Outreach PVS Entry Refund	(300)	(300)	(232)	(330)
<b>Total PVS Meets</b>	<b>437,820</b>	<b>463,590</b>	<b>460,923</b>	<b>499,490</b>
<b>Other Meets</b>				
Splash Fees	136,360	122,700	122,574	122,700
Sanction Fees	2,400	2,800	2,800	0
LC Zone Teams	174,600	141,025	97,149	141,025
Equipment Rental Income	6,400	8,000	9,358	9,000
Diversity Select Camp Income	-	-	34,790	-
Meeting Attendance Fines	-	-	4,800	-
NSO Fines	-	-	6,600	-
Miscellaneous Income	1,500	23,300	4,488	5,000
Dividend Income	7,000	7,000	6,238	7,000
Interest Income	900	650	676	900
Cap Gain/Loss ( Unrealized)		(15,000)	(11,533)	0
Cap Gain/Loss ( Realized)		9,250	9,108	0
CC Rewards	-	-	5,800	0
<b>Total Income</b>	<b>1,108,035</b>	<b>1,102,525</b>	<b>1,094,540</b>	<b>1,128,865</b>

## Potomac Valley Swimming, Inc 2017-2019 Budget Details

	2018-2019 Budget	2018-2019 EOY Projection	2018-2019 Actuals	2019-2020 Budget
<b>Expense</b>				
<b>PVS Meets</b>				
Meet Management Fees	100,390	104,800	102,260	107,950
Pool Rent	363,070	361,770	308,872	372,625
Hospitality	43,550	46,180	44,096	47,565
Meet Support & Other Exp	27,160	27,500	26,360	28,325
<b>Total PVS Meets Expenses</b>	<b>534,170</b>	<b>540,250</b>	<b>481,588</b>	<b>556,465</b>
<b>Officials Support</b>				
Officials USA Registration *	22,500	21,600	20,220	22,320
Lifetime & Registrar USA Registration	-	60	60	60
Background Screening	7,125	6,000	3,838	6,000
Officials Apparel/Supplies	5,000	4,000	3,408	4,000
Clinics	1,000	1,000	1,886	1,000
Officials Misc Expenses	3,500	3,500	1,085	3,500
Evaluators	6,500	6,500	3,955	6,500
Local OQM Meets	1,600	1,600	3,158	1,600
Officials Travel & Stipends	31,000	31,000	36,344	34,800
<b>Total Officials Support</b>	<b>78,225</b>	<b>75,260</b>	<b>73,954</b>	<b>79,780</b>
<b>Equipment Operations</b>				
Equipment Storage	4,800	4,800	4,800	5,500
Meet Equipment Purchases	15,000	10,000	7,979	10,000
Equip Supplies, Maint & Repair	-	5,000	5,106	5,000
Depreciation - Meet Equip	4,100	3,680	4,041	3,130
<b>Total Equipment Operations</b>	<b>23,900</b>	<b>23,480</b>	<b>21,926</b>	<b>23,630</b>
<b>LC Zones</b>	<b>202,370</b>	<b>157,375</b>	<b>127,511</b>	<b>157,375</b>
Athlete Travel Assistance	57,400	57,400	55,400	100,600
Meetings/Conf/Seminars	42,100	42,100	34,433	42,100
Strategic Planning	2,000	1,000	-	1,000
Safe Sport Program	2,800	2,800	-	2,800
Inclusion/Diversity Prog	13,000	31,000	39,630	10,000
Athlete Awards & Grants	1,500	1,000	199	1,000
Outreach Registration	200	200	100	200
Equipment Purchase Grant	10,000	5,000	-	5,000
Club & Coach Development & Awards	3,500	1,500	-	2,500
Computer Expenses	2,400	2,750	3,845	3,000
Computer Equipment	-	-	3,356	-
Office Supplies	600	300	-	300
Postage & Delivery	600	200	261	200
Home Office Expenses	3,000	2,000	1,681	2,500
Advertising & Promotion	750	750	425	750

## Potomac Valley Swimming, Inc 2017-2019 Budget Details

	2018-2019 Budget	2018-2019 EOY Projection	2018-2019 Actuals	2019-2020 Budget
Bank Service Charges	100	100	75	100
Merchant Fees	3,000	2,000	3,592	2,000
Outside Contractor Services	16,200	18,100	17,969	18,100
Accounting - Audit	15,000	15,000	13,500	10,000
Professional Services	40,800	40,800	39,996	40,800
Employee Salaries	87,865	87,865	87,860	87,865
Payroll Taxes	5,365	6,720	6,721	6,720
Payroll Expenses - QB	1,000	350	88	1,500
Penalty	-	-	-	-
Insurance & Interest	-	-	-	-
Investment Advisory Fee - RBC	1,700	1,700	1,770	1,700
<b>Total Expense</b>	<b>1,149,545</b>	<b>1,117,000</b>	<b>1,015,880</b>	<b>1,157,985</b>
<b>Net Income</b>	<b>(41,510)</b>	<b>(14,475)</b>	<b>78,660</b>	<b>(29,120)</b>
Reserve Ratio	69%	73%	90%	68%

**Potomac Valley Swimming**  
**Profit & Loss MTD Comparison**  
 September 2019

	<u>Sep 2019</u>	<u>Sep 2018</u>
<b>Income</b>		
<b>Registration - Athletes</b>		
Athlete Registration Income	494,730	587,400
Flex to Prem Athlete Reg Income	0	0
USA Swimming - Athlete Reg	-338,456	-445,020
Flex Registration Income	17,620	9,840
USA Swimming - Flex Reg	-8,800	-6,400
<b>Total Registration - Athletes</b>	<u>165,094</u>	<u>145,820</u>
<b>Registration - Non Athletes</b>		
Non Athlete Regist Income	15,190	17,940
USA Swimming - Non Athlete Reg	-14,136	-18,780
<b>Total Registration - Non Athletes</b>	<u>1,054</u>	<u>-840</u>
<b>Registration - Clubs</b>		
Club Registration Income	100	100
USA Swimming - Club Regist	-70	-70
<b>Total Registration - Clubs</b>	<u>30</u>	<u>30</u>
Sanction Fees	0	300
Equipment Rental Income	0	1,035
Dividend Income	632	437
Interest Income	47	50
Cap Gain/Loss ( Unrealized)	-149	544
<b>Total Income</b>	<u>166,708</u>	<u>147,376</u>
<b>Expense</b>		
<b>PVS Meets</b>		
Pool Rent	0	15,388
<b>Total PVS Meets</b>	<u>0</u>	<u>15,388</u>
<b>Officials Support</b>		
Officials USA Registration	2	0
Background Screening	195	266
Officials Apparel/Supplies	2,695	0
Clinics	70	0
<b>Total Officials Support</b>	<u>2,962</u>	<u>266</u>
<b>Equipment Operations</b>		
Equipment Storage	400	400
Meet Equip Purchases	2,233	0
Equip Suppl/Maint/Repairs	181	39
Depreciation - Meet Equip	337	337
<b>Total Equipment Operations</b>	<u>3,151</u>	<u>776</u>
Meetings/Conf/Seminars	20,884	16,745
Diversity & Inclusion Program	0	0
Outreach Registration	30	0
Computer Expenses	157	250
Home Office Expenses	92	116



Potomac Valley Swimming  
**Profit & Loss MTD Comparison**  
September 2019

	<u>Sep 2019</u>	<u>Sep 2018</u>
Merchant Fees/QB & PP	70	135
Outside Contractor Services	600	1,350
Professional Services	3,333	3,333
Employee Salaries	7,404	7,322
Payroll Taxes		
Medicare Tax	107	106
Social Security Tax	459	454
Total Payroll Taxes	566	560
Payroll Expenses - QB	14	6
Investment Advisory Fee - RBC	0	0
Suspense	-2,500	0
Total Expense	36,764	46,246
Net Income	<u>129,945</u>	<u>101,129</u>

# Operations Division Report

## PVS October 2019 Board Meeting

### TECHNICAL

The Technical Committee is reaching out to those athletes who were not selected to be on the Officials Committee. One athlete, Lindsey Kotarski, has joined the Technical Committee. I am hoping to add an additional athlete. I have reached out to 3 others, one of whom declined and the other did not respond before a generous deadline. Am waiting to hear from the third. The athlete representatives' main focus will be to convert the club meet announcements into the PVS Meet announcement template. The "converted" meet announcements will be reviewed and sent to the clubs. Hopefully the clubs will chose to use the "converted" meet announcements in the future.

### EQUIPMENT

1. A 50' starter cord was purchased. Additionally, ratchet straps to secure the racks of touch pads during delivery and other items to organize cords were purchased.
2. The Equipment Manager repaired an Infinity Starter that was damaged during a rental.
3. 4 refurbished 78" Aqua grip touch pads were purchased from Colorado Time Systems.
4. The Storage Facility Reorganization project was completed.

### OFFICIALS

1. There was some difficulty with registration for new officials. There was quite a delay which resulting in many officials not being able to work at some of the early meets. Non-athlete registrations seemed to improve once Terri was enlisted to help. A long-term solution needs to be put into place.
2. A new form to process/update/upload coach and non-athlete registration was created. It is quite impressive. It has dramatically improved the way the officials committee is processing the 10+ session officials. This new form allows for automatic reregistration of qualified officials.
3. The following officials from PVS were selected to work Olympic Trials: Ellen Colket, Dave DiNardo, Rich McMillen, Jack Neill, and Bob Vincent.
4. There has been discussion regarding paying for registrations and BGC reimbursement of officials who are also registered as coaches. There is conflicting information in the P&P and what is stated on the PVS website. The Officials Chair believes that if someone is a PVS official and qualifies like anyone else, they have met the requirement and should be able to seek reimbursement as an official, regardless of being registered as a coach. This will be discussed at the Officials Committee meeting in November.

Carolyn Kotarski  
Operations Vice Chair

## Age Group Report:

The Junior Olympic cuts are out for the 2019-2020 season. There were very few changes with the meet last year having good numbers and timelines, as we hit on all the goals for the size of the meet.

As a reminder, the Tech Suit rule will go into effect on January 1<sup>st</sup> this year for the 12 and under swimmers and will not be permitted after that date for swimmers 12 and under.

The October Open was run well at Lee District. FBST did a nice job working with the coaches and working to run the best meet possible. They had issues with equipment for some of the sessions and we will need to address some of the equipment that they had. Does PVS need to give "backup" equipment for all parts, or do we have enough for this? Also, meet mobile was running, but not up to date and did not keep up with the sessions, which some of the coaches and parents were talking about. Meets that run meet mobile makes it a lot easier for all coaches and parents. The facility was very warm for all sessions, if it is possible to talk with Lee District to get the air to a reasonable temperature, I know everyone would appreciate it. The air quality was ok despite the heat. FBST was happy with the amount of help and volunteers and they had a good number of officials at the 11-12 and open sessions. On Saturday though, the 9-10 session had minimal officials at the turn ends, with only 1 official for the 10 lanes on each side. I think we need to find a way to get more involvement with our younger swimmers' parents for this.

Blair Piddington

## PVS Safe Sport

### Monthly Report – October 21, 2019

Congratulations to Arlington Aquatic Club (AAC) for becoming a USA Swimming Safe Sport Recognized Club! Evan Stiles and his staff very diligently to ensure that all policies were implemented and available, and held group parent/athlete trainings to ensure club members were familiar with Safe Sport issues. AAC will now be permitted to display the Safe Sport Certified logo, and will be presented with a Safe Sport banner.

PVS Safe Sport has met with several teams around PVS to address coaching staffs and parents, and provide guidance on Safe Sport issues. In addition, we have answered numerous questions about the implementation of MAAPP, and how to achieve Safe Sport recognition.

As discussed at the PVS HOD meeting, we have moved forward with procuring MAAPP Bag Tags for adults that will be volunteering on deck. The Bag Tags provide information and acknowledgements regarding MAAPP, and will help easily identify who is permitted to be on deck. We submitted our proposal to USA Swimming Safe Sport for consideration, and they loved the idea and design. The tags are currently being produced, and should be available for meets soon. We will be selling tags to teams for use at their team-sponsored meets. The image of the tags can be found below. Thank you very much to Ellen Colket for playing a large role in making this a reality.



Several 2019-2020 Season meets have now gone off without any reported incident. We credit the success of these meets to excellent efforts by teams to implement Safe Sport policies, and the attention of meet staff (including meet referees, officials, and volunteers).

We will be holding a Safe Sport Committee meeting in November. Date TBD.

One issue that has been raised by a concerned PVS parent is the incidence of eating disorders among young athletes. The parent noted that many coaches impose strict dietary requirements on athletes, and can be critical of weight. While teams may each have their own coaching style and attributes, PVS Safe Sport agrees that this is a logical concern and should be discussed. We have reached out to USA Swimming Safe Sport for guidance, and the PVS Safe Sport Committee will address internally to consider if and how we should address it. We welcome input from the PVS community.

Please contact me with any questions or concerns.

Sincerely,

Mike O'Shaughnessy

Chair – PVS Safe Sport Committee

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