

**Potomac Valley Swimming
Board of Director
Overlee
November 18, 2019**

- Attendance – Voting Board Members; Tim Husson, Jack Neill, Jorge Zamora, David DiNardo, Carolyn Kotarski, Blair Piddington, Mike O’Shaughnessy, Rob Green, Meghan Thiel. Non-Voting members; Greg York, Tom Ugast, Kurt Thiel, Rich McMillen, Erik Collins. Other PVS members; Julia Koczot, David Miller, Lance Page, Bethany Ellis, David Chu.
- Roll Call to establish Quorum – There are a sufficient number of voting Board Members in attendance to conduct business.
- The board meeting was called to order at 7:23 pm, by General Chair, Tim Husson.
- Approval of minutes from October meeting – **Motion to approve the minutes from the 2019 October Board Meeting, seconded and approved.**
 - Board Members were asked to be sure to take time to look over the draft minutes when they are sent out for review. It is important to make sure they are as accurate as possible.
 - The goal is to have the draft minutes posted within one week; in order to do this, they will be sent out for review within 3 days, reviewed and sent back within 3 days. Thank you all for your cooperation.
- Additional Agenda Items & Approval of Agenda –
 - Rob Green requested we add a DEI Grant approval proposal to the agenda.
- **Mission Statement: *PVS Supports and promotes excellence for all through competition, education, innovation and leadership.***
- **Vision Statement: *Leadership and excellence in and out of the pool.***
- Reports of Officers:
 - Administrative
 - Safe Sport
 - Finance
 - Diversity/Equality/Inclusion
- New Business
 - Athletes Report – nothing to report.
 - New Firm for PVS Financial Review – nothing to report.
 - Athlete Travel Appeal – Mark Faherty sent in information for a summer travel appeal. A swimmer who attended Nationals, was registered in PVS from 2008-2016, during college she would come back in the summer, transfer her registration and swim with her PVS Club. For the summer of 2019 she returned from college, practiced with her club, participated at PVS Open Champs and Nationals. However, her club never transferred her registration back to PVS for the LC season. The club submitted the appeal on the ground that it was an Administrative error, not transferring her registration and would like to request she be given travel reimbursement.
 - **Motion to accept the appeal of this swimmer for travel assistance for 2019 Phillips 66 Nationals, second and approved.**
 - It was clarified that typically the athletes are transferred by to PVS in the summer, but this was simply a mistake by the admin of the club.
 - Background Check Reimbursement Appeal –

- PVS has a reimbursement policy for Officials; if they work a specific number of sessions, that we will pay for their BGC.
 - A current PVS Official was initially denied BGC reimbursement because the request was submitted more than 6 months late. She claimed she did not know about the policy at the time and now that she knows she would like to be reimbursed.
 - **Motion to approve the Officials BGC reimbursement appeal, seconded and approved.**
 - She completed her BGS a little over a year ago and has completed 16 sessions as an Official for PVS.
 - Our Officials/Volunteers do a lot to help the association and should be treated well.
- Dual Registered Coach/Officials –
 - There are [11] individuals who are dually registered as Officials and Coaches. In 2006, the board voted not to approve BGS reimbursement for coaches, then in 2010, the board voted to reimburse BGS for Officials. However there was never a policy put in place for those who are registered as Officials and Coaches. As a default, based upon the 2006 ruling, we have not reimbursed coaches who are also Officials. We are simply looking to clarify the policies in P&P.
 - Motion that we will accept BGS reimbursement for Officials who are also registered as coaches, second, withdrawn
 - It was noted that if we approve as stated above, it would indicate the need for multiple separate classes of registrations. The motion was withdrawn and restated.
 - **Motion to approve reimbursement of BGS for all PVS registered Officials who meet the criteria, seconded and approved.**
 - PVS also pays for the registration for PVS Officials if they work at least 10 sessions in the previous calendar year. Again, there was no previous mention of what to do with those who are Officials and Coaches.
 - **Motion that we provide registration for all registered Officials who meet the criteria, seconded and approved.**
- Zone Team Manager – We want to get our Zone Team Manager in place in a timely manner so the planning can begin.
 - Blair recommends that we appoint Morgon Henderson-Kunz as the 2020 LC Summer Zone Team Manager. In 2019 he was the head coach and did a lot of the leg work for the PVS Zone team.
 - **Motion to approve Morgon Henderson-Kunz as the 2020 Zone Team Manager, second and approved.**
- Pre-Meet Recon P&P – Tim sent out the new proposal, with simplified language. See attached.
 - **Motion to approve the proposed language to update the Pre-Meet Recon policy stated in P&P, second and approved.**
- DEI Grant – Mary Burkstrom, a coach with NCAP and a school in DC, has submitted a DEI Grant Application. She has started a swim program for under privileged children in the DC community. She has identified a school in DC to work with and started a pilot program for a Water Safety Day. She has worked with the 5th graders and is now working with the schools' 4th graders. The School AD fully supports this program; however, there is very little funding currently available. The money would help to

purchase caps, goggles, and a suit and towel for each student. The school is also struggling with the transportation, getting the kids from the school to the pool and back to school.

- The DEI committee unanimously approved this grant at their October 27 DEI meeting, recommends the board approve. The grant is for \$2500, as the fall/winter submission. There is \$5000 total available per year.
- **Motion that we accept this DEI Grant application as presented by Rob Green, for Mary Burkstrom’s DC School learn to swim program in the amount of \$2500, seconded and approved.**
 - It was noted that she may also be able to gain some support from the USA Swimming “Make A Splash” program. Rob will help her look into it. Mary’s long term goal is to expand and make swim lessons required in all DC Schools.
- Committees – As per the new Bylaws there will be a Governance Committee formed at the 2020 HOD, until then Tim will appoint the initial committee members. There are several other Committees that will now be required by the Bylaws (Athlete Committee, Finance Committee, Operational Risk Committee), Tim requests that by the January meeting, the head of each committee submit a list of their committee members, so the board can vote to approve.
 - A questioned was raised; Do you have to be a member of USA Swimming to be on a committee? [It was later clarified that while not stated in the Bylaws, the committee members have to be a USA Swimming member, the rule then defaults to Robert’s Rules of Order; which indicated that yes, they must all be members.]
 - Tim does want to maintain the Strategic Planning committee until the Governance Committee is officially formed in the spring of 2020.
- Old Business – No Old Business
- Discussion Items
 - Safe Sport & MAAPP – Mike O’Shaughnessy reported
 - Over the past month, PVS has started to comply and enforce the MAAPP policies, focusing on the goal that all adults in contact with athletes acknowledge MAAPP. At November Open, “MAAPP in a box” was first introduced. MAAPP in a box contains; 75 bag tags on lanyard (with info and QR codes), flyer with the full MAAPP policy and stickers to put on all sign in forms.
 - Every volunteer (timer/marshal/hospitality) on deck was given a lanyard with a MAAPP bag tag. This served two purposes: they were easily identifiable, and the individuals were able to read the information.
 - Both Mike and Greg York visited all four sites of the November Open to check to see how things went.
 - The Friday night session of Nov Open was difficult to gauge because parents had to time their own swimmers and so many were on and off the deck. By Sunday, they felt people were starting to get it and were aware of what they were doing.
 - The only complaint was separate bathroom policy for the Officials.
 - The facility layout does make a difference. The St. James was great, since parents cannot get close to the deck, where at the Providence site the spectators are essentially on the deck and much harder to control.

Administrative Vice Chair Report

November, 2019

Membership

At this time of the year, membership numbers change by the hour. That being said, here are the figures as of 11/14/2019:

Athletes

Premium – 8810

Flex – 1245

Outreach - 14

Total – 10,069

Non-Athletes

Individual – 652

Life – 18

Total – 670

November Open

These are the numbers from the 2019 PVS November Open, as well as a comparison to the 2018 meet:

	2019 Splashes	# of Officials		2018 Splashes	# of Officials
Fairland	4235	54		3606	66
Providence	2742	29		2959	44
PWCS Aquatic Center	2856	35		4547	57
St. James / Mt. Vernon	4036	38		3348	35
Total:	13,869	156		14,460	202

Respectfully submitted,
Jack Neill
Administrative Vice Chair

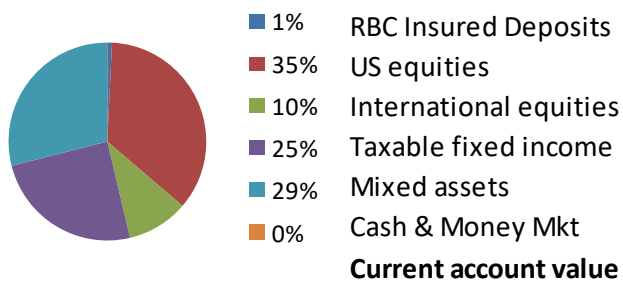
Potomac Valley Swimming

Treasurer's Report as of 31-Oct-2019

Financial Performance

The following is a summary level view of the allocation and performance of our assets as of 31-Oct-2019. Our portfolio's growth, year over year, exceeds our target growth given recent bullish markets. 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 31 Oct 2019 ASSET ALLOCATION SUMMARY



	CURRENT VALUE	% of Portfolio	YOY Δ
RBC Insured Deposits	\$ 1,969	1%	
US equities	\$ 93,517	35%	
International equities	\$ 26,582	10%	
Taxable fixed income	\$ 65,124	25%	
Mixed assets	\$ 76,119	29%	
Cash & Money Mkt	\$ 90	0%	
Current account value	\$ 263,401	100%	7%

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 following exceptions:

- Outstanding athlete travel stipend
- Diversity Select Camp – USA Swimming's contribution (\$10,000 less USA Swimming's staff expenses)

Our year-end financials will be issued as FINAL once an accounting review has been completed. Following this effort, the 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.

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

Potomac Valley Swimming

Treasurer's Report as of 31-Oct-2019

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

Budget Performance 2019 – 2020

The 2019-2020 budget was approved by the HOD on 21-May-19. Two months (September and October) of financials have been included and have been issued to the PVS BOD for information. Although very early in the season, we are tracking with the planned budget as we complete our second month of the season.

Audits and Taxes

Per Article 8 of Potomac Valley Swimming's (PVS) Bylaws dated 10-May-18, we will be selecting an audit firm to perform an annual accounting review. Once the engagement is performed, the accounting report and 990 will be posted on PVS' website for information and forwarded to USA Swimming.

Monthly highlights:

1. Held meeting in November with PVS Registrar, Services Manager, and Bookkeeper to discuss process to resolve outstanding discrepancies as well as the process to be used to ensure alignment moving forward for registration, billing and reporting.
2. Identified CPA firm for annual accounting review and will review with PVS Board.
3. Scheduled end of year performance meeting with financial and investment partners - Wells Fargo and RBC Wealth, respectively.

Respectfully submitted,

Potomac Valley Swimming Treasurer's Report as of 31-Oct-2019



Ellen Colket
Vice Chair Finance/Treasurer
Potomac Valley Swimming
17-Nov-2019

Proposed Change to PVS P&P

October 21, 2019

Purpose: The current language in the section "VERIFICATION OF ATHLETE REGISTRATION" is very difficult to understand. My proposed change is to simplify the timeline and the policy.

Current language:

Meet Reconciliation for any PVS sanctioned meet shall be conducted as follows:

- Meet Directors will submit to the PVS Administrative Office a meet entry file (a Meet Manager backup) at or before 9am on the fifth day following the meet entry deadline. In the case of non-PVS sponsored meets, this file shall be provided by 9am on the 6th day before the meet.
- The PVS Administrative Office will run Meet Reconciliation on the above submitted file and contact all clubs via email and provide to each club the names of all athletes entered in the meet by their team who are not registered PVS athletes. These emails shall be sent at or before noon on the third day after receiving the file. The team shall then register all athletes described above on or before 9am on the second day following the email notification.
- The PVS Administrative Office will notify the Meet Director between 9am and noon of the second day after sending the email notification(s) of any athlete(s) who remain unregistered.

Proposed language:

Meet Reconciliation for any PVS sanctioned meet shall be conducted as follows:

- Meet Directors will submit to the PVS Administrative Office a meet entry file (a Meet Manager backup) no later than 9am on the Monday prior to the first day of the meet or no later than 9am on the day after entries are due, whichever is later.
- The PVS Administrative Office will run Meet Reconciliation on the submitted file and contact all clubs via email and provide to each club the names of all athletes entered in the meet by their team who are not registered PVS athletes. These emails shall be sent by the close of business on the deadline days specified above. The teams must register all athletes before the start of the meet.

Note that P&P give the Board discretion to fine the club \$100 for allowing an unregistered athlete to compete in a meet.

**PVS Safe Sport
Committee Report
November 2019**

At previous meetings, we have discussed the importance of implementing MAAPP at PVS meets, and ensuring that all applicable adults were MAAPP compliant. This past month, we took strides to implement these plans at PVS meets, starting with the November Open.

We prepared four “MAAPP-In-A-Box” packages to be made available at all PVS meet sites. Each package included 75 red Safe Sport Authorized Volunteer bag tags and lanyards, stickers to be placed on sign-in sheets, copies of the full MAPP policy, and a cover letter explaining Safe Sports goal. The plan was to have stickers were placed on all sign-in sheets, so when volunteers checked-in, they necessarily acknowledged MAAPP. They would then handed the bag tags which include a summary of the MAAPP policies as well as a QR code which would direct them to the full policy for review. Volunteers would be required to wear the tags to indicate that they were MAAPP compliant, and authorized to be on deck. As a result, meet staff could quickly determine if anyone had improperly made their way onto deck. The four MAAPP-in-A-Box packages were distributed to each meet site.

To get a sense of how our strategy worked in practice, Greg York and I visited the Providence and St. James sites together, and I visited Fairlands. We walked the deck to see how things were going and get people’s feedback.

We found that the first day of the November Open was not amenable to our strategy. During the distance sessions, swimmers were required to supply their own timer, so people were coming and going. There was no sign-in as with typical sessions, so tags were not distributed. In the future, I suggest having a MAAPP informational sheet included on the timer clipboards, or with the watches themselves.

On Saturday and Sunday, our plan worked quite well. Meet managers and meet refs did a great job of applying stickers to the sign-in sheets, passing out bag tags to volunteers, and instructing volunteers. Chief Judges also did a nice job of outlining MAAPP during officials’ briefings. Generally, it felt like the pool decks were organized, controlled, and safe. We did find, however, that pool venue can make a big difference. For example, at Providence, the spectators sit immediately behind the starting blocks. This gives the public easy access to the athletes, and results in more camera use, interaction with athletes, and less certainty about who is on deck. In addition, the locker rooms provide the easiest way in and out of the facility for both athletes and spectators, so there is more use of these facilities by spectators than desired. In contrast, spectators are seated in a separate section, and are more easily kept off deck. Officials and athletes are provided with suitable separate restrooms, and the pool deck remains extremely clear. Thus, we believe it is important to review the lay-out and set-up of each specific venue before a meet to determine where marshals shall be placed, and how we can best utilize the space to make sure athletes are safe.

Our next mission is to have the MAAPP-In-A-Box packages made available at all sanctioned PVS meets. To make this possible, we have acquired additional MAAPP Bag Tags and lanyards, which will be available for clubs to purchase at a reasonable cost. We will be sending out information for clubs to purchase them. We will also propose an amendment to the Protocols and Procedures that requires meet hosts to distribute these MAAPP badges to volunteers, and require acknowledgment of MAAPP in order to gain sanction from PVS.

In other news, the media has reported on recent litigation with USA Swimming. USA Swimming safe Sport will be holding a conference call to discuss this activity. We will participate and relay information to PVS. If nothing else, this reminds us that while focusing on the pool deck is important, it is also most critical to ensure that coaches and athletes are aware of Safe Sport rules, and abide by them to prevent improper and harmful interactions. **We must continue to work to ensure that all coaches are aware of and implement MAAPP guidelines, maintain proper relationships and interactions, and athletes have a way of reaching out if they experience any concerns.** We will be working with our athlete representatives to figure out the best way to get info to athletes.

In anyone has questions or concerns, please do not hesitate to reach out to me.

Mike O'Shaughnessy

PVS Safe Sport Chair

PVSSafeSport@gmail.com

(202) 253-8584

Diversity & Inclusion Chair Report
November 2019
Respectfully submitted by Rob Green

- Received a message from Safe Sport and Colorado Springs about a PVS Athlete that is transitioning from Male to Female. I reached out to the parents to let them know that we are a resource and offered to assist in any way I could. Also encouraged them to join our committee to contribute as a voice for our LGBTQ swimming community and share their experiences, so we can better support swimmers from this community.
- **DEI Committee Conference Call - October 27**
 - Committee Members Present on the Call:
 - Monica Randall - Non-Athlete Official (DCPR)
 - Jason Cochran - Non-Athlete Coach (MACH)
 - Jeremy Cochran - Non-Athlete Coach (NCAP)
 - Jess Fry - Non-Athlete Coach (NCAP)
 - Ariana Lewis - Athlete (TANK/GMU)
 - Jasmine Barry - Athlete (DCPR)
 - Jocelyn Nichols - Athlete (SNOW)
 - Mayre Carter - Non Athlete Coach (NCAP)
 - Mayre Bergstrom - Non Athlete Coach (NCAP)
 - Heather Purk - Non Athlete Official
 - Call Agenda Included:
 - Recap of DEI Committee Mission and Goals for 2019-2020
 - Task force initiation
 - Increase athlete representation
 - Continued and enhanced support for existing programs
 - Task Force Creation:
 - Athlete Engagement Task Force
 - Jess
 - Molly
 - Jasmine
 - Ariana Jocelyn
 - Coach/Officials Engagement Task Force
 - Jess
 - Mayre Carter
 - Heather Purk
 - Jason Cochran
 - Team DMV Task Force
 - Priya Aurora
 - Ariana Lewis
 - College Knowledge Task Force
 - Monica Randall
 - Jess Frye
 - Committee Vote on Outreach Grant Recipient for 2019-2020
 - Unanimous vote in approval of Swim Up program headed by Mary Bergstrom (see attached supporting information about SwimUp)

Potomac Valley Swimming Diversity & Inclusion Outreach Grant Application

The purpose of the Diversity & Outreach Grant is to increase multicultural, ethnic, and socioeconomic diversity and to foster an inclusive environment at all levels of the sport of competitive swimming. It is intended that this grant will reach out to underrepresented groups in the overall community. Grants are not intended to fund general team finances.

Fall Application Deadline: December 1st

Spring Application Deadline: April 1st

Email address *

mdb019@gmail.com

Organization Information



Club/Team Name *

Swim Up, Inc.

Club/Team Type *

Year Round ▼

Organization Tax ID Number *

84-2505467

Club/Team Website

Club/Team Contact Person *

Mary Bergstrom

Club/Team Address *

4005 Wisconsin Avenue, #5792

City *

Washington

State *

D.C.

Zip Code *

20016

Phone *

(610) 659-6277

Fax

Grant Program Information

Proposed Grant Program Name *

Swim Up Learn to Swim Program

Description of Program Goals and Objectives *

The goal of this program is to increase diversity in and accessibility to the sport of swimming through free swim lessons in underrepresented schools in Washington, D.C. This program will not only increase diversity in competitive swimming in the Potomac Valley, but also aims reduce unintentional childhood drowning in an at-risk population through the following objectives:

- 1) Provide free weekly swim lessons and water safety instruction to the third, fourth, and fifth grade classes at Bishop Walker School for Boys beginning September 2019;
 - 2) Volunteers from local high schools and colleges will participate in the program to educate students on scholarship and employment opportunities available through swimming and lifeguarding
 - 3) Meet with local elected officials to increase awareness of unintentional drowning rates in underserved communities and encourage adoption of this program into DC public schools as a curriculum requirement within five years
-

Statement of need or problem to be addressed (including a description of the target population, and how they will benefit from your organization's efforts) *

According to a 2017 USA Swimming survey, almost 80% of children from families with a household income of \$50,000 or less have little to no swimming ability. Furthermore, 64% of African American children have little to no swimming ability, resulting in drownings at 5.5 times the rate of other children (according to the Centers for Disease Control and Prevention). And finally, of the almost 350,000 members of USA Swimming, only 1.3% are African American. DC Public Schools house many of Washington's thirty public pools, yet the schools themselves have no swim team. Despite the amount of pools in the area, swim lessons and memberships to competitive club teams are expensive, costing up to thousands of dollars annually. Private and group lessons alone can costs hundreds of dollars per month, resulting in children missing an opportunity to learn an essential life skill. Washington, D.C. and the Potomac Valley have the pools, but we need the programming. Swim lessons and basic water safety must be a requirement in DC Public Schools, and this program will increase awareness on this issue through successful implementation at Bishop Walker School for Boys.

How many participants will your grant serve? *

25-40 ▼

What age group or ages are the intended participants? *

10 & Under

11-14

15-18

Other: 7 - 11 (3rd, 4th, and 5th grade)

Timeline for Implementation and Goal Completion Date. Please quantify. *

6-12 Months ▼

Strategic Plan Outline - Please quantify staff to participant ratios, Training plan, projected meets and testing, etc. *

Over the next 9 months, from September 2019 to June 2020, Swim Up will successfully implement a weekly swim lesson and water safety program at Bishop Walker School for Boys. Meeting weekly at Barry Farm Pool, there will be one to two instructors for each group. The first session consists of eleven fifth grade boys and will commence on September 18, 2019 at 1:30pm. Through successful implementation at Bishop Walker, Swim Up aims to not only continue the program through the 2020-2021 curriculum, but also hopes to encourage local elected officials and representatives from DCPS and DCIAA to begin steps towards implementation in DC public elementary and high schools. Within five years, Swim Up aims to make swim lessons and water safety instruction a requirement in DC public schools for students with little to no swim ability and an elective for those who wish to continue to learn and compete.

Is this new or continuing work? Please quantify past outcomes. *

New

Program Evaluation - How will you determine program success? *

We will evaluate the program's success upon completion of each group's trimester session. There will be initial evaluations held on the first in-water session of each trimester, and swim and water safety progress will be compared to this baseline evaluation at the conclusion of each trimester.

Program Budget

Projected Budget *

\$1,500 for suits, caps, goggles, shower shoes and towels; \$1,000 for additional transportation needs to transport students from Bishop Walker to Barry Farm

Requested Amount of PVS Funds *

\$2,500.00 ▼

Other Sources of Funding and Funding Amounts *

Initial donation of \$1,200 to go towards suits and goggles.

Prior PVS Grants Received - Please list the date and amount of the received grant if applicable.

N/A

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