

Potomac Valley Swimming
Board of Directors
Video Conference
February 17, 2020

- Attendance – Tim Husson, Jack Neill, Ellen Colket, Jorge Zamora, Mike O’Shaughnessy, Jessica Mack-Frye, Carolyn Kotarski, Evan Stiles, Meghan Thiel, Molly Kennedy, Dave DiNardo, Tom Ugast, Erik Collins, Kurt Thiel, Sumie Emory
- The meeting was called to order at 7:01 pm by General Chair, Tim Husson
- Establish a Quorum – There are a sufficient number of voting member in attendance to conduct business.
- Approval of January Minutes – **Motion to approve the minutes from the January 2020 Board of Director meeting, seconded and approved.**
- Additional Agenda Items & Approval of the Agenda –
 - Winter Gator Mini Meet incident report will be added under the Discussion Topics
 - Two items will be added under financial report; Meets and financial performance, Equipment maintenance and storage space update.
- 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.***
 - Tim Husson reminded the body; The common theme in the mission statement and vision statement is “EXCELLENCE” – everything we, as the Board, do should be aimed towards excellence. Just because it has worked in the past, doesn’t mean we shouldn’t be looking forward in how to make things even better for our athletes and membership.
- Reports of Officers
 - General Chair
 - Admin
 - Finance
 - Safe Sport
 - Operations
- New Business
 - Athlete Report – Molly Kennedy reports
 - Instagram has been set up for the Athletes and already has over 80 followers. The two Athlete Reps plan to continue to push it out to the PVS Athletes, now that the HS Swim Season is ending and they have more free time.
 - They are preparing the applications for the Junior Athlete Rep and will get it out soon.
 - They are looking for ideas for getting more involvement of the “non-elite” athletes.
 - They are thinking about a clinic for the younger/potential athletes before summer. Ellen Colket instructed the Athlete Reps to complete a budget request prior to March 2, for new programs in the next season. If they are interested in holding it this season, we can possibly reallocate funds.
 - Mike O’Shaughnessy commented that he is going to link the Safe Sport Athlete Committee members with the Athlete reps to join forces and hopefully reach out to more athletes.
 - Safe Sport – Mike O’Shaughnessy reports:

- He feels his primary responsibility is to educate and communicate the message about Safe Sport as efficiently as possible to the PVS members. All clubs have been requested to assign an individual as a Club Safe Sport Rep, others have not been as responsive. Mike's goal is that all clubs will have one adult and one athlete rep.
 - **Motion that each club be required to name one adult and one athlete rep during the club registration process each year, seconded, approved.**
 - **Amended: All clubs must identify at least one adult member and one athlete member on the PVS club registration form at the start of each season, seconded and approved.**
 - Board members feel this is a good idea and support the proposal, after a discussion as to whether a penalty is appropriate if there is no representative named. The purpose is not to punish any club, but rather to encourage and provide a "best practice" guideline so that all clubs can help with spread the Safe Sport message and aid their club in fielding questions.
 - There are several resources under the Safe Sport tab on the USAS page to help these representative and other members.
- At a recent Safe Sport meeting, the OHIO LSC presented their idea of a Safe Sport Pentathlon Meet; for athletes to have fun and learn more about SS.
 - Mike presented this idea to see if the Board would be behind setting up an event like this. He plans to have events like mixed gender relays, mixed age Relays...more about getting kids together.
 - It was recommended that the Safe Sport Committee work out the details, create a meet announcement and a budget, then present at the Spring Competition Committee Meeting, when we can add it to the VPS schedule for the 2020-2021 schedule.
- Tom Ugast, expressed a concern regarding the PVS policy of not allowing coaches and officials use the Locker rooms at meets.
 - Mike O'Shaughnessy explained that the policy actually comes from MAAPP, but agrees it does make sense and seems safer for the coaches and officials to be allowed in the locker room at the meets when the general public also has access to the locker rooms.
 - Tom will have Abby Howard from USA Swimming send Tim their interpretation or the policy.
 - It was suggested once we get the interpretation from USA Swimming, that we make sure that during the Meet Director and Meet Referees are informed so the proper information is presented at the briefings.
 - We will have something before Jr/Sr Champs and JO's.
- Finance Proposals – Ellen Colket reported
 - Each year, PVS has a handful of Unattached Athletes, Coaches and Officials who are paying for their own registrations. Currently there is not a process for these Athletes or coaches to pay their membership by credit card. The idea is to have a form, similar to what we use for Officials, which then gives the opportunity to pay using PayPal. Ellen went on to explain how the fee charged will also include the credit card and service fees.

- **Motion to allow, non-athletes and unattached athletes pay for their membership using an online form and pay using the credit card processing that PVS uses, currently PayPal, seconded, and approved.**
 - She will get back to us on the effective day.
 - **Motion to enforce a finance charge on delinquent invoices that are more than 30 days delinquent of 10%. It will continue to accrue until paid. The penalty with then be 10% or \$25 whichever is more, seconded and approved.**
 - Per requirements, wait 60 days and discuss at HOD and institute at the start of 20-21 season.
 - 10% is within Federal regulations requirements.
 - Athlete Travel Reimbursement: Paralympic Trials – It is in our budget for Olympic Trial reimbursement for \$1200; however, nothing is specified for the Paralympics Trials (a 3 days meet at the end of June in Minneapolis).
 - **Motion we offer travel reimbursement for the Paralympic Trials at the same rate as meets Nationals/US Open (\$700), seconded and approved.**
 - In the past several years we have had money in the budget for the Paralympics but is has not been used.
 - Coach Education Grant –
 - PVS received an email from a coach, requesting financial assistance for the Women’s Leadership Summit in April. We looked at the current policy/form and realized it was created in 2016. It was determined that we, as an association, need to update the information on Coach’s Educational Grants and ensure it is properly advertised. There is money in the annual budget that is not being used.
 - Jess – will lead a task force to update the application and find ways to better advertise the Grant.
 - **Motion to approve the request for Margaret Williams, PGPR Coah, a \$500 Education Grant for the Women’s Leadership Summit, seconded and approved.**
 - Tim will inform her that she has been approved for a \$500 Educational Grant, to attend the Summit, additionally he will explain the requirement for her to present a report to the Board or CCM in the spring.
 - 2020-2021 Budget Process, Timeline & Action Items – Ellen Colket presented:
 - There will be a personnel change effective at the end of February. Due to some personal reasons, Mary Zelleman will resign as the treasurer by the end of the month. Ellen indicated that she is in the process of interviewing two people. They are not individuals she knew personally, but that have been recommended to her.
 - The Accounting review has been conducted and the 990 form has been submitted to the IRS and USA Swimming as required.
 - Budget –
 - The budget planning information has been presented for review.
 - Splashes were down in all PVS Open and Distance meets this year. Ellen noted that we are down about 4900 splashes (compared to last season). Which has a negative impact on our budget. She plans to make some recommendation regarding Splash fees.

- There are a number of reasons for the fewer splashes discussed. It was recommended that the Governance committee start looking at what changes can be made to help get the numbers back up.
 - Ellen requested that all board members review the program budget and if there are any changes please send (amounts and details) to Ellen by March 2 at noon. Be as specific as possible with the explanation, so the proper information can be presented to the HOD
 - USA Swimming registration fees will increase by \$2 to \$64, PVS will remain at \$28 for a total of \$92. Flex I s currently under discussion at the USA-S level, expect there to be changes, it is not meeting the expectations of USAS.
 - Equipment location/storage – Ellen reported that currently we are housing and maintaining our equipment in a storage facility in Dunn Loring, VA (Fairfax Co). We do not currently have a lease or contract and pay \$400 on a month to month basis. A couple weeks ago we discovered that our equipment had not be insured since 2013. Ellen worked with USA S to get a policy for all our equipment.
 - We were also informed that the storage facility, which is owned by the Church of the Latter-Day Saints will now be sub leased to another organization who is willing to sub-lease to PVS for \$1000 per month. There would then be a contract/lease presented. In addition to the increased rental fees, if we stay in Fairfax County we will also have to additional taxes on our equipment.
 - We are currently working with the CPA firm to see if there is any relief on the taxes in Fairfax County for non-for-profits.
 - There has been some discussion as to what the requirement are for the space, based upon the request of the Operation Chair and Equipment Manager.
 - Dave DiNardo, who is a commercial property real estate agent offered to do some research and help look for another space if that is what PVS want. He will take a look at the specifications and requirement and will help get us moving going forward.
 - 18 & U Qualifier - The General Chair reported
 - Our number of Splashes are closer to the 2018 level, which is good news.
 - January Distance Meet –
 - For the last two years Tim was the meet referee and the MD the year before. For as long as he can remember it has been held at Lee District. However, he feels there are several other newer facilities that we could look into for the January Distance meet going forward.
 - There was a discussion on the pros and cons of staying at Lee District or moving to another facility, like The St. James or Dulles South, which are the two most likely options.
 - Ellen and Jack will look into pool options for the 2020-2021 season.
- Old Business – none to report
- Discussion Items

- There was a safety/security incident at the AAC Winter Gator Mini Meet over the weekend.
 - The incident was presented; In brief, A female volunteer, was asked to leave the deck, as she was not performing her volunteer duties as assigned after several reminders. She was ultimately removed from the facility by authorities, after multiple attempts by the facility staff. All reports indicated that at no time was she in contact with any athletes, nor seemed to pose any threat to anyone. The police issued her a citation and banned her from the facility for 3 years.
 - It was determined that everyone on the facility staff handled it appropriately. It does not appear that she has any direct ties to either PVS or any club.
 - There was a discussion as to what could be done going forward. Mike felt it would be best to alert all Meet Directors about this incident and warn them of the various incidents that do occur so they can be aware that things happen and vigilance is the key to helping to keep our athlete safe.
- Next Meeting – March 11 at Overlee at 7:00 pm.
- Executive Session
- Adjournment



General Chair's Report

February 2020 Board Meeting

Governance/Nominating Committee

The Governance/Nominating Committee held a kick-off meeting. Morgon Henderson-Kunz was elected the chair of the committee. The committee laid out a timeline for their task of creating a slate of candidates for the May HOD elections. An initial flash mail was sent to the PVS membership informing them of the elections and the positions available.

PVS 18&U Qualifier

After seeing a 1200 splash drop in entries last year, this year's meet is back at the level of the 2018 meet. The table below is a look at how the entries differed over the last three years.

PVS February 18&U Qualifier

		2020		2019		2018	
		Athletes	Entries	Athletes	Entries	Athletes	Entries
ASTS-PV	Accokeek Stroke Technique Swim	32	170				
AAC-PV	Arlington Aquatic Club	85	380	20	90	78	318
CSC-PV	Clark Swim Club			48	204	48	208
FXFX-PV	Fairfax Foxes Swimming	36	142	39	148	43	171
FBST-PV	Fort Belvoir Swim Team	29	113	28	106	33	123
HACC-PV	Herndon Aquatic Club	68	250	62	268	89	376
JCCW-PV	Jewish Community Center Waves	7	29				
LIFE-PV	Life Time Mid Atlantic Club Sw					45	168
LCL-PV	Lowell Community Lionfish	8	19	12	38	20	59
NCAP-PV	Nation's Capital Swim Club, Bu	126	505	6	6	135	565
PM-PV	Potomac Marlins	66	266	32	114	14	31
RMSC-PV	Rockville-Montgomery S.C.	1	4	12	30	18	54
TANK-PV	Shark Tank Racing Squad	13	40	1	2		
SNOW-PV	Snow Swimming	63	292				
SSCT-PV	Streamline Swim Club & Team	18	79	9	43	5	28
SDS-PV	The Capitol Sea Devils	111	469	172	746	155	690
FISH-PV	The Fish	62	295	71	333	81	404
TOLL-PV	Tollefson Swimming			73	369	3	9
UN-PV	Unattached	4	18	2	3	0	0
YORK-PV	York Swim Club of Northern Vir	142	594			134	510
Total Entries:			3,665		2,500		3,714

Administrative Vice Chair Report

February, 2020

Membership

Here are the membership figures as of 2/15/2020:

Athletes

Premium – 11,282

Flex – 1207

Outreach – 21

Total – 12,510 (as per February, 2019 report: 12,228)

Non-Athletes

Individual – 1196

Life – 18

Total – 1214 (as per February, 2019 report: 1201)

January Open

The number of splashes for the 2020 January Open was down significantly:

	2020	2019	2018
Audrey Moore	3106	5090	4409
Fairland	4224	5013	3810
PWCS	2275	4847	3810
Total	9,605	14,950	12,029

Nats Swim Night

In January, Tom Ugast and I spoke with Jennifer McCarty of the Washington Nationals regarding 2020 Swim Night at Nationals Park. Tentative date, Tuesday August 25 (vs. NY Mets). Topics discussed included:

- Publicity for event through PVS website, summer leagues, etc.
- Fund raising possibilities for LSC
- Possible tie-in with meet registration
- Levels of pricing (in 2019, three levels: \$20, \$30, \$45)
- Celebrity athlete participation

Respectfully submitted,
Jack Neill
Administrative Vice Chair

Potomac Valley Swimming

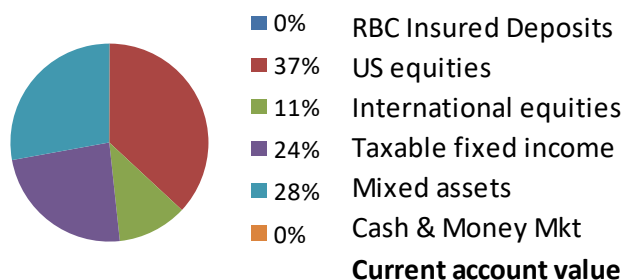
Finance Report as of 31-Jan-2020

Financial Performance

The following is a summary view of the allocation and performance of PVS' investments as of 31-Jan-2020. Year over year, our portfolio continues to exceed our growth target. We continue to remain optimistic looking forward into the quarters ahead, despite some recent headwinds.

As of 31 Jan 2020

ASSET ALLOCATION SUMMARY



	CURRENT VALUE	% of Portfolio	YOY Δ
RBC Insured Deposits	\$ 193	0%	
US equities	\$ 101,592	37%	
International equities	\$ 31,401	11%	
Taxable fixed income	\$ 65,673	24%	
Mixed assets	\$ 76,720	28%	
Cash & Money Mkt	\$ 74	0%	
Current account value	\$ 275,653	100%	11%

Investment Objective - **Balanced Growth**

Risk Tolerance - **Low Risk**

Our General Operating Account (GOA), Restricted Operating Account (ROA) and Special Accounts remain within the Wells Fargo Banking Institution. We had a review at the end of last season and again in late January with our Wells Fargo Business Manager to assess additional features that could be of benefit to Potomac Valley Swimming. No additional services are requested at this time.



Accounting Review for 2018 - 2019 season's financials

KWC has completed its accounting review of Potomac Valley Swimming's financials as of 22-Jan-2020. The work consisted of a review of PVS' financial position as of 31Aug2019, statement of activities, functional expenses and cash flows for the year, including an analytical assessment of PVS' financial data. KWC's conclusion stated no modifications to PVS' financials were needed in order for them to be in accordance with accounting principles generally accepted in the USA. Additionally, the Form 990 has been completed and submitted to the IRS as of 4-Feb-2020. The accounting review as well as PVS' Form 990 have been provided to USA Swimming as of 11-Feb-20 as required and will be posted to the PVS website.

Potomac Valley Swimming

Finance Report as of 31-Jan-2020

Budget Performance 2019 – 2020

Five months (September thru January) of financials have been included and have been issued to the PVS BOD for information. Our Net Income is up approximately \$23.6 thousand compared to this time last year, however, the primary drivers of this include an increase in income (i.e., larger number of registrations, changes in capital gains, and some swings in splashes – club  and PVS meets ). Please see the year-to-date P&L for further details. We expect a significant uptick in our expenses along with a moderate increase in income during the 2nd half of our season as a result of the short and long course championship meets, zones, and Olympic Trials.

Budget 2020-2021 Development

The budget template is provided to the Board as part of the February Board meeting discussion. Each account holder/responsible party is listed to the right of the '20 – '21 budget column and asked to prepare their estimated budget necessary to support the organization for the 2020-2021 season. Please see the budget request form if you are proposing the addition of any new projects/programs to the budget. This must be completed and submitted to the Finance vice chair no later than March 2nd. Draft budgets will be needed by March 2nd as well so that these can be compiled and reviewed at the March 11th BOD meeting. Discussion and edits will be incorporated and brought back to the April 20th meeting for budget approval. The draft budget will be finalized once approved by the BOD and readied for posting on the PVS website and subsequent presentation to the HOD in May (date TBD).

Highlights since last report

1. Our PVS Accounting review of the 2018-2019 season by KWC is complete, financials finalized, and Form 990 submitted to the IRS.
2. Pool rental contract planning for the 2020-2021 season is underway and our request for the FCPA facilities has been submitted.
3. LSC Equipment insurance policy established with Travelers Insurance
4. The current PVS Equipment location is being leased to another party as part of a facility lease agreement. PVS will need to determine if it will continue to remain in this location given a number of factors to be discussed in BOD meeting.
5. Personnel change pending (to be discussed at BOD meeting)
6. Annual and Quad Budget planning underway for 2020-2021 and 2020 – 2024

Proposals to be discussed by BOD

1. Unattached athletes, new coaches, and officials who wish to register must pay in advance of registering. The option is to pay via PayPal with credit card, however, this will include a transaction fee to offset PayPal's transaction fee. If the individual is a coach and states her/his club will pay, they will need to let the Registrar know and the club will be contacted for verification, and then invoiced and the coach registered.

Potomac Valley Swimming Finance Report as of 31-Jan-2020

2. All invoices will need to be paid in full 30 days from the date of the invoice. Invoice payments later than net 30, will be assessed a finance (late) charge which will be based on an annual interest rate and charged monthly (the late fee will be the interest rate or a flat fee of \$25, whichever is the greater of the two). If this proposal is approved, we will need to provide a minimum of 60 days written notification to all clubs and all invoices going forward will include the language regarding late payments being subject to a monthly finance charge.

Respectfully submitted,



Ellen Colket
Vice Chair Finance
Potomac Valley Swimming
14-Feb-2020

Operations Division Report

PVS February 2020 Board Meeting

EQUIPMENT

1. A CTS6 which malfunctioned during a high school district meet was sent to Colorado Time Systems for repair.
2. American University switched to Daktronics equipment and wanted to sell their Colorado Time Systems equipment. A CTS6, an 8 lane harness, 8 touchpads, and a touchpad rack (all used condition) were purchased.
3. 2020 Meet Manager Organizational Licenses were purchased for the PVS Championship meets.

Carolyn Kotarski
Operations Vice Chair

PVS Safe Sport

Monthly Report – February 2020

The Safe Sport Committee held a Committee Meeting on February 12, 2020 to review recent activity, and discuss future plans. We discussed the following:

Safe Sport Representatives. We need to be able to communicate with teams more efficiently, and athletes need to know who to talk to about issues. We have proposed having each team identify an adult and an athlete Safe Sport representative. Many teams, but not all teams, have done so. The Safe Sport Committee will be reaching out to teams to ask for identification of representatives. Going forward, **the Committee proposes that PVS require every PVS Club to identify at least one adult and one athlete as a Club Safe Sport Representative during the PVS Club registration process.**

Safe Sport Recognition. Trish Hughes from USA Swimming has distributed data on Safe Sport recognition. 137 clubs have achieved recognition throughout the US. **PVS is in 5th Place with 6 Recognized Clubs (ASA, AAC, Fairfax Foxes, MSSC, NCAP, and FISH). Only 4 other clubs within PVS have begun the process (Hydrosonic Tiburons, Mason Makos, OCCS, and Sea Devils).** I have spoken with Sea Devils about the process, and have redistributed the manual on how to get Safe Sport Recognized. Any club should feel completely free to reach out to me for assistance. I will be happy to help walk them through the recognition process. Our goal is to have every PVS club recognized. Notably, recognition may be required by USA Swimming in the near future. Also, the Committee has ordered banners for the six recognized clubs, and they will be distributed within the forthcoming weeks.

Bag Tags. PVS “Authorized Volunteer” Bag Tags have been used in PVS sanctioned meets. Just a reminder that we would like to use these tags at upcoming PVS Championship meets. Notably, Rob Greene (DCPR) has reached out to acquire bag tags, which will be used at their upcoming 34th Annual Black History Meet. We would encourage other clubs to use these tags at team-sponsored meets as well. **Tags are available to any team for a \$2.00 per tag donation to PVS.**

Eastern Zone Workshop. PVS Safe Sport will be attending the Eastern Zone Workshop on May 1-3, 2020. USA Swimming Safe Sport Director, Liz Hahn, has expressed the value of having athletes in attendance. **Several of the PVS athletes on the committee have expressed an interest in attending so they can learn from the workshop and share their ideas with other athletes in attendance.**

Enforcement of Safe Sport Rules. Eastern Zone Safe Sport Chair Greg York has been in discussions with members of the Eastern Zone about how to enforce non-sexual/non-criminal Safe Sport Rules within our LSC, rather than sending everything to USA Swimming in Colorado Springs. We have discussed options such as bringing violators (e.g., bullies of athletes or violators of deck-changing rules) before the BOD for an explanation and potential reprimand (including written warning or potential suspension from PVS meets).

Safe Sport Meet. York Athlete Carrie DeLuca noted that a Safe Sport Fellow from the Ohio LSC had previously coordinated a Safe Sport Pentathlon meet. Carrie thought this was an

excellent way to spread the message of Safe Sport and proposed that PVS host a similar meet. We proposed to raise this question with the PVS Board, to see if PVS would help sponsor such a meet. The athletes proposed holding a broad meet early in the season (before the season gets crazy), or a mini meet right before championship season, to give young swimmers a chance to get JO cuts. More senior athletes could host the meet and encourage younger swimmers. **Would PVS be willing to sponsor such an event?**

Incident Data. Fish Athlete Bridget O’Shaughnessy has created a small data analytics venture, and is working with USA Swimming to develop a methodology for collecting and reviewing Safe Sport incident data (with any private/identifying information removed), to help pinpoint what type of incidents are actually occurring, and when, where, how frequently, and under what circumstances they are occurring. Bridget hopes to collaborate with other LSCs to compile and analyze the universe of data to help provide feedback on MAAPP policies, and determine if they are properly targeted or require adjustment.

Social Entrepreneurship. RMSC Athlete Josephina Wang undertook a project for her Social Entrepreneurship class at Holton Arms High School to help solve a problem encountered by young women. She decided to focus on Safe Sport, and created a project to help understand what young women knew and thought about Safe Sport, and develop a program to disseminate messaging and collect feedback from her peers about the Safe Sport Program. Josephina and her classmates held a group discussion on feelings, behaviors, and team dynamics in their sports. They found it useful to hold open group discussions with young women. They also reviewed the Safe Sport Training programs, and provided feedback. Josephina will be preparing a guideline for how other athletes can have such discussions.

Webinar. USA Swimming held a webinar entitled “Talking to Parents about Safe Sport.” This presentation outlined the most effective ways to communicate the purpose and effectiveness of the Safe Sport program, and provided guidance on how to spread information and report incidents. We have distributed this useful presentation to all Coaches and Team Administrators, and encourage everyone to review it.

MAAPP Update. PVS and meet referees have been very active in implementing MAAPP at meets. Feedback has been positive, except we have received numerous complaints about the “Locker room” policy. In particular, numerous people have expressed their concern that the presence of officials (background-checked) may actually make locker rooms safer. These complaints are noted, and the committee understands the frustration. But the policies have been handed down by USA Swimming and Congress. We are open to all feedback and will report back to USA Swimming.

Meet Mobile Messaging. As we have previously discussed, most parents and athletes spend large amounts of time at meets on Meet Mobile. Accordingly, we concluded it might be effective to include some Safe Sport information in the Meet Mobile Meet Program. I have reached out to Active Networks to see if this is possible.

Reach for the Wall. I have spoken with Rich House from Reach for the Wall. He is interested in Safe Sport, and will be authoring articles on the subject. He has solicited information from our committee, and will be including our initiatives in his write-up. Since so many members of

PVS read Reach for the Wall, this could be an excellent opportunity to spread the word about Safe Sport.

If there are other issues pertaining to Safe Sport, please reach out to me or any other member of the Safe Sport Committee.

Sincerely,

Mike O'Shaughnessy

Chair – PVS Safe Sport Committee

PVSSafeSport@gmail.com

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