

**Potomac Valley Swimming
Board of Director's Meeting
September 21, 2020
Via Zoom**

- The meeting was called to order at 7:02 PM by the General Chair, Tim Husson
- Attendance –
 - Voting members: Tim Husson, Ellen Colket, Bob Walker, Rob Green, Meghan Thiel, Jorge Zamora, Carolyn Kotarski, Erik Collins, Evan Stiles, Sophie Elliott (athlete), Molly Kennedy (athlete)
 - Non-voting members: Kurt Thiel, Rich McMillen, Kim Bullers, Sumie Emory
- There are a sufficient number of voting members in attendance to form a quorum.
- Additional Agenda items & Approval of the Agenda
 - The Agenda has been approved by acclamation. Added three items:
 - Action item Officials Committee – Payment for Officials Registration & Background Screening
 - Action item Operations – equipment rentals during the pandemic and reduced number of meets
 - Discussions items – open water and website task force
- Approval of Minutes from the August meeting – **Motion to approve the minutes from the August 17, 2020 Board Meeting as submitted, seconded and approved.**
- Mission Statement: **PVS Supports and promotes excellence for all through competition, education, innovation and leadership**
 - Even without any meets, there is still plenty of work to do, which is why we had August and September meetings this year. The board working together as a team is the key to providing the best service we can to our membership.
- Approval of Submitted Reports – Two reports were submitted and there will be further discussion on items in the following reports.
 - General Chair
 - Finance
- Athlete Update
 - New Junior Athlete Representative, Sophie Elliot – Sophie introduced herself and was welcomed by all.
 - Athletes Committee – The Senior Athlete Representative, Molly Kennedy, reported that she sent out a survey to the PVS athlete regarding recent pandemic and swimming. She received 14 responses, representing 7 different teams. All teams that responded are in the water and have been in for at least 2 months. Some key highlights:
 - All were comfortable with returning to competition as early as September, but several indicated only in small groups.
 - When asked which age group should be first back, all indicated 13 & O with a few specifically stating 15 & over.
 - The general consensus was that there should be a limited number of people on deck & social distancing, face masks by everyone, temperature checks.
 - The Athlete Committee plans to start a newsletter. They have been gathering ideas of what to include; swimmer achievements, college recruitment hints, dryland workouts, mental health awareness (positive body image), Diversity/Inclusion issues.

- General Chair Comments – report submitted
 - USA-S sanctioning policy for October – USA S announced that starting in October, all sanctioning decisions will be made by the LSC. The geographic restrictions have been lifted and all Covid related policies will still be in effect.
 - Eastern Zone Meeting recap –
 - USA-S Fall meets –
 - Pro Series: It appears there will not be any pro-series meets this fall. The hope is to return to them in January. In the meantime, they are looking for alternatives meet options. A National Leaderboard will be posted monthly through the end of the year.
 - US Open will be moved to mid-November. They are currently looking for 8-10 sites around the country, in order to keep the participation numbers low. The qualifying times will be Summer Junior Nationals. The meet will be Long Course Meters, giving swimmers an opportunity to go for their Olympic Trials cuts.
 - New 18 & Under Championships: Winter Junior Nationals will not take place as planned this year. Instead USA-S will be announcing a distributed 18&U Championships. There is more information to be released. It will be a virtual meet and all results will be combined for one overall champion. It is anticipated that the qualifying times will be 1% slower than Futures.
 - Tim has reached out to Maryland and Virginia to see if they were interested in working together on this meet
 - Tim researched to see how many of PVS swimmers would qualify based on the anticipated qualifying times. There are just more than 300 swimmers; 1/3 qualify in only one event and just under half qualify in 2 or fewer.
 - We will learn more details and have a better idea of how it will work after Convention.
 - Pool/Facility availability - Tim has been keeping touch with the various local facilities about meets and to let them know that we are interested in running meets when we can. He met with Fairfax County last week. Prince George's County just announced that indoor pools can now open. He will be meeting with Fairland this week to learn their plans.
 - Tim was invited to be part of the focus group in Prince George's County to discuss the county's youth sports strategic plan.
 - EZ meeting – New Coach Director is Jerry Adams, Mary Fleckenstein will remain the Secretary/Treasurer and there are two new athlete representatives, Aaron Zhu and Gavin Formon.
- Action Items
 - PVS Scholar Athlete Appeal – Dave DiNardo received an appeal for a PVS Scholar Athlete application. The parent indicated that his son had two A times during the short course season and was “sure” that he would achieve a third during the long course season had there been meets and feels that the athlete deserves to be added to the Scholar Athlete Award list.

- At a previous meeting, the board discussed the Scholar Athlete Award and revised the criteria due to the reduction of meets since the start of the pandemic.
 - **Motion to approve the appeal, as presented by the parent, seconded and defeated.**
 - The board felt that “rules” for award were made after quite a bit of discussion and we need to remain consistent.
- Proposed BOD Meeting Schedule for 2020-2021 – Tim sent out proposed schedule for the board meeting in the 2020-2021 season. They are all the third Monday of each month.
 - **Motion to approve the schedule as amended, seconded and approved.**
 - A change was requested for two dates:
 - Monday, June 21 to Wednesday, June 23, due to a conflict with Olympic Trials.
 - Monday, December 21 to Monday December 14, so the meeting is a week prior to the holiday week.
 - **Motion to approve the proposed changes for June and December meetings as requested, seconded and approved.**
- Officials Committee – Rich McMillen, Officials Chair, presented a proposed temporary policy change to allow the Officials to have worked 4 sessions for this past year to qualify for the Officials Registration Fee Waiver–
 - Rich worked with the Officials Committee to ensure that the number of Officials who will qualify by working 4 or more sessions will be consistent with the numbers who have qualified in the past with a 10-session minimum so as to fit in our approved budget.
 - Once an Officials works 6 sessions, they will then qualify to have their Background Check (BGC) reimbursed. It is also recommended that for returning officials they can count the 6-month period prior to March 10, 2020 and any number of months going forward as the qualifying window. For new officials, once they reach 6 sessions they will qualify, regardless of how long it takes them.
 - **Motion to approve the change to the Requirement for Officials Registration and Background Check reimbursement for the 2020-2021 season, as amended, seconded and approved.**
 - It was recommended to add an end date of the May 2021 HOD meeting, noting that it could be extended beyond if necessary.
 - **Motion to amend that we put an end date of the Spring 2021 May HOD, seconded and approved.**
- Operations – Carolyn Kotarski, Operations chair presented;
 - **Motion to change the equipment rental fees/agreement during the Covid restrictions, so the rental rates do not increase until the third day, seconded and approved.** (a two-day meet will cost the same as a one-day meet).
 - Carolyn will add a note on the form to inform the renters.
- USA-S Convention – will be held virtually this coming week
 - PVS Voting Delegates are: The General Chair, Admin Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Senior Coach Representative and Senior Athlete Representative. As

PVS, we also receive several At-Large votes for being one of the five largest LSCs. Several additional PVS members are on national committees and will also receive at-large votes.

- More information will be sent out as to how the meeting will work. There are currently over 1000 people registered for the USA Swimming House of Delegates meeting scheduled for 10:00 am EDT on Saturday, September 26. PVS has more than 30 members registered.
- Proposed legislation – Information has been posted on the USA Swimming site for a while. There does not appear to be anything significant that we need to discuss or vote on as a block.
- Board Candidates – Their bios and statements are on the Convention website.
- Update from Finance Vice-Chair
 - Ellen Colket presented the end of fiscal year report – in the initial report, it appeared we would have a surplus of \$33,500, however, we are still expecting some more gains, and now expect the surplus to be closer to \$65,000.
 - We are now anticipating that we will reduce our 2021 budget due to the lack of travel funds needed. These numbers could continue to change depending on when meets are added back to the schedule.
 - Status of Grant Program – We had issued \$1000 to 26 clubs. Ellen reports that there is one club that has been shut down since beginning of June and consequently has no current staff or pool time. Because of this, they will not be able to compile with all three of the requirements as outlined in the Grant program. At this time, their club will not be renewing for the 2021 season. They hope this will change in the near future. Ellen recommends that we waive the requirements for this club, due to their current status. They did provide the necessary receipts and did use the Grant money to help pay the coaches from in the spring.
 - **Motion to waive the requirement for the one club who is unable to fulfil their commitment to the LSC as outlined in the Grant program, due to they are not able to continue as a team at this time, seconded and approved.**
- Discussion items
 - DEI Athlete Round Table – Rob Green reported that the DEI committee has had several meetings in August and September. They are planning to organize round table discussion for athletes, particularly minority athletes, to discuss some of their experiences as a minority athlete. Rob has reached out to other LSC and DEI Chairs, including Miriam Lynch, as to how best to manage this. They are looking to host roughly 45 athletes, ages 15 and over to participate. They hope to receive good feedback as to ways to help our diversity athletes. It will be a free event and the application is currently on the website.
 - There was a recent article in the Washington Post, that the mayor is hinting that she might modify Phase 2, which means a few place (pools, libraries) will start to open. Our fingers are crossed that this will happen and DCPR will be able to get back in the pool in October.
 - Rob Green was appointed to the USA Swimming Diversity, Equity & Inclusion Council. Congratulations Rob!
 - Using G-Suite –
 - Tim will be doing a little demonstration each meeting to help everyone become more familiar with G-Suite and what it has to offer.
 - All PVS emails will be transferred over to the Gmail server as of Sunday, 9/27.

- Website Taks Force – Bob Walker reported that he has been looking at options and has had quite a few discussions with coaches, athletes, other LSCs and Team Unify regarding the website and what path to take moving forward.
- Open Water – the goal was to have the September event as a sanctioned event. However, it has proven to be impossible at this time, due to all various restrictions by the different entities.
 - Kurt feels we need to make some changes to our P&P and to work on getting more Officials certified for Open Water.
 - He is happy to report that are currently 181 athletes entered in the “Swim the Potomac” Open Water event. He noted that 115 of them are 17 and under and he believes about 90% are PVS swimmers.
 - All are welcome to come, but please check on the protocols for Covid prior to arriving, to help keep everyone safe.
 - He feels we (PVS) need to be more involved in Open Water.
- The meeting was adjourned at 8:21 PM.



General Chair's Report

September 2020 Board Meeting

I have been providing weekly reports to the PVS membership for the last five months. I'm not going to repeat most of the things that are already in those reports.

I'd like to welcome to the PVS Board our new Junior Athlete Representative Sophie Elliott.

PVS now has 22 Safe Sport Recognized clubs. We are currently in fifth place of all LSCs in the number of SSR clubs.

The USA Swimming [2019-2020 Scholastic All American List](#) was announced last week. Forty four PVS athletes made the list this year.

Beginning October, USA Swimming has removed the geographic restrictions from the meet sanctioning process. All sanctioning decisions are now being made at the LSC level. However, the additional [COVID-19 requirements](#) are still in effect.

The annual Eastern Zone Meeting was held on Saturday, September 19. The new EZ Coach Director is Jerry Adams from Adirondack Swimming. The new Athlete Representatives are Aaron Zhe (Senior) from New England Swimming and Gavin Formon (Junior) from New Jersey Swimming.

Joel Shinofield from USA Swimming attended the Zone Meeting and provided some updates about the USA-S meets scheduled for the fall. More information should be coming out next week.

USA Swimming hasn't officially announced the cancellation of the November Pro Series Meets in Richmond, VA and Irvine, CA. However, given the limitation of gatherings and travel restrictions that may still be in place, they are unlikely to happen in their current form.

The US Open is planned to be held in mid-November (exact dates TBD). It will be a distributed meet held at 8-10 sites around the country. It will be LCM and the qualifying times will be Summer Junior Nationals to accommodate those athletes within range of Olympics Trials qualifying.

The Winter Junior Nationals will be replaced with a Distributed 18&U Championship. LSCs, groups of LSCs, or even individual clubs can host one of these meets. They must be swum SCY, they must be sanctioned by the LSC, and they must be swum within the time window of 1-13 December. Individual and team awards will be

PVS Mission Statement

PVS Supports and promotes excellence for all through competition, education, innovation and leadership

PVS Vision Statement

PVS: Leadership and excellence in and out of the pool



General Chair's Report

September 2020 Board Meeting

determined by aggregating the results from all the sites participating. The qualifying times will be 1% slower than Futures.

If you intend to attend the USA Swimming Virtual House of Delegates, you must [register](#) for the convention by Monday, September 21. If you register, you may attend any of the [sessions and open committee meetings](#) to be held prior to the convention. There is no cost to register for the convention and you do not have to be a voting delegate to attend.

You have until Oct 4 to [apply for a national committee position](#). Also, prior to the convention, please review the [proposed legislation](#). If you have any questions about the legislation or issues you want me to raise with the Rules & Regulations Committee prior to the House of Delegates, please let me know.

The USA Swimming creative team has offered to redesign LSC logos for free. They want to achieve some consistency across the country by incorporating the USA-S shield, using the same fonts and color schemes while maintaining distinctive characteristics of each LSC. As an example of their work, look at the [Maine Swimming](#) logo. I have requested to get on their schedule and it could be several months before they start the design process. I have appointed a task force consisting of athletes, coaches, and officials. The task force will review and comment on initial designs. Then the board and other PVS members will join the process for further review and approval. For reference, I recently found our current logo on the 1988 PVS Aquatics Guide. So, it has been in use for quite some time.

Stay safe! Stay healthy! And, wear your mask!

Tim Husson
General Chair
GeneralChair@pvs swim.org

PVS Mission Statement

PVS Supports and promotes excellence for all through competition, education, innovation and leadership

PVS Vision Statement

PVS: Leadership and excellence in and out of the pool

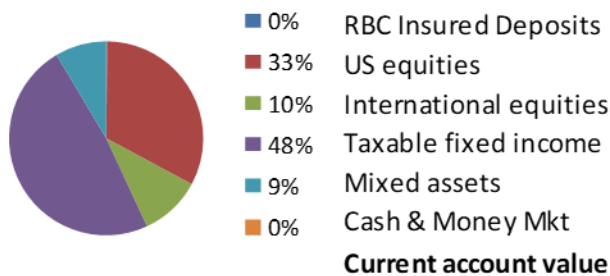


Potomac Valley Swimming Finance Report as of 31-Aug-2020

Financial Performance

Our investment portfolio with RBC Wealth Management continues to exceed our annual investment goal while maintaining a low risk profile coupled with a balanced growth objective. The following provides a summary level view of the allocation and performance of our assets as well as YOY comparative results vs end of season 31-Aug-2019.

As of 31 Aug 2020 ASSET ALLOCATION SUMMARY



CURRENT VALUE	% of Portfolio	YOY growth
\$ 708	0%	
\$ 125,551	33%	
\$ 39,454	10%	
\$ 185,929	48%	
\$ 32,823	9%	
\$ -	0%	
\$ 384,465	100%	19%

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.

Budget Performance and Projection

Our 2019-2020 season has closed with some minimal collections remaining as well as the PPP loan forgiveness. At present, we anticipate ending the fiscal year with a surplus of \$65,000 vs. a budgeted deficit of \$29,620. This surplus includes **unrealized** gains on investments of \$45,000 and are considered “paper” gains which are not realized unless the assets are sold. Additionally, the surplus is contingent on forgiveness of the PPP loan of \$21,305. The operating surplus is driven by the impact of COVID-19 and cessation of all meets as well as most activities and events. These changes have resulted in a projected reserve of 171%.



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

Our 2020-2021 budget was approved by the HOD in July with a net income deficit of \$175,535 and a reserve ratio of 81%. However, given the current environment and plans to shift from travel to local meets for the Pro Series, Juniors, and Open championships scheduled over the next few months, there is a likelihood that PVS may experience a savings on planned athlete and travel expenses by approximately 28% and 33%, respectively. Other budget categories are being monitored for potential reductions in variable expenses as well as income.

Audit

- Audit preparation has begun. A meeting has been scheduled with the Finance Committee to discuss the end of season financials as well as the audit process. The PVS audit will be for period 1-Sep-2019 thru 31-Aug-2020.

PPP & PVS Grant Status

- **PPP Loan Forgiveness Application** – Wells Fargo has not yet posted its loan forgiveness application as they are awaiting to receive potential legislative changes and guidance from the Small Business Administration (SBA). Once the application is posted, we will complete and process the loan forgiveness application.
- **PVS Grant Follow-up** – relief recipients (clubs) to submit receipts to Ellen Colket for grant expenditures no later than 15-Sep-2020. We will issue 1099's to all grant recipients prior to year-end.
- **Intuit ACH Fees** – Continuing to work with Intuit to negotiate options available for reducing business fees which have increased from \$1 to \$3 per transaction.

Respectfully submitted,

Ellen Colket
Vice Chair Finance
Potomac Valley Swimming
20-Sep-2020

	2018-2019 Actual	2019-2020 Budget	As of 31-Aug 2019-2020 Actuals	2020-2021 Approved Budget
Revenue				
Memberships Registration	1,115,568	1,146,756	948,797	889,080
Registrations - USA Swimming	(774,800)	(803,506)	(776,802)	(602,410)
> Net PVS Registrations	340,768	343,250	171,995	286,670
> Total PVS Meets	460,923	499,490	295,310	277,870
> Total Other Meets (incl. Open Water)	125,374	122,700	89,287	62,080
> Total Zones Teams Fees	97,149	141,025	-	91,370
> Total Equipment Rentals	9,358	9,000	7,711	7,650
> Financial & Other Income	57,216	12,900	58,894	13,700
> Paycheck Protection Program (PPP)	-	-	21,305	-
Total Revenue	1,090,788	1,128,365	644,502	739,340
Expense				
> Total PVS Meets Expenses + Open Water	481,858	556,465	261,296	396,520
> Total Officials' Support	73,954	79,780	42,606	78,920
> Total Equipment Operations	21,926	23,630	24,127	21,000
> Total Zone Teams	127,511	157,375	-	111,540
> Athlete Travel Assistance	55,400	100,600	31,500	109,600
> Meetings/Conf/Seminars	34,433	42,100	24,106	4,000
> Total Other PVS Programs	39,630	22,500	4,364	16,300
> General Administration + Relief	181,438	175,535	191,809	176,995
Total Expenses	1,016,150	1,157,985	579,808	914,875
Operating Surplus (Deficit)	74,638	(29,620)	64,694	(175,535)
Reserve Ratio	89%	68%	171%	81%



Proposed Temporary Policy Change 2021 Officials Registration & Background Check Reimbursement

Due to the lack of swim meets since March and in the foreseeable future, the PVS Officials Committee is proposing the following temporary changes in PVS policy. These changes will be in effect until the 2021 Spring House of Delegates Meeting.

USA Swimming Registration

Due to COVID, PVS will pay the annual 2021 USA-S registration for re-registering PVS Officials who worked at least four sessions at PVS sanctioned meets in 2020.

Background Check Reimbursement

Due to COVID, PVS will reimburse returning officials for the BGC if they met the session requirements in the 6 month period prior to March 10th, 2020 plus any number of months in the future. Additionally, new officials will be eligible for reimbursement of BGC fees once they have worked 6 sessions at PVS sanctioned meets, regardless of timeframe. These "COVID" BGC reimbursement requests must be received by the PVS Officials Chair, prior to the official's next BGC.

Approved by the PVS Board: 21 September 2020

PVS Mission Statement

PVS Supports and promotes excellence for all through competition, education, innovation and leadership

PVS Vision Statement

PVS: Leadership and excellence in and out of the pool



Proposed 2020-2021 PVS Board Meeting Schedule

All meetings will be held via Zoom until it is safe to have in-person meetings. Therefore, the location of these meetings will be TBD and announced at least two weeks in advance. The start time will be 7:00 PM unless announced in advance.

The nominal day is the third Monday of each month.

Monday, October 19

Monday, November 16

Monday, December 14

Monday, January 18 (MLK Day Holiday)

Monday, February 15 (Presidents Day Holiday)

Monday, March 15

Monday, April 19

Monday, May 17

Wednesday, June 23

Monday, July 19

No meeting scheduled for August

Approved by the PVS Board: 21 September 2020

PVS Mission Statement

PVS Supports and promotes excellence for all through competition, education, innovation and leadership

PVS Vision Statement

PVS: Leadership and excellence in and out of the pool