



Potomac Valley Swimming
Minutes of Board of Directors Meeting
October 19, 2020
Zoom, 7:00 pm

- Attendance –
 - Voting members: Tim Husson, Ellen Colket, Bob Walker, Mike O'Shaughnessy, Evan Stiles, Erik Collins, Reid Owen, Meghan Thiel, Jorge Zamora, Carolyn Kotarski, Rob Green, Sophie Elliott, Molly Kennedy
 - Non-voting members: Kurt Thiel, Rich McMillen, Kim Bullers, Morgon Henderson-Kunz
- The meeting was called to order at 7:01 pm by General Chair, Tim Husson
- Quorum – There were a sufficient number voting members present to conduct business
- Mission Statement – **PVS Supports and promotes excellence for all through competition, education, innovation and leadership**
 - During these challenging times, we need to work together and work hard to be of service to all our membership.
- Additional Agenda items & Approval of the Agenda – The consent agenda consisting of the following board reports and the September Board Meeting minutes were approved by acclamation.
 - General Chair
 - Finance
 - Budget
- Board Orientation – Tim shared a brief presentation with general information about the PVS Board of Directors: who we are, what we do and general responsibilities of the Board Members.
- Athlete Update – The Athlete Representative reported what they have been working on.
 - Sophie reported that she has been working with several other athletes on the first Athlete Newsletter. Topics they plan to cover in this newsletter are, Thoughts and Ideas about Returning to Competition, Mental Health and Microaggression. The goal is to get the newsletter out in the next week.
 - Molly reported that she is working on a presentation for athletes about microaggressions that are found on the pool deck and has been working with the DEI Committee on the upcoming Round Table.
- Return to Competition – There has been a lot of activity in PVS since sanctions have been reinstated. There have been 8 meets in the last month, several over the next couple weeks and more in the process of being sanctioned. Special thanks to the Technical Committee for all their hard work getting these meets sanctioned.
 - The General Chair report included several thoughts on how the meets have been run. Key points include:



- The need for many more marshals to maintain the social distancing and swimmer flow.
- That briefing the volunteers, particularly the marshals prior to the meet via Zoom makes the day of the meet go smoother.
- Age Group Chair, Erik Collins, reported that he and Senior Chair, Evan Stiles, sent out a survey to the coaches regarding their thoughts on Returning to Competition.
 - 21 of the 50 clubs returned the survey
 - In general coaches want to get back to live competitions. Only three expressed an interest in Virtual Meets.
 - 19 of the 21 clubs are looking/hoping to be able to compete once a month, only 1 club is looking to compete more often and the other club indicated they wouldn't be racing for the duration of 2020.
 - 19 of the 21 clubs feel 13 & Overs/Seniors should be the first back to competition, with HS Juniors and Seniors the priority. The other two said 10 & O and 11 & Over were the priority.
 - All but one club spoke about needing help with things such as Officials and/or equipment. The other club stated they had their own equipment and officials.
 - There do not yet seem to be very many opportunities for the 12 & U age groups and there are some concerned about them not swimming.
 - One club felt PVS should make more emergency grant relief money available.
 - Eric will follow up with the clubs that did not initially respond.
- Evan reminded all members that we are fortunate in PVS. During a meeting with others in the Eastern Zone, he discovered that many clubs in the Northeast are still not in the water.
- USA Swimming recently sent out a survey with just one question: "Does your club intend to register for 2021?". In PVS only 2 small clubs (representing less than 1% of our membership) indicated they are not planning to register this year.
 - USA Swimming will be following up with the clubs and will send out a more comprehensive questionnaire.
- Aaron Dean from OCCS indicated he has a facility that is available to be rented out for small intrasquad meets. If any club is interested they should contact him.
- For clubs looking to host a meet, they can reach out to Rich McMillen, the Officials Chair, and he will help them find meet referees and other officials. There are quite a few officials looking to work meets.
- PVS Financial Status – Ellen Colket reports
 - The Profit & Loss statement was presented. Ellen reported that we are currently running a small surplus as compared to where we were at this time last year. We hope to



continue this trend. Given the changes to the upcoming meet schedule and the change to travel meets, we do expect to see savings on travel reimbursements/assistance.

- The question was asked: Are we seeing an increase of FLEX Memberships? Ellen replied that we are running at about 25% for FLEX Membership so far this season. Last year, we saw about 10-12% of them upgrade to Premium. Currently, we are budgeted for 12% as FLEX.
- Lifetime membership and employees are showing on the Officials line item. Kim Bullers indicated that she will move them to their own line.
- Annual Audit - We have signed the agreement with the accounting group to perform the 2019-2020 season's audit. The Audit and 990 will be completed by December 15. The report will be submitted to the PVS Board and then to USA Swimming per requirements of the affiliate agreement.
- We are still awaiting Wells Fargo to post the PPP Loan Forgiveness application for the PPP loan PVS received in May 2020. This continues to remain on our Balance Sheet as outstanding debt and will remain this way until the application is posted, completed, and submitted.
- Grants – Each club will receive a 1099 for the relief grant funds they received by the end of the year.
- Compliance Calendar – Ellen developed a Finance and BOD compliance calendar template for all LSC's. The PVS compliance calendar will be provided to the PVS Service Manager for posting and updating.
- A new athlete, Selah Dean, has been welcomed as a member of the Finance Committee.
- We have already had 8 meets and more on the schedule. Ellen was concerned we were not collecting the required Splash fees from clubs. She proposed a motion to ensure collection, but withdrew it. It was determined that there was a misunderstanding regarding the billing of the Splash fees. The PVS Service Manager indicated she will have all the proper billing reports completed by the end of the week.
- We will begin to renew PVS Officials who qualify for paid registration in November.
- Action Items –
 - US Open Reimbursement for Athletes & Officials – Evan Stiles presented;
 - As per our current policy, Athlete Travel Reimbursements for US Open is \$700 for athletes when they travel. This year the US Open will be held in multiple cities around the country, most likely, resulting in less travel and therefore, costing less. The question is, knowing there will be budget implications, do we want to change the athlete travel reimbursement this year?
 - With so many smaller meets, athletes will have an option of where they compete. Not all will attend the meets closest to PVS due to cap limitations, therefore, travel expenses may vary.
 - **Motion to implement a requirement that clubs submit receipts for Athlete Travel to the US Open, to be reimbursed, seconded and before there was much discussion, an amendment for a cap of up to \$500 was added.**



- There was a discussion and this was **approved**.
 - \$500 would be the cap per athlete and submission of receipts is required.
- **Officials Reimbursement – Motion to implement a reimbursement for Officials with the show of receipts with a cap of \$500, seconded and approved. (Chair opposes)**
 - There were concerns expressed as this will directly impact our budget and Officials will be attending these meets as volunteers.
 - Others feel it is important for Officials to be reimbursed at the same rate as the athletes.
 - It was noted that USA Swimming will not be reimbursing any officials for this meet.
 - The General Chair stated that in light of the projected budget deficit and the need to support PVS clubs, he will not be applying for reimbursement for this meet.
- USA Swimming Virtual 18&U Championships – The Winter Junior Nationals has been changed to the 18 & Under Virtual Championships.
 - Any swimmer that has a qualifying time and swims the events at any meet during the meet’s date range (Dec 1-13) will be counted towards this virtual championship. Individual and team awards will be determined across all the meets in USA Swimming during this time period.
 - The question is, should PVS host and fund an 18 & U Championship meet for those swimmers?
 - The difficulties will be in finding a facility and/or multiple facilities to accommodate the over 300 athletes who are currently qualified for the meet. Once facilities and dates are determined, a format will be able to be planned.
 - Evan commented that The St. James facility has 5 days with evening times available. Tim noted he will be meeting with Claude Moore to discuss the possibility of using their facility and found out that the Jeff Rouse Center is also available during the desired dates.
 - The coaches present at the meeting were polled and all indicated that they felt this was an important meet for our athletes and as long as it could be done safely and did not negatively impact the budget that PVS should fund and host these meets.
 - **Motion that PVS provides funding to support an 18 & Under Virtual Championship meet in December, seconded and approved.**
 - Evan will form a Task Force to determine the facilities and format. There was a brief discussion regarding the concern of there being enough officials. The Officials Chair assures the Board that getting officials for the meet would not be a problem.



- Discussion Items –
 - Website Task Force – Bob Walker reported
 - Bob will be sending his report of possible website changes to the Board for review. He asked about a possible conflict with Tim Husson being the Webmaster. It was stated that there is not a conflict.
 - He feels we only have two possible options. 1. We stay with our current PVS Website with only one webmaster, who will need to train others or 2. We switch to TeamUnify website which can have multiple people with access to update.
 - It was noted that four people currently have access to update the website. There is no limit on how many have access to update the current site.
 - Motion that PVS switch the website platform to Team Unify, seconded
 - **Motion to commit to the recommendations to move forward with a change to Team Unify and allow Bob to share his findings and bring it back to the November meeting for a final vote, seconded and approved. (1 abstain)**
 - PVS Ethical Behavior/Conflict of Interest Form – Please print and send the signed forms to Bob Walker no later than October 31. They can be signed electronically.
 - Using G-Suite (Google Drive) – Tim did a presentation on the Google Drive capabilities of G-Suite. He wants to have all official PVS documents on the drive. The G-Suite accounts are set up by function, not by individual and therefore will remain with the PVS Board, not the individual members. This is important for the Board transitions that occur every year. Please start making use of the drives.
- The meeting was adjourned at 8:40 PM.



General Chair's Report October 2020 Board Meeting

Thanks to all the Board members for your support of all PVS clubs by approving the following motion last week to allow multi-team (more than three teams) meets to be sanctioned without being on the approved competition schedule and without requiring the 30-day advance submission of the sanction request and meet announcement.

PVS will allow the sanctioning of club-hosted meets of more than three PVS teams, subject to USA Swimming Rules, PVS Policies, and all the current sanctioning requirements in place for tri, dual and intrasquad meets. This temporary policy will be in place until 31-Dec-2020. The PVS Board will review, at that time, to determine an extension to and/or modification of this temporary policy until PVS can resume the normal approved schedule of competitions.

I have been fortunate to be able to visit each of the eight meets that have been held since PVS competition resumed in September. Observations I have made are being shared with current and potential meet hosts, the Technical Committee, and the Return to Competition Task Force. Clubs are providing detailed safety plans and the coaches and other volunteers are working very hard in implementing those plans to keep all participants safe.

Some general observations I have are:

a) Social distancing to meet state and local mandates are a challenge, but the coaches are being extremely diligent in keeping the athletes in compliance in this area. The most critical times during the meets are (1) creating socially distanced areas for the swimmers while they are not competing, (2) getting all the swimmers through warmups maintaining proper protocols, and (3) getting the swimmers to/from the competition safely and efficiently.

b) Getting the volunteers (timers, marshals, and officials) briefed beforehand using Zoom meetings makes it easier on the day of the meet. It is an idea that clubs may retain even after the pandemic.

Evan Stiles and Erik Collins will be attending the USA Swimming Mighty Mega Virtual Leadership Summit on November 7, 2020. The summit brings together coach leaders from the largest-sized LSCs to gain new leadership skills and ideas that will have a positive impact in their respective LSC.

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 October 2020 Board Meeting

The PVS Administrative Review Board had their first meeting last week. After a discussion of their duties and responsibilities, they elected Ward Foley as their Chair. Elizabeth Jester was subsequently appointed as the Vice Chair and Jim Crampton was appointed as the Secretary.

So far, eight PVS clubs have signed up for Zoom Enterprise Licenses at a group rate through USA Swimming. PVS clubs have until Nov 15 to sign up for the licenses which will become effective Jan 1, 2021. The \$120 per year cost of the licenses will be billed through PVS.

With the help of Karyn McCannon, I renewed our [Speedo Contract](#). The new contract is valid through the end of the 2020-2024 Quad. The contract provides PVS with (a) discounts on Speedo apparel and merchandise for PVS zone teams, (b) outfitting for PVS Zone Team coaches and for convention attendees, (c) officials polo shirts for championship meets with a yearly allowance for embroidery, and (d) allowance for PVS to provide Speedo products to officials attending Olympic Trials.

I want to recognize Sea Devil Swimming for achieving Level 3 in the USA Swimming Club Recognition Program. They join PVS Level 3 clubs Machine Aquatics and Occoquan Swimming and Level 4 club Nation's Capital Swim Team at the highest levels of this program. Congratulations!

Finally, all Statement of Ethics and Conflict of Interest forms must be signed and returned to the Administrative Vice Chair, Bob Walker this month. It is a yearly requirement of board members, committee chairs, appointed coordinators, employees and contractors.

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

Tim Husson

General Chair

GeneralChair@pvs swim.org

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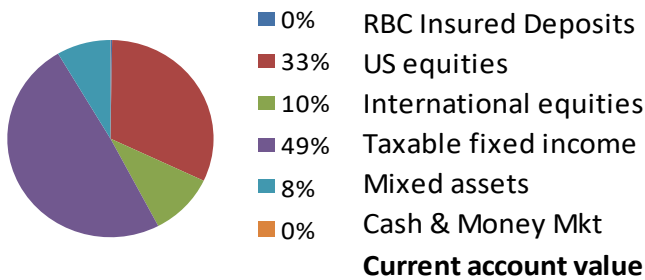


Potomac Valley Swimming Finance Report as of 30-Sep-2020

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 30-Sep-2019.

As of 30 Sep 2020 ASSET ALLOCATION SUMMARY



CURRENT VALUE	% of Portfolio	YOY growth
\$ 1,001	0%	
\$ 119,762	33%	
\$ 38,854	10%	
\$ 185,532	49%	
\$ 31,869	8%	
\$ 97	0%	
\$ 377,115	100%	16%

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

Our 2020-2021 season has launched as of 1-Sep-2020 and our expenses are projected to be less than budgeted given the current environment – i.e., cancellation of Richmond and Irvine Pro Series meets, the change in format of Junior Nationals’ meet to an 18&U format, and plans to shift from travel meets to local for the US Open. Other budget categories are being monitored for potential reductions in variable expenses as well as income.



Potomac Valley Swimming Finance Report as of 30-Sep-2020

Audit

- Audit preparation and meetings are underway for the audit of the 2019-2020 PVS season. The audit will be complete prior to 20-Dec-2020 and a report will be provided to the BOD of the results. The work will also include preparation and IRS filing of the 990.

Compliance Calendar

- A draft PVS Compliance calendar has been developed which includes key activities for Finance and the BOD. This will be provided to the PVS Administrative office for maintenance.

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** – 1099's will be issued to PVS grant recipient clubs 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
19-Oct-2020



PVS 2020 - 2021
Actuals as of 30-Sep-2020

	2020-2021 Budget	Sep '20	Sep '19
Income			
Registration - Athletes			
Athlete Registration Income	782,000	\$ 51,520	497,880
Flex to Prem Athlete Reg Income	20,520	\$ -	0
USA Swimming - Athlete Reg	-529,730	-35,840	-338,396
Flex Registration Income	24,600	15,720	17,620
USA Swimming - Flex Reg	-12,300	-7,850	-8,800
Seasonal Registration Income	380	0	0
USA Swimming - Seasonal Reg	-300	0	0
Total Registration - Athletes	285,170	23,550	168,304
Registration - Non Athletes	0		
Non Athlete Regist Income	56,580	10,304	16,244
USA Swimming - Non Athlete Reg	-56,580	-10,304	-14,136
Total Registration - Non Athletes	0	0	2,108
Registration - Clubs	0		
Club Registration Income	5,000	1,600	200
USA Swimming - Club Regist	-3,500	-1,120	-70
Total Registration - Clubs	1,500	480	130
Associate Club Reg Fee	0	0	0
PVS Meet Entries	0		
PVS Meet Entry Income	277,970	0	0
Outreach PVS Entry Refund	-100	0	0
Total PVS Meet Entries	277,870	0	0
Splash Fees	57,080	0	0
Open Water Event	5,000	0	0
Sanction Fees	0	0	0
LC Zone Fees	91,370	0	0
Equipment Rental Income	7,650	0	0
Diversity Select Camp	0	0	0
Fines	500	0	0
Miscellaneous Income	6,300	0	2,500
Dividend Income	6,000	563	632
Interest Income	900	5	47
Cap Gain/Loss (Unrealized)	0	-7,912	-149
Cap Gain/Loss (Realized)	0	0	0
Total Income	739,340	16,686	173,572



PVS 2020 - 2021
Actuals as of 30-Sep-2020

	2020-2021 Budget	Sep '20	Sep '19
Expense	0		
PVS Meets	0		
Meet Management Fees	56,870	0	0
Pool Rent	263,080	0	0
Hospitality	32,580	0	0
Meet Support & Other Expenses	29,990	0	0
Total PVS Meets	382,520	0	0
Open Water Event	14,000	0	0
Officials Support	0		
Officials USA Registration	20,992	0	0
Lifetime & Registrar USA Regist	1,128	1,064	0
Background Screening	2,800	326	179
Officials Apparel/Supplies	3,200	0	2,765
Clinics	200	0	0
Officials Misc Expenses	500	0	0
Evaluators	3,250	0	0
Officials Travel & Stipends	0		
LSC Championship Meets	2,250	0	0
Officials Travel & Stipends - Other	44,600	0	0
Total Officials Travel & Stipends	46,850	0	0
Total Officials Support	78,920	1,390	2,944
Equipment Operations	0		
Equipment Storage	12,000	1,000	400
Meet Equip Purchases	5,000	0	2,233
Equip Suppl/Maint/Repairs	3,000	0	181
Equipment Property Tax	0	0	-
Depreciation & Ins - Meet Equip	1,000	126	337
Total Equipment Operations	21,000	1,126	3,151
LC Zones	104,550	0	0
LC Zones Coaching	6,990	0	0
Athlete Travel Assistance	109,600	0	0
Meetings/Conf/Seminars	4,000	0	20,884
Other PVS Programs	0		
Governance & Strategic Planning	500	0	0
Total Other PVS Programs	500	0	0
Diversity, Equity, & Inclusion Program	13,000	0	0
Safe Sport Program	2,800	0	0
Outreach Registration	200	0	30
Club & Coach Development	2,500	0	0
Athlete Awards & Grants	1,000	0	0
Equipment Grant	0	0	0



PVS 2020 - 2021
Actuals as of 30-Sep-2020

	2020-2021 Budget	Sep '20	Sep '19
Computer Expenses & Equip	4,500	183	157
Office Supplies	300	0	0
Postage & Delivery	250	0	0
Home Office Expenses	2,000	450	92
Advertising & Promotion	750	0	0
Bank Service Charges	50	0	0
Merchant Fees/QB & PP	2,800	51	70
Outside Contractor Services	7,500	600	600
Accounting - Audit/Review	12,250	0	0
Professional Services	750	0	3,333
Employee Salaries	130,000	10,820	7,404
Payroll Taxes	0		
Medicare Tax	1,885	157	107
Social Security Tax	8,060	671	459
Total Payroll Taxes	9,945	828	566
Payroll Expenses - QB	500	13	14
Penalty Expense	0	0	0
Investment Advisory Fee - RBC	1,700	0	0
Interest Expense	0	0	0
Uncollectible accounts	0	0	0
Depreciation Expense -Office Eq	0	0	0
Total Expenses	914,875	15,461	39,245
	-175,535	1,225	134,327
Operating Surplus (Deficit)	(175,535)	1,225	134,327

LSC ANNUAL FINANCE COMPLIANCE CALENDAR

ANNUAL SCHEDULE – TASKS	START DATE	DUE DATE
FINANCE TASKS		
<input type="checkbox"/> Insurance Review & Renewal Risk Management Services, Inc. PO Box 32712 Phoenix, AZ 85064-2712 (800)-777-4930 Contact: Debbie Williams	1 year from date of previous renewal	
<input type="checkbox"/> Budget Planning & Development	January	April
<input type="checkbox"/> Budget Presentation & approval	BOD review and approval at least 30 days prior to HOD meeting	HOD meeting
<input type="checkbox"/> Present P&L and Balance Sheet Actuals	Quarterly	
<input type="checkbox"/> Facility Rental Payments	Monthly	
<input type="checkbox"/> Equipment Inventory	Equipment manager to update as changes are made & submit to Finance Chair	
<input type="checkbox"/> Perform Audit/Accounting Review of prior season	NLT 60 days following season close	
<input type="checkbox"/> Develop and submit 990 to IRS	Concurrent with Accounting Review/Audit schedule.	Must be filed by the 15th day of the 5th month after LSC's year-end close.
<input type="checkbox"/> Submit Accounting Review/Audit/990 to USAS' Joan Bugar - (jbugar@usaswimming.org)		NLT 30 days following 990 submission to IRS.
<input type="checkbox"/> County/State Tangible Property Tax Return Filing	March	April
<input type="checkbox"/> County/State Business, Professional and Occupational (BPOL) Annual License Renewal submission	NLT 2-March	
<input type="checkbox"/> Maryland Annual Report Filing	March	April
RECOMMENDED BOARD TASKS		
<input type="checkbox"/> Mission Statement Review	Annually	
<input type="checkbox"/> Board Meetings	Schedule established at previous season's last BOD meeting. BOD meetings are typically 10-11 months in a season	
<input type="checkbox"/> Board Nominations	During HOD meeting - per term expiries	
<input type="checkbox"/> Evaluate Board, Committees & Programs	Annually	
<input type="checkbox"/> Communications Plan	Annually	
<input type="checkbox"/> Governance Plan	Annually	
<input type="checkbox"/> Bylaws Review, updates, & approval	Annually / approved by HOD	
<input type="checkbox"/> P&P Review, updates, & approval	Ongoing / approved by BOD	