

**Potomac Valley Swimming
Board of Directors Meeting
November 29, 2021
Zoom, 7:00 pm**

- Attendance – Voting members: Tim Husson, Evan Stiles, Bob Walker, JD Foster, Erik Collins, Carolyn Kotarski, Jessica Fry, Trish Buswell, Kelly Oparari, Jorge Zamora, Sophie Elliott, JP Vanderloo. Non-Voting members: Kurt Thiel, Kim Bullers, Manga Dalizu, Paris Jacobs, Greg York, Christine Haslem, Chris Oliver, Terri Marlin
- There are a sufficient number of voting participants to conduct business.
- Mission Statement: **PVS supports and promotes excellence for all through competition, education, inclusion and leadership in a safe, equitable environment.**
 - The focus this month is Communication – This theme throughout the mission statement is particularly important to the Board. Tim promises to be a better communicator with the Board and asks that the Board feel comfortable to reach out directly to him with any questions or comments.
- Consent Agenda – **Approval of submitted reports and minutes of the October 25 meeting, approved as presented.**
 - General Chair
 - Finance
 - DEI
- Additional agenda items & approval of the agenda – agenda was approved and no additional items were added.
- Athletes Update –
 - Tim, Sophie and Evan met with Samantha Livingstone from Livingstone High Performance to discuss mental health issues. Samantha will work with the athlete representatives to build a program for PVS, to help share and learn more about mental health issues.
 - The athlete representatives plan to create a task force and then have a mental health fair in the spring, for athletes and coaches.
 - The goal is to ultimately have a coach certification program for mental health.
 - If you are interested in being on the task force please let Tim know by email.
 - For now, the athlete reps plan to focus on social media – They are planning an Instagram takeover. Initially it will be the 3 athlete reps, then they will reach out to other athletes moving forward. They believe this is a good way to share more about themselves, other athletes and their lives.
- PVS Sponsored Meets
 - Reimbursement request for October Open – JD Foster presented the request and Manga Dalizu, FAST team owner and meet host spoke to it.
 - FAST, one of the meet hosts from October Open, requested reimbursement for 2 hotel rooms for two nights, for their Meet Director and Meet Referee. The Fairland site was moved to Lee District, due to facility policies related to the pandemic. For the meet host club, Lee District was quite a bit further and traffic is a real concern, so they wanted to stay closer to the facility to ensure they could be there on time for each session. The total amount of the reimbursement is just under \$600.
 - Based on these unusual circumstances, JD Foster made a recommendation to allow this reimbursement, for this one instance.

- **Motion to approve, for one time, the reimbursement for the 2 hotels rooms for two nights (\$600) , to allow the 2021 October Open Meet Director and Meet Referee from Lee District site, which was moved from Fairland to Lee District, seconded and approved.**
 - Required Meet Director's Report – As a reminder; It is important that all Meet Directors/Meet hosts understand that they are to submit a Meet Director's report, within 10 business days of the meet. This report is needed for accounting purposes. These accounting reports provide the information on how they get paid for hosting, number of entries, invoicing, etc. There is a penalty stated in P&P for not submitting on time, which is 5% of what the host would receive.
 - There was one Meet Director's report submitted after nearly 30 days.
 - **Motion to waive the penalty for the late October Open MD report, based upon the fact that the meet director thought the report had previously been sent in, seconded and approved.**
 - Review of November Open – There were four sites of the November Open successfully held.
 - The Providence site had a little trouble with staffing. Clubs were reminded that all participating clubs must help to provide Officials.
 - Is there a policy regarding officials and them showing up and working?
 - There is a policy on the number of Officials that each club must have based upon their athlete count. For the past two years, during the pandemic, the penalty was suspended, however, we are now working to rebuild the Officials in PVS. We will continue to discuss and then decide if we want to start to impose the penalty, again, in 2022.
 - Some clubs have suggested to their families that if they want to be on the deck then get involved and become an official. It is likely that the no-spectator rule will stay in place at meets for a while.
 - Carolyn can take this back to the Official's Committee to see if they have any suggestions as to how to modify/add to the current policy
 - Qualifying times for March Championships – Evan and Erik reported that the Qualifying Times have been posted. They closely match the 2020 Qualifying times.
 - The Age Group qualifying times are the same as in 2020.
 - Some of the Jr/Sr Champs qualifying times are slightly faster, but nothing significant.
 - It was noted that a meet host is still needed for the 18 & U Qualifying meet.
- Registration
 - Registrar Position – The position was recently advertised. The application period ends November 30. There are currently 4 applications. After the next couple weekends of big meets, the Personal Committee will begin to conduct interviews and then will bring back to the Board a candidate for approval.
 - Registration Status – Currently there are ~9500 athletes registered with over 8500 registered as premium. We are probably a little bit ahead of the projection in our budget. The 12 & U group is a bulk of the increase over last year.
 - Registration of Officials – The Officials Committee agreed that they would defer renewals until December and only allow new officials to register before then. In their recent meeting, they wanted to modify the policy:

- **Motion to approve, for the 2022 registration year only, that the required number of sessions for PVS to cover the registration cost, be reduced from 10 to 6 sessions, seconded and approved.**
 - The Officials Committee does not expect the total amount will not exceed the amount budgeted.
- Delegates to USA Swimming House of Delegates – Special legislation was passed in September to rework the number of Delegates assigned to USOPC. They are requiring USA Swimming to seek the new house by December 31, even though there will not be a HOD until September.
- USA Swimming states that each LSC is given 4 delegates; one non-coach/non athlete member and 3 coach members. If we are one of the 5 largest, we get 4 coach members. We were just informed that we are not one of the largest this year.
 - Tim will submit 4 names as place holders and then in July the PVS Board will make the actual selection. There should be a policy in how the delegates are chosen.
 - Proposed Language– The PVS non-coach, non-athlete delegate will be selected in the following priority order: General Chair, Admin Vice Chair, Finance Vice Chair, DEI Chair, Safe Sport Chair, Operations Vice Chair. If none of these individuals are eligible or available, the General Chair shall make the appointment with the advice and consent of the BOD.
 - Proposed Language – The PVS non athlete coach delegates will be selected in the following priority order: General Chair, Admin Vice Chair, Senior Chair, Age Group Chair, Senior Coach Representative, Junior Coach Representative. If the required members are not eligible or available, the General Chair shall make the appointment with the advice and consent of the PVS BOD.
 - **Motion to approve the attached language for the selection to the USA S HOD, seconded and approved**
 - Sometimes others are eligible / not eligible based upon their roles and/or if they are in other positions/committees within USA S that may already have a vote
 - **Motion to amend to add that if an individual is eligible for a vote by virtue of another position with USA Swimming, they will relinquish their PVS vote, seconded and approved.**
- USA Swimming Spring Workshop – Over the past several months this workshop has grown in scope. The new format will make it more similar to the “old convention”. The issue is that when the 2021-2022 budget was presented and approved there was no convention travel in the plans. With the addition of the new Spring Workshops, each LSC is expected to have multiple members attend, including; the General Chair, Admin Vice Chair, Coaches Reps, Registration chair, etc). Are we willing to add this/accept these additional travel expenses?
 - The workshop will be held at the Denver Marriott Tech Center, Thursday, April 21 through Sunday, April 24. Over the next month Tim will be asking various board members if they plan/want to attend and will reserve hotel rooms accordingly. The weekend will consist of; workshops, committee meetings, EZ meetings.
- Marshals at swim meets – Information about what USA Swimming Board has previously distributed included the new Marshal policy. Marshal will soon need to be USA Swimming members, and membership requirements, similar to the Officials. The rationale is that these volunteers/members have direct contact with summers. PVS as directed by the rule book, determined the number of marshals required for different meets. Marshals have a very important position at meets. USA Swimming also plans to add a new membership category – ADMIN Category – which the Marshals will be a part of, unfortunately this membership level will

not be ready until 2023, yet the requirement for Marshals to be members will begin January 1, 2022.

- Our top priority is to make sure that all our clubs are aware of this new requirement and that USA S is serious about this issue.
- We need to figure out how to track and ensure that our clubs are in compliance. It was suggested that we track marshals like we do Officials with OTS.
 - There are still a number of questions like how we are going to ensure our clubs are registering marshals and using registered marshals at the meets?
 - Are these marshals going to have to be the same ones at every meet? Or will this be a roster that we can use for any meet. It would be like officials. There would be a pool of marshals that could be pulled from for each meet.
 - Do they need BGS and APT, etc? or is it a simple thing like a timer? Yes, non-athlete membership which includes BGS and APT will be required.
 - There is a concern that many clubs are not aware and clubs will need to start to pull officials to cover these positions. The big concern/question is how are we going to implement this as of January 1.
 - We hope to get more clarification from USA Swimming in the next month, as all LSCs are struggling to implement this by January 1.
 - You could use an Official/Coach as a marshal as long as they are not acting as an Official or a Coach for that particular session.
 - In the future, there probably should be training for marshals, but there is not anything available yet.
 - We will comply, but would like the deadline to get pushed back.
 - Tim will go back to the Zone Directors Council to bring this issue back up to the BOD at their Dec 6 meeting.
- Potential Open Water Meet – OCCS is looking to host a OW meet in May
 - Christine Haslem presented – the community she lives in, Lake Montclair, has a 108 acre man-made lake. It is a controlled environment. Their community center asked Christine if she would join the triathlon committee in the community and they asked her to set up a OW training and ultimately would like to have several open water/triathlon events that day. They also want to host an OW Officials Training and have found several Officials who are willing to help with the clinic.
 - Lake Montclair has held events and they have been a great success. In more recent years, they had stopped hosting Open Water events but they are willing to try again. Sandy Drake (HI) has agreed to be the meet referee and help with a clinic.
 - PVS will create the form for one day membership. USA Swimming charges \$10 for that membership. PVS needs to decide if we are going to add to that or leave it as \$10. Our P&P currently says it is \$25. Once the fee is determined then the registration form can be created and opened.
 - Kurt Thiel stated he believes there is \$2000 in the Open Water budget which should cover the Official being brought in to conduct the Official's clinic and to be the Meet Referee.
 - Other ideas to include in the weekend is the OW Officials Certification test and some Coach education.
 - The event will be Sunday, May 22, 2022 and the Triathlon Group, Rev 3 will co-host.

- **Motion that the one day membership fee be reduced from \$25 to \$15 for this particular event, seconded and approved.**
- By the January meeting Christine will have a preliminary budget in place to present to the Board.
- Who approves the sanction? Both USA Swimming and PVS get it, but PVS approves it.
- We will set up an application process for the Officials Clinic, since there will be a limited number allowed (around 20). The clinic will be May 21 at CPAC for about 6 hours.
- Budget preparation for the next fiscal year – In January we will start talking about the annual budget. If you have questions, comments, concerns let JD know so that they can be discussed at the January BoD meeting.
- Board Manual – Last month Tim asked everyone to look at P&P and their job descriptions. Currently there is a 2-3 sentence job description for the various positions. However, there are still a number of other tasks and responsibilities for each Board Member. Tim feels these items all need to be spelled out more clearly so as board members change, the new member will have a list of what tasks they need to perform. One of Tim’s goals this next year is to create a manual. Please start documenting these tasks.
 - Over the next 6 months or so, we will start working on this and hopefully this will help make us all better going forward.
- Next scheduled meeting: January 24, 2022
- The meeting was adjourned at 9:02 PM.



General Chair's Report November 29, 2021 Board Meeting

Registration - As of Nov 28, 2021, PVS has registered 9,492 athletes (8,538 premium, 946 flex, 8 outreach) for 2022.

New Registration Category - USA Swimming has created a new registration category, Administrative. This is intended for those members required to be registered, but have little direct contact with athletes. The cost of this membership category will be \$30. Unfortunately registration using this category will not be available until the 2023 registration year.

USA Swimming held a webinar about this new membership category on November 16. A [recording](#) and the [presentation](#) from that webinar are available. A [FAQ](#) has also been created. An additional webinar will be held on December 15. [Registration](#) is required.

Marshals - At their September meeting, the USA Swimming Board added meet marshals to the list of individuals that must be registered as non-athletes with USA Swimming. They will allow these individuals to use the Administrative registration category, when it is available. The requirement for registered meet marshals goes into effect on January 1, 2022.

PVS November Open - The PVS November Open was successfully held at three sites. Participation included 23 PVS clubs and 2,905 athletes. Thanks to the meet hosts and all the officials that made them happen. The statistics by site are as follows:

Providence (FISH) - 7 teams, 712 athletes, 3,429 splashes

Fairland (PAC) - 10 teams, 835 athletes, 4,068 splashes

PWCS (FISH) - 4 teams, 632 athletes, 3,326 splashes

St. James (NCAP) - 6 teams, 726 athletes, 3,299 splashes

USA Swimming Insurance - USA Swimming has switched brokers for the general liability coverage to Insurance Office of America (IOA). Information about the insurance program can be found at: <https://www.usaswimming.org/about-usas/top-resources/operational-risk/insurance>

USA Down Syndrome Swimming - A National Training Camp will be held by USA Down Syndrome Swimming in February 2022. Information and applications for the camp for both

PVS Mission Statement

PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.

PVS Vision Statement

PVS aims to achieve excellence in and out of the pool as a diverse community grounded in a shared love of competitive swimming.



General Chair's Report November 29, 2021 Board Meeting

athlete and coaches are available at: <https://www.usadownsyndromeswimming.org/national-training-camp-details>

USA Swimming Club Recognition - Last month, the Herndon Aquatic Club (HACC) achieved Level 1 of USA Swimming Club Recognition. They join 17 other PVS clubs that have attained one of four levels of this recognition program. This program recognizes clubs that demonstrate a commitment to long term club growth, development and stability. All USA Swimming clubs are eligible for this program and encouraged to go through this process.

Continuing Communication with USA Swimming - I attend monthly meetings with staff and committee members of USA Swimming. Among these are the LSC Leaders Call, Poolside Chats (General Chairs), and the LSC Governance Series. In addition to bringing back information to PVS, such as some of the above, these meetings allow me to interact and share information and practices with leaders from other LSCs.

Zone Director's Council (ZDC) - As Eastern Zone Director, I am a member of the ZDC. The council meets at least once a month. The council includes all Zone Directors and Athlete Representatives. USA Swimming staff is also part of the meetings. The council has the mission of facilitating communication between USA Swimming Headquarters and the LSCs.

Stay safe! Stay healthy! Get the vaccine when it is available to you. And, continue to practice COVID-safe behaviors.

Tim Husson
General Chair
GeneralChair@pvswim.org

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**Potomac Valley Swimming
Diversity, Equity & Inclusion Report
November 29, 2021**

New DEI Committee

- We have close to 40 members on the DEI committee, but we are still looking for more athletes and coaches. The new members have a genuine interest in DEI and most have backgrounds in the field.

DEI Committee Meeting

- The first DEI Committee meeting for the new season was on Thursday, November 4. The next meeting will be in December or January. We are using Doodle Poll to find the best days/times for everyone.
- Short-term Objectives
 - PVS DEI Mission Statement – we have put together a subcommittee to work on a mission statement for our LSC. We hope to have it out after the first of the new year.
 - PVS DEI Newsletter – Rob Green used to put together a quarterly newsletter to let our LSC know when new events, forums, activities, meets, etc., were coming up. We have put together a group of committee members to work on this for each one and when it should be released.
 - PVS DEI Facebook, Instagram & Twitter – we need to create a Twitter page and we will have a group of members post to these social media outlets every week to bring interest to DEI and to help educate those in and out of our LSC
 - Research local outreach programs in our LSC. What do they need and how can we help? Volunteer our time? Donation bins?
 - Outreach Grant Application – the committee discussed how this application can be better announced to our LSC and what the best ways are to split up the funds. We will also be determining what the best time frame is to post the application to the PVS website.
 - 2022 Eastern Zone DEI Camp – the EZ Swimming DEI Committee voted to host a DEI camp in the summer of 2022 due to the changes made by USA Swimming regarding their regional camps. Our first task is to identify a college campus/location to host. We did host the USA Swimming Diversity Select Camp in 2019 at UMD and it went very well. This may be a good option if we can't find a new location on the east coast.

- I have asked every committee member to think about one thing they'd like to see improve in PVS as it pertains to DEI and we will discuss that our next meeting.

Eastern Zone Swimming DEI Committee

- Meeting – Wednesday, October 6
 - There are several new DEI Chairs in the Eastern Zone
 - During the meeting, we were able to introduce ourselves to the existing committee members and talk about our goals for our LSC
- New DEI Chair Meeting – October 18
 - Reviewed our roles as DEI Chair w/ Nadine Johnson-Jesioneck
 - Presented 1-3 short-term goals I have for our LSC
 - Get more PVS members involved with ongoing outreach programs (volunteering, donations, etc.)
 - Grow our social media presence (use for education, announcements, etc.)
 - Find more coaches and athletes for the committee that are willing to do the work

PROGRAMS

SWIM UP

Mary Bergstrom is excited to announce that SWIM UP is officially back in the water! Mary would love any DEI Committee coaches that can help at some sessions to join her and the students whenever they can. The schedule for the program is below:

- Barry Farm Pool – Tuesdays, 1:30-2:30 pm, Bishop Walker School for Boys
- Barry Farm Pool – Wednesdays, 4:30-5:30 pm, Washington School for Girls

Mary is also interested in beginning a clinic on Saturdays at Barry Farm Pool open to students from other grades. Once she finalizes a few things regarding the program, she is going to write up a blurb to share with the committee and board.

Diversity in Aquatics

Miriam Lynch discussed with the committee the details of the DIA Convention on February 9-12. You can register at <https://www.diversityinaquatics.org/convention>.

International Water Safety Foundation

Dr. Tiffany Monique Quash and I chatted about hosting a Tread-A-Thon throughout our LSC next May. More information on the Tread-A-Thon can be found at <https://www.treadathon.org>. I will work with Tiffany to get more detailed information and how that would work with teams, swimmers, donations, etc.

UPCOMING EVENTS

USA Down Syndrome Swimming will be hosting a National Training Camp for swimmers with Down syndrome in February! Registration for the camp can be found at <https://www.usadownsyndromeswimming.org/national-training-camp-details> and is due by December 20, 2021. The organization will also be adding two coaching positions and

three board positions; if you love the sport of swimming and are positive/knowledgeable advocates for people with developmental disabilities, please find the applications below:

- Coaches - <https://www.usadownsyndromeswimming.org/national-team-coach-application>
- Board of Directors - <https://www.usadownsyndromeswimming.org/usadss-nomination-form>

More information can be found at <https://www.usadownsyndromeswimming.org>.

Jessica Fry-Mack
PVS DEI Chair
pvsdiversity@gmail.com



Potomac Valley Swimming Finance Report

PPP Loan Forgiveness Application - 2nd loan status

We have submitted the Loan Forgiveness Application through Wells Fargo for the second PPP loan PVS received in February 2021. We are advised it will likely take some weeks for the application to be processed, but expect a favorable outcome.

PVS Financial Audit

We have begun the annual audit process through KWC.

PVS Financial Results To Date

Appearing below are the most recent profit and loss statement and balance sheet in summary form.

Respectfully submitted,

J.D. Foster
Vice Chair Finance
Potomac Valley Swimming
November 23, 2021

Ordinary Income/Expense	October 2021	YTD
Income		
Registration Income		
Athletes Registration	184,416	798,840
USA Swimming	<u>-128,830</u>	<u>-557,186</u>
Total Athletes	55,586	241,654
Non-Athletes Registration	6,204	21,450
USA Swimming	<u>-6,204</u>	<u>-21,450</u>
Total Non-Athletes	0	0
Clubs Registration	0	200
USA Swimming	<u>0</u>	<u>-140</u>
Total Clubs	<u>0</u>	60
Carried into Next FY	-14,823	-61,371
Carried from Past FY	<u>0</u>	<u>27,777</u>
Total Registration Income	40,763	208,185
Investment Income	161	377
Cap Gain/Loss (Unrealized)	13,972	1,011
CC Points	0	75
Other Income	<u>2,044</u>	<u>5,444</u>
Total Income	119,513	277,666
Expense		
PVS Meets		
Meet Entry Income	38,235	38,235
Athlete Surcharge	<u>9,690</u>	<u>9,690</u>
Total Meet Income	47,925	47,925
Officials Support	129	331
Employees' Salaries	10,820	21,640
Payroll Taxes	828	1,655
Miscellaneous Expenses	<u>3,885</u>	<u>4,634</u>
Total Expense	51,797	69,859
Net Ordinary Income	67,716	207,807

Assets **Through October 2021**

Current Assets	
Operating Funds	691,290
RBC Account	<u>443,288</u>
Total Checking/Investment	1,134,528
Accounts Receivable	164,192
Other Current Assets	<u>47,925</u>
Total Current Assets	1,347,695

Liabilities

Accounts Payable	
USA Swimming	135,034
Other	<u>19,953</u>
Total	154,987
Credit Cards	14,029
Pre-Paid Registration Fees	61,371
SBA PPP Loan	<u>27,050</u>
Total Current Liabilities	257,438

Equity

Opening Balance	806,574
Unrestricted Net Assets	75,877
Net Income	<u>207,807</u>
Total Equity	1,090,257

Total Liabilities and Equity **1,347,695**



P&P Proposal for Selecting PVS Delegates to the USA Swimming HOD

November 23, 2021

Background

At the September 15, 2021 USA Swimming Special House of Delegates (HOD) Meeting, rule changes were made to change the composition of the HOD to comply with USOPC mandates. This Policies & Procedures (P&P) change will objectify how PVS delegates will be designated.

Actions

a) Article 6.1.11 states “One (1) non-coach, non-athlete member from each LSC as selected by each respective LSC’s Board of Directors”.

Proposed P&P Language

The PVS non-coach, non-athlete delegate will be selected in the following priority order: General Chair, Admin Vice Chair, Finance Vice Chair, DEI Chair, Safe Sport Chair, Operations Vice Chair. If none of these individuals are eligible or available, the General Chair shall make the appointment with the advice and consent of the PVS BOD.

b) Article 6.1.12 states “Three (3) non-athlete coach members from each LSC as selected by each respective LSC’s Board of Directors, except that the five (5) LSCs with the smallest number of registered athletes shall select two (2) non-athlete coach members and the five (5) LSCs with the largest number of registered athletes shall select four (4) non-athlete coach members. The size of the LSCs shall be determined by the number of registered athletes as of August 31 of the prior calendar year”.

Proposed P&P Language

The PVS non-athlete coach delegates will be selected in the following priority order: General Chair, Admin Vice Chair, Senior Chair, Age Group Chair, Senior Coach Representative, Junior Coach Representative. If the required numbers are not eligible or available, the General Chair shall make the appointments with the advice and consent of the PVS BOD.

Tim Husson

GeneralChair@pvswim.org

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