



Board of Directors Meeting

April 25, 2022

[Zoom](#), 7:00 PM

- Roll Call to establish Quorum – Tim Husson, Bob Walker, JD Foster, Erik Collins, Evan Stiles, Carolyn Kotarski, Kelly Opirari, Trish Buswell, Jessica Fry, Sophie Elliot, Samantha Gilbert, JP Vanderloo, Kelly Rowell (non-voting), Kim Bullers (non-voting)
- The meeting was called to order by General Chair, Tim Husson.
- There are a sufficient number of voting board members present to conduct business.
- Mission Statement – **PVS supports and promotes excellence for all through competition, education, inclusion and leadership in a safe, equitable environment.**
- Consent Agenda: Approval of Submitted Reports and [Minutes of March 28 Meeting](#)
 - Meeting minutes approved as presented.
- Additional Agenda Items & Approval of the Agenda
- Athletes Update – Each Athlete Rep presented a report on what they learned while attending the USA Swimming Workshop. They all thanked the PVS Board for the opportunity to attend the workshop.
 - Sophie Elliot noted her takeaways were:
 - Ideas on how to better manage timelines for projects.
 - DEI meetings gave her great ideas on how to reconstruct various committees here in PVS.
 - JP Vanderloo commented on his takeaways:
 - Made great connections with the athlete reps from other LSCs and Zones.
 - Is planning an Open Water project, to help increase athlete involvement in Open Water in PVS. He will be coordinating with WaveOne, with weekly swims on Sundays and Thursday in the Potomac River. His final goal is to have an OW meet at the end of the season. He acknowledges that there is still a lot to do and learn. He hopes to get more coaches involved.
 - Samantha Gilbert reported on her experiences:
 - She plans to work together with JP on getting the OW program going.
 - She noted that she talked with several Officials which really opened her eyes to how much they do. She plans to work with other athletes on finding ways to show their appreciation to the Officials.
 - Please let Sophie know if there is a committee that needs more athlete participation.
- HOD Recap – Tim noted that our annual House of Delegates meeting went well on Sunday, April 10. The “hybrid” model was a success, and the meeting was well attended. The budget was passed with no major adjustments and the elections were a success. A big thanks to Bob Walker for the use of the facility at Stone Ridge School.
- Administrative Review Board Composition -
 - Tim noted the Governance Committee did not find the appropriate number of nominees for the elections, board positions, Administrative Review Board and Governance Committee. They

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proposed a policy change for the Administrative Review Board to reduce the number of required members to a minimum of 5 and a maximum of 10 with 20% being athletes.

- This proposal goes against our By-Laws, which states there must be between 8 and 10 members.
- Tim offered several options to correct the policy and the board discussed:
 - It was noted if there were to be an issue, the Admin Review Board will assign three members to hear the case. There will be no time that all members will be called upon at the same time.
- **Motion to amend the policy that the Admin Review Board must consist of at least 8 members seconded and approved.**
- Reports from the USA Swimming Workshop: Four members of the Board and all three Athlete Reps attended the USA Swimming Spring Workshops in Colorado Springs. There was a lot of great information shared, learned and enjoyed. All four members in attendance briefly reported on what they attended and will submit a written report by the May meeting. There was high praise for our athlete members and how they conducted themselves while at the workshop.
 - Tim Husson (General Chair) –
 - Attended a meeting of all General Chairs and other LSC Leaders. There was a lot of great information, ideas and different LSC issues discussed. He noted the following:
 - Board and Committee recruitment – Tim noted that as was evident at HOD, the Governance Committee did not do a good job with recruiting nominees, as well as several committees. This is important and we need to find ways to improve recruitment.
 - Recruiting and retaining athletes should be a priority. There are various ways to make the experience fun.
 - Getting athletes more engaged in the LSC; it is important that they are part of all decisions made in PVS.
 - SWIMS 3.0 – there were a number of sessions to the update to the SWIMS database. Our current database is more than 20 years old; technology has changed a lot in the past 20 years, but SWIMS has not. In addition to the technology update, the new system will help make it easier to track Safe Sport compliance, greater security, better data quality, and adaptability.
 - There was an update on Coaches education certification
 - The General Chairs and Athlete Reps had a great meeting. They discussed SWOT (strength, weakness, opportunity, threats) and will be working on a project with them. The PVS Athletes will take over our social media.
 - Legislation review session – This was a new presentation added, to give members the opportunity to review any rule proposals prior to their final review and publishing in July to be voted on in September. In the past there was no notification of the legislation until July. This allowed members to have an informal discussion on legislation ideas before they go to the committee.

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- The Athletes committee made a presentation about a change to the 120-day rule. They did a good presentation, and we expect to see a rule change in legislation
- There will be a change to LSC By-laws template to require all HOD delegates to be members in good standing of USA swimming. Currently there is a clause that any club can send any “club member” to the meetings, but they feel it should be a member.
 - LSC Development meeting: Shared services – LSCs using services that are shared among the LSC’s. As an example, PVS currently offers online training for officials, which is open to members from other LSC.
- Erik Collins (Age Group Chair) – Thanked the board for the opportunity to attend and thanked USA Swimming for hosting. He heard on several occasions how great the PVS athletes were.
 - Coach’s Education – Will be a priority at next year’s workshop.
 - The Age Group Development Committee is working on a National 12&U program. This seems to be a way to help smaller LSCs to generate more membership in the 12&U age groups. There are various models and ideas being introduced. The Committee likes the idea of a 10&U Championship and being a separate meet, making the younger kids a priority during the weekend. It is suggested we think about a 2-day format for the 10 & Under athletes.
 - The new SWIMS 3.0 will be a work in progress. We all need to remember to be patient, letting all the kinks work themselves out.
 - Eastern Zone meeting update. At this time there is still no host for the Age Group Eastern Zone meet this summer. It is believed that the senior meet will have a host, but there is still a need to find an Age Group host. The EZ meeting is May 7 and we are hopeful there will be a host that comes forward for the AG Zone meet.
- Jessica Fry (DEI Chair) – She felt very honored to be in attendance and part of the DEI track.
 - Leland Brown gave an “amazing” presentation. She felt it was really nice to connect with all the other DEI members from around the country, talking and sharing ideas.
 - The presentation gave great insight as to what DEI look like to us and how to move
 - She enjoyed the Schuyler Bailar talk and listening to his story on his transition and swimming in college.
 - She will work with the athlete representative, Sophie Elliott with her “Athlete Influencer program” idea.
- Kelly Rowell (Registrar) – This was the first conference/workshop hosted by USA Swimming that she has attended, and she enjoyed it. She arrived with a lot of questions regarding SWIMS 3.0 and left with more questions.
 - SWIMS 3.0 will be a significant change for the clubs, athletes, and parents. It will take a lot of hand holding and patience in the early fall. She is prepared for bumps in the road and feels that communication will be a key to its success. SWIMS 3.0 will ultimately give the clubs more control over their own registration data.
 - After hearing the proposed legislative changes, she feels that we need to communicate to the clubs so they are aware of what is coming.

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- Athletes came into the National Registration Committee meeting to discuss the change in the 120-day rule. This will be important to share and will be important.
 - USA Swimming will be developing documentation, webinars and a user guide to help with the transition to the new database. It will be important for clubs to have a key person to learn as much as they can regarding 3.0.
 - The first step will be to train the registrars and then they will pass the information to the clubs in their LSC.
- PVS Summer Meets –
 - There are now hosts for all the meets. Evan and Erik are working on Qualifying times that will be out soon.
- Required Number of Officials – In the Official’s Chair report at HOD there was a lot of data and numbers regarding officials. Much of this year has been spent trying to rebuild our Officials group. We are looking to certify new officials and move current officials up through the ranks. There is a PVS policy, regarding a minimum number of required Officials, based upon the number of athletes on the club. Many clubs lost a number of Officials over the past 18 months due to the pandemic. .
 - **Motion to suspend fines for insufficient officials for the 2021-2022 season, second and approved.**
 - Policy states the number of Officials is as of May 1.
 - JD and Kelly will work together to get the list of number of Officials per club and JD will send letters to the clubs letting them know what their Official number are as of May 1, 2022, and what their fine would have been.
 - It will be important for clubs to begin to recruit new Officials. Utilizing the club’s Officials Chair to help recruit is key. The PVS Officials Committee available to help the clubs.
- Safe Sport Club Recognition – Fairfax Area Aquatics is the newest Safe Sport recognized club in PVS. We now have just over 50% of our club SS recognized. There were some ideas on how to help entice clubs to completing the Safe Sport Recognition. The goal should be trying to incentivize the clubs and not punish them. The biggest stumbling block seems to be getting parents to complete/watch the parent video which is a requirement for SSR. With Swims 3.0, there will be a better way to contact parents, giving clubs more direct access to contact parents, and the ability to track which parents have taken the Safe Sport training.
 - Safe Sport Certification is valid for 24 months.
 - Kelly Opirari suggests we continue to think of ways to incentivize parents to complete the training and clubs to get and stay Safe Sport recognized.
- PVS Town Hall Meeting - SWIMS 3.0 & Online Member Registration - May 10, 2022
 - Tim set a Town Hall meeting for Tuesday, May 10. This will be an overview of the SWIMS 3.0 and the new online registration. This will be the first opportunity to introduce clubs to this new process. USA-S has indicated that our Registrar will be given access to start to test SWIMS in the next week or so. Tim and Kelly R feel that the sooner we start this discussion, and the sooner people see the updates this the better. All clubs are strongly encouraged to have club owners, head coaches, and club registrars, to attend.

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- Everyone has to register for the town hall meeting so that it will be easier to track attendance. Tim will send out more information.
- Our new USA Swimming Eastern Zone Team Services Advisor, Beth Winkowski will also be in attendance and will be introduced to all clubs.
- April is Child Abuse Prevention Month.
- The ballot for Coach Representative has been sent out. Results will be available in a few days.
- As a reminder, Tuesday May 17 is the Competition Committee Meeting.
- Next Scheduled Meeting: May 23, 2022
- The meeting was adjourned at 8:23 PM.

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Potomac Valley Swimming Finance Report

PVS 2022-2023 Budget and Discussion

- 1) The 2021-2022 budget was developed under vastly greater uncertainty than normal, for obvious reasons. The proposed budget was also developed under exceptional uncertainty, though less so. Extra caution remains warranted. The budget and associated cash flow and reserve ratio analysis are attached.
- 2) The proposed budget assumes essentially pre-pandemic operations regarding registrations, swim meets, etc. Otherwise, it continues previous policies and practices, with three exceptions:
 - a. A \$5,000 increase in the budget for conferences, as requested by the General Chair.
 - b. A new program labeled “Athlete Wellness” is included to focus on athlete mental health, with a budget of \$10,000.
 - c. Adjustments to revenues reflect a recommended change in accounting practices, reducing reported current year revenues by \$65,223 and next year revenues by \$4,500. These adjustments only affect the timing of income recognition, not PVS cash flow or viability.
- 3) USA Swimming may announce a new policy regarding registering Marshalls with associated fee. The particulars are unknown, as is how PVS would respond viz-a-viz club support. Thus, this new policy is not reflected in the budget, but the Board and the House of Delegates should be aware the Board may adopt a related policy with budgetary consequences during the year.
- 4) Regarding income for the current year:
 - a. Projected registrations significantly exceed what was anticipated in the budget;
 - b. PVS meet income essentially matches the budget;
 - c. Splash fee income somewhat exceeds budget;
 - d. The projected miscellaneous income item reflects SBA forgiving of the second PPP loan;
 - e. The current net combined capital loss reflects circumstances as of the end of February and will likely change by the end of year.
- 5) Regarding expenses for the current year, variances from budget appear within normal ranges.
- 6) On net, the projections for the current year show a net operating deficit of just over \$12,000 on gross revenue of about \$1 million. This result compares to a budgeted net operating deficit of over \$24,000 on revenues of just under \$1 million.
- 7) The coming year’s budget shows a net operating surplus of about \$27,000 on revenues of nearly \$1.2 million.

- 8) The reserve ratio indicates an organization's financial strength by showing total cash and cash-equivalent assets compared to typical annual expenses. According to PVS Policies and Procedures, the PVS reserve ratio should fall between 60% and 100%. The reserve ratio projected for the current year is 84% and for next year is 78%.

Respectfully submitted,

J.D. Foster
Vice Chair Finance
Potomac Valley Swimming
March 22, 2022

Ordinary Income/Expense	December	YTD
Income	2021	
Registration Income		
Athletes Registration	170,474	994,724
USA Swimming	<u>-120,006</u>	<u>-694,096</u>
Total Athletes	50,468	300,028
Non-Athletes Registration	9,174	36,828
USA Swimming	<u>-9,174</u>	<u>-36,432</u>
Total Non-Athletes	0	396
Clubs Registration	2,600	3,000
USA Swimming	<u>-1,860</u>	<u>-2,170</u>
Total Clubs	780	930
Carried into Next FY	-15,870	-79,526
Carried from Past FY	<u>0</u>	<u>27,777</u>
Total Registration Income	35,708	249,605
PVS Meets		
Meet Entry Income	0	108,845
Athlete Surcharge	<u>0</u>	<u>24,215</u>
Total Meet Income	0	132,975
Splash Fees	20,147	48,040
Investment Income	313	1,851
Cap Gain/Loss (Unrealized)	5,930	-1,594
Other Income	<u>27,050</u>	<u>33,393</u>
Total Income	90,148	464,270

	December 2021	YTD
Expense		
PVS Meets		
Meet Management	0	25,036
Pool Rentals	0	57,378
Hospitality	0	7,916
Other	<u>0</u>	<u>5,837</u>
Total PVS Meets	0	96,166
Officials Support	16,094	16,518
Athletes Assistance	21,700	21,700
Employees' Salaries	7,833	37,904
Payroll Taxes	599	2,890
Miscellaneous Expenses	<u>7,335</u>	<u>22,840</u>
Total Expense	53,694	198,028
Net Ordinary Income	36,454	266,242

Assets**Through December 2021**

Current Assets

Operating Funds 784,540

RBC Account 442,147

Total Checking/Investment 1,226,687

Accounts Receivable 189,642

Other Current Assets 1,080Total Current Assets **1,417,409****Liabilities**

Accounts Payable

USA Swimming 140,703

Other 21,700

Total 164,403

Credit Cards 24,787

Pre-Paid Registration Fees 79,526

Total Current Liabilities **268,716****Equity**

Opening Balance 806,574

Unrestricted Net Assets 75,877

Net Income 266,242Total Equity **1,148,693****Total Liabilities and Equity 1,417,409**