

**Potomac Valley Swimming
Board of Directors Meeting
May 23, 2022, 7:00 PM
Video Conference**

- Attendance – Voting members: Tim Husson, Bob Walker, Erik Collins, Evan Stiles, Carolyn Kotarski, Jessica Fry-Mack, Trish Buswell, Jorge Zamora, Samantha Gilbert. Non-voting members: Tom Ugast, Greg York, Kim Bullers, Kelly Rowell, Aaron Dean
- Roll Call to establish Quorum – The meeting was called to order at 7:01 by Tim Husson. There are a sufficient number of voting board members 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 April 25 Meeting
 - **Motion to approve the submitted reports and minutes from the April 25 meeting, seconded and approved.**
 - General Chair
 - Operations
 - Finance
- Additional Agenda Items and Approval of the Agenda – No new items were added to the agenda.
- Athlete Update – Samantha Gilbert reported that the athlete reps are continuing to work on their initiatives; Mental Health forum, the new Open Water program and finding a good way to recognize officials
- General Chair Updates –
 - Registration Status: As of mid-May, we had 12,200 athletes, which is close to where we were in the 2018-2019 season. This is really good news as to how well we have rebounded. As expected, the 12&U age group are still a little below the 2018-2019 season.
 - Town Hall – A Town Hall Meeting was held on Tuesday, May 10. 27 clubs were in attendance to hear about SWIMS 3.0 and the changes coming to how we register athletes and non-athletes. We were fortunate to have two members from USA Swimming in attendance to help answer questions and take some input as to what our clubs need to proceed. If needed, we will hold a second Town Hall over the summer. At this time, all club leaders should have received an email from USA Swimming with links for training materials.
 - USA-S Workshop – Last month, each attendee gave a run down of what they learned and experienced at the workshop. Once all written reports have been received they will be posted on the PVS Website for all members to see.
 - The Eastern Zone has meet hosts for the Long Course Age Group Zone and Senior Zone meets. QT times have been posted.
- Action Items from the May 17 Competition Committee Meeting
 - Tim presented the 2022-2023 PVS Club meet schedule as endorsed by the Competition Committee.
 - **Motion to approve the schedule with the noted updates to the 2022-2023 PVS Club meet schedule as endorsed by the CCM, seconded and approved.**
 - Tim Husson and Erik Collins chose a Zone Team Manager, Dory Halbe from NCAP.
 - The following LC Age Group Zone Team Coaches were endorsed by the Competition Committee; Head Coach, Stephen Clendenin (NCAP), Assistant Head Coach, Kyle

McDaniel (NCAP), Assistant Coaches; Kelly Rose McCullough (NCAP), Alyssa Knauf (FXFX), Rich Romero (HAC), Jared Diallo (SDS) and Gabrielle Trainor (RMSC).

- **Motion to approve the 2022 LC Age Group Zone coaches as endorse by the CCM, seconded and approved.**
 - Erik will start working on travel dates, hotel accommodations, etc. Tim, Dory and Erik will meet to discuss.
- Action Items
 - 2023 Registration Money Flow – As SWIMS 3.0 and the new registration process begins, there are some questions as to how the registration money will be collected. USA Swimming recently decided that they will be collecting their portion of the registration fee (\$68) when each athlete and non-athlete registers. In addition to the \$68 that USA Swimming collects, PVS also collects \$28 on each Premium Athlete membership. Historically, clubs collected the total from their members and then paid PVS, which in turn paid USA Swimming their portion.
 - With this change we have two options as to how we want the money flow to occur. USA Swimming can collect the total fee (USAS + PVS) and send PVS our share, or they can only collect the USA S share, and PVS invoice each club for their portion.
 - Tim Husson met with the PVS Registrar, Treasurer and Accountant to discuss. Together they feel that it makes the most sense to keep the process as simple as possible and have USA swimming collect the full amount and then pay PVS their portion. The downside to this option is that there will be a fee charged by USA Swimming to collect and process PVS's portion of the registration fee. It is estimated that the service fee will be around 4% or roughly \$12,000. It was then suggested that PVS add \$2 to each athlete's registration to cover that additional fee.
 - **Motion to allow USA S to collect the PVS portion of the registration fees, and increase the fee from \$28 to \$30, seconded and approved with one no and one abstaining. [*this motion was ultimately withdrawn*]**
 - It was noted that the process of invoicing clubs for the PVS registration would be time consuming each month with the biggest challenge being all the unattached athletes. Having USA Swimming collect all fees, means that families are only paying the registration fee one time.
 - There was a lengthy discussion to the pros and cons of having USA Swimming collect all the registration fees, the PVS BOD's ability to change the registration fees with little to no notice, the financial implications of having USA Swimming collect the full fee and other concerns as to how this will affect various clubs
 - **Motion to reopen the previous proposal to discuss keeping the fee at \$28 and not raising to \$30, second**
 - There was additional discussion related to the change in PVS registration fees and noted that VSI is planning to increase their registration fee by \$2
 - Motion to reopen the initial motion, seconded – after a brief discussion, Tim Husson withdrew the motion.
 - It was determined that Having both fees collected by USA-S is the better option and that PVS could afford to absorb any additional service fees for the coming year.

- **Motion to have USA Swimming collect the \$28 PVS registration fee, with no change to the PVS fee structure, seconded and approved. (2 abstain)**
 - Late submission of Officials Travel Reimbursement Request- There was one submission that was done beyond the 30 days.
 - The official in question had technology difficulties and was not able to complete the appropriate expense report in the time allotted. All criteria were met, the issues were the delay in submission and the meet in question is no longer on the list of reimbursement approved meets.
 - Given the circumstances as presented by the Official's Chair, Kelly Rowell, recommends that the individual receives the reimbursement.
 - **Motion to approve the reimbursement for the Officials who officiated at the Paralympic meet, despite a late submission, seconded and approved.**
- PVS Summer Meets update – Meet hosts for all LC meets have been selected. Distance and LC Open 1 meet announcements are posted. Qualifying Times for the championship meets have been posted.
- Board Manual – Job Description & Required Tasks – Tim has sent a link to each board member with links to the pages of the PVS Board Manual that pertains to their position. The document is on the PVS Google drive and includes a job description for all board positions. He has asked that all board members take some time to update “their” page before the new board comes in.
- Next schedule meeting: June 27, 2022
- The meeting was adjourned at 8:27 PM



General Chair's Report **May 23, 2022 Board Meeting**

Registration - As of May 18, PVS has registered 12,198 athletes (11,276 premium, 905 flex, 13 outreach, 4 seasonal) for 2022.

2022 Summer Zone Meets - At the Eastern Zone meeting on May 7, hosts were named for the 2022 LC Zone Meets. The Age Group Zone Meet (Aug 3-6) will be at Ithaca College in NY. The Senior Zone Meet will be at University of Pittsburgh in PA.

SWIMS 3.0 and Online Member Registration Town Hall - The town hall meeting was held on May 10. Joel Shinofield, Patrick Murphy and Beth Winkowski from USA Swimming attended to help explain the upcoming changes and answer questions. Mary Turner (Virginia Swimming) a member of the USA-S Registration & Membership Committee also attended and demonstrated the new user interface. Twenty seven PVS clubs had representatives attend the meeting.

Eastern Zone LC Super Sectionals - The meet was held in Richmond, VA on May 12-17, 2022. 133 athletes from nine PVS clubs attended the meet. Seven PVS officials helped run the meet.

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

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.



Potomac Valley Swimming Finance Report

Of Clubs, Athletes, and Officials

In April the Board waived for another year the fines clubs would otherwise face for having too few attached officials. As of May 1, 14 clubs fell short, for a combined 70 officials, though most of the shortfall was in five of the larger clubs. I have alerted the clubs of their shortfalls and the fines they would otherwise have faced.

The matter brought to my attention that the pertinent text in P&P (page 42) is out-of-date or inadequate in at least two respects needing correction. First, the text makes almost no reference to when the fine is to be imposed, other than a passing reference to the first impositions in May of 2008. Absent clarifying language, the fines could be imposed daily, once a decade, or any time increment in between.

Second, the fine is to be calculated based on the attached officials and the club's number of "swimmers." This could include any combination of premium, flex, or seasonal registrations. I believe the tradition is to include only premium registrations, but absent clarifying language such a practice is arguably inconsistent with P&P.

Thus, I suggest the Board consider replacing the second descriptive paragraph on page 42 with text (below) that clarifies the fines are to be calculated and imposed on August 1, after the long-course season and clubs have the best chance of having affiliated officials complete their certifications, and that the fines only apply to premium registrations.

An assessment of whether a club has the required number of officials to avoid a fine is to be made August 1 of each year by the Vice Chair-Finance working with the Registrar. The Vice-Chair Finance will then notify teams affected and the Treasurer will invoice them accordingly. For purposes of applying this test, only athletes with premium USA Swimming registrations shall be counted. Excluded from the computation are swimmers with "flex" or "seasonal" memberships, and those representing a school or its affiliated club who have participated in NCAA competition during the current year.

I raise this now to bring it to the Board's attention. I anticipate raising this at the next Board meeting for consideration and possible adoption.

Year-to-Date Financials

You should find below an abstract of the PVS P&L statement as of the end of April, with two modifications. UMD has been slow in invoicing PVS for the spring championship meets and some of the attendees at the Denver USAS workshop have yet to submit expense reports. To present a more accurate picture than strict accounting would afford, with the Treasurer's concurrence I have added \$80,000 to the pool rental expense and \$2,000 to the meetings expense line items.

					Total YTD
Ordinary Income/Expense					
Income					
		Registration			
		Athlete Premium		1,025,728	
		Athlete non-premium		48,878	
		USA Swimming		-750,754	
		Total Athlete		323,852	
		Non-Athlete Income		53,130	
		USA Swimming - Non-Athlete		-53,130	
		Total Non-Athlete		0	
		Club Registration Income		4,600	
		USA Swimming -- Clubs		-3,220	
		Total Clubs		1,380	
		Registration Income for NY		-88,006	
		Registration Income from Last Year		27,777	
		Total Registration Income		265,003	
		PVS Meet Entries			
		Entry Income		256,914	
		Athlete Surcharge		59,510	
		Other		1,522	
		Outreach PVS Entry Refund		-85	
		Total PVS Meet Entries		317,861	
		Splash Fees		92,771	
		Rental Income		6,568	
		Swimposium Income		3,400	
		Miscellaneous Income		30,859	
		Dividend and Interest Income		2,686	
		Cap Gains (Unrealized)		-87,487	
		Cap Gains (Realized)		30,319	
		Total Income		661,978	

Expense			
	PVS Meets		
	Meet Management Fees		51,638
	Pool Rent		165,732
	Hospitality		23,773
	Meet Support & Other		22,005
	Total PVS Meets		263,148
	Officials Support		
	USA Registration		17,820
	Evaluators		1,783
	Travel & Stipends		9,329
	Miscellaneous		2,373
	Total Officials Support		31,305
	Athlete Travel Assistance		21,700
	Coach and Club Development		721
	Athlete Awards and Grants		397
	Equipment Operations		10,116
	Meetings/Conf/Seminars		7,015
	Swimposium		3,600
	Employee Salaries		83,173
	Payroll Taxes		6,374
	Administrative Expenses		4,186
	Outside Contractors		12,801
	Accounting -- Audit/Review		7,221
	Investment Advisor Fee -- RBC		2,242
	Misc. Expenses		654
	Total Expenses		454,653
	Net Income		207,325

Respectfully submitted,

J.D. Foster
Vice Chair Finance
Potomac Valley Swimming
May 19, 2022



Operations Division Report PVS May 2022 Board Meeting

OFFICIALS

- The following officials received travel reimbursements in Spring 2022:

Meet	Official	Reimbursed Amount	Maximum Reimbursement
EZ Sectional Championships (South)			\$500
	Michael Baird	\$ 442.95	
	Steven Kaiser	\$ 500.00	
	Al Meilus	\$ 219.82	
	Jessica Moore	\$ 500.00	
EZ Sectional Championships (North)			\$500
	Tom Allison	\$ 500.00	
	Kim McMillen	\$ 165.59	
EZ Age Group Championships			\$500
	Scott Witkin	\$ 500.00	
EZ Super Sectional Championships (LC)			\$500
	Igor Kozhanov	\$ 500.00	
Phillips 66 International Team Trials			\$700
	Ellen Colket	\$ 700.00	
	Rich McMillen	\$ 700.00	
TOTAL		\$ 4,728.36	

- In addition, PVS reimbursed the travel expenses for Christina Oliver to attend the National Open Water Officials Clinic and Open Water Nationals (this is part of a separate budget category- USA Swimming Covered her lodging expenses).

Carolyn Kotarski

Operations Vice Chair