



Board of Directors Meeting

July 18, 2022

[Zoom](#), 7:00 PM

- Attendance: Tim Husson, JD Foster, Bob Walker, Carolyn Kotarski, Erik Collins, Jessica Fry-Mack, Kelly Opirari and Evan Stiles. Non-voting: Kim Bullers, Kelly Rowell, Cherlynn Venit, Greg York, Beth Winkowski (USA Swimming)
- Roll Call to establish Quorum – 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 June 27 Meeting](#);
 - Finance Report
 - Operations Report
 - AG Chair Report
 - **Submitted Reports and Minutes from the June 27 meeting were approved by consent.**
- Additional Agenda Items & Approval of the Agenda
 - **Agenda was approved by consent.**
- Board Goodbyes and Appreciation -
 - Tim thanked the five Board Members who are leaving the board as of August 31, 2022. We appreciate all these members, Sophie Elliot, Carolyn Kotarski, Bob Walker, Kelly Opirari and Reid Owen, and all they have done for PVS during their term on the PVS Board of Directors.
- Athletes Update - There were no athletes in attendance; but reported that they are all continuing their work on the various projects they previously reported.
- General Chair Update – Tim attended the monthly call of LSC leaders on July 14 and reported:
 - There will be a 10&U Age Group Coaches Webinar Series – information has been sent out to clubs to pass on to their coaches.
 - Women in Governance, Beth Winkowski from USA Swimming presented -
 - During Covid, Beth led a group of Women coaches from around the country to discuss various aspects of coaches and swimming in the LSC's and around the country. One of the primary topics discussed was the lack of women in the high levels of leadership in USA Swimming and among the 59 LSCs. Data from USA Swimming found that only 11 women were in Leadership positions (such as General Chairs or National Committee Chairs) across the country. A Women Swim Coaches in Governance leadership group is now being established. Each LSC will be asked to nominate one woman coach from each LSC, who has been coaching at least 5 years, but with one year or less of Governance experience. The nomination application will be available in a few days and will close on Aug 15. Starting in September there will be 10 weeks of Zoom meetings to discuss

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various governance related topics. Then starting in Jan/Feb/Mar less formal meetings will be held, as they begin discussing local spring elections and various LSC Board positions. Additionally, the individuals in this group will be invited to the Spring Workshops for additional meetings and to hear various speakers and network opportunities.

- Tim asked Board Members to send suggestions as to who to nominate from PVS , by Monday, July 25.
- There will also be a Women’s Leadership Summit opportunity for women in PVS, more information to come.
- Amended Covid Rules – It is highly anticipated that the USA S Board will take no action in renewing the Covid Restrictions. This means that the Covid wording in meet announcements and the supplemental documents will no longer be required as of September 1, 2022.
- 2023 Spring Workshop: April 20-23, in Denver, CO. Officials Chairs and Safe Sport Chairs will be invited.
- End of Year Financials – JD gave a summary in his report.
 - Please send any reimbursement request by mid-August, so the books can be closed out before the end of the fiscal year, August 31.
- Championship Meet Updates –
 - Open LC Championships – Tim reported, the meet ran well, once the meet got started. Due to a severe storm, the pool lost power and the 4-day meet was condensed to 3 days. Tim thanked everyone who worked so hard to make it happen.
 - The meet was smaller than anticipated and there was a large number of scratches at finals. Evan feels we need to look at what Sr Champs is all about, and why there are so many scratches.
 - Tim shared a comparison of numbers from 2019 and 2022. The numbers of athletes were down across the board for all LC Champ meets. Without results from the last two years, it was more difficult to determine accurate qualifying times. Hopefully next year with data from this year, we will better be able to determine QTs.
 - With the high number of scratches, the paper/manual scratch process worked well.
 - We will continue this discussion at the fall Competition Committee Meeting (CCM) for changes for the 2023-2024 season.
 - 12&U LC Championships –
 - The meet ran well and there was a sufficient number of Officials. Similar to Open Champs, athlete numbers were down from 2019.
 - IT was respite that FISH did a good job with the meet management. There were some coaches who commented they wished the breaks during finals were communicated earlier so that athletes could plan their events better. It was noted that there was a significant lack of 11 year old athletes in finals.
 - There will be more discussion regarding the meet at CCM in the fall.
 - 13&O LC Championships will be this weekend. The timelines are manageable, numbers are also down when compared to 2019, but not as significantly as the other two LC Champ meets.

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- USA Swimming Annual Business Meeting & House of Delegates – Virtual meeting on September 24, 2022.
 - PVS delegates – USA Swimming was required to rebalance the HOD to add more athletes. The delegates will now be made up of one Non-Athlete/Non-Coach Members and 3 Coach Members.
 - PVS Delegates: Non-Athlete/Non Coach will be JD Foster, Coach Delegates will be Evan Stiles, Erik Collins and Trish Buswell.
 - This year, PVS has Invited the General Chairs to attend in person. USA-S will pay their expenses.
 - All other members are permitted to attend virtually, even if you do not have a vote.
 - USA Swimming published the [Proposed Legislation](#)
 - Please read through the legislation and send questions or comments to Tim to pass on the Rules and Regs Committee. Some legislation to note:
 - R-15 related to Safe Sport – Requires all meets to have a quality control system. How all this will work is yet to be determined. USA-S will provide training from the Safe Sport Committee.
 - R-16 – To add the type of medical equipment (lifeguard, AED, medics, etc) that will be on site at the facility to meet announcements.
 - R-17 – Athletes Council is looking to change the 120-day unattach requirement to a 30 day rule. This will be an important rule change, please be sure to read the full description of the proposed change.
 - R-20 – Proposal to remove Section 4 from rule book and move to USA Manual
 - R-25 – Rule change to require a change LSC Bylaws to require all HOD Delegates to be USA Swimming members.
- 2022-2023 Meet Schedule – We hope that Fairland will be fully operational again for the 2022-2023 season. As of this meeting, they state they are operating at roughly 75%. Fairland has been our most utilized facility for PVS Open and Distance meets. The current facilities are secured for the 2022-2023 season:
 - October Open: Fairland, Lee District, Claude Moore
 - November open; Fairland, Providence, PWCS and looking for a 4th site
 - Tim has been talking with PGS&LC. They are interested in having us back, but it will not be available this year.
 - January Distance – St. James
 - January Open; Fairland, Audrey Moore, and PWCS.
 - February Qualifier – Lee District
 - Currently there is no host. If we cannot find a host by early August then we will cancel the meet to avoid canceling late and having to pay for the facility.
 - February Distance – Fairland
 - JR/Sr Championships and 14&U Junior Olympic Championships at University of Maryland
 - LC Distance: Fairland
 - LC Open 1 & 2 - Fairland, Audrey Moore and Lee District
 - 12 & U Champs: Claude Moore

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- LC Open Champs and 13 & Over Champs - We are looking for a facility. Neither UMD nor GMU will not be available in the summer of 2023.
 - Evan commented that once Arlington County hires a facility manager, we can talk with them regarding the rental of Long Bridge.
- The current list of PVS Meet hosts was distributed to Board Members, there are still a number of hosts needed.
- AAC Fall Gator Meet - Evan commented that the Marine Corp Marathon is currently scheduled for October 30, 2022, the same weekend as the Fall Gator Mini Meet and therefore the pool will not be available on Sunday. Evan asked to move the meet one week earlier.
 - **Motion to move the AAC Fall Gator Mini Meet from Oct 29-30 to October 22-23 due to the MCM, seconded and approved.**
- Zone Team Status – Erik provided a status update in the AG Report.
 - The Athlete Application is currently online. 57 athletes have submitted applications, most were submitted at the conclusion of the 12 & U Champs. More applications are anticipated at the conclusion of the 13 & Over Champ meet this coming weekend.
 - Caps and shirts are in.
One assistant coach had to back out of their commitment. The current coaching staff feels they will be able to manage with the existing coaches based upon the number of athletes expected. If the number of athletes significantly increases, they will try to find another coach at the last minute.
 - Dory Halbe, our team Manager has been fantastic. Erik is thrilled at how well the coaches are all working together and very excited for the trip next week.
 - The Summer 2023 LC Zone meet will be in Richmond, we will be able to start planning much earlier than we did this year.
- SWIMS 3.0 Update – SWIMS 3.0 will go live September 1, all members (athletes, coaches and officials) will have to register themselves through the USA Swimming website. USA S has been working hard to get everything ready, but as with anything new, it is expected to experience some initial “bumps in the road”. We are confident that SWIMS 3.0 will be an improvement, we will just need to be patient and understanding as we navigate this new registration process these first few months.
 - There should be more and more information coming out over the next few weeks.
- Officials Reimbursement – Carolyn and Kelly reported that there was one Official’s Reimbursement request that was submitted after the 30 days deadline. The reason for the delay was that the Official did not receive the receipt from Airbnb prior to the submission deadline, otherwise, all other requirements were in order.
 - **Motion to accept the late submission as described, seconded and approved.**
- Next Scheduled Meeting: September 2022 – Tim will provide a date for the September meeting. It will hopefully be before the USAS HOD meeting. New Board members will be welcomed in September: Aaron Dean, Cherlynn Venit, Tom Ugast and Greg York.
- The meeting was adjourned at 8:04 pm

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Potomac Valley Swimming Finance Report

PVS Financials To-Date and the Environment Going Forward

Shown below are the income/expense statement and balance sheet for PVS through June, 2022. The figure shown for pool rentals for PVS meets includes an estimate for the UMD pool rental for the June Long-Course meet.

Unfortunately for PVS and the entire PVS community, and of course the nation, it now appears the national economic environment may deteriorate substantially in the coming months due largely to inflation's surge and the Federal policy response thereto. Initially, the area in which such a development would affect PVS finances most obviously is in new registrations this fall, a matter we will need to follow closely. At this stage, there appears to be little PVS can do to prepare, and it remains entirely possible if unlikely that the storm will blow over with little effect. Fortunately, PVS's essential financial strength came through the pandemic well, and so with careful monitoring PVS appears well-positioned to ride out whatever comes its way.

Respectfully submitted,

J.D. Foster
Vice Chair Finance
Potomac Valley Swimming
July 15, 2022

Ordinary Income/Expense	June YTD
Income	
Registration Income	
Athletes	1,087,884
USA Swimming	<u>- 760,076</u>
Total Athletes	327,808
Non-Athlete	54,780
USA Swimming	<u>- 54,780</u>
Total Non-Athletes	0
Clubs	4,600
USA Swimming	<u>- 3,220</u>
Total Clubs	1,380
Carried into Next FY]	- 90,162
Carried from Past FY	<u>27,777</u>
Total Registration Income	266,803
PVS Meets	
Meet Entry Income	278,851
Athlete Surcharge	68,125
Other Meet Income	1,522
Outreach PVS Entry Refund	<u>- 85</u>
Total PVS Meet Income	348,413
Splash Fees	113,886
Other Operational Income	43,030
Investment Income	3,739
Cap Gains/Loss	<u>- 78,563</u>
Total Income	<u><u>697,307</u></u>

Expense

PVS Meets	
Meet Management	58,353
Pool Rentals	187,780
Hospitality	26,083
Other	<u>22,704</u>
Total PVS Meets	294,921
Officials Support	34,109
Athlete's Assistance	29,400
Meetings/Conferences/Swimposium	10,997
Employee Expenses	115,208
Outside Contractor Services	14,614
Miscellaneous Expenses	<u>31,327</u>
Total Expenses	530,575
Net Income	<u>166,732</u>

Assets	Through June, 2022	
Current Assets		
Operating Funds		842,993
RBC Account	3	<u>65,546</u>
Total Checking/Investment		1,208,539
Accounts Receivable		37,572
Other Current Assets		<u>1,132</u>
Total Current Assets		1,247,242
Fixed Assets		
Equipment -- Meet		72,139
Accumulated Depreciation		<u>- 72,139</u>
Total Fixed Assets		0
Total Assets		<u>1,247,242</u>
Liabilities & Equity		
Current Liabilities		
Accounts Payable		88,080
Prepaid Registration		90,162
Other		<u>19,817</u>
Total Current Liabilities		198,059
Equity		
Opening Equity Balance		806,574
Unrestricted Net Assets		75,877
Net Income		<u>166,732</u>
Total Equity		<u>1,049,183</u>
Total Liabilities and Equity		<u>1,247,242</u>



Operations Division Report PVS July 2022 Board Meeting

EQUIPMENT

- An update to the equipment inventory is planned for August.
 - Non- functioning equipment will be removed from the inventory.
- Purchases (all will be completed before the close of the fiscal year):
 - 3 Colorado Time Systems touchpads were purchased (7/16/22)
 - 10 push buttons were purchased (7/16/22)
 - PVS Equipment will also purchase 2 new printers (for the CTS) to replace broken
 - Other equipment maintenance items will be purchased
 - Banana plugs used to repair push buttons
 - Toners for printers
- Rental Form
 - The rental form was updated to include a statement that renters must complete the online EQUIPMENT RENTAL POST MEET REPORT form at the completion of the rental. This form will allow both the renter to report issues with the equipment and make it easier for the equipment manager to address any issues. The form will be emailed to the renter once the rental has been approved and it will be posted to the PVS Website. This will go into effect September 1, 2022. It will be applicable to rentals for the 2022-2023 season.
- High School rentals
 - After consulting with the Equipment Manager, PVS will no longer rent touch pads for the high school **district meets**. Touch pads will be made available for the Region and State meets.

TECHNICAL

- The Technical Committee is eagerly waiting for USA Swimming’s directive on whether any COVID related requirements will continue into the 2022-2023 season. The meet announcement template will be updated accordingly.
- Around 116 meet announcements were submitted for sanction review.

OFFICIALS

- Reimbursements were issued to the following officials

Meet	Official		Reimbursed Amount	Maximum Reimbursement
EZ Sectional Championships (South)				\$500
	Heather	Purk	\$ 500.00	
2022 US Para World Series				\$500
	Elizabeth	Jester	\$ 476.52	
TYR Pro Series - Mission Viejo				\$600
	Tom	Allison	\$ 600.00	
TOTAL			\$ 1,576.52	

Carolyn Kotarski
Operations Vice Chair

Age Group Chair July Report

July was another busy month, as the LC Championship Meets got underway and the PVS Zone Team Application went live.

12&U Championships at CM-

Kudos to FISH and their Meet Director, Curtis Din, for a well run meet. Coaches I spoke with were all appreciative of the sessions running smoothly, the admin staff for handling the scratches adeptly, and the good hospitality. Concerns centered around the number of scratches in Finals, the lack of 11 year olds necessary to fill that 3rd heat for many events in Finals, and the breaks being added to Finals after Thursday's session.

PVS AG Zone Team Update-

The Athlete Application is posted on the PVS website; as of Monday Afternoon (7/18), there have been 57 PVS athletes who have submitted applications. The application closes at 11:59p on Sunday, July 24 (that's the last day of the 13&O Championships at UMD), and all entries will be processed/submitted on Monday, July 25 by PVS Team Manager Dory Halbe.

Unfortunately, one of the assistant coaches for the AG Zone Team had to back out this past weekend. Gabi Trainor (RMSC) notified us Sunday Morning that she will not be able to make the trip to Ithaca. The Head Coach & Team Manager (Stephen Clendennin & Dory Halbe) seem to think the staff will be able to effectively manage the PVS contingent with the remaining coaches, but will keep an eye on the number of athlete applications as the week goes on.

Contact me with any questions or concerns at erikcollins19@gmail.com