



**Potomac Valley Swimming
Board of Directors
March 21, 2023
Video conference**

- The meeting was called to order at 7:03 pm by General Chair, Tim Husson.
- Attendance – Tim Husson, Cherlynn Venit, Tom Ugast, Evan Stiles, Erik Collins, JD Foster, Trish Buswell, Aaron Dean, Jorge Zamora, JP Vanderloo, Samantha Gilbert. Non-voting members: Kim Bullers, Kelly Rowell
- Roll Call to establish quorum – There are a sufficient number of voting members in attendance to conduct business.
- Mission Statement – **PVS Supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.**
 - Equitable Environment is the theme tonight.
- Consent Agenda – Approval of Submitted Reports and Minutes of February 21 meeting.
 - General Chair report
 - Finance Committee and Draft Budget
 - Age Group Chair
- Additional Agenda Items & Approval of the Agenda – The agenda was approved and no additional agenda items were added.
- Athletes Update –
 - JP reported that he has been working to find Open Water committee members. He is looking to set a date for the first meeting later in April or May.
 - Samantha reported she was able to get an athlete to join the Officials Committee and is still working on promoting social media.
- Registration Update – PVS currently has 12,583 registered athletes, close to where we ended the 2019-2020 season. PVS's registration has bounced back from the pandemic as well or better than most LSCs in the country. Our Non-Athletes registrations are; 596 Officials, 569 Coaches, 38 Junior Coaches. Not all Officials are fully certified at this time.
 - There are still issues with the merging of athletes between Team Unify and SWIMS 3.0 using the old and new ID. The Registrar is continuing to work diligently to get all athlete accounts merged.
- Championship Meet Reviews – It was reported that the short course championship meets overall ran well. All meets were close to the optimal size. With a little tweaking and more history, adjustments should be easier to make for next season. Senior Chair, Evan Stiles will work with the new, incoming Senior Chair to establish the Qualifying Times for the 2023-2024 season.
 - There were issues with the men's locker room at both Senior Champs and 14 & U Champs. The locker rooms were rearranged a bit for the 14 & U meet to try to mitigate the issue.
 - We will need to work together to find ways to help mitigate any potential issues prior to next year's meets.
- Budget Approval – Finance Vice Chair, JD Foster reported:

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.



- JD sent out the proposed budget for the Board members review prior to the meeting, then he explained how he came to conclusions regarding the 2023-2024 budget.
- There are a few notes and changes that are being recommended to help achieve a more balanced budget.
 - Revenue: Increase in athlete registration to \$32, which will increase the PVS share by \$4.
 - Revenue: Increase in the club registration from \$100 to \$150, increasing the PVS share from \$30 to \$80.
 - There was a discussion on whether to increase the splash fee to \$.60, however the general consensus was to only make one increase this year, the Club registration fee increase.
 - Expenses: Increase the amount for Facility Rental, reflecting the potential increase expected.
 - Expenses: Increase in athletes and officials travel in preparation for Olympic Trials in 2024.
 - Expenses: Increase in the amount budgeted for the various computer/software programs used to run PVS.
 - Expenses: Increase in the Operations budget to purchase new equipment over the next couple years.
 - The Operations Vice Chair and the Equipment Manager will propose an increase in the equipment rental fee and a surcharge for non-PVS rentals.
- **Motion to endorse the budget as proposed with the club fee increase and the athletes registration fee increase to present to the HOD in April, seconded and approved.**
 - **Include the two other changes, increase to the computer program expenses and adjusted rental fees for equipment.**
- HOD Planning: The Annual House of Delegates will be held on Sunday, April 16, 5:00 pm at Overlee Community Center
 - It will be an in-person meeting. However, there will be video access for those who would like to listen to the meeting. A Zoom link will be provided.
 - Elections will be held for, General Chair, Finance Vice Chair, Senior Vice Chair and DEI Chair.
 - Coaches, Athletes and Officials Representatives will be elected separately by each of those groups.
 - Board & Committee Reports – Each board member should submit an end of year report to be posted on the website. There will be a few minutes at the meeting to present highlights and answer questions. Please submit these by Monday, April 10.
- PVS Meets
 - Summer meet status – Tim has met with the Aquatics Manager at Long Bridge in Arlington as a possible site for the Long Course 13 & Over Championship Meet. While they have interest in hosting PVS meets, they are not available for the summer of 2023. The 13 & Over Championship meet will be at Freedom Center for the summer of 2023.

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.



- LC Open – Still looking for hosts for the Virginia site of the LC Open meets. We will be canceling the Audrey Moore site and only using Franconia (Lee District) and Fairland for both meets.
- USA Swimming Spring Workshop – For those going, please be sure to make your airline reservations. Tim has made hotel reservations. All participants must also register for the workshop. Tim will follow up individually.
- Eastern Zone Athlete Leadership Retreat –Application will be posted towards the end of March. It is great to have athletes interested in leadership in PVS.
- Prior to the Board Meeting, there was an Executive Committee meeting to inform the Board that an Official’s certifications was temporarily suspended by the Officials Committee through March 31, 2024. The suspension was appealed and the Executive Board met to hear the appeal. After discussing the information from the hearing, they voted to extend the suspension through August 31, 2024
- Next scheduled meeting: April 18, 2023 (only if there are any action items from HOD)
- The meeting was adjourned at 8:04 pm

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 March 2023 Board Meeting

PVS Championship Meets - Except for some teenage boys acting up, I think the meets went well. The boys locker room incidents may change our access at future meets at UMD.

LSC Leaders Call (March 9) - A few highlights from the monthly call

- a. CLBMS 201, which is required for 2nd year clubs will be held April 8. [Registration](#) is required.
- b. DEI Education series is held the 2nd Thursday of every month at 7pm. The topic for the April and May webinars is Water Safety Festivals. [Registration](#) is available.
- c. Continuing updates to SWIMS 3.0
 - i. Times Recon was released this week. I have not tested it yet.
 - ii. OME should be released within the next two weeks.
 - iii. Pre-meet Recon and Times Uploads now match on Member ID. They previously matched only on first name, last name and date of birth.
 - iv. The Education Module user interface is being redesigned.
- d. A Learn to Swim/Pre-Competitive Webinar Series is starting up in April. A schedule, list of topics, and registration is available on the [USA-S website](#).

Zoom License - The Zoom account we had under the USA Swimming enterprise license is ending. I have converted our account to our own license and renewed the service for the next 12 months. The ability to hold virtual meetings and webinars (for officials' training) has become important to PVS.

Tim Husson
General Chair
GeneralChair@pvs swim.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

2024 Budget

To review the process and timeline:

- All proposals for the 2024 budget were to be submitted by the February Board of Director's Meeting. None were received. A draft budget was presented for discussion at the February meeting.
- At the March meeting the Board will consider, adjust, and formally adopt a budget.
- On April 16 the House of Delegates will review, amend and formally approve the budget.

YTD 2023 Financial Results

Accompanying this note you will find a draft budget with related information.

- 1) The current year's projections involve 6 months of data and involve much guesswork. The projections you see here are little changed from what appeared last month.
- 2) The primary guides for next year's budget are last year's results and this year's budget.
- 3) The bottom line is that the budget reflects a net operating loss of about \$24,000 which at about 2% of operating income and given the uncertainties involved is effectively a balanced budget.

A couple details:

- a) Gyration in the stock market played out in the value of the PVS portfolio, producing substantial swings in reported income.
- b) The proposed budget assumes pool rental costs for PVS meets will rise steadily and as pool management has been slow to update prices in light of current inflation.

Changes from the February draft per the Board's instructions:

- i) PVS's athlete registration fee for next year was raised by \$4, from \$68 to \$72,

producing about \$22,000 in additional income. This represents a 5.8% increase, which is far less than the roughly 10% expected inflation from 2022 to 2024. From what I can gather from a perusal of other LSCs, this also leaves the PVS registration fee well below that of most other LSCs.

- ii) Due to the Olympic trials, the budget for officials travel expenses was raised by \$15,000 to \$40,000 and for athletes travel expenses by \$20,000 to \$70,000.
- iii) The budget for meetings and conferences was raised to \$20,000, consistent with last year's budget.
- iv) Employee salaries collectively were raised by a total of \$14,000.
- v) Computer expenses were increased by \$500 due to a new Quickbooks license.

Additional considerations

- PVS' equipment operations run at a substantial loss, projected at over \$20,000 this year and next. This is an important service provided to the community, but perhaps not at a loss. A suitable change in fees charged would reduce or eliminate this loss.
- The splash fee of \$0.55 has not been changed in some years. Raising it to \$0.60 would generate about \$12,000 income.
- If all the figures in the proposed budget held as shown and this weren't an Olympic trials year, PVS would run a modest surplus rather than a modest deficit.

Respectfully submitted,

J.D. Foster
Vice Chair Finance
Potomac Valley Swimming
March 17, 2023

	Actuals as of 8/31/2020	Actuals as of 8/31/2021	Actuals as of 8/31/2022	Budget 2022-23	EOY 2022- 23 Projections	Proposed 2023-2024
As of 3/17/2023						
Revenue						
Registration -- Athletes						
All types	334,833	228,424	328,231	364,900	365,000	390,000
USAS 4% Technical Fee	0	0	0	0	-14,600	-15,000
PVS Relief Funds	-164,338	-107,296	0	0	0	0
Total Registration -- Athletes	170,495	121,128	328,231	364,900	350,400	375,000
Registration -- Clubs	1,500	1,320	1,380	1,380	1,400	2,000
Reg Income for Next Year	-11,404	-27,777	-90,444	-97,500	-99,457	-106,439
Reg Income From Previous Year	0	11,404	27,777	90,444	90,444	99,457
Total Registration Income	160,591	106,075	266,944	359,224	342,787	370,018
PVS Meet Entries						
Entry Income	295,385	161,550	362,881	425,000	425,000	450,000
Athlete Surcharge	0	47,120	86,015	105,000	100,000	105,000
Other	0	7,282	2,382	0	3,000	3,000
Outreach Refunds	-75	0	-85	-500	-400	-400
Total PVS Meets	295,310	215,952	451,193	529,500	527,600	557,600
Other Meets						
Splash Fees	89,287	41,863	110,686	145,000	125,000	130,000
Open Water Event	0	0	0	5,000	0	5,000
Total Other Meets	89,287	41,863	110,686	150,000	125,000	135,000

Zone Team Fees	0	5,400	11,100	85,000	85,000	85,000
Diversity Select Camp	0	0	0	0	0	0
Equipment Rental Income	7,711	10,344	8,758	10,000	4,000	6,000
Swimposium	0	0	3,400	0	0	0
Financial & Other Income						
Miscellaneous	11,625	30,405	37,996	5,000	5,000	5,000
Dividend & Interest	5,728	3,688	4,316	4,000	7,000	7,000
Cap Gain/Loss (Unrealized)	44,657	50,292	-100,936	-30,000	-12,000	-30,000
Cap Gain/Loss (Realized)	1,484	7,132	30,318	30,000	8,432	30,000
PPP & Deferred Revenue	0	0	0	0	0	0
Total Financial & Other	63,494	91,517	-28,306	9,000	8,432	12,000
Total Revenue From Operations	552,899	379,634	852,081	1,133,724	1,084,387	1,153,618
Total Revenue	616,393	471,151	823,775	1,142,724	1,092,819	1,165,618

Expenses	Actuals as of 8/31/2020	Actuals as of 8/31/2021	Actuals as of 8/31/2022	Budget 2022-23	EOY 2022-23 Projections	Proposed 2023-2024
PVS Meets						
Meet Management Fees	65,059	19,622	70,319	140,000	140,000	140,000
Pool Rent	160,538	151,264	278,729	380,000	400,000	420,000
Hospitality	25,266	13,159	36,202	53,000	50,000	50,000
Other	10,429	18,075	31,467	32,000	30,000	32,000
Total PVS Meets	261,292	202,120	416,717	605,000	620,000	642,000
Open Water Event	0	0	0	14,000	0	14,000
Officials' Support						
USA Registration	20,462	20,928	17,820	25,000	15,000	16,000
Background Screening	1,055	1,583	1,520	1,800	1,500	1,800
Evaluators	4,495	1,044	2,739	6,000	3,000	3,000
Travel	10,717	18,880	23,205	28,000	25,000	40,000
Other	5,752	995	4,353	3,000	1,000	1,000
Total Officials	42,481	43,430	49,637	63,800	45,500	61,800
Equipment Operations	28,727	14,160	22,152	22,000	22,000	28,000
Zone Teams	0	20,344	36,228	120,000	120,000	120,000
Athlete Travel Assistance	31,500	51,283	33,600	50,000	50,000	70,000
Meetings/Conf/Seminars	24,106	0	7,397	20,000	20,000	20,000
Other PVS Programs						
Strategic Planning	0	0	0	1,000	1,000	1,000
Diversity, Equity, and Inclusion	1,575	7,300	0	13,000	13,000	13,000
Safe Sport	2,500	0	0	2,800	2,800	2,800
Outreach Registration	100	10	65	400	400	400
Club & Coach Development	189	125	721	2,500	2,500	2,500

Athlete Wellness	0	0	0	10,000	10,000	10,000
Athlete Awards & Grants	0	0	397	1,000	1,000	1,000
Swimposium	0	0	3,600	0	0	0
Total Other Programs	4,364	7,435	4,783	30,700	30,700	30,700
General Administration						
Computer Expenses	3,237	3,242	3,368	4,000	3,000	3,000
Lifetime & Staff Registration	124	1,192	132	1,132	100	200
Home Office Expenses	1,659	1,443	1,115	1,500	2,500	2,500
Merchant Fees/QB & PP	1,103	1,344	1,844	1,500	1,000	1,500
Outside Contractor Services	9,453	7,200	15,814	8,000	8,000	8,000
Accounting -- Audit	7,000	12,000	7,221	13,000	12,900	7,500
Professional Services	9,999	59	0	1,000	1,000	1,000
Employee Salaries	119,758	129,840	130,506	146,000	156,000	160,000
Payroll Taxes	9,161	9,933	9,995	11,200	11,934	12,256
Investment Advisory Fee -- RBC	1,821	2,850	2,887	3,200	2,500	3,200
Relief Grant and Expenses	27,265	18,000	0	0	0	0
Miscellaneous	1,352	739	210	2,000	100	1,000
Total General Administration	191,932	187,842	173,092	192,532	199,034	200,156
Total Expenses	584,402	526,614	743,606	1,118,032	1,107,234	1,186,656
Operating Surplus (Deficit)	31,991	-55,463	80,169	24,692	-14,415	-21,038
Total Current Assets	950,521	882,325	881,571	890,286	1,080,482	1,059,444
Reserve as % of Total Cash Expenses	163%	168%	119%	80%	98%	89%

Age Group Chair March Report

Erik Collins

14&U Champs-

The SC 14&U Championships were held at UMD the weekend of March 9-12. The meet was hosted by MACHINE and well attended. The timelines wound up being "*just right*" according to many coaches and officials; my only concern there is the 10&U session, which was quite short. This concerns me because A) we all want to have quality athletes to coach in the subsequent age groups down the road; and B) those athletes in the 10&U session should have appropriate rest between their events in each session. I will bring this up at the Spring CCM, and see what ideas the PVS coaches can recommend. Giving those 10&U athletes their own meet on another weekend seems like a good opportunity to focus more on them, make their meet a little more "user friendly" for those athletes and families who are new to the sport of swimming, as well as open up the 14&U meet to more athletes aged 11-14.

Two notes regarding the meet:

A) We wound up running the meet similar to the LC 14&U Champs, with the distance session on Friday Afternoon (as opposed to Thursday as originally scheduled). This was due to an event on campus at UMD on Friday that severely limited parking; so Thursday wound up being prelims and finals instead of Friday. While some families had raised some complaints about this, for the most part everybody made the appropriate changes and was able to swim each day at the meet.

B) There was a change to the locker rooms that we were permitted to use, specifically the Male locker rooms; this stemmed from a vandalism incident in the Male locker room the previous weekend at the PVS Jr/Sr Champs (also at UMD). While there was a report of bad behavior on the first day of the meet in the Male locker room, after Tim made an announcement alerting everybody to the potential closure of that locker room for the duration of the meet, there were no further incidents & the locker rooms remained open for those male athletes.

Thanks to all the officials and volunteers who helped make the meet possible; and to MACHINE Aquatics for hosting the meet. It's quite a big endeavor and we couldn't run the meet without everybody's help.

PVS LC ZONE TEAM COACHING STAFF-

The PVS Flash Mails regarding the need for coaches for the LC Zone Team have generated some interest by coaches for the Assistant Coach positions on this Summer's PVS LC Zone Team (two coaches have expressed their interest in serving as Assistant Coaches this Summer). That meet will be held August 2-5 in Richmond, VA at the Collegiate School pool, and will be Team Travel this year. If anybody on the Board knows of any coach looking to serve on the PVS Zone Team Coaching Staff, please encourage them to contact me by email (erikcollins19@gmail.com). We need assistant coaches and a Head Coach (reminder, the Head Coach needs to have previous PVS Zone Team coaching experience in order to serve as the Head Coach). I will ask Terri to send out another Flash Mail next week to all PVS clubs asking again for coaches for this Summer's LC Zone Team.

Erik Collins/MAKOS

PVS Age Group Chairperson

