

# DRAFT

## PVS Officials Committee Meeting Minutes

Date: September 9, 2025

Location: Zoom

Time: 7:01 PM

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### 1. Call to Order

Chair Barb Ship called the meeting to order at 7:01 PM and confirmed that a quorum was present.

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### 2. Roll Call

Present: Scott Witkin, Courtney Johnston, Barb Ship, Erika Livingston, Kelly Opipari, Rich McMillen, Paul Jampole, Tom Allison, Brayden Bagla

Absent: Elizabeth Jester

Guest: Tim Husson

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### 3. Approval of Minutes: April 1, 2025

- The minutes from the July 1, 2025 meeting were reviewed. A motion was made by Kelly Opipari to approve the minutes as presented.
    - Motion carried.
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### 4. Reports of Officers, Boards, and Standing Committees

- Committee Chair's Report (Barb Ship)
  - Introduced Brayden Bagla as the newest committee member. He replaces a graduated athlete and was selected due to his experience with timing systems and interest in officiating.

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- Reported there are currently 599 certified officials in Potomac Valley Swimming who are current with registration requirements.
  - Subcommittee Reports
    - Official Recruitment and Retention Subcommittee (Kelly Opipari):
      - An officials' social event is scheduled for September 21 at 4:00 PM at Overly, with approximately 120 people expected to attend.
      - Referee coins approved at the previous meeting will be distributed at the social.
      - A mentoring program is being developed by Juan Colon, Becky Falks, and Corey Steiner. The committee will review details in December for a planned February 1 launch.
      - New recruitment postcards have arrived to replace the remaining stock.
      - Data is being tabulated for officials who worked 50+ sessions during the previous season.
    - Certification Subcommittee (Paul Jampole):
      - Reported 37 recertification requests processed since September 1, which is consistent with the pace of the previous season.
    - Training, Mentoring, and Evaluation Subcommittee (Scott Witkin & Erika Livingston):
      - Two Chief Judge (CJ) clinics are scheduled in October with 17 and 4 participants enrolled respectively.
      - Instructors for these clinics include Paul Jampole, Pat Donahue, Ellen Colket, and Brooke Fulham.
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## 5. Old Business

- Reimbursement Policy and Website Updates
    - The committee reviewed the current travel reimbursement rates.
    - The officials' budget for the previous year was \$65,700, while actual spending reached \$76,981. The current year budget is set at \$76,000.
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## 6. New Business

- Athlete Representation
    - Barb Ship discussed the requirement for 20% athlete representation per the bylaws and sought ways to increase athlete involvement in committee work.
  - Educational Travel Reimbursement Update
    - The committee discussed restructuring reimbursements to a formula based on meet length.
    - A motion was made to keep zone/sectional meets at \$500 while moving national meets to a base rate of \$300 plus \$100 per day.
    - The motion also included adding World Aquatics meets held in the United States to the eligible reimbursement list.
    - Motion carried; the recommendation will be sent to the PVS Board for final approval.
  - Official Recognition Items
    - Barb Ship proposed ordering new recognition items (tchotchkes) such as credential clips.
    - Kelly Oipari was assigned to research options within the budget.
  - Expired Certification Reinstatement Policy
    - The committee established a new policy for officials with expired certifications:
      - Expired  $\leq$  3 years: Must meet current recertification requirements.
      - Expired  $>$  3 years: Must complete half the required training sessions and pass an evaluation.
    - Motion carried unanimously.
  - 2026 Meeting Dates
    - January 6, April 14, June 2.
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## 7. Closed Session

- Review of Evaluator/Clinician Applications
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## 8. Adjournment

- The meeting adjourned at approximately 8:45 PM