

**Potomac Valley Swimming
Virtual House of Delegates
Via Zoom
July 11, 2021, 5:00 PM**

- Attendance – see attached
- Virtual Meeting Protocols & Procedures – Tim Husson thanked everyone for their attendance. A few reminders were announced as to how to participate in the Zoom Meeting.
- Call to order and Moment of Silence – the meeting was called to order at 5:13 pm. In remembrance of those from PVS we lost this past year, there was a moment of silence.
- Proof of Quorum – Per the By-laws, those in attendance constitute a quorum.
- Approval of Minutes from July 26, 2020 meeting – **Motion to approve the meeting minutes from the July 26, 2020 HOD meeting, approved by acclamation.**
- Approval of Agenda – The agenda was shared, with no additions, **the agenda was approved by acclamation.**
- Approval of Board Member and Chair Reports – all reports have been posted on the PVS website and **were approved by acclamation.**
 - General Chair
 - Admin Vice Chair
 - Finance Vice Chair
 - Operations Vice Chair
 - Coaches Representatives
 - Diversity, Equity & Inclusion (DEI) Chair
 - Safe Sport Chair
 - Operational Risk Chair
- State of LSC – General Chair, Tim Husson
 - Mission & Vision Statement – Tim noted that during this past year our Athletes Committee developed updated Mission & Vision Statements. He thanked them for their hard work.
 - Mission Statement: PVS Supports and promotes excellence for all through competition, education, inclusion and leadership in a safe, equitable environment.
 - At the beginning of each Board meeting, we reflect and focus on one aspect of the mission statement.
 - 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.
 - The Board Members were introduced.
 - The PVS Committees were presented.
 - PVS employees were presented and thanked for their work this past year.
 - PVS Members who volunteer on USA Swimming National Committees were presented. PVS has more than 15 members on the various committees
 - Phillips 66 Service Award – Tim presented the 2021 Phillips 66 Service Award to Carolyn Kotarski. Congratulations!
- Nominations Reports/Elections – Paris Jacobs and Morgon Henderson-Kunz have
 - Paris Jacobs presented the Nomination Report, explained the procedures and conducted the Board Elections.

- General Chair of PVS, Tim Husson is the current incumbent. Any nominations from the floor? Seeing none, **motion to close nominations, seconded and approved.**
- Senior Vice Chair – Evan Stiles as incumbent. Any nominations from the floor? Seeing none, **motion to close nominations, seconded and approved.**
- DEI Chair – Jessica Fry is the nominee, Any nominations from the floor? Seeing none, **motion to close nominations, seconded and approved.**
- Finance Chair – there is currently not a nomination for this position. Are there any from the floor? Seeing none, **motion to close nominations, seconded and approved.**
 - All nominations are now closed. The Governance Committee will work with the Board as to how to proceed and fill the vacancy for the Finance Vice-Chair.
- **Motion from the house to elect Tim Husson, Evan Stiles and Jessica Fry by acclamation, seconded and approved.**
- Governance Committee Elections– Paris Jacobs presented Governance Committee election; there are two 2-year positions and one 1-year position to elect. There are also two athlete positions that must be elected.
 - Athlete member of Governance Committee Elections:
 - At this time no athletes are on the ballot, so we will be taking nominations from the floor.
 - **Sophie Elliot**, RMSC, wants to nominate herself and shared a little about her and her involvement in PVS.
 - Erik Collins nominated **Carly Davis**, SNOW. She had been on Athletes Committee this past year and wants to be more involved.
 - **Motion to close nominations for the two athlete positions on the Governance Committee, seconded and approved.**
 - **Motion to approve Sophie and Carly by acclamation as athlete members to the Governance Committee seconded and approved.**
 - Morgon Henderson-Kunz presented the ballot for the three vacancies on the Governance Committee: two 2-year terms and one 1-year term. He explained the voting procedures, which will be done electronically. The two individuals with the most votes will be appointed to the 2-year terms and the third will be appointed to the 1-year term position. There are four members on the ballot; Ray Benecki, Paris Jacobs, Dave DiNardo and Manga Dalizu. Each member was given a moment to introduce themselves.
 - The email was sent out to the delegates for voting and a 15 min recess was taken so the voting could take place.
 - The results were presented to the House: Paris Jacobs and Manga Dalizu were elected to the 2-year term and Dave DiNardo was elected for the 1-year term. Congratulations to all three.
 - Athletes and Officials will be holding the elections for their respective representatives in the next few weeks.
 - Coaches Representative elections was held and Trish Buswell is the new Junior Coaches Representative.
- Approval of 2021-2022 Budget – Ellen Colket presented the Budget and notes which have been previously posted on the website.

- Highlights for current season
 - Last year we projected a \$175,000 deficit for the end of this fiscal year, looking at current projections the deficit will be about 35% less, roughly \$114,000.
 - As expected memberships were down this season, the summary of the membership details is in the Finance Report.
 - Both our income and expenses were less than expected, due in part to the fewer than expected PVS meets and while Zones will happen this summer, it will look a bit different since it will not be a team travel event.
 - Some changes were made to our investment portfolio, as outlined in her report, and resulted in additional revenue. There was additional unexpected revenue because of the two PPE loans. The second PPE loan is not yet reflected as it has not yet been forgiven.
- Looking at the 2021-2022 Budget that was approved by the Board: Some highlights were explained.
 - We should be getting back close to the 2019 season numbers, but the expectation is that it will take until 2024 to reach those registration numbers again. We are expecting to be back to a full meet schedule, including 15 PVS meets and 100+ Club meets.
 - The budget does include an increase of \$2.50 per splash for Short Course and Long Course Championship meets as well as an athlete surcharge for all PVS meets; \$10 for Championship meets and \$5 for PVS Open/Distance meets. The surcharge will help to offset the Virginia Swimming Endowment Fund Fee for the use of pools in VSI territory where a \$2.50 fee is charged per athlete.
 - Zones is projected to be back to normal in 2021-2022 and close to 2019 expenses.
 - Convention will no longer occur; it will become an annual business meeting, which decreases some travel expenses.
 - Income revenue of about \$967,000 with expenses about \$992,000 with a projected deficit of about \$24,000.
- **Motion to approve the 2021-2022 Budget, second and approved.**
 - What is the University of Maryland College Park thinking for this fall/spring and the ability to host meets? Natalie Taylor explained that UMD athletics have been given permission to return to “normal”. At this time the Aquatics Center has not received the final approval to return, but it is anticipated that they will be able to host meets this coming season.
 - A question was asked regarding the difference in the Athlete Travel budget. The reason it is projected to be less in the next season is that there will not be Olympic/Paralympic Trials.
- Report from DEI Grant Recipients – Rob Green, DEI Chair, presented; As part of the DEI program, they award a \$5000 Grant to organizations who apply and fulfill the requirements. This year there were two organizations chosen. The \$5000 Grant money was split between these two wonderful organizations.
 - Mary Berkstrom, with Swim Up DC, thanked PVS and gave an update on her program. – This past year she was able to continue the program virtually, thanks to help from Howard University. Through virtual means, athletes in the program were able to speak to D1 Athletes, Jeremy Linn, Andrew Wilson, and more, learning a lot about swimming and training. They are excited to get back into the pool. They will be using Grant funds to purchase equipment and transportation for members of the Bishop Walker Boys

- school for their summer program. They will also continue their scholarship program to help with lessons for family members to help them learn to swim!
- Matt Salerno of Fairfax Foxes presented their program. Over the course of the last year they provided an Outreach Clinic to provide access and opportunity to underprivileged communities. They have 3 goals and a great plan and kept the program going through the pandemic. They used the Grant money for transportation, pool rental and equipment and supplies. They also need volunteers. It is a full community commitment.
 - If you want any more information on either of these programs send a note to Tim and he will get them in touch with the two groups.
 - Both organizations were encouraged to reach out to the USA Swimming Foundation and were commended for all their great work.
 - Board member and committee reports; each Board member was given a few minutes to address the House.
 - General Chair – shared by the numbers that are found in his report regarding membership and meet statistics:
 - 9225 total registration, 7555 Premium, 1626 Flex, 2 outreach, 44 seasonal.
 - 41 PVS Athletes swam at Trials, 3 current athletes plus 2 PVS alumni made the Olympic Team, 2 PVS members made the Paralympic Team.
 - Non-Athlete membership was down about 20%
 - 400 officials as of July 1 (last year at this time there were just over 500). The hope is now that in person clinics are allowed, we will be able to increase these numbers again.
 - We have 77 Nationally certified Officials, 7 at Olympic Trials and many others at National and Sectional level meets.
 - As a reminder there is a required number of Officials per club based upon their membership for clubs. Due to the pandemic there will not be any fines levied in 2020 or 2021.
 - Tim was asked, how does this compare Nationally? He responded saying that our numbers are fairly typical when compared to the rest of the US.
 - The number of meets were shared for the 2018-2019 season (126), 2019-2020 (87) and 2020-2021 (116) season. The biggest difference was the size of the meets. This past season meets were significantly different, an average of 500 athletes and 2000 splashes in the 2020 season compared to an av 202 athletes and 859 splashes in 2021.
 - Additional statistics are available in General Chair report.
 - LEAP – The Governance Committee with help from Board Members, worked to complete all the necessary steps for the LEAP renewal. LEAP is a program set up by USA Swimming to help each LSC review their effectiveness. There is a review process every two years. Tim Thanked all those who worked on the LEAP renewal this year.
 - Administrative Vice-Chair – Bob Walker submitted a report. He thanked Tim and the rest of the board for their hard work this past year and felt the weekly coach meetings were helpful. He also thanks Ellen for her hard work on the budget.
 - Finance Vice-Chair – Ellen Colket submitted a report. She thanked and acknowledged the hard work of the Finance Committee, especially the athletes on the committee. She also thanked the Grant Committee who worked hard over the past year to offer the Grant Relief program to our clubs. Finally, she thanked all the clubs and their

compliance on the turnaround time on all payments, our accounts receivable are at an all time low, Thank you for the efforts.

- Operations – Carolyn Kotarski submitted a report. She thanked Karyn McCannon, PVS Equipment Manager, who worked tirelessly this past year getting equipment out to all the club meets. She also thanked meet directors for their cooperation with the Technical Committee.
- Senior Vice Chair – Evan Stiles commented that this was a year full of committees, sub-committees and task forces, all to keep the LSC running. He thanked everyone who participated and helped the LSC this past year.
- Age Group Vice-Chair – Erik Collins, expressed his gratitude for all the efforts of the coaches and clubs, for Coach Communications and all the Zoom meetings. He was thrilled that PVS was able to host Prelim/Finals meets in the spring and again this summer. While the LC Zone team will look different, the fact we are able to field a team is a sign we are getting back to normal.
- Athletes Representatives – The Athlete Reps were thanked for their hard work, their participation and willingness to learn and help.
- Coaches Representatives; Reid Owen and Trish Buswell – Reid commented that on September 11 & 12 will be hosting a Virtual PVS Swimposium. There will be tracks for Coaches, Athletes, Parents and Officials. There is a great line up scheduled with Olympians, Officials, Coaches and Parents. There will be some great talks and good opportunities to learn. The plan is to charge \$5 per family, but coaches will be free.
- DEI – Rob Green expressed his appreciation to the DEI Committee members. He is leaving the board and wants to thank them all. Thank you, Tim, for your leadership.
 - He noted that we repurposed the DEI funds for Board members to attend a DEI learning event this past winter. It was well received and we hope we can continue to provide these opportunities.
- Safe Sport – Kelly Oipari, noted the number of PVS clubs who are currently Safe Sport Recognized. PVS has achieved the first two incentive levels from USA Swimming. Her goal is to have all PVS clubs recognized by the 2022 HOD meeting.
- Officials Representative – Thank everyone who contributed to PVS and the meets this year.
- Operational Risk – Kurt Thiel – submitted report – there were not many incidents this past year. Hopefully we can get rid of Covid soon and back to normal.
- Officials Chair – Rich McMillen reported and appreciated Tim for sharing the statistics on the Officials.
 - Our Official's numbers were down about 20%, of the ones who were still on the roster, only about 50% were active. He appreciated their efforts and are excited to be opening up meet and adding more officials back to the roster.
 - PVS had one of the highest selection rates for Olympic Trials. Thanks to the HOD for approving the Officials Travel Assistance, which given our Officials the opportunity to travel, learn and participate in meets all over the country.
 - There will be an Open Water certification clinic in September. WE are hoping to have Open Water meets in the future.
 - We have changed the requirements for Officials during Covid, to stay certified and for reimbursements. Moving forward, we plan to revert back to pre-COVID policies. Next weekend, the Officials will hold elections for the Officials Representative to the Board.

- Governance – Morgon Henderson-Kunz thanks the Governance Committee for all their hard work this past year.
- Old Business – no old business
- New Business
 - PVS is running 3 Championship meets next weekend, LC Age Group Championships, LC Senior Champs and LC Junior Champs. All Information is posted on the PVS website.
 - A question regarding spectators and mask mandates.
 - Tim commented that we are still under USA Swimming Return to Swimming guidelines through July 31. They have directed that all athletes/officials/coaches still wear masks and not allow spectators, as an effort to be extra safe.
 - Special thanks to the task forces who conceived the meets and to the clubs who will be hosting these meets.
 - The PVS Scholar Athletes program is back, all the details are on the website and all online. It was emphasized that it is important to encourage the athletes themselves to complete the application, not their parents.
 - Zone Team application went live yesterday. Zones will be a selection meet for this summer. Each LSC is allowed 12 athletes per day per age group and gender. Tim noted that within the first day there have been over 40 applications submitted. This year, each athlete will be responsible for their own travel and hotel.
 - The Futures meet in Richmond is already closed, they have exceeded their cap. The Senior Zone meet in Buffalo has also reached their maximum. It is exciting news that there is so much interest in swimming at the higher level this year.
 - Tim acknowledged and thanked the outgoing members:
 - Ellen, outgoing Finance Vice-Chair; Thank you Ellen, you have done a fine job the past four years in preparing the annual budget, working with our investments and accounting.
 - Rob Green, outgoing DEI Chair; Thank you for your years as DEI chair and all your hard work with the DEI community in PVS.
 - Molly Kennedy, outgoing Senior Athlete Rep – Molly brought a lot of enthusiasm and hard work to the position. This year she was added to a National Committee. Thank you Molly.
 - Morgon Henderson-Kunz – Thank you for your leadership of the Governance Committee. He did a great job with LEAP and running elections these past two years.
 - Rich McMillen, outgoing Officials Chair; Thank you Rich for your four years as Officials Chair, you have done a terrific job leading the Officials Committee and representing PVS.
 - It was asked if there was any information on how to update time for meets that entries have been submitted through OME. Tim suggested you contact the meet director/admin official.
 - In the recent weeks, there have been numerous communications regarding MAAPP 2.0. All clubs are asked to review and must adopt them by September 1st. There are a few items that are more restrictive and others have been relaxed a bit. Please review and distribute to all your families.
 - Thank you to all the Athletes on the call today. It is great to see so many athletes getting involved in PVS.

- 2022 HOD – we plan to go back to a spring meeting. The Board will come up with a target date and publish it in the fall.
- The meeting was adjourned at 7:22 pm.



General Chair's Report to the Potomac Valley House of Delegates

July 11, 2021

Sixteen months ago, competitive swimming in Potomac Valley Swimming (PVS) came to an abrupt halt. First, our Junior Olympics meet was cancelled two days before it was scheduled to begin. Then, three days later, USA Swimming cancelled all competitions. And, several weeks after that, we went to local stay at home directives.

We've come a long way since then. Clubs started getting back in the water for practices last summer. Last fall, small competitions were able to be held in PVS subject to (sometimes extreme) capacity limits. Through it all, PVS clubs survived. The PVS Board provided last year a registration rebate to clubs totaling approx. \$165,000 and grants totalling \$26,000 were also provided to clubs.

This year, the PVS Board continued its support of PVS clubs, adding \$125,000 in registration rebates and grants to the over \$190,000 the PVS Board provided in early 2020.

PVS continued to support championship swimming, hosting meets in December 2020 (as part of the USA Swimming Virtual 18&U Championships), in March 2021, and in July, PVS will conclude the season by running three long course (LC) championship meets. In addition, there have been more than 100 club-hosted meets in PVS during the 2020-2021 season.

I would like to recognize the clubs that hosted PVS meets this year under the COVID restrictions:

- 18&U Championships - SNOW Swimming
- SC Wave I - Nation's Capital Swim Club & Arlington Aquatic Club
- SC Wave II - Occoquan Swimming
- SC Wave III - Machine Aquatics & the FISH
- SC Wave IV - Occoquan Swimming
- LC Senior Championships - SNOW Swimming
- LC Junior Championships - Arlington Aquatic Club
- LC Age Group Championships - Nation's Capital Swim Club

PVS Mission Statement

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PVS Vision Statement

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July 11, 2021

Despite the COVID-19 pandemic, four new clubs joined PVS since last March. I'd like to welcome these clubs to Potomac Valley.

APAC - APACC (Ailynn Park Aquatic Club & Clinic) - Head Coach: Ailynn Park

FAA - Fairfax Area Aquatics - Head Coach: Drew Killian

RWST - Royal Waves Swim Team - Head Coach: Margaret Williams

CSC - Centreville Swim Club - Head Coach: Russ Ramey

Forty Four clubs are now registered in Potomac Valley Swimming for 2021.

The COVID-19 pandemic has had an impact on PVS registration numbers. Here is a comparison to last year (as of July 1, 2021).

	Premium	Flex	Outreach	Seasonal	Total
2020	7,557	1,624	2	45	9,228
2021	11,340	1,223	22	15	12,600

While the decrease in membership of athletes 13 years and older was 15%, the decrease of athletes 12 years and younger was 40%. It will take some time to come back to our pre-pandemic numbers. But, with most COVID-19 restrictions lifted, summer leagues in full swing this summer, and the postponed Olympic Games happening this month, we are optimistic that we will see an increase in 2022 registrations.

PVS can be proud of the fact that more than half (25 out of 44) of our clubs have completed the Safe Sport Club Recognition Program. It is one of the highest percentages in USA Swimming among the 59 LSCs. However, that means that 19 PVS clubs have not completed the program. All PVS clubs should strive to complete this program to help educate our athletes and parents in ways to support the safety of our athletes.

The 2020-2021 season began with small competitions navigating COVID-19 restrictions. As restrictions have lifted, we are slowly returning to larger capacity meets. Here are some statistics from the last three years for sanctioned meets. Note this does not include observed and approved meets and there are still some meets to be held this month in PVS.

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July 11, 2021

	# Meets	# Splashes	Avg # Athletes	Avg # Splashes
2019	126	265,100	512	2,155
2020	87	185,238	504	2,129
2021	116	106,722	202	858

As you can see, while we have been able to have a fair number of meets this year, the size of the meets has been much smaller. This has strained meet budgets and volunteers to staff all these meets.

The high school swimming season this year was shortened in some jurisdictions and did not take place in other jurisdictions. In 2020, before the pandemic, PVS was able to observe 25 HS championship meets resulting in 10,480 times being loaded into SWIMS. This year, PVS was only able to observe seven HS championship meets and load only 1,643 times into SWIMS.

Potomac Valley had dozens of athletes compete in the two waves of the US Olympic Team Trials in June and three current PVS athletes and two former PVS athletes will be competing in Tokyo this month at the Olympic Games representing the United States. Congratulations to Phoebe Bacon, Torri Huske, Katie Ledecky, Andrew Seliskar, and Andrew Wilson. PVS athletes Rebecca Meyers and Larry Sapp will be representing the United States at the Paralympic Games in Tokyo in late August.

PVS had seven officials invited to participate in the Wave I and Wave II Olympic Team Trials. And, former PVS official, Denice Wepasnick will be an official in Tokyo at the Olympic Games.

Earlier this year, PVS completed the biannual renewal of the LSC Evaluation and Achievement Program (LEAP). This program requires LSCs to review their governance structure, program offerings, and communications structure. I want to thank the PVS Governance Committee, led by Morgon Henderson Kunz for putting the submission together for PVS. While PVS is doing well overall, this process has identified several areas where we could improve. The PVS Board will begin to address these areas during the coming season.

In September of 2020 I enrolled PVS in Google G-Suite. As a non-profit, we receive this service free of charge. It provides PVS board members, committee chairs, and employees with @pvswim.org email addresses. Each

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General Chair's Report to the Potomac Valley House of Delegates

July 11, 2021

email address includes storage space on Google Drive. This storage space allows PVS to maintain our business documents on cloud storage controlled by PVS. Previously documents were stored on board member's personal accounts, personal computers and in filing cabinets accessible to only that member. This shared cloud storage will improve the process of turning over information from outgoing board members, committee chairs, and employees to their incoming replacements. Another benefit of the PVS cloud storage is the ability to share live documents among board and committee members improving collaboration.

The pandemic and the early stay at home orders required us to find new ways to engage with the PVS membership. In April 2020, I began weekly news updates to the PVS membership to keep all informed of what was happening locally and nationally from USA Swimming. Around the same time, I also began weekly Zoom meetings with PVS club leaders (owners, head coaches, administrators). This allowed the clubs to share ideas with one another and provided social interaction that was not taking place due to the lack of swim meets. Both of these communication initiatives have continued weekly throughout the last 14 months.

These have been trying times and PVS and our clubs have been able to maintain opportunities for competitive swimming in the DMV area. I want to thank all PVS members from athletes to clubs to volunteers for their help and support during this pandemic. We learned some new ways to run competitions and some new processes and procedures that will be able to be used during post-pandemic meets.

COVID-19 has not gone away and will not go away. But, as more of our members get vaccinated, we should be able to get back closer to pre-pandemic practices and competitions.

Tim Husson
General Chair
GeneralChair@pvs swim.org

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Administrative Vice Chair Report

PVS House of Delegates

July 11, 2021

This has been one of the hardest years to navigate and predict in all the years I have been associated with PVS. This year completes my first year as the Admin Vice Chair.

The BoD/PVS did a fantastic job of keeping in touch with its membership base while navigating thru this year. General Chair (Tim Husson) led a Thursday night round table that brought many ideas forward from the coaches. This gave us all hope that we would/could make it thru the year. Relief programs from USA swimming and PVS swimming helped clubs open their doors and make sure that our membership had swimming as an option in PVS.

We all watched VA, DC and MD have different guidelines for openings. Teams had different rules to follow to stay open. Some MD teams had to move their programs outdoors for the year. We had no meets in DC and meets were not allowed in MD after October. We are now seeing meets starting to happen again across our entire LSC. We were thankful for the VA pools that took a chance on PVS meets and the clubs that hosted these meets thru the winter. Our LSC stepped up to the plate and PVS has sanctioned over 100 meets this past year. Clubs that had to limit the number of swimmers in their programs, have started to open up more lane space to athletes. I am hopeful that 2021-2022 will continue a growth in the sport of swimming, as we have several PVS athletes competing in the Olympics. A free advertisement for all PVS Clubs. Congratulations to those swimmers, coaches and programs that have placed an athlete on the highest stage in our sport. We are all rooting for Team USA!

Zoom meetings opened the door for more participation. This gave us new voices and new ideas. PVS is in the process of updating its website, which should strengthen the communication and supply this information to its members. 2021-2022 should continue to allow us to use some of the new ways to run meets, run practices, hold meetings and communicate. Blending some of the old ideas with these new ideas, our sport should remain a great choice for families to enroll their children in. PVS has approved a competition schedule for next year and clubs have added their club meets to

this schedule. As we prepare to approve our budget for next year (Thank-You Ellen Colket) at the HoD meeting, this feels more like a traditional way to end the year.

Although we do not know what next year will bring, I am optimistic that PVS will remain a leader for our sport.

Respectfully submitted,
Bob Walker
Administrative Vice Chair

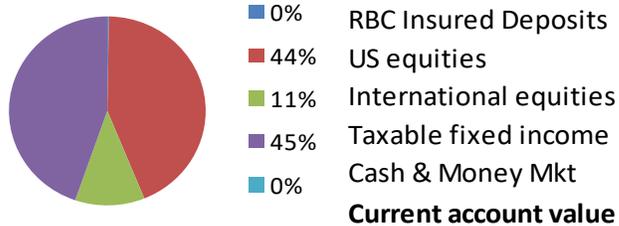


Potomac Valley Swimming Finance Report as of 30-Jun-2021

Financial Performance

Our investment portfolio continues to outperform our goal as has been the case since portfolio inception in 1998, with the largest return occurring over this past year at 7 times our target. Overall performance is expected to continue on a positive trajectory at least for the next few months given strong economic and corporate earnings, the decrease in Covid-19 cases and related economic re-openings, and the fiscal and monetary stimulus. The following provides a summary view of the allocation and performance of our assets.

As of 30 Jun 2021 ASSET ALLOCATION SUMMARY



CURRENT VALUE	% of Portfolio
\$ 1,141	0%
\$ 188,325	44%
\$ 49,453	11%
\$ 193,041	45%
\$ 80	0%
\$ 432,040	100%

Investment Objective - **Balanced Growth**
Risk Tolerance - **Low Risk**

Our General Operating Account (GOA), Restricted Operating Account (ROA) and Special Accounts remain within the Wells Fargo Banking Institution.

Budget Performance

We are 10 months through the 2020-2021 season and net income has shifted back into a surplus position due in large part to an increase in unrealized gains. The end of year projection has been discussed with the PVS board and we expect to end the season with a deficit of approximately \$114,000. Several items have impacted our current season's budget, including the following:

- Premium memberships are down 34% with the most severe decline in the 8 & under through 13 year-old age groups, specifically, the drops ranged from 67% in the youngest to a 33% drop in the older age group YOY – see chart below:

Description	08 & Under	09 Year Olds	10 Year Olds	11 Year Olds	12 Year Olds	13 Year Olds
Prem Δ from 2020 to 2021	-67%	-58%	-43%	-43%	-37%	-33%



Potomac Valley Swimming Finance Report as of 30-Jun-2021

- Flex memberships are up 32% - YOY and this occurred in triple digit %'s in the 13 - 19 year-old groups; the 8 & under and 9 year-olds continued to experience a drop even in Flex memberships – see chart below:

Description	08 & Under	09 Year Olds	13 Year Olds	17 Year Olds	18 Year Olds	19 and Over
Flex Δ from 2020 to 2021	-4%	-1%	116%	111%	74%	1300%

- PVS' 2nd PPP loan was received and expected to be forgiven in 2022;
- A second round of relief was provided by PVS to our clubs earlier this year totaling \$125,310;
- New accounting pronouncement and industry guidance regarding revenue recognition – FASB ASU 2014-09 – has been implemented, introducing deferred revenue into the PVS financials;
- PVS meets were removed or formats changed; Summer Zones were recast as a smaller meet with a different format; Club meets were impacted due to reductions in quantity, size, and scope of these meets; 88% of PVS clubs re-registered; and other financial and operational impacts as a result of Covid and its new variants'. All budget categories continue to be monitored and managed with a focus on mitigating variable expenses assessing income opportunities.

Budget Projection for 2021 – 2022 Season

The 2021-2022 budget was approved by the PVS Board in June and is submitted for HOD approval on 11-Jul-2021 with a net income deficit of \$25,580 and a reserve ratio of 89%. For further explanation and details, please refer to the budget package posted on the PVS website.

Reserve Rate Trend

Our reserve rate over the last several years, excluding the recent pandemic-impacted seasons, has continued to remain within the guidelines outlined in P&P and has been averaging reserves of approximately 80%. The 2020 and 2021 reserve rates are anomalies, 162% and 157%, respectively, exceeding the max of our target reserve range as a result of the pandemic's disruption to both planned revenue and meet related expenses. The 2022 budget is proposed to have a reserve rate of 89%. We continue to review the budget details and recommend ways to thoughtfully manage our reserves which are in place to sustain financial operations in the unanticipated event of significant unbudgeted increases in operating expenses and/or reductions in operating revenues, such as what we experienced recently. The reserves also serve to support Potomac Valley Swimming's ability to enhance and expand current programs to support our athletes, coaches, clubs, officials, and our community. A recent example of reserve usage is the PVS relief program that supported our clubs these last two seasons with registration reimbursements as well as grants.



Potomac Valley Swimming Finance Report as of 30-Jun-2021

COVID related efforts

- **Second round of Relief** – submitted proposal to the PVS Board for approval of a second round of relief to PVS clubs in the form of registration relief as well as grants. This approval resulted in additional club relief totaling more than \$125,000 this season.
- **PPP 2nd PVS Loan** – submitted application to our banking institution (Wells Fargo) for a second PPP loan in early February 2021 and received approval and funds one week later.
- **Forgiveness Application submitted** – submitted forgiveness application for first PVS PPP loan in mid-March 2021 and loan was forgiven one week later.
- **PPP Loan #2 Forgiveness Application** – Awaiting posting of the Loan Forgiveness Application by Wells Fargo for the second PPP loan PVS received in February 2021. Once the second forgiveness application is available, PVS will complete the form and expect this loan to be forgiven, similar to our first PPP loan.
- **Intuit ACH Fee Increase** – Intuit has responded stating that PVS should be exempt from the ACH processing charge increase since we are a non-profit 501c3 firm. Final confirmation of this is needed from the Merchant Processing Center. We continue to target resolution by early August.

Audit and Taxes

The external audit of PVS' 2019-2020 PVS season was completed by independent accounting firm, Kositzka & Wicks Company, KWC in December 2020. A final audit report was provided to Potomac Valley Swimming with no findings and a statement that the financial statements, in all material respects, were in accordance with accounting principles generally accepted in the United States of America. The AUC 260 letter was also provided which addresses communication regarding the governance of the audit.

PVS' Form 990 was filed with the IRS and a copy of the Maryland Personal Property tax and Fairfax County Property tax returns for PVS were also filed and considered the final tax return for the year. The audit and 990 were provided to USA Swimming in January per our LSC Affiliate agreement. The cost of an accounting review is included in the 2021 - 2022 budget.

Organization & Procedures

During this season, we continued to implement/expand a number of systems and procedural efforts to build on our financial efficiency and efficacy:

- simpler and faster bill processing and reimbursements,
- more efficient invoice approvals and payments,
- more secure handling of all accounts,



Potomac Valley Swimming Finance Report as of 30-Jun-2021

- maximized interest income and dividends by maintaining a process of routine checking and investment account reviews and transfers allowing for increased interest and dividends while maintaining compliance with Finance P&P and by-laws,
- continued improving the level of transparency into as well as understanding and ownership of all PVS financials by the board and new members.

Additional accomplishments this season include:

1. Submitted **PVS Relief Program** proposal (round II) to PVS BOD on Jan 18th and it was approved.
 - a. PVS Refund Relief checks were issued beginning mid-February thru mid-April to approximately 80% of our registered clubs. Total dollar value of the refunds processed has been ~\$107,310.
 - b. The PVS Grant Relief team (Trish Buswell, Erik Collins, Sophia Heilen, Karyn McCannon, Evan Stiles, Kurt Thiel, and Ellen Colket) completed its efforts of creating an application, guidelines, requirements, and the process for clubs to apply for the PVS Grant. 18 teams submitted applications which were reviewed and all were awarded \$1,000 each in grant money.
2. **Payroll Protection Program (PPP)** - application for a second SBA PPP was submitted through Wells Fargo Bank on Feb 2nd, 2021 and funds of \$27,050 were received and classified as a loan on Feb 10th, 2021. Once the loan forgiveness application is made available by Wells Fargo, it will be completed and submitted via the Wells Fargo site within 72 hours of posting.
3. Treasurer, Kim Bullers, advanced the **monthly reconciliation process** used by the registrar and services manager for membership registrations, e.g., to have club invoices occur in the same month as submissions to USA Swimming.
4. Treasurer upgraded QuickBooks software from the 2018 version to the 2020 version of QuickBooks Premier Non-Profit Edition. Intuit no longer supports the 2018 version of its products. This upgrade was necessary in order to continue to use the Assisted Payroll and Merchant Center modules.
5. As a result of FASB's ASU 2014-09 regarding annual revenue recognition and deferral of unearned revenue, PVS Finance designed and implemented a process to remain compliant. The portion of registration revenue that covers the months beyond the end of the PVS fiscal year (i.e., 31-August) will be deferred to the following fiscal year and accurately reflected in PVS' Financial Statements.



Potomac Valley Swimming Finance Report as of 30-Jun-2021

6. 99% of billings for PVS and club meets occurred in the same month meets took place.
7. Reduction in monthly Accounts Receivable balances by more than 52% compared to prior year. A significant decline in receivables occurred between March and May when clubs were applying for relief grants which required clubs to be in good standing as part of the application criteria.
8. Transmitted guidelines to each PVS Meet Director to remind each host organization about the requirements for organizing, managing and submitting their financials, tracking and retaining incoming cash, assembling entry reports, and other supporting documents to ensure timely club billings and host reimbursements.
9. Ongoing management of PVS' investment portfolio to ensure we continue to meet / exceed our growth target.
10. Finance Committee, comprised of 6 members, 2 of which are athletes and new to the committee this season continued to meet with our Investment advisor to review, discuss, and make changes to our portfolio consistent with the governance of our P&P and Bylaws.
11. Continued to provide routine summaries of:
 - a. our P&L including comparisons to last season by account,
 - b. investment performance summary along with a YOY comparative results, and
 - c. streamlined views of our financial assets' position.

We continue to evaluate other opportunities and procedures to further streamline and create efficiencies.

Respectfully submitted,

Ellen Colket
Vice Chair Finance
Potomac Valley Swimming
11-Jul-2021



**Operations Division Report
PVS House of Delegates Meeting
July 11, 2021**

Officials Committee

- The PVS Officials Chair, Rich McMillen, has submitted a separate report.

Safety Committee

- The PVS Safety Committee Chair, Kurt Thiel, has submitted a separate report.

Technical Committee

- The presence of COVID-19 radically shifted the format of swim meets. The Technical Committee worked closely with clubs and their meet directors to create and implement protocols that complied with local, state, and USA Swimming Guidelines. The goal was to ensure that swim meets were safe for all attendees.
- Approximately 112 meet announcements and accompanied supplemental documents were reviewed for sanction (or approval). This is in addition to the PVS Championship meet announcements.
- The current members of the Technical Committee are:
 - Kelly Rowell
 - Carolyn Kotarski
 - Lindsey Kotarski (athlete member).

Equipment

Expenses

- Under \$500 was spent on the following items:
 - Part to repair a 2-line scoreboard
 - 50 Gallon Equipment tote
 - Replacement drums for printers
- A CTS6 will be sent to Colorado Time Systems for repair in late July
- No new timing equipment was purchased.

Rentals

- The rental rates were reduced (2 days for the price of 1 day) for the duration of COVID-19 Restrictions. It is anticipated that the regular rates will resume once USA Swimming lifts their Return to Competition Sanction Requirements.
- The number of rentals were higher when compared to the 2019-2020 season due to the requirement of Automatic Timing.

Carolyn Kotarski
Operations Vice Chair
ckotarski@gmail.com

Coaches Representative Report

House of Delegates

The coaches representatives Reid Owen and Trish Buswell have been working on 3 primary areas in the past months: 1) Swimposium (big thank you to Terri Marlin for all of her help), 2) a new coaches representative election, and 3) language to for yearly awards that have never been given.

Swimposium

Our 2021 Swimposium will be held over the weekend of September 11-12. We have been working with USA Swimming, Fitter and Faster, and our officials to create an online event that will be informative and interesting for coaches, athletes, parents, and officials. Our tentative schedule is:

- Saturday 9/11:
- 2:00** - Introduction with USA Swimming and a TBD Olympian (All)
State of PVS and Motivational Speech
 - 3:00** – Official’s discussion by Rich McMillen with Ron Van Pool (Officials)
 - 4:00** – Safe Sport and diversity group conversation with TBD (All)
Roundtable discussion with planned talking points
- Sunday 9/12:
- 2:00** – Parenting swimmers with Dee Sapp, Ed and Elda Dona, and TBD
(parents and athletes)
Speeches with Q and A
 - 3:00** – College recruiting with Dee Sapp, Tyler Fenwick, and TBD (All)
Speeches with pre-submitted Q and A
 - 4:00** – Coaching clinic with Tyler Fenwick, Jody Braden, and Dwight Anderson (Coaches)
Speeches with pre-submitted Q and A

We will announce the Swimposium at the House of Delegates on July 11 and slowly release the names to keep interest. We will open registration at the beginning of August and collect a nominal fee of \$5 to ensure commitment to the event.

Junior Coaches Representative Election

The election is concluded, and we will share the winner once the board has given approval for it to be announced.

Yearly Awards Language

Our intention is to hold elections at championship meets where ballots are presented to the relevant parties to vote based on the criteria below:

Outstanding 14& Under Coaches Award

This award is presented to the coach who is recognized by their peers, PVS officials and the PVS Board of Delegates as having a significant showing and success of young swimmers in the winter and spring PVS championship meets. The coach would also show exceptional professionalism on the deck and innovation in how they coach their swimmers and motivate them. This recipient will have their actual costs covered by PVS Swimming to attend the ASCA convention and receive the award there.

Senior Coach Award:

This award is presented to the coach recognized by their peers as well as officials and the PVS Board of Delegates as being innovative, inspiring and motivating in practice and meets. Also, by being professional both on the deck at meets as well as practices day in and day out. This coach's swimmers show improvement throughout the year, but they don't necessarily have the most swimmers reach finals at PVS championship meets. The recipient of this award would receive an educational stipend equal to the cost of the 14&U coaches expenses to the ASCA convention.

Thank you for your time.

Reid Owen
Trish Buswell

Potomac Valley Swimming House of Delegates Meeting
Diversity, Equity, Inclusion Chair Report

It has been my honor to serve as your DEI Chair for the last four and a half years. In that time I have learned so much about the hardworking individuals who volunteer their time to ensure that Potomac Valley remains one of the top LSC in the country, and am truly inspired by their efforts to ensure that our swimmers have the opportunities they need to compete and achieve at the highest levels of the sport. I have met so many special people throughout my tenure as chair and would like to acknowledge our current DEI Committee Members and thank them for their service as well.

PVS DEI Committee Members

- Jazz Barry - Athlete
- Marcus Brown - Athlete
- Joclyn Nichols - Athlete
- Ariana Lewis - Athlete
- Jess Fry - Coach
- Marye Carter - Coach/Official
- Mary Bergstrom - Coach
- Jason Cochran - Coach
- Jeremy Cochran - Coach
- Monica Randall - Official
- Tim Husson - Official

With the pandemic keeping us all virtual for much of the year, many of the programs and opportunities that the DEI committee works to bring to our membership were cancelled or postponed indefinitely. The DEI committee was, however, able to provide our LSC board members with valuable Diversity, Equity, and Inclusion education opportunities this past winter by attending the annual [Diversity in Aquatics Virtual Convention](#). Board members were exposed to virtual classroom sessions and panel discussions on a variety of topics and subjects centered around engaging diverse communities and populations, creating inclusive spaces, and becoming allies with underrepresented or marginalized groups and individuals. The PVS DEI Committee and Board felt this education was necessary if we are to fulfill our mission of supporting and promoting excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment. We remain committed to this mission and look forward to continuing the work ahead to create a more inclusive environment for all of our members.

In 2021-2022 we also look forward to bringing back programs and events like the Team DMV - Diversity, Equity, and Inclusion travel team meet in Cary, North Carolina Memorial Day weekend of 2022, The College Knowledge Fair in Spring 2022, and the Black History Swim Meet in February of 2022. Additionally, DEI camp opportunities sponsored by USA Swimming are slated to return in the fall of 2021 and in the spring of 2022.

In addition to these upcoming events, I want to remind all of our members about the existing services and initiatives to enhance DEI support within our LSC and Nationally:

Join the PVS DEI Committee - Our committee is always looking for enthusiastic and passionate individuals with ideas for how we can create a more inclusive environment for all of the swimmers, coaches, officials, and volunteers in Potomac Valley. The DEI Committee meets quarterly and is especially interested in having more athletes join, to ensure that the programs and policies we endorse continue to represent and address the needs of our community. For more information on how to get involved please email pvsdiversity@gmail.com.

Check The Box Campaign - Please remember to check the Ethnicity box for your athletes when registering them this upcoming season, or remind your parents to do the same if they are the ones filling out those online forms. Having accurate data on swimmer membership helps those on the PVS and at USA Swimming Headquarters identify trends in membership demographics and align support and resources appropriately.

PVS Diversity & Inclusion Outreach Grant Program - PVS awards up to \$5,000 annually to local clubs and members with programs that are aimed at encouraging an underrepresented or marginalized population to learn how to swim or become competitive swimmers. This year PVS awarded grant funds to two PVS coaches - Matt Salerno of the Fairfax Foxes Outreach Program, and Mary Bergstrom of SwimUp DC. Both programs are nonprofits that provide free learn to swim classes to low income families and students in their communities.

PVS/USA Swimming Outreach Membership Status - Athletes who qualify for outreach membership are fully reimbursed for meet entry fees at all PVS sponsored meets, receive up to 50% reduction on zone team registration fees, and only pay \$5 for USA Swimming premium membership.

- [PVS Financial Aid Policy](#)
- [PVS Outreach Membership Information](#)

USA Swimming National & Regional Diversity Select Camp - USA Swimming offers both a National (applicants from all 4 zones are selected) and Regional (applicants from select Zones/LSC's are selected) camp experience for high performing athletes that represent an underrepresented community and/or an ethnically underrepresented population that is less than 10% of the current USA Swimming membership. These populations can include African American/Black, Hispanic/Latinx, Asian or Pacific Islander, Native American and others. Other athletes may be accepted if they represent another underrepresented demographic (e.g. LGBTQ+). The goal of these camps is to empower athletes from diverse backgrounds and under-represented populations to:

- Demonstrate the viability of multicultural success in swimming
- Achieve performance excellence at every level of the sport
- Expound the benefits and value of participating in the sport of swimming
- Be positive leaders and role models that others from multicultural backgrounds can emulate.

Respectfully Submitted by,
Rob Green
PVS DEI Chair



Potomac Valley Swimming
Safe Sport Report as of 30- June-2021
Kelly Opipari

What is Safe Sport Certified?

The USA Swimming Safe Sport Club Recognition program allows a USA Swimming member club to demonstrate its commitment to creating a healthy and positive environment free from abuse for all its members through the development and implementation of club governance measures, Safe Sport policies and reporting mechanisms, Safe Sport best practices and training to athletes and parents.

USA Swimming is committed to providing a healthy and positive environment free from abuse for all its members. USA Swimming's Safe Sport program, a comprehensive abuse prevention program, consists of a multi-layered approach to keep kids safe, including: required policies and best practice guidelines; mandatory screening, including criminal background checks and employment screening; training and education; monitoring, supervision and mandatory reporting. These measures are informed by experts in the field of child safety and are among the strongest safeguards found in youth-serving organizations.

Potomac Valley Swimming and Safe Sport

As of June 30, 56.82% of the USA Swimming member clubs in Potomac Valley Swimming achieved Safe Sport Club Recognition. This qualified our LSC to receive the second level incentive approved by the USA Swimming Keeping Athletes First Working Group. The target for this monetary award was 50%.

As part of the incentive, PVS earned \$2,000 to use towards programs that benefit our athletes.

There are two more opportunities for our LSC to receive a cash and Match-Up incentive. The next benchmark is to have 75% of our clubs Safe Sport Recognized by July 15 to receive an additional \$2,500 and a \$400 Match-Up coupon code. You can find more information about these opportunities [here](#).

Each PVS team should have already received a pop-up changing tent from USA Swimming. Any club that is currently Safe Sport certified, becomes Safe Sport certified or renews their certification will receive a second pop up changing tent.

Potomac Valley Safe Sport Certified Clubs

All-Star Aquatics, Arlington Aquatic Club, Blue Wave Swim Team, DC Parks & Recreation, Dragon Swim Team, Fairfax Foxes, Herndon Aquatic Club, Hydro-Sonic Tiburones, Joe Flaherty's Dolphins, Mason Makos Swim Team, Maryland Suburban Swim Club, Moons Aquatics Club, Nation's Capital Swim Club, Occoquan Swimming, Patuxent Aquatics Club, Potomac Marlins, Riptide Swim Team, Sea Devil Swimming, Shark Tank Racing Squad, SNOW Swimming, The FISH, Tollefson Swimming, Victory Lane Aquatic Club, Washingtonians Swim Club, and York Swim Club.

Potomac Valley Clubs Who've Started the Process

APACC (Ailynn Park Aquatic Club & Clinic)
Fairfax Area Aquatics
Machine Aquatics
Rockville Montgomery Swim Club
YMCA Fairfax County Reston
Team Rally Aquatics

Best practices to get your Club Safe Sport Certified

- 1) Use the PVS Safe Sport page to help with the process-
<http://www.pvswim.org/safesport.html>
- 2) Designate a coach or parent to work together to get your team Safe Sport certified. If you have more than one practice site, consider a parent coordinator for each site.
- 3) Tie the required parent education component to yearly registration or meet registration.
- 4) Provide clear instructions on how to take the parent/swimmer Safe Sport class, using materials available on the PVS Safe Sport page, <http://www.pvswim.org/safesport.html>

Operational Risk Management Report 2021

To the Potomac Valley Swimming LSC House of Delegates

Potomac Valley Swimming continues to do well compared to most all LSCs Risk Management. Our rate of Reports Of Occurrence (ROO) show that we take the steps needed to keep our Swimmers, Coaches, Officials and Volunteers safe. The Novel Coronavirus Pandemic has truly shown in a series of actions taken by the LSC the depth of leadership's dedication to its members.

- Reducing the prospect of injury or loss to members of the LSC
- Assisting members of the LSC in identification of errors, system failures, and other potentially dangerous activity;
- Providing assistance in developing plans to mitigate occurrences that disrupt LSC operations or events;
- Identifying trends that increase LSC operational risk.

This has certainly been taxed to the maximum by the Pandemic.

The committee is looking for athlete, coach, and non-athlete members. If you are searching for a career the

Operational Risk Management Report 2021

**To the Potomac Valley Swimming LSC
House of Delegates**

field of Risk Management is a very rapidly growing area as a result of the new awareness the Pandemic has created. Experience gained on the committee can provide valuable educational opportunities as well as great College Application/Resume material.

**Every Decision is a Risk.
Every Risk is a Decision.**

Respectfully submitted,

Kurt Thiel

Operational Risk Management Chair

Name

A - Addilynn Ramey- SNOW
A - Alyssa Webb - YORK
A - Brett Feyerick - NCAP
A - Carly Davis - SNOW
A - Caroline DeLuca-YORK
A - Georgia Yang - ASA
A - Gloria Kuang-DRAG
A - Jakob Robinette - MAKO
A - Nora Sherman - FISH
A - Pierre Zeineddin -RMSC
A - Piper Buswell-NCAP
A - Sidney Stone - SNOW
A - Sophia Heilen - OCCS
A - Sophie Elliott - RMSC
A - Victoria Santino - SNOW
A - Vincent Lee - JFD
D - Aaron Dean - OCCS
D - Adam Orton - RY
D - Andrew Killian - FAA
D - Bill Marlin - PM
D - Brian J. Thomas - GWU
D - Carolyn Kotarski - PVS
D - Corey Wallace - PGPR
D - Dan Jacobs-MACH
D - Dan Rhinehart - LIFE
D - Dave DiNardo - MACH
D - Ellen Colket - MACH
D - Erik Collins- PVS
D - Evan Stiles- AAC
D - Heather Haddock - MAKO
D - Ian Handerhan - SDS
D - Joe Flaherty JFD
D - John Tollefson - TOLL
D - John Venit - PAC
D - Jorge Jamora - PVS
D - Karyn McCannon- NCAP
D - Kelly Opirari- PVS
D - Kevin Pan - DRAG
D - Kurt Thiel - At Large
D - Lynne Gerlach - MSSC
D - Manga Dalizu - FAST
D - Mark Eldridge - RMSC
D - Mat Campet - YORK
D - Matt Salerno - FXFX
D - Michael Kraeuter - BWST
D - Mike Macdonald - WSH

D - Morgon Henderson-Kunz - MACH
D - Paris Jacobs- MACHINE
D - Priya Aurora - TANK
D - Ray Benecki - FISH
D - Reid Owen - PM
D - Rich McMillen - NCAP
D - Rob Green - DCPR
D - Robert Walker - ASA
D - Russ Ramey - CSC
D - Shawn Mansfield - VLAC
D - Teresa Meike - SNOW
D - Tim Husson - PVS
D - Tom Ugast - NCAP
D -Trish Buswell - NCAP
G - Cherlynn Venit - PAC
G - Greg York - MACH
G - Jack Neill
G - Kelly Rowell
G - Kimberly Bullers - PVS
G - Mary Bergstrom - NCAP
G - Natalie Taylor
G - Sumie Emory - PVS
G - Terri Marlin - PVS