

Potomac Valley Swimming
Executive Director / Controller Report
September 2011

1. Set up budget and accounting records for 2011-2012 fiscal year
2. Briefly met with PVS auditor to discuss 2010-2011 audit and to deliver records needed for the audit
3. Worked with Wells Fargo on problems encountered as a result of Wachovia acquisition by Wells Fargo
4. Worked with Fairfax County Park Authority to finalize pool rental contracts for 2011-2012 seasons.
5. Worked with DCPR to plan for use of Takoma or Wilson for November Open site and to discuss PVS's possible involvement with 2012 Black History Swim Meet
6. Attended USA Aquatic Sports convention
7. Met with Paris Jacobs and Sumie Emory to discuss Registrar's work load and responsibilities
8. Attended Fall Competition Committee meeting
9. Met with Riley Eaton and Greg York to discuss Executive Director and Controller responsibilities and functions
10. Collected athlete travel assistance requests for 2011 summer Nationals and Junior Nationals and distributed to appropriate parties
11. Signed contracts for lodging and catering for Spring 2012 PVS Zones team
12. Facilitated repairs to 4 CTS Timing consoles that experienced problems during the latter part of the 2011 long course season
13. Worked with various parties to fill the vacant Equipment Manager position
14. Developed a discussion paper on the future of PVS equipment management that is currently being reviewed by the General Chair
15. Updated Executive Director computer to a Windows 7 platform from Windows XP
16. Began work on the 2010-2011 Form 990 tax return

Respectfully submitted

John F Ertter