

Memorandum for Board Meeting, July 11, 2016

From: JD Foster, Finance Vice-Chair

To: PVS Board via Terri Marlin

For the July, 2016 PVS Board meeting, I bring the following to the Board's attention:

For discussion:

- ERSC situation remains outstanding – no payments reported, action pending.
- Financial statements distributed, though significant payments received immediately after the date of the statements.
- Regarding LC Zones, John will be sending Dave Greene an advance of \$4,000 to cover some expenses. John will also print off checks for Zone Team coaches. Checks will be mailed to Dave and distributed at the meet.

For information purposes:

- Issues involving DCPR all fully resolved.
- Meet financial packages for the June Distance, Sr/AGI, and Sr/AGII hosted by FBST all received.
- Meet financial packages not yet received for
 1. Sr/AGI (Audrey Moore) hosted by MACH,
 2. Sr/AGI (Fairland) hosted by PM, and
 3. Sr/AGII (Fairland) hosted by FAST.
- Discussion of proposals to revise P&P at a future meeting regarding certain financial matters.
 1. The prescriptions in P&P for payments to PVS create much unproductive, ex post collection activity, much of which can be readily remedied.
 2. The reference in P&P to the target PVS reserve ratio no longer reflects the will of the HOD as demonstrated in the recently adopted budget and needs to be changed accordingly.
 3. Some suggested revisions to P&P to remedy these shortcomings are attached.

Respectfully submitted,

JD Foster

July 11, 2016

Attachment

Board Submission Attachment: Possible revisions to P&P regarding the timing of payments (proposed revisions in red)

1) Section A-19 under Virginia Swimming

- a. “When meets are held by VSI in PVS territory (and vice versa), the sanction fee assessed by the LSC in which the meet is being held will be \$100 **payable prior to the issuance of the sanction** when all of the following conditions are met...

2) Section A-19 under Maryland Swimming

- a. “When meets are held by Maryland Swimming in a PVS territory (and vice versa), the sanction fee assessed by the LSC in which the meet is being held will be \$100 **payable prior to the issuance of the sanction** when all of the following conditions are met...

3) Section C-6 regarding Financial Arrangement for Swim Meets, Section on Potomac-Valley-Sponsored Meets

- a. Rule O-12 states “Meet entry fees are due with the meet entries”, and then specifies a fine and warning the club will not be allowed to participate in PVS programs until the past-due entry fees are paid. These penalties are consistently ignored. A far more straightforward approach is simply to return to past practice of requiring payment at the time the entries are submitted. Thus, insert between the current first and second paragraphs of Section C-6 would be a new paragraph as follows:

- i. **Meet entry fees for PVS meets are due when meet entries are submitted to the host clubs. Clubs that have not submitted their meet entry fees will not be permitted to participate in the meet until the fees are paid.**

4) Addressing a similar issue with respect to (3), in C-6 under Club-Hosted Meets, the third paragraph could be revised as follows:

- a. Entry fees for PVS sanctioned meets are due to the meet host club ~~before the conclusion of the meet~~ **prior to the start of the meet and clubs that have not submitted such fees will not be permitted to participate in the meet until the fees are paid.**
- b. Section C-8, Sanction and Approval of Competition, under the text on conditions for sanction, the text would be revised as follows:
 - i. Competition hosted by PVS clubs may be sanctioned provided **the appropriate sanction fee is paid in advance to PVS** and at least a draft meet announcement ...

- c. Same section, under the text on College and High School meets:
 - i. Colleges to be charged a flat \$100 (limited to dual meets) seasonal fee for meet observations **payable prior to receiving the sanction.**
 - ii. The meet must also satisfy the other requirements to be observed which includes having sufficient USA Swimming certified officials present, having applied to have the meet be observed in a timely manner, payment of the observation fee to PVS **prior to receiving the sanction, etc.**

Regarding PVS financial management:

- 5) Section F-1, paragraph six, as follows:
 - a. Board of Directors affirms its long-standing policy of maintaining a reserve-operating fund equal to one year of operating expenses. The reserve-operating fund is calculated net of dues payments to USA Swimming and ~~shall not drop below a ratio of .75 or exceed a ratio of 1.25 of the annual operating expenses~~ **shall range within 0.1 percentage point of the target established by USA Swimming for its own operations.**