

**Potomac Valley Swimming  
Board of Director's Meeting  
Overlee Community Center  
January 16, 2018**

- Attendance – Tom Ugast, Tim Husson, Ellen Colket, Blair Piddington, Heather Purk, Dave DiNardo, Carolyn Kotarski, Lauren Eldridge (athlete), Harrison Rehr (athlete), Jack Neill (on video), Rob Green (on video), Mark Faherty, Evan Stiles
- Call to order – The meeting was called to order at 7:02 pm by General Chair, Tom Ugast.
  - General Chair comments - Ugast thanked the two athletes for attending this evening. He reminded the body that one the primary goals of this board is to get more athletes involved in PVS and attending meetings. Members of the board do what they do because of athletes. We would like to take 2 athletes to convention in September 2018.
  - **Mission statement: PVS supports and promotes excellence for all through competition, education, innovation and leadership.**
  - **Vision statement: PVS: Leadership and excellence in and out of the pool**
- Roll Call to establish Quorum – There are a sufficient number of board members present to conduct business.
- Approval of the December Minutes – **Motion to accepting the December 2017 BoD meeting minutes, seconded and approved.**
- Report of Officers: Reports have been submitted, nothing to pull for addition discussion.
  - [Operations](#)
  - [Admin](#)
  - [Age Group Chair/CCM report](#) & [2018-2019 Club Meet Schedule](#)
  - [Safe Sport](#)
  - [Treasurer](#)
- New Business
  - Athlete Representative Update –
    - Lauren Eldridge plans to focus on the PVS By-laws and P&P. It was noted that Dave DiNardo and Tim Husson are working on both documents and will share with other members of the board once they have been reviewed.
    - Lauren has been working on creating an ad to put on the PVS website asking for athletes to join the various PVS committees. From there she would collect their email addresses. Lauren feels if we do not get any traction with the ad, that we can then reach out to PVS clubs individually.
    - Tom Ugast expressed that he would like to have 5 athletes on the board, 2 seniors and 3 juniors.
    - Harrison Rehr expressed concern that many athletes are not up to speed about the USA Swimming Safe Sport initiatives. He feels many teams need to be more proactive in talking about Safe Sport with their athletes.
  - Competition Committee Meeting Report – On January 10 held the Competition Committee Meeting in Rockville. There were 18 teams represented at the meeting. Blair Piddington reported that the meeting was smooth and that Mark led a good discussion regarding the potential changes to the LC Championship meets starting in 2019. Blair continued to report:

- February Distance Meet – Tim suggested combining genders in upcoming distance meets. He feels we will save a little time in the day because we will be able to have more of the swimmers with like times swim together. The body present endorsed this concept for the February Distance as a trail for other Distance meets in the future.
    - Zone Coaches – Elections were held for the LC Zone Head Coach and Assistant Head Coaches.
      - Leslie Tomlinson- NCAP – Head Coach, Lauren Kranz – OCCS – Assistant Head coach
    - LC Championships – Mark presented a proposal regarding making changes to the structure of PVS LC Championship meets starting in 2019. There was quite a bit of discussion by the members present. There seemed to be general acceptance that something needs to be done in PVS to ensure great swimming can continue and as many swimmers as possible are getting to have their “big” meet.
      - The Officials discussed these potential changes at the Officials Committee Meeting and they will make sure all the Officials are on board. They feel the bigger concern is for the coaches who will be affected.
      - There will be a Committee of coaches, officials and athletes (Lauren & Harrison) to discuss the template for the meets and will present it at the Spring CCM.
      - It has been requested that we reach out to UMD for both weekends and GMU for one weekend.
    - Outstanding Athletes – Ballots were handed out to the coaches for the vote. Votes were counted and winners announced. Upon approval they will be posted to the website.
      - Tim Husson commented that there are still gender/age groups that had no nominations.
        - Several Board members feel that if no one is nominated for an age group we should use “power points” or IMX points. This will have to go to CCM to endorse.
    - Club Meet bids – Clubs submitted their bids for club meets to be held in 18-19. CCM endorsed the schedule. The schedule was brought to the board for final approval.
    - **Motion to approve all motions as stated above and as endorsed by CCM (Outstanding Athletes, Zones Coaches, LC Championships, 2018-2019 Club meet Schedule), seconded and approved.**
  - Finance Update – Financial report was submitted.
    - Our investments continue to do well. Ellen, Tom and Bob Vincent will be meeting to discuss if the current course of investments is still in the best interest of the LSC.
    - Met with Wells Fargo and M&T Bank. Removed previous Controller’s Wells Fargo credit card and revised PVS credit card holders. Carolyn Kotarski, Tom Ugast and Ellen Colket hold PVS credit cards which are authorized only for PVS purchases.

- It was determined that the check processing options with M&T may work for PVS, however, we are awaiting a proposal that provides options and pricing.
- ACH has been implemented as a payment option. Invoices are now being sent out by the PVS accountant.
  - Some clubs already seem comfortable with using ACH. We are hopeful that most teams will also take advantage to this new payment system. But they can still continue to mail in checks.
  - We will continue to look into the options of using credit cards.
- Ellen reported that the reconciliation of December is almost complete. The budgeting process for 2019 – 2019 will look different this year because we have a new format and all information is now maintained in QuickBooks. The information will be the same.
- PVS support to PVS Clubs purchasing their own equipment – In 2009 the board approved a subsidy program so the clubs could apply for a subsidy to purchase their own timing equipment. The grant either subsidizing 50% or \$5000. With the current policy it could take some clubs up to 18 months to cover these fees.
  - [Proposal](#) to move to a grant program – first two clubs per fiscal year who apply will be accepted. Fundamentally this is the same program, just a restructuring of the financial distribution. Historically there have been 6 or 7 teams that have taken advantage of this program.
  - **Motion to create a grant program for PVS clubs to purchase their own timing equipment by covering up to \$5000 of the purchase price. Upon applying a club must present PVS with the purchase order prior to receiving the funds, seconded and approved.**
- Budget planning for February – April –
  - 18-19 Budget planning tool was sent out today. Please look at it. This is based upon information from 2017 HOD. Each of the account owners are listed. All board members are asked to review the items they are the owners of and submit to Ellen by February 20. When we have a meeting in March we will prepare the prelim budget, then finalize in April and present in May.
- Safe Sport Discussion – Greg
  - Greg reported that he has looked into several other LSCs to see what their common practices are related to getting onto the pool deck and securing marshals.
    - In the Mid-Atlantic LSC coaches and officials are not allowed on deck without a with Deck Pass and a picture ID. Additionally, they do not allow coaches and officials to go through/use the bathrooms/locker rooms, they have to use the Uni-Sex restrooms.
  - Based upon observations in PVS, Greg feels there is little consistency among the teams. Some clubs very strict and good at policing/marshaling. But others do not do as good of a job on deck. Feels the LSC could get into trouble because there are rules in place in P&P but we clubs and the LSC as a whole are not always following through.
  - USA Swimming will be unveiling “meet in a box” soon. He is hoping with a common message and signage the consistency on deck will be better.

- One thought to help be more consistent we will need additional funds to have paid security.
  - Greg feels we have the people, but most of the time they are not sufficiently trained, many do not know what they are supposed to be doing. Giving the marshal a “card” on a lanyard with instructions. Until we train our marshals and consider the position as important as Officials we will run the risk of having a Safe Sport issue on the deck.
- Suit policy for Age Group Swimmers
  - Mid-Atlantic currently has a policy regarding tech suits for 10 & U; It is stated in their meet announcement that tech suits are not allowed
    - The definition they use for a tech suits; if the suit has a tag stating they are made of tech material, then they are not allowed.
    - January 23 the USAS report on tech suits will be presented to some representatives of USAS, then the board will meet in early February.
    - An LSC can have a rule that is tougher than USAS.
    - Once we know what USAS decides to do, PVS will discuss again and decide what we want our policy to be.
    - Athletes – feel the primary issue is the financial impact on families.
- Spring Championship Meeting, planning – Junior and Senior Champs and JO’s all at University of Maryland. Meet Announcements and Event Files will be posted.
- Follow up from Strategic Planning – tabled.
  - Not fully completed LEAP 1. Still working through issues with the By-Laws. There will be something to look at in the next couple of weeks.
- Athlete reimbursement – SNOW submitted their athlete travel requests; mark will review. Additionally, on January 15 OCCS sent in their request for travel reimbursement for 5 athletes. They were submitted outside the 30 day window. Although, there were communications between OCCS and the Senior Chair within 5 days of the meet, ultimately the forms were not submitted until Jan. 15, which is beyond the required submittal timeline.
  - **Motion to approve the 5 OCCS athletes for PVS Travel reimbursement, second and not approved.**
  - After some discussion it was decided;
    - Mark will communicate with the club, explain why their request was denied as well as the process for appeal. A club representative will be requested to attend the next bod meeting, in person or by video, to explain why the application for athletes’ stipend was delayed beyond the 30 day window..
- Old Business –
  - Tim has been working on going through the By-Laws. He wants to get a list of all the committees we are supposed to have; who is supposed to be on the committees if specified and the proper number of athletes. He will continue to review all committees and report back to the board.
  - There is a general concern when all board members do not attend the monthly meetings. We will be looking at a policy that will state board members must attend all meetings and cannot miss more than 3 per year. If too many meetings are missed the General Chair can ask for a resignation.
- Adjourn – motion to adjourn, seconded and approved