

**Potomac Valley Swimming
Board of Directors
Overlee Community Center
April 9, 2018**

- Attendance – Ellen Colket, Greg York, Jack Neill, Tim Husson, Mark Faherty, Tom Ugast, Andrew Gemmell (athlete), Blair Piddington, Carolyn Kotarski, Jessica Mack (phone), Kurt Thiel, Sumie Emory, Evan Stiles, Heather Purk, Harrison Rehm (athlete), Rob Green (phone) and Dave DiNardo
- Call to order – The meeting was called to order at 7:00 pm by General Chair, Tom Ugast
- Welcome to Jessica (Fry) Mack our incoming Coaches Representative. She will be working with Evan Stiles for the next season by representing the PVS coaches.
- Roll Call to establish Quorum – There are a sufficient number of voting members in attendance to establish a quorum and conduct official business.
- Approval of Minutes from the March Meeting – **Motion to approve the minutes from the March Board of Director’s meeting, seconded and approved.**
- Reports of Officers: No reports to pull; however, a majority of the meeting will be spent finalizing the budget to present to HOD in May.
 - [Operations Report](#)
 - [Finance Report](#)
- New Business
 - Changes to Coach Representative voting – Greg York recommends we change the voting procedures for Coach Representatives to an electronic platform.
 - Board members agree that our current procedures do not seem to work and it is worth trying something new with the hopes that more coaches are willing participate in the voting.
 - There was further discussion on ways to get more coaches involved and coaches from smaller teams involved on the board.
 - It was additionally recommended to use CCM as a venue to bring forth the nominees in a way to speak to the other coaches and introduce themselves.
 - Team DMV Update – This is not a sanctioned PVS meet; however, PVS does help to fund the meet through the Diversity Budget.
 - Rob Green, the team administrator reported: The entry deadline ended March 30. There are 117 swimmers from 13 clubs registered. The make up of athletes is fairly evenly distributed between 12 & U and 13 & O. There are currently 7 coaches confirmed. Once we have the full list of coaches settled, we will confirm all credentials. The meet entry deadline is May 2 – 6 max, 3/day and 2 relays each. Team DMV will hold a team practice on May 12. Different from last year, all athletes will be traveling on their own, there will not be a team bus or hotel.
 - Upcoming USAS Workshops/Conferences -
 - Southern/Eastern Zone workshop later this month in Alexandria – Merari Chollette – Safe Sport, Tom Ugast – General Chair, Kelly Rowell – Officials, Rob Green – Diversity and Inclusion, will be attending.
 - Eastern Zone Conference the first weekend in May in Ft. Myers, Florida – Tom Ugast- General Chair, Tim Husson – Admin Chair and Mark Faherty – Senior

Chair will attend. Mark will be sending feedback back to the Eastern Zone regarding the most recent Zone Level meets.

- SC Sectionals (at VA Tech) – Coaches agree it was a well run meet with great opportunities for swimmers to make it back to finals. The overall size of the meet was a good size. The host team did a great job, and it was nice to see so many of the leadership Officials were from PVS.
- LC Sectionals (Buffalo) – This year there were 390 swimmers, a very good size meet (last year only about 190). As we progress towards the Olympics Tim believes the meet will get bigger.
- SC Age Group Zones (Fairport)– This was the first year of the new format; where swimmers participated as part of their club instead of the LSC and with cuts.
 - The meet management team did a great job.
 - 196 teams attended
 - Volunteers (meet workers) seemed to be a bit of a challenge
 - There was some frustration that entries closed 3 weeks prior to the advertised entry deadline.
 - Overall PVS coaches felt the meet went well.
 - Recommend that we go one more year to see how they make the adjustments and then make a decision on if there needs to be changes or not.
- Finance Update – Special to Ellen for all of her hard work on the budget.
 - Balance Sheet – Shows equity and liability at any given time.
 - The balance sheet shows a good summary of our cash. If we paid all the bills and closed our doors that is the amount, we have. The bottom line amount is \$1,141,992.71. Ellen noted that PVS has 92% of receivables in the 1-30 day pay window, 5% in 30 – 60 day and 3% in 61 – 90. At this time last year, we continuously had invoices 120 or more days late. Ellen feels we are in good shape and are reflecting accurate income and expenses.
 - Going into HOD we will have an actual end of season forecast. Which is a better model than we have done in the past.
 - Ellen did note that there are a number of items in the budget that we cannot project, so we need to expect that there will be some variances. We use historical data on things like meet fees, splashes, etc. However, there are other things like equipment purchases on which we have a good grasp. We also cannot predict stock performance and market value of our money in the accounts.
 - Budget for 2018-2019 – together the board went through the primary Budget drivers. We are currently sitting on a \$67,000 deficit and need to find a way to decrease expenses and increase income.
 - Membership revenue for 18-19 was discussed. Last year membership was \$85 per athlete (\$27 to PVS, \$58 to USAS) it will go up by \$2 for USAS this coming year. The board is suggesting we increase the PVS portion from \$28 to help offset the reduction in athlete growth PVS has previously experienced. The last time PVS raised our portion of the membership fee was for the 11-12 season when it went from \$25 to \$27.
 - FLEX Membership: Beginning in September 2019 USAs will be offering a FLEX Membership option, which will cost \$20 as opposed to the \$88 for

a yearly membership. LSCs have the option to offer it or not. There is a concern that if a “large” number of teams opt to use the FLEX Membership for their young/novice swimmers (who will not participate in more than 2 non-championship meets) then PVS will lose a significant income.

- It was concluded for PVS to wait one year and survey the clubs on their interest and anticipated use of the FLEX Membership before a final decision will be made if PVS will offer it as a membership option.
- Officials: Each year, PVS pays the membership fees for Officials who work at least 10 sessions. It was anticipated that the number of Official being paid for by PVS will increase from 350 to 400. After some discussion, it was determined that 400 might be a bit high and we settled on 375 officials. Decreasing the expense of paid officials.
- Club registration fee is currently \$100 (\$70 to USAS). Tom has suggested we increase the club renewal fee to \$500. Then when a club attends at least 2 Competition Committee Meeting and HOD they will receive a rebate of \$300.
 - The primary intention of this increase is to find a way to get more clubs involved in PVS and our meetings.
 - This concept will be brought up to the HOD for approval.
- Meets –
 - It was recommended to raise time trials to \$15.
 - Pool rentals - Have continued to increase each year by 5%. By adding a LC Champ meet in the summer of 2019, we predict an increase of the pool rental budget by approximately \$45,000.
 - Equipment – every other year we purchase 10 touch pads. We didn’t purchase any this year, but we are expecting to buy new ones next year.
 - Officials – we anticipate changes due to the increase in the stipends for Official travel, the number of Background Screens paid by PVS and memberships paid by PVS.
 - LC Zones – The meet will be in Richmond again this year and we do not predict any major changes.
 - Athlete Travel Assistance – Increased the athlete travel stipends to equal the same as the officials; we can’t pay athletes less than Officials.
 - Swimposium – We had budgeted \$12,000 for a 2018 Swimposium. The board decided to wait until Fall of 2019 so we can receive support from USAs.
- During the discussion there were a few questions Ellen asked of various board members. She has requested that all information is sent to her no later than April 23rd so the final proposed budget can be distributed to PVS membership at least 20 days prior to the HOD meeting.
- Old Business – No old business to discuss
- Adjournment – **Motion to adjourn, second and approved.**