

## Potomac Valley Swimming

### Board of Directors Phone/Video Conference January 13, 2020

- Attendance – Tim Husson, Blair Piddington, Meghan Thiel, Jorge Zamora, Molly Kennedy, Rob Green, Jessica Mack, Dave DiNardo, Carolyn Kotarski, Rich McMillen, Tom Ugast, Kurt Thiel, Erik Collins, Mary Zellmann, Sumie Emory
- The meeting was called to order at 7 pm by Tim Husson
- There are a sufficient number of members in attendance to establish a quorum.
- Approval of the minutes from the November meeting – **Motion to approve the minutes from the November BoD meeting, seconded and approved.**
- Additional Agenda Items & Approval of Agenda – several items were moved earlier on the agenda to accommodate schedules.
- ***Mission Statement – PVS Supports and promotes excellence for all through competition, education, innovation and leadership.***
- Reports of Officers – All reports below have been submitted.
  - General Chair
  - Admin
  - Finance
  - Operations
  - Age Group Chair
  - Senior Chair
- New Business
  - Budget Preparation Process – Mary Zellmann (a new non voting member as Treasurer-per the new By-laws) presented the timeline for the 2021 Budget planning:
    - Budget Template will be distributed late Jan/early Feb – so each member can start to plan for next year’s budget
    - A “New Program” template is being created. – it will be distributed if there are any new programs to add to the budget.
    - The Athletes have requested to speak to Ellen off-line about several ideas for the Athlete Committee.
    - Draft Budget is due, 10 days prior to the March BOD meeting. Tweaked and finalized at April BoD meeting and presented in May at the HOD meeting.
  - Report & Action Items from CCM
    - Club meet bids – **Motion to approve the club meet bids for the 2020-2021 season as presented and endorsed by CCM at the Winter 2020 meeting, seconded and approved.**
      - There are four teams who have the opportunity to move their March 2021 events due to the conflict with the 14 & U JO meet. They will present at the May CCM.
    - 2020 LC Age Group zone Head and Assistant Head Coach - **Motion to approve Lauren Kranz, as Head Coach and RJ Pauling as Assistant Head Coach for the 2020 LC Age Group Zone team as endorsed by CCM, seconded and approved.**
      - Pending that they are both in good standing at the time of the meet.

- Approval of Committee Members – Tim Husson reported that with the adoption of the new By-laws, the LSC has a little more flexibility as to how the various committees are structured and defined. He had asked all Committee Chairs to send it the names of those on their committees, so we can approve.
  - Technical committee: Kelly Rowell, Carolyn Kotarski, Lindsay Kotarski (athlete)
  - Finance/Budget Committee: Ellen Colket, Mary Zellmann, Tom Ugast and Alan Goldblatt – the Investment Committee was folded into this committee
  - Governance/Nominating Committee: (appointed until May): Dave DiNardo, Morgon Henderson-Kunz, Shawn Trench, Greg York, Carolyn Deluca (athlete)
    - The Governance Committee is an elected committee and voting will take place at the May HOD meeting. Until that time Tim has appointed the members.
    - If any of these members or others are interested in running for the committee, let Tim know.
    - The Expectation of this committee is to do the nominations for all the elections this May at HOD. They can also determine what their role is going forward.
  - DEI Committee – Rob Green, Jason Cochran, Jeremy Cochran, Monica Randall, Jessica Mack, Ariana Lewis, Jasmine Barry, Jocelyn Nichols, Marye Carter, Mary Bergstrom, Heather Purk, Jorge Silva
  - Safe Sport Committee (taken from website) – Mike O’Shaughnessy, Rob Green, Greg York, Cindy Cruzado, Leslie Tomlinson, Spencer Ugast, Eliza Jacobs, Steve Van Beek, Chris Wertzler, Tracy Evans, Caroline DeLuca, Tori McCollough, Bridget O’Shaughnessy.
  - Administrative Review Board – will be appointed initially by Tim, then members will be elected in May at HOD.
  - Strategic Planning Committee – Dave DiNardo, Jessica Mack, Erik Collins, Manga Dalizu, Brian Pawlowicz (this committee will go away after the Governance committee is elected).
  - Operational Risk Committee – Kurt Thiel – he is looking at ways to restructure and define.
    - (there used to be a safety representative from each club) – we need to decide if we want to go back to that size of committee or do we want to have a smaller committee.
    - He feels since USAS is still struggling with what Operational Risk really does. If we had one from each club, it could be too many. Kurt will send info for a Flash Mail to try to find members.
    - Must have to have at least one coach on the committee per the bylaws
  - Officials Committee – Rich McMillen – as listed on the PVS website.
  - **Motion to approve all committees as discussed and/or listed on the PVS website, seconded and approved.**
- Athlete Committee Members – Molly reported
  - Molly and Sam have created an Instagram account. It will be linked on the website. Please follow and pass on to coaches and athletes so they can follow.
  - They plan to email Head Coaches to ask for nominations for Athlete committee. They will create a meeting schedule (3-4 months by phone).

- They are looking to start a “Learn to swim” clinic that is free. They will use swimmers of all levels to help (volunteer) teach.
      - Several board members offered to help facilitate and look into pool space and insurance requirements.
    - They would like to host a Pizza party to meet with new Athlete Committee member and gauge interest and try to get them interested in the committee.
  - Athlete Travel Reimbursement Appeal – There was one club who submitted their Athlete Travel Reimbursement Request late, due to technical issues. An appeal was requested.
    - Once turned in they were complete and correct.
      - **Motion to approve the appeal for Travel Reimbursement Appeal, seconded and approved.**
  - Officials Travel Reimbursement Appeal – An Official participated in his first National Level Meet in November (ended Nov 10), his application was submitted 8 days late, otherwise he fulfilled all requirements. Rich recommends we approve his reimbursement.
    - **Motion to approve his appeal for Travel Reimbursement, seconded and approved.**
  - Coach & Athlete Representatives Elections – Our former by-laws were very specific in detail as to how these elections were to occur. In the new By-laws, we have more flexibility.
    - Coach Representatives – We elect one coach annually for a two-year term, The Senior Coach Rep runs the election.
      - Jessica Mack will talk with coaches on deck to see what they think is the best timeline and procedure for the elections. to see what they want to do.
    - Athletes Representatives– The By-laws allow us to elect for two athlete representatives, one each year for 2 year term each. Tim noted that now we are also going to elect 4 - 5 At-Large athlete members. Each year, we will elect 1 or 2 for one-year term. This could be a great stepping stone for these athletes to move into the Athlete Rep position. Tim asked Molly to look into this and will work with Tim and Terri on the elections.
    - Once we decide how and when we want to do the elections...we can add to P&P.
  - Management of Pool Rentals – For the past 3-4 years Tim has handled the Pool Rentals. He inherited the job from John Ertter. Tim is looking to off-load some of his responsibilities. Ellen Colket has offered to manage the pool rentals.
    - Motion to task the Finance Vice-Chair as the manager of pool rentals, seconded
      - It is not currently specified in the P&P as to who handles these task. There was a discussion as to whether or not it a specific Board Member be assigned or it be more flexible.
    - **Motion to amend the PVS Policies and Procedures as follows: The PVS Pool Rental Manager shall be appointed by the General Chair/Board annually. The Pool Rental Manager shall be responsible for securing Pool Rentals for the LSC, seconded and approved.**
  - Schedule for May CCM & HOD
    - There was a brief discussion as to the dates for the 2020 Spring Competition Committee Meeting and House of Delegates

- **Motion to set the 2020 Spring CCM meeting for Wednesday, May 13 and House of Delegates for Tuesday, May 19, seconded and approved.**
  - LC Open Meet Review – Tim Husson submitted a report with some historical data and statistics. The question is do we go back to 2 sites for the LC Open meets or do we stay with 3 sites. Pros and Cons were discussed. There will be a task force formed to discuss how to make improvements to both LC and SC Open Meets.
- Old Business – nothing to report
- Discussion Items
  - January Open
    - Around 10,000 splashes – probably a bit smaller than in the past
    - Timelines look good.
    - All sites need officials – probably roughly the same as in the past. But we know they tend to show up, even if they do not commit in advance.
  - Kurt has a meeting on Wednesday to look at Open Water at National Harbor. Target date is September 2020 for the first major event.
  - USAS Board meeting will be at the OW venue in April
- Adjournment- Motion to adjourn, second and approved.
- Next meeting is Monday, February 17 by video.



## General Chair's Report

January 2020 Board Meeting

### Bylaws

USA Swimming approved our [new bylaws](#) and they are now posted on the website. Thanks for all who helped in that process.

### LSC Affiliation Agreement

We now have a signed [LSC Affiliation Agreement](#) with USA Swimming. This is simply a legal document formalizing the relationship between the LSCs and USA Swimming. It states that USA-S and the LSC will abide by the rules and policies that were already in place. If you want to read the legalese, it is also posted on the website.

### Policies & Procedures Status

A new version of the [Policies & Procedures](#) has been posted to the website. Thanks to Carolyn, Ellen and Dave for the edits/additions/changes they sent me this summer/fall. The document has been turned over to our new Administrative Vice Chair, Jack Neill, who now has the task of updating P&P with all the items removed from the old bylaws. I'm sure Jack will be asking for some help on that.

### Governance/Nominating Committee

An interim committee will serve until a new committee is elected at the May HOD meeting. The following are the proposed members:

- Dave DiNardo (official)
- Morgon Henderson-Koonz (coach)
- Sean Trench (official)
- Greg York (coach)
- Carolyn Deluca (athlete)

### 2020 Club Excellence

Potomac Valley Swimming once again has six teams on the 2020 Club Excellence List. It is a tribute to all the quality programs in our LSC. The list consists of the top 200 clubs in USA Swimming.

- Gold: NCAP (#1 overall)
- Silver: RMSC, MACH, FISH, AAC
- Bronze: SNOW

## New PVS Club

In December we added a new team (well, really an old team) to PVS. Team Elite Swim Club (TESC-PV) has been reinstated. After an eleven-year gap, they have completed the new team process through USA Swimming and are back in business with Solomon Robinson as the head coach. They will be training at the Deanwood Aquatic Center in DC.

## PVS January Distance Meet

These are the numbers of for the January Distance Meet for the last six years. Part of the reason for the lower numbers this year are a couple of club-sponsored distance meets in late Dec/early Jan. The timelines this year were reasonable: 6 hours on Saturday and 6-1/2 hours on Sunday.

	<b>Distance</b>	<b># of Heats</b>	<b>End Time</b>	<b>Distance</b>	<b># of Heats</b>	<b>End Time</b>	<b># of Entries</b>
<b>2020</b>	1000	25	2:00	1650	18	2:41	486
<b>2019</b>	1650	16	1:45	1000	41	5:35	652
<b>2018</b>	1000	28	2:31	1650	28	4:48	704
<b>2017</b>	1650	18	2:22	1000	38	4:30	644
<b>2016</b>	1000	33	3:35	1650	18	2:40	596
<b>2015</b>	1650	16	2:02	1000	33	3:41	555

## PVS Olympic Trials Qualifiers

After the December meets, the list of Potomac Valley qualifiers for the 2020 Olympic Trials 26. The list is posted on the website and will be updated periodically through next summer.

Tim Husson  
tim.husson@gmail.com



## PVS LC Open Meets – 2019 Review

Splash counts from the meets over the past six years:

PVS LC Open 1						
Site	2019	2018	2017	2016	2015	2014
Lee District	856	1,075	965	1,302	1,174	2,275
Audrey Moore	1,053	1,079	1,131	1,312	1,251	###
Fairland	1,551	1,540	1,698	1,412	1,505	2,913
<b>TOTAL</b>	<b>3,460</b>	<b>3,694</b>	<b>3,794</b>	<b>4,026</b>	<b>3,930</b>	<b>5,188</b>
PVS LC Open 2						
Site	2019	2018	2017	2016	2015	2014
Lee District	1,139	1,226	1,356	837	1,152	2,338
Audrey Moore	1,309	1,124	1,246	1,117	1,174	###
Fairland	1,397	1,590	1,508	1,613	***	2,506
<b>TOTAL</b>	<b>3,845</b>	<b>3,940</b>	<b>4,110</b>	<b>3,567</b>	<b>2,326</b>	<b>4,844</b>
three sessions						
*** Fairland was unavailable, entries were limited at the other sites						
### 2014 was the last year of using two sites for the LC Open meets						

**Comments:**

1. 2018 LC Open 1 could (should?) have been consolidated to 2 sessions at Lee District and Audrey Moore. The 10&U session at Audrey Moore ran just 4 lanes.
2. In 2019, RMSC accounted for 1480/3460 (43%) of the splashes at LC Open 1 and 1541/3845 (40%) of the splashes at LC Open 2. This presents a challenge in balancing the sites.
3. In 2019 The NCAP-OCCS LC dual meets had over 800 splashes on each of the same two weekends. This dual meet series has been in place since 2015.

**Given the number of splashes and the timelines for 2019, and the trend over the last several years, would two sites with three sessions per day be better than three sites with two sessions per day?**

Two sites would ease the equipment and staffing requirements. Staffing the LC meets is a challenge. With the unreliability of Fairland’s equipment, the meets require 100% use of our touchpads, harnesses, and buttons, and we can only provide touchpads at one end.

### PVS Mission Statement

PVS Supports and promotes excellence for all through competition, education, innovation, and leadership

# **Administrative Vice Chair Report**

## **January, 2020**

### **Membership**

Here are the membership figures as of 1/9/2020:

#### Athletes

Premium – 10,972

Flex – 1235

Outreach – 17

Total – 12,220 (as per January, 2019 report: 11,838)

#### Non-Athletes

Individual – 1108

Life – 18

Total – 1126 (as per January, 2019 report: 1151)

### **PVS Open Meets**

Two thoughts in light of the difficulties encountered in identifying a host for one site of the 2020 January Open.

1. I believe we need to look at the requirements and the rewards of hosting PVS meets, especially the Open meets. We need to consider making it more attractive—financially, administratively, etc.—to host these meets.
2. I believe we need to outline a policy for dealing with a situation in which we are unable to secure a host for a PVS meet. At minimum there should be a deadline set (ideally before entries open), at which time if a suitable host cannot be identified the meet or the site is cancelled. To allow the uncertainty to continue until the last minute is not fair to the clubs and athletes nor to the LSC Services Manager.

Respectfully submitted,

Jack Neill

Administrative Vice Chair



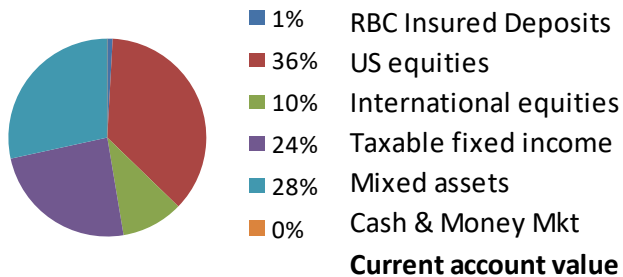
# Potomac Valley Swimming

## Finance Report as of 30-Nov-2019

### Financial Performance

The following is a summary level view of the allocation and performance of our assets as of 30-Nov-2019. Our portfolio's growth, year over year, continues to exceed our target growth as a result of increased business confidence and investment resulting from a potential global trade deal on the horizon. Overall, we are cautiously optimistic looking forward into the quarters ahead and remain confident in our investment strategy which maintains a low risk profile.

### As of 30 NOV 2019 ASSET ALLOCATION SUMMARY



	CURRENT VALUE	% of Portfolio	YOY Δ
RBC Insured Deposits	\$ 2,247	1%	
US equities	\$ 97,942	36%	
International equities	\$ 27,227	10%	
Taxable fixed income	\$ 65,068	24%	
Mixed assets	\$ 76,273	28%	
Cash & Money Mkt	\$ 84	0%	
<b>Current account value</b>	<b>\$ 268,841</b>	<b>100%</b>	<b>8%</b>

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

### Accounting Review of 2018 - 2019 season's budget and performance

We have completed our draft year-end closeout for 2018-2019 and reconciled all transactions. Our year-end financials are now in the process of being reviewed by our CPA firm (KWC) as they perform an annual accounting review. Financials will be issued as FINAL once the review is complete. Following this effort, the review will be published along with our Form 990 and issued to USA Swimming as well as the IRS.

### Budget Performance 2019 – 2020

Three months (September thru November) of financials have been included and have been issued to the PVS BOD for information. Our Net Income is up approximately 7.7% compared to this time last year, however, the difference is in part due to timing of registrations and unrealized capital gain. We will provide a more detail assessment at the beginning of 2020.

# Potomac Valley Swimming

## Finance Report as of 30-Nov-2019

### Monthly highlights:

1. We have conducted an end of year performance review with our Wells Fargo account manager along with our PVS Treasurer to review our status and inquire as to additional services that might serve PVS. At this time, we are in excellent shape on our accounts and services. We discussed Positive Pay feature as well as ACH security options. We will continue to discuss these moving forward, however, they do not provide additional benefits to PVS at this time.
2. Held an end of year performance review with our PVS wealth investment advisor. PVS' portfolio is now at 12% YTD, far exceeding our 3% growth target. This is a moving target as we all know and heavily dependent on market swings and dynamics of the global economy. Our portfolio is comprised of 60% stocks and 40% bonds. I asked for thoughts from our wealth advisor on a couple of potential changes given my reviews. We will wait on this until 1st quarter when our new Investment team is assembled and we can then review / discuss together and set another meeting with RBC.
3. Our PVS Accounting review with KWC firm is underway as of 5-Dec-2019. KWC was shortlisted last year, however, due to timing, last year we stayed with S&R for the audit. We are providing initial documents to KWC for review per their list - e.g., QB Financial Stmts, AR, AP, Rev & Exp, Bank Stmts, Investments, Equipment, etc. Progress update will be provided in January.
4. Registration, billings, and USA Swimming registration invoicing - we are making progress in this area but still have some discrepancies. Held meeting with Registrar, LSC Services Manager, Treasurer and discussed as well as implemented 2 additional reports/processes that we are hopeful will mitigate discrepancies.
5. The PVS bookkeeper's status has transitioned from contract to employee along with a title change from bookkeeper to Treasurer.

Respectfully submitted,



Ellen Colket  
Vice Chair Finance  
Potomac Valley Swimming  
31-Dec-2019

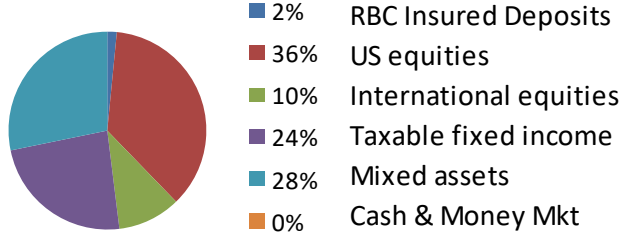
# Potomac Valley Swimming

## Finance Report as of 31-Dec-2019

### Financial Performance

The following is a summary level view of the allocation and performance of our assets as of 31-Dec-2019. Year over year, our portfolio continues to exceed our target growth as a result of increased business confidence and investments stemming from the Fed standing pat on interest rates and expectations that U.S. GDP and corporate profits will grow, at least modestly in 2020. Overall, we are optimistic looking forward into the quarters ahead and remain confident in our investment strategy which maintains a balanced and low risk profile.

### As of 31 DEC 2019 ASSET ALLOCATION SUMMARY



	CURRENT VALUE	% of Portfolio	YOY Δ
RBC Insured Deposits	\$ 4,223	2%	
US equities	\$ 99,519	36%	
International equities	\$ 28,343	10%	
Taxable fixed income	\$ 65,066	24%	
Mixed assets	\$ 77,579	28%	
Cash & Money Mkt		0%	
<b>Current account value</b>	<b>\$ 274,730</b>	<b>100%</b>	<b>14%</b>

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

### Accounting Review of 2018 - 2019 season's budget and performance

Our draft year-end budget for 2018-2019 along with all transactions has been reconciled and in the process of being reviewed by our CPA firm (KWC). During our first call with KWC, our engagement manager stated after their initial review of our financials, "it is clear PVS is reporting accurately and there is no need for journal entries to adjust transactions". Financials will be issued as FINAL once the review is complete. Following this effort, the review will be published along with our Form 990 and issued to USA Swimming as well as the IRS.

### Budget Performance 2019 – 2020

Four months (September thru December) of financials have been included and have been issued to the PVS BOD for information. Our Net Income is up approximately \$76.6 thousand compared to this time last year, however, the difference is driven primarily due to an increase in income (i.e., larger number of registrations, changes in capital gains, and some swings in splashes – club and PVS meets ). We will begin providing more details at the end of January/February 2020 as we will be mid-season. The larger part of our expenses and some parts of income will be incurred on the back half of our season.

# Potomac Valley Swimming

## Finance Report as of 31-Dec-2019

### **Budget 2020-2021 Development**

The budget template will be provided to the Board in late January/early February (prior to 17-Feb BOD meeting) and each account holder will be asked to prepare their outlook for the current season as well as the expected budget needed to support the organization for 2020-2021.

Additionally, a new program template will be provided to all BOD members in the event someone would like to propose adding a new program and/or event to the budget. Draft budgets will be needed 10 calendar days prior to the 25March BOD meeting so that these can be compiled and reviewed at the BOD meeting. Discussion and edits will be incorporated and brought back to the 20-April meeting for budget approval. The draft budget will be finalized once approved by the BOD and readied for posting on the PVS website and subsequent presentation to the HOD in May (date TBD).

### **Monthly highlights since last report**

1. Our PVS Accounting review with KWC firm is underway as of 5-Dec-2019. KWC is reviewing PVS QB Financial Statements, Accounts Receivables, Accounts Payables, Revenue & Expenses, Bank Statements, Investments, Equipment, etc. A status update will be provided in the February BOD meeting.
2. Registration, billings, and USA swimming registration invoicing continues to have discrepancies. A near-term meeting will be held with the PVS Registrar, LSC Services Manager, and Treasurer to determine what else is needed to mitigate discrepancies.

### **Proposal**

I am concerned that we have some registration invoices that continue to go unpaid. I am proposing that if registration invoices are not paid within 15 days of receipt of invoice, that the club be informed that they will be assessed a 5% service fee. This will continue each month they are late and the 5% will be assessed on the amount owed. If the account reaches 90 days overdue, the team may be subject to having all athletes be transitioned to an unattached status. I would like for the Board to discuss if they are favor of this. As for individuals who wish to register, I recommend that we require payment prior to registering them. We have 5 athletes and 1 coach who were registered last season and still not have not paid PVS, although we have paid USA Swimming for their memberships.

### **FINANCE Committee members**

Ellen Colket – PVS Committee Chair, Vice Chair Finance, USAS Investment Committee Chair, Global Operations Manager, USAS, PVS and NCAA Official & National Evaluator

Mary Zellman – PVS Treasurer & Principal of MZ Accounting

#### **Proposed:**

Allan Goldblatt – VP for Finance & Treasurer Blackboard, Inc., MBA, CPA, PVS Official

Tom Ugast – CEO of NCAP, USAS Board Member and Vice Chair of Fiscal Oversight

Athlete – TBD

Athlete – TBD

# Potomac Valley Swimming Finance Report as of 31-Dec-2019

Respectfully submitted,



Ellen Colket  
Vice Chair Finance  
Potomac Valley Swimming  
10-Jan-2020

# Operations Division Report

## PVS January 2020 Board Meeting

### EQUIPMENT

1. Replacement batteries and headsets for the PVS radios were purchased.

A report detailing the requirements for the Equipment Storage & Maintenance Facility was requested. If another storage facility is needed, the following requirements must be met:

- Must be 1st floor. Ramp, no stairs. No hallways- outside access.
- Must be at least 2000 square feet.
- Must have a bathroom and sink which are necessary for cleaning of the connections and for the comfort of the Equipment Manager.
- No carpet. Must be flat.
- Must have space to set up work table within storage area
- Must have electrical outlets for testing equipment.
- Must be climate controlled.
- Need ability to hang hooks, etc. Need room for shelves to store equipment and parts.
- Centrally located near the Beltway. Northern VA is ideal because most of the clubs who rent the equipment and most of the PVS meets requiring equipment are located there.

The current location works well in terms of space and capabilities. It will be difficult to find a location equivalent or better to the current space in the same price range. If moving the equipment storage and maintenance location is required, the services of a commercial realtor will be utilized.

Carolyn Kotarski  
Operations Vice Chair

## Age Group Report 1/12/2020

To enhance the meet energy and help build the energy, we are looking into different meet procedures to include in this coming championship season. I have a list of DJ's to contact this upcoming week to discuss their availability for our Junior Olympic Meet and the 13 and over LC Champs meet this summer. We will also entertain the idea of having a parade out, and a walk out song for the first seed if time allows.

Blair Piddington

1/13/20

## PVS Senior Chair report

As of the deadlines for PVS Travel reimbursements for the 2019 US Open and the 2019 Winter Junior National meets, 41 athletes were submitted, vetted and approved for reimbursement for the US Open and 4 for Winter Junior Nationals. Ellen Colket has said that checks should be mailed out by early this week.