

**Potomac Valley Swimming
Board of Directors
Overlee Community Center
March 11, 2020**

- Attendance – Tim Husson, Ellen Colket, Jack Neill, Carolyn Kotarski, Blair Piddington, Mike O’Shaughnessy, Jorge Zamora, Rob Green, Evan Stiles, Meghan Thiel, Rob Green, Molly Kennedy (phone), Dave DiNardo
 - Non-voting members: Kurt Thiel, Rich McMillen, Greg York, Heather Haddock, Mark Faherty, Sumie Emory, Paris Jacobs (phone), Erik Collins (phone), Karyn McCannon (phone)
- The meeting was called to order at 7:00 pm by General Chair, Tim Husson.
- Establish a Quorum – There are a sufficient number of voting members to conduct business.
- Approval of the minutes – **Motion to approve the minutes from the February 2020 Board of Director’s Meeting, seconded**
 - **Motion to table the approval until the April meeting, seconded and approved.**
- Additional Agenda items & Approval of the Agenda – We will make some changes to the order, to ensure we give ample time to the budget.
- 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**
- Report of Officers
 - General Chair
 - Admin Chair
 - Finance Chair
 - Governance
- New Business
 - Current Meet Issues
 - 14 & Under JO’s – Paris Jacobs, Meet Director for the PVS 14 & U JO Championships reported:
 - Notification was received from UMD on Tuesday, March 10, that the facility will be closed and unable to host the meet at their facility.
 - She immediately consulted with our General Chair and several scenarios were talked through. With our mission being to take care of our athletes, including their health and welfare, it was decided that the best course of action was to cancel the meet.
 - This is an ever-changing situation and more and more closings are happening hour by hour. [Subsequently, recommendations from the CDC were to cancel events and gatherings. Updates and changes continued on a regular basis for days.]
 - Q: Was the AG Chair involved in the decision? A: We know there was a quick decision made, but was there any thought of any sort of emergency meeting/call? Instead of only the GC and Meet Director.
 - It was expressed that many felt the BOD should have been notified prior to the “masses”. Apologies were

made for not including AG Chair and/or other board members.

- Several ideas were discussed, however, in the end it was determined that a full cancellation was the best course of action.
 - The paid deposit for the facility will be returned.
 - **Motion, PVS will not host JO's the weekend of March 12-15 or within the next two weeks, based upon the closure of UMD and recommendations of the CDC, PVS will revisit by phone conference on March 23 to discuss the possibility of rescheduling JO's, seconded and approved.**
- New Sanctions – given the current situation...there are several teams asking for sanctions for dual/tri meets. The current P&P says 7 days' notice. What do we think about allowing these meets with less than 7 days' notice due to these unforeseen circumstances?
 - There are some clubs that have full control of their pools and can accommodate meets.
 - MAKO only has one site – they are scheduled for a meet next weekend. MAKO is requesting a sanction using The St. James and is able to add more teams if feasible. Heather is willing to help in any way she can.
 - **Motion that based upon the recent events we waive the 7-day advance notice requirement and/or the restriction to 3 teams and allow a sanction, seconded and approved. (1 abstain)**
 - There was a discussion on the reasons for the 7-day notice.
 - Several requests have come in to change the format of meets that are already existing. These changes would allow some of the JO Qualified swimmers the ability to swim.
 - **Motion to allow short course meets previously sanctioned to make changes to their format to aid in the accommodating of JO Qualified swimmers, seconded and approved.**
 - 2020-2021 Budget Review
 - Ellen Colket presented the proposed budget to the board members in attendance. She reviewed statistics that are also mentioned in her report.
 - She reported that there likely will be changes made to the FLEX program but the details have not yet been released.
 - Key budget items were reviewed
 - The P&L budget worksheet was reviewed line by line. Ellen provided the basis for budget figures and asked board members to comment or make changes as needed.
 - Questions were asked and adjustments were made based upon recommendations and suggestions of Board Members.
 - She will finalize and present to the Board at the April meeting for a final review prior to the presentation to the HOD in May.
 - Kurt Thiel presented an Open Water budget item for 2021. He gave a brief history of OW within PVS boundaries. Water at National Harbor is now a viable Open Water venue. National Harbor could run between 1

& 3 meets...looking to add about \$10,000 for all personal and equipment.

- Given the current budget, we are looking at a surplus so it could be possible to add an open water event in the summer of 2020.
- Senior/Junior Champs Review – It was reported that the meet ran well.
 - There were a large number of scratches and DNS
 - There were some facility ventilation and equipment issues
 - Feels there should be consistent policies for getting timers
 - We need to make the meet announcements more consistent
- 14 & U JO Preview – meet was cancelled
- Governance/Nominating Committee – There have been 2 meetings of the Governance Committee. Members have done a fair amount of recruiting. There is now a candidate for each board position up for election and there are several interested in both the Governance Committee and Administrative Review Committee. The slate will be reported to the Board in April, then ready to post 20 days prior to HOD.
- Old Business
 - Updated P&P has been sent out. Please review and report back to Jack Neill if you think there needs to be any changes.
 - January Distance – looking at venues for 2021. We want to move the January Distance meet to the St. James. They are very interested and the board feels it will be a good change to the venue.
- Discussion Items
- Next Meeting: April 20, 2020 at Overlee
- Adjournment



General Chair's Report

March 2020 Board Meeting

Eastern Zone Program Development Manager – Communication from USA Swimming

Jeff Allen is no longer our Eastern Zone Program Development Manager. We wish Jeff the best in his future endeavors and know he has played a significant role within the Eastern Zone. We are working to fill the position but will take our time to find the person who will best serve our athletes, coaches, clubs, and volunteers in the Eastern Zone.

During this transition time, Tom Avischious (tavischious@usaswimming.org) and Brendan Hansen (bhansen@usaswimming.org) will be your primary contacts for the Zone. Tom is available for teams needing to take the CLBMS Course and as a resource on club governance. Brendan and Tom will assume the day-to-day needs of the Zone and are available for club visits within the Zone as they assess the right fit for a new program development manager to serve the Eastern Zone. Please know that we're looking to provide the best support to all of you.

High School Observed Meets

As a service to our teenage members, PVS officials observe many local high school championship meets so that the times count for USA Swimming purposes. This year, 24 meets were observed and more than 10,000 times were loaded into SWIMS from those meets. Many of the times were used for entry to Senior and Junior Championships.

High School Meet Results

PVS provides a repository of local high school championship meets where PVS athletes participated, whether they were observed by PVS, observed by MD Swimming, observed by VA Swimming, or not observed at all. This year we posted results from 34 meets, including the State Championships in VA (three classes) and MD (both classes). The PVS repository includes hundreds of HS meet results going back over 20 years.

Eastern Zone Spring Meeting

Evan Stiles (PVS Senior Chair & EZ Technical Planning Representative) and I will be attending the Eastern Zone Meetings, April 18-19 at the Berkley Aquatic Club in New Providence, NJ. None of our athlete members are available that weekend.

Tim Husson
tim.husson@gmail.com

Administrative Vice Chair Report

March, 2020

Membership

Here are the membership figures as of 3/9/2020:

Athletes

Premium – 11,385

Flex – 1219

Outreach – 21

Total – 12,625 (as per March, 2019 report: 12,370)

Non-Athletes

Individual – 1215

Life – 18

Total – 1233 (as per March, 2019 report: 1241)

PVS 18&U Qualifier

Numbers are up from last year:

867 athletes (587 last year)

2796 splashes (2050 last year)

PVS Senior / Junior Champs

	Senior Champs	Junior Champs
Splashes	2276	1810
Scratch Rate	12%	15%
Improved Times	37%	49%

One other notable statistic from Senior Champs – 110 DFSs.

2020-21 Pool Rentals

I have begun contacting venues for 2020-21 season. At least one change from this current season is recommended.

Policy & Procedures Manual

P&P has been updated:

- Added new policies enacted this year
- Deleted obsolete information
- Added information that was included in old by-laws, but excluded in new by-laws

Respectfully submitted,
Jack Neill
Administrative Vice Chair

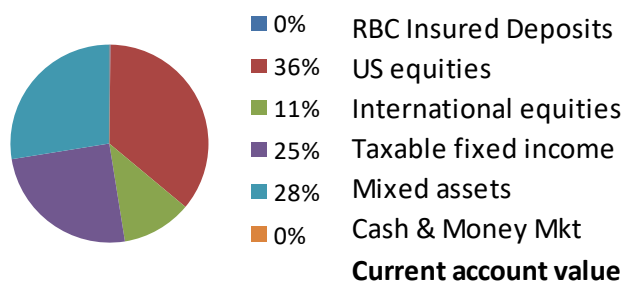
Potomac Valley Swimming

Finance Report as of 29-Feb-2020

Financial Performance

The following is a summary view of the allocation and performance of PVS' investments as of 29-Feb-2020. Year over year, our portfolio continues to exceed our growth target. We continue to be vigilant in our investment strategy and optimistic despite recent market volatility due to public health concerns.

As of 29 Feb 2020 ASSET ALLOCATION SUMMARY



	CURRENT VALUE	% of Portfolio	YOY Δ
RBC Insured Deposits	\$ 455	0%	
US equities	\$ 94,983	36%	
International equities	\$ 30,389	11%	
Taxable fixed income	\$ 66,119	25%	
Mixed assets	\$ 72,842	28%	
Cash & Money Mkt	\$ 77	0%	
Current account value	\$ 264,865	100%	5%

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

Our General Operating Account (GOA), Restricted Operating Account (ROA) and Special Accounts remain within the Wells Fargo Banking Institution. We had a review at the end of last season and again in late January with our Wells Fargo Business Manager to assess additional features that could be of benefit to Potomac Valley Swimming. No additional services are requested at this time.

Budget Performance 2019 – 2020

Six months (September thru February) of financials have been included and issued to the PVS BOD for information. Our Net Income is down slightly (\$1.5 thousand) compared to this time last year. Please see the year-to-date P&L for further details.

We had expected a significant uptick in our expenses along with a moderate increase in income during the 2nd half of our season as a result of the short and long course championship meets, zones, and Olympic Trials, however, impacts from the COVID-19 virus are beginning to impact our organization's plans and financials. This will be discussed in the BOD meeting.

Potomac Valley Swimming

Finance Report as of 29-Feb-2020

Budget 2020-2021 Development

The budget template was provided to the Board and discussed during the February Board meeting. Draft budgets were due by March 2nd and the input will be discussed in the March BOD meeting. Discussion and edits will be incorporated and brought back to the April 20th 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).

Highlights since last report

1. LSC Equipment insurance policy established with Travelers Insurance and invoice paid.
2. A BPOL request has been submitted to Fairfax County and Exclusions worksheet will be submitted once the license has been approved.
3. Interviews were conducted for a replacement Treasurer and a candidate selected and hired. Banking and other responsibilities are in the process of being transferred over to our new Treasurer, Kimberly Bullers.
4. Transitioning and onboarding new Treasurer to ensure no time delays in existing processes and procedures.
5. Annual and Quad Budget planning underway for 2020-2021 and 2020 – 2024.
6. Assisted with a source selection for the development of the Coach Rep ballots and voting process. Huge thanks to Matt and Sarah James (RMSC Family) for volunteering to take on this effort. They have produced a first class product for PVS. Total cost to PVS was \$45 for the software.
7. Unattached athletes, new coaches, and officials who wish to register must pay in advance of registering. The option to pay via PayPal with credit card along with a transaction fee to offset PayPal's transaction fee was approved during the Feb BOD meeting. Website must be amended to include this option.
8. Invoices payments later than net 30, will be assessed a finance (late) charge which will be based on an annual interest rate and charged monthly (the late fee will be the interest rate or a flat fee of \$25, whichever is the greater of the two). This proposal was approved during the Feb BOD meeting and will be communicated during HOD meeting and effective 1-Sep-2020.

Respectfully submitted,



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

Committee Members:

Morgan Henderson-Kunz (Chair)
Carrie DeLuca (Athlete)
Greg York
Dave DiNardo
Sean Trench

Governance/Nominating Committee Update

March 11, 2020

The Governance/Nominating Committee has held two online meetings to discuss nominations for the May HOD Meeting. At that time, the following positions need to be elected:

Board of Directors:

- Administrative Vice Chair (Jack Neill is the incumbent and is eligible to run);
- Safe Sport Chair (Mike O'Shaughnessy is the incumbent and is eligible to run);
- Age Group Chair (Blair Piddington is the incumbent and is not eligible to run);
- Operations Vice Chair (Carolyn Kotarski is the incumbent and is eligible to run)

Mike and Carolyn are interested in running for a second term. The Committee will be seeking Nominees for Administrative Vice Chair and Age Group Chair.

Nominating/Governance Committee:

- Per the new By-Laws, this Committee is to be a minimum of five (5) Members (at least 1 Athlete), no more than 50% of the Committee can be current Board Members, and the General Chair may not serve on the Committee.
- The Committee has discussed potential nominees and is targeting 7 to 8 nominees.
- Several of the current, appointed Committee are interested in running.

Administrative Review Board:

- Per the new By-Laws, this Committee is to be a minimum of eight (8) Members (at least 2 Athletes), no more than 50% of the Committee can be current Board Members, and the General Chair may not serve on the Committee.
- The Committee has discussed potential nominees and is targeting 10 to 12 nominees.

Committee Members:

Morgan Henderson-Kunz (Chair)

Carrie DeLuca (Athlete)

Greg York

Dave DiNardo

Sean Trench

The Committee will be working 'on deck' during the Championship Meet Season to identify and recruit individuals for all of these positions. The Committee's next Meeting is scheduled for April 15th at Overlee, after which we intend to present to the Board a Slate of Candidates for all of these positions. All nominees will need to be posted to the PVS Web Site no less than twenty (20) days prior to the HOD Meeting, which is scheduled for Tuesday, May 19th.

Dave DiNardo

Strategic Planning Chair