

**Potomac Valley Swimming  
Board of Directors  
Video Conference  
April 20, 2020**

- Attendance – **Voting Board Members:** Tim Husson, Jack Neill, Ellen Colket, Jorge Zamora, Rob Green, Jessica Fry-Mack, Blair Piddington, Molly Kennedy, Mike O’Shaughnessy, Samantha Pliuskaitis, Carolyn Kotarski, Evan Stiles, Dave DiNardo, Meghan Thiel. **Non-Voting attendees:** Kurt Thiel, Tom Ugast, Karyn McCannon, Greg York, Rich McMillan, Bridget O’Shaughnessy, Reid Owen, Mark Faherty, Aaron Dean, Sumie Emory, Erik Collins
- Establish a Quorum – There are a sufficient number of voting members in attendance to conduct business.
- Approval of minutes from February, March and two special meetings –
  - **Motion to approve the meeting minutes from February, seconded and approved**
  - **Motion to approve the meeting minutes from March, seconded and approved**
  - **Motion to approve the meeting minutes from the March 23 special meeting, seconded and approved**
  - **Motion to approve the meeting minutes from the April 7 special meeting, seconded and approved**
- 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:
  - Finance
    - Ellen Colket reported that there were 50 registration refund checks sent out to the PVS clubs/teams (e.g., includes club sites in the count for example RMSC and NCAP sites. Checks were mailed on April 10.
  - General Chair & Eastern Zone Notes
    - All LC summer Zone meets have been cancelled for this summer.
    - The 2021 spring meets have already been scheduled. The LC Sectional meet will be made into a 4 day meet to handle the anticipated surge due to 2021 being an Olympic year.
    - The 2021 spring Zone meeting will now be an online/Zoom meeting. It was such a success this year.
  - Safe Sport
  - Nomination/Governance
- New Business
  - Athletes reports – Molly and Samantha reported they have been reaching out to the athletes by social media and they all seem to really want to get back into the pool. Many are doing what they can to do to workout at home to stay in shape. Molly and Samantha will continue to reach out to athletes and provide encouragement.
    - In a previous comment, Molly asked about the possibility of upcoming Open Water events. Kurt Thiel commented that he feels OW events might be doable in the National Harbor in the near future since it will be easier to maintain social distancing in an outdoor venue.

- Grant Committee Review and progress – Tim thanked the Grant Committee to get this taken care of so quickly and efficiently.
  - Ellen, Chair of the Grant Review Committee, thanked the team (Erik Collins, Evan Stiles, Aaron Dean, Samantha Pluskaitis and Bridget O’Shaughnessy, Karyn McCannon and Kurt Thiel) for their hard work in pulling the program together. Ellen had also reached out to an attorney to have him review all the documents to ensure everything is in place.
    - There is a 1 page overview document, which will be on the website for quick reference. Then a second document with a full explanation of program guidelines including the details as well as the application and timeline. The deadline for clubs to apply for the Grant will be April 30. Once all applications are returned, they will be reviewed individually by the grant team using the rubric rating tool, and then the review team will meet again to finalize which clubs will receive the grants.
    - There is an agreement for all applicants to sign and a W9 must be sent to PVS in prior to issuance of grant money.
    - Some edits were suggested, which will be incorporated and document finalized.
    - Will be live by April 21 by 5pm.
- Coaches Representative Election Results – Jessica Fry-Mack, Senior Coach Representative, reported: The election opened and the ballot was sent out roughly at the same time the Corona Virus “hit the area” there were just over 100 ballots submitted. Congratulations to Reid Owen from OCCS.
  - Matt and Sarah James helped us out with putting together the ballot for the elections and we greatly appreciate their help.
- Postponement of HOD & CCM:
  - CCM: We have both the Competition Committee Meeting and House of Delegates meeting scheduled for May. Tim feels it will be more prudent to reschedule the CCM once clubs are back in the water and we are ready to prepare for competition. He did communicate with Blair Piddington (AG Chair) and Evan Stiles (Sr Chair) who both agreed. Once we have a general idea of when we will be back in the water, a new date will be scheduled.
  - HOD: Kurt Thiel, Jack Neill and Tim Husson have been looking into the Maryland state laws regarding the HOD regulations. There is a document that covers, non-profit associations and companies. Upon review, it was determined that we can, in fact, hold the HOD as an electronic meeting. The regulations also allow for a postponement. Given that information, Tim recommends we postpone at least 2 months. The primary actions of the HOD is to pass the budget, he feels we should wait until we have a better idea of what the 20-21 season will look like, so the budget can be adjusted and presented accordingly.
    - **Motion to postpone the 2020 May HOD to an undetermined date, at least 2 months from the initially scheduled date, seconded and approved.**
      - At this time the plan will be to hold the BOD member elections at the HOD meeting, later this summer. There should still be time for any new members to acclimate prior to their take office September 1.

- It was suggested that we still plan to hold CCM about 1 week prior to the HOD.
- Governance/Nomination Committee Review and progress – Dave DiNardo reported:
  - There is at least one candidate for each board position. Additionally, there are enough nominations for the Governance Committee, including athletes. The Administrative Review board currently has 6 of the required 8 nominees. In looking for the final two, one must be an athlete.
  - The By-laws require a 20-day advance notice for the slate of nominees. Once the final nominations submit bios and the final few nominees are identified the slate will be announced.
- P&P Update Proposal from the Officials Committee (attached):
  - The current lodging expense policy for PVS Championship meets in P&P, does not actually match what we do in practice. The Officials Committee has requested to include the Team Lead Judge in the policy to receive lodging during the meet, since they do as much work at the other lead Officials during PVS Championship meets.
    - **Motion to Amend PVS Policy & Procedures to reimburse lodging expenses for the Team Lead Chief Judge in addition to the Meet Referee and Administrative Referee, seconded and approved.**
    - For club meets with evaluators, PVS will continue to pay for the transportation and the host club will pay the lodging if appropriate. It is not required for clubs to pay for hotel for lead officials, but appreciated.
- Budget Status & Discussion – Ellen reported
  - The following document was sent out to the Board, including Profit & Loss comparison as well as the proposed budget for the 2020-2021 season. Ellen briefed the board on these documents.
  - The new FLEX Membership policy, introduced by USA Swimming on April 10 was reviewed.
    - The initial objective of FLEX was to encourage 10 & U swimmers to join the sport. However, there was a loss of revenue for USA Swimming to continue in the original format. One of the biggest changes is that once swimmers turn 11 they will no longer be able to go back and forth FLEX and Premium. Ellen held a meeting with the two registrars and the treasurer to explain the new program. There are a few questions that Ellen has posed to Joel Shinofield and awaiting response.
      - All clubs will be sent updated FLEX program information, then a webinar will be set up for the clubs, and it will also be reviewed again at HOD.
  - Splash fee and LC Zones amounts have been decreased on the proposed budget, as things continue to evolve there will be some more changes.
    - It is likely the meets will be required to be smaller in the near future, so there is an expectation that there will be more and different meets than what is on the schedule. If that happens, we should look at how the equipment rental process might change. Carolyn Kotarski and Karyn McCannon will review once we know more about how the meets will be run next year.
  - Expenses & Income:

- Fixed expenses are a given and will likely remain the same, however, income likely will be reduced.
  - Additional budget items were reviewed and Ellen indicated the items she felt would increase or decrease. As we get into the summer and have a better line of sight on how things are shaping up, the 20-21 season budget will be updated, accordingly.
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- Old Business – no old business
  - Discussion items – no discussion items
  - Next Special meeting May 8 (to approve the grants)
  - Next scheduled meeting – June 15
  - Adjournment

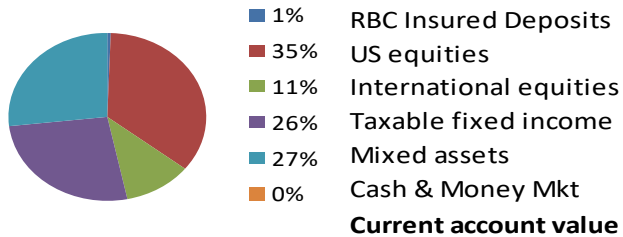


## Potomac Valley Swimming Finance Report as of 31-Mar-2020

### Financial Performance

The following is a summary of the allocation and performance of PVS' investments as of 31-Mar-2020 and a YOY view. The stock market continues to be in a volatile pattern and this instability is expected to continue for a few more weeks. Over the longer term, major economies and corporate profits are expected to bounce back, however, we must be mindful that uncertainties and risks can shake the markets.

### As of 31 Mar 2020 ASSET ALLOCATION SUMMARY



	CURRENT VALUE	% of Portfolio	YOY Δ
RBC Insured Deposits	\$ 1,296	1%	
US equities	\$ 84,365	35%	
International equities	\$ 26,799	11%	
Taxable fixed income	\$ 63,742	26%	
Mixed assets	\$ 64,369	27%	
Cash & Money Mkt	\$ -	0%	
<b>Current account value</b>	<b>\$ 240,571</b>	<b>100%</b>	<b>-6%</b>

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.

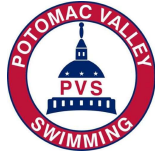
### Budget Performance 2019 – 2020

We are seven months (September thru March) through our 2019-2020 season and Net Income is down 14% (\$45 thousand dollars) compared to this time last year, primarily due to meet cancellations as a result of COVID-19. I will discuss the year-to-date P&L at the BOD and provide further details.

We had expected a significant uptick in our expenses along with a moderate increase in income during the 2<sup>nd</sup> half of our season, however, the proliferation of COVID-19 has resulted in the cancellation of many meets as well as deferral of Trials to next year, thus, significantly impacting the organization's plans and financials. This will be discussed in the BOD meeting.

### Budget 2020-2021 Development

The Draft budget was discussed in the March BOD meeting, however, significant edits have been required due to the COVID-19 pandemic. This revised DRAFT will be discussed in the April 20<sup>th</sup>



## Potomac Valley Swimming Finance Report as of 31-Mar-2020

meeting. The expectation at the April BOD meeting is a discussion on projected impacts as well as a proposal to defer the May HOD meeting to later in the summer when we have a more solid line of sight on how and when next season will launch.

### Highlights since last report

1. A BPOL was submitted to Fairfax County and the License has been issued to PVS.
2. The Tax Exclusions worksheet is in progress and will be submitted as we now have the BPOL.
3. New Treasurer has been on-boarded and banking and other responsibilities have been transferred to our new Treasurer, Kimberly Bullers.
4. All invoicing has been processed for meets that occurred through 8-Mar-2020.
5. Annual and Quad Budget planning continues for 2020-2021 and 2020 – 2024.
6. 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 to be amended.
7. 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.
8. Payroll Protection Program (PPP) application was submitted on 8-Apr-2020 and we continue to receive updates on its processing.
9. PVS Relief Program, approved on 7-Apr, has been progressing quickly.
  - a. PVS Refund Relief checks were issued on 10-Apr to 50 teams as well as a credit memo for one team. Total dollar value of the refunds is \$160,618 based on 50% refund of PVS portion of paid athlete registrations. We expect another \$4,300 in refund checks to be issued once outstanding invoices are paid.
  - b. PVS Grant Relief team kicked off on 10-April and is developing the grant program guidelines, application, rating tool, letter of agreement, and a few other documents. Our expectation is the program will be released the week of April 20<sup>th</sup>. Documents will be provided in advance to the BOD for discussion during the April 20<sup>th</sup> meeting.
10. Attending COVID-19 webinars and LSC hosted educational sessions and sharing with LSC.

Respectfully submitted,

Ellen Colket  
Vice Chair Finance  
Potomac Valley Swimming



## **General Chair's Report**

### **April 2020 Board Meeting**

I attended the Spring Eastern Zone Meeting on April 18-19. It was held via Zoom. I have submitted a separate report with my notes from that meeting. The 2020 LC Age Group and Senior Zone meets have been cancelled.

Jack Neill and I have been attending weekly online meetings with the USA Swimming LSC Development Committee and General Chairs and Administrative Vice Chairs from all the other LSCs. Joel Shinofield and Jane Grosser give us weekly updates of what is USA Swimming has been doing. It is also an opportunity for LSCs to share what they are doing during this pandemic. USA Swimming has been doing a good job of disseminating information as they make decisions.

The newest version of the USA Swimming website will be launched soon. The site was designed first for mobile platforms but also for the desktop users. I participated in some of the beta testing and the menus and site navigation are improved. It should be easier to get to relevant content directly from the home page.

I have been meeting weekly with PVS club owners, head coaches and team administrators to keep them abreast of what is going on. USA Swimming staff members Tom Avischious and Scott Colby have been joining most of these meetings to ask questions and check on the status of our clubs. My goal is for every PVS club to still be in business after this pandemic is over and we start swimming again.

During the last week I held online town hall meetings with PVS coaches and PVS officials. Although we have very little information about when and how we will start swimming again, these meetings provided a social outlet during this time of isolation and the opportunity to share how we are coping with this situation.

I sent out to all clubs last week information from USA Swimming about the opportunity for our members to watch the movie "The Last Gold". The movie is about the 1976 US Olympic women's swim team and how they had to deal with the East German women's team. For those of us that were of age in the 70's it is a good reminder of that period on history in international sports. For our athletes, it will be a lesson on what our athletes went through when the playing field was not level. PVS clubs should be sharing the link and password with their members. USA Swimming also suggests watch parties with their teams.

USA Swimming and the American Swim Coaches Association (ASCA) have compiled resources for the swim community during this period. Links to those resource pages are on the PVS home page. The USA Swimming page includes links to many free webinar for swimmers/coaches/parents.

#### **PVS Mission Statement**

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

#### **PVS Vision Statement**

PVS: Leadership and excellence in and out of the pool



## **General Chair's Report**

### **April 2020 Board Meeting**

I have attended several webinars from the US Chamber of Commerce, the Aspen Institute, and ASCA gathering information that I can share with our clubs.

I want to thank again the board for the swift and unanimous action to provide financial support to our clubs earlier this month. And I thank the PVS Grant Committee for their work in developing a program to further support our clubs.

When we have an idea of when we can resume competition and under what restrictions, I will work with the coaches (Competition Committee) to develop a logical, fair competition schedule.

Tim Husson

General Chair

[tim.husson@gmail.com](mailto:tim.husson@gmail.com)

#### **PVS Mission Statement**

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## Notes from the 2020 Eastern Zone Spring Meeting

April 19, 2020

Because of the COVID-19 pandemic, the meeting was held via Zoom conference call. I have learned this week how to use Zoom Breakout Rooms and how Zoom automatically records meeting attendance.

The attendees from Potomac Valley were: Tim Husson (General Chair/Zone Director), Evan Stiles (Senior Chair/Technical Planning Representative), Greg York (Zone Safe Sport Chair), Rob Green (Zone DEI Committee), Erik Collins (at large), Karyn McCannon (at large), and Molly Kennedy (Athlete Representative).

### ACTIONS TAKEN

- **The 2021 Budget was passed.** The approved budget will be posted on the [Eastern Zone website](#). The budget includes \$5,000 for the Zone Open Water Championship plus an additional \$2,000 for two other Open Water Circuit meets (details TBD).
- A motion to **cancel the 2020 LC Age Group and Senior Zone meets**, as unanimously endorsed by the LSC General Chairs and the Zone Technical Committee, passed.
- A motion to make the **2021 Spring LC Sectional meet (Buffalo) a 4-day meet** since it is now an Olympic year passed.
- A motion to **keep the two 2021 Spring SC Sectional meets as 3-1/2 day meets** passed. There was discussion of whether to make these SC meets open to outside the Zone. That issue was tabled until the September meeting.
- Because of the lack of meets in 2020 and uncertainty in the near future, a motion to make the **qualifying period for all the 2021 meets begin January 2019** was passed.

### OTHER BUSINESS

- Two groups, Virginia Swimming (Richmond) and Niagara Swimming (Buffalo) expressed interest in submitting bids to host a Super Sectional meet in May 2021. The dates for this meet would be May 13-16. Bids are due to the Zone Championship Meet Coordinator, Bud Rimbault, by May 15, 2020.
- A Technical Planning Subcommittee was created to plan the Zone Open Water program. Bob Menck (NE) will chair that subcommittee.
- A report of the Zone Diversity, Equity, and Inclusion (DEI) committee is posted on the EZ website. The committee has been meeting monthly by conference call.
- The Eastern Zone Bylaws Task Force is currently on hold. There is a National Task Force currently working on a Zone Bylaws template to bring all four zones in line. The Zone Task Force will work with the National Task Force on this effort.
- Nominations for positions to be voted on in September are as follows. Additional nominations will be accepted from the floor at the September meeting.
  - Zone Director (Coach) – Jerry Adams (AD)
  - Secretary/Treasurer – Mary Fleckenstein (MR)
  - Athlete Representative – Gavin Formon (NJ), Marco Greico (AD), Erin Zhu (NE)
- The 2021 Eastern Zone Spring Meeting will be held via Zoom at a date to be determined.

Tim Husson  
General Chair

## **PVS Safe Sport**

### **Monthly Report – April 2020**

We continue our efforts to use this time to get clubs safe sport recognized.

I will be hosting Zoom Safe Sport training sessions (both athlete and parent). I spoke with Liz Hahn (USAS Safe Sport) and received approval to do so. My hope is to conduct them this week. Greg York and Tim Husson have volunteered to attend the sessions. My intent is to record the sessions so they can be made available at any time. Athletes and parents will need to confirm to their teams that they were in attendance, and we will submit the teams' lists of attendees to USA Swimming for recognition.

I have spoken with representatives from a number of clubs, including York Swim Club, Patuxent Aquatics Club, Herndon Aquatics Club, and YMCA Sea Dragons about helping with their approval process and hosting training sessions.

I have coordinated with Ellen Colket and members of the Grant Relief Committee regarding the option to pursue Safe Sport Recognition as a means to obtain grant relief. To facilitate this process, I have submitted the safe sport recognition instructions, and have made them available on the PVS website. I will be available to help any club navigate this process.

I am reviewing of the Safe Sport website, and will be attempting to update the content, and make more information (including a link to a training video) more readily available.

As always, please reach out to [PVSSafeSport@gmail.com](mailto:PVSSafeSport@gmail.com) if you have any questions, concerns, or ideas about safe sport issues.

Sincerely,

Mike O'Shaughnessy  
Chair – PVS Safe Sport Committee  
[PVSSafeSport@gmail.com](mailto:PVSSafeSport@gmail.com)  
(202) 253-8584



## Potomac Valley Swimming Governance Committee

### **Committee Members:**

Morgon Henderson-Kuntz (Chair)  
Caroline DeLuca (Athlete Member)  
Dave DiNardo (PVS Board Member)  
Greg York (Coach)  
Sean Trench (Official)

## Committee Update April, 2020

Over the past six weeks, the Governance/Nominating Committee has been focused on developing a slate of Candidates for the 2020 House of Delegates Meeting. There are openings on the PVS Board of Directors, the Governance/Nominating Committee and the LSC Administrative Board of Review. Below is a listing of the positions that need to be filled at the upcoming HOD, as well as potential nominees that have expressed an interest in running (names highlighted in yellow are still being recruited):

### **PVS Board of Directors:**

Administrative Vice Chair: Bob Walker (Coach, All-Star Aquatics)

Operations Vice Chair: Carolyn Kotarski (incumbent)

Safe Sport Chair: Mike O'Shaunessy (incumbent)

Age-Group Vice Chair: Erik Collins (Coach, SNOW Swimming)

### **Governance Committee:**

Per the PVS By-Laws, the Committee shall be a minimum of five (5) members with at least 20% Athlete representation.

Nominees:

- Morgon Henderson-Kunz (current member)
- Greg York (current member)
- Dave DiNardo (current member)
- Carrie DeLuca (Athlete, current member)
- Alexandra LaDuca (Athlete)
- Ryan Strotheid (Athlete)
- Paris Jacobs

**LSC Administrative Review Board:**

Per the PVS By-Laws, the Review Board shall be a minimum of eight (8) members with at least 20% Athlete representation.

Nominees:

Peter Mott (Official)  
Elizabeth Jester (Official)  
Ryan Strotheid (Athlete)  
Tom Ugast (Coach)  
Ward Foley (Coach)  
Brenna Broadus (Coach)  
(Need at least 2 more, with at least 1 Athlete)

The Committee is still developing additional nominees and should be able to publish a full slate of Candidates in advance of a potentially rescheduled HOD this Summer.

Dave DiNardo