

**Potomac Valley Swimming
Board of Directors Meeting
Zoom Video Conference
December 14, 2020**

- Attendance –
 - Voting members: Tim Husson, Bob Walker, Ellen Colket, Carolyn Kotarski, Evan Stiles, Erik Collins, Rob Green, Mike O’Shaughnessy, Reid Owen, Trish Buswell, Jorge Zamora, Molly Kennedy, Sophie Elliot
 - Non-voting members: Tom Ugast, Kurt Thiel, Kim Bullers, Sumie Emory, Rich McMillen
- The Meeting was called to order at 7:02 pm by [Tim Husson - General Chair](#)
- There are a sufficient number of voting members in attendance to conduct business.
- **Mission statement: PVS Supports and promotes excellence for all through competition, education, innovation and leadership**
 - Innovation is the focus this month. Tim Husson commented that the COVID19 pandemic has caused us to look at and do things differently in all aspects of swimming. Several new innovations have been used to help with social distancing/swimmer safety, such as; the use of Google Form to do positive check in, and the use of a Virtual Scratch Table at the recent 18&U Winter Championships. Both are great examples of how innovations due to the pandemic may improve the efficiency of swim meets in the future.
- Approval of submitted reports and minutes of the November 16 meeting -
 - **Motion to approve minutes from the November meeting and the submitted reports for the December meeting, seconded and approved.**
- Additional agenda items & approval of the agenda - no additional agenda items were added.
 - Mike O’ Shaughnessy noted there are a number of clubs looking to get Safe Sport certified, yet are having trouble because the number of club members being used as a baseline is last year’s count and is not currently reflecting the current number athletes per club. This issue/question will be brought up to USA Swimming.
- New Coaches Representative - Our senior coach representative, Meghan Thiel, resigned from the Board in November. Trish Buswell, the runner up in the past election, has been asked by the General Chair to fill the remainder of Meghan’s term. Welcome Trish!
- Athlete Update – Molly Kennedy and Sophie Elliot reported:
 - Athlete Newsletter – the second Athlete’s Newsletter was released this past week. The focus was on the return to competition and keeping athletes informed.
 - The next Athlete Committee meeting will be next week, where they will focus on mental health at meets.
 - Molly and Sophie will also be working on the mission and vision statements for the Athlete Committee.
 - Eastern Zone Athlete Meeting – Molly has been in contact with other athletes in the Eastern Zone. They are also going to start having meetings to discuss what competition looks like in all LSCs in the Eastern Zone.
- PVS 18&U Winter Championship recap - Tim reported that with a lot of hard work and terrific help, PVS hosted the 18&U Winter Championships with great success. He

thanked Angie Davis for all of her hard work and organization as the Meet Director. He asked the athletes and coaches present to give their feedback.

- Athletes – Sophie commented that she felt the flow in and out of the pool deck was very smooth, but had a few concerns regarding the number of athletes “hanging out” from time to time in the cool down pool.
- Evan Stiles felt it was a great meet.
 - Keeping in mind that we were doing this for the swimmers, sessions were just the right size, however, with the longer than normal warm up times (to accommodate the swimmers), it made for longer than usual sessions for the coaches. With the athletes swimming well and the excitement a “real meet” brought, he did not hear any complaints.
 - He did feel there were some instances of where socially distancing could have been better, but that overall everyone followed instructions and did their best to comply with all guidelines.
 - The male swimmer numbers were a little lower than initially desired.
- Erik Collins reported that SNOW was thrilled with the way the meet ran. He also agreed that he wished there had been a way to adjust the qualifying times for some of the male events, so that a few more males could have participated.
- Everyone understood that we, in PVS, are lucky to have held the meet. There are other parts of the country that did not even get to participate in the meet. Many states/LSC cannot compete and there are even some that can’t practice.
- From the Officials standpoint it worked well. There were plenty of officials who wanted to work the meet. All sessions were fully staffed.
- 249 total athletes - it worked out. The largest session was 100 athletes.
- Parents loved the video with the time on the video. Whatever we did to get all the timers, that was great. Thank you to everyone who had a hand in running the meets. It was great.
- Claude Moore was a great place to hold the meet. They were accommodating, helpful. The Loudoun County Health Department showed up and were pleased with what they saw from the Claude Moore staff and the PVS hosts.
- Financial Reporting - Ellen Colket reported -
 - Current Budget Status –
 - Our investments continue to be strong.
 - We are now three months into the new fiscal year and currently showing a surplus. The expectation is that we will end the year with a surplus. There are several categories for which we budgeted including Athlete Travel, Official’s travel, DEI and SS initiatives, and Zone Meet support which will likely either not be used or see a decreased level of expenditure given the current climate.
 - Our athlete membership is currently at about 50% of last year’s premium memberships. We should have a better idea of our year end totals after the first of the year. We have exceeded our budget for FLEX and are currently at about 17% versus our budget of 12%. Until clubs know what the rest of the season will look like, including the number of meets, they will likely continue with FLEX.
 - Audit Status –
 - The Audit of PVS’ 2020 season is going well. Our auditor expects to submit a draft report on December 18th.
 - We are still waiting for Wells Fargo to approve the Loan Forgiveness application for our PPP received in early 2nd quarter of 2020.

- Proposed changes to P&P – the changes to P&P that Ellen is suggesting will be discussed at the January meeting.
- Discussion items
 - January Distance - At last month's meeting we talked about trying to do the January Distance meet. There was a survey sent out to the coaches/clubs and the interest was overwhelming. After discussing with the Operations Chair and Technical Committee it was felt this would be too large/too long of a meet to manage safely given the current rise in COVID-19 cases. Evan and Erik can start to look at other options.
 - January Open – For the same reasons PVS will hold off on hosting the January Open. However, we will continue to encourage clubs to host smaller meets, as they have been all fall.
 - The Technical Committee was approached by a small club who was interested in trying to host their very first meet, so that they can give their athletes an opportunity to compete. Carolyn was wondering if there is a way for some of these smaller clubs to be involved in some of the meets that the more experienced clubs are hosting. Can we find a way to get more clubs involved in meets?
 - Tim said that he has been trying to “unofficially” match clubs.
 - Terri said that she will send out a note to all clubs and try to work on helping smaller clubs looking for competition opportunities to connect with clubs that are hosting meets.
 - USA Swimming is really hoping that LSCs will be able to hold some championship level meets. Tim asked Evan and Erik to come up with ideas/plans as they look towards spring and summer.
 - Using G-Suite (GMail & G-Suite Groups)
 - The Gmail – a benefit of the Gmail platform is that they do a good job of spam filtering. Be sure to take a little time to look in your SPAM folder to see if there are any legitimate emails that are marked as spam. If you mark it as “not spam” it will help Google with their filters.
 - G-Suite groups is a group setting for emails. If you are not receiving these group emails then you need to set up your G-suite account.
- Next meeting: January 18
- **The meeting was adjourned at 7:51pm.**



General Chair's Report

December 2020 Board Meeting

Senior Coaches Representative

Our Senior Coaches Representative, Meghan Thiel has resigned from the Board. She will be pursuing a new career in law enforcement. I thank her for her service to PVS and wish her well in her new job.

Filling out the remainder of Meghan's term will be Trish Buswell (NCAP). who was the runner-up in the Coaches Representative election this spring. Welcome to the Board Trish!

PVS 18&U Winter Championships

The PVS 18&U Winter Championships held Dec 3-6 was a success. Our teenage swimmers got a chance to have quality competition in a prelims/finals format. A recap from board members that were in attendance will take place during the board meeting.

PVS January Distance Meet

The response to the poll requesting interest in the January Distance Meet was overwhelmingly positive. That is good news in that the interest in competition is still strong in PVS. However, given the current COVID situation, and after consulting the Operations Vice Chair and the Technical Committee, I do not believe it is a good idea to run this meet. Having 300-400 swimmers from all around the region and many different teams cycling through the pool in a single 6-8 hour session as well as another 300-400 non-athletes (timers) doing the same is more than I'm willing to risk. This doesn't even include the dozens of coaches, officials and other volunteers that would be exposed to these large crowds over the course of the day.

PVS will continue to look for opportunities to have competitions in 2021. We proved this past weekend that, on at least a smaller scale, we can still run a safe prelims/finals style championship meet. The smaller club-sponsored competitions, with limited numbers of teams, have been working well and will continue to be the model going into the early months of 2021.

Mandatory Bylaws Update

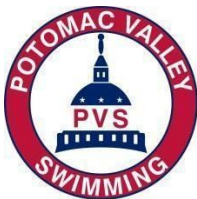
Based on legislation passed at the USA Swimming House of Delegates in September, the PVS Bylaws have been updated. The following required language was added to Article 4.8 (HOD Meeting Location and Time):

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

December 2020 Board Meeting

If federal, state, or local law, policy, or regulation prohibits physical gathering sufficient to conduct a House of Delegates meeting within the Territory, a House of Delegates meeting may be conducted through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. In that circumstance, participation by such means shall constitute presence at that meeting.

The updated bylaws were approved by USA Swimming and sent to the Rules & Regulation Committee for final approval on November 22. We are still waiting for that final approval. Since it was a simple and required update, the new bylaws were not required to be approved by the PVS House of Delegates or PVS Board.

Safe Sport Recognition Program

Twenty four PVS clubs have achieved USA Swimming Safe Sport Recognition. Another seven PVS clubs are somewhere in the process. This month, USA Swimming contacted all those clubs in the process to try to help push them across the finish line. I would like to see all other PVS clubs join in the path to Safe Sport Recognition.

USA Swimming 2021 Club Excellence Program

USA Swimming announced the clubs recognized for the 2021 Club Excellence Program. Six PVS clubs made the list again this year. Nation's Capital again led USA Swimming as the top Gold Medal club. PVS Silver Medal clubs are Machine Aquatics, Rockville Montgomery Swim Club, Arlington Aquatic Club, and the Fish. SNOW Swimming is a Bronze Medal club. Congratulations to the coaches and athletes of these clubs.

Stay safe! Stay healthy! And, wear your mask!

Tim Husson

General Chair

GeneralChair@pvs swim.org

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

Administrative Vice Chair Report

Status of Clubs in PVS

All of the sanctioned meets within PVS are now occurring in VA. A few meets were held in early fall in MD and there have not been any meets held in DC. With very different restrictions in our LSC, teams are still trying to establish consistent practice times for their clubs. Local guidelines for teams to hold practices (and meets) has been changing with spikes in COVID rates. Most of the teams I have been able to talk to over the last two weekends have been thankful for the practice opportunities that their clubs have at this time. I will get PVS registration numbers for '21 and present them to the BoD in January, as some clubs are waiting until the last minute to register all of their swimmers. Making sure that closures and/or restrictions do not close them out of their practice facilities.

Changes to PVS P&P

Attached are three changes to the PVS P&P that need approval from the BoD. Also Attached is a Meet Director's Financial Report Template (Referenced in item 2) to be uploaded and posted to the PVS website (replacing the previous version).

PVS P&P Changes

1. Policies & Procedures - Page 45

MEET REPORTING REQUIREMENTS - Change to read as follows:

The meet director for **PVS hosted** meets must submit the meet director's financial and entry reports on the **meet director's template**, within ten (10) **business** days of the final day of competition to avoid the \$50.00 late **submission** penalty.

For PVS sanctioned, **club hosted** meets (including observed and approved meets), the meet director shall provide the Meet Manager Backup file to results@pvswim.org **within 48 hours of the meet's conclusion**.

2. On the PVS website, in the "About Us/Forms", (<https://www.pvswim.org/forms.html>), the Meet Director's Financial Report (form) needs to be updated as it does not reflect the \$10 per individual splash for SC & LC Champs that we approved at the 2019 HOD. I have attached **the template** to the email and this should be uploaded to the site. I have also deleted the "club sponsored meet" tab as we do not require a MD report for club sponsored meets.
3. P. 53 - Fee Schedule: need to edit **Non-Athletes** fee to be \$64 for 2021 season, not \$60.

Meet Director's Financial Report			
PVS Sponsored Meet			
Meet Name:		Sanction #:	
Site:		Meet Dates:	
Host Club:		No. of Sessions:	
Meet Director Name:		Phone/ Email:	
Entry Fees Due PVS			
Description	# Entries	Entry Fee	Total Entry Fees Due PVS
Individual (pre-meet) Entries	0	\$6.00	\$0.00
Relay (pre-meet) entries	0	\$0.00	\$0.00
Deck Entries	0	\$10.00	\$0.00
Time Trial entries	0	\$0.00	\$0.00
Totals	0		\$0.00
Entry Fee Checks Forwarded to PVS PO Box:		\$0.00	Entry Check Spreadsheet Attached Separately
Meet Mgmt Fee- Entries		PVS Pays	Total Mgmt Fees Due Host
Individual Entries	0	\$1.50	\$0.00
Relay Entries	0	\$0.00	\$0.00
Deck Entries	0	\$5.00	\$0.00
Time Trials	0	\$0.00	\$0.00
Amount Due to HOST from PVS			\$0.00
Other Meet Revenue		Other Meet Expenses	
Program Sales	\$0.00	Program Production	\$0.00
Vendor Space Fees	\$0.00	Official's Parking Cost	\$0.00
T-Shirt Sales	\$0.00	Hospitality (receipts required)	\$0.00
Athlete Surcharges	\$0.00	Meet Supplies	\$0.00
Other Revenue	\$0.00	Announcer	\$0.00
		Bag Tags	\$0.00
		Copier Rental	\$0.00
		Other	\$0.00
Total Other Meet Revenue	\$0.00	Total Other Meet Expenses	\$0.00
Cash retained and deposited by HOST for Deck Entries, Time Trials, etc.		\$0.00	To be deducted from Reimbursement Check
Total Amount Due to HOST:			\$0.00
See PVS and Meet Management fees below based on Meet			Version: Nov 2020

Meet Entry Fees					
Meet	Ind	Deck	TTs	Relays	Chg
Oct, Nov, Jan SC Opens	5.00	10.00	N/A	N/A	-
Jan, Feb SC, June LC Distance	6.00	10.00	N/A	N/A	-
18&Under AG Champs	6.00	N/A	N/A	N/A	-
Jr/Sr SC Champs, Jr/Sr LC Champs, 14&U JO Champs, AG LC Champs	10.00	N/A	15.00	12.00	-
Sr. & AG LC 1 & 2	5.00	10.00	N/A	N/A	-
Meet Management Fees					
Oct, Nov, Jan SC Opens	1.15	5.00	N/A	N/A	
Jan, Feb SC, June LC Distance	1.50	5.00	N/A	N/A	
18&Under AG Champs	1.50	N/A	N/A	N/A	
Jr/Sr SC Champs, Jr/Sr LC Champs, 14&U JO Champs, AG LC Champs	1.50	N/A	7.50	1.50	
Sr. & AG LC 1 & 2	1.50	5.00	N/A	N/A	

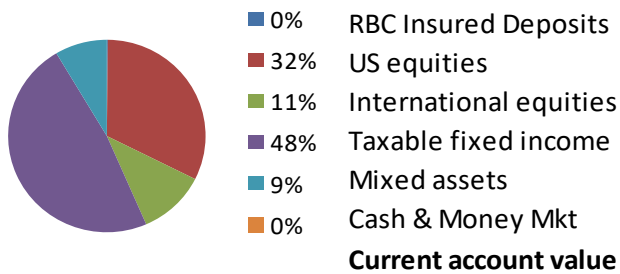


Potomac Valley Swimming Finance Report as of 30-Nov-2020

Financial Performance

Our investment portfolio continues to exceed our annual investment goal while maintaining a low risk profile coupled with a balanced growth objective. The following provides a summary level view of the allocation and performance of our assets as well as YOY comparative results vs 30-Nov-2019.

As of 30 Nov 2020 ASSET ALLOCATION SUMMARY



CURRENT VALUE	% of Portfolio	YOY growth
\$ 638	0%	
\$ 127,947	32%	
\$ 44,025	11%	
\$ 190,524	48%	
\$ 33,917	9%	
\$ -	0%	
\$ 397,051	100%	20%

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

We are three months into our 2020-2021 season and continue to reflect a positive Net Income in this first quarter. We expect a surplus to persist given the reduced number of meets and expenditures. Presently, our premium athlete registration income is approximately 52% of budget, which is 27% less than where we expected to be at this time compared to last year. This again is driven by fewer than expected meets as well as continuing impact of COVID concerns. Flex registrations are up and associated income currently exceeds budget by greater than 20%. In the coming months we will see increases in a few expenditures, however, many will not reach the budgeted dollars by end of season. All budget categories continue to be monitored for reductions as well as opportunities to mitigate variable expenses.



Potomac Valley Swimming Finance Report as of 30-Nov-2020

Audit

- The external audit of PVS' 2019-2020 PVS season was launched in November and meetings were held with the auditor (KWC). All requested documents and information were provided to KWC in support of an audit completion date of 18-Dec-2020. At that time, a draft audit report and any findings will be submitted to the Vice Chair of Finance and Treasurer. These documents will be reviewed with the Finance Committee and once the review is complete and any findings addressed, the report will be finalized and provided to the PVS Board. The completed work includes the audit report & findings as well as preparation and filing of the 990 with the IRS. These documents will then be submitted to USA Swimming per our LSC Affiliate agreement.

PPP & PVS Grant Status

- **PPP Loan Forgiveness Application** – The U.S. Treasury and the U.S. Small Business Administration (SBA) announced a streamlined Paycheck Protection Program (PPP) forgiveness application for loans of \$50,000 or less in late October. We are continuing to wait for Wells Fargo to add the new loan forgiveness form to their platform. Once available, we will complete the SBA 3508/3508EZ form.
- **Intuit ACH Fees** – We are continuing a dialogue with Intuit and intend to have a decision by end of January. The number of transactions are down from previous given fewer meet billings and other electronic transactions.

Respectfully submitted,

Ellen Colket
Vice Chair Finance
Potomac Valley Swimming
13-Dec-2020



PVS 2020 - 2021
Actuals as of 30-Nov-2020

	2020-2021 Budget	Nov '20	Nov '19
Income			
Registration - Athletes			
Athlete Registration Income	782,000	\$ 405,260	801,450
Flex to Prem Athlete Reg Income	20,520	\$ 1,380	2,430
USA Swimming - Athlete Reg	-529,730	-282,752	-550,490
Flex Registration Income	24,600	29,980	25,680
USA Swimming - Flex Reg	-12,300	-14,990	-12,840
Seasonal Registration Income	380	0	0
USA Swimming - Seasonal Reg	-300	0	0
Total Registration - Athletes	285,170	138,878	266,230
Registration - Non Athletes	0		
Non Athlete Regist Income	56,580	16,320	30,070
USA Swimming - Non Athlete Reg	-56,580	-16,320	-30,132
Total Registration - Non Athletes	0	0	-62
Registration - Clubs	0		
Club Registration Income	5,000	2,000	2,300
USA Swimming - Club Regist	-3,500	-1,400	-1,540
Total Registration - Clubs	1,500	600	760
Associate Club Reg Fee	0	0	0
PVS Meet Entries	0		
PVS Meet Entry Income	277,970	0	161,120
Outreach PVS Entry Refund	-100	0	-75
Total PVS Meet Entries	277,870	0	161,045
Splash Fees	57,080	10,412	29,643
Open Water Event	5,000	0	0
Sanction Fees	0	0	0
LC Zone Fees	91,370	0	0
Equipment Rental Income	7,650	3,281	2,084
Diversity Select Camp	0	0	0
Fines	500	0	0
Miscellaneous Income	6,300	0	2,500
Dividend Income	6,000	980	1,292
Interest Income	900	16	132
Cap Gain/Loss (Unrealized)	0	12,269	8,273
Cap Gain/Loss (Realized)	0	0	0
Total Income	739,340	166,436	471,897



PVS 2020 - 2021
Actuals as of 30-Nov-2020

	2020-2021 Budget	Nov '20	Nov '19
Expense	0		
PVS Meets	0		
Meet Management Fees	56,870	0	37,600
Pool Rent	263,080	0	72,045
Hospitality	32,580	0	12,731
Meet Support & Other Expenses	29,990	0	2,044
Total PVS Meets	382,520	0	124,420
Open Water Event	14,000	0	0
Officials Support	0		
Officials USA Registration	20,992	0	16,990
Background Screening	2,800	1,056	485
Officials Apparel/Supplies	3,200	0	2,765
Clinics	200	0	0
Officials Misc Expenses	500	0	40
Evaluators	3,250	0	0
Officials Travel & Stipends			
LSC Championship Meets	2,250	0	0
Officials Travel & Stipends - Other	44,600	1,265	1,200
Total Officials Travel & Stipends	46,850	1,265	1,200
Total Officials Support	77,792	2,321	21,480
Equipment Operations	0		
Equipment Storage	12,000	3,000	1,200
Meet Equip Purchases	5,000	0	2,233
Equip Suppl/Maint/Repairs	3,000	85	333
Equipment Property Tax	0	0	-
Depreciation & Ins - Meet Equip	1,000	347	1,010
Total Equipment Operations	21,000	3,432	4,776
Lifetime & Registrar USA Registrar	1,128	1,064	0
LC Zones	104,550	0	0
LC Zones Coaching	6,990	0	0
Athlete Travel Assistance	109,600	0	0
Meetings/Conf/Seminars	4,000	0	22,012
Other PVS Programs	0		
Governance & Strategic Planning	500	0	0
Total Other PVS Programs	500	0	0
Diversity, Equity, & Inclusion Program	13,000	0	0
Safe Sport Program	2,800	0	1,208
Outreach Registration	200	0	70
Club & Coach Development	2,500	0	0
Athlete Awards & Grants	1,000	0	0
Equipment Grant	0	0	0



PVS 2020 - 2021
Actuals as of 30-Nov-2020

	2020-2021 Budget	Nov '20	Nov '19
Computer Expenses & Equip	4,500	845	472
Office Supplies	300	0	0
Postage & Delivery	250	0	0
Home Office & PVS PO Box	2,000	619	719
Advertising & Promotion	750	0	0
Bank Service Charges	50	0	0
Merchant Fees/QB & PP	2,800	268	301
Outside Contractor Services	7,500	1,800	2,846
Accounting - Audit/Review	12,250	0	0
Professional Services	750	0	9,999
Employee Salaries	130,000	32,460	22,378
Payroll Taxes	0		
Medicare Tax	1,885	471	324
Social Security Tax	8,060	2,012	1,387
Total Payroll Taxes	9,945	2,483	1,711
Payroll Expenses - QB	500	39	43
Penalty Expense	0	0	0
Investment Advisory Fee - RBC	1,700	664	459
Interest Expense	0	0	0
Uncollectible accounts	0	0	0
Depreciation Expense -Office Eq	0	0	0
Total Expenses	913,747	45,995	212,894
	-174,407	120,441	259,003
Operating Surplus (Deficit)	(174,407)	120,441	259,003