

**Potomac Valley Swimming  
Board of Directors Meeting  
April 19, 2021  
Video Conference, via Zoom 7:00 pm**

- Attendance –
  - Voting Members - Tim Husson, Ellen Colket, Bob Walker, Evan Stiles, Erik Collins, Carolyn Kotarski, Rob Green, Reid Owen, Trish Buswell, Jorge Zamora, Sophie Elliot, Molly Kennedy
  - Non-Voting Members – Tom Ugast, Morgon Henderson-Kunz, Kim Buellers, Kurt Thiel, Rich McMillen
- There are a sufficient number of voting board members in attendance to conduct business.
- Mission Statement: **PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.**
  - Athletes are our prime focus for this month. Keep in mind that everything we do is for our athletes and all decisions and support should be in the best interest of all our athletes.
- Consent Agenda: **Approval of Submitted Reports and Minutes from March 1 & March 15 meetings. Approved by acclamation.**
  - General Chair
  - Finance Chair
  - Coaches Reps
  - Budget Report
- Additional Agenda Items & Approval of Agenda
  - News/Information from General Chair
  - Swimposium update from Coaches Reps
- Athlete Update – Sophie and Molly will be attending the Eastern Zone Athlete meeting to hear about the new USA Swimming Governance policies. Within the next two weeks they will plan to meet with PVS athletes and will start working on Athlete Rep elections.
- General Chair –
  - USA Swimming has approved a new club in PVS: Royal Waves Swim Team, Margaret Williams is the owner/head coach and they will be practicing at the PGS&LC.
  - Tim has compiled some interesting statistics on membership comparing 2020 and 2021 see attached for more details:
    - Number of PVS Clubs: 2020 -50, 2021-42
    - Athlete Registration totals: 2020-12,599, 2021- 9,037
    - Non-Athlete Registrations totals: 2020-1,247, 2021-1,018
    - Sanctioned meets (average splashes): 2020-2,129, 2021-878
  - Members found this information a good snapshot of how COVID-19 has affected our membership and participation numbers this past year. It was asked if there were any statistics on what age breakdown was. While that information was not readily available, from what most have seen and heard it is the younger age groups that have dropped the most significantly. There is hope that within the next couple years, we will be able to start building from the younger ages on up, as in the past.
- Action Items
  - Relief Grant Program – Ellen reported on the Club Relief Grant Process for Phase II

- 18 clubs submitted applications. 14 of these clubs also applied for Phase I, the other 4 applied for the first time.
- The PVS grant relief committee members reviewed each application and came to their own conclusions; the committee then met as a group and unanimously agreed that all 18 PVS clubs should each receive the \$1000 Grant money.
  - **Motion to approve the distribution of the \$1000 Club Relief Grant funds to the 18 PVS clubs who applied and endorsed by the Grant Relief Task Force, second and approved.**
- Ellen gave a brief overview of some of the findings as to how the clubs plan to contribute to the LSC in the next year. Certifying/recertifying as a SafeSport Club ranked the highest with the lowest being, athlete participation in committees and on task forces. The athlete reps were asked to reach out to athletes and to encourage more athletes to participate on committees/task forces/etc.
- The next step in this process is Ellen will send a letter to each approved club and ask them to submit a letter of agreement and W9 (if this is their first time receiving PVS grant relief. Checks will be issued by the end of April.
- Discussion Items
  - Swimposium – Reid and Trish reported
    - Trish and Reid will meet on Wednesday with Terri to begin the planning process.
    - Earlier today, Terri met with USA Swimming, set the date for Saturday, September 12-Sunday, September 13, looking to host 2-3 hours of meetings each day. The general plan will be to have at least one large meeting to include all participants (coaches, athletes, officials & parents), then hold separate meetings, 90 minutes or so, for each group.
    - The coaches reps will work to get a list of ideas/topics from coaches and officials, so the proper speakers can be reserved.
    - More details, including budget items will be available at the May meeting.
  - Registration Relief status – Ellen reported that PVS has issued the Phase 2 Registration Relief checks, totaling to \$107, 230.
  - Budget Preparation Information – Ellen has started to prepare the 2021-2022 draft budget. She has requested that all line item owners submit their budget input to her no later than Monday, May 10th at noon. If the request amount is greater than \$1500 for either a new line item or as an increase, please submit the necessary supporting data in the budget request form distributed to the Board. Ellen reported on a few General Items:
    - Membership fees will be \$94, (PVS \$28, USA S \$66)
    - Club Assessments \$300 will continue which is in place as a requirement for all PVS clubs to participate in 2 of 3 Competition Committee Meetings as well as the annual HOD meeting.
    - It was noted that the biggest budget drivers (*other than membership and salaries*) are: athlete travel, officials travel, DEI, Zones, and equipment
    - We will need to discuss what summer 2022 will look like.
    - VSI will continue with their \$2.50 athlete charge.
    - Ellen will propose the following as the membership numbers to base the budget on: 7,850 Premium Members & 1,643 Flex members.

- Additional notes will be sent to the Board for their review prior to the May 10th due date.
- LEAP status – The Governance Committee has been working on LEAP submission. Morgon has assured the Board that all items will be completed by the due date.
  - They have a meeting on Wednesday to finalize. Morgon thanked the Board members for their help.
  - This is the first step in the process and we will look forward to hearing back from Jane Grosser as to how we can make changes within PVS to improve our organization.
- Zone Workshop; April 30-May1 – There will be multiple sessions to discuss the new proposals by USA Swimming Governance. Starting tomorrow, many of the National Committees will be hosting their business meetings, individuals are invited to attend any meeting that is of interest to them.
- Zone Meeting – Thursday, May 20 – More information will be released for those interested in attending. It will be a Zoom meeting. All are welcome. The Eastern Zone Technical Meeting will be Wednesday, May 19 at 7 pm.
- Governance Proposals & Special USA Swimming HOD – June 30, 2021
  - The work of the USA Swimming Governance Task Force was sent out with proposals for changes in the USA S Board, HOD, etc. to meet the new requirements. There will be 2 sessions at the EZ Workshop and a special HOD meeting on June 30. If you were a voting member last year, you will have a vote at this meeting. We will discuss more in May.
- Competition Committee Meeting – Evan and Erik have called for a Spring Competition Committee meeting to discuss what PVS will plan to do this summer for Long Course meets.
  - Evan and Erik have begun to discuss plans for summer meets. Evan noted that some coaches/teams are hoping to make LC work. However, others seem willing to stick with Short Course since Long Course pools may be more limited this summer.
  - Is PVS in a situation to help us out, in terms of pool rental for long course pools that we normally use? With either/both the facilitating of rentals and rental fees. Long Course meets are going to be more expensive if the number of participants permitted continues to be limited. These higher prices may be difficult for some clubs to be able to afford hosting any Long Course meets this summer.
  - The goal of the meeting is to get a feel for what the rest of the LSC is looking for.
  - Tim noted that we currently have 2 FCPA facilities reserved for June 20 & 27 (Audrey Moore and Lee District), the current capacity is around 90 people, to include athletes, coaches and officials. Additionally he feels confident that for any possible end of season (mid July) meets, we will have access to a couple Loudoun County pools (Dulles South & Claude Moore).
  - One of the biggest concerns is to make sure all interested clubs have the opportunity to participate in meets.
- 2020-2021 Schedule – Earlier this year, we did not hold our normal bidding process for club meets. Even with some uncertainties for next season, we will do what we can to put together a club schedule for 2020-2021. Tim and Terri will work on the bidding procedure and will send out to clubs. The full list will be brought back to the Board at the May meeting.

- DEI Consultant – USA Swimming published their demographic report. PVS has a diverse demographic, but we are always wondering if there is more we can do within DEI and if there are ways to bring in more swimmers. Tim had a discussion with Mike Switalski from Niagara Swimming. There, Mike runs a very successful program in Buffalo that targets low-income/diverse communities. Tim suggests we bring him down to PVS for a discussion about what he is doing and how PVS can potentially do something similar, or at least give us some new ideas on how we can reach out to the DEI community.
  - Rob Green, DEI Chair, felt this is a great idea and suggested he speak at a future Competition Committee meeting.
  - Tom Ugast suggested that we also reach out to Chicago Park District because he feels their demographic is more similar to that of DC.
- Next Scheduled Meeting: May 17
- The meeting was adjourned at 8:17 PM



## **General Chair's Report**

### **April 2021 Board Meeting**

**USA Swimming Governance Proposals & Special House of Delegates (HOD) Meeting** - In response to new national legislation and subsequent updates to the US Olympic & Paralympic Committee (USOPC) Bylaws, USA Swimming is required to make some changes in their governance structure in order to remain as the National Governing Body (NGB) for competitive swimming. Several working groups were created and the proposed legislation was published by USA Swimming late Friday night, April 16 on the [USA Swimming website](#).

USA Swimming has scheduled a special HOD meeting on June 30 to discuss and vote on these proposed changes. Having the new governance structure in place is important so that proper elections for the USA-S Board can be held at the Annual Meeting in September. If you were a voting delegate at the September 2020 HOD, you will be eligible to vote at this special HOD meeting.

Since the proposed legislation was just published, in order to give all of us time to read and digest it, we will defer a detailed discussion until the May board meeting.

**USA Swimming Annual Meeting** - Since USA Swimming is not meeting this year in conjunction with the US Aquatic Sports (USAS) Convention, they will instead hold an Annual Meeting. This meeting, which will be a hybrid of in-person and virtual meetings, will take place September 23-25. I will share additional information as it becomes available.

**Zone Workshops** - I hope many of you have registered for the Zone Workshop which is being held April 30-May 1. There will be two sessions (Friday 6:00 PM and Saturday 4:00 PM) devoted to presentation and discussion of the proposed governance changes at USA Swimming. There will also be a Safe Sport Leadership Conference on April 20 and numerous USA Swimming national committee meetings from April 20-29.

**Eastern Zone Spring Meeting** - All are invited to attend the Spring Eastern Zone (EZ) virtual meeting which will be held on Thursday evening, May 20 at 7:00 PM. The EZ Technical Committee will meet on Wednesday, May 19 at 7:00 PM. The Zoom links will be sent out via email before the meetings. Pre-registration is not required.

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#### **PVS Mission Statement**

PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.

#### **PVS Vision Statement**

PVS aims to achieve excellence in and out of the pool as a diverse community grounded in a shared love of competitive swimming.



## General Chair's Report April 2021 Board Meeting

**Olympic Trials Update** - USA Swimming announced this month the [Ticketing Plan](#) for Olympic Trials Wave I and Wave II. Spectators will be allowed at the meets in reduced capacity. Hotel reservations also became available at <https://www.visitomaha.com/swim/>.

**Safe Sport Club Recognition** - Also this month, USA Swimming announced an incentive program to encourage Safe Sport Club Recognition. The LSC will receive a financial reward and a coupon code for merchandise based on the percentage of clubs that have completed the program. PVS has already achieved the 50% mark. And, if we can get to 75% by July 15, we will reach the next level. The PVS Safe Sport Chair, Kelly Opipari, and I will be reaching out to PVS clubs that have partially completed or not started the process to help and encourage them.

The Safe Sport Committee will be asked to make recommendations for how PVS can use the money and the coupon codes received for this program to further the Safe Sport mission in Potomac Valley.

**Membership Demographics** - USA Swimming has released the [2020 Membership Demographic Report](#). The demographic information is presented in many different categories. It is interesting to read PVS demographics and compare them to other LSCs. If you are interested in previous year's reports, they are available on the [USA Swimming website](#).

**PVS Competition Committee Meeting** - The Senior Chair (Evan Stiles) and Age Group Chair (Erik Collins) have called a Competition Committee Meeting for Wednesday, April 21 at 7:30 PM. The purpose of the meeting is to hear coaches' ideas and formulate a plan for competitions this summer. Their recommendations will be brought back to the Board for approval.

**LSC Evaluation and Achievement Program (LEAP)** - The PVS Governance Committee is continuing the work on completing the LEAP submission for PVS. The deadline is April 30, so if they contact you for specific information, please respond promptly so they can complete their task. LEAP is now mandatory for the LSC to remain in good standing with USA Swimming.

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## **General Chair's Report**

### **April 2021 Board Meeting**

**Communications** - I have continued to attend the monthly USA Swimming LSC Leaders meetings and LSC General Chairs meetings (Poolside Chats) to stay connected to USA Swimming staff and bring the latest news and information back to PVS. I have also continued to send out weekly updates to our membership containing the most up-to-date information from USA Swimming and PVS. Copies of all these weekly updates can be found on the [PVS COVID-19 web page](#).

Stay safe! Stay healthy! Socially Distance! Wash your hands frequently. Get the vaccine when it is available to you. And, wear your mask!

Tim Husson  
General Chair  
[GeneralChair@pvs swim.org](mailto:GeneralChair@pvs swim.org)

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## PVS Statistics

April 19, 2021

	# Clubs
2020	50
2021	42

Athlete Registration					
	Premium	Flex	Outreach	Seasonal	Total Athletes
2020	11,339	1,223	22	15	12,599
2021	7,422	1,612	2	1	9,037
Non-Athlete Registration					
	Coaches	Officials	Others	Total	
2020	603	583	61	1,247	
2021	502	467	49	1,018	82%

72%

Sanctioned Meets (SCY)		
	Avg# Athletes	Avg # Splashes
2019	521	2,205
2020	504	2,129
2021	207	878



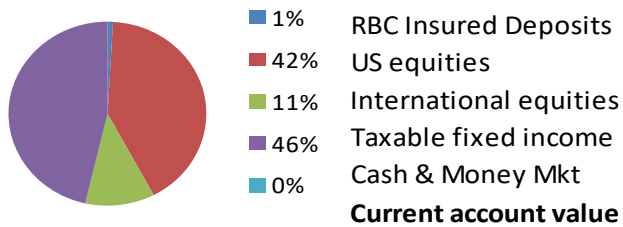


## Potomac Valley Swimming Finance Report as of 31-Mar-2021

### Financial Performance

Our investment portfolio remains sound, continuing to exceed our investment target. Overall performance continues to remain positive in part due to the increase in COVID-19 vaccinations, stimulus-fueled sales, and continued push back by the Fed against the idea of rate hikes until at least the end of 2022. The following provides a summary level view of the allocation and performance of our assets.

### As of 31 Mar 2021 ASSET ALLOCATION SUMMARY



CURRENT VALUE	% of Portfolio
\$ 3,591	1%
\$ 170,566	42%
\$ 46,681	11%
\$ 191,098	46%
\$ -	0%
<b>\$ 411,936</b>	<b>100%</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

We are 7 months through our 2020-2021 season and continue to reflect a nominal, positive Net Income. We expect this surplus to lessen over the coming months due to ongoing fixed expenses, disbursements of PVS' 2<sup>nd</sup> round of COVID relief, and a possibility for future end of season meets and associated expenses. However, if our PPP loan is forgiven prior to season-end, these funds will aid in offsetting the loss of income as well as fixed and/unplanned expenses.

Presently, Flex registrations are up and associated income exceeds budget by greater than 32%. Premium athlete registration income, however, is down 18% relative to this time last year and 16% off budgeted income. Additional challenges include fewer meets than planned, 77% of PVS clubs having re-registered, and the ongoing impacts of COVID and the new variants' stress on our clubs, financially and operationally. All budget categories continue to be monitored and managed with a focus on mitigating variable expenses.



## Potomac Valley Swimming Finance Report as of 31-Mar-2021

### **PVS' Club Relief Program - Phase II**

- **The PVS Board approved registration relief** was launched in January and 50% of the PVS portion of paid athlete registrations as of 31-Jan-2021 and 31-Mar-2021, respectively, has been refunded to 37 clubs who were registered and in good standing. Final refund checks were mailed to clubs on 8-Apr-2021. The PVS registration relief funds for Phase II total **\$107,230**.
- **The Club Relief Grant Process – Phase II** was launched with the grant team in mid-March. The grant application went live on 2-Apr-2021 and remained active through 12-Apr-2021, 5 p.m. Eighteen (18) clubs submitted relief grant applications and the list of recommended candidates will be presented to the PVS Board on 19-April.

### **PPP Loan Forgiveness Application - 1<sup>st</sup> and 2<sup>nd</sup> loans**

- **PPP Loan Forgiveness Application** – We continue to await posting of the Loan Forgiveness Application by Wells Fargo for PPP relief PVS has received. Wells Fargo management has stated they have delayed posting the Loan Forgiveness application and are awaiting word/direction from the new Administration regarding the threshold for loan forgiveness. Once the forgiveness application is available, PVS will complete the SBA 3508/3508EZ form for our first round of PPP loans and will follow suit later in the year for the second round, in compliance with schedule spend and dates.
- **Intuit ACH Fee Increase** – Intuit has responded stating that PVS should be exempt from the ACH processing charge increase since we are a non-profit 501c3 firm. Final confirmation of this is needed from the Merchant Processing Center. We are targeting resolution by mid-April.

### **Right Networks' QuickBooks License Upgrade**

- Intuit will sunset the 2018 version of QuickBooks and discontinue all support on **May 31, 2021**. PVS will be upgrading to a new license in mid-April, at a reduced fee, which will be valid through May 2023.

Respectfully submitted,

Ellen Colket  
Vice Chair Finance  
Potomac Valley Swimming



# Potomac Valley Swimming Finance Report as of 31-Mar-2021

16-Mar-2021

# PVS Budget Discussion

1-Sep 2021 to 31-Aug-2022

## General Information:

1. Need your budget \$'s and info **NLT Noon EDT Monday, 9-May**. If new item is greater than 1,500 – please provide detail justification.
2. PVS to remain at \$28 for premium membership dues and USAS increases to \$66 – total of \$94/premium registration. Flex membership remains at \$20: USAS = \$10 and PVS - \$10.
3. Do we wish to change PVS meet entry fees, athlete surcharges, and/or add a facility charge? – e.g., Open Meets, Distance meets, 18&U, SC & LC Champs.
4. Account owners that drive much of the expenditures – **Evan** (Athlete Travel), **Rich** (Officials' Travel), **Rob** (Diversity, Equity & Inclusion), and **Carolyn** (Equipment Operations). **Zones** - athlete count and format (**Morgon**)?
5. VA LSC continuing with a \$2.50/athlete surcharge for all athletes that compete in a PVS meet held in VA territory. Straight through billing from VA to host club except for PVS hosted meets.
6. Open Water?
7. Athlete Award & Grants?
8. Club & Coach Development?
9. Club Fines (\$300) – require each club to attend 2/3 CCM's and HOD mtgs?
10. NSO Fines (insufficient officials)?
11. Continued Pandemic impact?

## INCOME

1. **Memberships** – Actuals vs Projections for next season
2. **PVS Meet Entries** – use meets in current season as a base and look at what & how long it will take to migrate back to 2019 format or a hybrid.
3. **Splash Fees** - Recommend using the actuals from the current season as a guide and will obtain guidance from Evan/Erik/Reid/Trish.
4. **LC Zones** – check with Morgon on anticipated format and est # of athletes. 2018 we had ~ 165 athletes, 2019 we had ~ 160, 2020 we projected 210 but this was cancelled. If this line item remains, recommend lowering to **135** (in line with 16% reduction in premium registrations vs what was budgeted).
5. Equip Rental – **Carolyn**
6. Misc – sponsorships, Leap awards, etc.

## EXPENSES

1. PVS Meets
  - a. Meet Mgmt fees
  - b. Pool Rent – increase 7% as a recommendation & includes cleaning fees
  - c. Hospitality – use current year as guide (i.e., \$250 per day)

- d. Meet Support & Other expenses – use current year as guide
- 2. Officials Support – **Rich**
  - a. Officials Registration paid by PVS
  - b. Bkground screen
  - c. Officials Apparel
  - d. Clinics
  - e. Officials misc exp – postage, DQ Slips
  - f. Evaluators
  - g. Local OQM Meet – MR, AR for SC/LC Sr and Jr champs and JO's: Budget \$2,250 and spent \$875
  - h. Officials' Travel & Stipends
- 3. Equipment Operations – **C. Kotarski**
- 4. Zones – **Morgon**
- 5. Athlete Travel Stipends – **Evan**
- 6. Meetings/Conf/Seminars
- 7. Swimposium – **Trish/Reid/Terri**
- 8. Governance
- 9. Computer Expenses – Constant Contact, Hy-tek Annual license, QB monthly charge, Web Hosting, VCONf, Email me form, Zoom, Right Network
- 10. Advertising & Promotion – NVSL and MCSL – Summer ads
- 11. Accounting Review – next season
- 12. Salaries & SS + Medicare Tax – Sumie, Terri, and Kim; Contractor - Karyn

# Coaches Representative Report

4.19.21

The coaches representatives Reid Owen and Trish Buswell have been working on 3 primary areas in the past month: 1) Swimposium, 2) a new coaches representative election, and 3) language to for yearly awards that have never been given.

This is a brief summary of what we have done so far, but we would appreciate any feedback as this is the first attempt for either of us at these tasks.

## Swimposium

We have not set an official date yet for the swimposium, but it has been discussed at previous meetings. Having that date official tonight would be helpful.

In the coaches survey we did earlier this year the following topics were selected by coaches as what they would like to learn at the swimpostium:

Nine options were given as options for Swimposium topics with multiple answers being acceptable. These are the results from highest to lowest percent.

Practice strategies in a pandemic	55.6%
Team building in a pandemic	50%
Stroke development at each skill level	47.8%
Mental health in a pandemic	43.3%
Season planning	38.9%
Stroke workshops	34.4%
Goal setting and visualization	26.7%
How to host a meet	18.9%
Team communication in a pandemic	17.8%

Some of these topics may not be as relevant now, but this should be a good starting point for planning purposes.

## Junior Coaches Representative Election

My fellow coaches Representative Trish Buswell was elected to take the place of the senior representative who resigned their position. As such, we essentially have 2 new reps, but Trish is technically only on the board for this season. On a regular year this would mean that Trish's position is transitioning out, while I am transitioning to the senior representative position.

Based on this, we need to host an election for a new junior coaches representative, which Trish would be eligible to run for. Generally (to my knowledge), these elections have been held during large meets, which doesn't seem practical this year. Our suggestion is to host the elections online over the next month. The goal would be to give notice of an election this coming week through the database of coach emails asking for people to volunteer to run. I would suggest that 2 weeks is sufficient for people to put their names in. At that point we would open an online

voting system. Again, I believe 2 weeks would be sufficient for all PVS coaches to vote, but we could extend this timeline if others would like it longer.

The only concerns with this are awareness of the election and time to vote. Given that most coaches and teams are back to regular practice, we believe that 2 weeks is enough advanced warning.

### **Awards Language**

We are also working on language to award coaches for the Outstanding 14 and Under coach and Senior Coach. We would appreciate any insight into the wording as we head into the next meeting where we will propose a new rule.

Thank you for your time.

Reid Owen  
Trish Buswell