

**Potomac Valley Swimming  
Board of Directors Meeting  
May 17, 2021  
Zoom, 7pm**

- Attendance:
  - Voting Members: Tim Husson, Ellen Colket, Jorge Zamora, Kelly Opipari, Reid Owen, Erik Collins, Trish Buswell, Bob Walker, Rob Green, Carolyn Kotarski, Evan Stiles, Sophie Elliott
  - Non Voting Members: Kim Bullers, Morgan Henderson-Kunz, Rich McMillen, Kurt Thiel
- Roll Call – 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.**
  - Safe, Equitable Environment – Our goal as an LSC is to keep all members safe. Safety of our members includes safety during the pandemic. General Chair, Tim Husson, feels that PVS clubs and coaches have done a great job managing practices and meets, and we need to recognize that we have done a good job. Even as our states and counties start opening up and new executive orders are announced, we need to remain vigilant. USA Swimming is also taking a “slow roll” approach. At this time, USA S is not changing any of their policies regarding mask wearing or social distancing. Tim feels that in PVS we need to keep up with our current policies for now.
- Consent Agenda – **Approval of Submitted Reports and Minutes from April 19 meeting.**
  - General Chair Report
  - Finance Report
  - Operations Report
  - Senior Chair Report
  - Budget Report
- Additional Agenda Items & Approval of the Agenda – **All items were approved by the board.**
- Athletes Update – Sophie reported that they attended the EZ Athlete Meeting and heard the updates on the USA Swimming upcoming special HOD meeting and pending legislation. The Athletes are planning an Athlete Committee meeting once school is out. They are looking to get more involvement and some fun campaigns started. They will also work on the athlete elections this summer.
  - Ellen will send the athletes a list of the clubs who indicated they will want to have athletes more involved.
- Action Items
  - July Championship Meets – There was a task force set up to discuss the summer LC Championship meets. There will be a Senior LC Meet and an Age Group LC Meet.
    - Erik Collins reported that the Age Group will be July 15-18 at Freedom Center. They are still working on the time standards and the meet announcement. The meet will be as prelims and finals with a timed finals only set on Saturday. Erik would like to recommend that the board approve the meet fees of \$12.50 for individual entries and a \$20 per athlete surcharge.
    - Evan Stiles reported that Senior Champs will be the same weekend, at Claude Moore, with a full 4-day meet. PVS has been granted permission for outdoor seating of athletes, which will allow slightly higher number of athletes than previously anticipated. The meet will be similar to the spring Wave 2 meets in

terms of Qualifying Times. The rest of the details are still being ironed out and will be released shortly.

- **Motion to set the entry fees for the 2021 LC Championship meets, Age Group and Senior meet, at \$12.50 per individual entry and \$20 per athlete surcharge and a \$20 time trial fee for Senior Champs, seconded and approved.**
  - No deck entries or relays will be allowed at either meet and no time trials at the Age Group meet, but there will likely be time trials at the Senior Meet. A \$20 fee is suggested for time trials.
    - **Amendment to add \$20 time trial fee, seconded and approved.**
  - The surcharge was increase by \$5 due to the increased expenses to host long course meets.
- Do outreach athletes qualify for only the entry fees or the surcharge or both?
  - It was explained to the members that PVS has an Outreach Policy for PVS sponsored meets; Clubs can submit an electronic form for reimbursement for any athletes that are registered as outreach.
    - **Motion to include the athlete surcharge as a part of the Outreach Athlete Reimbursement policy for meet Sponsored meets, seconded and approved.**
      - The general consensus is that this is a good idea.
      - Currently there are 2 Outreach athletes in PVS. Last year we had fewer than 15 athletes.
  - Do we have an action item for selecting our Zone team? It was reported that we are waiting to hear from VSI as to what the final parameters and details will be. All athletes will travel with their families. We are hearing that 12 athletes per age group per team will be allowed. Later in the week the Eastern Zone Technical Committee and Eastern Zone Body will meet and we should know more after that meeting.
- LC Zone Team – Erik and Morgon have been discussing how to conduct the team this summer. Without team travel, team lodging and activities, we will need fewer coaches, so the expenses will be less than usual. More details and updates will be provided either by email or during a brief meeting once received from VSI.
  - There will be no qualifying times since there will be a limited number of athletes from each LSC. It will be up to each LSC as to how they pick their team.
  - Morgon and Erik will determine the best way to pick the swimmers for the team once we have more information.
- Discussion Items
  - 2021-2022 Budget (first look) – Ellen Colket reported and gave an overview of the proposed budget.
    - It was recommended that a column showing the 2019-2020 budget be added to for comparison since the 2021-2022 budget will likely more closely mirror the budget from two years ago.
    - Registration – USAS's fee will increase by \$2

- The goal is to try to get back to as close to the 2021-2020 season as possible. One thing to consider is whether or not we will want to continue to charge an athlete surcharge at meets as we have done in this past year. We will need make a plan since we have to continue paying VSI for any meet in VSI territory.
- Membership has increased a little over the past few weeks. She suggest we use 9983 or 10,000 (as a round number) as our basis for the budget. Prior to Covid-19, we had roughly 12,500. People are excited and want to be back in the water so hopefully the registration total will be higher.
- PVS meet entries – Ellen recommends that we use 50% as a basis to predict the 21-22 numbers.
- Splash fees used actual for the current season, we are doing well this year.
- LC Zones, suggested we use 135 athletes (for next August), Erik Collins and Morgon Henderson-Kunz both agree that 135 is a good projection.
- Equipment – Carolyn provided numbers and used what was budgeted this year. The numbers presented are the actuals.
- Expenses – Ellen went through her basis of how she set up the budget.
  - Meet management will be kept at the same rate
  - Pool rent will show an increase of 5%.
  - Hospitality - \$250 per day and a 20% overlay on meets.
  - Officials, she used the same amount minus the money for Trials.
  - She carried over the budget for Governance and Safe Sport.
  - Open Water, we did not use any of the funds this past year, but it was determined that we keep it in next year as there are still efforts being made to bring Open Water to PVS.
    - It was noted that the Officials Committee added a certification process for Open Water.
  - Officials Travel/Stipends – The number presented is based on what we had going into 20-21 without Para-trials and Trials. Ellen and Rich will talk off line to come up with a more realistic expense.
  - Athlete travel – We do think the numbers will look different, even with Trails being taken out. Ellen and Evan can discuss.
  - DEI –Rob Green indicated he is waiting to hear about what USA Swimming will be doing with the Regional Select Camp. He will follow up with Ellen
  - Safe Sport – Carried forward from last year since we did not spend anything this year..
  - Club and Coach Development – based upon the programs we have in place, it is recommended to keep the money in the budget the same.
  - Swimposium - \$2500 was requested to help pay for the various speakers that are being planned.
- Ellen reported that we are currently projecting a \$190.000 deficit. This past year we had a \$175K deficit, however we were able to give grant money to clubs because we saved money in other areas.
- Ellen will make the needed updates and change and then will update prior to the June Board Meeting so the Board can finalize the proposed budget to send to HOD in July.
  - Pending USA-S Legislation & Special HOD Meeting, June 30 –



- Outreach memberships – There is a thought that the PVS has a relatively low number of outreach memberships for our area. It is possible that many clubs/coaches do not know about the Outreach program. Our first goal should be to find ways to advertise it better to our membership. To include adding to the website and establishing compete guidelines.
  - If a club registers swimmers as outreach, then PVS will cover that swimmers meet fees for PVS sponsored meets.
- Transgender policy –
  - There are now a number of states passing laws as to how Transgender athletes are to treated. Many laws are not necessarily athlete friendly. USA Swimming does have a policy. Since PVS does not have a set policy, then we fall under the USA S policy. We have to keep track of what happens in VA, DC, MD so we stay compliant. Right now, the athlete is allowed to register themselves how they identify. Tim stated he doesn't feel we need to make any changes since the USA S policy is already in place.
- Coach Representative Election –
  - Coach Election – Reid Owen reported that an email was sent to PVS coaches last week. As of the meeting there have been several submissions. The elections will be completed by the middle of June.
- We have 41 PVS athletes qualified for Olympic Trials. Good luck to all Athletes in the next few weeks.
- Next Scheduled Meeting: June 23
- The meeting was adjourned at 8:45pm



## General Chair's Report May 2021 Board Meeting

**New PVS Clubs** - Potomac Valley Swimming welcomes two new clubs this month.

Royal Waves Swim Team (RWST) - Head Coach and Owner is Margaret Williams

Centreville Swim Club (CSC) - Head Coach and Owner is Russell Ramey

**Keeping Athletes First Incentive** - USA Swimming Safe Sport is offering incentives to LSCs to encourage greater participation in the Safe Sport Club Recognition Program. The LSC will receive a financial reward and a coupon code for merchandise based on the percentage of clubs that have completed the program. The first milestone was May 15 (25%). PVS will receive \$1,500 and a \$200 coupon code. The next milestone is June 15 (50%) and PVS has already achieved this level and will receive an additional \$2,000 and a \$300 coupon code. If we can get to 75% by July 15, we will reach the next level. The PVS Safe Sport Chair, Kelly Opirari, and I will be reaching out to PVS clubs that have partially completed or not started the process to help and encourage them.

**PVS Membership** - Statistics were presented at the April Board Meeting about 2021 registration numbers compared to 2020. The question was raised about the decline in athlete registration in different age groups. The following data shows the comparison of the 12&U vs the 13&O age groups

<b>Athlete Membership Comparison</b>			
	2020	2021	
12&U	6,068	3,561	58.7%
13&O	6,537	5,536	84.7%

<b>Retention Level Comparison</b>		
	2020	2021
12&U	59.6%	45.1%
13&O	87.8%	78.9%

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### PVS Vision Statement

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## General Chair's Report May 2021 Board Meeting

**USA Swimming Calendar** - USA Swimming committed to posting notice of more non-competitive events on their [Events Calendar](#). This will include notices of committee meetings, most of which are open to any members wishing to attend.

**Safe Sport Leadership Conference** - I attended the all-day conference on April 20. There were four excellent presentations. Copies of the presentation and recordings are available.

ADVERSE CHILDHOOD EXPERIENCES - [Webinar](#), [Slides](#)

CULTIVATING RESILIENCY & OVERCOMING OBSTACLES - [Webinar](#), [Slides](#)

WHY TRAUMA INFORMED SPORT IS VITAL - [Webinar](#), [Slides](#)

SUICIDE AWARENESS & PREVENTION - [Webinar](#), [Slides](#)

**USA Swimming Committee Meetings** - I attended many of the USA Swimming Committee meetings prior to the Zone Workshop last month. Below are some brief highlights of each of the meetings.

### **Senior Development Committee (April 20) -**

- Futures will have a cap of 800 athletes per meet, full 4-day meet, C & D Finals will be 18&U
- Club Excellence for 2022 will revert to pre-COVID results
- Sectionals Task Force is working on leveling the playing field across the country

### **Registration/Membership Committee (April 20) -**

- There is now an [online form](#) to report LSC Board & Staff updates
- Online registration will begin testing last this year. Full rollout is scheduled for Fal 2022
- Registrars are seeing more satellite clubs (same club but operate independently)

### **Age Group Development Committee (April 21) -**

- Presentation on the development of new Coach Education
  - + initial testing - September 2021
  - + full rollout - September 2022

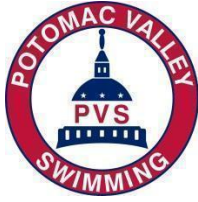
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## **General Chair's Report**

### **May 2021 Board Meeting**

- The committee is looking for ideas on the topics of:
  - + Parent engagement
  - + Alternate meet formats

#### **Club Development Committee (April 22) -**

- Club Portal Update (target is Sept 2022) will allow better tracking of staff certifications/training
- Increase membership education in many areas:
  - + Safe Sport Recognition (how-to)
  - + Long-Term Athlete Development - American Development Model (ADM)
  - + Volunteer Education

#### **Disability Committee (April 22) -**

- Updating Personal Assistant Document
- Webinar (now scheduled for May 20) on discussions between coach and meet referee
- Proposal for a waiver for STSC - In Water for coaches with a disability
- Para time standards are not available for LSC/Zone/Sectionals
- Scholastic All American Program now includes Para Standards

#### **Diversity, Equity & Inclusion (DEI) Committee (April 25) -**

- Introduced new DEI Program Director Leland Brown III
- Reviewed the structure of the USA Swimming DEI program from the LSCs up to the USA-S Board
- Committee projects:
  - + Updating Volunteer Position Descriptions
  - + Created an LSC DEI Support System
  - + LSC DEI Development & Advising help
  - + Promotion & Communication

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## General Chair's Report May 2021 Board Meeting

### **LSC Development Committee (April 27) -**

- Looking at improving LSC committee performance
  - + Committee Structure/Function
  - + Embedding DEI across committees
  - + Leadership Communication/Engagement

**Zone Workshop** - The USA Swimming 2021 Zone Workshop was held on April 30 & May 1. I attended the following sessions. Recordings of the sessions are available on the [USA Swimming website](#).

**Keynote (Dana Skelton)** - The topic of the keynote was "Health". Dana discussed the need to maintain:

- Health of Coaches (mental health, coach development)
- Health of Athletes (mental health, giving athletes a voice)
- Health of Sport (education, working together, meet formats, and recruiting)

**Coach Certification Program** - This has been a two-year effort to make a complete education package for all levels of coaches. Just a few of the many highlights:

- Keeping Athletes First focus
- USOPC Quality Coaching Framework
- [American Development Model \(ADM\) for Swimming](#)
  - + Competence
  - + Character
  - + Confidence
  - + Connection
- Core Modules & Tracks for:
  - + Developing the competitive swimmer (ADM 1-3)
  - + Improving the competitive swimmer (ADM 4-6)
- Safe Sport and DEI will be built into the entire program
- Core courses will replace Foundations of Coaching 101 and 201
- Nominal fees

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## General Chair's Report May 2021 Board Meeting

### Safe Sport - New MAAPP Requirements

- Safe Sport Club Recognition
  - + 697 clubs recognized (as of May 1)
  - + 889 clubs have initiated the process
- MAAPP 2.0 (effective in September) will be posted soon
  - + Adult Participant (was Applicable Adult)
  - + Exceptions updates
    - \* close in age
    - \* dual relationship
    - \* adult participant personal care assistant
  - + all massage of minors will require consent
  - + Electronic Communication updates
    - \* communication to group of athletes must include another Adult Participant
    - \* communication hours will be extended to 5am-9pm
  - + Changes to definitions of required changing areas/locker rooms
- Educational Tools and Training will be provided

### Diversity, Equity & Inclusion (DEI)

- Presentation by new Program Director for Diversity, Leland Brown III ([lbrown@usaswimming.org](mailto:lbrown@usaswimming.org))
- Discussion of Outreach Support
  - + **raised the question of whether PVS is doing all it can in outreach? Is it well known in PVS?**
- Presented resources available from the National DEI Committee
- Discussion of Gender Diverse Athlete Inclusion
  - + need to be aware of new state laws in this area
  - + **what is the LSC policy?**

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## **General Chair's Report**

### **May 2021 Board Meeting**

**Partnerships & Shared Services** - A good presentation and discussion of how LSCs can share resources. Examples were presented in the following areas.

- Administrative - e.g. professional services
- Programs & Events - e.g. officials training (PVS sharing of officials training was one example)
- Partnerships - e.g. competitions between LSCs

**Legislation on making the LSC DEI Chair a Voting Member of the Board** - There will be proposed legislation at the USA Swimming Annual Meeting in September. PVS already includes the DEI chair as a voting board member. All other LSCs in the Eastern Zone are also in compliance with this proposal. The proposal has the support of the LSC Development Committee, the DEI Committee and the Athletes Executive Committee.

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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# Operations Division Report

## PVS May 2021 Board Meeting

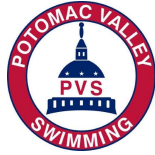
### EQUIPMENT

- Rental revenues are up from last season even with the “COVID-19 Discount.” This is a result of the increased rental of touchpads due to the requirement of automatic timing.
- PVS approved an emergency rental to assist a private facility hosting a PVS meet.

### TECHNICAL

- With the start of the Long Course season, the Technical Committee understands the challenges presented with changing guidelines and facility protocols. That being said, the modified submission standards (minimum of 5 days before the start of competition) have not changed.

Carolyn Kotarski  
Operations Vice Chair

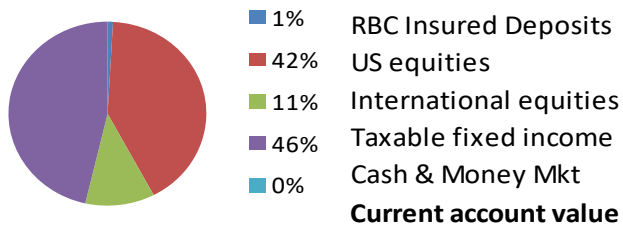


## Potomac Valley Swimming Finance Report as of 31-Mar-2021

### 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

A task force has been created to explore options for the PVS Long Course Champs meets.

The task force is comprised of Evan Stiles, Erik Collins, Karyn McCannon, Bob Walker, Kent Williams, Manga Delizu, Mark Faherty, Heather Haddock, Nicole Ericsson, Kelly Washburn, Dominique Banks, Reid Owens, Dan Jacobs, and Tim Husson.

The task force has worked hard to create a Senior Champs level meet on the weekend of July 15-18 at Claude Moore.

We were also able to secure a second pool to be able to hold an Age Group Champs meet the same weekend at Freedom Center.

Qualifying times and meet announcements are being finalized and should be out soon.