

**Potomac Valley Swimming
Board of Directors Meeting
October 4, 2021
Zoom Meeting**

- Attendance – Tim Husson, JD Foster, Jorge Zamora, Jessica Fry, Carolyn Kotarski, JP Vanderloo (athlete), Bob Walker, Trish Buswell, Kelly Opirari, Sophie Elliot (athlete), Evan Stiles, Samantha Gilbert (athlete), Erik Collins
- Non-voting members – Terri Marlin, Kelly Rowell, Kurt Thiel, Kim Bullers, Matt Lupton (USA Swimming)
- There are a sufficient number of voting members in attendance to conduct business
- The meeting was called to order at 7:04 pm by the General Chair, Tim Husson.
- **Mission Statement – PVS supports and promotes excellence for all through competition, education, inclusion and leadership in a safe, equitable environment.**
 - This month we will focus on Leadership – as members of the Board of Directors we should demonstrate leadership in everything we do for PVS: safety, diversity and inclusion, and safe sport.
- Consent Agenda – **Motion to approve the submitted reports and minutes from the September 8 meeting, approved.**
 - General Chair
 - Admin Chair
 - Finance Report
 - Coaches Representative Report
 - DEI Report
 - Safe Sport Report
 - 2022-2023 PVS Meet Schedule endorsed by the Competition Committee
 - Athlete Travel Reimbursement
 - Officials Travel Reimbursement
- Approval of the Agenda – approved without additions.
- PVS Logo Redesign – Last year, USA Swimming offered to redesign LSC logos for no cost to the LSC. Tim formed a task force made up of Coaches, Officials and Athletes who came up with a concept. They worked with the USA Swimming Creative Team on the new design. Matt Lupton, the USA-S Creative Director was in attendance to present the new logo.
 - Using a slideshow, he explained the reasoning for the various elements and then showed all the different colors that are acceptable for usage.
 - All files will be made available in the various formats needed, additionally he will make the font packages available.
 - There will be a set of directions for how to use the logo, the colors, etc. It will be easy to send the ready file for any sort of printing and usage.
 - We can trademark this logo.
 - **Motion to adopt the new PVS logo as created and presented by USA Swimming, seconded and approved.**
 - Tim thanked the athletes for their involvement in the process and thanked Sr. Athlete Rep, Sophie Elliot, for her help in the logo design process.
- Athlete Update – Sophie Elliot
 - There was an athlete meeting held this past month. She has been working with Samantha and JP, the two new Athlete Reps, teaching them about the structure of the Board and what being an athlete rep is all about.

- Board Orientation –
 - Job Descriptions – review and update – Every position on the board has a job description, in our Policies & Procedures (P&P). All board members were asked to take some look at the descriptions and let us know if there is anything that needs to be updated or changed.
 - Committees – Responsibilities & Membership – There are a number of committees in PVS. If you are the chair for a committee, there are some specific roles and responsibilities you should be aware of, regarding things like; holding regular meetings, ensuring there are athletes on the committee, etc. Some Committees are defined in our Bylaws and some in our P&P
 - Committee Chairs were asked to send Tim the names of all committee members. If you need athletes, ask Sophie to help you find athletes.
 - Board Member Goals for this year – Each BOD member was asked to state their goal for the 2021-2022 season:
 - Tim Husson, General Chair– 1. Get more clubs Safe Sport recognized, 2. Do a better job servicing our membership.
 - Bob Walker, Admin Vice-Chair – 1. Wants to look at the registration process and how we can make it a simpler process. 2. Review USA Swimming HOD’s new makeup. We will establish a policy on how PVS selects its HOD delegates.
 - JD Foster, Finance Vice-Chair – 1. Make sure he has a handle on the finances and becomes familiarized with the process. 2. Make sure we are using a modern/sensible approach to managing our accounts.
 - Evan Stiles, Senior Chair – 1. To get involved with the Athlete Reps and have more open discussions as to what the mental health status of our athletes is and how we can help them.
 - Erik Collins Age Group Chair - 1. Want the 10&U involvement in the PVS JO’s to be larger. Feels there should be more of a focus on the younger athletes in efforts to build the base. One idea is to possibly set up their own championship meet.
 - Carolyn Kotarski, Operations Vice-Chair – 1. As she enters her final year on the Board, she wants to leave the position better off than it was before, to have everything clearly written and ready for the next person. 2. She will continue working to update the Meet Directors Handbook and review all duties.
 - Kelly Opiari, Safe Sport Chair – 1. Get all PVS clubs Safe Sport certified and/or renewed. Her first step will be to get our two biggest clubs, RMSC and MACH, certified.
 - Jessica Fry, DEI Chair – 1. To work with the various organizations within PVS and help to expand their capabilities. By the end of next season, she would like to start a program, possibly similar to Nada por Vida – she is hoping to bring a program like that back to PVS in the future.
 - Athlete Reps –
 - Sophie -1. To work on getting more athletes involved in various committees in PVS. 2. Work with some of the DEI Grant recipients and to help get them more athlete volunteers.
 - JP – Want to utilize other athletes, talk to them and implement their ideas.

- Trish Buswell, Coaches Rep – 1. To establish more opportunities for coaches to get together in a more informal platform, to talk, share ideas and work together. 2. Set up some technique training for coaches.
 - Jorge Zamora, Officials Rep – 1. Primary focus will be to be the voice of the PVS Officials, and be more accessible to the Officials.
- Finance – JD reported; For next year, we are looking at a small deficit, less than 3% of the total budget.
- Competition Committee Meeting (CCM)
 - One of the things we learned during COVID-19 is how well Zoom meetings work in getting attendance. This fall there were 39 PVS clubs represented (out of 44 total clubs). This is probably the best overall attendance we have seen in years. Thank you to all the clubs who attended.
 - Action items for approval – The 2022-2023 PVS Meet schedule was endorsed by the CCM and presented to the Board for approval.
 - **Motion to approve the 2022-2023 PVS meet schedule as endorsed by the CCM, seconded and approved.**
- Discussion Items
 - Return to pre-COVID policies - In the spring/summer of 2020, when COVID first started, the Board voted to suspend several policies, particularly those which included financial penalties. Clubs should note that all those suspensions have now expired and the policies are back in place.
 - It was noted that our current Official members are significantly down from 2019. All clubs need to make an effort to continually recruit their parents, so PVS can start training new officials.
 - USA-S Annual Business Meeting & Special HOD – Details in the General Chair’s Report
 - New Composition of the HOD, will not specify which LSC members are voting delegates. The rule is that there must be one non-coach and 3 or 4 coaches. PVS will work to establish a policy as to which members will be a delegate.
 - A new competition format, called “Developmental Competition” is being created by USA Swimming. It will define a new series of competition for new and young swimmers, with shorter distances. There are details still being worked out. The plan is to have this program go into effect in May 2023.
 - It was noted that in PVS we do a pretty good job with competition opportunities for our younger and new athletes. We will need to evaluate if this program will work for us as an LSC, once we have all the information.
 - Coaches Awards – The Coach Reps were tasked with finalizing the PVS Coach Awards that were established a few years ago. They were added to P&P, but no details were ever finalized. Trish Buswell and Reid Owen have been working on finalizing the needed details.
 - They are looking for ways to award coaches and streamline the voting process. They do feel the coaching peers should be the ones voting.
 - A criteria on how to give out awards was presented. The Award name/description was already determined. They will take this information to the next CCM and have them endorse it before we go any further.
 - Spring 2022 Zone Workshop – At the recent HOD, USA-S presented some information. The plan is to make these zone workshops take place of the different workshops that were previously at the Annual Convention. Their plan is to do this on a Quad basis,

giving all LSC board positions an opportunity to go to these workshops and meet others from different LSCs. More details will be released in the coming months.

- Conflict of Interest form - All board members, committee chairs, employees, etc. must sign the Conflict of Interest form at the start of each season. Please send them to Admin Vice Chair, Bob Walker.
 - Outstanding Athletes awards will be moved to the winter CCM. The online form will be released on November 1 and Nominations will be due December 1.
 - The first two meets of the season were this past weekend. There are a full slate of meets this coming weekend. We are still under some COVID protocols, including masks in all facilities and trying to social distance.
- Next Scheduled meeting – October 25
 - The meeting was adjourned at 8:04 pm



General Chair's Report September 2021 Board Meeting

Athlete Representatives - The PVS athletes held the election for their new representatives on August 31. Thanks to Athlete Representative Sophie Elliott for managing that process. The new Junior Athlete Representative (two-year term) is JP Vanderloo. The new At-Large Athlete Representative is Samantha Gilbert.

PVS Committees - If you chair a PVS committee, please report your committee membership for this coming year to me so it can be posted. If you need to fill any athlete member positions on the committee (must fill at least 20% of the committee membership), the Senior Athlete Representative Sophie Elliott can help recruit.

Special USA Swimming House of Delegates (HOD) Meeting - A special session of the USA Swimming HOD to vote on the proposed rule changes relating to the composition of the HOD will take place on September 25 at NOON. The delegates for the special meeting are the same as for the Annual HOD which will commence directly after the special meeting. The proposed legislation can be found on the [USA Swimming website](#).

USA Swimming Annual Business Meeting (ABM) - The USA-S ABM will be held from September 21-25. This will conclude with the Annual HOD on September 25. The schedule for the ABM can be found on the [USA Swimming website](#). All are welcome to attend the virtual meetings, but all (including voting delegates) are required to register in advance. [Registration](#) must be completed by September 20. Additional information including the [nominees for the USA-S Board](#) and the [proposed legislation](#) are available on the [USA Swimming website](#). Many of the USA-S committees are holding open meetings in the two weeks prior to the ABM. Check out the [schedule and registration links](#) on the USA Swimming website and I encourage you to attend those that are of interest to you.

USA Swimming Committees - The selection of new committee members will be made this fall. If you wish to apply for a committee position, you must fill out the [application](#) no later than Friday, October 8th. You can check out the list of committees and the current committee members on the [USA Swimming website](#).

Safe Sport (MAAPP 2.0) - The new USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP 2.0) is now in effect. The [USA Swimming website](#) has all the details. The allowed electronic communication hours have

PVS Mission Statement

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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

September 2021 Board Meeting

been expanded to be allowed from 5 am to 9 pm. The restrictions on on-on-one communications between an Adult Participant and a minor athlete have not changed.

COVID-19 - With the rise of the Delta variant of the virus and the inability of those under 12 years of age to receive the vaccine, we need to remain vigilant as we return to practice and competition. Although most, if not all state and local restrictions have been lifted, many facilities will still have some restrictions and protocols in place that we need to follow.

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@pvswim.org

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Admin Report
10/4/21
Robert Walker

Registration (Athletes/Non-Athletes):

There seems to be a log jam trying to get registrations done for the 2022 season. Tim and I spoke and brainstormed some ideas. USA Swimming controls some items that are delaying the process. PVS coaches reps can you help by sending out a reminder to get the 18+ swimmers (and even the 17 year old's) to take the APT course, this will help with some of the back and forth it takes these athletes to clear their Pre Meet Recons. Tim sent out a reminder to clubs indicating that several coaches (especially Head Coaches) were not up-to-date on certifications. Sumie and Terri are working extended hours to make sure that we have up-to-date registrations.

Statement of Principles on Ethical Behavior and Conflicts of Interest:

Please sign a copy ([Ethics/Conflict of Interest Forms](#)) and send to me (admin@pvswim.org). A new signed copy needs to be on file.

USA HoD: PVS will need to create a policy on who gets to vote at future USA Swimming HoD meetings. I will be working to create a policy to be approved by the PVS BoD on how we should decide on our voting delegates.



Potomac Valley Swimming Finance Report as of September 20, 2021

Financial Results from 2020-2021

PVS ended the year with a net operating deficit of approximately \$68,000 as seen in the accompanying summary profit and loss statement. While minor charges may remain outstanding, these should not alter these results materially. This figure is down significantly from the earlier anticipated deficit of nearly \$176,000. The budget for 2021-2022 projects a deficit of about \$26,000.

PVS remains in solid financial condition thanks to substantial balances of about \$403,000 held in a savings account at Wells Fargo and about \$443,000 held in a wealth management account at RBC Wealth Management. As previously noted, PVS investments are guided by a philosophy of capital preservation and modest growth reflecting a low-risk, balanced approach to asset allocation.

As the fiscal year has just begun, we have at this time no meaningful financial results to report for September. These should be available at the next Board Meeting.

PPP Loan Forgiveness Application - 2nd loan status

We are awaiting posting of the Loan Forgiveness Application by Wells Fargo for the second PPP loan PVS received in February 2021. Once available, PVS will complete the form and expect this loan to be forgiven, similar to our first PPP loan.

PVS Finance Committee

The Finance Committee met via Zoom in late August, chaired by Ellen Colket. The committee heard a report by our RBC advisor reviewing portfolio performance and considered a recommended modest rebalancing of the portfolio reflecting a reduction in the holdings of a large-cap growth fund in favor of a large-cap dividend fund. This latter recommendation was accepted unanimously.

The committee also recognized the departure of one of its PVS Athlete Representatives. With the kind assistance of Sophie Elliott, Samantha Gilbert stepped up and has now joined the finance committee as a Student Athlete Representative.

Respectfully submitted,

J.D. Foster
Vice Chair Finance
Potomac Valley Swimming
October 2, 2021

Ordinary Income/Expense
Income

Registration Income	
Total Athlete Registration Income	778,668
USA Swimming Registration	-548,924
PVS Relief Funds	-107,296
Recognized next year	<u>- 27,777</u>
Total Registration	94,671

Total PVS Meet Entries 215,952

Splash Fees 41,863

Dividend and Interest Income 3,689

Miscellaneous Income 103,573

Total Income 459,748

Expense

PVS Meets 202,119

Officials Support 44,630

Athletes Support 51,283

LC Expenses 20,344

Employee Salaries & Expenses 139,988

Miscellaneous Expenses 51,449

Emergency Relief Grants 18,000

Total Expenses 527,814

Net Income -68,066

Note:

Capital Gains/Losses (Unrealized)	50,292
Capital Gains/Losses (Realized)	7,132

Yearly Coaches Awards

Our intention is to hold elections at championship meets, when possible but initially via electronic voting, where ballots are presented to the relevant parties to vote based on the criteria below:

Two coaches must nominate together or separately a coach that meets the below criteria so there is a dual nomination. Our thought is this nomination period is in January via flash mail and it would close Feb. 1. We'd compile the nominees and send an electronic ballot out in early March with a 1 week voting opportunity. It would include a short paragraph or two about each coach that is nominated.

Outstanding 14& Under Coaches Award

This award is presented to the coach who is recognized by their peers, PVS officials and the PVS Board of Delegates as having a significant showing and success of young swimmers in the winter and spring PVS championship meets. The coach would also show exceptional professionalism on the deck and innovation in how they coach their swimmers and motivate them. This recipient will have their actual costs covered by PVS Swimming to attend the ASCA convention and receive the award there.

Senior Coach Award:

This award is presented to the coach recognized by their peers as well as officials and the PVS Board of Delegates as being innovative, inspiring and motivating in practice and meets. Also, by being professional both on the deck at meets as well as practices day in and day out. This coach's swimmers show improvement throughout the year, but they don't necessarily have the most swimmers reach finals at PVS championship meets. The recipient of this award would receive an educational stipend equal to the cost of the 14&U coaches expenses to the ASCA convention.



**Potomac Valley Swimming
Diversity, Equity & Inclusion Report
October 3, 2021**

Rebuilding the DEI Committee

For the past two years, many committee members have not participated in our calls, meetings, programs, etc. We have discovered that several of the names we had on the list have graduated, moved out of PVS or simply do not have time and/or interest in contributing to the committee. It is important that we rebuild the committee with PVS members as soon as possible (social media, email blasts, PVS website, coaches help recruiting other coaches and especially athletes, etc.). As of right now, we have twelve regularly participating members, but all four athletes have graduated and are now in college.

Upcoming DEI Committee Meeting

Our first DEI Committee meeting will be scheduled for the middle to end of October. We are hopeful to have more committee members by that point and can move forward with some great ideas for the upcoming season.

SWIM UP

Mary Bergstrom is excited to announce that SWIM UP is officially back in the water! Mary would love any DEI Committee coaches that can help at some sessions to join her and the students whenever they can. The schedule for the program is below:

- Barry Farm Pool – Tuesdays, 1:30-2:30 pm, Bishop Walker School for Boys
- Barry Farm Pool – Wednesdays, 4:30-5:30 pm, Washington School for Girls

Mary is also interested in beginning a clinic on Saturdays at Barry Farm Pool open to students from other grades. Once she finalizes a few things regarding the program, she is going to write up a blurb to share with the committee and board.

Eastern Zone Swimming DEI Committee

The next EZ DEI Committee meeting is Wednesday, October 6. I am looking forward to networking with the other DEI Chairs in the Eastern Zone and learning how to best serve our LSC.

Jessica Fry-Mack
PVS DEI Chair



Safe Sport Chair Report

10/4/21

Kelly C. Opipari

Safe Sport Committee

Committee will be restructured into a working group that includes all Safe Sport club contacts and some student athletes. This will hopefully enable our Clubs that are not yet certified be able to ask questions quickly to peers and get Safe Sport certified.

USA Swimming APT (swimmer, parent and officials)

There are continuing problems with athletes and parents getting credit within each team's Safe Sport certification portal. Currently, teams are collecting screen shots and pdfs from parents and swimmers and submitting a cross checked list to learn@usaswimming.org because the information isn't transferring correctly and allowing them to earn points in this area of the certification process.

There are a number of officials (myself included) who have also had to contact learn@usaswimming.org due to APT not crediting correctly and showing up on DeckPass, this is as recent as 9/28/21.

PVS Safe Sport Teams

No new teams to report as certified or renewed since last month.

2021-2022 PVS Meet Schedule

Meet	2020-2021 dates	2021-2022 PROPOSED Dates	2021-2022 Approved Dates
October Open	October 16-18	October 15-17	October 15-17
November Open	November 13-15	November 12-14	November 12-14
January Distance	January 2-3	January 1-2 or January 8-9	January 8-9
January Open	January 23-24	January 22-23	January 22-23
February Distance	February 14.	February 13.	February 13.
18 & U Qualifier	February 19-21	February 18-20	February 18-20
Junior Champs	March 4-7	March 3-6	March 3-6
Senior Champs	March 4-7	March 3-6	March 3-6
14 & U JOs	March 18-21	March 17-20 (or March 10-13)	March 10-13
LC Distance	June 13 - 14	June 11-12	June 11-12
LC Open 1	June 20.	June 19.	June 19.
LC Open 2	June 27.	June 26.	June 26.
LC Open Champs	July 15-18	July 14-17	July 14-17
LC 12 & U Champs	July 15-18	July 14-17	July 14-17
LC 13 & O Champs	July 22-25	July 21-24	July 21-24

PVS Travel Reimbursement for Summer 2021

The following swimmers were approved for PVS Travel assistance for the following meets:

2021 Open Water Nationals (\$700)

William Mullin- NCAP

Ronan Lauinger- NCAP

Lexie Vanderloo- NCAP

Marin Conze- NCAP

USA Swimming Olympic Trials- Wave I (\$1200)

Anthony Grimm- MAKO

Katherine Helms- MAKO

Sam O'Brien- FISH

JT Ewing- FISH

Tatum Wall- NCAP

Matt Van Deusen- NCAP

Eleanor Sun- NCAP

Aris Runnels- NCAP

Mackenzie McConagha- NCAP

Katie Mack- NCAP

Georgia Johnson- NCAP

Brett Feyerick- NCAP

Jill Berger- NCAP

USA Swimming Olympic Trials- Wave I and II (\$1800)

Jakob Frick- NCAP

Camille Spink- NCAP

USA Swimming Olympic Trials- Wave II (\$1200)

Sophie Duncan- NCAP

Erin Gemmell- NCAP

Abby Harter- NCAP

Landon Gentry- NCAP

Paige McKenna- NCAP

John Shebat- NCAP

Maddie Donahoe- FISH

Torri Huske- AAC

2020 USA Swimming Paralympic Trials (\$1200)

Rebecca Meyers- NCAP

Lawrence Sapp- NCAP

2021 Speedo Summer Championships East (\$700)

Sam O'Brien- FISH

Michael Zhang- FISH

Aiken Do- FISH

Collin Mackenzie- FISH

JT Ewing- FISH

Adriano Arioti- RMSC

Toby Barnett- RMSC

Sean Santos- RMSC

Pierre Zeineddin- RMSC

**PVS Officials Travel Reimbursements
June - August 2021**

Meet	Official	Reimbursed Amount	Maximum Reimbursement
Olympic Team Trials - Wave I			\$1,200
	Ellen Colket	\$ 1,200.00	
	Tim Husson	\$ 1,200.00	
	Joe Tiago	\$ 1,200.00	
Olympic Team Trials - Wave II			\$1,200
	Dave DiNardo	\$ 1,200.00	
	Rich McMillen	\$ 1,200.00	
	Jack Neill	\$ 1,200.00	
Futures - Richmond			\$600
	Ellen Colket	\$ 219.62	
Speedo Summer Championships			\$700
	Kate Johnson	\$ 700.00	
	Rich McMillen	\$ 631.00	
EZ LC AG Championships			\$500
	Jan van Nimwegen	\$ 404.88	
EZ LC Senior Championships			\$500
	Emir Nurkic Kacapor	\$ 500.00	
	Kelly Rowell	\$ 493.72	