

**Potomac Valley Swimming**  
**Board of Directors**  
**Video Conference**  
February, 28, 2022  
7:00 PM

- **Attendance:**
  - Voting members: Tim Husson, JD Foster, Bob Walker, Evan Stiles, Erik Collins, Carolyn Kotarski, Kelly Opipari, Jess Fry Mach, Trish Buswell, Jorge Zamora
  - Non-Voting members: Kelly Rowell, Kurt Thiel, Kim Bullers, Teresa Pluskaitis
- Quorum Established: **There are a sufficient number of voting members to establish a quorum and conduct business.**
- **Mission Statement** – PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.
- **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.
  - The key word in the PVS Vision Statement is **Excellence**. It starts at the Board Level, in everything that the board does. Excellence is what we do and what we say, please keep that in mind as we continue to work for the members of PVS.
- Consent Agenda – **Approval of submitted report and Minutes of the January 24, meeting.**
  - General Chair Report
  - Finance Report
- Additional Agenda Items & Approval of Agenda – nothing added
- Athlete Update – The athletes were not able to attend.
- Registration Update – Tim Husson reported.
  - PVS is currently close to 12,000 athletes, which puts us within 5% of our membership at this time in 2019/2020.
    - It was asked if returning college students will make a significant impact on our membership this summer. Tim responded, explaining that college swimmers returning to PVS for the summer don't tend to increase our membership significantly.
    - How many FLEX memberships have been upgraded to Premium memberships? From September 1 through January 31, there have been roughly 177 athletes who upgraded from FLEX to Premium. There are some clubs who actively use the FLEX option. There are other clubs who do not use it at all.
- Championship Meets Preview – Tim Husson reported:
  - Senior Champs currently has roughly 550 athletes, with about 670 athletes in the Junior Champ meet. Based upon the current restrictions and facility protocols, it is felt that these numbers will make a nice size meet. Tim thanked both the Sr. Chair, Evan Stiles, and AG Chair, Erik Collins for the work they did to set up the qualifying times.
  - The University of Maryland is relaxing some of their aquatic facility policies. It is expected to be announced that spectators will be allowed in the stands for the Junior/Senior Championship meet.
    - All athletes, coaches and officials will be on deck with mask mandates in effect. The parents will be in the stands.
  - 14 & Under JO's: The entry deadline for JO's is tomorrow, March 1, we will have a better idea of numbers once all the entries are submitted.

- P&P Proposed Change; Delinquent Payments – JD Foster presented a proposed change to the Delinquency of payment policy.
  - He feels that the procedure currently in P&P for delinquent of payments, is unworkable. Together with our accountant, Kim Buellers, JD has worked on a new procedure and feels that it could easily be applied. The policy states that any club with invoices more than 90 days past due will not be allowed to have their athletes swim in PVS sanctioned meets. There are currently 8 clubs that are in this situation.
    - It was asked if there was any sort of “payment” plan available for these clubs? JD responded, “not in the current policy”, however with these changes, if these clubs begin by paying their oldest invoices first, that works out to be somewhat of a payment plan.
  - **Motion to accept the proposed policy as in the finance report be adopted effective April 1, 2022, seconded and approved.**
- Budget Preparation – Finance Vice-Chair, JD Foster, presented the current draft budget for the Board BOD to begin preliminary discussions. The goal is to have the full budget in place for the March BOD meeting, so it can be voted on and then the final endorsed budget will be presented to the House at the HOD meeting April 10.
  - JD noted that projections are all round numbers, which help illustrate that these are just projections, not the final budget. Below are the Revenue items commented on.
    - The proposed increase in Conference expense is due to inflation.
    - The registration numbers and income are based on registrations to date, with the proposed increase due to membership “getting back to normal”.
    - There has been a change in accounting procedures that was previously recommended by the auditors. There will be some registration fees carried over to next year, just as there will be some fees from last year that appear on the current year’s budget. This is a “timing difference” that began last year when we first made the change; because of this there are some numbers that will look a little off.
    - The projection of meet revenue shows an increase, because we expect there to be more meets and more swimmers in each meet next year.
    - A big unknown is the Capital Gains
  - Expenses
    - With more swimmers in meets, it is expected that meet management fees will be increased.
    - Non-Athlete Registration is projected to increase, with new officials next season.
    - At this time Zones, Athlete Travel and Conference expenses are proposed to remain roughly the same. There are not any good numbers to compare to at this time, so projections will be compared to our last full season.
    - Most other program expenses will also be kept the same as what was in last year’s budget.
  - May 1 vs September 1 Fiscal year: Currently, PVS plans and adopts a budget each spring, for a fiscal year of September through August, which can make it difficult to make accurate projections. If we were to change our fiscal year from Sept 1 to May 1, then our actuals and budget would be more accurate. Under current practice, the budget is made with a lot of projections. JD feels that maybe we explore this option and make a change next season.

- Tim noted that September 1 is the start of each fiscal year, because it coincides with the “swimming year”.
    - For the 2022-2023 budget year, making proposals for actuals and performance, the two budget years prior to this year were significantly different due to COVID. We will need to go back three years to find a season that most closely resembles a budget we are trying to project.
  - Mental Health Program – Evan Stiles commented that PVS is still working on plans for the Mental Health Component/Conferences. This is a program that we are looking to add to the budget.
    - Evan was asked to write up a proposal for the additional budget item. An actual number is needed to add to the proposed budget.
      - Expenses would include professional fees for speakers and potential location/rental fees for various meetings/seminars.
      - \$10,000 was the suggested amount.
    - A question about inflation was asked. JD responded that some prices move quickly, and some do not. Some items have been adjusted based upon the possibility of inflation. A big-ticket item that we need to look at is Zones. JD indicated, he will go back and look at the Spring 2019 Zones budget and adjust the current projected for Spring 2023 Zone meet from there.
  - In March, the Board will review and vote on the proposed budget. Once passed and endorsed it will be presented at the HOD in April
  - JD was thanked for his hard work on the budget proposal,
- Discussion Items
  - PVS LC Meets –
    - We are still in a holding pattern for the LC meets. We are still looking for several meet hosts and waiting for confirmation on the status of one facility.
      - We are still looking for hosts for the LC Distance meet, one host for both the LC Open 1 and 2 and the LC 13 & Over Championships.
  - HOD – April 10 – We are looking into the possibility of being able to host the 2022 HOD meeting in person on Sunday, April 10. Bob Walker is working to secure a room at Stone Ridge School. He hopes to have an answer in the next few weeks so we can advertise it to the HOD
    - At HOD, Board members give their end of the year report, we present and pass the budget and hold elections for Board Members. Those on the board who terms are up:
      - Admin Vice-Chair: Bob Walker (can run again)
      - Age Group Chair: Erik Collins (can run again)
      - Safe Sport: Kelly Opirari (can run again)
      - Operations Chair: Carolyn Kotarski (cannot run again)
    - Coaches and Athletes elect new members each year; Coach and Athlete Reps are responsible for holding the elections.
      - Sr. Coaches Rep: Reid Owen– can run again (election will go out next month)
      - Sr. Athlete Rep: Sophie Elliot will elect a new athlete rep. this year.
- Technical Planning Subcommittee –
  - We are currently looking for individuals to help with this committee. They will help with securing facilities and negotiating contracts. FCPA wants the dates for next year next month.

- If you are interested in being on that committee, please contact Tim Husson.
- USA Swimming Spring Workshop – PVS will be sending 8 representatives, including all three Athlete Reps. There will be a lot of information to share with the rest of PVS when they return.
- Next Scheduled meeting: March 28, 2022
  - The primary action item will be to pass the budget that will be presented to the HOD in April.
  - It is great to meet in person, for the social aspects and feeling connected. However, our Zoom meetings are much better attended than if they were in person. Tim is open to the possibility of one in-person meeting per quarter, but this is yet to be determined.
- Erik Collins reminded the coaches on the call that we are looking for Zone team coaches for the LC Zone meet in August. Once Erik has a list of interested coaches we will hold an online voting.
- The meeting was adjourned at 8:00 PM



## General Chair's Report February 28, 2022 Board Meeting

**Registration** - As of Feb 25, PVS has registered 11,970 athletes (11,044 premium, 915 flex, 11 outreach) for 2022. Our total registration is now within about 5% of what it was in 2019 and 2020.

**PVS Open Meets** - PVS had to cancel the 18&U Qualifier Meet in February due to lack of a meet host. The difficulty in getting clubs to host the PVS open meets (SC & LC) puts this competition model in danger. Suggestions and volunteers to work on this problem are welcome. I would hate to lose these opportunities for all our clubs, large and small, to have access to meets.

**35th Black History Invitational** - I want to congratulate Rob Green and the DC Wave Swim Team for putting on a successful meet. Many consider it to be the premier diversity-focused meet in the county. USA Swimming recognizes this meet and the President/CEO, Director of Club Services, and the Director of DEI (Diversity, Equity & Inclusion) were in attendance, The Chair of the USA Swimming National DEI Committee was an official at the meet. And Channel 7 News did a story on the meet:

<https://wjla.com/news/local/nations-top-minority-swimmers-visit-dc-for-black-history-invitational-swim-meet-olympics-swimming-usa-african-american>

**USA Swimming Team Services** - The USA Swimming Team Services Group has doubled in size and there are now two staff members covering the Eastern Zone (Kaitlin Pawlowicz and Nate Chessey). They have recently or will soon contact all the clubs to see what support they can provide.

**Communication** - I attend monthly meetings with staff and committee members of USA Swimming. Among these are the LSC Leaders Call, Poolside Chats (General Chairs), and the LSC Governance Series. In addition to bringing back information to PVS, such as some of the above, these meetings allow me to interact and share information and practices with leaders from other LSCs.

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## **General Chair's Report**

### **February 28, 2022 Board Meeting**

Also during the last month I sent out two General Chair's Newsletters (Feb 8 & Feb 25) to our members to keep them informed.

**House of Delegates (HOD)** - The PVS House of Delegates (April 10) will be here before we know it. In addition to passing next year's budget and electing board members, the HOD gives board members a chance to inform our membership of what they have accomplished during the past year. There is a good chance that we will be able to hold this meeting in person this year.

Stay safe! Stay healthy! Get the vaccine when it is available to you. And, continue to practice COVID-safe behaviors.

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

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## Potomac Valley Swimming Finance Report

### **PVS Financial Audit and Tax Filing**

The annual audit process through KWC has concluded and the management report and IRS filing are posted on the PVS website. The essential conclusion read in part that the auditor was “unaware of any material modifications that should be made to the accompanying financial statements for them to be in accordance with” generally accepted accounting principles. In short, we’re in good shape in terms of financial systems.

### **PVS 2021 Portfolio Performance**

PVS began 2021 with a portfolio of \$408,713 in total value and concluded the year with a portfolio of \$442, 147 for a gain of \$33,434, or 8.2%. PVS continues to maintain a balanced portfolio as described below. The current market environment dictates that fixed-income holdings be of short duration. The PVS portfolio reflects this choice. This decision, and the large portion of the portfolio allocated to fixed income, meant lower overall returns than would have been enjoyed with a greater equities exposure, but is also consistent with the primary investment goals of capital preservation.

U.S. Equities	42%
International Equities	12%
Fixed Income	42%
Cash	4%

### **Delinquent Payments Penalties**

As noted in January, the treatment of delinquent invoices in the Policies and Procedures (P&P) is unsatisfactory. It is confusing, difficult to administer, and thus often ignored. At the January meeting, the Board suspended the existing delinquent payments penalty regime and directed the development of an alternative. The proposed alternative delinquent payments regime appearing below was developed with the advice of the PVS Treasurer and would replace the text on page 35 of the P&P appearing under “Delinquent Notices” as well as related text on page 25:

PVS issued invoices are expected to be paid within 30 days. At the beginning of every month the PVS Treasurer will send a statement to all clubs with invoices outstanding 30 days or longer. At the bottom of the statement will appear notice that invoices 61 days or more past due are deemed delinquent and subject to a 10% surcharge.

After 60 days the invoice is deemed “delinquent.” The club then incurs a 10% surcharge on the outstanding amount and a separate invoice for the surcharge will be issued.

If the invoice has not been paid by 30 days following delinquency (or 90 days from date of original invoice issuance), then the club’s right to participate in PVS-sanctioned meets would be immediately suspended until all invoices outstanding 31 days or longer are paid. The Treasurer

would notify the General Chair and the Vice-Chair for Finance of the 90-day violation. The General Chair would then notify the club contact of the suspension.

The Treasurer would also notify the Registrar of the club's suspension so the Registrar could flag any suspended club's swimmers signed up for a PVS-sanctioned meet as part of the normal pre-meet administration. The Treasurer would also notify the General Chair, the Vice-Chair for Finance, and the Registrar once the indicated invoices have been paid.

### **The 2022-2023 Budget**

The initial presentation of 2022-2023 budget appears below. This is based on projections for the current year developed from five months of experience under the current budget, a period which excludes a multitude of club meets, the short-course championships, the long-course season, and zones. Therefore, the current-year projections are as usual highly speculative.

As noted in this month's General Chair report, PVS is now within about 5% of its pre-pandemic registration level. The budget assumes this gap will close in the coming year, with commensurate increases in swim meet participation. Otherwise, the budget is very much a "steady-as-she-goes" affair, with one exception.

A change to recommended accounting rules which PVS adopted means a portion of registration income received in the current year is recognized in the following year. This will matter little for future budgets but is material in the first full year of implementation, i.e., the current budget. Thus, \$27,777 was carried from last year into the current fiscal year, and I project we will carry about \$93,000 from the current fiscal year to the next, for a net negative adjustment in the current budget of about \$65,000. For the coming budget as presented, this net figure declines to about \$7,000.

Respectfully submitted,

J.D. Foster  
Vice Chair Finance  
Potomac Valley Swimming  
February 27, 2022