

Potomac Valley Swimming
Board of Directors Meeting Agenda
April 16, 2024
Zoom @7:00 pm

- Attendance – Cherlynn Venit, Ellen Colket, Trish Buswell, Tom Ugast, Greg York, Erik Collins, Aaron Dean, Barb Ship, Cliff Gordan, Andrew Koons, Nicole Erickson, Harper Freeman, Nicole Zhang, Samantha Gilbert. Non-voting members: Kim Bullers, Tim Husson, Beth Winkowski, Jim Crampton, Paris Jacobs
- Call Meeting to Order – the meeting was called to order at 7:01 pm by General Chair, Cherlynn Venit.
- Introductions/Roll Call to establish Quorum – there are a sufficient number of voting members to conduct business.
- Consent Agenda: pull any for discussion?
 - **Motion to approve the Consent agenda as submitted and not pulled, seconded and approved.**
 - Financial Statement– pulled from consent agenda
 - Budget vs Actual – pulled from consent agenda
 - Officials’ P&P Update – pulled from consent agenda
 - PVS Awards & Education Grants – pulled from consent agenda
 - Athlete (& Coach) Wellness – pulled from consent agenda
- Additional Agenda Items & Approval of the Agenda – **Motion to approve the agenda as submitted, seconded and approved.**
- Administrative Update
 - Financial Statement – Finance Chair, Ellen Colket reviewed the proposed budget.
 - Budget vs Actual – A 2023-2025 Budget Summary was shared with the board.
 - There was a projected deficit of about \$35,000. When we look at the actuals after all the rest of the season expenses, there is an expected \$208K surplus.
 - We have done a great job on the income side, but it appears we are not spending our money. Our mission is to put the money back into the LSC (swimmers, officials, programs).
 - Ellen went through the details of the budget, projections and draft 2024-2025 budget.
 - LC Zone Fees were discussed as one of the biggest reasons for the drastic change in the budget projection. The meet format has changed from team travel, as initially budgeted, to self travel. Which means no bus, hotel, meal expenses.

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- Erik also projected on the 2025 LC Zones, in terms of number of athletes and fees, assuming it is team travel. With the LC Zone meet being later in August and school, in Virginia, starting earlier there is a concern that it will become more difficult for swimmers to commit to the meet.
- Expenses changes were reviewed
 - PVS Meets
 - Recommended increase in Meet Management fees, what we pay to clubs when hosting PVS meets, for the 2025 season. We will need to go to HOD for approval and make P&P updates.
 - A recommendation to slightly increase the approved amount for hospitality expenses at PVS hosted meets.
 - VSI surcharge
 - Increases to pool rental fees
 - Officials Support – End of year projection is close to the budgeted amount. The Officials have asked for a slight increase for the next budget year.
 - Equipment – There was a discussion on whether or not PVS should be in the equipment rental business. We are spending more money than we are making on the rentals. One idea is to bring back the Equipment Grant Program, helping clubs purchase their own equipment.
 - Summer League and High Schools seem to be our biggest rentals.
 - Concerns also include that many facilities are not great at keeping up with their own equipment, so there are often situations where PVS has to supplement equipment. PVS meets also need to be able to have equipment for the Open meets.
 - There was additional discussion on what to do regarding the rentals, using equipment.
 - There was a motion regarding equipment rental that was withdrawn. Motion to include the equipment Operations as proposed, seconded – withdrawn.

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- We do need equipment to run PVS meets at FCPA facilities and to supplement the PVS meets at other facilities. Having our own equipment is the cost of doing business when hosting meets for PVS athletes.
 - The budget was reviewed line by line. Some of the highlighted changes were:
 - There was a discussion regarding the Safe Sport projected budget.
 - Do we need to create incentives for PVS clubs who are SS certified?
 - Greg York plans to start the banner program again, so funds will be added to the 2025 budget for Safe Sport.
 - Equipment Grant program – Do we want to add money to the budget to bring the program back?
 - It is a good idea, we will need to advertise it and make sure clubs are aware of the program.
 - Maybe this grant also helps for maintaining club’s equipment.
 - Athlete Scholarship fund – We will be putting in funds into an account for a Scholarship fund program for the 2024-2025 season. A committee will be needed to manage this.
 - Swimposium – Money has been added to the budget for a 2025 Swimposium.
 - Postage & Delivery – there was a brief discussion as to what the actual spending was on postage.
 - Based upon the Open Meet Task Force, there was a discussion to increase the MM Fees to help incentivize clubs to host PVS Open meets.
 - In the current budget, there is an increase of \$.35 for open meets, \$.50 for distance and LC Open and \$1 for relays and Champs. However the Open Meet task force proposes that these MM fees are increased to \$3 per entry.
 - Do we want to increase the Meet Management fees as proposed by the OM task force? Do we want to increase the meet entry fees to help off-set the meet management fee increase?
 - It is important to keep Meet Entry fees affordable for all families. Costs do go up, but we should continue to strive to ensure that athletes are able to afford to enter meets.

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- Can we afford to increase the Meet Management Fees and leave the entry fees the same? According to the numbers that have been proposed, yes, we can afford it.
 - Ellen recommends we leave the entry fees as they are, and then do the initial Meet Management Fees, starting May 1 (change in P&P) and then use these same MM fees in for 2024-2025 fee.
 - **Motion to keep entry fees for PVS meets as they have been in the 2023-2024 in 2024-2025, seconded and approved (3 opposed).**
 - **Motion to accept SC Open Meet Management fees increase to \$1.85, LC/Distance to \$2.00 and Championship Meet Management fees to \$2.50, seconded and**
 - Tom recommends open \$2.25 and Champs to \$2.75, LC/Distance to \$2.25
 - **If we go with as Tom proposed, we would project a deficit in 2024-2025 effective September 1, 2024, seconded and approved**
 - **Motion to increase the MM Fees that goes to the host clubs to \$2.25 for all SC & LC Open & Distance meets and \$2.75 for Championship meets, seconded and approved.**
 - **Motion to approve the projected budget and send to House of Delegates as presented, seconded and approved.**
 - LC Zones Prep Status – Erik gave an update, everything is on track.
 - GCREP Workshop – Sat Apr 20 from 10:30 am – 2:30 pm (Board Orientation and Strategic Planning) – email Cherlynn if you want to attend.
- Action Items/Motions
 - Officials’ P&P Update – Barb Ship has a recommendation for the implementation of R-9 and changed our P&P so it is consistent with the new USA Swimming rules. The recommendation is simply updating so it is all consistent in P&P.
 - **Motion to approve the P&P update the Officials Certification Program so that it is aligned with R-9, seconded and approved.**
- Old Business
 - Athlete Project Update – The athletes are focused on May 6-11 and 20-25 for the dates for their swim-a-thon event.
 - Bullet Statements/Job Tasks for positions up for election – We have received Admin VC description. As additional job descriptions are written please send to Cherlynn.
 - BOD Nomination Status & Voting Procedure – HOD and Nomination on the way, the call for nominations has gone out and there are currently only 2 nominees.

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We need to continue to reach out to clubs to find additional nominees. The Governance Committee will make a plan to help fill the positions.

- Need feedback from athletes regarding their Athlete Rep voting – Proposing that on Thursday, April 18th, send out a call for Athlete Representatives, asking clubs to send out through various methods (social media, flash mail, etc.). Keep open through HOD, so we can accept any from the floor. Then do an electronic vote that would go out to current registered members – 10-14 days, this way we can go back through all votes cast and verify that each vote was cast one time and was in good standing at the time of the vote.
 - Tim expressed some concerns about the voting process and gave insight as to how it was done the past few years.
- There is a Governance Meeting on April 17, once the committee agrees to the process, then it will be put in motion.
 - There was a brief discussion on the process and plan.
- Athlete Rep Proposed Election Date -this will be discussed at the Governance meeting.
- Outstanding Service Award Nomination for PVS – if you have anyone you would like to nominate, please send to Cherlynn.
- Goals/Benchmarks for next month – please send to Cherlynn.
- New Business
 - PVS Awards & Education Grants – Aaron wants to clarify the process for approving where the funds go. There is currently \$2500 budgeted. Aaron has requested to increase to \$7500, which will include \$500 grants to offset the fees for ASCA Coaches Clinics/any clinics that are offered. Aaron will have some policies in place to utilize these funds going forward. He will bring this forward to CCM.
 - Athlete (& Coach) Wellness – Over the past couple years we have had 10K in the budget and have not used it. Aaron wants to provide grants/educational grants for coaches to be able to participate in Mental Health First Aid. The more individuals/coaches we have certified the more we can help our athletes. He is looking to create a relationship with the national organization.
 - We should open this to all clubs to help them bring in a speaker to come in and talk to coaching staff.
 - This would be a great topic for Swimposium.
 - Block Party – This will be a new program from USA Swimming that will be introduced in the coming months. Smaller meets during “practice”
- Comments (Stop, Start, Continue)
- Upcoming Meetings/Opportunities
 - [USA-S](#) webinars

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- PVS Committees: Officials – April 24; DEI – May 5; CCM – May 7th; SafeSport – ?; Tech & SM – April 21; Gov – April 17; Finance - ??, Open Water - ?? – Meetings MUST be posted to website – send to me and Tim
- HOD Scheduled for Tuesday, May14 at Overlee – Dinner at 6 pm; Meeting starts at 6:30 pm
- Next Scheduled Board Meeting: Tuesday, May 21 on Zoom - cancelled
- Adjournment
- A closed session of the Executive Board was held.

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Consent Agenda

(BOD Meeting 4-16-24)

1. [March 19, 2024 Meeting Package](#)
2. Committee Reports
 - a. [General Chair](#)
 - i. Technology and Social Media
 - ii. Webmaster
 - iii. HS Times Verification Officer
 - b. Administrative Vice Chair
 - c. Finance Vice Chair
 - i. [Finance Report](#) (pulled)
 - ii. [Budget vs Actuals](#) (pulled)
 - iii. [Budget Worksheet](#) (pulled)
 - d. [Senior Vice Chair](#)
 - i. PVS Awards & Education Grants (pulled)
 - ii. Athlete (& Coach) Wellness (pulled)
 - e. Age Group Vice Chair
 - f. Operations Vice Chair
 - g. Athletes Representatives
 - h. Coaches Representatives
 - i. [Officials Representative/Chair](#)
 - i. [Officials Reimbursement \(April 2024\)](#)
 - ii. [P&P changes regarding officials](#) (pulled)
 - j. [DEI Chair](#)
 - k. SafeSport Chair
 - l. Registrar
 - m. [Open Water Coordinator Report](#)
 - n. Operational Risk Coordinator
 - o. Governance Chair



PVS General Chair Report

4-16-24

The year is rolling by fast! We are just under two months away from Olympic Trials in Indy!!! Congratulations and Good luck to all of our PVS swimmers competing and PVS Officials working at Trials! I also want to thank all of the board members for the hard work and time that each of you have put in this year so far.

BUDGET:

The April Board meeting will concentrate on the proposed budget for next year. Please review the information provided by Ellen and come with any great questions and insights so we can effectively and efficiently utilize the funds available to support our athletes, coaches and officials. Ellen is unable to attend HOD so it is important that we all work together to be able to answer questions at HOD.

Eastern Zone Athlete Leadership Summit:

Plans are in the works for an EZ Athlete Leadership Summit. Once finalized, we will send out information about the summit. The plan is to hold it Philadelphia on June 20-23. This year the request will be for 3 athletes per LSC who are in leadership positions for the LSC. It looks like this could be a quick turn-around. The current thought is that the LSC will be responsible for the transportation costs only. Watch for more information.

- Location: Bryn Mawr College which is 30 minutes from Philadelphia Airport and centrally located in the Eastern Zone meaning driving could work for many LSCs.
- Targeting 3 athletes per LSC (preferably your elected reps)
- Need 1 non-athlete chaperone per LSC
- Want this to be a cost effective event -> we are hoping the only costs needed to be covered by the LSC are transportation to and from the summit and 1 meal. Once we have a finalized contract we will know for sure
- Check In 5:00PM on June 20th
- Check Out 12:00PM on June 23rd
- Activities include Olympic Trial Party, Workshops, Swim practice, Trip off campus to Philadelphia (still TBD), and more

Olympic Trials:

Single day tickets are still available for Trials. Make it a family adventure! Group sales and VIP options exist and there are opportunities available for A VIP behind the scenes tour and some practice time in the pool with some special coaches (I may have heard the names Brendan, Missy and Rowdy)! While visiting Indy swimmers also have the opportunity to compete in meets throughout the city and practice. USA Swimming has made sure no one will miss training time if they want it! There are still suites available if we want to get one for PVS.

LC MEETS:

In light of the VSI surcharge issue, Tom and I revisited the location for the 13 & Over LC Champs and found that there is not another venue available for the meet within the PVS footprint. This is a huge issue we need to look at strategically for the future. The pools are either closed for renovation or being used for other non-competitive programs. The 13 & Over LC Champs meet will remain at Jeff Rouse.

Below is the schedule of PVS LC Meets with the identified host or lack thereof:

Date	Meet	Location	Host Team
6/15-16/2024	PVS LC Distance	Fairland	TOLL
6/23/2024	PVS LC Open 1		
	630 total athletes last year	Fairland	PAC
		Franconia	ASTS
		Audrey Moore	YORK
6/30/2024	PVS LC Open 2		
	642 total athletes last year	Fairland	TBD
		Franconia	TBD
		Audrey Moore	TBD
7/11-14/2024	PVS LC Open Champs	UMD	NCAP
7/18-21/2024	PVS LC 12 & Under Champs	UMD	TBD
7/18-21/2024	PVS LC 13 & Over Champs	Jeff Rouse	TBD

General Chair Resources and Education Program:

USA-S is offering a special workshop on Saturday, April 20 focusing on Board Orientation and Strategic Planning. The workshop is April 20, 2024, Time: 7:30 – 10:30 AM **PT**. The workshop is open to ALL LSC Leaders. **If you are interested in attending, please let me know so I can get you added to the list.**

The workshop will be divided into two sessions featuring content from the **BoardSource Toolkit** products, which include fantastic resources such as a sample Orientation slide deck, and Strategic Planning templates and worksheets:

1. **Effective Orientation: Getting on Board (7:30 – 8:45 AM).** In this session, we will dive into the critical aspects of board member orientation, ensuring that LSC board members are equipped with the necessary knowledge and resources to fulfill their roles effectively.
2. **Strategic Planning: Understanding the Process (9:15 – 10:30 AM).** This segment will focus on the strategic planning process and methodologies tailored to foster the growth and development of our LSCs, emphasizing the importance of setting clear goals and objectives.

This workshop will feature interactive discussions, sharing of experiences, and collaborative problem-solving sessions, providing a platform for meaningful engagement and learning.

Virtual Legislation Review Session

USA Swimming is host a virtual legislative review session on Tuesday, April 23 at 7 p.m. ET. This session provides us the opportunity to hear about proposed legislation that will voted on at the 2024 House of Delegates. The session allows presenters the opportunity to socialize drafts of their language, explain their reasoning, and garner support.

If you want to participate in the legislative session as a viewer, please register [here](#) or through the [Events page](#) on the USA Swimming website.

Deadline to submit new legislation is May 15.

PVS House of Delegates:

This is our last meeting prior to the House of Delegates. We look forward to welcoming some new people to the Board but that means we may sadly be missing a few around the table/Zoom screen in the Fall. Let us all work together over the summer to train and transition any new individuals into their positions.



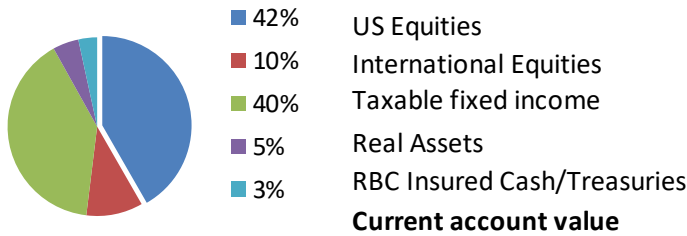
Potomac Valley Swimming Finance Report as of 14-Apr-2024

Financial Performance

Our investment portfolio managed by RBC Wealth Management continues to exceed our growth target, outperforming the MSCI All Country World Index and earning 3% or greater, net of fees.

As of 31 Mar 2024

ASSET ALLOCATION SUMMARY



	CURRENT VALUE	% of Portfolio
	\$ 176,965	42%
	\$ 43,524	10%
	\$ 170,010	40%
	\$ 19,890	5%
	\$ 14,377	3%
Current account value	\$ 424,766	100%

Investment Objective - **Balanced Growth**

Risk Tolerance - **Low Risk**

Our General Operating Account (GOA), Restricted Operating Account (ROA) and Special Accounts currently remain within the Wells Fargo Banking Institution. We continue to research the feasibility of Wells Fargo providing bill pay service which would save on the cost of purchasing checks, stamps, envelopes, and saving time.

Budget Performance

We are seven months into the 2023-2024 season and 78% of budgeted net income has been booked and end of year income is currently projected to be just under 8% of the targeted budget. The key areas contributing to this are registrations as well as meet entries and associated splash fees. Our expenses, however, continue to lag and only 36% of the plan has been realized. DE&I, Safe Sport, Development, and grants are key areas that continue to require attention as planned funds have not yet been spent.

2024-2025 Budget Preparation

The Board will discuss to-date performance of the 2023-2024 budget as well as anticipated end of season projections for each budget category during the April BOD meeting. The consolidated draft budget will be reviewed, discussed, and voted on at the 16-April Board Meeting. All revisions will be incorporated and readied for posting in advance of the 14-May HOD meeting.



Potomac Valley Swimming Finance Report as of 14-Apr-2024

Improvement Opportunities:

- We will propose establishment of a committee to develop application and selection criteria for the purpose of issuing PVS scholarships to approximately 5 seniors with a target of award this Summer.

Reminders:

- When hosting a PVS meet, Meet Hosts must read, sign, and return the Meet Director's form to the LSC Services Manager one week prior to the meet. This document includes important financial and operational details for managing and hosting these meets.
- We are requesting that all clubs look to utilize ACH payment of bills in lieu of writing checks to process payment to PVS. We currently have approximately 80%+ of clubs utilizing the ACH function and are striving to achieve 95-97%. We will be reaching out to these clubs over the next 60-90 days to see how we can assist.
- Continuing to research and work with Wells Fargo and QuickBooks to determine the feasibility of using Bill Pay to mitigate the number of checks, stamps, envelopes, and reduce the amount of time processing checks issued by PVS.

Respectfully submitted,

Ellen Colket
Vice Chair Finance



Board of Directors Report

Senior Chair – Aaron Dean

April 16, 2024

Athlete Travel Assistance (no change in requests since February).

Athlete Assistance update 3/31/24							Actual	Projected Final	Delta
\$ 700	4 day meet	US Open	Greensboro	12	17	\$ 8,400.00	\$ 11,900	\$ 11,900	\$ 3,500.00
\$ 800	5 day meet	Summer Champs	Irvine	4		\$ 3,200.00		\$ 3,200.00	
\$ 700	3 day meet	Open Water Nationals	Sarasota	12		\$ 8,400.00		\$ 8,400.00	
\$ 1,400	8 day meet	Olympic Trials	Indy	20		\$ 28,000.00		\$ 28,000.00	
\$ 700	4 day meet	Winter Jr Champs	Columbus	10	14	\$ 7,000.00	\$ 9,800	\$ 9,800	\$ 2,800.00
\$ 800	5 day meet	Summer Champs	Irvine	23		\$ 18,400.00		\$ 18,400.00	
\$ 700	3 day meet	Paralympics Nationals	Orlando	1		\$ 700.00		\$ 700.00	
\$ 700	3 day meet	Paralympics Trials	Minneapolis	1		\$ 700.00		\$ 700.00	
						\$ 74,800.00	\$ 21,700.00	\$ 81,100.00	\$ 6,300.00

There are 16 Olympic Trial qualifiers as of 3/31/24.

2024-2025 Events & Proposed funding levels

Based on \$300 support toward travel & \$100 per day of competition support.

Athlete Assistance 2025					2024 budget	2024 Actual	2025 Budget
\$700	4 day meet	US Open	Greensboro	20	\$8,400.00	\$11,900.00	\$14,000
\$700	4 day meet	Winter Jr Champs	Greensboro	16	\$7,000.00	\$9,800.00	\$11,200
\$700	3 day meet	Open Water Nationals	TBD	12	\$8,400.00		\$8,400
\$800	5 day meet	Summer Nationals	TBD	10	\$3,200.00		\$8,000
\$800	5 day meet	Summer Jr Nationals	TBD	26	\$18,400.00		\$20,800
\$700	3 day meet	Paralympics Nationals	TBD	2	\$700.00		\$1,400
					\$74,800.00		\$63,800.00

PVS LC Open

Last summer the overall impression of the meet was that it was small, finals went very fast and the utilization of the facility was not maximized with a break of over 5.5 hours between prelims and finals. In looking at the standards, they will be softened slightly. The meet information and standards will be available prior to the May CCM so that we can clarify some of the changes to the meet.

PVS 13 & Over LC Champs

This meet was a decent size last summer. Finals ran a little long & Saturday was crazy long (6+ hours). I'll be adjusting standards and looking at event line ups to balance things out.

PVS Open Task Force

The result of the PVS Open Task force meetings led to minor adjustments:

Event order change with moving of the 500 free in January open to be offered at the PVS distance meet.

Will seek additional incentive to host clubs to take on hosting responsibilities:

Raising the individual entry fees from \$5.00/ per entry to \$7.00 per entry

Host team would benefit from current \$1.15 per entry up to \$3.00 per entry

PVS would benefit from current \$3.85 per entry up to \$4.00 per entry.

Budgeting Input:

From the task force it was also suggested that all entry fees be raised \$2.00 to benefit the hosting teams for the work they do at all PVS hosted meets (distance meets, LC1, LC2, & Championships). The belief is that more teams will step forward to host meets and thus the quality of meet hosting will improve as well as the number of teams willing to help.

PVS Outstanding Athlete Task Force

Outstanding Athlete Awarding

- Single Age
- Top four swims (LC or SCY) power points
- weighted average of final score:
 1. 40%
 2. 30%
 3. 20%
 4. 10%
- "nominated" by coaches only
- May input multiple ages per swimmer
- Through Online Form submission that will calculate the weighted score and provide the results to PVS administrators.
- Using the USA Swimming system to provide power points (no other system can be used to ensure the same data is input (note there are a lot of different power point systems out there). Will provide walk through instructions on process in nomination form.

Year 1 will involve the current committee of this Task Force to ensure the process is held to and formulates the award to the best athlete.

Year 2 and beyond (assuming all goes well in year 1) the AG and SR chair along with the PVS administration will verify the results.

PVS Awards & Education Grants

It has been a number of years since PVS has awarded the coach/team awards. I believe the COA: Club & Coach Development is where the funds would come from. That has \$2500 but the past three years we've expensed \$189, \$125 and \$721 toward CCD. I plan to

create a procedure for awarding these this summer with approval by the CCM and Board in the spring:

\$1000 for each coach of the year (travel expenses to ASCA)

\$1000 for Future Champion Award (continuing education award)

\$2000 for Rising Star Club (club development)

Age Group Coach of the Year

PVS to pay actual cost of PVS coach selected as its outstanding 14&U coach to travel to the annual ASCA Convention and receive the award there.

Criteria:

Primary coach for the swimmer that has the highest

Senior Coach of the Year

The Coach selected as the PVS Senior Coach of the Year would receive an educational stipend similar, but not to exceed, the fees for the 14 & Under Coach attending the ASCA Convention.

Future Champion Award

For the coach that works with the new swimmers and won't have a way to win AG or SR Coach of the Year.

Rising Star Club

Recognizing the club that is moving up in terms of virtual club points, number of swimmers to Jr and Sr Nationals and IMX participation.

For the 2025 season budget, I would like to request this be raised to \$7500 to account for travel expenses that likely will be higher than the above amounts and give clubs more to strive toward.

In addition, grants for coaches is pulled from this same budget item, unless the amount budgeted is raised I don't believe that we can offer the educational grants.

Potomac Valley Swimming has established a continuing education program for its coach members. Up to six \$500 educational grants will be awarded each fiscal year. The Short Course Zone Team Head Coach and Assistant Head Coach will automatically be awarded a grant. The four additional \$500.00 educational grants will be available for active, certified PVS coaches (who have applied) for the upcoming fiscal year. The eligibility criteria for these grants is established by the Competition Committee with the approval of the Board of Directors. The eligibility criteria are distributed annually with the application form.

Those selected may choose any USA Swimming sponsored coaches' program for which they are eligible. Other educational opportunities may be approved by the Board of Directors on a case by case basis. Those selected (except the Zone Team coaches) are ineligible the following year. Coaches accepting a grant must submit a report to the Competition Committee and an evaluation to the Board of Directors.

I will be formulating a process and the criteria for the grants to be presented at the CCM next month.

Athlete (& Coach) Wellness

I would like to partner with the Mental Health First Aid (MHFA) to provide an educational grant for up to the maximum budget amount of \$10,000 for the rest of this swimming year. The grant would cover coaches with a reimbursement of up to \$150 per coach.

Criteria:

Must have completed all second-year coach requirements. (no first-year coaches or provisional coaches)

No more than two coaches per team until all teams have the opportunity to submit requests.

DEI Committee Meeting Agenda

April 14, 2024

Call Meeting to Order

1. New Business
 1. Budget requests for rest of 2024 – Scholarships/ travel assistance for Disability athletes?
 2. **Budget Items for 2024-2025: Spring 2025 PVS/Maryland Diversity Select Camp?**
2. Items for Discussion
 1. Keynote Speaker Candidates
 - 3-4 Person Panel
 2. Breakout Room Topics for Women In Governance (Potential names mentioned)
 - Governance
 - Officiating
 - Coaching
 - Meet & Team Admin
3. Upcoming Meetings/Opportunities
 1. May 5, 2024 7:00 PM
4. Adjournment

Black History Invitational Swim Meet, Friday, February 16th to Sunday, February 18th, 2024

In 1987 the DC Department of Parks and Recreation and the United Black Fund created a swim meet in honor of Black History Month, the Black History Invitational Swim Meet. It was the first swim meet in the nation to focus on the contributions of African Americans swimmers. In 1987, the meet included a D.C. swim meet and a swim team from Baltimore. Today the meet hosts nearly 1000 swimmers from over 40 teams from across the United States. It is the signature event of DC's Parks and Rec swim team, DC Wave. USA Swimming recognizes the meet as the "premier minority swim competition in the United States and the world."

In previous years the meet has included famous swimmers such as Tom Dolan and Cullen Jones. But it is not only the incredible talent at the meet that makes it special. It is the atmosphere – a feeling of community and welcome that envelopes you before you even enter the building, as swimmers and parents gather at the entrance, many sporting previous years' BHISM t-shirts, and greeting one another like long lost relatives. Throughout the three days spectators come together, get to know one another, and cheer on one another's swimmers irrespective of what club they come from. Swimmers do the same – cheering on friends from previous years, and for swimmers they have never met. Each swimmer is there to win, but unlike at most meets, the swimmers are also there to support one another – across teams, across ages, across races.

Good luck to PVS swimmers and their families who will participate in the **37th Black History Invitational Swim Meet!**

Topics for Women's Zoom:

- Promoting young female coaches in PVS (Beth W.)
 - Yearlong seminar??
- Jess Mack notes for zoom meeting?
- Elizabeth (September) new policies and procedure (modifications) for disability athletes

Officials Committee Report to the Board, April 2024

As of early April 2024 there are 506 certified officials in PVS. That number does NOT include any of the officials who recently completed training for timings system operator or computer operator (and who have not yet become certified as an administrative official). We have almost fully recovered from COVID.

We have certified 87 new officials since 9/1/23. There are 135 officials who are registered as officials but have not yet completed certification requirements. Those numbers exceed those of previous years and bode well for the increased number of officials. Most of this data precedes R-9 implementation so that should make things even better going forward.

PVS Officials (as of April/May for each year):

2019	529
2020	505
2021	386
2022	394
2023	452
2024	506

The PVS website is up to date with all the new certification requirement standards that went into effect with R-9 and includes updates pertaining to all the issued FAQ answers.

Attached is the official education travel stipend report. Since September 1, 2023, PVS has reimbursed 25 officials (21 unique officials) \$15,068.80.

Attached is a recommended update to the Policy and Procedures Manual, p. 52-53 (as posted on the website as of today). The P&P Manual was updated to be consistent with the implementation of R-9.

OWS Report (April 2024):

Splash Fees Research for OWS, what do other LSCs do?

Florida Swimming:

Don Henshaw of Gulf Coast Swim Team (he hosts a few meets/year including nationals) OW Champs Entry fee is \$75, LSC collects \$.75/splash. 192 entrants is \$144. It is the same fee as a timed final swim meet. Lee County steps up big to help them as they want tourist dollars to come in from the meet.

SZ OW Champs the entry fee is \$85/event and \$15 for relays. No splash fee here.

Southern California Swimming:

Michael Kinross of Sandpipers- (OWS Coordinator for SCS)

1) There was not (and still isn't) a policy in place specifically for OW

2) I sold it as OW is a breakeven endeavor for the hosts, at best. So to encourage hosts, we should avoid splash fees until the events are big enough and/or there are enough taking place that splash fees are financially needed for the LSC

Eastern Zones OWS Championships:

No splash fee listed

Event fee ranged from \$40-\$60

Virginia Swimming:

No Splash fee listed on their website of USA-Sanctioned OWS events.

OWS Athlete /Coach Clinic:

April 25th @ 7:15 PM with 2024 USA OWS Olympian & USA National Coach via zoom all participants /their coaches get to listen in live/ask questions and it will be recorded for all of PVS to listen to as a learning experience

OWS Officials Clinic:

TBD awaiting host availability

Email to be sent out to PVS for **OWS grant information for potential host teams** for 2024-25 season

What is crossed out – recommended to be deleted from P&P

What is underlined – recommended to be added to P&P

All recommended changes are based on implementation of R-9.

p. 52-53

OFFICIALS CERTIFICATION PROGRAM The PVS Operations Division shall conduct a program to certify designated officiating positions that are needed to conduct PVS sanctioned or approved swim meets.

PVS will provide certification for: Referees, ~~Meet Referees~~, Administrative Officials, Chief Judges, Starters, and Stroke and Turn Judges, ~~Timing System (CTS) operators, and computer (Hy-Tek) operators.~~ If considered necessary, the PVS Operations Division may designate other positions as requiring certification.

The PVS Operations Division shall ~~establish and~~ publish the requirements to become and remain an official in PVS. The ~~minimum~~ standards required to become a PVS official ~~shall at least meet the minimum standards established by the USA Swimming Officials Committee, for those positions where there are national standards.~~ are determined by the USA Swimming Board with recommendation from the National Officials Committee and Coaches Advisory Committee.

For those official positions for which USA Swimming has not created instructional clinics, the PVS Operations Division shall conduct at least twice a year the instructional clinics necessary to become or remain a certified official. That schedule shall be well publicized within the LSC, with clinics announced at least thirty days in advance of their occurrence. The division shall be responsible for obtaining appropriate training sites within the LSC and shall ensure the clinics are conducted by well qualified instructors. It is permissible for room rental fees to be incurred to conduct these clinics. If USA Swimming has created instructional clinics for a certified position, then those clinics must be used for certification or recertification.

Any individual may attend a PVS clinic; however, an individual may only serve as an apprentice at a meet if he/she has already met the prerequisite requirements to be eligible to attempt certification for that position. ~~The PVS Operations Division may designate certain championship meets at which apprentices shall not serve.~~ All prerequisite and certification requirements shall be published on the PVS website.

~~The PVS Operations Division shall provide all attendees at such clinics appropriate written training material. A copy of the material shall also be available to LSC Associate Members without cost.~~

The PVS Officials Committee shall maintain a roster of all currently certified officials. This roster will be available on the PVS website, and will be updated on a regular basis. The committee also maintains, for at least two years, a list of all individuals attending PVS hosted clinics for the purpose of obtaining certification. Officials serving at PVS sanctioned or approved meet shall not receive monetary compensation for their services.

The meet referee or club officials chairperson of the club sponsoring or hosting a PVS sponsored or approved meet (or in the case of a multi-site meet, hosting or sponsoring a designated venue) shall be responsible for ensuring the meet has sufficient qualified officials available except that the PVS Officials Committee shall assume responsibility for the staffing of the two Senior Championship meets, the PVS 14 & Under Championship meet, and any other PVS sponsored meet in which participating officials may obtain USA Swimming National Certification.

PVS shall make every reasonable attempt to conduct at least two meets per year at which officials may seek to achieve national certification.