

## Board of Directors Meeting Agenda

August 20, 2024

Zoom @7:00 PM

- Attendance: Voting Members: Cherlynn Venit, Ellen Colket, Trish Buswell, Tom Ugast, Aaron Dean, Erik Collins, Barb Ship, Greg York, Cliff Gordan, Nicole Erickson, Jorge Zamora, Nicole Zhang, Harper Freeman. Non-voting attendees: Mark Eldridge, Kim Bullers, Tim Husson, Beth Winkowski, Matt Cohen, Chris Schlegel, Zach Suarez, Jim Crampton.
- Call Meeting to Order – The meeting was called to order at 7:00 pm by General Chair, Cherlynn Venit
- Introductions/Roll Call to establish Quorum - There are a sufficient number of voting board members to conduct business.
- Consent Agenda: pull any for discussion? – no additional items to pull.
  - Pull the Official's Travel Reimbursement report.
- Additional Agenda Items & Approval of the Agenda-
  - **Motion to approve the agenda items and consent agenda as presented, seconded and approved.**
- Administrative Update USA Swimming Workshop & Annual Business Meeting (Sept. 26-28 in Denver) –
  - Once all attendees finalize their registration and flight information, please send your information to Cherlynn and Ellen as soon as possible.
  - Details of the Workshop and ABM will be posted on the USA Swimming website.
  - Trish reported that PVS has hired Kelly Rose McCullough as the equipment manager and Debbi Dyson as the Assistant Registrar.
  - As a reminder, please try to submit the reports for the board meetings to Cherlynn, at least the day before the meeting so they can be shared. It is difficult to read all the reports on the day of the meeting.
- Action Items/Motions:
  - Financial Statements pulled from consent agenda –
    - We are a couple weeks away from the end of the 2023-2024 season. We are at 99% of our income and about 87% of the expenses. There are still a number of significant expenses that we need to pay out for this past season.
      - Please submit all expenses to Ellen or Kim as soon as possible.
      - If you have a reimbursement check, please deposit it before the end of the month, so we can clear them from our books.
      - This is our Audit year, so we need to make sure that everything is in place.
    - SWIM-A-THON, there were some additional donations totaling \$1200. The Board agreed to match the total donations, so a check will be written and sent to Hawaii Swimming for \$2,400.
    - **Motion to approve the financial statements as presented, seconded and approved.**
  - Reserve Task Force Update –
    - At HOD, the Board was asked to set up a Reserve Task Force to review the PVS Reserve Policy and then report back to HOD. See report Submitted by the Task Force.
    - When the budget was reviewed at HOD, we looked at total cash on hand and investments, as a combined figure; however, we should have addressed only the unrestricted cash balance as it relates to the Reserve.
    - A proposal was recommended as an addition to P&P in the event the budgeted reserve is greater than 1.15 as well as the resulting end of year reserve. The proposal will be reviewed again after the Annual Business Meeting.
      - Member clubs' registration fees will be paid for by PVS for the '24-'25 season. This is something that will be reviewed annually (approximate total cost \$4800 for '24-'25 season.)

- All PVS Clubs in good standing will receive a \$500 rebate from PVS for the '24-'25 season. This will be something to be reviewed annually (approximate cost \$24K for the '24-'25 season.)
  - Club registration fees will be removed by PVS for the '24-'25 season. It is currently \$28. This will be reviewed annually. In Ellen's opinion, the board should focus on either option 1 & 2 OR 2 & 3, for the 2024-2025 season, but not all three.
- There was a discussion on the Reserve Budget information
  - The plan is to invest for the purpose of putting earnings back into the organization.
  - We have consulted with several organizations that provide Reserve range guidance and managing assets.
  - We need to continue to manage and understand our PVS Operating Expenses.
  - USA Swimming may provide guidance as to what the operating reserve should be. There may be more information provided on this topic at the Annual Business Meeting in September.
  - Looking at the proposals, in terms of this year and our projection for next year, we are within the confines of the reserve ratio.
  - Motion to accept the proposal as presented if we are over the 1.15 limit, seconded
    - Discussion:
      - We will communicate with the HOD, as we promised.
      - There are some non-board members who would prefer we look at ways to save clubs money rather than invest in the LSC.
      - If we are going to do any part of this, the proposal needs to be changed, since we are less than the 1.15.
  - **Motion to provide the member clubs a subsidy of 100% of the club registration fees and provide a \$500 rebate for all clubs in the 2024-2025 season, seconded and approved.**
    - Ellen will wordsmith her final proposal and will bring it back to the Board following the September ABM.
- Athlete Scholarship – Ellen Reported
  - There were 33 total applications submitted for the scholarships. Following the committee's review, 10 athletes were awarded the \$2000 Athlete Scholarship.
  - Thank you to the Committee that worked on the Athlete Scholarship Program for Athletes.
- Equipment Grant Policy – Ellen presented proposal
  - This proposal is simply re-launching the equipment grant program in PVS .
  - **Motion to approve the Equipment Grant as presented, seconded and approved.**
    - There was a discussion on the number of touch pads and buttons should be included in the package.
    - This grant program is not a full subsidy
- Officials' Fine Waiver Requests – Barb and Kim worked on the fines for the number of Club Officials based on the total number of athletes for each club.
  - One club has requested a waiver. Cheryl Lynn shared the concern, and the board was given the opportunity to ask questions.
    - In summary the athlete numbers of this club have decreased dramatically due to the loss of pool space and it is likely that they will not be renewing for 2025.
      - **Motion to waive the Official's fine for one club, due to various circumstances and a significant reduction in numbers and going forward will only operate as a stroke clinic, seconded, approved.**

- This particular club was also fined after the 23-24 season and paid it.
    - There were between 12 & 16 clubs that were fined for an insufficient number of Officials, based on total athlete numbers.
  - October Open Date Concern – It was brought to our attention that the 2024 October Open will fall the weekend of Yom Kippur, the high Jewish High Holiday. The meet schedule has been approved and contracts have been put in place for the three sites. In looking at options, there is at least one site that cannot accommodate any changes.
    - We need to be mindful in future years, as Yom Kippur is a rotating holiday and does not happen in October from time to time.
    - The schedule was published in October of 2023 and clubs scheduled around the PVS meet schedule. It would be quite difficult to make a change this year.
      - **Motion to keep October Open as currently scheduled, seconded and approved.**
        - An email will be sent to the clubs hosting meet the week before and after the October Open, asking that club hosts be willing to accept swimmers who are unable to swim the October Open weekend due to the holiday.
  - Proposed P&P Change: Championship Meet Reimbursement – Barb Ship reported, currently we pay for hotels for the Meet Referee, Administrative Referee/Official and Team Lead Chief Judge. The proposal is to add the Head Starter, and to change the statement regarding the sharing of rooms as suggested.
    - **Motion, to approve the Reimbursement for Lodging Expenses for PVS Championship meets as presented, seconded and approved.**
  - Proposed P&P Change: Officials’ Travel Reimbursements – see proposal...
    - Barb presented the changes that were noted in the proposal.
    - **Motion to accept the Officials’ Travel Reimbursement as presented, seconded and approved.**
      - There was a brief discussion
      - The policy is intended to make the Official whole.
  - Appeal for Officials’ Travel Reimbursement was presented.
    - **Motion to resolve that the Official was reimbursed and was paid the full amount as per the policy, seconded and approved.**
      - The official has been made whole based on current policy. They applied for reimbursement with PVS, they did not apply with VSI.
- Old Business PVS
  - Awards & Education Grants Update – Aaron presented the PVS Awards & Education Grant that he previously outlined and presented to the CCM. The CCM endorsed this proposal at the Spring 2024 CCM.
    - **Motion that the PVS Awards & Education Grant that was endorsed by CCM as presented, be put into P&P, seconded and approved.**
      - It was noted that the amounts needed for the Awards & Education Grant program was put into the 2024-2025 budget.
  - Outstanding Athlete Award – in previous years it was a nomination process with a set of criteria. Many teams were not submitting nominees or votes.
    - The new system endorsed by CCM will be based on swimmer’s time/power points.
    - The Outstanding Athlete Award will be based on single age and their top 4 swims LC or SC event (only one), using USA Swimming power points. Top swim 40%, then 30%, 20% and 10% -
    - Athletes will be awarded in single age brackets and can win in multiple age groups.
    - Online submission will calculate the score.
    - Year 1 the task force will be the committee, then starting in year two it will be AG and Sr Chair.



requirements are met. The recert class is 3 hours in person. If the RC determines a course was not the full course, they will take away all cards from the course.

- Official's Travel Reimbursement Report – There was one entry that was accidentally reported twice. Barb will correct and resubmit.
- Upcoming Meetings/Opportunities USA-S webinars – many webinars...looking to increase our SS numbers.
- PVS Committees – please make list and update committees.
- Cherlynn thanked the outgoing Board Members for their years on the Board and all their time, experience, support and service to PVS: Greg York, Tom Ugast, Erik Collins and Andrew Koons.

Next Scheduled Board Meeting: Tuesday, September 17 on Zoom  
Adjournment

Board of Directors Meeting Agenda  
August 20, 2024  
Zoom @7:00 PM ([click to join the meeting](#))

Call Meeting to Order

- 1) Introductions/Roll Call to establish Quorum (Cherlynn/Terri)
- 2) Consent Agenda: pull any for discussion? (Cherlynn)
- 3) Additional Agenda Items & Approval of the Agenda (Cherlynn)
- 4) Administrative Update
  - a) USA Swimming Workshop & Annual Business Meeting (Sept. 26-28 in Denver) (Cherlynn)
- 5) Action Items/Motions
  - a) Financial Statements (Ellen) – pulled from consent agenda
  - b) Reserve Task Force Update (Ellen)
  - c) Equipment Grant Policy (Ellen)
  - d) Officials' Fine Waiver Requests (Cherlynn)
  - e) October Open Date Concern (Cherlynn/Tom)
  - f) Proposed P&P Change: Championship Meet Reimbursement – Officials (Barb)
  - g) Proposed P&P Change: Officials' Travel Reimbursements (Barb)
  - h) Appeal for Officials' Travel Reimb. (Cherlynn/Barb)
- 6) Old Business
  - a) PVS Awards & Education Grants Update (Aaron)
  - b) Athlete (& Coach) Wellness Update (Aaron)
  - c) BOD 2024-2025 Season Planning & Strategic Planning workshop (Cherlynn)
  - d) Goals/Benchmarks for next month (All)
- 7) New Business
  - a) Sanctioned, Observed, Approved Meets Process/Changes/Posting/P&P (Cherlynn)
  - b) Pay structure analysis for teams hosting meets for PVS (Cherlynn)
- 8) Comments (Stop, Start, Continue) (Cherlynn)
- 9) Upcoming Meetings/Opportunities
  - a) [USA-S](#) webinars
  - b) PVS Committees
  - c) Next Scheduled Board Meeting: Tuesday, September 17 on Zoom
- 10) Adjournment

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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.

# Consent Agenda

(BOD Meeting 8-20-24)

1. [Minutes of June 25, 2024 Meeting](#)
2. Committee Reports
  - a. [General Chair](#)
  - b. Administrative Vice Chair
  - c. Finance Vice Chair
    - i. [Finance Report \(pulled\)](#)
    - ii. [Profit & Loss Report \(pulled\)](#)
    - iii. [Equipment Grant \(pulled for discussion\)](#)
  - d. Senior Vice Chair
  - e. Age Group Vice Chair
  - f. Operations Vice Chair
  - g. Athletes Representatives
  - h. Coaches Representatives
  - i. Officials Representative/Chair
    - i. [Officials' Travel Reimbursement Report](#)
    - ii. [Proposed P&P Change: Championship Meet – Officials](#) (pulled)
    - iii. [Proposed P&P Change: Officials' Travel Reimbursements](#) (pulled)
  - j. DEI Chair
  - k. SafeSport Chair
  - l. Registrar
  - m. Open Water Coordinator
  - n. Operational Risk Coordinator
  - o. Governance Chair