

Potomac Valley Swimming
Virtual House of Delegates (via Zoom)
July 26,2020

- Attendance – attached
- Virtual Meeting Protocols and Procedures – The meeting protocols and procedures were sent out to all delegates prior to the meeting. The procedures were also reviewed at the start of the meeting.
- Call to Order – The meeting was called to order by the General Chair, Tim Husson at 1:00 pm
- Proof of Quorum – There is a sufficient number of members in attendance to conduct business.
- Approval of Minutes May 21, 2019 and November 18, 2019 –
 - **The minutes from the May 21, 2019 HOD meeting and November 18, 2019 Special HOD meeting were approved by acclamation.**
- Approval of Agenda –
 - **Motion to approve the 2020 HOD agenda as presented, seconded and approved.**
 - After the HOD meeting has concluded, there will be an athlete only meeting, lead by the Senior Athlete Representative.
- Approval of Board Member and Chair Reports
 - **Motion to approve the reports submitted by the Board Members and Committee Chairs, seconded and approved.**
- State of the LSC – General Chair, Tim Husson, gave a presentation on the progress of the last year. [Click here for the full presentation.](#)
 - While it has been a unique and challenging year, there is still a lot to celebrate. Tim thanked the Board Members for their hard work this past year.
 - The Phillips 66 Volunteer Service Award was presented to Jack Neill for his years of dedication to USA Swimming and PVS.
 - A USA Swimming Life Membership was presented to Jack Neill.
 - Congratulations to Jack and thank you for all your service over the years.
- New Bylaws – In November 2019, we held a special HOD meeting and passed the New By-laws. They were accepted and approved by USA Swimming in December 2019. There were a few new items to note:
 - Governance/Nominations Committee – This is now a required committee for each LSC. Each LSC was given the option of having both a Governance Committee and Nomination Committee or combine the two. The PVS Board chose to combine the two and only have the Governance Committee.
 - Tim reviewed the responsibilities of the Governance Committee
 - The current Interim Governance Committee was appointed by Tim in order to get us to this point. Today we will vote for the 6-member committee. One athlete and two members will serve for a 2-year term, the other three will service a one year term and each year going forward, we will elect three new members to a two year term.
 - Administrative Review Board
 - The functions of the Admin Review Board were reviewed.
 - This committee will be made up of 10 members, at least 20% must be athletes.
 - Term of office shall be 2 years elected.
- Nominations Report/Elections –

- Morgon Henderson-Kunz – the Governance Committee Chair presented:
 - There is one candidate for each of the following board positions
 - Admin: Bob Walker
 - Age Group Chair – Erik Collins
 - Operations – Carolyn Kotarski (incumbent)
 - Safe Sport – Mike O’Shaughnessy (incumbent)
 - The following are the candidates for the Governance Committee
 - Caroline DeLuca (athlete), Alexandra LaDucca (athlete), Greg York, Paris Jacobs, Morgon Henderson-Kunz, Dave DiNardo.
 - The following are the candidates for the Administrative Review Board: There are currently 8 on the ballot and we will have a 10 person board.
 - Ryan Strotheide (athlete), Sally Conroy (athlete), Bill Marlin, Tom Ugast, Elizabeth Jester, Peter Mott, Ward Foley and Brenna Broadus
- Nominations from the floor were requested for each position:
 - Motion to close nomination for Admin Vice-Chair, seconded and approved.
 - Motion to close nomination for Age Group Vice-Chair, seconded and approved.
 - Motion to close the nomination for Operations Vice-Chair, seconded and approved.
 - Motion to close nominations for Safe Sport Chair, seconded and approved.
 - It was noted that Mike is moving to Atlanta, but will remain a member of PVS and to serve if elected.
 - Governance Committee – there was one nomination from the floor:
 - Manga Dalizu (FAST) was nominated.
 - Motion to close the nominations for the Governance Committee, seconded and approved.
 - Administrative Review Board – the following individuals were nominated from the floor:
 - Josephina Wang (athlete) - RMSC
 - Samantha Pliuskaitis (athlete) – SNOW
 - Cherlynn Venit (PAC)
 - Jim Crampton (DCWAVE)
 - Pierre Zeineddin (athlete) – RMSC
 - Aaron Dean (OCCS)
 - Motion to close the nominations for the Admin Review Board, seconded and approved.
 - Each candidate will be given up to 2 minutes to speak.
 - Nominees for Governance Committee and Admin Review Board spoke as requested.
 - Elections
 - **Motion to accept the nominees for the following Board positions as presented; Admin Vice-Chair (Bob Walker), Age Group Vice Chair (Erik Collins), Operations Vice-Chair (Carolyn Kotarski) and Safe Sport Chair (Mike O’Shaughnessy) by acclamation, second and approved.**
 - Congratulations to all four members!
 - The full list of nominees for both the Governance and Admin Review Committee were reviewed. Ballots were sent to all delegates through email via “Election Buddy”, and instructions for the elections were reviewed.

- There was a 15 minute recess for the elections
 - Election Results. Congratulations to the new committee members:
 - Governance Committee: 2 year term: Caroline DeLuca (athlete), Greg York, Morgon Henderson-Kunz. 1 year term: Alexandra LaDuca (athlete), Paris Jacobs, Manga Dalizu
 - Admin Review Committee: Bill Marlin, Tom Ugast, Elizabeth Jester, Ward Foley, Cherlynn Venit, Jim Crampton, Aaron Dean, Josephina Wang (athlete), Sam Pliuskaitis (athlete), Pierre Zeineddin (athlete).
- Approval of 2020-2021 Budget – The [proposed budget](#) was posted on the PVS website, Ellen Colket presented.
 - Ellen reviewed the budget documents as presented, where we are this season and end-of-season projections. Then she reviewed the proposed 2020-2021 budget.
 - She summarized: for this current season, which ends August 31, 2020, we had planned just under a \$30,000 deficit. Instead, there will be a surplus of \$33,500, due to the shutdown from the pandemic which includes \$195,00 in Relief to PVS clubs due to Covid-19. She thanked the Relief program task force for the great ideas and hard work to provide some relief and support of PVS clubs.
 - For the 20-21 season, it is projected there will be a deficit of about \$160,000. The primary assumptions include a 24% reduction in membership as well as no meets in PVS prior to January 1. When meets begin, we forecast 15% fewer splashes. Based on this, meet revenue is forecasted to be down significantly. There will be some expenses that will also be decreased, but not at the same rate as the decrease in revenue.
 - There are two additional expenses that are recommended for inclusion in the proposed budget, which will increase the projected deficit to over \$175,000. These two items are:
 - DEI – travel team and workshops
 - An Open Water event to be held in the season
 - There were a few questions:
 - PVS Open meets – What happens if we can actually offer the October or November meets?
 - The numbers are based on what we see today given the current environmental and health landscape and uncertainty. If things change and the meets can occur, PVS will support them.
 - The meet schedule remains as approved by the CCM , so if conditions change, we can make plans for the meets which may look different than in the past
 - What are the Premium Membership fees for the 2020-2021 season?
 - The USA-S portion increases by \$2 each year, the PVS portion will remain the same, so the overall membership fee will be \$92.
 - Ellen then reviewed the detailed budget information (pages 3 & 4 of the report), she explained how the Board of Directors went through the process to come up with this information.
 - We applied for the SBA/PPP Grant on April 8 and received funds on May 7. We are awaiting the loan forgiveness application. Once submitted, we expect the loan to be forgiven.

- The Reserve Analysis – the operating reserve is in the Bylaws and P&P, to manage cash flow interruptions, meet commitments and contingencies, as well as mitigate the impact of a catastrophic event(2020 certainly falls in this category). We try to run the reserve so it can accommodate about 10-12 months. For the 2020 season, it will be about 18 months of a reserve. The 2021 season is budgeted for approximately 10 months. Our PVS reserve target is 65-100%.
 - **Motion to approve the 2020-2021 Budget with a deficit of \$175,535, reserve of 82%, seconded.**
 - Discussion
 - It was asked if the Board Members are comfortable with this large of a deficit?
 - Several board members spoke to this and agreed that it is a difficult number to accept, but feel that the budget is a moving target and with all the uncertainty, this projects the worst case scenario.
 - The travel meets, like Nationals, etc., have been included in the budget. If, for example they do not happen, those expenses will decrease.
 - The reserve and our financial assets have been managed over a number of years such that we can sustain an event such as this, allowing PVS to remain financially stable.
 - Will there be any reduction in membership fees (USA S or PVS)?
 - At this time, there are no plans for a reduction to the membership fees.
 - What steps did the board take to try to alleviate the expenses? What cost saving measures did the board take?
 - Each board member looked at their specific account and made cuts if/as needed. There certainly are areas that we may ultimately cut some expenses in if meets and other programs do not happen.
 - There is a concern that fewer and fewer services for our athletes are being offered, yet we are not seeing any savings to the clubs & athletes.
 - If we are able to start to have competitions in the fall, what will the changes be? Will we rent more pools? What are the financial implications?
 - We do not know what the future looks like, but we believe we are prepared to continue to move forward and adjust accordingly.
 - Ellen commented The Finance Committee is making changes to our investments and working to be ready for any changes that come our way.
 - For years the PVS Board has prepared and saved for an “event” like this. Several members commented they were appreciative of the hard work of the Board and that they feel PVS was as prepared as possible for such changes.
 - **There was a motion to call the question, seconded, approved.**
 - **The motion to approve the budget as presented was approved.**
- Board Members & Committee Reports – Each Board members was given a few minutes to comment on their report.
 - Admin Vice-Chair: Jack Neill – Membership numbers were very similar to previous year. However, there was 30% increase in FLEX memberships, which does affect our bottom line. Additionally, it does give some insight to our swimmers and their interest.
 - There were 248 Flex members who upgraded to premium during the 2019-2020 season.

- If switch from flex to premium or can they go back? The rules have changed several times, but once they go to premium they cannot go back to flex.
- Operations Vice-Chair: Carolyn Kotarski – looking forward to getting back to meets and getting equipment ready.
- Finance Vice-Chair; Ellen Colket –
 - Unplanned change in our treasurer. Mary Zellman resigned due to health issues. She introduced Kim Bullers, who has jumped right in and doing a great job for PVS.
 - Finance Committee has been busy and thank you to all the members.
 - Relief program – As a reminder to the clubs who received funds through the Relief Program, that money must be spent by the end of the season (Aug 31) and all receipts must be submitted to Ellen no later than Sept 15.
 - Retained sales tax exception for Maryland, new insurance for equipment and our Accounts receivable has been reduced by 80% compared to last season.
- Senior Vice-Chair: Evan Stiles – Many things happened this year that are both memorable and forgettable. Everyone has been impacted by this pandemic and many in ways we do not even realized. He felt it was great to work on the Relief Task Force and interesting to see how each club has been impacted differently. He feels everyone has worked hard to help each other out during these trying times. Many great things have come out of all the problems.
- Age Group Vice-Chair: Blair Piddington – Without Age Group Champs (short and long course) or Zones, there is not much to report on for Age Group swimming.
- Strategic Planning: Dave DiNardo – This position has been absorbed by the Governance Committee. Dave thanked the board and members for allowing him to serve all these years on the board.
- Senior Coach's Rep: Jessica Fry-Mack- She has enjoyed being on the board and looks forward to continuing to serve in the future. She will continue to serve on the DEI Committee and enjoys her work on that committee.
- Junior Coach's Rep: Meghan Thiel – She is looking forward to taking a more active role on the board this year.
 - Incoming Junior Coaches Rep, Reid Owen, gave a brief introduction
- Official's Rep: Jorge Zamora – not in attendance.
- DEI Chair: Rob Green –
 - He offered an opportunity for athletes: Mary Bergstrom will be looking for athlete volunteers to help with her program. She will be working with a boys' school in DC, offering free instruction. Since they will likely be out of the water, she will be looking for athletes to participate in virtual meetings to talk to the boys.
 - The DEI Committee is planning to do an athlete round table to help give them a platform to discuss current issues in DEI, so here in PVS we can continue to have a diverse and inclusive LSC.
- Safe Sport Chair: Mike O'Shaughnessy – Noted that one positive that has come from the down time is that clubs have focused on completing the Safe Sport Recognition Program. PVS is now 4th in the country with 19 clubs recognized.
 - He reminded members that even without competitions, Safe Sport issues are still very important and we need to be even more diligent in monitoring the social media and electronic modes of communication. All the rules still apply.

- There is a lot of stress and anxiety and they are seeing an increase in calls/incidents across the country.
 - The Safe Sport page on the PVS website has been updated, please take a look and refer to it for more information.
 - He thanked Ellen and the Relief Task force. He believes that because of them we have greatly increased the number of Safe Sport Recognized Clubs, since they made it one of the possible criteria for receiving grant relief funds.
 - Official's Chair: Rich McMillen – He noted that Officials' Certifications are on a two year cycle. Without competitions it will be nearly impossible for many officials to complete the required number of sessions in the 2 year time period to stay certified. He is working with his committee to increase that certification time period to 3 years.
 - He also noted that Athletes members can become certified as an Official once they turn 18 but can begin their training at 17. The Officials Committee will be creating a program for athletes this next year.
- Safety/Risk Management: Kurt Thiel – Without practices and competitions there have been significantly fewer incidents.
 - We are transitioning to the Operational Risk Committee. Kurt is looking for athletes and other non-athletes to join the committee. In the new bylaws it is a required committee, so one coach and one athlete are required. Please consider volunteering.
- Senior Athlete Rep: Molly Kennedy – She was excited to announce the first official Athlete meeting immediately following the HOD and looking forward to sharing information and ideas with the other athletes.
- Old Business- no old business
- New Business –
 - Scholar Athlete Award application timeline will include the 2019 LC season since there is no 2020 LC season. Encourage your athletes to apply for this award.
 - Open Water – Kurt Thiel reported that there are plans to being some Open Water Events in the coming months and years at National Harbor. He will communicate more information as it becomes available from USA Swimming.
 - There is currently an Open Water meet being tentatively planning for September at National Harbor.
- 2021 HOD – There has been a suggestion to move the 2021 HOD from May to April, Thoughts?
 - It was noted that historically HOD is after the Eastern Zone meeting and CCM, which are both typically held in May.
 - Molly commented that May is super busy for athletes, as they wind down their school year and often have many tests for which they are preparing. She feels April will be better for the athletes.
 - Tim will send out a survey to the clubs.
 - Weekends are good for the HOD – this was a great turn out.
- Terri Marlin, PVS Service Manager was thanked for all her work during the season.
- Tim Husson was thanked for his leadership and efforts in navigating these changing and challenging times.
- Thanks to members for attending!
- Adjournment – motion to adjourn, seconded and approved.

2020 PVS House of Delegates

July 26, 2020

Attendance

Board Members

Tim Husson - General Chair	Board		
Rob Green - DEI Chair	Board	Total Attendance:	83
Jack Neill - Administrative Vice Chair	Board		
Dave DiNardo - Strategic Planning Chair	Board	Clubs Represented:	35
Blair Piddington - Age Group Chair	Board		
Meghan Thiel - Junior Coaches Representative	Board	Athletes:	19
Ellen Colket - Finance Vice Chair	Board		
Jessica Fry-Mack - Senior Coaches Representative	Board		
Carolyn Kotarski - Operations Vice Chair	Board		
Mike O'Shaughnessy - Safe Sport Chair	Board		
Molly Kennedy - Senior Athlete Representative	Board		
Samantha Pluskaitis - Junior Athlete Representative	Board		

Club Delegates

Evan Stiles - AAC/PVS Senior Chair	AAC	Missing Clubs:	ANSC
Bob Walker - ASA	ASA		APAC
Michael Kraeuter - BWST	BWST		ASTS
Kisha Clark - DCPR	DCPR		AU
Kevin Pan - DREG	DRAG		DSS
Anise Foreman - ERSC	ERSC		GMU
Manga Dalizu - FAST	FAST		HEAL
Mark Murray - FBST	FBST		JCCW
Ray Benecki - FISH	FISH		LCL
Matt Salerno - FAFX	FAFX		SSCT
Brian J. Thomas - GWU	GWU		SSS
Richard Romero - HACC	HACC		STJS
Joe Flaherty - JFD	JFD		TESC
Dan Rhinehart - LIFE	LIFE		TRA
Munyoung Joung - MAC	MAC		WEA
Dan Jacobs - MACH	MACH		YASD
Heather Haddock- - MAKO	MAKO		YSS
Lynne Gerlach - MSSC	MSSC		
Thomas Ugast - NCAP	NCAP		
Aaron Dean - OCCS	OCCS		
John Venit - PAC	PAC		
Beth Sellers - PGKS	PGKS		
Corey Wallace - PGPR	PGPR		
Bill Marlin - PM	PM		
Shandra Richardson - RIPS	RIPS		
Mark Eldridge - RMSC	RMSC		
Patricia Wilson - RY	RY		
Ian Handerhan - SDS	SDS		
Teresa Meike Pluskaitis - SNOW	SNOW		
Priya Aurora - TANK	TANK		
Jorge Silva - TIBU	TIBU		

2020 PVS House of Delegates

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Attendance

John Tollefson - TOLL	TOLL
Shawn Mansfield - VLAC	VLAC
Michael MacDonald - WSH	WSH
Mat Campet - YORK	YORK
<hr/> At-Large Delegates <hr/>	
Greg York	At Large
Kurt Thiel	At Large
Mark Faherty	At Large
Rich McMillen	At Large
Morgon Henderson-Kunz	At Large
Sophie Florence	At Large
Paris Jacobs	At Large
Karyn McCannon	At Large
Erik Collins	At Large
Reid Owen	At Large
<hr/> Athlete At-Large Delegates <hr/>	
Pierre Zeineddin - RMSC	Athlete
Jakob Robinette - MAKO	Athlete
Sophia Heilen - OCCS(Jennifer Heilen)	Athlete
Sally Conroy - MACH	Athlete
Josephina Wang - RMSC	Athlete
Alexandra LaDuca - RMSC	Athlete
Jasmine Barry - DCPR	Athlete
Lindsey Kotarski - YORK	Athlete
Carly Davis - SNOW	Athlete
Charles Bailey - PGKS	Athlete
Alyssa Webb - YORK	Athlete
Selah Dean - FISH	Athlete
Thomas Sharkey - PM	Athlete
Ryan Strotheide - NCAP	Athlete
Caroline DeLuca - YORK	Athlete
Bridget O'Shaughnessy - FISH	Athlete
Marcus Brown - MACH	Athlete
<hr/> Other Attendees <hr/>	
Bob Vincent - USA-S Board Chair	Attendee
Jim Crampton - DCPR	Attendee
Cherlynn Venit - PAC	Attendee
Sean Trench - MACH	Attendee
Scott Witkin - RMSC	Attendee
Kelly Rowell - UN	Attendee
Lance Page - TANK	Attendee
<hr/> PVS Staff <hr/>	
Terri Marlin	Staff
Sumie Emory	Staff