

Potomac Valley Swimming
Board of Directors
Video Conference
December 20, 2017

- Attendance – Tim Husson, Mark Faherty, Ellen Colket, Jack Neill, Tom Ugast, Blair Piddington, Heather Purk, Evan Stiles, Sumie Emory, Kurt Thiel, Carolyn K, Rob Green and Harrison Rehr (athlete)
- The meeting was called to order at 7:00 pm by Tom Ugast
- Proof of Quorum – There are a sufficient number of Board Members in attendance to take care of business.
- Approval of Minutes – **Motion to approve the meeting minutes from November 2017, seconded and approved.**
- Introduced Harrison Rehr, the new Athlete Representative from YORK.
- Report of Officers –
 - Reports submitted: [Administrative](#), [Treasurer](#), [Operations](#), [Diversity](#), [Strategic Planning](#)
 - Any reports to pull?
 - We will pull the Diversity report and Athletes' Travel Assistance and Officials' Travel
 - **Motion to approve board reports as submitted, seconded and approved**
- Athletes Travel – Why should clubs/athletes/officials wait for reimbursements when all the information is submitted correctly. Tom feels that Mark (Senior Rep) and Rich (Officials Chair) should be able to approve both athletes' and officials' travel reimbursement, respectively, and then send requests to Treasurer for review/approval/reimbursement. Submit report only to the Board. Only appeals should be brought to the board for approval.
 - **Motion to amend the P&P to reflect that athlete and official travel assistance be submitted by senior and officials chair for those who meet the requirements stipulated in P&P to the finance chair for approval. Any appeals must be submitted to the entire board for approval. The athletes/clubs/officials will have 30 days from the conclusion of the meet to submit their request and the appropriate chair will have 10 days to submit to the treasurer. Seconded and approved.**
 - Once the meet is over, Mark will contact coaches and ask them to submit their request form for athlete travel assistance.
 - They will have 30 days following the meet to reply.
 - **Motion to amend to include "No later than 40 days of the meet conclusion" in P&P. After the athletes' 30 days, senior chair will have 10 days to submit all requests to the treasurer for athletes. Officials' chair will have the same amount of time to submit stipend requests for officials to treasurer. Seconded and approved.**
- New Business –
 - Athlete Representative Updates –
 - Age Group Tech Suits – USA Swimming will release a study in February to review their findings on existing Tech Suit rules, team guidelines, financial impact on families and the need for National vs LSC rules.

- Using credit cards will help make getting paid quickly and efficiently. We would have to look at our budget as to how to incorporate those fees.
 - If we can make it work, it will be an easy transition.
- IRS Form 990 - PVS' tax return has been submitted to the department of Treasury and uploaded to the PVS website. The PVS accounting review report, which is slightly different than a full audit, has been completed by S&R and we received a positive report. This has been uploaded to our PVS website and transmitted along with our Form 990 to USA Swimming.
- Overall, in terms of our investments, we have about ¼ million in our investment account which continues to move in a positive direction.
- John Ertter will no longer work with PVS as of December 31. Mary Zellman is the new accountant for PVS.
- There will be several emails going out with changes – i.e., registration billings, general accounting and meet results contact emails.
- Tim Husson - Please redirect controller@pvs swim.org to ecpenny@msn.com so we do not lose any emails. All billing and accounting correspondence should now be directed to accounting@pvs swim.org . If there is a question, send it to Ellen Colket and she will figure out where it goes.
- Sumie will take back all the registrations (athlete, non-athletes and clubs)
- Travel Assistance – All in good standing and one appeal for Official. This appeal was explained to the body.
 - [Athlete Travel Assistance Requests](#) from December meets
 - [Officials Travel Reimbursement Requests](#) from December meets
 - **Motion to approve Athletes' Travel assistance and all Officials' Travel stipends, as recommended by Senior Chair and Officials Chair, seconded and approved.**
 - **Motion to approve Rich McMillen for his officiating at Winter Juniors, seconded and approved.**
- December Championship Meets –
 - Winter Classic – Carolyn commented that the meet ran well. Had a few networking issues, but otherwise all was good. Athletes liked it although, the first day, there were some issues in the warm up/cool down pools. GMU has to have swim practice before the meet, which shortens the warm ups and causes a few issues.
 - Turkey Claus and NCAP invite (UMD) – Parking, Air Quality and Technology were all issues.
 - Parking was certainly an issue, but in the end it worked out, but busy.
 - Air quality was a bigger issue for Turkey Claus than the NCAP Invite.
 - A note was sent to UMD to go over all those issues. Going forward there will also be basketball conflicts and parking will continue to be a problem.
 - We will need to be proactive as we move into Championship season in March.
 - Knoxville – The air quality wasn't much better.
 - Kurt commented that he received several emails which indicated that the blowers were on full blast all day at the NCAP Invite, but at TC the blowers were only full blast during warm up. There were some people who appeared to run their own tests to check pH and other water quality tests.

- Both were full meets with over 2000 athletes at Turkey Claus and 1600 at the NCAP Invite.
 - Tom suggests that Kurt meet with Yvonne Taylor to discuss the air/water quality
 - Roundtable Discussion – to do list from Sunday’s retreat
 - How can we now move forward and what are the takeaways from the Board Retreat on December 17.
 - Ellen will work on getting a Governance committee together which will assist PVS in making sure we achieve our mission and vision and have the right people in place. Do we have the right committee, people, mission and objectives and focus plan?
 - Tim will focus on our Bylaws and P&P updates and specifically whether or not we have all the committees we need. We need to ensure PVS comes into compliance.
 - Send Tom the list of what committees we need to add/fill. So we can add people. Board looks at big picture.
 - Terri will work on a plan to get more teams active in PVS and to attend our annual meetings.
 - Jack will work on the education piece that was outlined earlier.
 - Sumie – She crunches numbers and has a lot of data. The information and USAS charts gave her good ideas as to how to look at trends...so coaches and parents can look at the strengths and weaknesses of various operations of the LSC.
 - Blair – Need to re-evaluate the structure of LC meets and try to look at SC Champ meet structure. BB/A swimmers are behind the Zone and National levels.
 - Evan – will work with Blair on the restructuring of the meets.
 - Heather – willing to help with anything to get our swimmers participating in Champ meets.
 - Carolyn – will work with Jack on the education of the parents and volunteers.
- Diversity Reports –
 - Grant Program – No one applied for the D&I Grant. So, there is \$5000 not being spent. How do we promote the D&I Grant and make sure that all members of PVS know they have access to it. Currently it is going out through D&I Newsletter, Rob sends out an email to all the clubs. Feels we should really get it in people’s faces.
 - Rob agreed that the application process may be too long and complicated. The initial grant skeleton was done by Merari who copied it from another LSC. But it is probably time to look at it again and make it more user friendly.
 - Black History – February (presidents weekend). Last year there was an Officials workshop and dinner. Cecil Gordan was there last year. For many years there have been issues getting officials, because most are new and inexperienced. For the second year in a row, the organizers of the Black History meet would like to provide a dinner and opportunity for a USA Swimming Lead Official come in to talk with meet officials, and are asking to use some D&I funds to help pay for the dinner. It should be just under \$1000.
 - Rob has reached out to Cecil and will follow up. They are hoping he will be able to come back especially since he was in Rio. Rob will work with Ellen to make sure they stay within the budget.
 - [Diversity Select Camp](#) -Rob talked with Peter Maloney (from VSI) about having an LSC camp or clinic. There is money from USA Swimming for these events. Let’s pull resources

together from VSI and PVS to help get swimmers ready for the zone and national select camps (D&I). This would be a stepping stone camp. Peter is getting the faculty at Jeff Rouse. Rob has been working on getting the curriculum plan together. They are looking at May 12, and will invite 16 swimmers from each LSC and 2 coaches from each LSC. Together with Peter they will work on a budget (facility and lunch), split 50-50. (Not in the 17-18 budget). This type of camp will be new for both VSI and PVS. We did do a *Catch the Spirit Camp* in the past. But this will be a little bigger and more comprehensive. Hopes to have all the info after the holidays. Try to get it all together before the next meeting.

- Heritage Meet – We paid entry fees for about 60 kids to attend meet in Cary, NC. We have done this in the past, there is already some money set aside for this. The big change is that DC Wave will be allowed to go. The Mayor has lifted the ban on traveling to NC for this one event. There will be about 50-60 more swimmers, additional coaches and officials planning to attend. Priya will also be working on this meet.
 - Will there be a limit of swimmers? If you want PVS to pay again, we need to know how many swimmers. Ellen will pull the numbers together once she receives further details from Rob and then they can speak with Tom and figure out what is feasible.
- Old Business – no old business
- Adjourn – Motion to adjourn, second and approved.