

Potomac Valley Swimming
Board of Director
Overlee Pool
March 5, 2018

- Attendance – Tom Ugast, Tim Husson, Ellen Colket, Mark Faherty, Blair Piddington, Jack Neill, Dave DiNardo, Carolyn Kotarski, Lauren Eldridge, Andrew Gemmell, Merari Collette, Rob Green (on phone), Sumie Emory.
- Call to Order – The meeting was called to order at 7:00 pm by General Chair, Tom Ugast.
- Establish a Quorum – There are a sufficient number of voting board members in attendance to preform business.
- Approval of February Minutes – **Motion to approve the minutes from the 2018 February Board of Director meeting, seconded and approved.**
- Tom Ugast introduced Andrew Gemmell as the third PVS Athlete Representative.
 - Andrew is an athlete who finished his career at the end of 2017; he was a distance and open water swimmer. He currently serves on two committees for USA Swimming; International Relations and Open Water Committee. Andrew is currently working in DC and has agreed to serve on the PVS Board of Directors. Welcome to the Board.
- Report of Officers – There were several reports submitted. Tonight’s meeting will primarily focus on discussing the 18-19 budget. See reports submitted:
 - [Administrative Vice Chair](#)
 - [Treasurer \(Finance Vice Chair\)](#)
 - [Operations Vice Chair](#)
- New Business
 - Jr/Sr Champs: Size, Preparation, etc. – Tim reported that all entries for SC Junior and Senior championships have been received. Tim feels both meets are a good size both in number of entries and timelines. He thanked Mark Faherty, Senior Chair, who adjusted qualifying times in the hopes of setting up the right size meet. Note: the comparisons between 2017 and 2018 meets were included in the Admin report.
 - Mark did want it noted that this year, Junior and Senior Champs is the second weekend in March and this may be affecting the number of swimmers entering the meets since many will be leaving immediately afterwards for NCSAs; therefore reducing the number of those participating.
 - Fairfax County Proposed changes for next year – Tim sent the PVS 18-19 schedule to Fairfax County to get the meets at FCPA facilities on the schedule. They have come back with a couple questions.
 - November Open – if we continue to use Cub Run we will have to also rent the “play pool” in addition to the competition pool. Our other option would be to use Providence Rec Center instead.
 - After some discussion it was concluded that Tim will check into the fee for the “play pool” at Cub Run and report back in April, so we can make a final decision.
 - LC Open meets – FCPA has asked if we could shift weekends and hold the LC Open meets on two consecutive weekends instead of skipping a week for the Distance meet.
 - After some discussion the consensus was that we would prefer to put the LC Distance meet first, followed by the two LC Open meets.

- Athlete Representative Elections – We now have three athlete representatives. Do we still want elections for an athlete rep? Tom said he would like to have the opportunity for one more.
 - Too late for elections this spring. A note will be sent out to look for nominations and elections will be held during summer LC Champs.
- Coaches Rep Elections – Evan sent in a note commenting that he has three nominations for Athletes Representative; Jessica Mack (NCAP), Erik Collins (SNOW) and John Beck (LIFE); elections will be held during SC Junior, Senior Champs and 14 & U JO's.
- Finance Update –
 - Treasurer's report –
 - Sent out report and gave a perspective on our investments. The Investment committee met with the PVS RBC Wealth advisor this past week and it was good to hear his perspective.
 - All accounts are with Wells Fargo and everything is going well. All summaries have been sent out for information.
 - P&L statement as of Feb 28 where we stand.
 - Included in the report are the actuals as of February 2018 and Feb 2017 to be used as a comparison.
 - Tonight we want to answer any questions regarding where we currently are and then to look closely to the 2018-2019 budget and determine where we want to be. Ellen has asked each account owner to take ownership for their accounts, provide feedback and keep track of their account
 - As of February 2018 it is noted that our meet entry fees and splash fees are below where we should be, however, there are a few meets that have not been entered into the system yet.
 - Ellen indicated we had projected about a \$16,000 deficit for 31-Aug-2017, however, due to favorable performance of PVS' mutual fund assets and unrealized gains, underspending of planned equipment, elimination of over-accrual of Olympic Trials Athlete Travel Stipends in the 2015-2016 year and other minor adjustments, the surplus for the 2016-2017 year was \$20.6k. During the current fiscal year of 2017-2018, there are several areas where we expect savings, i.e., the past Controller's salary and payroll taxes – with the position ending as of December 31, 2017, we will not have to pay for the rest of this fiscal year. We also anticipate additional savings on pool rentals, the swimposium that was budgeted but will not be held and other areas to be addressed during the April BOD.
 - Membership fees:
 - There was some discussion on membership fees and whether or not PVS will be raising the fees in the future to help off-set the "banking fees". USA Swimming's membership fees will continue to increase by \$2 per year through 2025. PVS has not raised their share of the membership fees in a recent history and has continued to take \$27 from the total registration fees.
 - It was determined there may be justification for PVS to increase the membership fee by an additional dollar \$1,

increasing the PVS share from \$27 per athlete to \$28 per athlete in order to help keep up with PVS programs,. This justification will be discussed again during the April BOD to determine if the budget should be adjusted to include and present at HOD.

- There was a discussion on the projected athlete numbers for the next year. Based upon current registration trends, the Board is not confident that we will reach the 2.5% increase that we projected. Year to date, we are about 850 short of what we projected for this year. Historically we only add roughly 300-600 athletes between February and August.
- The new Flex Membership will go into effect for USA Swimming. Each LSC will have the option to offer it to their clubs or not. It may be difficult to predict how many clubs will take advantage of this USA Swimming membership option. There will need to be more discussion on the benefits and effects of FLEX membership on the LSC.
- The budget accounts were then discussed line by line with each “account holder” on the board. Ellen will incorporate all increases and decreases and create a budget proposal. She will then present it to the Board of Directors at the April meeting for endorsement. Once endorsed, the 2018-2019 Proposed Budget will be released to the LSC for review prior to the 2018 HOD meeting in May.
- Tom wants to ensure that focusing on the best things/activities for our members. Do we need to do more? Are there other things we should be doing? Are we programming correctly? The items Tom Ugast feels we should be focusing on are:
 - Good meets
 - Top officials and clinics
 - Sending athletes to top level meets
 - Safe Sport – which continues to be in the forefront of our sport and important for keeping our athletes safe.
- Ellen was thanked for all of her hard work on preparing the financial package together for presentation to the Board. She commented that she feels confident that she will be able to answer all questions at HOD regarding where the funds are.
- Old business – none to discuss
- Parent Newsletter – Jack updated the board regarding the first installment of information which will be added to the PVS website.
- Meet Directors – Mark Faherty reported that he and Terri started to research what other LSCs require to certify their Meet Directors and what information is made available to them. They will continue to work on this and report back in April.
- Nominating committee – Tom Ugast reported that Paris Jacobs will serve as the Nominating Committee Chair with Bob Vincent and Greg York serving on the committee. Terri and Tom will make the list of who is up for election to present to the LSC.
- Adjournment – motion to adjourn, seconded and approved.