

**Potomac Valley Swimming
Board of Directors
November 20,2018
Video Conference**

- Attendance – Tim Husson, Mike O’Shaunessey, Ellen Colket, Jessica Mack, Erik Collins, Jack Neill, Blair Piddington, Dave DiNardo, Rich McMillian
- Call to order – General Chair Tom Ugast asked Ellen Colket to lead the meeting. Finance Chair, Ellen Colket called the meeting to order at 6:30 pm
- October Meeting Minutes – **Motion to approve the meeting minutes from the October meeting, seconded and approved.**
- Roll Call to establish a Quorum – There are a sufficient number of voting members in attendance to conduct business.
- Report of Officers – The following Chairs submitted reports. It was requested that going forward, all board members either send in their report or a note stating no report will be sent.
 - [Operations](#)
 - [Safe Sport](#)
 - Financial: [Treasurer’s Report](#), [Budget Report](#)
 - [Administrative](#)
- New Business
 - Financial Report –
 - P&L – our income and expenses are within .5% of last year, running as expected. Our outstanding receivables are doing better than last year at this time with only 45% on the books and most within the net 30 day time frame . 60% of our customers are paying via ACH with all invoices being sent through QuickBooks.
 - Investments – We are on good footing with all our investments. The market has been somewhat volatile the last couple of months with some market selloff due to higher borrowing rates. These market corrections are expected to continue through the 2nd quarter of 2019. We expect to remain strong given our investment portfolio is fairly conservative.
 - Balance Sheet – We have bettered our equity and assets since last period and are managing our income and expenses per plan.
 - Membership figures
 - As of the end of October – we are up about 5% in our athletes and down about 15% in Non-Officials. It was noted that many Officials are registering later than usual this year and we will have a better assessment of registration for officials by end of year.
 - Flex Membership is currently about 10% of our total membership. With just a few months into the season, we are seeing a number of FLEX Members transitioning to Premium memberships and expect this trend to continue as we move through the season. We expect that at end of season, our FLEX membership be close to our initial prediction.

- Audit Update – The audit is ongoing with Sarfino & Rhodes. Board members may be contacted to respond to a few questions, verifying information. We expect to have the results by the end of December 2018 and plan to finalize our 2017-2018 budget with any adjustments recommended as a result of the audit. Sarfino & Rhoades will issue our 990 form to the IRS and we will follow-up with a copy of the audit and 990 to USA Swimming.
 - Club Assessment Clarification – The board has previously accepted a policy regarding Club participation for PVS meetings. All clubs are expected to attend two out of three Competition Committee Meetings, plus House of Delegates. If they do not comply with this requirement, an assessment of \$300 will be issued. Since it is possible for clubs to join PVS after the start of the season and possibly after the fall and/or winter CCM, Ellen has made the following proposal.
 - Motion to add a statement to the Club Assessment policy to state that any team who joins after the start of the season and missing one or more meeting, that the new club will need to attend any remaining CCM and HOD, seconded
 - With this new policy we will be asking the new teams to attend 100% when current teams do not have to attend 100%. What if we have them attend the remaining number minus one, like with all the other clubs plus HOD. So if there is only one CCM that they do not have to attend the one left, but will still have to attend HOD for the current year. This was discussed and proposed;
 - **Amendment to change to: Any club joining PVS after the start of the season, will be required to attend the remaining CCM's minus 1 plus House of Delegates meeting, seconded, approved.**
 - Unattached athletes in PVS meets: In the two Open meets (October and November), we have seen a relatively large number of unattached swimmers, not affiliated with any team. Because they are not with a team, they are not paying prior to the meet and it is has become difficult to collect their meet fees.
 - Ellen has been in touch with meet directors with information on how to work with these coaches/parents to collect the proper fees in a timely manner. She has seen some success, but we need to continue to work on this. We will look at adding a statement/policy to the meet announcements in the future.
- Operations – Carolyn K reported:
 - Chairs on Deck – At the November Open, there were some issues with swimmers having chairs on deck at some facilities. It was suggested that we include in the MA that swimmer's chairs are banned on deck at PVS hosted meets, with the exception of Distance meets.
 - **Motion include the following statement in PVS sponsored Meet Announcements (except distance), personal chairs by swimmers will not be allowed, but coaches chairs will be allowed as long as they are not a safety hazard, seconded and approved.**
 - There was some discussion on the matter.

- If there is a facility with enough space where there is no a safety hazard, an additional statement can be added to allow chairs at that facility.
 - This policy will be effective immediately. All meet announcements going forward, starting with 18 & U Qualifier will include this statement.
- Safe Sport
 - Update on plans – Mike gave an update on Safe Sport activities.
 - Safe Sport Representative for each club – There have been a few more additions of Club SS Reps. Mike sent emails to the teams without representative. There have been a number of athletes interested in stepping up. Still looking for more!
 - Safe Sport Club Recognition – Mike is trying to work with clubs to be “Safe Sport” recognized. It was noted that for a club to be recognized, they must have at least 10% on the club to complete the Safe Sport course on the USA Swimming website. The comments have been that the system is a little clunky.
 - Safe Sport Information Distribution - Mike is working on strategies on how to distribute SS information to families more effectively. He attended all four sites of the November Open and tried to talk to parents in the stands. He was surprised by some reactions – for example, some didn’t want to be bothered. He believes that emails and information in meet programs will be the most effective ways to communicate SS information to families.
 - Social media - There are Safe Sport Facebook and Instagram pages. The athletes are getting more involved with the social media aspects, particularly with Instagram. There are still not a lot of followers, but he hopes the numbers will continue to increase. He feels Flash Mail is the best way to get the information out at this time.
 - Bag Tags - Mike has talked to Ellen and Tom about purchasing a Bag Tag for every athlete member. We would need 12000 Bag Tags. Currently, there is not enough in the Safe Sport Budget to cover the approximate \$4000 cost to get one for everyone. There are a few ideas on how to make this happen: 1. Have the JO bag tag be a safe sport Bag Tag. (the meet schedule is typically on the back and it is felt that many would prefer to have the schedule on the back). 2. Get the bag tags and “sell” them to the clubs and have them distribute. 3. Get other chairs to put money from their “buckets” to safe sport.
 - **Motion to have PVS contribute \$4500 to the allocation of Bags Tags with Safe Sport information, to be distributed to all athletes, seconded,**
 - There was a discussion and ultimately Mike agreed to table his motion.
 - **Motion to table the discussion on the bag tags, until we have a little more information, seconded, approved to table the discussion.**
 - The inclusion of Safe Sport information in meet programs was discussed.

- **Motion to include Safe Sport information on either the back page, within the programs or on the header/footer, seconded and approved.**
 - Information should be sent to Tim and Carolyn and will then be added into programs.
 - Creation of Safe Sport forum for swimmers and parents – Mike is looking for suggestions as how to be achieve these types of group discussions with parents and athletes.
 - There were several options noted:
 - During a meet, run is sort of like a clinic at meets.
 - Asking coaches/clubs and hold these forums during a practice. It was also noted that all clubs should be having discussions with their swimmers regarding Safe Sport issues regularly.
 - During Competition Committee Meetings.
 - There was a recent safety/Safe Sport issue at a meet which brought up the possible need for there to be a policy for meet referees/meet directors to meet with facility staff prior to a meet to discuss emergency procedures.
 - **Motion that the P&P include a statement that the meet referee meets/talks with the facility staff/lifeguards prior to the meet regarding the proper way to handle these emergency situations, seconded, withdrawn.**
 - After a discussion on the matter it was determined that this is better put under the meet directors and can be part of the Meet Director Handbook/Training.
 - Thanks Mike! The board appreciates all your hard work.
- Administrative Updates – Tim Husson reported:
 - Tim has been working on ensuring that all coaches certifications and everyone is updated in SWIMS. He has been sending weekly reminders to the clubs and meet directors. This next week, he will have a report sent to all Team Owners/Head Coaches, with coaches that have a cert that expires between now and January 1.
 - Will likely have a lot of BGS and APT expiries.
 - Open meets – it was noted that we had roughly 1000 more splashes in the November Open compared to 2017.
 - Loading times into SWIMS – Tim commented that he is seeing too many swimmers show up in the recon reports multiple times. This indicates that the info is not getting updated in the team database. These issues will become more of a priority in January.
- Diversity & Inclusion Updates – Rob Green reported updates:
 - Diversity & Inclusion had their first committee meeting in October. 6 members (5 coaches, 1 athletes) participated. It was good discussion. Rob will send a report with the call notes to the board. They did talk about how to streamline the Outreach athletes registration process, many feel it is still is a bit cumbersome. [Report included.](#)
 - How many clubs expressed that concern? At least 3: CSC, MACH, MANTA
 - Eastern Zone diversity committee – there has been some discussion regarding the D&I Select Camp this year. It has been planned to take place at Liberty University. However; some committee members have been concerned of hold the camp there because of the

University's stand on LGBTQ community. While there have been concerns, it was decided to proceed and work with the University, as it is too late to change the dates or location.

- The applications will be out in February.
- Old Business –
 - November Open – It was noted that the air quality at Mt. Vernon: was not good. MACH commented that the facility was not a great option. There were also issues with warm up and how it was managed.
 - November Open is the only meet that PVS hosts there.
 - FBST has a new meet manager and new to PVS. Tim commented that he feels he has a steep learning curve and issues such as warm up management will improve.
 - Meet announcement from November Open
 - There was a discussion on the sanctioning process and who has the authority to make changes to the meet; timeline and sessions.
 - There will be consideration to the wording on the meet announcement to make it less confusing as to who has the authority to make the appropriate changes.
 - It will be included in the meet directors training and handbook. Maybe in the referee training as well. Rich wants it tied by to things in policy.
 - Changes will be coordinated with the Senior and Age Group Chair
- Adjournment – Tuesday, December 11 video conference; please submit your reports and if you do not have one, please send a note stating you do not have a report.
- Motion to adjournment