

**Potomac Valley Swimming  
Board of Director's Meeting  
Teleconference  
December 11, 2018**

- Attendance – Tom Ugast, Tim Husson, Ellen Colket, Blair Piddington, Jack Neill, Mike O’Shaughnessy, Andrew Gemmell, Rob Green, Carolyn Kotarski, Evan Stiles, Mark Faherty. Non-voting members – Greg York, Kurt Thiel, Erik Collins, Sumie Emory and Rich McMillen
- Establish Quorum – There are a sufficient number of voting Board members present to conduct business.
- Approval of Minutes – **Motion to approve the minutes from the November 2018 Board of Director’s Meeting, seconded and approved.**
- Reports of Officers:
  - [Safe Sport](#)
  - [Administrative](#)
  - [Finance](#) and [Budget](#)
- New Business
  - Financial Report – Ellen reported on the current status of our investments and accounts. Everything appears to be stable and in line with our expectations.
    - She noted that our income is slightly down, and our expenses are slightly up. Due to our new accounting system, our accounts receivable are down, all within the net 30 day. This is all good news and expected.
    - Overall budget will be completed when the audit is finished. We should expect the final report by mid/late December. Once completed it will be presented to the BoD and then reported to USA-Swimming.
    - Athletes membership up about 4%. Non-athlete membership as a category is also up about 5%; however, the Officials are still trailing as compared to last year. We currently have just over 300 registered. We expect the number to increase before the end of the year.
    - Balance sheet is looking good – We will review in further depth at the next board meeting.
    - It was noted that from time to time invoices for facility use at Open meets are received well after the event. In those cases, Ellen feels it is best to contact the facility management directly in order to resolve. The delay can throw off our monthly numbers.
  - Safe Sport Update – Mike O’Shaughnessy reported
    - Main goal to get information out to PVS and to get a coordinator for each club. At the last meeting Mike indicated that he was going to put Safe Sport information in the upcoming meet programs. After the completion of several large meets the last couple weeks, he felt this proved to be a good strategy and will continue to add information to meet sheets/program when available.
    - First USA Swimming Safe Sport recognized club; Mike announced that FISH is the first PVS club to become USAS Safe Sport recognized. Congratulations to FISH. Mike noted that he assisted the club Administrator navigate the process. Along the way he took careful notes which he will compile in order to send out

to other clubs. He commented that the overall process is a bit overwhelming and daunting, although not difficult. He is looking to set up a conference call with clubs to help them through the process.

- Greg commented said that in talking with clubs, many feel this is a difficult process, particularly for the larger clubs. One of the requirements is to have at least 10% of the team members and 10% of the families watch the Safe Sport video. Greg will be speaking with USA Swimming on if there can be any alternatives for the large clubs.
- Mike did recommend, trying to do accomplish this task in a large group setting. He can assist clubs in setting that up.
- Earlier this month a Safe Sport newsletter was sent out to the Flash Mail list. There are plans to continue with newsletters in the future. Mike will try to coordinate with Jack Neill as well on any parent communications regarding guidelines for new swim parents.
- Diversity Update – Rob Green reported
  - A Diversity/Inclusion newsletter will be sent out through Flash Mail next week.
  - Outreach Grant program; Rob will urge the committee members to apply so we can attempt to get some of the programs initiated. Some examples include;
    - Blasting out the inclusion guides to clubs
    - Working with a new National program called FINS which works with special needs swimmers, volunteering at their meets, volunteer coaches, etc.
    - A women’s leadership program – working towards expanding this for the entire LSC
  - The application and information on the Diversity Select Camp will be sent out as soon as all information is finalized.
  - Next committee meeting is scheduled for January
- Athlete Reimbursement – Mark Faherty commented that with all the changes to the reimbursement procedures and seeing that this is his last year as Senior Chair, he has been making notes for the next Senior Chair.
  - He noted that Tim sends the needed participant information promptly after the meets. Mark then contacts the clubs so they can complete the applications and return in a timely manner. Unfortunately from time to time there are delays in the system for various reasons.
  - Tom Ugast has urged that the goal be; we finish doing reimbursement 14 days after the window closes (45 days after the meet). Then all that needs to be discussed at the board level are the appeals.
- Officials Reimbursement – There was a request submitted to allow Official Travel Reimbursement for Bob Vincent, even though all the requirements of the stated policy were not met. It was noted that a second request was also made. [*a note will be sent to both Officials explaining the appeal process*]
  - There was a discussion as to whether or not the board should hear appeals or if they were going to stick with the policy as stated on the website.
    - In an effort to be fair to all Officials in PVS and not to take up too much time at board meetings; it was determined that if an Official does not meet the criteria and wants to appeal to the board, they must send in a

written appeal at least 10 days prior to the next Board Meeting. The board will review the appeal and then vote at the meeting.

- Concussion Protocol – USA Swimming recently released a synopsis of the new and upcoming Concussion Protocol. There is still not a final determination how this will affect clubs, athletes and coaches in PVS. One of our greatest challenges is that PVS encompasses 3 jurisdictions and each one has different requirements.
  - Kurt Thiel is currently doing research on each of the jurisdictions and will report back to the Board at the February meeting his findings.
  - Several individuals commented that they have already taking the training and that it is not difficult. The hard part will be how to we ensure “everyone” completes the requirements.
    - Tim noted that there is a new check box in SWIMS for coaches and Officials, to indicate if they have done the training and the date completed. However, at this time, PVS is not ready to add this information into SWIMS. Nor are we required to do it yet.
  - At USA-S Convention there were two source of concussion training cited: The National Federation of High Schools (NFHS) and The Center for Disease Control (CDC).
- December Championship Meet Review –
  - Christmas Champs and Turkey Claus –
    - Christmas Champs (Fairland), Rob Green and Ellen Colket were present. They reported that in general the meet ran well. However the air quality was poor, particularly on the final day. Ellen reported there were an unusually high number of swimmers missing from Finals particularly on Saturday. As the meet referee, she did enforce the rule where if they miss finals, they cannot swim the next day. On Sunday, there were fewer missing from finals, but it was still noted as an issue.
    - Turkey Claus (UMD) – Blair Piddington commented that he felt It all ran well and the air quality was good.
      - Tim Husson was the Admin Referee and noted the entries were down about 700 athletes (3000 fewer splashes). So, there was some free time between sessions. Which turned out to be necessary due to traffic issues. It worked out well.
    - Sport Fair Winter Classic (GMU) – Erik Collins was in attendance and commented the meet ran great. This year meet management scheduled warm up and it made a positive difference.
    - NCAP invitational – Mark Faherty noted the meet ran well, no significant issues. It was a good meet and everyone enjoyed it.
  - Plans for March Championships – Mark and Blair will contact UMD regarding the parking issues sometime in the next few weeks. Then report to CCM on the parking restrictions so all clubs are made aware, well in advance. Additional information will be in the meet announcement as appropriate.
    - There is concern because Tom Ugast was told that Lot 1 will likely not be available anymore and all cars will have to be parked off site.
- Old Business
  - Report of Occurrence – it was noted that there were statistically fewer ROO these past couple weekends.

- New Club application – St. James Health Club in Springfield submitted a New Club application. The coach has been an athlete and coach in PVS in the past. Tim and Tom will review the application and touch base to see if there is anything they need as they get started.
- At-Large member – Tom welcomed Erik Collins (SNOW) as an At-Large member of the board. Thank you, Erik for joining us and congratulations. Erik commented he enjoys the meetings and contributing to the LSC.
- Can any USA Swimming member participate in PVS Board Meetings?
  - All Board Meetings are open to anyone who wants to attend. As per the By-Laws, if the individual is not a board member, committee member or at-large member they can listen in, but do not have a voice.
  - Rob Green commented that the D/I from Pacific will be in town in January and want to attend our Board meeting to see how we conduct business. We will be welcomed.
- Adjournment – **Motion to adjourn, seconded and approved.**
  - Next Meetings: CCM on Wednesday, January 9 at Overlee, BOD, Monday, January 14 at Overlee