

**Potomac Valley Swimming
Board of Directors
Video Conference
June 17, 2019**

- Attendance – Tom Ugast, Tim Husson, Carolyn Kotarski, Jack Neill, Ellen Colket, Mark Faherty, Rob Green, Blair Piddington, Dave DiNardo, Jessica Fry, Erik Collins, Kurt Thiel, Karyn McCannon, Rich McMillen, Sumie Emory
- Call to Order – The meeting was called to order at 7:00 pm by Tom Ugast.
- Roll Call - **There are a sufficient number of voting board members in attendance to conduct business.**
- Meeting minutes approval – **Motion to approve the meeting minutes from the April 2019 Board Meeting, seconded and approved.**
- HOD meeting minutes – **Motion to approve the HOD minutes in draft form so they can be posted on the website and members can read, seconded and approved.**
- Report of Officers: **Motion to approve the reports as submitted, seconded and approved.**
 - [Administrative](#)
 - [Finance](#)
 - [Safe Sport](#)
 - [Operations](#)
 - [Diversity](#)
 - [Senior Chair](#)
- New Business
 - Leap 2 Renewal – Dave DiNardo reported:
 - We are in the process of updating all LEAP 2 documents. For the most part we are restating what we have already done. Dave will reach out to various board members as needed for additional information. It will all be submitted to USA Swimming this summer.
 - Long Course Championship Meets Discussion – Tim Husson reported
 - Meet programs, Tim suggested that all three LC Championship meets offer meet sheets on Meet Mobile at no cost to the families.
 - **Motion that we provide, via meet mobile, meet sheets and results for parents, coaches and officials for 2019 July LC Champs for no fee, seconded, approved.**
 - There was a brief discussion and the general consensus was in favor. It was noted that both facilities; University of Maryland and Claude Moore, have a sufficient wireless network to accommodate all parents on their mobile devices.
 - There will still be printed programs for coaches and officials on deck.
 - At National meets, there is a trend going towards paperless for all results.
 - Touch pads at far end at Claude Moore – PVS Operations expressed a desire to provide pads for the far end at Claude Moore. Previous meets there required three manual watches per lane. Claude Moore agreed to purchase a harness and buttons to use for semi-automatic timing. PVS Operations will then provide the pads and a way to mount them on the bulkhead.

- Parking at UMD - For both LC Champs meets at UMD, Thursday and Friday parking will be available in Lot 1 for a fee. Parking will be free on Saturday and Sunday. There will be more details posted when received.
 - What are we doing for Officials parking?
 - After a brief discussion, the board decided that PVS will provide reimbursement for parking for the Officials. We try to determine the total number of spots available. We will have to let the meet directors know of this requirement as they will need to have cash on hand to reimburse officials and then submit this expense on MD report to PVS for reimbursement. There will be a sign in sheet at the meet for the Officials to complete before they are reimbursed.
 - Ran a report who qualified for 12 & U Champs – Tim pulled a report of all the 12 & U Champ qualifiers. The numbers look good, but it hard to know what the timelines will look like. Tim will try to see how it will fit into the timelines.
 - Action items from CCM (19-20 Schedule) –
 - Coaches for Zones – Mark Faherty reported;
 - CCM endorsed the following coaches as LC Zone Assistant coaches; Kelly Rose McCullough, Leah Bonuccelli, Alex Miller, Marye Carter, Ashley Schultz and Ryan Pauling.
 - **Motion to approve the 6 coaches endorsed by CCM by acclimation, seconded and approved.**
 - There was an e-vote for additional coaches; Summer Liu and Mike Kraeuter have been added and were approved.
 - 19-20 Schedule – The PVS meet schedule, posted on the PVS website, was endorsed by CCM at the spring meeting. No new meets were added at that time, only the changes/adjusted were mentioned.
 - **Motion to approve the 2019-2020 Club meets as endorsed by CCM, seconded and approved.**
 - Update on LC Open 1 – Terri reported
 - All information for the LC Open 1 meet has been received from the meet directors. The 11-12 and 9-10 sessions will be combined at all three sites and warm up is being pushed back to 7:00 am, Events at 8:00 am. All three 13 & Over sessions will also be earlier. Once all final back-ups are received, reports and changes will be posted.
 - College Club attendance at HOD & CCM –
 - **Motion to exempt College Teams from the attendance policy at PVS meetings; (HOD/CCM), seconded and approved.**
 - The college teams have very few athletes that participate in PVS, very few swimmers are actually registered.
 - EZ Diversity Clinic – Rob Green [reported](#).
 - The camp went well. Special thanks to last minute coaches and team managers. Swimmers seemed to really enjoy the camp, the extra activities (ropes course), the dorms were good.
 - There was an issue with one PVS athlete, who was sent home early. Rob explained the situation and along with Juan from USA Swimming, he feels it has sufficiently been resolved.
 - Zone Team Application –

- Morgon and Richard Romero have been working together to set up all the information. Once all apparel information is finalized the application will be posted.
 - The online registration form is ready except for the apparel portion. Rich and Ellen have talked and he and Morgan are going through last years' apparel inventory. Once they know what they have, they will be able to determine what they need to order.
- The hotel and buses have been reserved and the payments have been scheduled. Ellen is confirming with Rich and Morgan what activities will be required so payment can be made via credit card. The zone staff will provide receipts for all payments made.
- Financial Discussion – Ellen [reported](#)
 - Let Ellen know if you have any questions based on the Treasurer's report as submitted
 - The Audit and Form 990 is complete and has been submitted to USAS. On May 6 these documents were sent to PVS for posting on website.
 - Along with audit management letter, Serafino and Rhoades provided two 2 recommendations for PVS. PVS has provided a management response for each along with a copy of our procedures regarding separation of duties which address the recommendations.
 - Discussed tax implications and lease for PVS' Virginia based equipment facility. The equipment facility lease is about \$400 per month. Tom is checking into the extension of the lease.
 - The current facility is in a good location for deliveries and has enough work space for repairs and maintenance. It is more than just a storage space and any replacement location would require both storage and work space.
 - Tom will report back once he hears more about the lease extension at the Tysons facility.
 - Club that hosted spring championship meet is delinquent in submitting their MD report, Hospitality and other expense documents and now approaching 90 days overdue. Although multiple notices have been sent, there has been no response. The board discussed several options.
 - **Motion to approve that Ellen submit a letter to the delinquent Host Club stating that if the reports are not received by 24 Jun 5 pm Eastern, the club will forfeit meet management fees in their entirety, seconded and approved. Further discussion was had regarding additional consequences including not granting meet sanctions to this club for the number of months commensurate with their delay. The latter to be discussed if club does not meet the 24Jun deadline.**
 - Late reimbursement requests – when a reimbursement request is not submitted as stipulated in PVS' policies and procedures, this has implications for our P&L and other financial systems. Recently, a reimbursement request was submitted to Finance for \$3,600 dating back to last season. This cannot happen! Make sure Mary and Ellen are notified about all reimbursements and expenditures at the time of their occurrence. If this continues to happen, consequences will need to be determined.

- Review of appeals for lack of attendance at HOD/CCM meeting will be discussed in executive session.
 - Operations Proposal – Carolyn submitted a [proposal](#)
 - **Motion that the Technical Committee Chair take over the responsibility of the PVS Sanctioning Chair, seconded and defeated.**
 - The Board discussed and asked questions before the vote was taken;
 - Carolyn was asked to explain the reasoning for the potential change;
 - The Tech Committee aids with the review and approval process of all PVS and Club Meet Announcements. The MA's are sent back and forth between the Administrator and the Tech Committee. They are looking to streamline the process
 - Looking to create an online sanctioning request form and make an easier process.
 - Board members asked multiple questions to get more information.
 - You are the Operation Vice Chair and also the head of the Technical Committee. Who else is on the committee? She responded that there used to be 3 on the committee, but one removed herself, now there are only two and no athletes are on the committee. The appointment of the members is done by the General Chair.
 - It was recommended that a third person (athlete) should be added.
 - What is currently in P&P regarding the review process and sanctioning meet announcements? And what has been the history of this process?
 - This is a proposal to change policy. The currently policy is they go to the Administrator, then the Tech Committee, and we are trying to change the policy.
 - The Administrator is a paid and stable position, to ensure that things get done. The board members come and go if we change the policy the BOD member will ultimately change.
 - It was suggested we map it out and figure out how to make it work better.
 - Tim asked for the votes to be counted; 2 yes, 6 opposed. The motion was defeated.
 - House of Delegates Post meeting review – The meeting went well. Thanks to Ellen who presented the budget and “a lot” of numbers in a very clear and concise way. It was noted that it was hard to get athletes to attend due to finals and the last weeks of school.
 - Why do we do it in May? What about waiting until school is out?
 - What about moving earlier in the evening?
 - Many other LSC hold their HOD meetings on weekends
 - USAS Convention – Tim finalized a list as to who is invited. Everyone was asked for their attendance dates so hotels can be planned. Shirt sizes have also been requested. For those who are going, be mindful of your airline flights and try to book 30-45 days in advance. You will be required to send an expense report and save all receipts.
 - Coach/Athlete/Officials Rep election status– Information is posted on the website.
 - Officials will do an electronic voting
 - Athletes will use Election buddy

- We will see what Jessica will want to do for coaches.
- Reimbursements – Ellen will be temporarily stepping in for Mary as the bookkeeper, due to some health concerns. She will be reviewing the books and getting checks sent out in the next few days.
- MAAPP Implementation – Everyone was sent an email from USA S regarding the status. June 23 is the implementation. The most critical is the 18 & over athletes that they take APT...they must take it so they can continue to practice.
 - Communication will be a big issue. It is on the clubs to figure out how to implement on how best to communicate.
 - With the new APT policy for 18 year old athletes, there is a 30 day grace period, so the enforcement will start on July 23. However, we want to encourage clubs to get the athletes training done as soon as possible.
- Are we going to address the Bylaws – Tim commented the are being updated at this time and status will presented in July. There will be decisions made at that time.
- Old Business – Nothing to discuss
- Executive Session – appeals to fines for non-attendance at CCM/HOD
- Adjournment