

**Potomac Valley Swimming
Board of Directors
Special Meeting
April 7, 2020
Video Conference**

- Attendance – **Board Members:** Tim Husson, Ellen Colket, Jack Neill, Blair Piddington, Evan Stiles, Mike O’Shaughnessy, Dave DiNardo, Meghan Thiel, Jessica Fry, Carolyn Kotarski, Rob Green, Jorge Zamora. **Other attendees:** Greg York, Kurt Thiel, Paris Jacobs, Tom Ugast, Aaron Dean, Erik Collins, Sumie Emory, Karyn McCannon
- Proof of Quorum – There are a sufficient number of voting board members in attendance to conduct business.
- Additional Agenda Items & approval of Agenda – the agenda was reviewed
- Mission Statement – PVS Supports and promotes excellence for all through competition, education, innovation and leadership
- Vision Statement – PVS: Leadership and excellence in and out of the pool
- Updates from USA Swimming – USA Swimming has been providing regular updates. They will make decision on returning to practice and competition in 30-day increments. Once we start to get back to normal, it will be important to do it in an orderly fashion. There is currently no timeline, which makes it is hard to plan. There are many different scenarios being looked at, so we can try to be ready for whenever we are allowed to get back to practice and competition.
- Proposal to suspend fines for the current season – Given the current financial situation of most clubs, Tim recommends that we waive the fines, for clubs who do not have the required number of officials and/or do not attend the required number of meetings.
 - **Motion that due to the unusual circumstance and shutdown of the competition season, we will waive all fines for PVS meeting requirement and the fine for the number of officials per club requirement, seconded and approved.**
 - Each club will be notified of the number of officials they have vs what is required, so they are aware of where they currently stand and as a reminder for the next season. Additionally, the number of meetings attended will be calculated for each club.
- Current financial status and funds available to help PVS members – In order to support our clubs, we want to come up with ways of how, the LSC can help support clubs through this crisis. Ellen was asked to look at the numbers and report on our current financial status. Thank you Ellen for your hard work.
 - Ellen reported: Financially as of March 31 in terms of our income and expenses – 63% of the budgeted income has been received and about 41% of our budgeted expenses have been paid. However, there are still some expenses that are yet to be paid out, including some fixed costs which will continue to be incurred regardless if there are meets or not. At the end of February, we were tracking exactly where we were a year ago. By the end of March there have been some disruptions and have fallen short in some areas.
 - Ellen reviewed our investments and savings, even with the market fluctuating in these uncertain times, we are doing well at this time. We have roughly \$720,000 in “cash in hand” to be used for our unpaid expenses as budgeted.
 - It was suggested that PVS apply for the PPP Grant from the Federal Government. If the grant money is used for payroll, then it may be

forgiven. Employees and contractors can be included. Paris and Tom have offered to help with the paperwork.

- Once all numbers were reviewed Ellen feels that PVS can afford about \$210,000 in relief to our clubs. Several board members have talked to numerous other LSC's to see what they are doing for their clubs. It is agreed that whatever we decide to do, we should keep it simple. For grants there are legal requirements per state, so we need to make sure we are in compliance.
- Ideas for helping PVS clubs:
 - Ellen recommends that each club receive 50% of the paid PVS portion of the membership fee for each athlete (\$14 per premium members and \$5 per FLEX members). This totals approximately \$165,000. In addition, we can offer a \$1000 grant to each club. Clubs would need to apply for the grant and fulfil some pre-determined requirements.
 - Ellen estimates this relief expenditure would total approximately \$210,000, anticipating that not all clubs would apply for the grant.
 - Paris Jacobs offered some comments -
 - We need to keep in mind that without clubs there are no LSC's. It is important to the LSC to keep the clubs functioning. There are quite a few LSCs that are making the requirements that are too complicated and not offering enough of a value to clubs.
 - Each club should have to demonstrate a need. For example, they should have to show they have applied for PPE (or emergency for disaster relief) doesn't matter if they are approved, but they should apply. There are clubs that are run by county government entities and might have different needs. It was noted that YMCA clubs are not allowed contact with their swimmers or coaches at all.
 - USA S has people helping the clubs to figure out how to get the money from the banks.
 - Greg York would like to find a way to incorporate Safe Sport Recognition as a part of the requirement for the Grant program. It would help the LSC and the clubs.
 - We will not have a need for travel funds this year for 2020, but the 2021 budget will need to be adjusted to include Olympic Trial Travel. Also what is not spent this year, could be used to help offset some of next year to reduce those costs – which will help keep the perception that we are trying to help our families in the next year.
 - The coaches in attendance were asked what would be helpful to them.
 - Aaron Dean (OCCS) - Looking for ways to continue to connect with swimmers and keep them connected, create value and will try to give them credits back if they can. So any help from the LSC would be appreciated
 - Erik Collins (SNOW) – Is concerned that it is the 2-3 day/week swimmers that they will lose in the next season. They are unsure how things will look come summer.
 - Paris (MACH) –They are looking for ways to create value. She feels the 10 & U age group will be the hardest group to keep, as they are the most difficult to keep engaged during the time. Nationally they are the biggest challenge to maintain and concerned that building base is going to be challenge going forward.

Approved: April 20, 2020

- Every little bit helps...the government is trying to help businesses get through 2 months, but we don't know if it will get changed to a longer
- Need to help the clubs out (simply) and keep the LSC stable.
- Proposal – After the discussion, the proposal was made -
 - **Motion, Due to the unprecedented times and mandatory shutdown, PVS will refund each club 50% of the paid PVS portion of the premium membership fee (\$14) and 50% of the paid PVS portion of the FLEX membership fee (\$5). A Grant program will be established, for which each club will need to apply, based upon a specific criterion. If approved, clubs will be receive \$1000, seconded and approved.**
 - We could possibly do a second round, if needed. Ellen suggested we do what we can to support our clubs right now and then, at a later date, we may look at a secondary option after we have assessed and know more about the impact of the shutdown and when we may restart operations.
 - A Grant Committee will be established and will meet and finalize the program as quickly as possible. The following members volunteered; Erik Collins, Evan Stiles, Kurt Thiel, Karyn McCannon, Aaron Dean, Samantha Pliuskaitis, Bridget O'Shaughnessy. Ellen will chair the committee and contact team members in the next day to launch the grant relief effort.
- House of Delegates – Kurt Thiel, Jack Neill and Tim Husson are looking into the options for this year's HOD meeting, which is currently planned for May. However, due to "stay at home order", we will not be able to meet in person. They are looking into the various possibilities, however, unlike the simplicity of an electronic meeting in Virginia, there are some issues with the legality of an electronic meeting in Maryland. After more research, they will provide an update on our options.
 - At our next BOD meeting, April 20 (by video) – we will discuss our budget. Given the current situation, Ellen will have draft budget to review, but has growing concerns that additional health and economic updates will need to be made as swimming starts to get back to some normalcy. There is great speculation that the fall will look much different than previous years.
 - Ellen feels that holding HOD in May is premature, that it will not do us any service since we do not know what is going to happen. Feels we can slow down, and plan for July/August timeframe to complete the budget and hold the HOD.
 - Kurt commented that in order to keep things legal, we could have the meeting on the designated date, "rap the gavel" and without a quorum, no business can be done, so then it can be reset on a specific date. There are some legal things to look at.
- Eastern Zone Meeting, April 19, 2020 – The meeting is still on the schedule. There are some issues regarding upcoming meets that need to be discussed and resolved. Since it will be a virtual meeting, anyone interested will be able to attend. Let Tim know if you are interested in attending.
- Adjournment