

**Potomac Valley Swimming  
Board of Directors  
June 15, 2020  
Video Conference**

- Attendance – Voting Members: Tim Husson, Ellen Colket, Jack Neill, Dave DiNardo, Meghan Thiel, Evan Stiles, Carolyn Kotarski, Jorge Zamora, Jessica Mack, Rob Green and Molly Kennedy. Non-voting: Karyn McCannon, Rich McMillen, Reid Owen, Kim Bullers, Kurt Thiel, Erik Collins and Sumie Emory
- There are a sufficient number of voting members to conduct business
- Additional Agenda items & approval of the agenda
- Approval of Minutes, April 2020 and May 8:
  - **There were no objections to the minutes from the April Board of Directors meeting, and the minutes from the special Board of Directors meeting on May 8, 2020. They were approved by acclamation.**
- **Mission statement: PVS Supports and promotes excellence for all through competition, education, innovation and leadership.**
  - There have been no competitions in recent months. The PVS Board has continued with leadership of the LSC throughout the pandemic. The online virtual HOD will be a challenge, but with our leadership team we will work hard to make it successful.
- COVID-19 News
  - Town Hall (May 27) – Tim Husson conducted a PVS Town Hall on May 27. There were over 250 attendees were on the call. He felt it was a good discussion with a lot of questions and answers. Tim also noted that when he attended the VSI Town Hall, they had used the PVS template for their meeting.
  - Updates from USA Swimming – We are expecting an update on July and August plans from USA Swimming in the coming week. Once announced Tim will send the information to PVS members as well. Previously, all sanctions through June had been cancelled. His best guess, at this point, is that starting in July it will be up to each LSC as to whether sanctions are granted since parts of the country are opening at a faster rate than others.
  - There were some changes to the USA Swimming corporate by-laws. The one which is effective immediately and impacts some PVS clubs, is that all club board members must be registered members of USA Swimming.
  - Local pool opening status – This has been a challenge keeping track of who is opening and when. Montgomery County will start opening their indoor and outdoor pools by the end of this week. Prince Georges County starting opened today. Virginia is now in phase 2, which allows for open pool but with strict guidelines. DC Pools, both indoor and outdoor are still currently closed.
    - We are starting to see some clubs getting their athletes back in the water. Which is good news, but we are still waiting to get everyone in.
    - Coaches and athletes on the call each commented on what their clubs were able to do at this point. We are all hopeful the more and more openings and more and more swimmers will get back to practice soon.
  - Return to Competition Task Force – Tim has formed a Competition Task Force. They will meet for the first time this week to start the discussion and form the questions that we

need to ask the facilities as to what the protocols will be and we when are able to return to competition.

- USAS is working on a document on “virtual meets” to be distributed soon.
  - Clark Hammond said they are going to do a webinar on the Virtual meets. Only 3 from each LSC will be invited. The webinar will hopefully be recorded for all to see.
- Motions from the Governance Committee – Jack Neill addressed the motions.
  - **Motion to approve the Admin Review Board which will consist of 10 members, elected by the HOD. The committee will consist of coaches, and officials and up to 20% athletes, seconded and approved.**
    - PVS should have a defined number of members on this board. USA Swimming set for a minimum number of 8. Jack feels we need to be above the minimum if a member becomes unavailable at any given point. It was determined that a 10-member committee was an appropriate number.
  - **Motion to approve The Governance Committee as a 6-member committee, elected by the HOD with at least 20% of the members being athletes, seconded and approved.**
    - The rational of 6 is so there will be 2 athletes and the goal will be to have one Junior and one Senior athlete each year.
    - Are we electing 3 for a one-year term and 3 for two years, correct? Dave DiNardo believe this is correct and will confirm. The top 3 elected will be the two-year term members and the bottom 3 will be a one year term members.
    - The names of candidates will need to be published no less than 20 days prior to the HOD meeting.
- Motion from the Officials Committee – Carolyn and Rich presented (see attached)-
  - **Motion to change the wording in P&P regarding the removal/suspension of a PVS Official as proposed by the Operations Chair and Official’s Chair, seconded and approved.**
    - Rich had previously asked a sub-committee to review all certification and “decertification” practices. The subcommittee made the recommendation to change the wording of the policy. The previous policy is written in a way that the initial complaint against an Official would go to the PVS General Chair first. However, the sub-committee felt it should start with the Official’s Chair and then goes to the General Chair and Board for final approval of the Official Chairs findings. The GC and Board will still have all the voting power as needed. This change simply allows the Officials Chairs the opportunity to review the complaint first.
- PVS Virtual House of Delegates
  - Tim has proposed the date of Sunday July 26, 1:00 pm – there do not seem to be any objections from Board Members.
  - Voting and elections (slate of candidates) – The Governance committee plans to have all candidates by June 25 and will post on the PVS website no later than July 1.
    - The Governance committee has identified a website, Election Buddy, to use for the HOD voting and elections. The Governance Committee and the Administrative Vice Chair will conduct the voting and elections during HOD.
  - Budget – Ellen reported, this is only an estimate, as we do not know what the next year will look like.
    - Over the past few months our PVS income has decreased for the 2019-2020 season, yet several of our expenses have remained the same. We issued refunds

to clubs for membership, and provided grant assistance to the 26 clubs who applied. PVS also received PPP funds which are considered grant income and help to offset the potential deficit. We are in the process of completing the loan forgiveness paperwork to demonstrate that the PPP money was expressly used for PVS payroll, as required. We are in compliance with loan forgiveness requirements.

- Summary Worksheet – Ellen reviewed the summary report with the members. Some expenses are fixed. With the net income plus the expenditures and PPP “grant”, we have a net income of just under \$20,000.
  - There still could be a few expenses that are not yet reflected.
  - The general feeling of our current financial status is that we are in good shape for now and going into the next season.
- Budget projection for 2020-2021 – an estimate
  - Ellen reached out to the major line items holders on the budget to obtain budget requirements.
  - The PVS share of membership fees will remain the same at \$28.
  - USA Swimming’s portion of registration will increase \$2 for an amount of \$64.
  - VSI will begin to include a \$2.50 surcharge per athlete for all PVS athletes competing in any meets held within VSI territory. Ellen requested that this billing go through the clubs and not the PVS.
  - Equipment grants will not be in the budget this year.
  - Ellen has asked Kurt Thiel to submit financials related to hosting an Open Water event for inclusion in the budget.
  - The Athlete Rep indicated that she does not expect there to be any change in athlete funding needs.
  - Other board members are asked to send any new/updated proposed budget items to her no later than end of day Monday, 22-Jun.
  - Club fines – using the same basis as last year.
  - Meet entries for PVS open meets were down about 5000 splashes this season which equates to a reduction in splash revenue of approximately \$25,000.
  - A late invoice payment fee was approved by the PVS Board earlier this year and will be implemented beginning 1-Sep-2020.
  - Given the pandemic, Ellen is working with an assumed 15% reduction in memberships, similar number being used by USA Swimming. She also went with a 15% reduction in meet revenue and club meet fees. Is assuming we will not be doing meets until November (for now).
    - We can look at 10% and 20% - all options are shown but feels the middle (15%) is the best option.
  - Athlete’s and Official’s travel stipends for Olympic Trials will switch to 2021.
  - Premium Memberships is predicted to have about a 1,500 reduction in athletes. Meet revenue is projected to decrease about \$150,000, Club splash fees are projected to be reduced because of about 15-17 fewer meets.
  - Expenses – Meet expenses will be reduced by approximately \$100,000. No reductions in pool rentals are predicted, rather, the budget includes a 4% increase in rental fees + an additional 3% for cleaning supplies and requirements.

- Zones – use and estimate of 145 athletes (after talking with Morgon Henderson-Kunz, the Zone Team Manager and Blair following our last zone meet in August 2019).
- Ellen reviewed our Financial Asset Status to show where we stand in the big picture even if we do not have any income over the next year. We are in a good place with our reserves as we look forward. We are being conservative, but look good, as we move into 2021.
- **Motion to approve the proposed budget with the 15 % reduction in membership, meet splashes and no swim “October” and to expect some tweaks, seconded and approved.**
  - Delegates for HOD– Terri and Tim will get a list of delegates and emails. Tim will be able to designate 10 additional at-large delegates and athlete at-large delegates.
  - Jack suggested that in 2021, it would be wise to move the HOD meeting to mid-April. May is the toughest on the athletes (due to academic tests). May is hard on coaches because summer pools are opening and coaches are getting busier. One option would be to schedule a weekend in April, and if we plan ahead, we could make it a “no meet” weekend.
- G Suite Business Software for PVS – Tim previously sent out an email regarding the Google suite of software. Due to our non-profit status it is free.
  - Tim did a brief presentation with all of the benefits of the suite.
  - Once he finishes the set-up of all the account, we will coordinate a switch of the emails.
- Facility Entry Screening Protocol – Ellen did a presentation of a web-app tool that can be used on any handheld device, to provide a check in process for athletes and staff. It is secure (HIPPA and SOC II compliant), and is offered at no charge until September 1st.
  - This is an option for clubs if they are looking for an easy way to document the entry of their athletes and maintain contact tracing. It might not be a universal solution in our area, but could be good for those who are interested.
- Next Meeting – Monday, July 20 via Zoom
- Adjournment

## Current Language in the PVS P&P (p 52): Suspension or Revocation of Official's Certification

Potomac Valley Swimming may suspend or revoke an official's certification only in accordance with the following procedures:

- A PVS meet director, certified USA Swimming official, USA Swimming member coach, or USA Swimming member athlete must file a written complaint pertaining to a PVS official's performance or ability to perform. The complaint must be based upon the complainant's first-hand knowledge of the matter and must be filed with the PVS General Chairman within 15 days from the date of the alleged incident.

- Upon receipt of the complaint, the General Chairman may, with the Board of Directors' concurrence, suspend the official's certification while the matter is under investigation and review if he finds that it would be in the best interests of PVS.

- If a suspension is warranted, the General Chairman will notify USA Swimming National Headquarters of his intention to impose the suspension under the provisions of USA Swimming Rules and Regulation regarding Hearing and Appeals (Article 401).

- At the same time the General Chairman must advise the official in writing of this action and of the official's right to an expedited hearing (one within 10-15 days) as well as the procedure to appeal this decision in accordance with Appendix 6A of the USA Swimming Rules and Regulations and PVS By-laws.

- The General Chairman may refer the complaint to the PVS Officials Committee for recommendation to be issued within 45 days from the date the referral is received by the Officials Committee Chairman.

- The Officials committee may recommend:

- to take no additional action
- to issue a formal reprimand
- to require the official to receive retraining or additional training
- to suspend the official for a definite or indefinite period
- to revoke the official's appropriate certification(s)
- some other similar action.

- Upon receipt of the Official's Committee recommendation, the General Chairman shall act upon the recommendation with the concurrence of the Board of Directors. The General Chairman or the Board may modify or rescind the action recommended by the Officials Committee.

- The official may appeal any action, including temporary suspension, to the PVS Board of Review as provided in the PVS By-laws.

## Proposed Revised language

Potomac Valley Swimming may suspend or revoke an official's certification(s) only in accordance with the following procedures:

- A PVS meet director, certified USA Swimming official, USA Swimming member coach, or USA Swimming member athlete must file a written complaint pertaining to a PVS official's performance or ability to perform. The complaint must be based upon the complainant's first-hand knowledge of the matter and must be filed with the PVS Officials' Chair within 15 days from the date of the alleged incident.

- Upon receipt of the complaint, the Officials' Chair may, with the General Chair and Board of Director's concurrence, suspend the official's certification while the matter is under investigation if officials' chair finds that it would be in the best interest of PVS.

- If a suspension is warranted, the General Chair will notify USA Swimming National Headquarters of their intention to impose a suspension under the provisions of USA Swimming Rules and Regulation regarding Hearing and Appeals (Article 401).

- At the same time, the General Chair or Officials' Chair must advise the official in writing of the suspension and of the official's right to an expedited hearing (to be held within 10-15 days) as well as the procedure to appeal this decision in accordance with Appendix 6A of the USA Swimming Rules and Regulations and PVS By-laws.

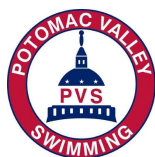
- The Official's Chair may refer the complaint to the PVS Officials' Committee for recommendation to be issued within 45 days of receipt of the initial complaint.

- The Officials' Committee may recommend:

- to take no additional action
- to issue a formal reprimand
- to require the official to receive retraining or additional training
- to suspend the official for a definite or indefinite period
- to revoke the official's appropriate certification(s)
- some other similar action.

- Upon receipt of the Officials' Committee recommendation, the General Chair and Officials' Chair shall act upon the recommendation with the concurrence of the Board of Directors. The General Chair or the Board may modify or rescind the action recommended by the Officials' Committee.

- The official may appeal any action, including temporary suspension, to the PVS Board of Review as provided in the PVS By-laws.

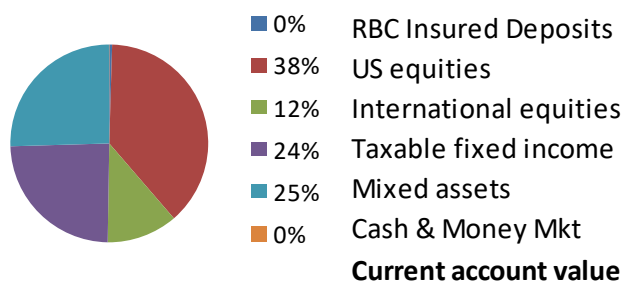


## Potomac Valley Swimming Finance Report as of 31-May-2020

### Financial Performance

The following is a summary of the allocation and performance of PVS' investments as of 31-May-2020 and a YOY view. The stock market continues to remain in a volatile pattern and this instability is expected to persist due to the ongoing pandemic. The PVS portfolio currently exceeds our performance target and is at an all-time high. Over the longer term, major economies and corporate profits are expected to bounce back, however, we must be mindful that uncertainties and risks can shake the markets.

### As of 31 May 2020 ASSET ALLOCATION SUMMARY



CURRENT VALUE	% of Portfolio	YOY Δ
\$ 1,336	0%	
\$ 103,633	38%	
\$ 31,480	12%	
\$ 65,859	24%	
\$ 69,015	25%	
\$ 94	0%	
<b>\$ 271,417</b>	<b>100%</b>	<b>8%</b>

Investment Objective - **Balanced Growth**  
Risk Tolerance - **Low Risk**

Our General Operating Account (GOA), Restricted Operating Account (ROA) and Special Accounts remain within the Wells Fargo Banking Institution.

### Budget Performance 2019 – 2020

We are currently nine months into our season, however, much of our income stream as well as our expenses have stalled due to the pandemic which lead to the cancellation of the season's remaining meets as of early March. Please refer to the Budget summary and details worksheets for further information on the financial impact.

### Budget 2020-2021 Development

The Draft budget has been issued to the Board and will be discussed in the meeting on 15-Jun-2020.





## Potomac Valley Swimming Finance Report as of 31-May-2020

### Highlights since last report

1. Informed that as of 1-Sep-2020, VA LSC will be instituting a \$2/swimmer charge for PVS swimmers who compete in meets held in the VA LSC's territory. VA will bill the host club directly.
2. Developed forecast for end of 2019-2020 season financials as well as the 2020-2021 budget, despite a number of unknowns and the fact that many PVS clubs have not yet been able to return to practice.
3. Payroll Protection Program (PPP) application was submitted on 8-Apr-2020 and we received the funds on 7-May-2020. We will be processing the loan forgiveness application in early July.
4. PVS Relief Program, approved on 7-Apr, has gone very well.
  - a. PVS Refund Relief checks were issued beginning 10-Apr to 50+ teams as well as a credit memo for one team. Total dollar value of the refunds processed has been \$165,000.
  - b. PVS Grant Relief team completed its efforts of creating an application, guidelines, requirements, and the process for clubs to apply for the PVS Grant. 26 teams' submitted applications which were reviewed and we are pleased to say that all 26 were awarded grant money.
5. Unattached athletes, new coaches, and officials who wish to register must pay in advance of registering. The option to pay via PayPal with credit card along with a transaction fee to offset PayPal's transaction fee was approved during the Feb BOD meeting. Website has been amended which allows for payment via PayPal (credit card) or selecting "club pay" option for those affiliated with clubs.
6. Invoice payments later than net 30, will be assessed a finance (late) charge which will be based on an annual interest rate and charged monthly (the late fee will be the interest rate or a flat fee of \$25, whichever is the greater of the two). This proposal was approved during the Feb BOD meeting and will be communicated during HOD meeting and effective 1-Sep-2020.
7. Continuing to attend COVID-19 related webinars and LSC hosted educational sessions.
8. Co-lead an S&T officials' online clinic with approximately 99 attendees, 73% of whom were new to officiating.
9. Re-launching Finance Committee beginning with team meeting to discuss investment portfolio with our Investment Manager on 17Jun.
10. Assisted in May with developing tool to assess registration, certification, training, and mentoring of officials' when we return to competition. It is current under review by USA Swimming Board.
11. Sat in on a demo for a web application entitled Cleared for Entry which is a simple tool that assists teams with their monitoring and screening of athletes prior to entry into facilities/pools. In addition, it also manages the data to support contact tracing requirements. It is free until 1-September.





## **Potomac Valley Swimming Finance Report as of 31-May-2020**

Respectfully submitted,

Ellen Colket  
Vice Chair Finance  
Potomac Valley Swimming