

**Potomac Valley Swimming
Board of Directors
Video Conference
October 25, 2021**

- Attendance –
 - Voting members: Tim Husson, Bob Walker, Carolyn Kotarski, Jessica Fry, Erik Collins, Evan Stiles, Jorge Zamora, JP Vanderloo, Samantha Gilbert
 - Non-voting attendees: Kurt Thiel, Paris Jacobs, Kelly Rowell, Kim Bullers, Terri Marlin
- There were a sufficient number of voting members to establish a quorum.
- The meeting was called to order at 7:11 pm.
- **Mission Statement: PVS supports and promotes excellence for all through competition, education, inclusion and leadership in a safe, equitable environment.**
 - This month we are focused on Competition – For nearly a month we have been back to having meets in PVS. There are still some COVID-19 challenges and protocols in place, but we are getting closer and closer to a more normal competition season.
- Consent Agenda: Approval of Submitted reports and minutes from the October 4 meeting
 - General Chair
 - Finance Chair
 - **Motion to approve the submitted reports and minutes from the October 4th Meeting, seconded and approved.**
- Additional Agenda Items & Approval of Agenda
- Athlete Update – They reported that they are working on setting up a Mental Health forum. They continue to work on our social media pages and the athlete newsletter.
 - The athletes were asked if they had been to meets and what their thoughts were. Both Samantha and JP commented that it was nice to be back to meets that were “almost” normal.
- Registration – Sumie Emory has announced her retirement, after nearly 20 years of service to PVS. Her final day will be October 31, yet she will continue to assist as needed for a short time.
 - Interim Registrar –Tim Husson has appointed Kelly Rowell as the interim Athlete Registrar. The Personal Committee, made up of Tim Husson, Bob Walker and JD Foster will work together to define the position, create a job description and look for a permanent replacement.
 - Registration status – currently there are over 9,000 athlete registrations, which is only slightly behind where we were in the fall of 2019. By December 31 we should have nearly all athlete registrations in and will have a better picture of what our total for the year will be.
 - In 2021, we had 3588 12 &U athletes, which was down 40%. This year for 2022, we already have 4,459 12 & Unders. We are seeing a comeback in our 12 & Under registration, which is a good sign.
 - A question was asked if there are some teams that have not yet registered or not fully registered?
 - There are at least two sizable teams that will be continuing to register athletes as the season goes on. It is anticipated that there will be at least an additional 1,000 registrations for the 2022 season.
- PVS Sponsored Meets
 - The October Open was hosted at 2 sites with a total of just under 2000 athletes combined.

- Tim was at Lee District and noted that the meet went well. The weather helped and many athletes were able to be outside in the fresh air ,which was helpful.
 - There were a few issues regarding masks and we need to remember that they are still required. All coaches and officials need to be leaders in this.
- Claude Moore – Jess commented that she heard the meet ran well from her staff, but felt that not enough volunteers were scheduled to help with watching the kids and control who had on masks. If there were more volunteers to help there could have been marshals in the stands.
 - Kelly Rowell commented that PAC has previously asked coaches to be in the stands because the athletes do not listen to the marshals, historically. She said that coaches need to be the example by keeping masks on.
 - A concern was raised that some clubs do not have enough coaches to “marshal” and coach at the same time.
 - At the November open in Fairland, where PAC is hosting, the expectation will be to have coaches in the various areas to monitor the athletes.
 - It was noted that there have been a couple of meets where their swimmers have had bad experiences. She commented that many parents feel that they are paying for the coaches to coach, not marshal. It is also still a bit of a numbers game at meets because the larger clubs must limit the number of coaches they bring as there are still capacity limits in most facilities. Parents are willing to volunteer, they just need to be asked.
 - Many felt that if athletes are not listening to the marshals/parents, then they should be asked to leave. It will be important to create a culture. Athletes should be told the rules, if they do not follow rules, then they can leave.
 - There needs to be safety measures for the younger athletes when moving through the facility (from the team area to the starting blocks and back).
 - Need to go back to the November Open Meet Directors and have them ask for more marshals to help with the supervision of the athletes.
 - One thought was to ask at least 2 parents from each club in the team area to “marshal”, would that work? Having parents from the club – club specific for the marshals.
 - It was suggested that it be written into the meet announcement that X number of marshals (ratio of parents-to-swimmers per session) for the club area.
 - At the St. James where there are bleachers, it makes sense to have parents to help. However, there are other facilities, like Lee District, where the seating area is primarily on the deck. For the November Open, we are using Fairland, St. James, PWCS (which have separate areas) and Providence (similar to Lee District). We will start the conversation with the Meet Directors to try to make it better.

- November Open – We have 4 sites and 4 meet hosts. Thank you to these clubs for helping out.
 - We will know by the end of the week what the numbers look like.
 - This tends to be the largest of all the Open meets.
 - USA Swimming has not made any comments about extending the COVID-19 protocols/restrictions into 2022. They are hoping not to extend, but they are watching the trends and will make a decision soon.
- The Senior Vice Chair and the Age Group Vice Chair plan to have the qualifying times for the March championship meets out prior to the December meets.
- It was brought to the Governance Committee's attention that the 7pm Monday meetings are difficult for some of the coaches to attend due to their coaching responsibilities.
 - The reason for the 7 pm start time was so the athletes can be on the call and still finish in time to get homework done and get to bed. Tim wants everyone's involvement and feels that a coach should be able to make an adjustment once a month to accommodate the meetings.
- Other Discussion items
 - 2022 Spring Zone Meeting – Back in the spring, the Eastern Zone voted to go to Ft. Lauderdale with NJ Swimming being the host. They have learned that there is a Formula 1 Grand Prix in South Florida that weekend. They went back to the General Chairs and the meeting will now be the first weekend in May in Fort Myers, Florida. There will be a virtual component so more can attend. This will be on the heels of the USA swimming workshop, where a larger contingent will be allowed to attend, similar to how we used to do it with the Convention. The workshops will be in place to try to replace some of the workshops and meetings that used to be at the Convention. There is a quad plan for the workshops to have different positions emphasized each year.
 - G-Suite – Everyone has an email address with the function in PVS. This will help with transitions from board member to board member. The Athletes and Coaches reps do not have a PVS email address. They all have all the back end applications, calendar, drive, office apps; Google Docs, Sheets, Forms. This is for all corporate documents so when you transition to the next person all the information is there for the new person. Anything you do for PVS should be done and saved on the PVS Drive.
 - The Governance Committee will be rotating members to be part of the meeting.
 - Incidents at a Mini Meet -
 - It was reported that there was a Mini Meet this past weekend that was sanctioned for 250 athletes, however over 400 athletes were on site. This caused some issues, and many parents were unhappy, especially since there was not a clerk of course or a way for these young athletes to get lined up for their events.
 - Do we have a procedure for when a club doesn't follow meet protocols that are put into place? Tim does not believe there is anything specific in place at this time but will look back and see what more can be done.
 - Carolyn commented that as part of the Technical Committee, we have to trust that the Meet Directors are going to implement what is in the meet announcement. Now that we are starting to fade out of the strict protocols, we have to assume the MD will continue to follow the stated protocols. We are hopeful that clubs will learn from this experience and things will improve going forward. This is a reflection on PVS as a whole.

- Tim appreciates that the Governance Committee is engaged in the meeting and having a group looking at the meeting from a different perspective. The Governance Committee elected Paris Jacobs as their Committee Chair and Dave DiNardo as the Secretary. Both will be more actively involved in the board meetings. They will be focused on the Bylaws and P&P, reviewing and making sure we are doing what is stated in these important documents.
 - We also need to look into and do a better job on our strategic plan going forward.
- Conflict of Interest forms – please remember to send them to Bob Walker.
- Bob thanked everyone who had sent in their form. Remember it is a yearly form. You can find it on the PVS website or in the Admin report from the October 4 meeting. There are still some outstanding forms.
 - It was noted that the Governance Committee members also need to sign them.
- Next scheduled meeting: November 29, 2021
- The meeting was adjourned at 8:02 PM



General Chair's Report

October 25, 2021 Board Meeting

PVS Registrar - Sumie Emory is retiring after working for 20 years as the PVS Registrar. We thank her for her service and dedication as the PVS membership nearly doubled in size over that time period.

As the Personnel Committee defines the position and searches for a replacement, Kelly Rowell will act as the Interim Registrar. Sumie has already been working with Kelly on the transition.

Registration - As of today (Oct 25, 2021), PVS has registered more than 9,000 athletes for 2022. While we won't have a clear picture of the 2022 registration until January 1, 2022, this number of registrations looks good. For comparison, the total athlete registration for 2021 was 9,191 and for 2020 it was 12,558.

An example of this good news is the athlete registration in the 12&U category. There were 3,588 12&U athletes registered in 2021 (down from 6,068 in 2020). We have already registered 4,459 12&U athletes for 2022.

USA Swimming Select Camps - This month, USA Swimming held three select camps in Southern California. The following PVS athletes and coaches were selected to attend those camps.

Girls Select Camp - Tatum Wall, Sophia Duncan, Jessica Fry (coach)

Boys Select Camp - Aiken Do, Landon Gentry, JT Ewing, Evan Stiles (coach)

Diversity Select Camp - Christine Haslem (coach)

Coaches Advantage Tutorial (CAT) - Due to continuing problems with the LEARN platform, USA Swimming has extended the expiration date of the CAT for all that expire before January 31, 2022.

2022 Eastern Zone Spring Meeting - The Eastern Zone voted at the 2021 Spring Meeting to hold the 2022 meeting in Ft. Lauderdale. It was subsequently learned that a Formula 1 race that weekend made hotel rooms expensive and scarce. Ft. Meyers, FL was selected as the alternative. The meeting will be the weekend of May 6-8, 2022. Virtual access to the meetings is planned.

PVS Mission Statement

PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.

PVS Vision Statement

PVS aims to achieve excellence in and out of the pool as a diverse community grounded in a shared love of competitive swimming.



General Chair's Report

October 25, 2021 Board Meeting

PVS Open Meets - The PVS October Open was successfully held at two sites. Thanks to the meet hosts for making them happen.

Lee District - 13 teams, 1071 athletes, 4235 splashes

Claude Moore - 10 teams, 868 athletes, 3412 splashes

After I secured a fourth host for the November Open, a meet announcement was published late last week. Entries are due this Thursday, October 28.

Zone Director's Council (ZDC) - As Eastern Zone Director, I am a member of the ZDC. The council meets at least once a month. The council includes all Zone Directors and Athlete Representatives. USA Swimming staff is also part of the meetings. The council has the mission of facilitating communication between USA Swimming Headquarters and the LSCs.

2022 USA Swimming Club Excellence - Potomac Valley Swimming has the following five clubs recognized as one of the top 200 clubs in USA Swimming. Congratulations!

Gold - NCAP, AAC

Silver - RMSC, FISH, MACH

Zoom Licenses - USA Swimming will again be offering group discounted Zoom Enterprise Licenses to clubs and LSCs for 2022. PVS makes good use of this license for board meetings, committee meetings, and officials clinics.

Stay safe! Stay healthy! Get the vaccine when it is available to you. And, continue to practice COVID-safe behaviors.

Tim Husson

General Chair

GeneralChair@pvswim.org

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Potomac Valley Swimming Finance Report as of October 24, 2021

PPP Loan Forgiveness Application - 2nd loan status

We are awaiting posting of the Loan Forgiveness Application by Wells Fargo for the second PPP loan PVS received in February 2021. This should be posted toward the end of the month. Once available, PVS will complete the form and expect this loan to be forgiven, similar to our first PPP loan.

PVS Finance Function

I continue to be impressed by the systems advances implemented in recent years. For example, subsequent to the PVS October Open sessions I became aware of alerts and Meet Director reports my predecessor developed and sent to the hosting clubs to facilitate the sessions and ensure proper reporting. The Meet Director's Report has now been updated to reflect decisions made at the last HOD.

PVS Financial Results To Date

Appearing below are the most recent profit and loss statement and balance sheet in summary form. With the surge in registration net income, PVS's overall net income of just over \$140,000 suggests an overly encouraging picture. We certainly should not often expect such a performance. However, to give this some context, the comparable figure in 2018 was \$101,000, so one shouldn't overly depreciate good news.

Respectfully submitted,

J.D. Foster
Vice Chair Finance
Potomac Valley Swimming
October 24, 2021

Ordinary Income/Expense	September 2021
Income	
Registration Income	
Athletes Registration	614,424
USA Swimming	<u>-428,356</u>
Total Athletes	186,068
Non-Athletes Registration	15,180
USA Swimming	<u>-15,180</u>
Total Non-Athletes	0
Clubs Registration	200
USA Swimming	<u>-140</u>
Total Clubs	60
Carried into Next FY	-46,532
Carried from Past FY	<u>27,777</u>
Total Registration Income	167,373
Swimposium Income	3,400
Investment Income	216
Cap Gain/Loss (Unrealized)	-12,961
CC Points	<u>75</u>
Total Income	158,103
Expense	
Officials Support	202
Swimposium	3,600
Employees' Salaries	10,820
Payroll Taxes	828
Miscellaneous Expenses	<u>2,612</u>
Total Expense	18,062
Net Ordinary Income	140,041

Assets

Current Assets

Operating Funds	229,106
WF Saving	403,144
RBC Mutual Funds	<u>429,919</u>
Total Checking/Saving	1,062,169

Accounts Receivable 472,462

Other Current Assets 5,330

Total Current Assets **1,539,960**

Liabilities and Equity

Liabilities

Credit Cards 180

Pre-Paid Registration Fees 46,532

SBA PPP Loan 27,050

USA Swimming Accounts Payable 443,706

Total Current Liabilities **517,468**

Equity

Opening Balance 806,574

Unrestricted Net Assets 75,877

Net Income 140,041

Total Equity **1,022,492**

Total Liabilities and Equity **1,539,960**