

Potomac Valley Swimming
Board of Directors
October 15, 2024
Video conference, 7pm

- Attendance – Cherlynn Venit, Trish Buswell, Ellen Colket, Aaron Dean, Chris Schlegel, Matt Cohen, Nicole Erickson, Barb Ship, Cliff Gordan, Jim Crampton, Mary Massoumi, Harper Freeman, Nicole Zhang, Zach Suarez.
 - Non-voting attendees: Paris Jacobs, Kim Bullers, Tim Husson, Beth Winkowski
- Call to order/Quorum – **The meeting was called to order at 7:00 pm by General Chair, Cherlynn Venit. There are a sufficient number of voting members in attendance to conduct business.**
- Consent Agenda – No reports to pull.
 - **Motion to approve the Consent agenda as presented, seconded and approved.**
 - **Motion to approve the agenda as amended, seconded and approved.**
- Cherlynn expressed her gratitude to all the board members for their recent hard work. She thanked the Athlete Reps for representing PVS so well at ABM and other LSC activities, their great communication and athlete website. Finally she thanks Coaches on the Board for working on the Championship Qualifying Times and Coaches Newsletter.
- Administrative Update
 - USA Swimming Workshop & Annual Business Meeting Reports – Cherlynn reminded all BOD members who attended ABM in Denver to please submit your report to Cherlynn in the next week. Additionally, Ellen asked for all expense reports to be sent in as soon as possible.
 - Committee Vacancies/Needs – Please make sure all Committee information is updated on the website. The following Committees are still looking for members.
 - Officials Committee is in need of a couple athletes.
 - Safe Sport Committee is looking for a parent to join the committee.
 - Competition Committee is in need athlete representation.
 - Governance Committee feels they have all their members in place.
- Action Items/Motions
 - Financial Statements – Ellen presented the Financial Report.
 - The final 2024 Actuals were shared, and we finished the fiscal year with close to our expectations. The EOY report will be the basis for the semi-annual Audit.
 - The Audit should be complete by mid-December, at which time will be presented to the board and then sent to USA Swimming.
 - For the 2025 budget year, we are currently about 41 days into the year.

- Roughly a third of the annual income is registration related and a majority will be in by January.
 - Very little of the expenses are currently listed, we just haven't had many expenses this early in the season.
- Budget Items, as we proceed through the year, Board Members will be asked to take ownership of their accounts, so reports can be made to the Board as requested. It is important we all strive to meet the budgeted amounts.
- Review the Financial Report. It illustrates our investments. There will be a finance/investment meeting in the coming weeks to continue working on the investment accounts and the Athlete Scholarship program.
- The \$500 goodwill stipend has been applied to all clubs to be used to offset their upcoming invoices.
- Regarding the Athlete Scholarship program, all the Colleges/Universities have acknowledged they received and applied the \$2000 Scholarship amounts for our scholar athlete winners.
- The \$70 club stipend will be issued in January 2025 to all clubs in good standing.
- Ellen is hoping that by the end of the year, all clubs will be using the automatic payment service, instead of checks for invoice payments.
 - **Motion to accept the financial statements, as presented, approved.**
- Officials' Travel/Education Reimbursements – Barb Ship reported:
 - P&P requires that the Travel Reimbursement and the maximum amounts is to be presented at the start of each season. The recommended travel reimbursement amounts were shared.
 - The Official's Committee has recommended an increase of \$100 for the following three meets, US Para Nat Champs, Summer Nationals and Junior Nationals. This will put them in line with the athletes.
 - **Motion to accept the Official's Travel/Education Reimbursement for the 2024-2025 season as presented, with the three \$100 increases, seconded and approved.**
 - The primary reason for the increases is to be more equal to the athletes, but it was also noted that Nationals will be on the west coast this summer.
 - It was recommended that the Official's Committee work to establish the "overall" travel philosophy
 - The proposed amount does fit within the 2025 budget. Barb Ship and Aaron Dean will work with Kim and/or Ellen on a more thought-out formula for determining Travel Assistance going forward.

- Outstanding Athletes – At CCM Aaron reviewed the new OA procedures/formula with the coaches. He thanked Tim Husson for helping gather data. The final list of the top three swimmers for each age group was reported. The number one athlete in each age group was awarded the Outstanding Athlete award for 2023-2024.
 - **Motion to approve the OA winners as presented, seconded and approved.**
 - Open Water Athlete Award criteria will be discussed at the Winter CCM in January.
- CCM Items for Board Approval –
 - Distance Award – P&P dictates the award goes to the top swimmers in the 4 Distance events. At CCM, the top four swimmers were announced. However, it was noted that in two cases, there was a college athlete, registered with PVS (for college purposes), but not a PVS swimmer who had times that were faster. Aaron proposed a wording change to the Distance Award.
 - **Motion to change P&P regarding the Distance Award to include the wording, “Recipients of the distance award may not be a currently enrolled college athletes unless that college athlete had represented a PVS club during the year prior to representing a college team in PVS”, seconded and approved.**
 - **Motion to add the same wording in P&P for the Outstanding Athlete award description, seconded and approved.**
 - **Motion to approve the Distance Swimmer Awards winners as presented and endorsed CCM, seconded and approved.**
 - **Motion to approve Alex Miller as the Age Group Coach of the years as endorsed by CCM, seconded and approved.**
 - **Senior Coach of the Year (Evan Stiles), Rising Club (TOLL) and Future Champ Coach (Erik Collins), as endorsed by CCM, seconded and approved.**
 - **Travel Assistance – Motion to approve the Travel Assistance as endorsed by CCM and budgeted for, seconded and approved.**
 - 14 & U SC Champs – CCM endorsed the idea of subcontracting lifeguards in order to use University of Maryland, March 13-16, 2024 for SC 14 & U Championships. It was noted that the overwhelming majority desired to keep the meet at UMD on the scheduled weekend.
 - **Motion to approve the proposal to use a subcontractor to hire additional lifeguards for the SC 14 & Under Champs at University of Maryland, seconded and approved.**
 - For information, CCM endorsed adding the 200 mixed relays for the 10 & Unders at the LC Age Group Champs since we are no longer allowing the 400 relays.

- Change to the LC Champ meet format – CCM endorsed the proposal to realign the LC Championship meets to two meets/weekend. Open LC Champs will also include the 15 & Over “Junior Champ” session in between prelims and finals. The exact format is yet to be determined. The 13-14 age group will be added to the 12 & Under Champs to form a LC Age Group Championships. Both meets would be a full 4-day format, with Age Group Champs on July 17, 18, 20, 21 (Thursday, Friday, Sunday, Monday).
 - **Motion to accept the format changes to the 2025 LC Championship meets, as proposed and endorsed by CCM, seconded and approved.**
 - Several of the larger teams expressed concerns that moving the Age Group Champs to a 4 day format and include Monday, will have a negative impact on the families.
 - Many of the concerns were addressed and others felt making this change would be in the best interest of the swimmers and worth trying for the summer of 2025.
- PVS Meet Schedule for 2025-2026
 - **Motion to accept the PVS 2025-2026 meet schedule as presented and endorsed by CCM, seconded and approved.**
- Hurricane Relief Raffle at November Open – Many PVS clubs are working on ways to help support our North Carolina neighbors and fellow swim teams, as they navigate through these difficult times after the Hurricanes. There have already been a number of collections set up to provide aid.
 - A Task Force will be formed to work on recommendations for how PVS and our clubs can work to help support the victims of the recent hurricanes. Any funds raised will go through PVS for accountability.
 - The following members volunteers for the task force; Trish Buswell, Ellen Colket, Paris Jacobs, Cliff Gordan and Harper Freeman.
- Old Business
 - Athlete Service Project – The athlete reported they are now thinking of trying to sell shirts for Hurricane Relief. They are still working on ideas and will be back to the Board when flushed out.
 - Strategic Planning – Member of the board began working on a Strategic Plan while at the Annual Business Meeting in Denver. Cherlynn is looking to coordinate a more planning meeting in the near future. A mega LSC meeting is planned for November. Cherlynn will be attending and will share what she learns.
 - Goals/Benchmarks for next month – Cherlynn shared the Google Document that she sees when BoD members submit their goals and benchmark. She feels this process is really helping to keep board members on track and to be accountable for their projects and goals.

- New Business
 - Athlete Website Interface – All members are encourage to look at the Athlete page on the PVS website. They have set up their own interface with a lot of great information for Athletes.
 - Congratulations on a job well done. They have done a phenomenal job!
 - PVS Records – PVS is looking to get all records updated. Tom Allison is willing to put in the work, but will need some help accessing the information. Tim will be able to work with Tom by helping him pull the needed data from SWIMS. The goal is to;
 - Identify records, validate they are legitimate times and then recognize the athletes.
 - SC Champs Design Competition for Shirt/Bag Tags – this was an idea that came out of meetings in Denver. Cheryllynn is interested in looking to help the Championship meet host and making sure there is clear communications as to who is doing what for the Championship meets in terms of shirts and bag tags.
 - There is currently nothing in P&P that specifies whose responsibility it is to set up/order the shirts and/or bag tags. If host club want to take responsibility, they are welcome to do so, but PVS is also willing to take the lead if necessary. Communication will be key.
 - Administrative Review Board – Will have a meeting in the next 2 weeks. Working with USA S and other LSC’s to discover what they actually do and to make sure all responsibilities and tasks are communicated and documented.
- Comments/Ideas for betterment of LSC – Cliff is still looking for a couple athletes for the DEI Committee. Their next meeting is Sunday 10/20 at 7pm by zoom. Harper will send a text out to the athletes.
- Upcoming meeting opportunities –
 - USA-S webinars
 - PVS Committees –
- Safe Sport report – Report will be sent to board.
 - Ready-made meet signage have been sent to all meet hosts. These signs just need to be printed and posted on the deck of meets.
 - Permission has been granted by all Safe Sport certified club to use their logo on the website and all communications.
 - Trying to get a date for first committee meeting. The current members have been incredible, still looking for a parent.
- Age Group Chair report – Chris reported.
 - ABM was great and he enjoyed learning how the behind the scenes really works. Thank you, Aaron, for running a great CCM.
 - He received some feedback on Oct Open; For some athletes in the 200s, because the events were fast to slow and mixed, there are some athletes

who swam back to back events with very little rest. Looking forward to the November Open, Chris will talk with the meet directors on some possible solutions.

- He is looking to set up a committee to discuss the event line up for the LC Champ meets.
- He is starting to plan Zone; team, staffing, pay rates, etc.
- **Motion to accept the Safe Sport and AG Chair report, seconded and approved.**
- By-laws – Trish updated them based upon the new USA Swimming requirements. The edits are minimal and housekeeping in nature.
 - Paris has reviewed the edits and has confirmed that we are in compliance. All the board has to do is endorse the edited By-laws.
 - **Motion to approve the housekeeping changes to PVS By-laws, seconded and approved.**
 - It was asked if other changes can be made to the By-laws.
 - By-laws have to go to HOD for approval when there are substantial changes.
 - Housekeeping changes can be done and simply approved by the Board.
- Next Scheduled Board Meeting: Tuesday, November 19 on Zoom
- Adjournment – motion to adjourn

Consent Agenda

(BOD Meeting 10-15-24)

1. [Minutes of September 17, 2024 Meeting](#)
2. Committee Reports
 - a. [General Chair](#)
 - b. [Administrative Vice Chair](#)
 - c. Finance Vice Chair – pulled for review (see attached)
 - d. [Senior Vice Chair](#) – pulled to discuss P&P Proposal
 - e. Age Group Vice Chair
 - f. Operations Vice Chair
 - g. [Athletes Representatives](#)
 1. Sr [Athlete Representative's](#) ABM Report
 - h. [Coaches Representatives](#)
 - i. Officials Representative/Chair - pulled for action
 1. [Officials' Workshop Report from Erika Livingston](#)
 - j. [DEI Chair](#)
 - k. SafeSport Chair
 - l. Registrar
 - m. Open Water Coordinator
 - n. Operational Risk Coordinator
 - o. Governance Chair
 - p. [Summary of LSC October Leadership Call](#)

Items Pulled for Action

(BOD Meeting 10-15-24)

Please review items for discussion and vote at the meeting

1. [Finance Report](#)
2. [End of Year Profit & Loss Statement 2023-2024](#)
3. [Profit & Loss Statement 2024-2025](#)
4. [CCM Report and Proposals](#)
5. [Officials' Travel/Education Reimbursements](#)
6. [Outstanding Athletes Awards](#)

Official's Report to the Board, October 15, 2025

Recommendation of travel/education reimbursements for 2024-2025 season (red bold are changes from 2023-24 to be compatible with athlete reimbursement):

Meets	2023-2024	2024-2025 rec	Athlete
Toyota US Open	700	700	700
Speedo Winter Jrs	700	700	700
US Para Nat Champs	500	600	600
TYR Pro Series	600	600	---
18&Under Spring Cup	600	600	---
Open Water Nat and Jr Nat	700	700	600
Club Excellence Series	600	600	---
Futures	600	600	---
Summer Nationals	700	800	800
Speedo Junior Nats	700	800	800
Eastern Zone Sectionals	500	500	---
Eastern Zone Champs	500	500	---

Current number of certified officials as of October 8, 2024: 544 (probably PVS maximum in the past was about 600 in the pre-Covid era). As of May 1, 2024 we had 515 officials.

CCM Report for the October Board Meeting

Outstanding Athlete of the year – PVS has implemented a new procedure, for selection criteria; Single Age, using the top 4 swims (LC or SCY) power points. Swimmers may only use a LC or SCY version of an event discipline and distance. Using the USAS Power Points the top 4 swims will be considered, the total points will be a sum of the following power points:

- Swim 1 X .4
- Swim 2 X .3
- Swim 3 X .2
- Swim 4 X .1
 - A list of the top 3 swimmers in each age group was presented for review.
- CCM approved the Outstanding Athlete list for 2022-2023
 - **Proposal: To approve the 2022-2023 Outstanding Athlete winners, as endorsed by CCM.**

PVS Distance Award – The policy states the awards shall be given annually to the fastest time (event or intermediate split) swum by a PVS swimmer in sanctioned competition in Women's 1000 yd Freestyle, Men's 1650 yd Freestyle, Women's 800 M LC Freestyle and Men's 1500 M LC Freestyle.

- Based upon the above criteria the following athletes are the winners:
 - 1000 Free (girls): Lila Sherman (FISH)
 - 1650 Free (boys): Evan Mackesy (RMSC)
 - 800 M Free (girls): Andrea Dworak (RMSC)
 - 1500 M Free (boys): Cooper Kakorchemny (RMSC)
- **Proposal – to approve the PVS Distance Winners as presented at CCM.**

Age Group Coach of year nominations; Coach of the Top Ranking 11-14 year old athletes in USA. The three (3) age group coaches with the highest nationally ranked athletes in the 11-12 and 13-14 age groups during the selection period will be automatic nominees.

- Peter Ward (MAKO)
- Matt Cohen (RMSC)
- Alex Miller (MACH)
 - **Proposal to approve the Age Group Coach of the year and voted on by CCM; Alex Miller (MACH).**

Senior Coach of the Year – Coach of the Top Ranking senior athletes in USA: Three senior coaches with the highest nationally ranked athletes in the senior swimming category of the USA Swimming during the selection period will be automatic nominees.

- Evan Stiles (AAC)
- Mel Eldridge (RMSC)
- Bruce Gennell (NCAP)

- **Proposal to approve the Senior Coach of the year as voted on by CCM; Evan Stiles (AAC).**

Rising Star Team – Three PVS clubs will be nominated by the COY Nomination Panel based on improvement in the team's Virtual Club Championship rank or Club Excellence rank compared from the previous season (SCY and/or LCM). Club nominees:

- TOLL
- DCPR
- SDS
- YORK
- **Proposal to approve the Rising Star club as voted on by CCM; TOLL**

Future Champion Coach – Leadership and participation at the club, LSC, Zone, Sectional and National level; participation in PVS camps, clinics and events; Community Service involvement; Involvement in other swimming organizations (YMCA, Red Cross, Summer League, etc); Length of Service; or other leadership projects and/or events worthy of recognition. There was one nominee.

- Eric Collins
 - **Proposal to approve the Future Champion Coach, Erik Collins.**

Travel Assistance 2024-2025 season as presented:

- Winter JRN - \$700 (Greensboro)
- Winter USA Open - \$700 (Greensboro)
- Open Water Nationals - \$600 (Sarasota)
- Para Nationals - \$600 (Orlando)
- Summer JRN - \$800 (Irvine)
- USA Nationals - \$800 (June 3-7 Indianapolis)
 - **Proposal to approve the Travel Reimbursement for the 2024-2025 season as presented at CCM, by Senior Chair, Aaron Dean.**

14 & U SC Champs – CCM voted to continue to host 14 & U SC Champs at University of Maryland, March 13-16, as previously scheduled and to hire/subcontract an additional 10 lifeguards to work at UMD for the weekend.

- **Proposal to approve to subcontract up to 10 lifeguards to work at UMD for the weekend of March 13-16 for 14 & Under SC Champs.**

LC 12 & U Champs – CCM was informed that due to the USA Swimming Rule the 10 & U 400 relays will be removed from the LC 12 & Under Champ meet. CCM did endorse adding 200 mixed gender relays to the meet for the 10 & Under.

- **Proposal to approve the addition of 10 & Under 200M mixed gender relays to the Age Group LC Championships starting in 2025.**

It was proposed to change the date of the 2025 LC Open Champs to the last weekend in June. After a discussion, CCM defeated the proposal and the meet will remain July 10-13, 2025.

CCM discussed changing the format of the LC Champs meets from three meets to two meets; 14 & Under LC Champs the third weekend of July and then change Open Champs by adding the LC Junior Champs, as the middle session of the meet, with prelims and finals and endorsed the change. In addition, they endorsed changing the LC Age Group Champs to a full 4 day meet and change the dates to July 17, 18, 20, 21 (Thursday, Friday, Sunday, Monday).

- **Proposal to approve the changes to the LC Age Group Champs and Open Champs, as endorsed by CCM.**

The 2025-2026 PVS meet schedule was proposed and endorsed by CCM.

Meet	2025-2026 Endorsed Dates
October Open	October 10-12
November Open	November 14-16
January Distance	January 3-4
January Open	January 17-18
February Distance	February 8.
Junior Champs	March 5-8
Senior Champs	March 5-8
14 & U Champs	March 12-15**
LC Distance	June 13-14
LC Open 1	June 21.
LC Open 2	June 28.
LC Open Champs	July 9-12 - LC Open Champs
LC 12 & U Champs	July 16 17 19 20 - LC AG Champs
LC 13 & O Champs	

- **Proposal to approve the 2025-2026 PVS Meet Schedule as endorsed by CCM.**