

**Potomac Valley Swimming
Board of Directors Meeting
November 19, 2024
Video Conference, 7:00 pm**

- Attendance – Cherlynn Venit, Trish Buswell, Ellen Colket, Aaron Dean, Jim Crampton, Barb Ship, Cliff Gordan, Nicole Erickson, Matt Cohen, Mary Massouli, Harper Freeman, Zach Suarez, Nicole Zhang. Non-voting members – Tim Husson, Karyn McCannon, Tom Ugast, Kate Johnson, Kim Bullers. Guests – Asher, Finn, Alana Molino.
- Call to order – 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 – Any items to pull for discussion?
 - **Motion to accept the consent agenda, seconded and approved.**
- Additional Agenda Items & Approval of the Agenda
 - **Motion to approve the agenda as presented, seconded and approved.**
- Appreciations –
 - General Chair, Cherlynn thanked all the November Open hosts.
 - A special Thank you was expressed to Harper Freeman, Athlete Rep, for putting together the PVS Scholar Athlete Certificates and emailing out the certificates. They have been a huge hit! The Athletes have been very excited to receive the certificates and the ability to share them.
- Administrative Update
 - MAAP Time Change Notification –Jim Crampton reported that there is a change to the electronic communication hours. We will now be able to communicate with the athletes online from the hours of 5:00 am to 10:00 pm, increasing an hour at night.
 - Homeschool Scholar Athlete Application – the PVS Scholar Applications were approved and awarded. It has become apparent that we need to also have a process for home school swimmers. Dave DiNardo has asked to have a small committee to review the applications to ensure that everything matches. Both Trish Buswell and Kate Johnson volunteered to work with Dave.
 - Notification of DEI Projects/Goals – Cliff Gordan reported:
 - DEI has had two committee meetings and the first Eastern Zone DEI meeting. A goal has been set to increase membership by 10% for underprivileged Eastern Zone athletes over the next two years.
 - Series of Open Houses: One project the EZ DEI committee is planning is a series of Open Houses throughout the Zone. PVS is looking at planning the Open House in the Takoma Park area around Juneteenth

- weekend. The plan involves having multiple open house event in the Zone, all happen in different cities on the same day.
- MD/PVS DEI Camp is being planned. Bowie State University pool will be the location. PVS and Maryland will work together to set up this event. They are looking for late spring/early summer event.
 - Chicago Mega LSC Meeting – Cherlynn attended, November 8-9: See report submitted:
 - 12 of the 20 large LSCs were in attendance. There was a lot of time for discussion and sharing of ideas. Cherlynn ask the Board to think about the question; Is PVS a managing board or a strategic board?
 - In a quick straw poll, most board members feel that the PVS board is a managing board. Assuming this is true, how do we transition to a more of a strategic Board?
 - Camps and Clinics –
 - In the past we hosted our own camps for PVS, over time we transitioned to working with an outside groups (Fitter & Faster), but continued to use PVS coaches to help staff the camps. As willing participation began to dwindle, we switched to having F&F just conduct and staff the camps.
 - For the past couple years, PVS has had a contract with F&F to send emails, about their various camps in and close to PVS, to our membership. These are paid advertisements.
 - Several clubs have expressed their displeasure in having these advertisement type emails being sent to their families.
 - What do we want to do going forward?
 - F&F pay us about \$1300 for 6 emails annually. f
 - When we send it out, it is not clear that it was a paid advertisement. It should be made clear that it is a paid advertisement – this would be better.
 - When we are approached by other groups to do advertising, what is our policy on that?
 - If we are doing paid advertising, how do we accept and define how much is being paid.
 - This is something the board needs to think about. We will bring this back to the board after a task force meets to discuss options.
 - Task Force members; Aaron, Ellen, Cliff, Cherlynn, Harper.
 - Aaron will set up a meeting before January 1.
 - Action Items/Motions –
 - Financial Statements – P&L Statement
 - The current Financial Statement was shared, showing the first two months of the season.
 - On the income side, we are showing about \$4000 higher than this time last season.

- On the expense side we are up about \$40K than this time last year.
 - Part of the explanation is the PVS Equipment Grant Program and increase in PVS meet host fees and pool rental.
 - Ellen reminded all board members to keep track of your plan and vision for your programs and to work on getting the wheels in motion.
 - Board members were reminded that when submitting any expenses, they must be sent in within the 30 days (or whatever the requirement is), then please try to cash/deposit the reimbursement checks right away.
 - The \$500 Good Will grants were issues to all eligible clubs. Most clubs have already used the \$500.
 - The \$70 club registration grant will be applied in January. The additional \$30, PVS portion of the fee has been waived for the 2025 season.
 - PVS Audit - The Audit is going well. Kim Bullers and Ellen have been working with the Audit Agent and have answered on their questions. The report should be finished in January, in time to submit to the board and then to have the for 990 completed and submitted, to meet all compliance requirements.
 - **Motion to approve the financial statements, financial report and P&L as submitted, seconded and approved.**
- P&P Proposal – Barb Ship, submitted a minor change to the Background check policy. She is asking that the word “should” be changed to “must” in the two policies below. If there are any that are late, then Barb will submit an appeal.
 - **Motion to accept “should” to “must” to both the Background check and USA Swimming registration reimbursement policies, seconded and approved.**
 - **Background check** - Returning officials **should** submit a request for reimbursement within 60 days of payment of background check - recommend we change "should" to "must" (p. 59 of P&P)
 - **USA Swimming registration dues** - **should** be submitted within 60 days of payment - recommend we change "should" to "must" (p 7 of the P&P)
 - **Travel for meets** - Completed PVS requests for travel assistance are due not later than thirty (30) days after the competition for which travel assistance is being requested - p. 59 - no change recommended
 - **Motion to include an additional sentence at the end, to include the statement, and must be submitted prior to the end of the Fiscal Year (August 31) – added to all three policies, seconded and approved.**
- Old Business

- VSI fees update – Cherlynn was told while in Chicago that there is a rules interpretation that involves the sanction fees that PVS pays VSI. This rule interpretation will not be in our favor.
 - There was a discussion about what this ruling could mean for PVS and PVS Clubs that host meets in VSI territory. There were some ideas and concerns shared, to include policy changes, boarder changes, shared sanctions.
 - It was determined that a small committee should be formed to work on ideas to take back to VSI to see if there are any compromises that can be made to ensure that whatever is agreed upon is in the best interest of the swimmers in both LSCs.
 - The following members have agreed to form a committee to discuss options and proposals to take to VSI; Ellen, Barb, Trish, Jim, Aaron, Harper. Trish will set up the meeting.
- Block Parties –
 - This raised quite a bit of interest this fall. Several clubs have started to have some of their meets sanctioned as Block Parties. This is one way club get around having to pay the additional sanction fee to VSI.
 - Block Party meets are not sanctioned by the LSC, everything goes through USA Swimming and a single fee is paid to USA Swimming. There is a MA that is generated from a template that is from USAS.
 - PVS (the LSC) does not collect any funds from Block Parties. The host club can make a donation to the LSC, but the LSC cannot charge any fees.
 - Should times from Block Party sanctioned meets be eligible to qualifying for LSC Championship meets? This is decision can be decided on by each LSC.
 - One of the primary ideas behind Block Party meets is to crate smaller meets, making meets more palatable to the young athletes.
 - So far, many of the BP meets in PVS are OTS approved, which means they meet the OTS requirements with the proper number of Officials.
 - **Motion to allow times from Block Party meets that are OTS eligible to be used for PVS Championship qualifying times, seconded and approved.**
 - Posting of Block Party Meet Announcement and Results?
 - There was a discussion as to the merits of having Block Party meets posted on the LSC Schedule page on the website.

- **Motion to post the Block Party meet announcements and results if requested by the host team on the PVS website, seconded and approved.**
- Review of PVS Mission Statement – Ellen recommends we hold another strategic planning meeting in early January. A primary discussion will be a review of the PVS Mission Statement and to start working on the budget for the 2025-2026 season.
- Minnie Howard Aquatics Facility – Tim Husson reported that the City of Alexandria has opened an new pool. The facility is on High School property but run by the Alexandria Rec Department.
 - It is a 25 yd pool with 12 lanes with smaller training pool 2-3 lanes wide. CTS timing equipment with scoreboard has been installed. The facility is similar to the Arlington County School facilities.
 - A meet using 8 lanes, plus 3 warm up. Mini meets could be run there, not sure Open meets will work, there is likely not enough deck space.
 - Is there any other rooms available to host the athletes other than the pool deck. Tim will check if there is a gym or any additional seating space off the deck. Best guess is about 200 athletes...200 spectators would be tight.
- Comments/Ideas for the Betterment of the LSC – Several ideas were mentioned:
 - CCM – Some concerns have been raised about the voting procedures for clubs. There are roughly 45 clubs in the LSC with a vote, but more than 50% of the athletes come from only 2-3 clubs. Is there a way to “weigh” the votes at CCM? This is something to look at and see if there is a better way to make big decisions that affect competition in PVS.
 - Do we look at having a “Small Team” Coach Rep. and a “Large Team” Coach rep?
 - At CCM there are issues that affect the larger teams, but there are also issues that affect the smaller teams.
 - Barb will collect some data from other LSC and see what other are doing.
- Upcoming Meetings/Opportunities –
 - USAS Webinars – Be sure to check the USA Swimming website for meetings and dates.
 - PVS Committees – Check the PVS website for dates. If you have committee meetings to add, please send to the PVS Webmaster.
 - Next scheduled Board Meeting: Tuesday, December 17, 2024 on Zoom.
- Adjournment.

Board of Directors Meeting Agenda
November 19, 2024
Zoom @7:00 PM [\(click to join the meeting\)](#)

Call Meeting to Order

- 1) Introductions/Roll Call to establish Quorum (Cherlynn/Terri)
- 2) Consent Agenda: pull any for discussion? (Cherlynn)
- 3) Additional Agenda Items & Approval of the Agenda (Cherlynn)
- 4) Thank Yous (Cherlynn)
- 5) Administrative Update
 - a) MAAPP Time Change Notification (Jim)
 - b) Homeschool Scholar Athlete Applications (Cherlynn)
 - c) Notification of DEI Projects/Goals (Cliff)
 - d) Chicago Mega LSC Meeting (Cherlynn)
- 6) Action Items/Motions
 - a) Financial Statements (Ellen) – pulled from consent agenda
 - b) P&P Proposal (Barb)
- 7) Old Business
 - a) VSI fees update (Cherlynn)
 - b) Goals/Benchmarks for next month (All)
- 8) New Business
 - a) Block Parties – posting, times usage, impact on budget
 - b) Review of PVS Mission Statement (Ellen)
 - c) Minnie Howard Aquatics Facility (Tim)
- 9) Comments/Ideas for the Betterment of the LSC
- 10) Upcoming Meetings/Opportunities
 - a) [USA-S](#) webinars
 - b) PVS Committees
 - c) Next Scheduled Board Meeting: Tuesday, December 17 on Zoom
- 11) Adjournment

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

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.

Consent Agenda

(BOD Meeting 11-19-24)

1. [Minutes of October 15, 2024 Meeting](#)
2. Committee Reports
 - a) General Chair
 - i) [LSC Leaders Meeting Info](#)
 - ii) [Chicago Mega LSC Meeting Report](#)
 - b) [Administrative Vice Chair](#)
 - c) Finance Vice Chair – pulled for review (see attached)
 - d) Senior Vice Chair – none
 - e) Age Group Vice Chair - none
 - f) Operations Vice Chair - none
 - g) [Athletes Representatives](#)
 - h) Coaches Representatives - none
 - i) [Officials Representative/Chair](#)
 - j) DEI Chair - none
 - k) [SafeSport Chair](#)
 - l) Other Reports
 - i) [Webmaster](#)

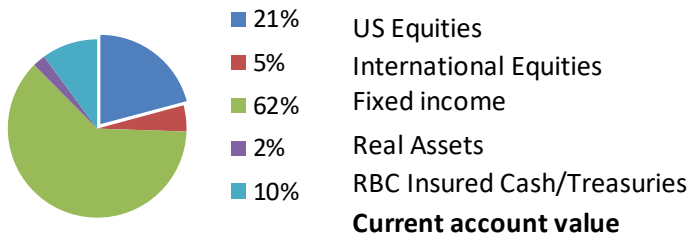


Potomac Valley Swimming Finance Report as of 31-Oct-2024

Financial Performance

Our investment portfolio managed by RBC Wealth Management continues to exceed our growth target, outperforming the MSCI All Country World Index and earning 3% or greater, net of fees.

As of 31 Oct 2024 ASSET ALLOCATION SUMMARY



	CURRENT VALUE	% of Portfolio
	\$ 195,075	21%
	\$ 44,046	5%
	\$ 581,616	62%
	\$ 21,655	2%
	\$ 94,686	10%
Current account value	\$ 937,078	100%

Investment Objective - **Balanced Growth**

Risk Tolerance - **Low Risk**

Our General Operating Account (GOA), Restricted Operating Account (ROA) and Special Accounts currently remain within the Wells Fargo Banking Institution. We will be conducting a pilot of Wells Fargo’s bill pay service during December, January, and February to determine its feasibility and effectiveness for PVS. This has the potential for saving on the cost of purchasing checks, stamps, envelopes, and saving time if the pilot is successful.

2025 Budget Performance

The P&L provided reflects income & expenses as of 2 months into the 2025 season. Our income to-date is attributed to: registration income (65%), PVS Meet Entries (30%), and the remainder is related to splash fees, equipment rental, dividends and interest (5%). Our expenses are 11% of the budget and primarily composed of PVS Meet expenses, Club Equipment Grants, Annual Business Meeting expenses, Salaries, Payroll Taxes, Equipment Storage, and Property Tax costs.

Noteworthy items:

- The PVS club support program for the 2025 season was launched in early September and a \$500 goodwill credit was applied to 37 of the 47 PVS club accounts. As a reminder, a second credit for \$70 will be applied to each club in good standing and this will subsidize each club’s USAS registration. Additionally, PVS waived its fee LSC for each of the clubs’ registration.
- The audit by KWC of PVS’ 2024 season’s books is underway along with sampling and testing by the auditors. Responses have been provided to all questions submitted and we are on track to complete the audit and receive KWC-certified Financial Statements and our 990 Tax Return by 15-January (deadline).



Potomac Valley Swimming Finance Report as of 31-Oct-2024

- c. Supported the PVS Athletes' as they launched an LSC-wide charitable giving effort in partnership with USA Swimming Foundation's Disaster Relief fund for those impacted by the recent hurricanes.

Reminders:

- o We are requesting that all clubs look to utilize ACH payment of bills in lieu of writing checks to process payment to PVS. We currently have approximately 90%+ of clubs utilizing the ACH function and are striving to achieve 100%. We will be reaching out to these clubs to see how we can assist and will be discussing with the Board.

Respectfully submitted,

Ellen Colket
Vice Chair Finance
301-606-0807

PVS 2025
2025 Budget vs Actuals as of 31-Oct-2024

	2025 Budget	Actuals thru 31-Oct
INCOME		
Registration - Athletes		
Athlete Registration Income	333,807	124,424
Flex to Prem Athlete Reg Income		
USA Swimming - Athlete Reg		
Flex Registration Income	21,725	8,100
USA Swimming - Flex Reg		
PVS Relief Funds to Clubs		(18,500)
Seasonal Registration Income	1,530	570
USA Swimming - Seasonal Reg		
USAS 4% Technical Fee	(14,355)	(5,324)
Total Registration - Athletes	342,707	109,270
Registration - Non Athletes		
Non Athlete Regist Income		
USA Swimming - Non Athlete Reg		
Total Registration - Non Athletes		
Registration - Clubs		
Club Registration Income		
USA Swimming - Club Regist		
Total Registration - Clubs	1410	-
Registration Income for Next Year	(99,750)	(32,130)
Registration Income from Previous Year	95,000	101,707
Associate Club Reg Fee		
Registration Income - Total	339,367	178,847
Total PVS Meet Entries	571,773	82,985
Splash Fees	135,450	19,936
Open Water Event	-	-
Sanction Fees	100	0
LC Zone Fees	83,251	-
Swimposium	-	-
Equipment Rental Income	7,523	106
Diversity Select Camp	-	-
Fines	520	51
Misc Income + Donation + cc rewards + Athlete	3,042	-
Dividend Income	7,200	1,367
Interest Income	1,524	2,736
Cap Gain/Loss (Unrealized)	25,014	(12,868)
Cap Gain/Loss (Realized)	(25,014)	-
Total Income	1,149,670	273,160

PVS 2025
2025 Budget vs Actuals as of 31-Oct-2024

	2025 Budget	Actuals thru 31-Oct
EXPENSE		
PVS Meets		
Meet Management Fees	195,540	30,903
Pool Rent	373,349	38,032
Hospitality	51,544	4,402
VSI Surcharge	14,235	2,650
Meet Support & Other Expenses	19,446	372
Total PVS Meets	654,114	76,359
Officials Support		
Officials USA Registration	10800	910
Background Screening	1800	356
Officials Apparel/Supplies	5100	106
Clinics	0	-
Officials Misc Expenses	1000	1,699
Evaluators	3500	-
Officials Travel & Stipends		
LSC Championship Meets	7,225	-
Officials Travel & Stipends - Other	36,275	497
Total Officials Travel & Stipends	43,500	497
Total Officials Support	65,700	3,568
Equipment Operations		
Equipment Storage	14550	2,300
Meet Equip Purchases	-	-
Equip Suppl/Maint/Repairs	5000	-
Equipment Property Tax	1231	1,228
Depreciation, Ins. & Donations	450	-
Total Equipment Operations	21,231	3,528
Lifetime & Staff registration	1,060	-
LC Zones	161,110	-
LC Zones Coaching	5,890	-
Athlete Travel Assistance *	63,800	-
Meetings/Conf/Seminars/Dues	27,100	13,217
Other PVS Programs		
Strategic Planning & Health & Well Being	14,000	-
Total Other PVS Programs		
Diversity, Equity, & Inclusion Program	13,000	-
Open Water Event	12,000	-
Safe Sport Program	2,000	-
Outreach Registration & Athlete Surchg	400	-

PVS 2025
2025 Budget vs Actuals as of 31-Oct-2024

	2025 Budget	Actuals thru 31-Oct
Club & Coach Development	7,500	-
Equipment Grant	28,050	15,343
Athlete Awards, Scholarships & Fundraisers	11,000	-
Swimposium	10,000	-
Computer Expenses & Equip	6,000	663
Office Supplies	750	-
Postage & Delivery	1,500	529
Home Office & PVS PO Box		
Advertising & Promotion	500	-
Bank Service Charges	-	-
Merchant Fees/QB & PP	4,000	102
Outside Contractor Services	8,000	1,206
Accounting - Audit/Review	14,000	-
Professional Services	500	-
Employee Salaries	116,000	18,221
Payroll Taxes		
Medicare Tax	1,987	264
Social Security Tax	6,793	1,130
Total Payroll Taxes	8,780	1,394
Payroll Expenses - QB	1,600	250
Penalty Expense	-	-
Investment Advisory Fee - RBC	5,000	2,291
Interest Expense	-	-
Uncollectible accounts	-	-
Depreciation Expense -Office Eq	-	-
Total Expenses	1,264,585	136,671
Operating Surplus (Deficit)	(114,915)	136,489