

**Board of Directors Meeting Agenda**  
**August 19, 2025**  
**Zoom @7:30 PM**

- Attendance – Cherlynn Venit, Trish Buswell, Ellen Colket, Aaron Dean, Chris Schlegel, Jim Crampton, Cliff Gordan, Barb Ship, Matt Cohen, Harper Freeman. Non-voting attendees: Kim Bullers, Tim Husson, Erika Livingston.
- Call Meeting to Order – The meeting was called to order at 7:30 pm by General Chair, Cherlynn Venit.
- Introductions/Roll Call to establish Quorum – There are a sufficient number of voting members to conduct business.
- Consent Agenda: pull any for discussion – Anything additional items to pull?
  - **Motion to accept the Consent Agenda as presented, seconded and approved.**
- Additional Agenda Items & Approval of the Agenda - **Motion to approve the agenda as presented, seconded and approved.**
- Administrative Update
  - Financial Statement: pulled from consent agenda, Ellen Colket reports, that we are currently 12 days from the end of the 2024-2025 fiscal year. There are still a number of items outstanding. All submissions for reimbursement, and deposits should be taken care of immediately so the books can be closed out by August 31.
    - There are outstanding checks to colleges for Athlete Scholarships and a few for travel reimbursement.
  - Budget vs Actual – Ellen Colket reported, the 2025 Budget appears to be in good shape.
    - We will be closing out the fiscal year about 2% off the projected income, we are just waiting for the final EZ Zones information to close out. For our expenses, we are currently about 70% of our projected expenses. This is due to several sizable items we need to address; we will have a short fall of about 16-17%. There are a few areas where all projected expenses were not spent; athlete travel, DEI and Club/Coach Development money has not been spent. In addition, the Athlete Scholarships checks for 10 athletes (\$2000 each) will go out tomorrow.
  - LC Zone budget and income – 130 athletes projected our expense will be about \$138K – waiting on a few invoices (apparel).
  - Pool Rental: we are still waiting for the UMD invoice – it is expected in the next day or two.

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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.

- There was initially an \$89-90K deficit projected, however the final deficit will be closer to \$18-19K.
- For the 2025-2026 season, PVS will be paying the club registration fee for clubs in good standing. The plan is to pay and renew all clubs eligible by early December. All clubs in good standing will be renewed and paid. Ellen will submit a list so all clubs can be notified.
- Zones – we are going to look at how PVS handles the zones finances in the future. PVS has been subsidizing the meet at a rate of about \$72K for a number of years. Ellen and Kim have been doing some research and will have a report with per athlete fees at an upcoming Board meeting, so we can discuss.
- DEI Chair, Cliff Gordan indicated he will have a few receipts to send in over the next couple days.
  - The DC DEI event was cancelled due to lack of participation from the other LSCs that were planning to attend.
- Athlete Travel – Aaron Dean reported that all athlete travel requests have been submitted.
- Anything with Club and Coach Development – there are a few coaches who “won” awards/checks for educational grants. Going forward, we need clarification as to how the recipients report and receive their winnings.
- Educational Grants – if there was something a coach attended, we need a receipt and see their presentation. Provide report with submission at CCM.
  - **Motion to accept the Financial Statement and the P&L as reported, seconded and approved.**
- Action Items/Motions
  - P&P Change Proposal - Fee Reimbursements for Officials – Tweaking the policy. Barb Ship, explained her rationale for the change in the policy wording.
    - For USA Swimming reg fee – Officials register by the end of the year for the following year. By the end of December 2025 , Officials will register for 2026.
    - Officials must work 10 sessions in PVS sanctioned meets, would like to add PVS meets outside the LSC (meets in VSI territory) and ask to change the due date from 60 days, to March 1 of the registration year.
    - **Motion to accept the changes on the USA Swimming/PVS Registration Fee Reimbursement for Officials as presented by Barb Ship, seconded and approved.**

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- Background check renewal – BGC fees are either \$18 or \$38 depending on renewal or new.
  - Change the policy to include PVS meets outside the LSC (PVS meets in VSI territory) and Black History, and change the dates for submission to anytime after they complete their required number of sessions (6 sessions) and at least 15 days prior to the end of the fiscal year (which is August 31). If their BGC has lapsed, then they are allowed the amount of a renewal, not new.
  - Looking to make this more clear and easier to understand for new and returning officials.
    - **Motion to accept the proposed change to the Background Screen Renewal policy as presented, seconded and approved.**
- Old Business
  - Update on Swimposium – A Flash Mail went out advertising the full Swimposium scheduled for Saturday, September 6 at UMD. The 12 & U in water camps (both morning & afternoon) are almost full. The 13 & Over sessions are also filling up fast. At this time there are 21 Parents and 9 coaches signed up. We are looking forward to additional registrations.
    - All fees are being collected by the platform – we know the numbers and then money is being subtracted from our final invoice for Fitter & Faster. F&F set up the platform and is managing the registrations. Cherlynn has copies of all the spreadsheets and will send to Ellen to see the financial side.
    - For coaches will count for continuing education points.
  - LC Zones Outbrief – Chris Schlegel reported:
    - According to Jared the meet went well. PVS went from 7<sup>th</sup> place last year to 5<sup>th</sup> place. We are happy with the improvements.
  - Fairland Update – Cherlynn had been contacted by Fairland Management indicating they will be closing sometime in the spring for the summer of 2026. She is working with them to get a more definitive closing date. Their closure will likely impact the PVS LC Distance and/or LC Open meets in June 2026. There may be some pools in Loudoun County coming on board that can help. We will continue to work the schedules and keep everyone posted.
    - AG/Sr/Operations and Services Manager will discuss how to proceed going forward once we have all the closure information.

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- Any ideas on newer pool that might be able to be used for LC Distance or the LC Opens that could be used...if you have any ideas, let us know.
- Actively looking for new Operations Chair.
- Proposal for USA-S HOD – Cherlynn and Ellen met with an athlete who is a grad student working on a project with USA swimming and is looking to use our legislation and several other pieces of legislation as trial run for their project. It is not going to affect our presentation at HOD, as it will come after the fact. But the process can still be helpful for his project and how this sort of information is presented going forward.
  - He is looking for cost related piece of legislation and more details prior to coming up for vote...we will do this process with him after the fact.
  - PVS is moving forward with Proposal to USA Swimming HOD with a powerpoint presentation which is being refined. Please continue to talk to other LSC and individuals you know about this proposal and our desire to share areas. This proposal will not only help us in PVS, but will help other swimmers and families across the country.
- Goals/Benchmarks for next month
- New Business
  - Website Meet Result Posting Procedures – See Tim Husson’s report on posting results.
    - We need a central repository for all back up files that several board members will have access to so the data is not lost.
    - Tim plans to archive it in the Webmaster account and will give access to those in need.
    - Can we also make sure everything is archived and there is access before the files are removed.
    - Roll of the times person as it relates to this activity. Times person loads results into SWIMS. A different path of the same data. The back ups will now live in the Google Drive.
  - Proposal for Ex-Officio status for Official’s Chair – Barb Ship request;
    - In September Barb the Officials Chair, will no longer be the Officials Rep. Officials Chair should still attend and have a voice on the board.
    - Make up of the board is part of the By-Laws and making these changes requires an HOD board. Feels the ex-officio Officials Chair – so they can speak without specifically being called on.

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- Will need to get Governance involved to prepare for HOD – this will be a long process.
- Currently the Official's Chair reports through the Operations Chair, as we review and prepare the proposal regarding the ex-officio Official's Chair, we will also look at who and how the OC reports to.
- Strategic Planning with USA-S – Jane Grosser has reached to PVS and has offered to meet with the Board for a meeting to focus on Strategic Planning. We are currently looking at weekends as early as October. More information will be sent out.
- Comments (Stop, Start, Continue) – send to Cherlynn.
- Upcoming Meetings/Opportunities
  - [USA-S](#) webinars – there are SS webinars coming out. Liz Hahn from USA S SS will be at Swimposium and her presentations will count towards SS certification. 12 & U can be done on line and will be presented at Swimposium. Jim, please let teams know that athletes/parents will be able to attend.
  - PVS Committees: Officials – Sept. 9; DEI – ?; CCM – Oct 7; SafeSport – ?; Gov – ?; Finance - ??, Open Water - ?? – Meetings MUST be posted to website – send to me and Tim
  - Next Scheduled Board Meeting: Tuesday, September 16 on Zoom
  - Thank you to Barb Ship, Nicole Erickson and Harper Freeman for all your work on the Board of Directors. In September newly elected Board Members will start their term.
  - Please send travel plans to Cherlynn and Ellen for ABM (Summit) in Denver for those who plan to attend.
- Adjournment – motion to adjourn, seconded and approved.

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## General Chair Report PVS BOD Meeting 8-19-25

As we come to the close of the 2024-2025 season, I'd like to thank all the Board members, volunteers and PVS teams for their work and dedication during the year. As an LSC we have made strides in redefining our LSC championship meet experiences, added some new experiences for the swimmers, and continued to support our officials, teams and swimmers through reimbursements and support funding including scholarships for several of our graduating seniors. Going into the next season we will hopefully continue to build and continue to improve our services and experiences.

Congratulations to our PVS 14 & Under Zone team who recently returned from Richmond. Overall PVS finished in 5<sup>th</sup> place in the Eastern Zone and saw many notable swims by our young athletes. Thank you to Jared Diallio and the Zone coaches for taking great care of our athletes. And thank you to Patrick Kearney for documenting their week on Instagram.

In July, we were notified by Fairland that they will have a shutdown during the summer of 2026 that will affect the June 2026 PVS LC Distance meet, LC1 and LC2. We are actively looking into different locations to replace Fairland for these meets.

Going into the 2025-2026 season, PVS has many adventures waiting. We are excited to offer our first in-person Swimposium in several years on Sept. 6<sup>th</sup> to kick-off the 2025-2026 season featuring many exceptional speakers to hopefully ignite the passion of our swimmers, coaches and parents and build discussions throughout the LSC. We look forward to seeing our athletes, coaches and parents participate.

In late September, our Board will attend the USA-S Annual Summit and Business Meeting in Denver where we are presenting legislation to share sanctioning abilities with Virginia Swimming in the counties of Loudoun and Prince William as well as the city of Manassas in Virginia. The PVS Board has been discussing this legislature with other LSCs throughout the summer at various meets. We are also working with USA-S to join us as facilitators in a Strategic Management Planning meeting early in the season. We will also be standing up a working group to continue improvements and modifications for our championship meets.

Finally, as we hold our last Board meeting of this year, we would like to recognize and thank Nicole Erikson (Senior Coaches' Representative) and Barb Ship (Officials' Representative) for their service on the Board over the past two years. Your dedicated work and voices of wisdom and encouragement have been instrumental in continuing to move PVS forward. We encourage you to continue serving PVS in all you do and hope to see you on deck and on PVS committees again soon.

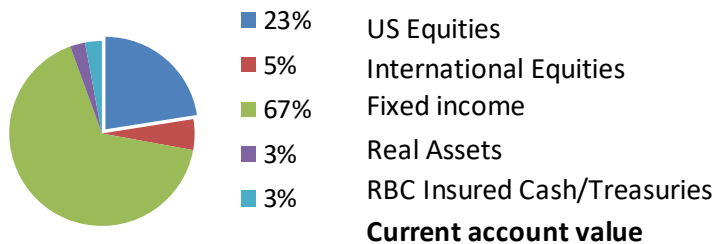


## Potomac Valley Swimming Finance Report as of 31-Jul-2025

### 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, year-to-date, net of fees. Our overall portfolio remains anchored in a long-term strategic allocation with a low risk profile.

### As of 31 Jul 2025 ASSET ALLOCATION SUMMARY



CURRENT VALUE		% of Portfolio
\$	222,336	23%
\$	52,862	5%
\$	657,457	67%
\$	25,851	3%
\$	28,899	3%
\$	987,405	100%

Investment Objective - **Balanced Growth**

Risk Tolerance - **Low Risk**

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

### 2025 Budget Performance

The P&L provided reflects income & expenses as of 11 months into the 2025 season. Our income to-date is 95% of the end of year projection and attributed to primarily registration income, PVS Meet Entries, and the remainder is related to splash fees, equipment rental, donations, dividends and interest, and an offset of PVS club credits. Our expenses are approximately 70% of the end of year projection and primarily composed of PVS Meet expenses, Club Equipment Grants, Annual Business Meeting expenses, Salaries, Payroll Taxes, Equipment Storage, Audit, and Property Tax costs. **Note:** splash fee income is down 4% and Equipment Rental income is down 68% as compared to this time last year.

### ACTION REQUIRING YOUR ATTENTION – Discuss at Board meeting

- **2025 Budget:** need all budget holders to fulfill on commitments end of year (eoy) income and spend commitments as approved in the May HOD. Key areas with underruns are:
  - **Athlete Travel Assistance (\$25.6k)**
  - **Diversity, Equity, and Inclusion (\$5.5k)**



## Potomac Valley Swimming Finance Report as of 31-Jul-2025

- **Club & Coach Development (\$7.5k)**
- **Athlete Awards – Scholarships (\$20k)**
- **LC Zones – Expenses & Income (\$177.4k)**
- Strategic Planning (\$1.5k)
- **Pool Rental – outstanding pool invoices from LC champs at UMD (\$100k)**
- **Officials Support (\$10.3k)**

Please submit all invoices and reimbursement requests prior to end of season (31-Aug-2025).

### Noteworthy items:

- a. The 2025 Zones' expenses are being finalized and all invoices will be reconciled and paid by 22-August. Following this, we will provide a detailed cost breakdown and analysis to provide visibility into cost per athlete as well as the amount subsidized by the LSC.
- b. The 2025 PVS Athlete Scholarship program was launched Monday, 16-June and we had 36 applications. The task force selected the top 10 applicants who were notified 28-July. We are awaiting scholarship acceptance and signed agreements from each recipient and once we do, we will post recipients on the PVS website. Scholarship checks will be issued and mailed to the universities/colleges on 20-August.
- c. PVS will be paying the 2026 USA Swimming club registration fee (\$225 per club) for established PVS clubs and absorbing the LSC and USA Swimming Technical fees. Worked with USA Swimming to allow us to pay all registrations using the PVS credit card, therefore, no club credits will be necessary for this in the 2026 season. ***Established PVS clubs in good standing should not register their clubs as this will be done by PVS no later than mid-December.***
- d. Sponsorship and Advertising draft policy and rate scheduled issued for review. Feedback received and another revision will be ready by early-September.
- e. The pilot with Wells Fargo's bill-pay service began in early December 2024 and continues. Currently, the initial findings are that there may not be as much of a savings (time nor money) than hoped, however, we will continue to assess this throughout the Summer months.
- f. We are continuing to gather information for the use of Zelle via Wells Fargo as a means to collect 2026 athlete Zones' registration fees as well as pay certain vendor invoices. If this feature proves to be viable, it will be online for the 2026 season.

### Reminders:

- We have less than 3 clubs to transition to ACH payment of bills.
- The season's end is upon us, please make sure to submit all reimbursement requests and other payables due by PVS immediately following the trip and/or expense is incurred. We need to promptly reconcile and close our books following the season end of 31-Aug-2025.

Respectfully submitted,  
Ellen Colket  
Vice Chair Finance





# Board of Directors Report

Senior Chair – Aaron Dean

August 19, 2025

## Athlete Travel Assistance

Athlete Assistance 2025				Actual #	Budget #	2025 Actual (projected)	2025 Budget	Delta
\$700	4 day meet	US Open	Greensboro	20	16	\$14,000.00	\$11,200	(\$2,800.00)
\$700	4 day meet	Winter Jr Champs	Greensboro	12	14	\$8,400.00	\$9,800	\$1,400.00
\$600	3 day meet	Open Water Nationals	Sarasota, FL	10	12	\$6,000.00	\$7,200	\$1,200.00
\$800	5 day meet	Summer Nationals	Indianapolis	11	17	\$8,800.00	\$13,600	\$4,800.00
\$800	5 day meet	TYR Summer Champs	Irvine, CA	0	10	0	\$8,000	\$8,000.00
\$800	5 day meet	Summer Jr Nationals	Irvine, CA	12	16	\$9,600.00	\$12,800	\$3,200.00
\$600	3 day meet	Paralympics Nationals	TBD	0	2	0	\$1,200	\$1,200.00
						\$46,800.00	\$63,800.00	\$17,000.00

The following athletes have been approved for reimbursement for USA Junior Nationals

PVS Club

The FISH Lila Sherman

All Star Aquatics Maddie Simmons

All Star Aquatics Lexie Bishop

All Star Aquatics Virginia Hinds

Rockville-Montgomery Swim Club Andrea Dworak

Rockville-Montgomery Swim Club Josh Lopez

Rockville-Montgomery Swim Club Angela Kadoorie

Rockville-Montgomery Swim Club Viona Sunjaya

Rockville-Montgomery Swim Club Maria Webb

Rockville-Montgomery Swim Club Nick Liberty

Rockville-Montgomery Swim Club Griffin Oehler

Rockville-Montgomery Swim Club Cooper Zakorchemny

## **PVS Safe Sport Board Report for Tuesday August 19, 2025**

### **I. Good information for clubs web sites for the start of the SCY season:**

**From USA Swimming: Basic Safe Sport Information for a Club Web Site**

**A. Click here for USA Swimming Safe Sport Basic Informaiton for Club Web Sites**

### **II. PVS SSRC Update 1/3 of PVS Clubs are now Safe Sport Recognized Clubs (SSRC)**

**A. ASA, ASTS (June), CSC, DCPR, DRAG, FISH,, FXFX, LIFE, NCAP, OCCS. PAC, RIPS, SA, SDS, TOLL, TRA, and YORK**

**B. In Progress**

\* 3 clubs, **ERSC, AAC, and STJ** have the required **51/52 points (or more)** to be SSRC but not in the required categories OR are waiting for approval by USA Swimming.

\* **WSH** has 47 points, **BWST** has committed to becoming a SSRC and has 44 points.

\* **ENSA, HAC, HYA** joined, **MAC, PAVA, PN, RMSC, RY, TIBU** in SSRC process.

**C. 28 of 50 (according to USA Swimming) PVS clubs have a Safe Sport Coordinator: AAC, ASA, ASTS, BWST, CSC, DCPR, DRAG, ENSA, FISH, FXFX, LIFE, NCAP, PAC, PAVA, PM, QOSA, RIPS, RMSC, RY, SDS, STJS, TIBU, TOLL, TRA, TSAC, WSH, YORK. Have again emailed and asked all PVS clubs without a Safe Sport Coordinator to appoint one.**

### **III. Training**

**A. USA Swimming Safe Sport Zoom Training. Usually list three months at a time of Safe Sport Zoom Training but there are no dates yet for training past September.**

**For Parents \***

**WED SEP 3, 8:00 p.m. EST**

**For Athletes**

**THR SEP 4 8:00 p.m. EST**

\* The Officials' course Safe Sport training is NOT the same as the USA Swimming Safe Sport Zoom Training for Parents. a.k.a. "Parent's Guide to Misconduct in Sport"

**B. SAT SEP 6, PVS Swimposium with Liz Hahn, USA Swimming Director of Safe Sport  
Liz will also discuss anti-bullying with 12&younger swimmers.**

**C. USA Swimming Safe Sport Bullying Prevention**

**D. U.S. Government Stop Bullying.com**

**E. USA Swimming Meet 360 Guide - safe sport resources for Meet Directors and Meet Referees**

**F. SafeSport Code for the US Olympic and Paralympic Movement (U.S. Center for SafeSport - April 2021)**

### **IV. Safe Sport Leadership Conference**

**A. Sep 24-27 Safe Sport Leadership Conference & USA Swimming Summit**

**B. USA Swimming Safe Sport Impact Award Nomination - Athlete Representative  
Johnathan Lei - RMSC**

Respectfully submitted,

Jim Crampton

Proposal for the Board – for PVS Board Meeting, July 2025

Proposed change to bylaws:

Current bylaws:

.3 EX-OFFICIO MEMBERS - - The following persons shall be ex-officio members of the Board of Directors: Immediate Past General Chair.

Proposed:

5.3 EX-OFFICIO MEMBERS - - The following persons shall be ex-officio members of the Board of Directors: Immediate Past General Chair, **Officials Chair**

Why?

The officials chair knows the most about the officials and the officials committee.

However, it is a position that is appointed by the General Chair (as opposed to the Officials Rep, a voting member of the board, who is elected by the officials). I believe it's important to have the officials chair attend board meetings and have a voice. However, since that person is appointed and not elected, that person should not have a vote. Unless the Officials Rep and Officials Chair are the same person (as is currently the case but about to not be the case as of September 1), there is no expectation that the Officials chair attend all board meetings.

## USA Swimming/PVS Registration Fee Reimbursement

Reimbursement for USA Swimming/PVS Registration Fee - PVS will reimburse the annual USA-S registration (to the payer) for PVS Officials reregistering after their first year of USA Swimming membership.

### Eligibility for Reimbursement:

- Officials are eligible after their first year of membership in USA Swimming.
- Official must work at least 10 sessions during the previous calendar year as a certified or apprentice official at PVS sanctioned meets, **meets hosted by PVS clubs outside the LSC**, and/or the Black History Invitational. For example, to be reimbursed for 2025 registration fee, work at least 10 sessions in calendar year 2024. Observed and approved meets or meets sanctioned by other LSC's except as noted above do not count for reimbursement purposes.
- The reimbursement request form **must** be submitted ~~within 60 days of payment~~ **and prior to the end of the fiscal year (August 31) by March 1 of the registration year** and must include a receipt.

### Process for Reimbursement:

- Individuals who have paid the fee themselves may apply for reimbursement may apply for reimbursement using this link: [Reimbursement Request Form for Individuals](#)
- Clubs who have paid their officials' fee using Bulk Renewal may apply for reimbursement using this link: [Reimbursement Request Form for Clubs](#)

***Rationale – for individuals who renew, payment should be by the end of the year to renew for the following year. There are not mid-year payments unless someone decides late to renew. This allows all individuals a drop-dead deadline of approximately 60 days into the calendar year to request reimbursement.***

## Background Check Reimbursement

All registered USA Swimming/PVS officials are required to pass the USA Swimming Level 2 background screening.

### Eligibility for Reimbursement:

The official must work at least 6 sessions as a certified or apprentice official at PVS sanctioned meets, **meets hosted by PVS clubs outside the LSC, and/or Black History Invitational** (as recorded in the Officials Tracking System) within a year of the background check. The reimbursement form is located in the Officials' section of the PVS website.

- Returning officials must submit request for reimbursement within 60 days of payment of background check **and at least 15 days prior to the end of the fiscal year (which is August 31)**. If membership has lapsed **for less than a year** and the official is charged for a new background check, only the typical amount for a returning official will be reimbursed.
- New officials or officials reregistering after a lapse in USA Swimming membership of at least one year must submit request for reimbursement ~~within 60 days of~~ after completing the required six sessions **and at least 15 days prior to the end of the fiscal year (which is August 31)**.

***Rationale – returning officials should simply make the request within 60 days of payment. If membership has lapsed more than a year, only the returning official reimbursement amount will be reimbursed, but the allows time for the official to get their 6 sessions before the end of the fiscal year. And this allows new officials not to go crazy trying to figure out when they should be reimbursed – ie, which sessions count, how many have they done, etc. Previously they were required to submit the request within 60 days of completing the required 6 sessions, but they often didn't keep track of that well or they didn't realize which sessions counted and which didn't.***

## **Proposed Change to PVS Website Practice**

### **Background**

PVS Policy states that the following will be posted on the website “*Meet results, including individual sessions as appropriate, once they are considered official as evidenced by the Meet Director releasing the file/information*”. It has also been the practice to include on the website the Team Manager Results files and the Meet Manager Backup Files.

The Results and Backup files contain Personally Identifiable Information (PII) of the athletes. These files are accessible to anyone.

### **Proposal**

I propose to post meet results only in PDF format to safeguard PVS Athletes’ PII. Although this doesn’t require a policy change, the support of the board is requested before implementing this change.

I also propose removing the Results and Backup files of past meets from the website.

I have heard that USA Swimming has been discussing a policy change to require LSCs to NOT post the Results and Backup files.

Results files would still be available to club leaders directly from the meet hosts.

Sincerely,

Tim Husson

webmaster@pvswim.org