



**House of Delegates
Overlee Community Center
6030 Lee Highway
Arlington, VA 22205
May 22, 2018**

- Attendance –
 - Board Members: Tom Ugast, Tim Husson, Ellen Colket, Mark Faherty, Blair Piddington, Carolyn Kotarski, Rob Green, Heather Purk, Evan Stiles, Dave DiNardo, Jack Neill, Merari Chollette, Andrew Gemmell (athlete) and Harrison Rehr (athlete).
 - Club Delegates: Bethany Ellis – AAC, Karyn McCannon – NCAP, Joe Flaherty – JFD, Daniel Jacobs – MACH, Heather Haddock – MAKO, Aaron Dean – OCCS, Pat Kerrigan – LIFE, Bill Marlin – PM, Manga Dalizu – FAST, Ian Handerhan – SDS, Teresa Pluskaitis – SNOW, John Tollefson – TOLL, Kristy Lai-Harris – RY, Natalie Taylor – UMAC, Matt Salerno – FFX, Beth Sellers – PGKS
 - At Large Delegates: Dave Crocker – RMSC, Tim Kelly – NCAP, Paris Jacobs – MACH, Michelle Blanton – YORK, Erik Collins – SNOW, Melanie McKula – SDS, Mike Cook – MAKO, Kelly Call – OCCS, Chris Marlin – PM, John Bechtoldt - AAC
 - Athletes: Samantha Pluskaitis – SNOW, Emily Brooks – YORK, Lexi Cuomo – MAKO, Maria McGovern – PM, Holly Jansen – PM, Andrea Ducar – AAC, Sam Joyner – RY, Olivia Hawkins – PGKS, Ellie Shriver – FFX, Belinda Hedeten – FXGX, Caroline Deluca – YORK, Rita Zhang – RMSC.
 - Non-voting attendees: Terri Marlin, Sumie Emory, Brian Pawlowicz, Linda Klopfenstein, Jan Van Nimwegen, Michael O’Shaughnessy, Bob Vincent
- Call to Order – The meeting was called to order by General Chair, Tom Ugast at 7:02 pm.
- Proof of Quorum – There are a sufficient number of voting members of the HOD including athletes to conduct business.
- Approval of May 2017 HOD Minutes – **Motion to approve the minutes from the 2017 HOD meeting minutes, seconded and approved.**
- Approval of the Agenda – **Motion to approve the 2018 HOD agenda as presented, seconded and approved.**
- Approval of Chair Reports – **Motion to approve the Chair Reports as presented, seconded and approved.**
- General Chair comments on the State of the LSC
 - He has been happy to serve his first year as General Chair. Thanks to all the board members sitting in front of you it has been a great first year. The Board of Directors meets one a month either in person or by video conference.
 - As reminder here is the PVS Mission Statement: **PVS Supports and promotes excellence for all through competition, education, innovation and leadership**
 - This is what we are looking at and trying to achieve each and every month.

- Tom's goal for his term is to get more athletes involved. This is their sport, and we are working for them.
- There have been 105 meets in PVS so far this season, with a total of 121 on the schedule, with 236,393 splashes.
- 12, 557 (17) – 4th largest LSC in the country, smallest geographically
- There are two areas we want to continue to improve: Outreach membership, we are increasing and doing better, but can still improve
- Disability – 57 = how can we continue to help these athletes? Is there more we can do for them?
- There are 48 clubs in PVS. Our goal is to have at least 90% of the club attend our meetings (HOD and CCM), a proposal regarding meeting participation for clubs will be presented later in the meeting.
- In 2017 PVS had 1273 non-athletes registered; 567 officials – 3rd largest in the country, 563 coaches- 6th largest in the country. These are good numbers, but please keep encouraging your parents to become officials.
- One of the biggest challenges in PVS is finding pool space
- Thank you all for being here! This is what we can do for the athletes. The board is always welcoming more involvement. If you are interested in getting more involved, please let Tom know.
- All Board Members introduced themselves.
- Want to thank the Nominating committee: Paris Jacobs, Greg York and Bob Vincent, for their great work on gathering nominations for the board positions and putting the ballot together.
- Greg York is on the National Safe Sport Committee, thank you for all you do all year long for the safety of athletes and members.
- Approval of updated By Laws for the LSC – Tim Husson, Admin Vice-Chair. He has been working hard to get the By-Laws and P&P updated.
 - USAS has requirements as to what the By-laws must include. Dave DiNardo helped a great deal in getting our By-Laws up to code. We just received a letter from USA S stating that we are in compliance.
 - **Motion to approve the updated By-Laws as posted and approved by USAS, seconded and approved**
 - There is new legislation on the floor of USAS that will mandate some changes prior to next year. Tim commented that a revised version of the By Laws will be presented once we know what they will be.
- Discussion of Flex Membership – Ellen Colket presented information regarding the FLEX Membership category.
 - In September 2017, at USAS Convention HOD meeting a new membership category was proposed, passed and will begin September 1, 2018. Flex Membership is a year-round membership category that offers access to all practices and up to two USAS sanctioned meets (non-championship level). It is offered to 18 & U athletes for \$20 (50-50 split for LSC & USAS, currently PVS receives \$27 for each year round membership.).
 - USAS will allow each LSC to decide for itself if they want to make it available to their membership or not. There will be a nation-wide campaign regarding FLEX beginning shortly.
 - The purpose/goal of FLEX is to help increase the membership and focus on the 12 & U athletes, and to make it more affordable to those who also do other sports. However, it will be offered to all 18 & Unders'..

- The PVS Board has been discussing FLEX and feels we need to decide as an LSC if we are going to make it available or not. If PVS does decide to make FLEX available, then each club will also have the option to offer it or not. At this time, the PVS Board had voted to take this next year to investigate how FLEX will impact PVS and our budget prior to offering it. We would like to conduct a survey to get an idea of how many clubs will offer FLEX Membership, so we can better understand how it will impact us financially.
 - USAS was asked what other LSCs are doing. Roughly 60% of all LSCs will make it available to their clubs, a handful or more have said they will not offer it (Pacific for example – 3rd largest), and a few, like PVS, indicated they are still analyzing the impact.
 - One LSC commented they felt it was too difficult to manage, another said it will have too big of a negative impact on their LSC's financials.
 - Why does the PVS board want to wait a year?
 - We do not know what the financial impact will be on PVS. The 2018 - 2019 membership fee of \$87 will be split; \$60 to USAS and \$27 to PVS. If premium members convert to Flex, PVS will receive \$10 per membership vs \$27. One person commented their impression that upwards of 25% of our current membership could choose FLEX, with an approximate loss of \$55,000 in revenue.
 - If a swimmer registers as FLEX at the beginning of the season, they can upgrade to a premium membership at any time by paying the difference in the membership fee. However, a swimmer cannot downgrade from premium to Flex once registered for the season.
 - When a swimmer gets excited and wants to participate in their 3rd meet, then the club will be responsible for contacting the Registrar regarding a membership upgrade. (This will be a part of SWIMS so these swimmers will show up in pre-meet recons). This will also be the case for swimmers who qualify for a championship meet and want to compete – necessitating a membership upgrade.
 - **Motion to table the discussion on FLEX membership until next year so we can continue to discuss, seconded and opposed.**
 - **Motion that PVS makes FLEX Membership available for the September 1, 2018 to 2019 registration year such that it becomes another membership category enabling each club to decide to offer it , seconded and approved.**
 - There was further discussion regarding the advantages and disadvantages of offering FLEX for the 2018-2019 season.
 - Do we know what VSI, MD, are going to do? Of the 11 LSC's in the Eastern Zone all will offer FLEX except for Connecticut, and PVS is considering not offering it.
 - There is a concern that once parents hear about the option, they will be upset that it is not being offered to them.
 - **Motion to call the question (to approve the offering of FLEX membership), seconded and approved.**
- Nominating Committee Report/Elections – The Nominating Committee; Paris Jacobs, Bob Vincent and Greg York worked hard to gather [nominations](#) for the Board Members.
 - There has been quite a bit of interest in running for the various positions. Thanks to the Nominating Committee for pulling talking to all the nominees and getting their information posted to the website. The following positions are up for election; Admin Chair, Operations Chair, Age Group Chair, Safe Sport Chair and Strategic Planning Chair.

- Nominating Chair, Paris Jacobs asked the body if there were any nominations from floor.
- **Motion to close nominations, seconded and approved.**
 - Two positions running unopposed – Tim Husson (Admin Chair) and Carolyn Kotarski (Operations) are both running unopposed.
- **Motion to approve Tim Husson (Admin Chair) and Carolyn Kotarski by acclamation, seconded and approved**
- All nominees for the other positions briefly introduced themselves.
 - Nominees for Age Group Chair: Blair Piddington & Heather Purk
 - Nominees for Strategic Chair: Dave DiNardo and Erik Collins
 - Nominees; Merari Chollette (incumbent), Michael O'Shaughnessy, Jan Van Nimwegan
- Ballots and voting instructions were handed out to the voting members in attendance;
 - Once you vote, fold paper on time and pass forward.
 - Thank you to everyone who is running for the various positions. For those who do not get elected, there are plenty of positions and committee to help. Please contact Tom, General Chair, for information on how you too can become more involved with PVS.
- Results: Ballots were counted by the Nominating Committee and verified.
 - **Congratulations to: Age Group Chair: Blair Piddington, Strategic Planning: Dave DiNardo and Safe Sport: Michael O'Shaughnessy**
- Approval of the 2017-2018 Budget
 - PVS Finance Chair Ellen Colket presented the proposed Budget for the 2018-2019 fiscal year. She briefly explained how she worked through the numbers from previous years and came up with the proposed numbers for this next year.
 - The proposed budget has been posted on the website for the past 20 days.
 - As a reminder, the PVS Fiscal Year is September 1 through August 31 of the next year.
 - We have made a number of changes to the financial side of PVS
 - We no longer employ a controller. Instead we have hired a book keeper
 - We have changed the way we do our record keeping. All financial information is now kept in one place (QuickBooks)
 - Our book keeper now creates invoices for all payments due to PVS and we now use ACH as a payment option.
 - For 2018-2019 [NOTE: these numbers will not reflect the impact of the introduction of the FLEX Membership]:
 - We are projecting a deficit of \$40,700 and a reserve ratio of 70%.
 - We are seeing a slight increase in splash fees (club meets) – projected \$13,000
 - We expect that our expenses will increase
 - Pool Rental: We budget for approximately a 5% increase in pool rental each year. CCM decided to split the LC Junior and Senior Champ's for 2019 LC season, this will result in renting another facility; therefore, doubling the previous rental fees for those two meets.
 - Equipment: planning on purchasing new equipment and replacing obsolescent items.
 - Officials support- expect there to be more Officials for whom their registration is paid by PVS. Increase in the evaluator

expenses for championship level meets. Increase in Officials' travel stipend by \$100 and allowing them to attend 3 meets (not 2)

- Equipment purchase grant/assistance (\$5000) for two clubs per fiscal year.
- Three opportunities to increase our revenue that we will vote on and then will add to the budget if approved.
 - Increase the PVS portion of the Membership fee by \$1. (60 for USAS and \$28 to PVS). This would be a projected increase of \$12,500.
 - Add an athlete transfer fee of \$20 for those athletes transferring into PVS from another LSC. We have never done this, but there are a fair number each year, projecting a \$6,400 increase.
 - Assessment against clubs when they do not participate in PVS meetings: in addition to the club registration amount, each club will be charged an additional \$300. If a club representative attends at least two of the three CCM meetings and the HOD, the club will receive \$300 back. Ideally, we want all clubs to participate in the meetings, in which case we wouldn't make any money. So any increase of revenue for this incentive program would be a bonus.
 - The goal is really to get more involvement in all meetings from all clubs.
 - We will likely need to look at additional ways to increase income.
 - For 18-19: We are looking at about a ½% increase in revenue and 6% increase in expenses; primarily due to the new meet and equipment purchase. Without those two items the expense increase would be less than ½%.
 - Ellen also commented that we did well with our investments this year. Our income exceeded our projections; however, investments are not fixed income and therefore, something on which we cannot rely as a revenue base.
 - Reserves simply stated is how much cash we have on hand as a function of annual expenditures; ratio of our cash vs our annual expenses. We calculate this the same way as USA-S. Last year, we voted in the HOD to tighten up our reserve range such that the min is 70% and the max is 100%. We are projecting a deficit of \$40,700 resulting in a 70% reserve rate.
 - It was noted that USA-S has a reserve rate for about 6 months of expenses. If we were to need the cash to carry us, the 70% would give us about 8 months' worth of cash for our expenses.
 - Investments – the treasurer report is posted, there is some good insight – if you have any questions contact Ellen.
 - **Motion to approve the budget as presented, seconded and approved.**
 - Why did we take the \$2000 out of the Open Water (OW)?
 - We have had money in the budget for many years and it was not spent. There is a new Open Water coordinator at USA Swimming and there are some new programs coming out.

- Trying to be more diligent about where the money is being allocated.
The board can always approve money for OW if necessary.
 - **Motion to approve the PVS portion of the membership fee by \$1, seconded and approved.**
 - **Motion to approve adding a \$20 transfer fee for athletes transferring into PVS, seconded – withdrawn**
 - There was a lengthy discussion on \$20 transfer fee
 - In general, the body liked this idea, but felt there were details that still needed to be worked out before making it a policy.
 - **Motion to bring this issue back to the board for further discussion and then present at next year's HOD, seconded and approved.**
 - **Motion to increase the club fees by \$300 and to be billed after HOD, however, this fee would be waived if the club attends at least 2 of the 3 CCM's and the annual HOD during the season (Fall, Winter, Spring CCM and Spring HOD), seconded and approved**
 - There was a discussion on whether the additional \$300 should be charged up front and refunded or if it should be billed after HOD for those who did not participate.
 - It was commented that this policy will be harder on the smaller teams with fewer staff. However, it was noted that the individual in attendance does not have to be a coach on staff, simply a team representative (parent or official are welcome).
 - **Motion to bill clubs \$300 30 days post HOD if they have not attended at least 2 of 3 CCM's and one HOD during the fiscal year. Also, restricting club's registration for the upcoming season if club's, payment is not received before registering for the next fiscal year seconded and approved**
- Special Thanks to Ellen for all her hard work!
- [Committee Reports](#) – all board members submitted an end of year report. All reports were posted to the PVS website.
 - Administrative - submitted
 - There is policy that clubs are fined if they do not have enough officials. The numbers are run as of May 1.
 - Unregistered swimmers – we will do a better job of the recon process and making sure swimmers are registered. Meet Directors need to get the pre-meet backups 1 week prior to the meet so the recon can be run and swimmers can be registered in time. Otherwise swimmers can be removed from the meet and the club can be fined \$100 if they have an unregistered swimmer in the meet
 - Finance - submitted
 - Senior Chair - submitted
 - AG Chair - submitted
 - Operations - submitted
 - Officials Rep - submitted
 - Strategic Planning – submitted
 - Information about a new Governance Committee will be coming out soon.
 - Diversity – submitted – There are several documents available to be picked up.
 - Safe Sport – Congratulations Michael on being voted as the new Safe Sport Chair.
 - Safety/Open Water – no report submitted.
 - Coaches Rep - submitted

- Officials Chair - submitted
- Website – submitted
 - There is now a Parent’s Page. Please be sure to tell your parents about it. We are also looking for content and input. Any idea you have for parent education, let us know.
- Athlete Rep - submitted
- Old Business – No old business
- New Business
 - In September there will be a vote at the USA S HOD regarding Tech suits for 12 & Under: The proposal is for there to be a ban on tech suits for 12 & U in meets under Sectionals. It will be put out there but not endorsed by the USA Swimming board. PVS has not taken a stand on this. Tom feels it is the coach’s responsibility of the coach to educate the parents.
 - Parking issues at UMD for all meets: After December 2018 UMD cannot give us assurance that we will have enough parking on Thursdays and Fridays, which will impact our championship meets. We will work on alternate locations and will try to work with UMD on solutions
 - With new building/construction of field houses they are taking away parking. UMD Aquatics Center is still very interested in hosting PVS meets, but currently their hands are tied with all of the upcoming parking restrictions.
- HOD meeting date for 2019 – Tom has recommended trying to move the 2019 spring HOD meeting in the hopes of getting more clubs involved. The date will be determined later in the year.
- **Motion to Adjourn, seconded and approved.**

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