

**Potomac Valley Swimming  
Annual House of Delegates  
Overlee Community Center  
6030 Lee Highway  
Arlington, VA 22205  
May 21, 2019**

- Attendance –
  - Board Members: Tom Ugast, Tim Husson, Ellen Colket, Mark Faherty, Blair Piddington, David DiNardo, Rob Green, Carolyn Kotarski, Mike O’Shaughnessy, Jack Neill, Evan Stiles, Lauren Eldridge (athlete).
  - Clubs: AAC-Bethany Ellis, ASA-Rory Lewis, BWST-Mike Kraeuter, CSC-John Aldonas, DCPR-Rob Green, DRAG-Edward Kuang, FAST – Manga Dalizu, FISH-Matt Pelletier, FFX-Matt Salerno, GWU-Brian Thomas, JFD-Kyle Brown, LIFE-Dan Rhinehart, MACH-Dan Jacobs, MAKO-Heather Haddock, MSSC-David Miller, NCAP-Tim Kelly, OCCS-Aaron Dean, PGKS-Beth Sellers, PM-Bill Marlin, RIPS-Shandra Richardson, RMSC-Mark Eldridge, RY-Patricia Wilson, SDS-Ian Handerhan, SNOW-Teresa Pliuskaitis, TANK-Lance Page, TOLL-John Tollefson, VLAC-Shawn Mansfield, YASD-Christopher Ros, YORK-Greg York
  - At-Large: SDS-Melanie McKula, MAKO-Logan Haddock, SNOW-Erik Collins, PM-Chris Marlin, AAC-John Bechtoldt, OCCS-Raymond Fiedler, YORK-Michelle Blanton, MACH-Jason Cochran, NCAP-Karyn McCannon, RMSC-Dave Crocker
  - Athletes – PGKS-Olivia Hawkins, RY-Samuel Joyner, RY-Jack Ham, TANK-Logan Landrum, TANK-Grace Chang, YORK-Natalie English, YORK-Caroline DeLuca, FISH-Bridget O’Shaughnessy
  - Non-voting members: Brian Pawlowicz, Sumie Emory, Ward Foley, Linda Klopfenstein, Rich McMillen, Terri Marlin
- Call to Order – The 2019 PVS House of Delegates was called to order by the General Chair, Tom Ugast at 7:00 pm.
  - Special thanks to all the Athletes in attendance.
- Proof of Quorum – There are a sufficient number of PVS Delegates to conduct official business. Because the athletes must make up 20% of the vote, each athlete’s vote will count as two.
- Approval of May 2018 HOD Minutes – **Motion to approve the 2018 HOD meeting minutes, seconded and approved.**
- Approval of the Agenda – **Motion to approve the agenda for the 2019 PVS House of Delegates meeting, seconded and approved.**
- [Chair Reports](#) –
  - Each board member will have the opportunity to speak and present their report.
- General Chair comments on the State of the LSC – General Chair, Tom reported;
  - “It has been a pleasure to serve on the Board and to work with the various board members over the past two year. Thank you for giving me the confidence to serve as the General Chair and I will be passing the baton to the next GC.” See full letter to PVS.
- Updated By Laws for the LSC- Discussion –
  - It was reported that as of January 1, 2020, USA Swimming will require that all LSC By-Laws are updated. They have provided a new template for all LSCs to use. The PVS Board will plan a special meeting in the fall for a review of the By-Laws before it is finalized. This summer, Tim Husson, will work on the updating and adding information

into the new template. Our goal is to continue to meet our mission, and how we, as an association, are run.

- Bob Vincent, a PVS member, was introduced as the current Chairman of USA Swimming. He thanked all members of the PVS House of Delegates for being in attendance.
- Discussion of Flex Membership Offering to date – Tim Husson gave a presentation on the current status of the new FLEX membership program.
  - Our predictions were fairly accurate.
  - 16 clubs are currently taking advantage of the FLEX Membership option for some of their swimmers.
  - There have been 234 athletes that started as a FLEX member, but converted to Premium, when they decided to swim either in their third meet or a championship meet.
  - There has been a financial impact to our bottom line, however it was roughly what we projected.
- Nominating Committee Report/Elections – Dave gave a presentation on the nominating committee and the elections.
  - **Motion to appoint Linda Klopfenstein and Bob Vincent as the tellers, seconded and approved.**
  - The process to be elected was explained. Each candidate was given an opportunity to introduce themselves.
    - General Chair – Tim Husson and Ellen Colket
    - Senior Chair – Evan Stiles and Erik Collins
    - D/I – Rob Green running unopposed
    - Finance – no one on the ballot
  - Any nominations from the floor, was asked three times. **Motion to close the nomination second and approved.**
  - Ballots were handed out and will be counted. All athlete votes will count as two so that the athlete count makes up 20% of the total
  - PVS members who are members of USA Swimming Committees were introduced.
- Approval of the 2019-2020 Budget – Ellen Colket, PVS Finance Chair, presented the budget reports.
  - Ellen gave a brief overview. Over the last two years, PVS has changed how we structure the budget.
    - Our current income and expenses were reviewed.
      - General & Administrative expenses are currently about 16% of all our expenses. In the next year, we project to be closer to the 12% mark, which is lower than industry standard.
      - She reported that we spend in the 70-75% range on our athletes.
    - Membership numbers and how it effects our budget was reported.
      - Ellen went over the graphic with all membership info (FLEX). Flex was launched in 2018-2019 season. We have ended up at about 7.6% (overall). We had budgeted at 6.5%. Our total membership is slightly up when compared to the National average.
      - About 2% of the initial FLEX members upgraded to Premium membership.
      - For 2020, budgeting we project that about 7.9% will register with the FLEX Membership, with about 2% will convert back to Premium.

- In 2019 with the addition of the FLEX Membership there was roughly a \$65,000 hit to the bottom line, which was about \$17,500 dollar hit to us.
- When there is a reduction in income, then we must look to see where else we can reduce the expenses.
- Budget notes – Where we will end this year and where/how we will begin the next season.
  - Each month we look at the P&L and compare to the previous year. We feel we have a good sense of where we are in the budget
  - Overall our revenue is down about .5% and expenses down about 2% driven mostly by the expected reduction in number of athletes participating in LC Zones
  - Upcoming for 2019-2020 (Sept 1, 2019-Aug 31, 2020)
    - Projecting a deficit of approximately \$48,000 with a reserve of 68%. Our acceptable reserve range is 65-100%.
    - We have included an increase in PVS Championship entry fees from \$8 to \$10 which will help increase our income and offset our deficit.
      - Many other LSC's have a per athlete or facility surcharge for most meets which PVS does not. This small increase will help offset the projected deficit.
    - Expenses are projected to increase about 4% this coming season.
    - We project that Zone team expenses will also be down.
    - We have forecasted an increase in athlete travel stipends due to upcoming Olympic Trials and number of athletes expected to qualify/compete.
    - We have made some reductions in other programs
      - Equipment grants, G & A expenses and the Diversity Select Camp.
  - **Motion to approve the 2019-2020 Budget as presented, seconded and approved.**
    - Question regarding travel stipends – is there a limit of the number of times athletes can receive a stipend?
      - Athletes can double dip once during their career. Then they can receive up to 4 shares one time (one year), then only a maximum of 2 per year after that.
      - In order to receive the stipend, they must fulfill all requirements.
        - Compete in 1 sanctioned meet and 4 swims to receive the Junior/Nationals/open water shares. For Olympic Trials, the recommended (and past) requirement is; 2 sanctioned meets and 6 swims (it will have to be endorsed at CCM in the fall, then approved at the board).
- Election Results – Bob Vincent read the results of the election.
  - General Chair: Tim Husson
  - Senior Chair – Evan Stiles
  - **Motion to destroy the ballots, seconded and approved.**
  - **Motion to vote for acclimation for D & I, for Rob Green, seconded and approved.**

- Tom Ugast recognized and thanked Mark Faherty for all the years on the Board! And thanks to Jack Neill for his service as Official Representative.
- Committee Reports
  - Administrative – Tim Husson, report has been posted.
    - He is currently rewriting P & P, once the board reviews the will post it for final review.
    - This summer he will begin to work on the new required By-Law template
    - We will have athlete reps elections to the board this summer
    - We currently have 12 Olympic Trial qualifier so far. Tim will be tracking them over the next year.
  - Finance – Ellen previous presented the budget.
  - Senior Chair – Mark Faherty
    - He is the Technical Committee Representative for the Eastern Zone; he reported that in2020 Sectionals will go back to the previous meet lineup.
    - Winter zone meet: in 2019 we went to a club based, it was remain that way. It was just voted on and approved that zone now, only be a 14 & U mee. They have also added a second heat in finals for 11-12 and 9-10 and will offer bonus swims.
    - Mark’s Goal has been to serve the athletes. Thank you for allowing him to do that.
      - Athlete travel – Mark reported that since he joined the board, we have increased what we are offering to our athletes.
      - He helped the start of PVS utilizing facilities outside of PVS boundaries.
      - He worked on the reformatting of the PVS Championship meets with the goal to service our athletes better.
      - Thanks to all who mentored and helped
  - AG Chair - Blair Piddington reported
    - Thanks to Mark Faherty for his years as Senior Chair and his mentorship the past couple years.
    - He mentioned that the 12 & U LC cuts will be a tad slower, the meet will have 2 prelim sessions and we will be running in 10 lanes. The goal was to add more athletes. And hope to have some warmup /cool down breaks.
  - Operations - Carolyn Kotarski post a report
    - She also heads the Technical Committee and oversees the Equipment Manager
    - Thanks for Karyn who our equipment manager is and does a terrific job.
  - Officials Rep – Jack Neill – report on line. Thanks to all officials in attendance tonight.
  - Strategic Planning – Dave DiNardo reported
    - Thanks to those on the committee. We are always looking for more to be involved. Let Dave know if you are interested in joining the committee.
  - Diversity - Rob Green post a report on line.
    - Thanks to the committee members – this was the first year having a formal committee. We now have an inclusive space to talk/discuss Diversity and inclusion. Looking for more athletes.
    - Eastern Zone Diversity Camp in 2 weeks at UMD. PVS Is hosting this year. Jason Cochran and Jessica Fry Mach will both be on the camp staff. 48 athletes will be coming to PVS for the camp.
  - Safe Sport - Mike O’Shaughnessy post a report

- He goal in his first year, was to help implement the P&P and to spread the word of Safe Sport and to make sure that all athletes are well protected.
- MAPP was just introduced and must be in place by June 23. All policies will be mandatory. It is all coming from the USOC; USA Swimming is just handing it down to club level.
- The 18 & over athlete training.
  - There is now an obligation that within one month of turning 18, athletes must take the APT or else they cannot continue to compete.
- Please help to get the message of Safe Sport to all members if you have any questions or comments, please email or call Mike anytime.  
[pvssafesport@gmail.com](mailto:pvssafesport@gmail.com)
- We are excited to report that we did not receive very many incidents reports this year.
- Mike started a PVS Safe Sport committee, including several athletes.
- Safe Sport Recognized program.
  - Good news we are #1 for clubs who are Safe Sport recognized. However we are very low with the number of clubs who have started the program.
- 4 teams in PVS have completed the Safe Sport Recognition Program: ASA, FFXF, MSSC and FISH. Congratulations to all four teams.
- Additional awards: Mike presented several individuals & Teams special Safe Sport awards.
  - Champions of Safe Sport: Jan van Nimwegen – for his quick and level headed thinking with confronted with an unsafe situation at a recent meet.
  - Community Engagement award: goes to the Safe Sport Committee athlete members. Thank you for being part of the committee.
  - Athlete that was in a competition: Hero for Safe Sport: Mark Duff from NCAP
  - Award to Greg York – for his overall service to the LCS, USA Swimming in the area of Safe Sport.
- Safety/Open Water – Kurt Thiel’s report is on line.
  - All non-athletes members will have to complete concussion training. You only have to take it one time. Do it before you register for 2020
- Coaches Rep – Evan Stiles – If you are interested in getting more involved, let Evan know. There is a lot of great opportunities as the coach rep.
- Officials Chair – Rich McMillen – report on line.
  - Our officials are well respected in the EZ and the country. Thank you for approving the budget and giving us the money to help.
  - Each club needs X number of officials. If your club is low on the number of required officials, let Rich know and he will help you by talking to your parents about being an Official.
  - Recruit, train and certify officials.
- Website – Tim Husson – report on the website.
  - Added an Instagram account.
- Athlete Rep – Lauren Eldridge (sr. rep)

- Talked about getting more athletes to the USA Swimming Leadership Conference.
- Need more athletes on the board. If you are interested, please reach out to Lauren. Thank you to everyone on the board.
- MAAPP: Bob Vincent, USA Swimming Chairman reported: this new program has been mandated by the USOC to USAS and they highly endorse it.
  - Go to [www.usaswimming.org](http://www.usaswimming.org) and read the letter, click on link to the policy – read the policy and then go through the Q &A, then ask questions to the Safe Sport Staff if you still need clarification.
  - It is up to us as members for us to help our membership understand the policies.
- Old Business – none to report
- New Business – none to report
- HOD meeting date for 2020 – May 19 possibly.
- Motion to adjourn

*PVS Supports and promotes excellence for all through competition, education, innovation and leadership*

DRAFT