

**Potomac Valley Swimming**  
**Board of Directors**  
**February 12, 2018**  
**Video Conference**

- Attendance – Tim Husson, Ellen Colket, Mark Faherty, Blair Piddington, Jack Neill, Dave DiNardo, Evan Stiles, Carolyn Kotarski, Harrison Rehr, Heather Purk, Sumie Emory, Rob Green and Aaron Dean (OCCS) as guest.
- Call to order – the meeting was called to order by Tim Husson, Admin Vice Chair
  - Tom Ugast, General Chair, had to go out of town unexpectedly, Admin Vice Chair, Tim Husson will be running the meeting.
- Establish a Quorum – There are a sufficient number of voting board members to conduct business
- Approval of the January Meeting Minutes – **Motion to approve the January 2018 BoD meeting minutes, seconded and approved.**
- General announcements –
  - Tim Husson reported that Tom Ugast has added a third athlete to the Board, Andrew Gemmell. He is still looking to add one or two more.
  - February Distance meet – Tim Husson reported that at the February Distance meet over the weekend, coaches were overwhelmingly positive with the introduction of mixed gender heats, fastest to slowest.
  - This video conference system is a subscription to PVS. If you are interested in a video conference for any PVS meetings let Tim know and he will set up a meeting/conference for you.
- Aaron Dean is a guest at tonight's meeting to follow up on the Athlete Travel Assistance from 20017 Winter Junior Nationals.
  - Mark Faherty recapped from the January BOD meeting, that only appeals for athletes' travel assistance will be brought before the board. In January, the coach of OCCS requested travel assistance for the 2017 Winter Junior Nationals, however, this was denied because the proper paperwork was not submitted within the 30 day time limit. OCCS was contacted and has appealed this decision. Aaron Dean is in attendance to explain to the Board why the paperwork was late.
    - Aaron Dean (OCCS) reported that on Dec 13, he sent an email to Sr. Chair, Mark Faherty. Aaron listed his 5 athletes who competed at Winter Juniors and was requesting travel assistance from PVS. Aaron then fly out of town for the Holidays. It wasn't until January when looked at the Board Meeting minutes and realized OCCS was not on the list that he looked back at the email chain and realized that he missed an email from Mark requesting that the proper forms be submitted. He understands that he made the mistake and apologizes. He now knows the procedure and will be sure to follow it in the future.
  - Aaron was thanked for presenting his case and will be notified by Mark of the final outcome after the meeting.
  - **Motion to approve the travel reimbursement for Winter Junior National, for 5 swimmers from OCCS be approved after Aaron Dean appealed, seconded and approved.**

- Ellen Colket reported that she received an email from Official's Chair, Rich McMillen, who brought to our attention that Joe Tiago attended Winter Nationals as an Official. Due to the holidays, he submitted his application about 20 days too late. Joe was asked to attend this meeting to explain why his submission was late; however, he was on a flight at the time of the meeting. Ellen and Tom had a conference call with him last week and asked him to explain the situation. He had the intentions of sending in all the paperwork, however left on holiday/vacation and it slipped his mind. He was very apologetic and understands the importance of filing all the paperwork on time.
  - As per Rich McMillen's recommendation;
  - **Motion to approve the Officials Travels for Joe Tiago, from Winter Nationals, seconded and approved.**
  - Ellen will let him know follow up with Joe and Rich to inform them of the board's decision.
- Report of Officers
  - [Administrative Vice Chair](#)
  - [Finance Vice Chair](#) & [Profit-Loss Report](#) & [Budget Status Report](#)
  - [Operations Vice Chair](#)
  - [Diversity & Inclusion Chair](#)
    - Anything to pull? Carolyn asked to add one item to her Operations report
    - **Motion to accept reports as submitted, seconded and approved.**
- New Business
  - Athlete Representative Update – Lauren was unable to attend the meeting due to her swim practice schedule.
  - Parent Communication/Education – Jack Neill has sent out a flurry of emails with articles and/or links on various topics that can be included in a parent newsletter/publication. He also sent a list of topics that will be presented. Jack expects to have a “two-prong attack”: 1. Use a list serve which will take time to gather the list/emails. 2. A presence on the website. Jack noted that will not be the expert on all of these topic and will be looking for help with gathering and writing the information.
  - Finance Update
    - Treasurer's Report – Investments – Ellen reported that our investments are up about 3.7% month over month. A meeting is being set up with the PVS Investment Committee (Ellen Colket, Treasurer, Bob Vincent, past treasurer, Tom Ugast, General Chair – an athlete will need to be added) and the Investment Advisor to talk about how to better manage our portfolio.
    - Month End Financials – There were no financial statements sent out this month. There is a concern that outsiders are able to access our emails. Ellen is in the process of finding other ways to distribute the monthly bank and investment statements in a secure fashion.
    - Budget Prep and dates for 18-19 Budget Development – Overall, we are at about 49% of our planned income, about 26% of our expenses. This is typical for this time of year. She stated PVS is doing well and so far we have been under budget with our meets.
    - Request for feedback on Meet Fee process – Has anyone received any feedback on the new meet fee process? The January Open bills should be sent out in the next day or two. Ideally, as we proceed, invoices will be out within in 7 to 10 days following the conclusion of the meet.
      - Evan commented the AAC Treasurer likes it better

- Budget Planning – Ellen has requested that the budget planning form be completed and returned to her no later than February 20. This information will help Ellen prepare the first draft in the budgeting for the next fiscal year. If you need help completing the forms, feel free to reach out to Ellen. The plan is to have a draft budget at the March meeting to discuss and adjust, then ready to align in April so we can present to HOD in May.
  - Expense Reporting template and feedback – we used this form after convention to submit all expenses. Does anyone have any comments?
    - Dave DiNardo said he liked it and thought it was easy to use.
    - Ellen will prepare a final copy and have it posted on the website for all future expense reports.
  - Ex-Employee situation to report to BoD – Last week, our accountant, MZ Accounting, noticed there were a number of receivables still carried on the books for the prior fiscal season. Working to understand and reconcile the books, our accountant set up a call with John Ertter, the former controller and talked with him about various issues with the accounts for about an hour. At the end of the conversation, John stated that he planned to report to USA Swimming that there is a conflict of interest in PVS, with MZ Accounting, the new PVS accountant, also employed by Tom Ugast/NCAP and is taking instruction from the PVS General Chair, Tom Ugast.
  - Ellen commented that MZ Accounting reports to her as the treasurer. Ellen said the USA Swimming Treasurer, Bob Vincent has been informed of this accusation which may be coming to USA Swimming.
  - When asked, Ellen reported that Mary Zellman, MZ Accounting, LLC is also the contracted accountant for NCAP..
- Unregistered Swimmers – Tim Husson reported that we are still having issues with unregistered swimmers being entered and participating in our swim meets.
  - It has happened in 2 meets recently. First, there was a pre-meet recon report with two unregistered swimmers, the teams and meet director were informed. Once the post meet recon came out, the same two swimmers were still on the report. Concluding that these registrations were not submitted by the club. At a second meet there were a couple of unregistered swimmers on the pre meet recon as well. According to the post meet recon those registrations were taken care of, but there were two new unregistered names on the list; possibly deck entries.
  - Going forward, Tim will create a document that will go to all Meet Directors with the proper procedures to ensure all athletes are properly registered when attending meets.
  - This led to a discussion on creating a Meet Directors certification process.
    - Mark and Terri will look into what other LSCs do to certify their meet directors and report back to the board. Then we can discuss how best to proceed.
- PVS Club Recognition – Terri reported that she has been tasked with creating a plan to help increase attendance at PVS meetings (BOD, CCM, HOD). She created a “Club Recognition” program with points and a financial incentive to the teams that fulfil the requirements. The idea of presenting this tonight was to get board members to start thinking about how to make this happen.

- Several thoughts and ideas were discussed on how to make this work and to be fair to the big and small teams in PVS.
    - Dave DiNardo and Mark Faherty have both offered to help to refine the ideas and create a program that offers both a push and pull incentive program.
  - Upcoming Eastern Zone & USAS Meetings & who will be attending
    - Eastern Zone Conference: Fort Myers (May 13-14) – Ugast, Faherty & Husson (possibly will be sending an athlete)
    - Zone Workshop: Alexandria (April13-15) – General Chair, D&I Chair, Safe Sport, Kelly Rowell (Official rep)
    - 2018 Leadership Summit: Houston, TX (April 20-22) – Blair Piddington, Lauren Eldridge, Sarah Boyle (maybe one more athlete)
  - Outreach – Rob Green reported that D&I Chairs across the country have been notified of a possible loophole in the Outreach Registration program. He will be reviewing it further and will make a recommendation to the board as to how to change the PVS policy as to what documentation will be needed to qualify for an Outreach registration. Rob will also talk with other LSCs to see what they are doing. Not sure how much this will affect us, we are affluent, and a lot of districts.
  - Operations – Carolyn Kotarski reported that PVS is in need of someone who can manufacture touch pad brackets. Karyn McCannon, PVS Equipment Manager has reached out to USA Swimming, but they do not have an idea of who to ask.
    - It was reported that Colorado Timing does make them but we will need to communicate with them the specifics about our pools and gutters.
    - Don Smith built the ones we have. If we cannot find someone locally who can make this, then we will likely have to pay Colorado Timing to custom make them.
    - Carolyn was given permission to send out an email to the Officials Google group asking if there was anyone local that knows how to make these brackets. Also, recommendations were made to contact Mary Turner of VA Swimming as well as Linda Sue Lottes of MD Swimming.
- Old Business –
  - Safe Sport –
    - USA Swimming is back in the news on a Safe Sport issue. Board members were reminded that if they are asked any questions regarding the Safe Sport issues in the media to reply” we are not authorized to make any comments”.
    - Feed back from Meet Manager from Mini Meet at Providence Rec Center – there is a constant problem with parents taking pictures and filming from behind the blocks. The meet director is looking for something to send to her parents to read and explain why there is a rule.
    - Tim reported that USA Swimming’s Safe Sport is preparing to release a “Meet in a Box” with flyers, signage etc. These items should help getting information out to the public.
  - LEAP – Dave DiNardo reported that we have completed the LEAP 1 resubmission as of today. There were several items that had to be completed to support the submission, including;
    - the appointment of an additional athlete PVS BOD member, Andrew Gemmell (NCAP)

- the appointment of the Nominating Committee. Paris Jacobs is the chair with members Greg York, Bob Vincent and athlete Lauren Eldridge. This will be an interim committee, until the HOD can vote on a new committee in May.
- Coaches Rep – Evan Stiles commented that he has only received the name of one interested Coach Rep nomination. Asked that the request be sent out again.
- Adjourn – Next meeting will be Monday, March 5 at Overlee, Budget submissions due Feb 20.
- **Motion to adjourn, seconded and approved.**