

**Potomac Valley Swimming  
Board of Director's Meeting  
July 25, 2018  
Video/Phone conference**

- Attendance – Tom Ugast, Tim Husson, Ellen Colket, Carolyn K, Dave DiNardo, Rich McMillian, Erik Collins, Mike O'Shaughnessy..., Blair Piddington, Mark Faherty, Sumie Emory, Kurt Thiel, Rob Green, Andrew Gemmell
- Call to order – The meeting was called to order at 6:15 pm by General Chair, Tom Ugast
- Proof of Quorum – There are a sufficient number of voting board members in attendance to conduct business
- Approval of June minutes – **Motion to approve the meeting minutes from the June Meeting, seconded and approved.**
- Reports of Officers – [Administrative](#), [Finance](#) and [Operation](#) reports have been submitted.
- New Business
  - Championship Meet update
    - Long Course Junior & Senior Champs – Mark Faherty reported that after talking with coaches and officials, everyone felt that the meet went well.
      - There were several comments regarding the positive check in procedure and feel there is a better way to do it. Mark will bring up the positive check in procedure at Fall CCM.
      - Aaron Dean and OCCS did a great job.
      - Ellen Colket said she felt the meet was well run.
      - There were a couple items left off the meet announcements and will need to be added next year. A check and balance will be put in place to ensure all meet announcements are accurate.
      - The question was raised: Any idea why no one wants to swim relays anymore?
        - Several thoughts were shared, it will be brought up at CCM in the fall.
    - AG Champs – Blair reported he felt the meet ran smooth. Only complaint was that several of the sessions were short/too fast. Possibly could have combined a couple sessions but since we are restructuring in 2019, there was not a major focus on it this year.
      - Tim commented there were air quality issues on Thursday and Friday – surprising and disappointing.
      - A lot of technical suits, even on little kids.
  - Financials
    - Flex Survey – Issued survey on July 18, by Ellen Colket. She has requested to have all responses by the 27<sup>th</sup>. Additionally, a Flash Mail went out to all clubs. At this time 16 responses (about 1/3 (33%)) have been received and she feels that is a good response. Once all responses are in she will meet with Dave DiNardo and Andrew Gemmell to compile the data and create the report. Then she will revise the provisional budget and will send back out to the Board by Sept 1.
      - Special thanks to those who helped create the survey.
    - The [Balance sheet](#) was reported. We are in a good place with our financials.

- Hardship Grants – A [draft policy](#) was sent out because we have had 3 requests for zones.
      - Can the decision be based on Outreach registration? Believes it fall along the lines of free/reduced meals in school. It is similar but a bit different.
      - The consensus was that we should stick to up to 50%, but not exceed, and make sure it is fair across the board to all members.
      - Once this draft is finalized, we will update P&P.
      - As a note, the proposal also includes some volunteer hours (over the course of the season)
    - **Motion to approve the Request for Financial Aid for Zone Team Fees as presented, seconded and approved.**
    - Ellen will finalize the policy and have Tim post it on the site. Then Heather can share with the zone team.
- Zone Team Update – Heather sent an email to coaches stating that we are still looking for 4 15-18 girls.
  - All we need from coaches are their addresses so that they can be given their stipend.
  - Most items pertaining to zones have already been paid for. We are looking good financially.
  - Incidental check for petty cash will go to Heather for what is needed on the trip.
  - 156 swimmers registered. We are only waiting for 3 to pay.
  - Why are we 100 swimmers down then we have been in the past? We can ask this at CCM as well.
    - It was noted that members from one club commented that some families thought \$600 was a lot and with school starting 10 days later and families want to go on vacation instead of sending their kids to zones.
- USAS Convention – Jacksonville, Sept 25-29 – Tom requested several additional votes from USAS and many were approved. Tom will send out letters to those board members and request they who attend. Attendees will be required to get your own air fares, rooms will be planned by PVS.
- Meet Director’s Certification – We have a policy that says a MD must be certified in PVS by attending a meeting or educational seminar. However there has not been one in PVS for several years. After some recent discussions Tim Husson and Paris Jacobs will be co-hosting a Meet Director course that will be required for all clubs who host meets to attend.
  - Ellen would like to suggest that there is a module for all the financial paper work and filings. Curtis Din is good at this and would be great at leading that discussion.
  - The Board believes that this is a great idea
  - Safety reminders should also be a part of the program.
  - Tim commented that he is aware that there will be some current meet directors that balk at coming since they have been running meets for years but feels all should attend this time.
- Club Fines for number of Officials – There is a policy that we have had for over 10 years, which states the minimum number of Officials each club must have to be in good standing. There is a required number of Officials based on the number of registered

athletes. One Official per 30 (3 for the first 100, then one for the 30) if club of 25 or fewer no requirement.

- In early July a letter was sent to 20 teams who are in violation of this policy, stating that there will be invoice sent in early August and requiring them to pay the given fine before they can register for 2019.
  - Tim believes the policy is fair. He was waiting until July to see if any of the clubs with too few Officials would come into compliance. His intention is to have Ellen or whoever to send out the invoices in August.
  - It was determined that any decisions and discussion regarding any potential waivers will be in Executive Session. Tim and Tom will set up an Executive Meeting in the next week or so.
    - This action certainly got the attention of the clubs.
  - It was noted that no fines have been issued the past few years. Only full year athletes were used to determine the number of athletes on the club (seasonal were not counted)
  - For next year, Ellen suggests we only count Premium athletes, not FLEX members.
  - The reason for the May policy has to do with certified officials, this gives them from Sept to May, also most year-round athletes are registered by this time.
  - One member feels that this fine may be hard to “stomach” by several the clubs. Feel that we use this opportunity to make sure the policy this very clear to all clubs and owners for the 2019 season and then implement the fines starting in 2019.
  - **Motion to defer to the penalties until we meet as an executive board, seconded and approved.**
- Old Business
    - Officials Travel Stipends – After HOD increased the travel stipend to \$700 and 3 meets, the Officials committee came back and wanted to add a clause that one of the three must be an Eastern Zone level meet (Zones, Futures, Sectionals). Rich McMillan, Officials Chair, discussed the rationale. There was a discussion and a few questions were asked;
      - Is it mandatory to work an EZ level meet? Answer: Only if they are going to request a stipend for three meets. Then, yes, one must be Zone level. If they only are requesting a stipend for up to two meets, then they can pick any two they want that qualify.
    - Tim thinks that reimbursing for 2 National level meets is very generous. He has been to many EZ level meets and feels it is important that we support them.
    - In the procedure/rational- can you modify the language (add futures)? Answer, yes, it will be edited.
    - **Motion to approve the proposed update Officials Travel Stipend as proposed (education travel stipend policy), as presented by the Officials Committee seconded and approved.**
  - Ground has been broken on the Arlington pool, yesterday, July 24. Projected to be done in 2021/22.
  - Adjourn – **motion to adjourn, seconded and approved.** No meeting in August and no official meeting in September. Our next scheduled meeting will be in October after convention.