

**Potomac Valley Swimming
Board of Director
Overlee Community Center
February 11, 2019**

- Attendance – Tom Ugast, Ellen Colket, Tim Husson, Carolyn Kotarski, Rob Green, Mark Faherty, Jessica Fry, Jack Neill, Andrew Gemmell, Evan Stiles, Mike O’Shaughnessy, Dave DiNardo, Erik Collins, Kurt Thiel, Greg York, Sumie Emory, Karyn McCannon
- Proof of Quorum – There are a sufficient number of voting board members in attendance to conduct business.
- Approval of Minutes – **Motion to approve the minutes from the January 2019 Board Meeting, seconded and approved.**
- Report of Officers –
 - [Operations](#)
 - [Administration](#)
 - Finance: [Treasurer](#), [Profit & Loss Statement](#)
 - [Diversity](#)
 - [Safe Sport](#)
- New Business –
 - Safe Sport Leadership Conference – Greg Reported
 - The entire Board of Directors from USA Swimming was in attendance at the Safe Sport Leadership Conference in Colorado Spring at the end of January.
 - There were multiple presenters with very emotional and compelling stories.
 - The USAS Safe Sport Committee has a new Chair. Now under the USA-S General Counsel.
 - There were discussions regarding some recent cases; one from PVS, a coach wrongly accused (unjustly), which Mike handled perfectly. The second one was a college referee at a college meet who asked a 17-year-old to stop deck changes, which eventually resulted in an arrest.
 - Overall a successful conference.
 - Mike O’Shaughnessy reported
 - Safe Sport recognition program is his current priority. He commented that he has been getting emails from teams asking for details and assistance regarding the recognition program. The limiting step continues to be the athlete/parent Safe Sport Training. Mike reported, that clubs can have a party/meeting; where the training video is shown, everyone signs in and it will be accepted by USA Swimming.
 - There are roughly 10 PVS clubs who have started the recognition program, but only one that has completed it.
 - 10% of the club’s athletes and parents have to take the training (and watch the video) for the club to get credit.
 - Mike will work on getting some information together to give out during HOD this May.
 - Championship season is coming up, Mike will work on getting information to the meet management to add to the programs.

- Trying to raise safe sport awareness in the summer leagues and Greg also suggested we look at HS leagues.
- Treasurers Report – Ellen reported
 - It is straight forward as presented.
- 2019-2020 Budget – General discussion
 - The budget for the 2019-2020 season was discussed line by line. Each account holder has been asked to provide his/her input to Ellen no later than 3:00 pm on February 20. Any new items and/or significant changes to any line item will require detailed back up and explanation.
 - Athletes and Travel assistance – Mark Faherty reported that he will be looking at the 2020 Olympic Trials Athlete Assistance and will report back to the Competition Committee and the board in the coming months.
- Eastern Zone Diversity Camp – Rob Green reports
 - PVS, Metro and New Jersey were approached by USA Swimming about hosting the Eastern Zone Diversity Camp since Virginia had to back out. Rob and the Diversity Committee have been working on a proposal to submit.
 - University of Maryland has been contacted about being the host facility. (the Diversity Camp was there in 2015). Rob has received quotes for the pool and classroom rental and dorm and dining services, totaling roughly \$28,000. USA-S and EZ will both kick in \$10,000, which leaves about \$8,000, which would be covered by each LSC that is sending athletes. PVS will have to front the money, 10% deposit at signing, then 6 weeks out the remaining balance is due.
 - 48 maximum swimmers, plus 18 non-athletes can attend.
 - PVS will need to submit the application with all information, including the fees. Rob and the D & I Committee have all committed to helping get the camp set up.
- Operations – Carolyn reports
 - Equipment Rentals – After reviewing the past years equipment rental and deliveries, she is looking to increase the rental rate for equipment on the first day only. The intention is help offset the cost of the necessary repairs and replacement. She looked at what the fee increase would be at 15-25%.
 - If you look at the average number what would the 15% amount too? In most cases the increase would only be \$30-\$45 dollars per rental
 - After a discussion on the various fee changes, the board agreed on a 20% increase for the first day of rental.
 - Delivery expenses – there was a discussion on how we are paying for the delivery to the PVS meets.
 - Carolyn will come back to the board with a proposal.
- Administrative
 - Pool contracts – Tim Husson reported
 - A contract has been secured with Claude Moore for the 2019 LC 12 & Under Championships. There have been quite a few upgrades to the facility including a new gallery and wet classroom just off the deck. The Gallery will hold 554 spectators and the deck will hold 550 athletes and coaches.
 - SNOW will host the meet.

- A contract has been secured for The St. James for the November Open, it will replace the Mt. Vernon site. If the gym is needed for athlete space it would be an additional cost.
 - Observed meets – Tim reported that we currently charge \$100 fee for observed meets that are held in PVS. He is considering a proposal is to drop the fee. All of the administrative work is done by volunteers and in comparing with other LSC who charge nothing or a very small fee. It would be a \$2500 decrease in income, but something we should think about. Tim will propose this as part of the 2019-2020 Budget process
 - PVS Teams in violation of registration requirements continues to be an issue. We need to find a better way to communicate to the coaches and club administrators for getting all coaches registered timely.
 - Upcoming EZ and USA Swimming meeting
 - Eastern Zone Meeting (April 12-13) Bethlehem, PA. – Mark (on tech planning), Tom, and Tim will be attending. If anyone else wants to attend email Tom.
 - 2019 Leadership Summit – OTC (April 24-27) – athletes and one coach will be able to go. Tim, Ellen, Blair and Jessica, Evan selected two athletes and one coach from the applications received.
 - Eastern/Central Zone Workshop (May 17-19) Chicago, IL – Greg will attend. If you have any interest email Tom. Tim will be there as well and will be paid for by USA-S. It is suggested the Mike and Rob also attend.
- Old Business – Dave DiNardo – will be working on the slate for the nominations. Dave will send notes to Terri
 - Next month – concussion information and more budget.
 - New APT and will have to do both. It is from the Center of Safe Sport (not USAS).
- Adjournment – see you in March!