Potomac Valley Swimming Board of Directors Meeting February 15, 2021 Zoom, 7:00 pm

- Attendance voting members: Tim Husson, Ellen Colket, Bob Walker, Carolyn Kotarski, Erik Collins, Evan Stiles, Reid Owen, Trish Buswell, Rob Green, Sophie Elliott.
 - Non-voting members: Tom Ugast, Rich McMillen, Karyn McCannon, Morgon Henderson-Kunz, Caroline DeLuca, Alexandria LaDuca, Kelly Opipari, Kim Bueller, Sumie Emory
- There are a sufficient number of voting members to conduct business.
- Mission Statement **PVS Supports and promotes excellence for all through competition, education, innovation and leadership**. This month we will be focusing on competition as we finalize the information for the 2021 spring championship meets.
- Consent Agenda: Approval of submitted reports and minutes from January 18, meeting, approved.
 - A Consent agenda is when items are grouped together on the agenda and approved in a block. These are items that do not require a discussion, vote or any action, such as; meeting minutes, reports.
 - Submitted reports:
 - General Chair
 - Finance
 - Operations
 - Webmaster Ellen Colket asked that the Webmaster report be pulled for discussion.
- Additional Agenda Items & Approval of Agenda Motion to approve the February agenda, as submitted, seconded and approved.
- Safe Sport Chair This past week Mike O'Shaughnessy resigned as the PVS Safe Sport Chair. After moving to Georgia, Mike had initially planned to stay involved with PVS, however, he is now being asked to become more involved with Georgia Swimming. Tim Husson, thanked Mike for all he has done for PVS. Tim also appointed Kelly Opipari, to fulfil Mike's term as the PVS Safe Sport Chair. She will work with Mike and Greg York to get up to speed on this position. Board members welcomed Kelly to the Board.
- Athletes Update Sophie Elliott reported:
 - On Friday, she and Molly Kennedy will be attending the Eastern Zone Athlete meeting. They recently took over the Eastern Zone Instagram account; they will continue to work on engaging more PVS athletes and are working on the next PVS Athlete Newsletter.
- Action Items
 - Mission & Vision Statement As part of the USA Swimming LEAP updates, it was time to review the PVS Mission and Vision Statements. The Governance Committee tasked the two athlete members with reviewing our current statements and to offer suggestions to changes. Caroline DeLuca and Alexandria LaDuca along with the Athletes Committee proposed a change to both statements.
 - They felt that the mission statement is what PVS strives to do on a dayto-day basis, while the vision statement is a goal that the organization wants to achieve "one day".

- Proposed mission statement; *PVS supports and promotes* excellence for all through competition, education, inclusion and leadership in a safe, equitable environment.
- Proposed vision statement; *PVS aims to achieve excellence in and out of the pool as a diverse community grounded in a shared love of competitive swimming.*
- Motion to change the mission and vision statement as presented, seconded and approved.
 - There was a lot of positive feedback from the board members regarding the proposed changes. Both athletes were thanked for their hard work and great efforts.
- Allowed expenses/reimbursements for March Championship meets
 - Historically, there are three spring, short course championships meets in PVS: Junior Championships, Senior Championships and 14 & U JO Championships. These three meets are held over two weekends in two facilities. For spring of 2021, due to COVID-19 and all the state and facility restrictions on attendance, the CCM and CC Task Force have developed a series of 4 meets in order to meet the needs of the PVS swimmers. These meets will be named: Wave I, Wave II, Wave III and Wave IV. Two of these meets will require two facilities to effectively manage all athletes. With the increased number of facilities (6 in 2021 vs 2 in the past) expenses will be greater.
 - Finance Vice Chair, Ellen Colket presented a cost estimate sheet with assumptions for # of splashes, athletes, and expense allowances to be used for discussion purposes.
 - She used an average number of splashes as 3, entry fees as \$10, athlete surcharge of \$10 (\$2.50 per athlete will go to VSI as the sanction fee for using a facility in VSI territory), and other expenses.
 - When the budget for 20-21 was approved it was for the three championship meets with an approximate deficit of \$22,000.
 Given the proposed cost estimates and the original assumptions, a deficit of \$68,000 is projected. The Board then discussed options for ways to decrease the projected deficit.
 - It was suggested to increase the entry fee from \$10 to \$12.50 and the athlete surcharge from \$10 to \$15?
 - A question was asked about the number of bonus events an athlete would be eligible for if they qualified in one event? Answer was three. Recommendation to change the average number of events to 4.
 - There is a limit of 6 total events per athlete for all the meets.
 - A suggestion was made to change the hospitality stipend from per session to per day. The hospitality will be packaged snacks, water, not full meals.
 - A suggestion was made to remove the announcer from all Timed Finals' meets.
 - With these changes the projected deficit reduced to approximately \$25,000. Ellen will rework the expense worksheet and send to the Board.

- Motion to raise the entry fees currently in P&P from \$10 to \$12.50 and add an athlete surcharge of \$15 for this 2021 Championship season, seconded and approved. (knowing we will be in a similar situation for LC).
- Question asked if the meet support expenses (announcer, supplies, live stream) were caps or estimates. Ellen explained that they are "up to amounts" with a requirement for receipts. Our standard is that we consider reasonable expenses. If the meet directors come back with higher estimated amounts, then Ellen and Tim will review on a case-to-case basis.
- Review of Athlete Reimbursement for Olympic Trials
 - With the format change for Olympic Trials, to a Wave I and Wave II format, a club has asked if PVS is going to change their reimbursement plan.
 - Since the Qualifying Times did not change, there does not seem to be any reason to make a change to the previously approved reimbursement policy. There was a brief discussion and the board agreed.
 - Tim Husson commented that the coach who asked the question, simply wanted to make sure we were not making a change.
- Discussion Items
 - Board Member goals for the year
 - Tim has asked each Board member to list their goals for the year.
 - Tim Husson, General Chair complete LEAP and to get a majority of PVS clubs Safe Sport recognized
 - Bob Walker, Admin Chair Review all notes regarding P&P over the past couple years and then move forward and make sure we stay up to date.
 - Ellen Colket, Finance Chair Continue to review and update Financial Policies, actively build and preserve financial resources (short and long term) investments, and work with the financial committee and athletes to assess the needs and benefits of an athlete endowment fund.
 - Carolyn Kotarski, Operations Chair Plans to focus on Meet Directors handbook update, continuing working on the meet announcements templates and begin looking for the next Operations Chair and set up a transition plan.
 - Sophie Elliott, Athlete Representative continue working on getting more athlete engagement and promote more diversity among athlete participation and ideas.
 - Evan Stiles, Senior Chair Working to help the new Arlington pool online and add that facility to the PVS list of options, work on setting up more "round table" type among coaches and find a way to help PVS coaches to focus on their "health" or "well-being".
 - Rob Green, DEI Want to find a way to get more athletes on the DEI Committee. Work on and get more involved in the Diversity and Aquatics Convention this coming week, the goal is to get all the LSC Boards educated. All Board members should have

received tickets. If you need any tickets or more information, contact Rob. The convention is Thursday – Sunday, Rob will send out the schedule again. Hopefully some of the sessions will be recorded.

- Erik Collins, Age Group Chair- Hopes PVS is able to run more of a traditional JO style meet this summer and to work on helping get a meet in Maryland this summer, hopefully outside.
- Kelly Opipari, Safe Sport Help all PVS clubs get certified and/or renewed in Safe Sport by December 2021.
- Trish Buswell, Coaches Representative primary focus will be connecting with the coaches; the recent Coach Survey was the first step.
- Reid Owen, Coaches Representative Feel his primary focus is to help the coaches and sharing the information and opportunities with them.
- Sectional status Tim Husson reported that The Eastern Zone Technical Committee met this past weekend and approved the format for the spring 2021 Sectional Meet. Specifics will be released soon. It will be the last weekend in March. 25-28.
- LEAP status Morgon Henderson-Kunz, Governance Committee Chair, reported; They have been working on LEAP the past several weeks. The committee has reached out to Board members as needed and will continue to do so. The deadline is March 28 he feels the committee is on track to have all updates completed on time. He will update the Board at the March meeting.
- Coaches Survey/Swimposium The Coaches Representatives sent out a coach survey in early February. See report submitted.
 - The survey went out to 624 unique emails, 98 coaches responded.
 - Most coaches reported they have been able to coach in a meet, only 12% have not.
 - 53% of those who responded said they can broadcast meets.
 - Most coaches indicated they are interested in a Swimposium, and a wide array of topics are of interest.
 - It is good to see where we are and where the coaches are looking to be going forward, both Coach Reps felt this was a good first step and plan to reach out again to the coaches.
 - Other ideas to engage coaches: a coach's newsletter, social media for coaches, monthly coaches calls/discussions.
- Webmaster report There was concern about a statement in the submitted report about another LSC's website.
 - Although the Webmaster stands by the statement reported to him by a member of the referenced LSC, he agreed to resubmit an updated Webmaster report that does not name that LSC.
- Next Scheduled Meeting: March 15
- The meeting was adjourned at 8:24 PM.



Notes from the USA Swimming Board Meeting - February 5

The USA Swimming Board voted to delay implementation of the FLEX Membership changes until the 2023 Registration Year (beginning September 2022). The current (original) FLEX membership rules will remain in effect for this season and the 2022 Registration Year.

USA Swimming staff members presented some statistics about the return to competition. In comparison with January 2020, there were about 60% as many meets in January 2021. The average number of participants per meet was half as many as the previous year, and the average number of splashes per meet was less than half as many as the previous year. This data tracks with the sizes of the competitions we have been able to hold in PVS.

	January 2020	January 2021
Sanctioned Meets	698	423
SCs conducting meets	59	44
Avg # of Teams/Meet	9	5
Avg # of Swimmers/Meet	280	142
Avg # of Splashes/Meet	1394	642
Avg Age of Swimmers/Meet	12.0	12.7

Approximately half of the registered athletes in USA Swimming have competed in a meet. It was also noted that the younger athletes have had fewer opportunities to compete. A significant fact was presented that 12 LSCs have not been able to hold a sanctioned meet since Thanksgiving.

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



Notes from the LSC Leaders Meeting - February 11

Governance - USA Swimming is working on bringing their governance structure into compliance with the new requirements imposed by the USOPC to remain a National Governing Body (NGB). They have created task forces to work on various aspects of these required changes. One of the most significant changes required is to have 33-1/3 % athlete representation on the Board, House of Delegates and Committees.

It is anticipated that these mandated governance changes will be migrated down to the LSCs through updated mandatory bylaws changes.

Coach Certifications - USA Swimming staff said an announcement will be coming out next week about extensions of certain coach certifications, specifically those requiring in-person attendance (e.g. Safety Training for Swim Coaches - In-Water). The extension will last until this coming summer. Certifications not extended will be those not requiring in-person attendance (e.g. Safety Training for Swim Coaches - Online). It was suggested that any coaches that can update their certifications should do so to avoid a rush this summer.

Athletes - The Chair of the Athletes Executive Committee (AEC) described a mentorship program to help LSC Athlete Representatives. And, she described a monthly workshop series for athlete representatives. This information is being shared to the LSC Athlete Representatives through the Zone Athlete Representatives. More information about these program is available at: https://usasathleteresources.weebly.com/mentorship.html

Zone Workshop - The 2012 Zone Workshop will be held April 30-May 1. It will be an all-virtual program with tracks in many different areas. During the week prior to the workshop, many USA-S committees will be holding open committee meetings. Information and registration links should be out the first week of March.

Convention - The USA Swimming Convention is tentatively scheduled for September 23-25, 2021. No additional information is available at this time.

Olympic Games - The National Team Director, Lindsay Mintenko said plans are continuing to send a US team to Tokyo for the Olympic Games. Exactly what that experience will look like and the logistics are all to be determined.

PVS Mission Statement

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



18&U Championships - USA Swimming has announced an 18&U Virtual Spring Championship running from March 2-28. This is very much like the 18&U Winter Championship run in December with all qualifying results from that time period being eligible. The qualifying times are the same as the meet in December. The major differences are: (a) there will be no individual awards, and (b) there will be two lists, one for SCY and one for LCM. Information is on the <u>USA Swimming website</u>.

Rulebooks - The USA Swimming 2021 Rulebook is now available on the <u>USA Swimming website</u>. The rulebook **WILL NOT** be mailed to all registered officials this year. If anyone wishes to purchase a paper copy, they can do so at <u>SwimOutlet.com</u>.

Other Notes from the General Chair

LEAP - Members of the PVS Governance Committee and I met on January 19 with Jane Grosser, the USA Swimming staff member running the LEAP program. Jane showed us the new user Leap submission interface and described various aspects of the program. PVS is in the first group of LSCs required to complete this new LEAP process by March 31 and the Governance Committee is taking the lead on it.

M-NCPPC - I've been continuing my dialog with managers in the Maryland-National Capital Park & Planning Commission, which is responsible for athletic facilities in Prince George's County. Some of the areas that are being considered are allowing more than two teams to practice simultaneously at a facility (subject to facility capacity limits) and potential small swimming competitions at Fairland and the Prince George's Sports & Learning Complex.

Swimming & COVID-19 - USA Swimming held a webinar on February 4 that included a Public Health expert from Johns Hopkins and the Chief of the "Healthing Swimming Program" at the Centers for Disease Control (CDC). There was very encouraging news about how safe swimming has been during the pandemic due to the protocols put in place. A <u>recording of the webinar</u> is available. I encourage all that did not attend to watch the recording.

Diversity, Equity & Inclusion (DEI) - The PVS DEI Chair, Rob Green was a member of a USA Swimming panel discussing DEI issues. The panel was held on January 30 and a <u>recording of the session</u> is available.

PVS Mission Statement

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



USA Swimming Community Impact Grant - USA Swimming and the USA Swimming Foundation is awarding a first round of 12 Community Impact Grants to clubs in support of their DEI efforts. PVS club, Elite Rays Swim Club (ERSC) will be the recipient of one of these \$5,000 grants.

Stay safe! Stay healthy! Socially Distance! Wash your hands frequently! And, wear your mask!

Tim Husson General Chair <u>GeneralChair@pvswim.org</u>

PVS Mission Statement

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

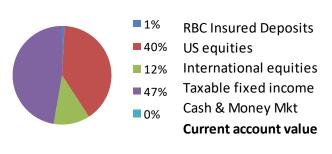


Potomac Valley Swimming Finance Report as of 31-Jan-2021

Financial Performance

Our investment portfolio continues to exceed our investment target, up over 17% for the year. Overall performance for the first month of 2021 remains positive in part due to the rollout of the COVID vaccine. The following provides a summary level view of the allocation and performance of our assets as well as YOY comparative results vs 31-Jan-2020.

As of 31 Jan 2021 ASSET ALLOCATION SUMMARY



C	URRENT	% of
	VALUE	Portfolio
\$	3,310	1%
\$	163,538	40%
\$	48,474	12%
\$	192,974	47%
\$	79	0%
\$	408,375	100%

Investment Objective - Balanced Growth Risk Tolerance - Low Risk

Our General Operating Account (GOA), Restricted Operating Account (ROA) and Special Accounts remain within the Wells Fargo Banking Institution.

Budget Performance

We are five months into our <u>2020-2021</u> season and although we are reflecting a positive Net Income, I expect the surplus to be diminishing by end of March/April timeframe due to PVS expenses related to the upcoming short course championship meets, the relief refund checks issued to eligible PVS clubs, and other expenses.

Presently, our premium athlete registration income is 18% less than where we expected to be relative to this time last year. This is driven by fewer meets, re-registration for 2021 of approximately 76% of our clubs, as well as continuing impacts resulting from COVID concerns. Flex registrations are up and associated income currently exceeds budget by greater than 45%. All budget categories continue to be monitored for reductions as well as opportunities to mitigate variable expenses.



Potomac Valley Swimming Finance Report as of 31-Jan-2021

Audit

 The 990 for PVS was e-filed with the IRS and the Audit and 990 were provided to USA Swimming per our LSC Affiliate agreement.

PVS' Club Relief Program - Phase II

- **The PVS Board approved registration relief refund** was launched in January and 50% of the PVS portion of paid athlete registrations as of 31-Jan-2021, was refunded to clubs who were registered and in good standing. Checks were issued and mailed on 9-Feb-2021. We will continue this same process and close refunds as of 31-Mar-2021.
- **The Grant Process Phase II** will be launched in late February and close in March with distributions planned for late March/early April.

Second Draw PPP Loan and Forgiveness Application

- PPP Loan Forgiveness Application We continue to await for the posting of the Loan Forgiveness Application for our first round of PPP relief. I have requested a status update from Wells Fargo management and they have stated that Wells Fargo is delaying posting their Loan Forgiveness application as they believe there will be additional forgiveness threshold changed with the new Administration. Once the forgiveness application is available, we will complete the SBA 3508/3508EZ form.
- Second Draw PPP Loan PVS submitted an application through Wells Fargo for a second round of Paycheck Payroll Protection. We met the necessary eligibility requirements and were approved 5-Feb and funds were direct deposited into our Wells Fargo Account on 8-Feb.
- Intuit ACH Fee Increase Intuit has responded stating that PVS should be exempt from the ACH processing charge increase since we are a non-profit 501c3 firm. Final confirmation of this is needed from the Merchant Processing Center. We are targeting resolution by mid-March.

Insurance Policy & Document Storage / Retention

- The Annual Insurance Policy was renewed.
- Conducted a site visit of the Dunn Loring storage facility and reviewed all PVS documents to assess their retention per Federal, state, and local laws and regulations. We boxed for shredding those documents that exceeded their retention periods and



Potomac Valley Swimming Finance Report as of 31-Jan-2021

not necessary for the conduct and effective operation of the LSC. A third party vendor was secured and documents were shredded onsite and removed.

Finance Committee

 The Finance Committee met with our PVS Investment Advisor to review and discuss the Investment portfolio's end of year performance. Additionally, the Finance Committee reviewed the third party audit of PVS for period ending August 2020 documents as well as the 990 submitted to IRS.

Respectfully submitted,

Edeolket

Ellen Colket Vice Chair Finance Potomac Valley Swimming 13-Feb-2021

Operations Division Report PVS February 2021 Board Meeting

<u>EQUIPMENT</u>

- The PVS Equipment manager repaired a 2-line scoreboard that had been inoperable for quite a long time. The cost of the repair was \$317.70. The cost of a new scoreboard is \$2400.
- All of the equipment rented for the high school championship meets worked well with the exception of a CTS6 which has an issue with the scoreboard port. This unit will be sent back to Colorado Time Systems at some point this summer for repair.

TECHNICAL

• As of 2/12/2021 The Technical Committee has reviewed 73 meet announcements in addition to the upcoming PVS-sponsored WAVE meets. The review process has been challenging due to the addition of new facilities and the changing occupancy limits/protocols at several venues.

Carolyn Kotarski Operations Vice Chair



Webmaster's Report February 2021 Board Meeting

Website Transition to TeamUnify - Status Update

The LEAP process, which USA Swimming requires Potomac Valley Swimming to complete by the end of March 2021, requires many links to documents on the LSC website. So, instead of trying to transition the website and break links that have been submitted for LEAP, we will put the transition on temporary hold and maintain the current website through the end of this LEAP process.

In a discussion with a board member from another LSC, I learned that they lost some content when they transitioned to TeamUnify. This transition is going to be a long process in Potomac Valley Swimming. We have a lot of good, historical content that we do not want to lose.

Tim Husson Webmaster webmaster@pvswim.org

PVS Mission Statement

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

Caroline DeLuca and Alexandra LaDuca

Proposed Changes to Mission and Vision Statements

Hello everyone! Alexandra and I are athlete representatives for the PVS Governance Committee. As a part of PVS' LEAP certification renewal, the Governance Committee evaluated our LSC's mission and vision statements. In meeting with our committee as well as with the Athletes Committee, we found a few places for improvement and drafted changes to these statements. The original statements can be found at the bottom of the PVS website.

Mission Statement

<u>Original</u>: PVS supports and promotes excellence for all through competition, education, innovation and leadership.

<u>Proposal</u>: PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.

<u>Reason for the proposal</u>: The Athletes Committee discussed the definition of a mission statement as something an organization seeks to do every day. Many athletes had difficulty understanding how PVS promotes innovation and felt the term seemed out of place. The Governance Committee understood the term 'innovation' to refer to PVS as an innovator by leading the rest of the country as an LSC. However, the athletes suggested the mission statement should emphasize the values promoted by other PVS committees such as safety, diversity, and inclusion.

Vision Statement

Original: PVS: Leadership and excellence in and out of the pool.

<u>Proposal</u>: PVS aims to achieve excellence in and out of the pool as a diverse community grounded in a shared love of competitive swimming.

<u>Reason for the proposal</u>: As a committee, the athletes defined a vision statement to be a goal to which an organization strives to achieve one day. The athletes wanted to highlight PVS' strong sense of community in the vision statement. We believe it is important to highlight our goals and values of diversity and inclusion as well as sportsmanship.

To: Board for Potomac Valley Swimming From: Coaches Representatives Reid Owen and Trish Buswell Date: 2/14/2021 Subject: Result from Coaches Survey

On February 3rd a flash mail was sent to all coaches with a survey to determine the needs of the coaches in Potomac Valley as we go through an extraordinary year. Hopefully these results will assist the board in meeting the needs of the coaches and help the Potomac Valley Swimming board as we prepare to host a Swimposium this summer. 98 individual responses were received which is a response rate of

_____. The survey was split into 3 sections covering meets, Swimposium topics, and how coaches have been affected over the past year. Below is a summary of the responses.

Meets

12.2% of coaches responding have yet to coach at a meet this season, and only 18.4% have been able to do a prelims-finals meet (multiple answers could be submitted). The largest percentage was a timed-finals meet where 55.1% of coaches responded that they had competed. 42.9% and 23.5% reported having swum in an intra-squad meet sanctioned and unsanctioned respectively.

As far as limitations on having a meet the largest result was lack of officials at 44.9% and limited volunteers at 23.2%, while a lack of timing equipment, swimmers, and a venue each came back under 10%.

When it comes to broadcasting meets to families who cannot attend, 53.3% of reporting coaches said they had done this successfully. 32.2% have had some issues with their video systems, and 15.6% have not been broadcasting their meets.

Swimposium Topics

Nine options were given as options for Swimposium topics with multiple answers being acceptable. These are the results from highest to lowest percent.

Practice strategies in a pandemic	55.6%
Team building in a pandemic	50%
Stroke development at each skill level	47.8%
Mental health in a pandemic	43.3%
Season planning	38.9%
Stroke workshops	34.4%
Goal setting and visualization	26.7%
How to host a meet	18.9%
Team communication in a pandemic	17.8%

About PVS Coaches

40.8% of reporting coaches said they are full-time swim coaches while 56.1% are part-time with a few coaches reporting as volunteers or in training. 81.6% of coaches reported that they work with age-group level swimmers, 58.2% reported working with high school level athletes, and only 15.3 work with a learn

to swim program (multiple answers were acceptable). There were several other options with 1 or 2 coaches reporting such as professional or masters.

The pandemic's effect on our regular practice schedules seems to be diminishing with only 1 coach reporting that they hadn't been able to get in the water at all, 33.7% are still on a modified schedule, and 65.3% are on their regular schedule. When asked what restrictions were most limiting time in the water, most coaches gave responses regarding the numbers of swimmers per lane or in their facility.

The pandemic has affected both personal and professional lives of our coaches. The largest impacts on professional lives as reported are decreased registrations 50%, income 42.7%, communication with athletes 31.7%, and difficulty with certifications at 8.5%. The largest impacts on personal lives as reported are decreased social life at 58.9%, mental health issues at 52.2%, finances 37.8%, family obligations 23.3%, and childcare 11.1%.

We asked for suggestions on other topics with limited responses. Most coaches seem happy with the board at this point. Two suggestions that were mentioned more that once are a later start to board meetings so more coaches can join and increased opportunities for coaches to communicate and share ideas.

Summary

While none of the responses were particularly unexpected, hopefully this survey gives the board a good snapshoot of where our coaches are as of mid-February. The suggestions regarding the Swimposium are straight forward and should provide us with the ability to give the coaches information they want to learn about. If there is any follow up that the board would like, let us know.

Reid Owen reid.owen@gmail.com (919) 672-6741

Trish Buswell trishbuswell@gmail.com (703) 822-3479