

**Potomac Valley Swimming  
Board of Directors Meeting  
March 28, 2022  
Zoom, 7:00 pm**

- Attendance – Voting members: Tim Husson, Bob Walker, JD Foster, Carolyn Kotarski, Erik Collins, Evan Stiles, Trish Buswell, Jessica Mack-Fry, Sophie Elliot, JP Vanderloo, Samantha Gilbert. Non-voting members: Kurt Thiel, Tom Ugast, Kim Bullers, Kelly Rowell, Greg York, Christine Haslem
- Roll Call to establish quorum – There are a sufficient number of voting members in attendance to conduct formal business.
- Mission Statement – **PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.**
  - Tonight’s focus is leadership as we prepare for the House of Delegates on April 10.
- Consent Agenda: **Approval of Submitted Reports and Minutes from the February Meeting, approved.**
  - Finance Report
  - Operations Report
- Additional Agenda Items & Approval of Agenda – **Motion to approve the agenda as submitted, seconded and approved.**
- Open Water Event update – Kurt Thiel asked Christine Haslem to provide an update on the Open Water Event plans for May.
  - Christine Haslem, from OCCS, reported that the Open Water event planned for May in the Montclair neighborhood will not be a USA Swimming sanctioned event, so there is no additional assistance from PVS needed. She is hoping that the upcoming event at Smith Mountain Lake will be sanctioned.
  - She will be heading to Open Water Nationals in Florida in April. PVS also has an official attending the Open Water Workshop as part of Open Water Nationals.
- Athlete Update – Sophie Elliot reported:
  - The athletes are currently working on an Athlete Survival guide, outlining how PVS works and will share it with other athletes when they join various PVS committees. This document will help guide them and answer questions as to who to talk to for various topics.
  - They are also working on a Diversity, Equity & Inclusion (DEI) Tool Kit. They hope PVS will be the first LSC to roll it out. They will present more information as it comes available.
- Registration Update – Tim Husson reported
  - PVS athlete registration is currently within about 4% of the 2019-2020 season. This is better than we expected during this recovery year and that our future looks good.
  - Kelly Rowell, PVS Officials Chair, reported on Official’s registration:
    - As of March 10, there 375 registered and certified officials. Looking at the number who are also registered but have not completed their certification, she expects we will end the season with close to 400 Officials, which is better than anticipated. It was noted that these numbers are not where PVS need to be yet, but we are getting there.
- Championship Meet Reviews –
  - Championship meets – Tim Husson reported:

- Spectators were allowed at the last minute. Parents were happy to be able to see their athletes swim in person, however, it resulted in fewer volunteers than the previous few meets.
- At Senior Champs, there were quite a few scratches from finals. Our Technical Planning subcommittee will take a look at this and how it impacts meets and how we should proceed at Championship meets going forward. We will also want to discuss how PVS Champ meets will best serve our athletes going forward. For many swimmers PVS Champs meets are not their season ending meets.
- JO's was slightly smaller than in recent years, but it is probably about the right size for this year in terms of deck crowding, timelines, etc.
- Budget Approval – JD Foster presented the proposed budget. The Board will review and once approved it will be presented to the HOD on April 10.
  - Next year's budget will begin with this year's actuals and projections. Our athlete registration numbers are slightly higher than we had expected.
  - We will start the change in our accounting procedures this year, which means that some net income will be pushed into next year. This first year it will appear a little "off" due to the transitioning but will even out in the next year or two.
  - Our expenses are about where we expected.
  - There is a projected \$12,000 operating deficit on roughly \$1M of income. We should end the year in good shape.
  - JD did add \$5,000 for conferences, per the General Chair's suggestion as well as a \$10,000 line item for the Athlete Mental Health Program. The rest of the programs and budget line items remain the same as in the past.
  - The Reserve Ratio looks to be hovering around the 80% range, which is right where we expect it to be.
  - **Motion to approve the 2022-2023 Budget as proposed and prepared, to present to HOD, seconded and approved.**
    - JD was thanked for his hard work and for making the budget easy for everyone to understand.
- HOD Planning – 5:00 pm on Sunday, April 10
  - The Meeting will be in person at Stone Ridge School in Bethesda, Maryland
    - There will be plenty of space for all to attend in the cafeteria.
    - Will the meeting be livestreamed? At this time, live streaming has not been planned. If added, it will be for participation, but voting will still be in person.
  - Elections: The nomination request has been sent out by the Governance Committee, as well as reminder. We are still looking for a few candidates.
    - Except for Operations Vice-Chair, all positions have incumbents that are eligible to run again.
  - Reports: Please prepare your end of year reports, all board members are asked to submit a written report and then during the meeting the highlights can be presented. Please email your reports to Tim for posting on the website no later than April 6.
- Technical Planning Subcommittee – There is still a need for meet hosts for the LC Distance (Fairland on June 11-12) and the 13 & Over Champ meet (UMD on July 21-24). We have two hosts for each of the LC Open meets, we will likely keep the meet at 2 sites for this year.
- USA Swimming Spring Workshop – Good group going to these meetings from PVS. We should have good information to bring back to the next Board Meeting.
- Marshal Training – It was reported that USA Swimming is still working on the certification training and information.

- There was a discussion regarding the importance and the difficulties of having marshals at our meets. It was suggested that we establish a “head marshal” to help relieve the pressure from Meet Referees. It was also noted that paid security may be needed at some of our larger venues/championship meets. There is a difference between marshaling on the deck and marshaling the spectators (making sure they are following the facility rules).
- Jr. Coaches Representative – Trish Buswell reported there are 2 coaches interested and we will get the ballot sent out later this week.
- Next Scheduled Meeting: April 25, 2022
- The meeting was adjourned at 8:30 PM



## Potomac Valley Swimming Finance Report

### PVS 2022-2023 Budget and Discussion

- 1) The 2021-2022 budget was developed under vastly greater uncertainty than normal, for obvious reasons. The proposed budget was also developed under exceptional uncertainty, though less so. Extra caution remains warranted. The budget and associated cash flow and reserve ratio analysis are attached.
- 2) The proposed budget assumes essentially pre-pandemic operations regarding registrations, swim meets, etc. Otherwise, it continues previous policies and practices, with three exceptions:
  - a. A \$5,000 increase in the budget for conferences, as requested by the General Chair.
  - b. A new program labeled “Athlete Wellness” is included to focus on athlete mental health, with a budget of \$10,000.
  - c. Adjustments to revenues reflect a recommended change in accounting practices, reducing reported current year revenues by \$65,223 and next year revenues by \$4,500. These adjustments only affect the timing of income recognition, not PVS cash flow or viability.
- 3) USA Swimming may announce a new policy regarding registering Marshalls with associated fee. The particulars are unknown, as is how PVS would respond viz-a-viz club support. Thus, this new policy is not reflected in the budget, but the Board and the House of Delegates should be aware the Board may adopt a related policy with budgetary consequences during the year.
- 4) Regarding income for the current year:
  - a. Projected registrations significantly exceed what was anticipated in the budget;
  - b. PVS meet income essentially matches the budget;
  - c. Splash fee income somewhat exceeds budget;
  - d. The projected miscellaneous income item reflects SBA forgiving of the second PPP loan;
  - e. The current net combined capital loss reflects circumstances as of the end of February and will likely change by the end of year.
- 5) Regarding expenses for the current year, variances from budget appear within normal ranges.
- 6) On net, the projections for the current year show a net operating deficit of just over \$12,000 on gross revenue of about \$1 million. This result compares to a budgeted net operating deficit of over \$24,000 on revenues of just under \$1 million.
- 7) The coming year’s budget shows a net operating surplus of about \$27,000 on revenues of nearly \$1.2 million.

- 8) The reserve ratio indicates an organization's financial strength by showing total cash and cash-equivalent assets compared to typical annual expenses. According to PVS Policies and Procedures, the PVS reserve ratio should fall between 60% and 100%. The reserve ratio projected for the current year is 84% and for next year is 78%.

Respectfully submitted,

J.D. Foster  
Vice Chair Finance  
Potomac Valley Swimming  
March 22, 2022

| Ordinary Income/Expense    | December        | YTD             |
|----------------------------|-----------------|-----------------|
| Income                     | 2021            |                 |
| Registration Income        |                 |                 |
| Athletes Registration      | 170,474         | 994,724         |
| USA Swimming               | <u>-120,006</u> | <u>-694,096</u> |
| Total Athletes             | 50,468          | 300,028         |
| Non-Athletes Registration  | 9,174           | 36,828          |
| USA Swimming               | <u>-9,174</u>   | <u>-36,432</u>  |
| Total Non-Athletes         | 0               | 396             |
| Clubs Registration         | 2,600           | 3,000           |
| USA Swimming               | <u>-1,860</u>   | <u>-2,170</u>   |
| Total Clubs                | 780             | 930             |
| Carried into Next FY       | -15,870         | -79,526         |
| Carried from Past FY       | <u>0</u>        | <u>27,777</u>   |
| Total Registration Income  | 35,708          | 249,605         |
| PVS Meets                  |                 |                 |
| Meet Entry Income          | 0               | 108,845         |
| Athlete Surcharge          | <u>0</u>        | <u>24,215</u>   |
| Total Meet Income          | 0               | 132,975         |
| Splash Fees                | 20,147          | 48,040          |
| Investment Income          | 313             | 1,851           |
| Cap Gain/Loss (Unrealized) | 5,930           | -1,594          |
| Other Income               | <u>27,050</u>   | <u>33,393</u>   |
| <b>Total Income</b>        | <b>90,148</b>   | <b>464,270</b>  |

|                            | <b>December<br/>2021</b> | <b>YTD</b>     |
|----------------------------|--------------------------|----------------|
| <b>Expense</b>             |                          |                |
| PVS Meets                  |                          |                |
| Meet Management            | 0                        | 25,036         |
| Pool Rentals               | 0                        | 57,378         |
| Hospitality                | 0                        | 7,916          |
| Other                      | <u>0</u>                 | <u>5,837</u>   |
| Total PVS Meets            | 0                        | 96,166         |
| Officials Support          | 16,094                   | 16,518         |
| Athletes Assistance        | 21,700                   | 21,700         |
| Employees' Salaries        | 7,833                    | 37,904         |
| Payroll Taxes              | 599                      | 2,890          |
| Miscellaneous Expenses     | <u>7,335</u>             | <u>22,840</u>  |
| <b>Total Expense</b>       | <b>53,694</b>            | <b>198,028</b> |
| <b>Net Ordinary Income</b> | <b>36,454</b>            | <b>266,242</b> |

**Assets****Through December 2021**

## Current Assets

Operating Funds 784,540

RBC Account 442,147

Total Checking/Investment 1,226,687

Accounts Receivable 189,642

Other Current Assets 1,080Total Current Assets **1,417,409****Liabilities**

## Accounts Payable

USA Swimming 140,703

Other 21,700

Total 164,403

Credit Cards 24,787

Pre-Paid Registration Fees 79,526

Total Current Liabilities **268,716****Equity**

Opening Balance 806,574

Unrestricted Net Assets 75,877

Net Income 266,242Total Equity **1,148,693****Total Liabilities and Equity 1,417,409**



## Operations Division Report PVS March 2022 Board Meeting

### TECHNICAL

- Sanction Requests:
  - As of 3/24/2022, 86 Club Sponsored meets have been submitted for sanction.
  - 59% of those were not submitted within 30 days prior to the entry deadline required by the PVS Policies and Procedures.

### EQUIPMENT

- An update to the equipment inventory is planned.
  - Non- functioning equipment will be removed from the inventory.
  - It is anticipated that 5 touchpads will be sent to Colorado Times Systems to be refurbished.

Carolyn Kotarski  
Operations Vice Chair