



Board of Directors Meeting
September 19, 2023
Overlee Community Center
6030 Lee Highway, Arlington, VA 22005
Dinner @ 6:00/Brainstorming @ 6:30/Business Meeting @ 7:00 PM

- Attendance – Cherlynn Venit, Trish Buswell, Ellen Colket, Tom Ugast, Aaron Dean, Erik Collins, Nicole Erickson Andrew Koons, Barb Ship, Harper Freeman, Nicole Zhang, Samantha Gilbert. Non-voting members: Kim Bullers, Paris Jacobs. Zoom participants: Kate Johnson, Tim Husson, Jorge Zamora, Cliff Gordon and Kelly Rowell.
- Call Meeting to Order: Meeting was called to order by General Chair, Cherlynn Venit at 7:01 pm.
- Introductions/Roll Call to establish Quorum – There are a sufficient number of voting members present to conduct business.
- Board Orientation – General Chair, Cherlynn Venit presented:
 - Purpose of Board Meetings: The Board will work together to regularly communicate, plan, strategize and make decisions regarding the running of PVS.
 - [Conflict of Interest Form](#) – Each year, all board members, Committee Chairs and employees must read and sign a Conflict of Interest Statement. Admin Vice-Chair, Trish Buswell will be collecting all forms.
 - [MAAPP Communication Reminders](#) – The MAAPP Communication policies were reviewed, be sure to read. Some of the important details are:
 - If an adult member is communicating with a single athlete there must be another coach or a parent/guardian on the communication, to include text or email.
 - When an adult member is speaking with a minor athlete on the phone, at least one additional adult must also be on the call.
 - LSC communications are only permitted to be sent between the hours of 5 am and 9 pm.
 - [PVS By-laws](#) - Please read and review the PVS By-laws.
 - [PVS Policies & Procedures \(P&P\)](#) - All Board members are asked to review the current P&P, especially the sections pertaining to them. The Admin-Vice Chair and Service Manager will be tasked with implementing all the items that have been changed in the last couple of years. Please pass on anything you see that needs to be updated.
 - PVS Organization Structure – Cherlynn shared an organizational chart to show how she understands what PVS looks like right now. As we proceed through the

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year, we will tweak and adjust. It is important that we all know who is doing what and who to go to when they need something.

- Division/Committee member listing updates – All Committee Chairs have been asked to send in the list of Committee members. Additionally, all committee members should be contacted to ensure correct contact information is on record and to set up initial meetings. All committees must include at least one athlete. There are a number of athletes who are looking for Committee placement, contact the Athlete Reps if your committee is in need of an athlete.
- BOD Meeting Schedule/Format – There was a brief discussion regarding the Board Meeting and HOD schedule for the year.
 - Board Meetings will be on the 3rd Tuesday of each month, with the exception of December, May and August.
 - Meetings will be in-person in September, January and April. The rest will be Zoom meetings.
 - **Motion to hold the PVS Annual House of Delegates meeting in early May, seconded and approved.**
 - According to Beth Winkowski there are no workshops or meetings in early May.
 - **Motion to host the annual House of Delegates for Tuesday, May 14, seconded and approved.**
 - Greg York will inquire if River Falls, in Maryland, is available. If River Fall is not available, the meeting will be moved to Overlee Community Center.
- Legislation Proposal Format – Cherlynn will create a template for P&P change submissions.
- Position/Committee Responsibilities/Due Dates/Intermediate Goals & Due Dates – All Board members are asked to read through P&P and ensure they know and understand their positions and responsibilities. Please send your list of goals and a calendar of tasks and special projects should be sent to her.
- Board Training Needs – With all the technology and various programs used, we can look into training. Please let Cherlynn know if you need help.
 - G-Suite, Election Buddy, Email me forms, etc.
 - Google Drives and all emails
- Consent Agendas – In order to expedite the meeting, we will put together a Consent Agenda. In order to do so, all Chair/Committee reports must be submitted early enough for all members to review prior to the meeting. Then we can vote to accept them as a block. However, if there are specific items to discuss, they can be pulled for discussion.
 - Reports due the Tuesday prior to the Board meeting, combined and sent back out by Thursday.

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- A template will be created and sent to board members. All reports to be sent to Terri and uploaded to Google Drive to be combined.
 - Meetings (when, who, what, what next, action items, legislation proposals)
 - PVS Roadmap (Calendar, Goals, Ideas)
 - 2023-2024 Financials/Budget Review (Budget v Actual, Balance Sheet, Profit & Loss Statement)
- [Consent Agenda](#): pull any for discussion.
 - **Motion to approve the Consent Agenda for the September 2023 PVS Board Meeting as presented, seconded and approved.**
- Additional Agenda Items & Approval of the Agenda – Nothing additional to add.
 - **Motion to approve the agenda for the September 2023 PVS Board Meeting as presented, seconded and approved.**
- Administrative Update
 - Office - Coach/Official/Athlete designation per team – In order to effectively communicate, we are looking to update all contact lists. A Google form will be sent out to clubs prior to CCM in early October to collect the needed contacts.
 - P & P Clean-up (June 2020-August 2023) – Tom Ugast will assist Trish with the P&P updates. Board members will be responsible for their own sections. Each member will get a P&P document and track changes and then will be merged.
 - Swims 3.0 Updates – Kelly Rowell Reported
 - She is still working to confirm the final number of athletes from the 2022-2023 season. The report function has been updated and some features are still not working properly, the best estimate at this time is between 12,900 and 13,078 athletes.
 - 2024 registrations have started coming in. SWIMS is struggling to keep up with demands. Currently there are just over 2000 athletes registered for 2024, about half are new.
 - There are currently 167 non athletes registered.
 - Updates to Clubs: Ailynn Park has changed their name to APEX Aquatic Club. Elite Aquatics is no longer active. Lynne Gerlach from MSSC has retired, two of her assistant coaches have rebranded the club as Suburban Aquatics (SA).
 - Bulk renewal update, 10 clubs opted in for athlete bulk renewal and 7 clubs opted in for bulk renewal for non-athletes. There are still a couple hiccups to work out.
 - Remember renewals do not need to be done until December.
 - USA-S LSC Leaders Call – September 14 – Cherlynn and Trish attended this monthly meeting. They will continue to attend and report back.

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- Website Update Procedures – Tim will continue to update the website. For any content or updates to “your” page send it to Tim. There are specific pages for Officials, Coaches and Athletes. Please work to keep information up to date on these pages.
- Action Items/Motions (Cherlynn)
 - LC Zone Manager Appointment – It is the responsibility of the Age Group Chair to appoint the Zone Team Coordinator for the Summer LC Zone Team.
 - Proposal: in looking at P&P, there are a few changes needed regarding appointment of the Zone Team Coordinator.
 - The current wording in P&P refers to the “Zone Team Manager”. It is proposed to change the title to “Zone Team Coordinator” to be consistent with other wording.
 - **Motion to approve the change the wording change from “manager” to “coordinator”, seconded and approved.**
 - Currently there is no timeline for appointing the Zone Team Coordinator.
 - Proposed new wording: “The PVS Age Group Chairperson, in concurrence with the PVS Senior Chairperson and the PVS Senior Coaches Rep will appoint a Zone Team Coordinator, no earlier than August 15, but no later than September 15 for the following summer’s EZAG Zone Championship Meet....
 - **Motion to approve the P&P word changes for the appointment of Zone Team Coordinator, as presented with accepted amendment, seconded and approved.**
 - Why a back-end date? Concerned that a narrow date range could tie hands.
 - Amendment: **Motion to accept the amendment to remove “but no later than September 15” and add that the Board will approve at the “immediate next BOD meeting, seconded and approved.**
- Old Business
 - Governance Committee – LEAP update
 - Paris did a presentation on what is needed to complete LEAP. There are three primary focuses: Governance, Programming and Communication. There are some specific tasks that must be completed and then some sections where five of the ten options must be completed.
 - Help will be needed from various board members to get the various submissions complete. Paris will be reaching out as needed.

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- As a board, we will have to pick which options are to be completed and answer the three questions for each category.
 - Paris will send out the list of tasks so all board members can see what still needs to be completed and where they can help.
- New Business
 - Athlete Project – Athlete Representatives Harper Freeman, Samatha Gilbert and Nicole Zhang presented.
 - They are looking to host a Swim-a-Thon, to help raise funds and volunteer opportunities. The funds would go to help those in the swimming community financially. More specifically, Hawaii swimming, who were devastated by the recent fires. They have looked into having shirts to include a t-shirt design contest, vendors and sponsors to help with the fundraising, possibly food trucks at the event.
 - Advertising on social media will be key.
 - The athletes reported that lane rental is fairly expensive. They are looking to do this at multiple locations throughout PVS. Several clubs stepped forward and offered to donate lanes for this event.
 - They are aiming for the Spring of 2024. Early May might also have some outdoor pool space. They are looking to have the event open to PVS swimmers, Masters and the local Colleges.
 - Next step: Get an adult advisor, set date, work with Finance Chair on how to collect the funds.
 - PVS Newsletter/Social Media Reboot (Coaches/Officials/Parents/Athlete sections) - Cherlynn reported that she is looking to set up a Communication/Social Media Committee and will need to find someone to help us reboot social media. We will look to focus on Facebook and Instagram. It was suggested we link them to the business suite so we can help monitor the content.
 - The Business Suite should include a content calendar for Instagram and Facebook
 - Facebook will primarily reach the parents, while more athletes will pay attention to Instagram.
 - Instead of a monthly Newsletters, looking to publish smaller sections that can be sent out on a rotating basis.
 - Goals/Benchmarks for next month – Email to Cherlynn by the end of the week what you will be doing in the next month.
 - USA Swimming Annual Business Meeting & House of Delegates – Cherlynn, Erik, Aaron, Andrew and Nicole will be voting at the USA Swimming HOD.
 - [Proposed Legislation](#)

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- Paris Jacobs explained the rationale behind the legislation R9. To standardize what it takes to be an Official across the country.
- Currently each LSC has their own interpretation of certifications and the process to become an Official. This new legislation will not affect the upper end certification like N2/N3 Certifications. They are hoping to have a standard to help make it easier for parents to become an Official and retain them.
- LSC will still train and mentor Officials, the standardization will apply to the entry level officiating.
- Upcoming Meetings
 - USA-S
 - PVS Committees – Please send meeting dates to Cherlynn, even if it is just first date.
 - Next Scheduled Board Meeting: Tuesday, October 17 (Zoom). Please submit reports by October 10.
- Congratulations to Ellen Colket who was chosen as a Starter at Olympic Trials and Rich McMillen who will be Team Lead Chief Judge at Trials.
- The meeting was adjourned at 9:34 pm to a closed session
- Closed session

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Consent Agenda

(BOD Meeting 9-19-23)

- 1) [Minutes of July 18, 2023 Meeting](#)
- 2) Committee Reports Received
 - a) [General Chair](#)
 - b) [Administrative Vice Chair](#)
 - c) [Finance Vice Chair](#)
 - d) [Senior and Age Group Vice Chair](#)
 - e) Athletes Representative
 - i) [Meeting Schedule](#)
 - ii) [Athlete Project](#)
 - f) [Officials Representative/Chair](#)
 - g) [DEI Chair](#)
- 3) NO Committee Report
 - a) Operations Vice Chair – none
 - b) Coaches Representative – none
 - c) SafeSport Chair – none