

**Potomac Valley Swimming
Board of Directors Meeting
January 16, 2024
Video Conference**

- Attendance – Voting Members: Cherlynn Venit, Trish Buswell, Ellen Colket, Tom Ugast, Aaron Dean, Erik Collins, Cliff Gordan, Greg York, Nicole Erickson, Andrew Koons, Barb Ship, Smanatha Gilbert, Harper Freeman, Nicole Zhang. Non-voting members: Paris Jacobs, Jim Miller, Kate Johnson, Kim Bullers, Tim Husson, Christine Haslem.
- Call to order – The meeting was called to order at 7:00 pm by General Chair, Cherlynn Venit
- Introductions and Roll Call – There are a sufficient number of voting members in attendance to conduct business.
- [Consent Agenda](#) – pull for discussion – Is there anything else to pull?
 - Open Water
 - **Motion to approve the consent agenda as presented, seconded, and approved.**
- Additional Agenda Items & Approval of Agenda
- Administrative Update
 - USA-S LSC Leaders Call – January 11 – Admin Chair, Trish Buswell presented.
 - USA S will be releasing benchmark data to all LSC. This will allow clubs to see improvement and comparisons to National Averages (not club to club). It will be all through the SWIMS portal. LSC administration can assign permission to the clubs.
 - SWIMS access should be allowed but limited to only certain people in each LSC. However, it is not designed to be limited to just one or two individuals. Suggested positions to have access are, but not limited to: General Chair, Admin Chair, LSC Registrar, Times Coordinator, Officials Chair. The General Chair will be responsible for determining who has access.
 - Jan 31 – LSC Leadership workshop to help LSC leaders with best practices for the board and working committees. Both Cherlynn and Trish will be attending. They will report back to the Board with necessary information.
 - Women in Governance program will begin to host an annual event this fall.
 - Zone Select camps will be combined this year due to Olympic Trials; West and Central will be in Colorado Springs, Eastern and Southern will be at NC State University. The National Diversity camp will be in Indianapolis at Butler University.
 - Data from the National Practice program shows that 36 teams and 999 athletes are participating, compared to 40 teams and 1200 athletes previously.
 - There are several programs available on the USA Swimming website and USA Swim University, Senior Coaching Network, 10 & U Coaching Network. There is club leadership and business management school 201 being offered on February 3.
 - Financial Statement – Ellen Colket reported.
 - The Form 990 and Accounting Review were sent in the consent agenda and will be posted on the website.
 - The financial statements should not be part of the consent agenda, they are seen and discussed at each meeting.

- The accounting review - Ellen reported that PVS is in compliance with GAAP (Generally Accepted Accounting Principles) . We will have an Audit this year. Form 990 was e-filed on 1/15/24, and the IRS responded that it has been received.
 - 88% of our registration income has been booked for the year as well as 52% of our overall budgeted income. As for the expense side, we have approximately 22% on the books. Expenses always trail the income for our operations. We will start to see more expenses as we move into the spring, with SC Champs and Zones, Athlete/Official Travel. Financially we are in a good place.
 - Ellen requested that all account holders please review your budget and what you were planning to spend the rest of this season. Be mindful, if the money is not spent, that may result in changes to next season's budget. We will begin 2025 budget discussions at the February Board Meeting.
- Action Items/Motions-
 - LC Champs Meet Locations – At CCM there was a discussion on finding facilities for all LC Championship meets that have warm up and cool down space. Tom Ugast has been in touch with the Jeff Rouse Swim center, and it is available for this summer's LC meets. This will require a change to our current schedule.
 - The LC Championship meet schedule will be LC Open Champs, July 11-14 at UMD (no change), 12 & Under LC Champs at UMD on July 18-20 (both date and location change) and 13 & Over LC Champs on July 18-20 at Jeff Rouse Swim Center (location change).
 - CCM was unanimously positive about making this change.
 - P&P Proposed Changes –
 - In terms of size of the meet and to advocate to get kids back for finals. Changing the P&P on the exact times on the start of the meet. The Proposal will give the Sr. Chair and Meet Director more flexibility when setting the start times.
 - **Motion to approve the change in P&P regarding the change of start times (see CCM), seconded and withdrawn.**
 - CCM was unanimous on the start time change in P&P for Champs.
 - There was a discussion as to how to best word the change, focusing on keeping the wording of the policy open-ended enough to give the needed flexibility to the Sr. Chair, Meet Director and Meet Referee.
 - **Motion to change P&P on Championship start time to, based on the meet size, the Senior Championship meet sessions should allow for a minimum of two hours between the finish of prelims and the start of finals warm up except on Sunday (or other dates with the distance events). The Senior Chair along with the meet director will determine the start times based on the anticipated meet size and may adjust if needed after entries are submitted in conjunction with the meet host and meet referee, seconded, and approved.**
 - 2024-2025 Meet Schedule
 - **Motion to approve the 2024-2025 club meet schedule as endorsed by the CCM, Seconded, and approved.**
 - There was a discussion on the number of meets on the schedule.
 - There seems to be a number of new meets for the 2024-2025 season.

- It is difficult to identify the new meets since there are a number of dual/tri/intrasquad meets each year. Additionally, there are some that are not included in the meet schedule that is presented.
 - Terri will work to create a list from the past couple of years so we can compare year to year more accurately.
 - One major concern is the number of meets on any given weekend and how they can be adequately staffed with Meet Referees and Officials.
- Open Water LSC/Team Financial Breakout – PVS is interested in getting Open Water events back in our LSC. Currently there is a club planning an OW event in May. They are open to taking full financial responsibility, even if it means a loss. However, since PVS has a budget line item for Open Water, the club has requested some support from PVS.
 - A list of expenses was presented to the Board, it included timing system rental, venue cost, Official's boarding, since several of the OW Officials will be coming from out of town.
 - There is \$14000 in the PVS budget.
 - There was a discussion as to what support PVS is willing to provide to a club who is hosting an Open Water event. A policy needs to be established so that any club wishing to host Open Water has the same opportunity to receive support from PVS.
 - A policy should be put in place and advertised to all clubs in PVS that this subsidy is available.
 - An initial policy was made and withdrawn, pending proper wording.
 - **Motion to accept the following policy regarding Open Water Support to club: The Potomac Valley Swimming Board of Directors (PVS BOD) has endorsed subsidizing an Open Water Competition program for teams to apply to the PVS BOD for up to \$4,000 per event. The LSC will support up to three (3) open water competitions a year within the fiscal year (September-August). Each team will have to follow the procedure established by the PVS BOD to apply for funding. Minimum requirement: 1. Meet host must submit a complete event operation & planning package 2. Meet host must supply a complete budget (projected income and expenses). 3. Meet host must supply a post meet operations report supplied by PVS that includes all costs, sponsorship and income associated with the event, seconded and approved.**
 - An application will be created and advertised to all clubs in PVS.
 - Officials are an important part of hosting Open Water events. PVS does not currently have a certified Open Water Referee or Starter. We have a few Officials planning to attend an upcoming clinic. In addition, the event in May will also include an Official's training opportunity for Officials in PVS as well as other LSC.
 - We should also be looking at the next year and set up a policy as to how Open Water events are added to the PVS Schedule. Cherlynn, Aaron and Erik will work on this.
- Summer League Sponsorships – Ellen Colket noted that historically PVS has sponsored several of the summer leagues; MCSL, Price Mont, NVSL by purchasing an ad in their summer league programs, giving PVS an opportunity to market itself. At this time, we

have a request from MCSL for sponsorship. PVS has typically taken a full page ad at \$300.

- **Motion to approve a sponsorship for MCSL for \$300, seconded and withdrawn.**
 - Looking to do a blanket approval so that the Finance Chair does not have to ask for the Board's permission for each request.
- **Motion to allow the Finance Chair to spend up to \$1000 total combined for all summer league sponsorships, seconded and approved. 1 abstain**
- Old Business
 - Athlete Project Update – Harper Freeman, Samantha Gilbert and Nicole Zhang reported:
 - Swim-a-thon
 - They are making progress on their Swim-A-Thom project. On Dec 12 they had a meeting with Hawaii swimming to find out what their greatest need is for their athletes. They are hoping to send money there to help swimmers with travel expenses. A letter will be going out to clubs and head coaches to explain the project and ask for support.
 - Ellen Colket will work with the athletes on the financial side of the project; how to collect the funds from athletes and clubs, how to get the money to Hawaii LSC and/or a specific club in Hawaii. How do we get Hawaii the money we collect? We will work on figuring this out to the LSC or specific club.
 - USA Swimming has copyrighted the word "Swim-a-thon", so if we were to go through the Swim-a-thon platform there will be a fee due to USA Swimming. Ellen will look to see what the fees are to decide if we want to do this on our own or as part of the platform.
 - The event date will be determined, but they are aiming for between end of March and early May. The current thought is to make it a week-long event, so that clubs can participate anytime during that week at their own practice facility, trying to give teams a more flexible option.
 - The athlete Social Media accounts have been positively impacted by the new profiles. They have started a Tik Tok account and are thinking about starting the athlete newsletter again.
 - Goals/Benchmarks for next month – Cherlynn will send the report out again for each person to add to for the next month.
 - Division/Committee meeting schedules – As a reminder, please make sure all committee meetings, dates and times sent to the webmaster to be posted on the PVS website.
- New Business
 - Status of Pool Contracts for 2024-2025 – Tom will start working on the pool contract. Now that we have the meet schedule, he will work with Fairfax County and other facilities to set up the contract for next season.
 - Registrar Position Plans – As of Friday, January 5, our Registrar, Kelly Rowell resigned her position. We thank her for her years of service. We have talked with Terri Marlin, our Services Manager and she will take on the Registrar duties for the foreseeable future. We ask the Board to give her our full support.
 - Setting Open Water events on the Schedule – how do we want to schedule these meets going forward?
 - Cherlynn, Aaron and Erik will discuss and bring a policy back to the board for approval.

- Finance – Educational Fund Task Force – Ellen reported that as previously mentioned we have put \$50K in an endowment instrument, earning 5.5%. We are looking for a group to form a task force/committee to determine ideas as to what to do with these funds, our goals and objectives and general plans. We are looking for 3-4 coaches/officials, plus 1-2 athletes to be on the committee.
- Upcoming Budget Process – Looking at the deadlines backwards; May 14 is HOD and when the budget will be presented for approval, at the April 16 BOD meeting, we will vote to approve the budget we plan to present, March 19 a draft budget will be released for review and to determine what changes need to be made, between now and March, each account holder needs to take a look at the items they are responsible for and make recommendations for spending and next year’s budget.
- PVS Coaches Award – According to P&P there are a number of Coach Awards that we are supposed to award annually, which have not been done for a number of years if ever. Senior Chair, Aaron Dean is looking for a few volunteers to help set up criteria and nomination process.
 - It was suggested to reach out to North Carolina Swimming. They have a number of coaches awards they present annually.
- Travel Assistance – Aaron reported that there is one travel reimbursement application that was submitted late, due to the coach having some medical issues. He recommends the request be approved.
 - **Motion to accept one late request for reimbursement for athlete travel, the coach was delayed due to medical issues, seconded and approved.**
- By-Law updates on responsibilities/reporting of staff and defined SWIMS access for Board Members – Paris Jacobs reported.
 - No secret as we have been through a number of transitions and different leadership styles and challenges the past 10+ years. At this time there is nothing in our By-Laws as to what our business operations are and how we remain consistent year after year, regardless of the leadership. The Governance Committee and Board will work to create a plan to present to the House in May.
- Comments (Stop, Start, Continue) – Policies are easy to change as needed by the board of directors. By-laws help determine how we want to run the LSC.
- Google Emails – The whole Board has pvs swim.org email addresses. These emails are intended to stay with each Board position and transition to the new BOD member when they take office. If you are not comfortable switching back and forth between your personal email and the PVS email, then forward the PVS emails to your personal email.
- Upcoming Meetings/Opportunities
 - USA-S Webinars – be sure to look at the USA Swimming website for more information.
 - PVS Committees: DEI-Feb 4, Officials: Safe Sport? Tech and SM, Governance? Finance? Open Water? - All meetings must be posted to the website, please send all meeting dates to Webmaster, Tim Husson.
 - Next scheduled Board Meeting: Tuesday, February 20: Zoom. The mindset is to stick with Zoom in the colder months.
- Adjournment – **motion to adjourn, seconded and approved.**