

**Potomac Valley Swimming**  
**Board of Directors**  
**September 17, 2024**  
**Video Conference**

- Attendance – Cherlynn Venit, Ellen Colket, Aaron Dean, Chris Schlegel, Mary Massoumi, Jim Crampton, Cliff Gordon, Nicole, Erickson, Matt Cohen, Barb Ship, Harper Freeman, Nicole Zhang. Non-voting attendees: Kim Bullers, Tim Husson, Beth Winkowski
- Call to Order – The meeting was called to order at 7:00 pm by General Chair, Cherlynn Venit
- Introduction/Roll Call –
  - Welcome to the new Board Members:
    - Chris Schlegel – Age Group Chair
    - Mary Massoumi – Operations Chair
    - Zach Suarez – Athlete Representative
    - Matt Cohen – Jr. Coach Representative
    - Jim Crampton – Safe Sport Chair
  - There are a sufficient number of voting members in attendance to conduct business.
- Board Orientation – Moved to the end of the meeting.
- Consent Agenda – anything additional to pull for discussion?
  - August Meeting Minutes to review
  - Pull the item on the Coaches Report – Zone Travel
- Additional Agenda Items & Approval of the Agenda –
  - **Motion to approve the Consent Agenda as presented, seconded and approved.**
- Administrative Update
  - Minutes – The August Board Meeting Minutes were reviewed and updated as requested.
    - **Motion to approve the August minutes as amended, seconded and approved.**
  - USA Swimming Workshop & Annual Business Meeting – All attendees have submitted their travel agendas for the trip to Denver, CO next week.
    - The agenda for the various meetings will be emailed to all attendees in the next few days and then posted to the website.
  - New PVS Teams – There are four new teams joining PVS in the 2024-2025 season. Please welcome them when you see them on deck this season.
    - Quince Orchard Swim Academy (QOSA)– Shannon English and Kyle Brown are the head coaches.

- Exercise Network Swim & Aquatics (ENSA) – Candace Austin and Carla Austin are the head coaches.
    - PAVA Panther Swim Club (PAVA) – Matt Haupt is the head coach.
    - Top Speed Aquatic Club (TSAC) – David Miller is the head coach.
  - Committee Vacancies/Needs –
    - Cherlynn thanked Tim for getting the website updated with new board members as of September 1. His time and efficiency is truly appreciated.
    - Committee Chairs are asked to review their list of committee members that are listed on the PVS Website. If there are any changes, please let Tim Husson know so he can make the updates. Also please make a note if you need to find new/additional members and if you are looking for an athlete member, please let the Athlete Reps know.
      - Please make this a priority for the October meeting.
      - It was noted that we need to add the Governance Chair and Admin Review Chair to the website.
        - Both committees are working on electing their chairs.
  - Website Contact Updates – If there are any updated, please let Tim Husson know.
  - Vacant PVS Open Meet Hosts – We are still looking for clubs to host the following PVS meets. If we cannot find meet hosts, then we will have to combine sites and risk longer sessions.
    - Nov Open at PWCS
    - January Distance at St. James
    - LC Distance at Fairland
    - LC Open 1 & 2 at Franconia and Audrey Moore
    - 13 & O LC Champs – at Jeff Rouse).
      - We need help from CCM to help us find a way to figure out how many sites are needed for Open Meets. The PVS meets are something we offer to all clubs and we want to be able to continue to offer.
      - Aaron, Chris and Terri will have a discussion on how to present to CCM the importance of club hosts for PVS, at the October CCM meeting.
- Action Items/Motions
  - Financial Statements – Financial Reports and the actuals from August, the end of the Fiscal Year were submitted and presented by Ellen Colket.
    - It was reported that our final income and expense actuals were reasonably close to what we were projected. The actuals were shared and reviewed.
    - Please be sure to deposit any checks and/or submit any expenses in the next few days, so that our accountant can close the books on the 2023-2024 financial year.

- This is an audit year and we have already signed the contract with the audit firm.
  - Ellen is asking all board members to help monitor and hold each other accountable for the budget items they are responsible for. We can do a better job of meeting the budget numbers as proposed.
    - **Motion to accept the August 2024 financial report as presented, seconded and approved.**
- Equipment Grant Policy – We have received equipment grant requests.
  - NCAP requested roughly \$4000 for equipment for their mini meets.
  - OCCS requested the funding for a scoreboard cabinet and a CTS-7.
    - Since the NCAP request came in significantly less than the budgeted amount, it is recommended that we allow for a third request this year.
    - **Motion to allow a third equipment grant application to be submitted during the 2024-2025 season, seconded and approved.**
    - As a reminder, the club making the grant request must be a club in good standing.
- Petition for waiver from HOD fine – Cherlynn reported that she received a petition to waive the fine missing the HOD meeting in April 2024. The head coach was out of the country due to a meeting with the State Department and submitted the waiver request after the \$300 fine was issued over the summer.
  - **Motion to approve the request to waive the \$300 fine for not appearing at HOD for the club that submitted the request, seconded and denied.**
    - After a brief discussion and determining that the club was previously aware of the policy and potential fine and the fact that club has multiple coaches, the motion was denied.
- Proposed P&P Change: Officials’ Fine Waiver Request for CO/TO
  - P&P has a formula to determine the number of required officials for clubs based on their total number of swimmers. USA Swimming has now removed the requirement that Computer Operators and Timing Officials must be registered as an Official. In PVS we do depend on Officials to be the computer operators at many meets. Barb Ship is asking that we add the following statement to the Policy *“a club may request a \$200 reduction in the fine for each volunteer who is not a certified official but who has completed in the computer operator training program or electronic timing system training program (including evaluation) during the year OR who has worked as a CO or TO at least 3 sessions per year.”*
    - **Motion to amend the P&P policy, Fines for number of Officials per club, as presented, seconded and approved.**

- Barb will work on finding ways to ensure this change to the policy is distributed to the clubs. As a clarification, asking that all CO/TO do go through the PVS training policy does allow for some tracking of these individuals.
  - At this time, the way the policy is currently written, CO/TO will not have their membership paid by PVS because they are no longer required to be certified.
- EZ Meet Bid Interest – Bids for the EZ Meets were due September 14, however additional bids will be accepted from the floor at the EZ Meeting in Denver at the end of the month. Three PVS clubs were initially interested and asked questions. Given some of the requirements and tasks two of the clubs decided not to pursue the bids. There is still one club that is considering a bid for the LC EZ Age Group Champs.
  - EZ meets are not run like PVS meets, host clubs would be responsible for all expenses, entries, meet management.
  - There is a concern, that the interested team has never hosted a meet in PVS and do not fully understand the scope of hosting a meet at this scale.
  - There is nothing in the PVS P&P that a team has to have hosted a meet previously in order to submit a bid to the EZ. However, other LSCs will have a number of questions and will want to know all the details prior to approving the bid.
  - The LSC/General Chair should “approve” the bid prior to it going all the way to the Eastern Zone.
  - **Motion to not support a club bid for a EZ Meet unless they have previously hosted a prelims, trials meet in PVS, seconded and approved.**
- LSC Age Group Champs 10 & Under 400 Relays – After HOD a PVS Coach member questioned the Age Group Chair, Erik Collins about the 10 & Under 4 x 100 relays at the PVS LC 12 & Under Championships. After some research, it was determined that the 4 x 100 relays have been an event in PVS for a number of years. The General Chair did some research and discovered that there are other LSCs that offer the events, even though not all do. After additional conversations, the coach was urged to take his concern to the October Competition Committee meeting, since the LC 12 & Under Champ meet announcement had already been published and clubs were preparing their entries. Then at the meet in July, the coach approached the Meet Referee and again requested that the events be removed from the meet. The MR replied that it was not within his power to do so. From there, the coach took his concern directly to USA Swimming and the Board of Review without PVS’s knowledge, to protest the inclusion of the 10 & under 4x100 relays in the Championship meets.



- The general idea would be that candy would be collected during the various meets in October. Then Zach would work with his local dentist to have the sweet treats distributed.
    - The athlete committee will continue planning at their next meeting.
  - Zone Trip – Nicole Erickson reported that a coach member of the zone staff this past summer noted the merits of self-travel vs team travel. During the discussion one thought was to have the 10&U athletes travel with their parents and 11 and over athletes travel by bus with the team.
    - Several Coaches commented that one advantage of team travel is being able to avoid interference from parents during the weekend.
    - Another idea is to have parents transport the athletes to and from the meet, but then use local buses for travel back and forth between the hotel and meet venue.
- Upcoming Meetings/Opportunities – Be sure to review the various USA-S Webinar and the meetings offered.
  - PVS Committees – Please work to get all Committee meeting posted on the website. It would be great to have a full slate of dates in advance, so all PVS members can view the schedule and plan to attend if desired.
  - Next Scheduled BOD meeting: Tuesday, October 15 on Zoom
  - 2024-2025 meeting schedule dates – with a lot of new people on the board, and for some it is hard to attend the meeting at 7 pm on a week night. If you have any proposed ideas as to when the meetings should be, let Cherlynn know.
  - Board Orientation – Cherlynn did a Board Orientation for the new members of the Board.
- Adjournment

Board of Directors Meeting Agenda  
September 17, 2024  
Zoom @7:00 PM ([click to join the meeting](#))

Call Meeting to Order

- 1) Introductions/Roll Call to establish Quorum (Cherlynn/Terri)
  - a) Welcome New Board Members: Chris, Mary, Zach, Matt, Jim
- 2) Board Orientation (Cherlynn)
- 3) Consent Agenda: pull any for discussion? (Cherlynn)
- 4) Additional Agenda Items & Approval of the Agenda (Cherlynn)
- 5) Administrative Update
  - a) USA Swimming Workshop & Annual Business Meeting Update/Attendee change (Sept. 26-28 in Denver) (Cherlynn)
  - b) New PVS Teams (Cherlynn)
  - c) Committee Vacancies/Needs (each Committee Chair)
  - d) Website Contact Updates (Cherlynn)
  - e) Vacant PVS Open Meet Hosts (Terri)
- 6) Action Items/Motions
  - a) Financial Statements (Ellen) – pulled from consent agenda
  - b) Equipment Grant Policy – permission to use remaining funds for possible 3<sup>rd</sup> request (Cherlynn)
  - c) Petition for waiver from HOD fine (Cherlynn)
  - d) Proposed P&P Change: Officials' Fine Waiver Requests for CO/TO (Barb)
  - e) EZ Meet Bid Interest (Cherlynn)
  - f) LSC Age Group Champs 10 & Under 400 Relays (Cherlynn)
- 7) Old Business
  - a) BOD 2024-2025 Season Planning & Strategic Planning workshop (Cherlynn)
  - b) Goals/Benchmarks for next month (All)
- 8) New Business
  - a) Athlete Service Project Proposal – Candy Drive (Zach/Harper/Nicole)
- 9) Comments/Ideas for the Betterment of the LSC
- 10) Upcoming Meetings/Opportunities
  - a) [USA-S](#) webinars
  - b) PVS Committees
  - c) Next Scheduled Board Meeting: Tuesday, October 15 on Zoom
- 11) Adjournment

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Mission Statement: PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.

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.

# Consent Agenda

(BOD Meeting 9-17-24)

1. Minutes of August 20, 2024 Meeting
2. Committee Reports
  - a. [General Chair](#)
  - b. [Administrative Vice Chair](#)
    - i. [Conflict of Interest Form](#) - Return by September 30, 2024
  - c. Finance Vice Chair (pulled for discussion)
    - i. [Finance Report- Aug 31, 2024](#)
    - ii. EOY Budget v Actuals - Aug 31, 2024
  - d. Senior Vice Chair - None Received
  - e. Age Group Vice Chair - None Received
  - f. Operations Vice Chair - None Received
  - g. [Athletes Representatives](#)
  - h. [Coaches Representatives](#)
  - i. Officials Representative/Chair
    - i. [Officials' Travel Reimbursements](#)
    - ii. [P&P Change Proposal](#): Fines for Clubs with Insufficient Certified Officials Registered (pulled for discussion/vote)
  - j. DEI Chair - None Received
  - k. SafeSport Chair - [Draft Initial Email](#)

NOTE: Late reports will NOT be accepted as a part of the consent agenda. They will be added to the end of the meeting agenda.