

**Potomac Valley Swimming
House of Delegates
May 14, 2024
Overlee Community Center**

- Attendance – see attachment
- Call to Order & Moment of Silence – the meeting was called to order at 6:35 by the General Chair, Cherlynn Venit. There was a moment of silence for the PVS members we have lost in the last year.
 - Thank you all for being here in person. We have a number of people on line and will be monitoring the chat.
- Proof of Quorum – There are a sufficient number of voting members in attendance to conduct business.
- Lifetime/Volunteer of the Year Award Nominations – Cherlynn is seeking nominations for both Lifetime Achievement and Volunteer of the Year Awards. There are QR codes posted around the room, please use the QR Codes to submit your nominations.
- Approval of Minutes: April 16, 2023 – **Motion to approve the draft minutes from the 2023 House of Delegates, seconded and approved.**
- Approval of Agenda – **Motion to approve the 2024 HOD Agenda as presented, seconded and approved.**
- Approval of Board Member and Chair Reports – **Motion to approve the Board Member and Chair Reports as presented, seconded and approved.**
- Introductions – Cherlynn thanked the board and committee members and introduced them all to the Body.
- State of the LSC – Presented by General Chair, Cherlynn Venit
- Approval of the 2024-2025 Budget – Ellen Colket presented.
 - The Board of Directors and each account holder contributed to the budget discussion. Together we looked at the budget and the actuals and made adjustments based on predictions and upcoming planned programming.
 - The narrative in the report explains the budget in the current season and then for the next season.
 - The took at look at our actuals for this season and then projected forward as to where we want to be at the end of this Fiscal Years and then the 24-25 budget year. (See report).
 - Current season projects were reported to be under budget in both income and expenses.
 - Our surplus projection is nearly \$192,000. A couple reasons for this unexpected discrepancy is due to the format change in Summer Zones, going from team travel to self-travel, a 9% decrease in registration fees and 5% decrease in splash fees.
 - Expenses were down about \$30K for various programs, \$90K for zones. In addition, meet management fees and pool rentals were also less than expected.
 - The increase that we budgeted for, for the 2023-2024 season in pool rental fees, did not happen. However, we will see an increase in facility rental in 2024-2025. Several facilities have already held meetings to announce these increases.

- The Finance Committee has implemented the Education Athlete fund.
- 2024-2025 Budget, Ellen Colket presented the proposed budget and highlighted the more notable items:
 - At this time the 2024-2025 Budget is planning a deficit just under \$114K.
 - Being an Olympic Year, we are projecting athlete growth of about 4.8%
 - An increase in PVS meet income due to more athletes in the LSC.
 - Summer LC Zones are expected to return to a full travel meet.
 - Meet Management fees will increase – this is the amount the host clubs will receive per splash for hosting PVS Meets. These increases go into effect as of June 1, 2024.
 - \$2.50 for PVS Distance meets
 - \$2.75 for PVS Championship meet
 - \$2.25 for all PVS Open Meets
 - Increase in pool/facility rental fees. We have been notified that these fees will be going up at a number of the facilities where PVS meets are hosted.
 - Hospitality reimbursement for clubs hosting PVS meets will also increase, as of June 1, 2024 to \$365 per session for Open and Distance meets and \$645 sessions for PVS Championship meets.
 - General Admin expenses are expected to increase due to it being an Audit year.
 - Increase funds to support clubs and education for athletes and coaches.
 - A program was put into place to allow money subsidies for three 3 Open Water events.
 - PVS is planning to set up a SWIMPOSIUM during the 2024-2025 season, so funds were added to the budget.
- Reserves: P&P states there must be a percentage that is in reserve. At the conclusion of the FY, we will end up with 1.35% reserve.
- A concern was expressed that the budget continues to run surpluses even if we have predicted deficits. It was asked; Why do we continue to try to spend more instead of trying to spend less? Members of the Body would like to see the board try to address the concept of reducing the income and what we are charging people.
 - Other comments/questions included:
 - There does not seem to be a reason to raise any rates (membership fees), since there is a surplus projection. Members would like to see PVS invest in the growth and development of the LSC. We should not increase fees, just for the sake of increasing fees.
 - When we talk about investing in the LSC – do we have a strategic plan as to how we are going to invest in these programs and implement new programs?
 - The board member responded that, “yes, we are working on a strategic planning meeting specifically for this purpose with the board and committee members. The planning will not just be for the 2024-2025 season but looking more long term.
 - For the 2025 LC Zones, has there been any discussion about reducing the fees for zones?

- Yes, we can look at this and make recommendations to reduce the fees. The fees from the previous season were used for budget preparation.
 - It was reported that there are no fee increases planned for the 2024-2025 season. We are looking for ways to spend money and put money back into the LSC with increased funds for programs such as; coach awards, educational grants, DEI programs, etc.
 - At the end of next year (2025 FY), the projected reserves to be left over is roughly \$1.7M.
 - Have there been any thoughts of a rebate back to the clubs?
 - Yes, we can look at this and have a discussion, however the full amount of the reserve is not available in cash. Currently, we have about \$900K in our Wells Fargo cash on hand account. The rest of the reserves in investments accounts.
 - Is it acceptable for us in P&P to approve a budget with a projected reserve that is above 1.0%?
 - The BOD a reserve equal to 1 year of operating expenses of .64% to 1.0%.
- **MOTION, move that the house adopts the budget for the Governance to review if we are in compliance with P&P and offer a potential solution and modify the structure of the budget if necessary, in bring back to the House within the next 60 days, seconded and approved (95.1%)**
- Athletes presented their SWIM-A-THON program.
- Nomination Report/Elections – The nomination report was presented, and additional nominees were called for from the floor.
 - Administrative Chair – Trish Buswell
 - **Motion to close the nominations, seconded and approved.**
 - Operations – Mary Massoumi
 - **Motion to close the nominations, seconded and approved.**
 - Age Group Chair
 - Kelly Rose McCullough
 - Aaron Durrance
 - Chris Schlegel
 - **Motion to close the nominations, seconded and approved.**
 - Safe Sport
 - Jim Crampton
 - **Motion to close the nominations, seconded and approved.**
 - Governance (select 4 – 1 must be athletes)
 - Barb Ship, Dave DiNardo, Greg York, Tim Husson, Angela Rodin, Jacqueline Dougherty (athlete)
 - **Motion to close the nominations, seconded and approved.**
 - Administrative Review Board (8 members)
 - Brian Pawlowicz
 - Christian
 - Linda Tucker
 - Yolanda Docket (athlete)
 - Matthew Mast (added)

- Isabel Meredith - athlete
 - Francesca Pipari - athlete
 - Hannah Lesley - athlete
 - **Motion to close the nominations, seconded and approved.**
- Nominees who were present were given an opportunity to speak to the body and present themselves.
 - **Motion to destroy the ballots, seconded and approved.**
- The election was held through Election Buddy. Once all the ballots were counted and confirmed the winners were announced. Congratulations to the election winners:
 - Administrative Chair – Trish Buswell
 - Operations Chair – Mary Massoumi
 - Age Group Chair – Chris Schlegel
 - Safe Sport Chair – Jim Crampton
 - Governance Committee
 - Barb Ship
 - Greg York
 - Dave DiNardo
 - Jacqueline Dougherty (athlete)
 - Administrative Review Board
 - Brian Pawlowicz
 - Christian Whalen-Yant
 - Linda Tucker
 - Yolanda Dockett
 - Matthew Mast
 - Isabel Meredith - athlete
 - Francesca Pipari- athlete
 - Anna Leslie - athlete
- Board member and Committee Reports –
 - Administrative Chair, Trish Buswell reported there are a number of projects in the works.
 - changing the website to over to Team Unify
 - Job postings for equipment manager.
 - Trish thanked Karyn McCannon who will be stepping down as equipment manager the past 7 years, and for all she has done for PVS.
 - Senior Chair, Aaron Dean reported:
 - LC Meet info out shortly with the format changes. QT have been published
 - He is working on setting up Mental Health First Aid organization training for coaches
 - The Outstanding Athlete policies have been updated and additional information regarding the Coach and Team recognition will be released soon, along with the Educational Grant information.
 - Coach Representatives, Andrew Koons & Nicole Erickson reported:
 - This was a year of learning, attending meetings, contributing to the Open Meet Task Force and Outstanding Athlete Task Force.

- There will be a survey going out to all coaches asking for input and suggestions for ideas on improvements in the coming year.
 - Andrew and Nicole are the “Coach’s Voice”, contact them anytime there are questions, comments or concerns that need to be brought to the Board.
 - Age Group Chair, Erik Collins reported
 - The qualifying times for 12 & U LC Champs were scaled back a bit for the 2024 meet.
 - Official’s Chair/Representative, Barb Ship reported
 - The 2023-2024 was a big learning year.
 - USA Swimming has standardized all the Official certifications. She has been working with Tim to help keep the website as up to date as possible.
 - There are currently just over 500 officials and roughly 100 in the pipe line. Thank you for supporting the officials and encouraging parents to become officials.
 - DEI Chair, Cliff Gordan reported;
 - There are quite a few plans for the upcoming season; a Zoom series on Women in Governance, LGBTQ round table, Disability Athletes awareness
 - Hoping to add LSC DEI camp for PVS/MD.
 - If you are interested in the DEI Committee please contact Cliff, all are welcome.
 - General Chair, Cherlynn Venit reported;
 - She thanks the PVS employees for their continued support of the LSC; Kim Bullers, PVS accountant, Karyn McCannon, Equipment Manager, Terri Marlin, LSC Services Manager and Tim Husson, Webmaster.
 - We will be looking to fill the equipment manager position and find someone for the Assistant LSC Registrar position.
 - USA Swimming has a number of resources on their website, to include networking opportunities.
 - There are Coach Educational Webinars also available on the USA Swimming site.
 - The Board is continuing to work on ensuring the P&P is updated and current. The goal is to make sure that the policies and our actions match.
 - LEAP has been updated this past season. This will be a great starting point for future strategic planning. Thank you to the Governance Committee and all those involved in the LEAP updates.
 - PVS membership is larger than it has ever been, there is a fairly even balance between male and female athletes. There are close to a total of 640 officials which include those in the pipeline, as well as nearly 600 coaches.
 - PVS retention rates are consistently higher than the national average, but we do still ebb and flow the same categories as the rest of the country.
 - In looking at Improvement by stroke, PVS seems to run slightly below the national average, except for Butterfly and IM.
 - PVS has a number of active committees who have been working hard behind the scenes. Thank you to everyone who has served on these committees.
- Old Business
 - PVS Meet: We are still in need of Hosts Clubs for the LC Open 2 in all locations and LC 12 & U Champs.
- New Business

- 2025 HOD schedule – the general consensus is to keep the meeting on a weeknight in May. We will set the date in the fall.
 - Scholar Athlete information is posted on the PVS website. Please review the qualifications and encourage your athletes to apply once the application process opens around July 1. The application process will close October 15.
 - Coach and Athlete Representative elections will be coming up, watch for details.
- Adjournment – Thank you all for attending both in person and online!