

PVMSC Board Meeting Minutes
February 14, 1993

Attendees:

Linda Burkholder - Upper Montgomery County YMCA
Sarah Connick - D.C. Recreation and Parks
Ray DeFrees - Northern Virginia Jewish Community Center
Michelle Callahan - Rockville Municipal Swim Club
Tom Denes - Chair/Ancient Mariners
Glenn Edelstein - D.C. Recreation and Parks
Jennifer Gittins - Secretary/Fairfax County Masters
Lynn Hazlewood - Sanctions/Reston Masters
John Jewell - D.C. Masters
Sandy MacRae - Oak Marr Masters
Frank Marcinkowski - Burke Masters
Debbie Morrin - Terrapin Masters
Dave Smith - Newsletter/Arlington Ageless
Nancy Surdoval - Ancient Mariners

Proxies submitted for:

David and Pat Diehl - Terrapin Masters
Paul Dodge - Fairfax County Masters
John Mason - Bulldog Swim Club
Debbie Pitts - National Capitol YMCA
Judy Reed - Ashburn Village
Nancy Schap - Treasurer/Upper Montgomery County YMCA

1. Old Business

Minutes - The previous minutes were accepted as written.

Bylaws - The proposed by-laws changes were discussed. An updated copy is attached.

Past Policies - Tom searched for policies that had been set at past meetings, and found the three listed below. The Secretary will keep these policies on file.

- From 1989: Delegates to the National Conventions will be based on criteria on the attached sheet.
- From 1983: The Registrar will receive \$100 per year. The Top 10 chair will get \$100 per year, or \$50 if PVMSC pays for the computer.
- From 1983: A minimum of five members is required to create a club. (NOTE: This was changed in the current by-laws to a minimum of four members.)

2. Report of Officers

Treasurer - A final copy of the 1992 Financial Statement was distributed by Tom, for the Treasurer. A copy is attached.

3. Report of Committee Chairs

Newsletter - The next newsletter will be delivered at the end of March. After that, they are scheduled for May and September publication.

Registrar - Tom reported, for the Registrar, that there are 22 registered clubs in PVMSC.

Sanctions - The DCRP meet in January went well. The Burke meet in February was assessed no fines, but there was some concern about the height of the blocks from the water, and the marking on the lane lines.

The following people will evaluate upcoming meets:

Dave and Pat Diehl for the Ancient Mariners meet in March.

Tom Denes for the Reston short-course meet in April.

Debbie Morrin for the Reston lake swim in May.

Lynn Hazlewood for the Terrapin Masters meet in June.

Tom will order 1993 Rule Books for officers and committee chairs.

4. New Business

Ad Hoc Committee to Prepare Position for National Convention - Lynn Hazlewood will head this committee, assisted by Nancy Surdoval, and perhaps Joann Leilich. Lynn will let Jennifer know of the issues they identify, so that PVMSC reps can review the issues before the June PVMSC meeting. One of the issues that will be discussed is one-day registration. Nancy suggested the issue of USMS changing to "self-insurance".

Awards Committee - Debbie Morrin will head this committee, assisted by Sandy MacRae. Debbie will prepare some suggestions regarding appropriate awards for outstanding achievement for us to review at the June meeting.

Maryland Swim for Life - This charitable organization requested a list of PVMSC members so they could send mail-outs. We voted to provide them with a list, as long as they didn't give it to anyone else.

Next PVMSC Meeting - The next PVMSC meeting will be after the Terrapin Masters 1000/1500 meet on June 27. An agenda is attached.

Attachments:

1. Bylaws
2. Criteria on Delegates to National Convention
3. 1992 Financial Statement
4. Agenda for June Meeting

Submitted By:

Jennifer Gittins
4/9/93

BYLAWS OF THE POTOMAC VALLEY MASTERS SWIMMING COMMITTEE

ARTICLE 1: Organization of the Potomac Valley Masters Swimming Program

1.1 Objectives, Territory, and Jurisdiction

- 1.1.1 **Objectives:** The objective shall be to promote and develop competitive and fitness swimming for the benefit of adult swimmers of all abilities, in accordance with the standards and under the rules prescribed by United States Masters Swimming, Inc. (USMS), and the Potomac Valley Masters Swimming Committee (PVMSC).
- 1.1.2 **Territory:** The territory of the PVMSC includes all territory within the District of Columbia, Counties of Montgomery and Prince Georges in the State of Maryland, and Counties of Arlington and Fairfax and cities of Alexandria and Falls Church in the Commonwealth of Virginia.
- 1.1.3 **Jurisdiction:** The PVMSC has jurisdiction over the sport of masters competitive swimming as has been delegated to it by USMS.

1.2 Membership

1.2.1 Classes of Membership

- 1.2.1.1 **Individual:** Individual members include athletes, coaches, officials, administrators, or persons otherwise interested in the purposes and programs of the PVMSC. On joining PVMSC, these individuals will receive a membership card that certifies their membership, and may attend all meetings of the PVMSC with voice but not vote.
- 1.2.1.2 **Club:** Club members include those swim organizations that have registered as club members of the PVMSC and who have athletes registered to represent said organizations in the sport of Masters swimming. A minimum of four members are required to create a club. Each club may appoint voting delegates to the PVMSC as provided in Bylaw 1.3.1.3.
- 1.2.1.3 **Group:** Group members are organizations other than masters swimming clubs that are interested in masters swimming, and that are registered as group members of the PVMSC. Representatives of group members may attend meetings of PVMSC with voice but not vote.

1.2.2 Responsibilities of Membership

- 1.2.2.1 **Individual:** Individual members shall become cognizant of the objectives, rules, and policies of PVMSC and USMS and shall abide by these rules, objectives, and policies.
- 1.2.2.2 **Club:**
 - 1.2.2.2.1 Club members shall endeavor to inform their athlete members of the rules, objectives, and policies of PVMSC and USMS.
 - 1.2.2.2.2 Club members shall appoint a voting delegate/s to the PVMSC as provided in Bylaw 1.3.1.3.

- 1.2.2.2.3 Club members shall designate a representative to receive meet announcements and other specialized publications such as rule books, etc.
- 1.2.2.2.4 Any income derived by a club member from the promotion of masters swimming by PVMSC members should be used for the further promotion of swimming.

13 Board of Directors

- 13.1 **Membership:** The membership of the Board of Directors of PVMSC shall consist of the officers, the chairs of standing committees, and of club delegates.
 - 13.1.1 **Officers:** The officers of PVMSC shall consist of the Chair, Vice Chair, Secretary, and Treasurer. Each officer serves a term of two years or until a successor is selected. Officers are elected at a general meeting of the PVMSC held no later than December 1 of odd-numbered years. No officer may serve more than two consecutive terms in the same office. No person may concurrently hold more than one such office. Appointments to fill vacancies created by unexpired terms may be made at the discretion of the officers.
 - 13.1.1.1 **Duties of the Chair:** The Chair calls meetings when and where deemed necessary, presides at all meetings, and appoints committee chairs for standing and ad hoc committees as necessary to fulfill the duties and responsibilities of the PVMSC, with the advice and consent of the Board of Directors.
 - 13.1.1.2 **Duties of the Vice Chair:** The Vice Chair has duties as assigned to him/her by the Chair and has all the powers and performs the duties of the Chair if he/she is unable or incapable of performing such duties.
 - 13.1.1.3 **Duties of the Secretary:** The Secretary is responsible for keeping a record of all meetings, conducting official correspondence, issuing meeting notices and copies of the minutes to the Board of Directors, and making such reports to the national office as required by USMS rules.
 - 13.1.1.4 **Duties of the Treasurer:** The Treasurer receives all the monies and bills approved by the Board of Directors. The Treasurer is responsible for maintaining all financial records (including bank and checking records), making timely reports to the Board of Directors, assisting the PVMSC Chair in the preparation of the annual budget, providing for an annual review of the financial records, and approving all expenditures in excess of \$100 that do not appear on the annual budget.
 - 13.1.2 **Standing Committees:** The standing committees of PVMSC may include the Registration, Sanctions, Top Ten/Records, Publicity/Newsletter, Awards, and Officials Committees. All committee chairs shall be appointed by the PVMSC Chair as necessary and appropriate. Members of each committee shall be appointed by the chair of that committee as necessary and appropriate. Ad hoc committees may be appointed at the discretion of the PVMSC Chair.

- 1.3.1.2.1 **Registration Committee:** The Registration Committee shall process individual and club and group applications for membership in PVMSC/USMS; keep accurate records of said individual and club and group registrations; and make such reports to the USMS Registration chair and/or Registrar as are required by USMS rules.
- 1.3.1.2.2 **Sanctions Committee:** The Sanctions Committee shall oversee the competitive swimming program to ensure that PVMSC program offerings are consistent with USMS and PVMSC objectives, rules, and policies; process applications for meet and event sanctions; process referee's and financial reports from sanctioned competitions and events; keep accurate records of said sanctions and reports; develop and schedule the meet program; promote competent officiating; make suggestions for projects and priorities to the Board of Directors; and develop long-range plans for the PVMSC programs. It is the responsibility of the Sanctions Committee to set up the meet schedule so that PVMSC meets do not conflict with each other.
- 1.3.1.2.3 **Top Ten/Records Committee:** The Top Ten/Records Committee shall maintain PVMSC masters swimming records; and review PVMSC meet results and prepare lists of swimmers for National Top Ten consideration.
- 1.3.1.2.4 **Publicity/Newsletter:** The Publicity/Newsletter Committee shall publicize PVMSC sanctioned meets and other PVMSC activities through local newspapers, radio and television stations. The committee shall publish a PVMSC newsletter four times per year.
- 1.3.1.2.5 **Awards Committee:** The Awards Committee shall develop criteria for the selection of outstanding swimmers each year; nominate outstanding swimmers for recognition of PVMSC each year; nominate names of contributors to the PVMSC program for recognition each year; and select and order medals, ribbons, trophies, patches, etc. for PVMSC sponsored meets.
- 1.3.1.2.6 **Officials Committee:** The Officials Committee shall compile, maintain, and make available a listing of all certified officials.
- 1.3.1.3 **Club Representatives:** Each registered club member is entitled to one voting delegate to the PVMSC Board of Directors. If the club member has over 50 registered Masters swimmers, it is entitled to a second voting delegate, and if over 100 registered Masters swimmers, it is entitled to a third voting delegate.

1.3.2 Meetings of the Board of Directors

- 1.3.2.1 **Annual Meeting:** The annual meeting of the Board of Directors shall be held no later than December 1 of each year for the purpose of elections, with new officers' terms beginning January 1 of the succeeding year.
- 1.3.2.2 **Special Meetings:** Special meetings may be called upon the request of any two officers, should the Chair fail to call regular meetings or should special meetings be required.

- 1.3.2.3 **Notices:** Notices of meetings shall contain the time, date, and site. Notices shall be mailed not less than fifteen days prior to the date of the meeting, and shall be mailed to the address last given to the Secretary by each member of the Board of Directors.
- 1.3.2.4 **Order of Business:** At all meetings of the Board of Directors the order of business shall be:
- (1) Roll call
 - (2) Reading, correction, and adoption of minutes
 - (3) Reports of officers
 - (4) Reports of committee chairs
 - (5) Unfinished business
 - (6) Elections when appropriate
 - (7) New business
 - (8) Resolutions and orders
 - (9) Adjournment
- 1.3.2.5 **Quorum:** A quorum at all meetings shall consist of one-half of the officers and standing committee chairs.
- 1.3.2.6 **Rules of Order:** It is recommended that the current Roberts Rules of Order shall be the procedural rules.

ARTICLE 2: Rules and Policies of Potomac Valley Masters Swimming

2.1 Registration:

2.1.1 Individual Member Registrations

- 2.1.1.1 Registration is required prior to participation in any PVMSC or USMS sanctioned competition. Proof of registration will be required at PVMSC-sanctioned competitions.
- 2.1.1.2 A swimmer's USMS registration card must list him/her as either being affiliated with a USMS club or as being unattached.
- 2.1.1.3 Registration of individual athlete members shall conform with the age groups currently recognized by USMS, namely the registration of athletes aged 19 years and older.
- 2.1.1.4 Registration is required of all members of the Board of Directors.

2.1.2 Club Registrations

- 2.1.2.1 Clubs entered as teams in PVMSC competitions must be current members of USMS in good standing. If the club does not hold a USMS club membership, then its swimmers, even though they may be individual members of USMS, must swim unattached, and any points scored by them may not be counted toward a team total.
- 2.1.2.2 Club registration is required for a club to have a voting delegate/s on the PVMSC Board of Directors.

2.2 Rules and Procedures for the Conduct of Swimming Events

2.2.1 Sanctions

- 2.2.1.1 All official masters swimming events held within the territorial limits of the PVMSC must be sanctioned or approved, including meets, clinics, swim-a-thons, or exhibitions.
- 2.2.1.2 Conduct of sanctioned/approved events must be in strict compliance with applicable administrative and technical rules of USMS, Inc. as specified in the current versions of United States Masters Swimming Rules and Local Masters Swimming Committee Information Packet.
- 2.2.1.3 It is the responsibility of the Sanctions Committee to supply guidance and all pertinent information regarding the conduct of events to the PVMSC member clubs. Organizing and conducting swimming events are the responsibility of the sponsoring club.
- 2.2.1.4 Sanction fees will be set and periodically updated by the PVMSC Board of Directors.
- 2.2.1.5 Applications for sanctions may be obtained from and should be submitted to the chair of the Sanctions Committee.
- 2.2.1.6 Meets sanctioned by the PVMSC will be open to all swimmers who are eligible to swim in USMS sanctioned competitions.

2.3 PVMSC Records

- 2.3.1 PVMSC shall compile local top ten lists for Short Course Yards, Short Course Meters, Long Course Meters, and Long Distance for times achieved in PVMSC sanctioned meets and submit the lists to National Top 10 in accordance with USMS guidelines.
- 2.3.2 Meet Directors are urged to maintain meet records for their meets.

2.4 PVMSC Awards

- 2.4.1 Individuals or groups who contribute substantially to the success of the PVMSC program will be recognized with a PVMSC award when appropriate.

ARTICLE 3: Miscellaneous

3.1 Amendments to the PVMSC Bylaws

- 3.1.1 The Bylaws of the PVMSC may be amended at any legal meeting by an affirmative vote of a simple majority of the Board of Directors.
- 3.1.2 Any provisions of the Bylaws of the PVMSC that conflict with USMS rules and regulations shall be considered null and void.

3.2 Proxy Voting: Any member of the PVMSC Board of Directors may request representation by proxy at any legal meeting.

- 3.2.1 Such requests must be made in writing to an officer of the PVMSC, and must be presented at the time of Roll Call.

3.2.2 Proxies must be registered PVMSC members.

Adopted: (we need to get the date these bylaws were adopted)

Amended: August, 1989

Amended: February 14, 1993

PVMSC RESOLUTION CONCERNING USMS CONVENTION DELEGATES

It is resolved that PVMSC delegates to the USMS National Convention will be selected and funded based on the benefit to be gained by PVMSC from their going to convention.

PVMSC voting delegates to the USMS National Convention will be chosen from active committee members. An active committee member is one who during the preceding year has 1) attended a majority of PVMSC meetings and 2) has made a significant contribution to the functioning of PVMSC either in an official or unofficial position. Voting delegates will be chosen according to the following order of precedence:

- 1) PVMSC Registrar: The person who will be registrar starting in January of the following year.
- 2) PVMSC Chairman: The person who will be chairman starting in January of the following year.
- 3) The remaining PVMSC officers and committee chairmen who will be in office starting in January of the following year. Selection should be rotated among these committee members on an equitable basis from year to year.
- 4) Other PVMSC members.

The above order of precedence ~~can be set aside under the following conditions:~~ ^{may be modified as follows:}

- 1) A person in line for a delegate position who can go to convention as a voting delegate in another capacity (for example as a National Committee Chairman, National Officer, Zone Chairman or Delegate at Large) is not eligible for one of PVMSC's voting delegate slots. In this case, that person's slot will be allocated to the next person in order.
- 2) PVMSC may wish to reward a committee member who has done extraordinary work for PVMSC during the year. In this case, that person could be given a delegate slot ahead of members who may have come higher in order of precedence.

Each year a sum of money will be set aside in the budget for convention expenses. Funding is available only to active committee members as defined above. The money shall be distributed in the following order until the funds are exhausted:

- 1) Convention registration fees, travel and room expenses but not board will be paid for PVMSC voting delegates. The maximum amount per person will be determined by the committee each year based on budget considerations.
- 2) Convention registration fees, travel and room expenses but not board will be paid for any active PVMSC member going to convention as a voting delegate in another capacity (for example as a National Committee Chairman, National Officer, Zone Chairman, or Delegate at Large). The amounts paid will be supplementary to funding from other sources and determined by the committee each year based on budget considerations.
- 3) Convention registration fees will be paid for active PVMSC members who wish to go to convention as non-voting delegates.
- 4) The committee may disburse any remaining funds to convention delegates (voting and non-voting) as it sees fit.

Attachment J
 POTOMAC VALLEY MASTERS SWIMMING COMMITTEE
 FINANCIAL STATEMENT-YEAR ENDING 1992

	<u>ACTUAL</u>	<u>BUDGET</u>
RECEIPTS:		
Registrations	\$22,494.00	\$21,900.00
Sanctions	1,100.00	200.00
Other	<u>100.00</u>	<u>600.00</u>
TOTAL:	<u><u>\$23,694.00</u></u>	<u><u>\$22,700.00</u></u>
 DISBURSEMENTS:		
USMS Registrations	\$16,635.00	\$16,200.00
Newsletter	2,172.66	1,900.00
Envelopes	525.16	860.00
Postage	837.35	1,000.00
Convention	2,229.27	2,200.00
Sanction Refund	1,130.00	0.00
Other	<u>135.39</u>	<u>540.00</u>
TOTAL:	<u><u>\$23,664.83</u></u>	<u><u>\$22,700.00</u></u>

Excess Receipts/Disbursements: \$29.17

Final Balance = \$5,983.64

Attachment 4

PVMSC Board Meeting Agenda June 27, 1993

The next PVMSC board meeting will be held on June 27 (*not April 25!*), at noon or immediately following the Terrapin Masters 1500 Meter Swim at the Rockville Municipal Swim Center (see directions below). *Please be sure that your team is represented at the meeting!* Call Tom Denes @ (301)564-4234 or Jennifer Gittins @ 703-849-8175 for more information.

Agenda:

- (1) Roll call
- (2) Reading, correction, and adoption of minutes
- (3) Reports of officers
- (4) Reports of committee chairs
- (5) Unfinished business
- (6) New business
- (7) Adjournment

Directions to Rockville Municipal Swim Center: From the Beltway (I-495), take Route 270 North. Exit on Route 28 East. At the light at the top of the exit ramp, go straight onto Nelson. Stay on Nelson (name changes to Martins Lane). Cross Manatee. The pool is on the right.

PVMSC Board Meeting Agenda
14 February 1992

The next PVMSC board meeting will be held on February 14, 1993, at noon or immediately following the Burke Pentathlon/Terrible Triple at Burke Racquet & Swim Club (see directions below). *Please be sure that your team is represented at the meeting!* Call Tom Denes @ (301)564-4234 or Jennifer Gittins @ 703-849-8175 for more information.

Agenda:

1. Old Business
 - a. Review Old Minutes
 - b. Update Bylaws
 - c. Policies from Past Meetings
 - d. Number of Delegates to National Convention
2. Report of Officers
3. Report of Committee Chairs
4. New Business
 - a. Ad Hoc Committee to Prepare Position for National Convention
 - b. AWARDS COMMITTEE
 - c. MARYLAND SWIM FOR LIFE

Directions:

From the Capital Beltway (I-495) take Braddock Road West (exit 5). Go about 1.5 miles to Burke Lake Road - turn left. Go about 2.5 miles to Burke Center Parkway - turn right. Go about 1 mile to Burke Commons Road (Giant Food shopping center on right) - turn right. The access road to Burke Racquet and Swim Club is on the right just after the shopping center. Please use shopping center parking lot.

From I-95 take the Springfield exit west (Old Keene Mill Road). Go 5 miles to Lee Chapel Road - turn right. At the first light the road changes into Burke Center Parkway - continue straight. Go about 1 mile to Burke Commons Road (Giant Food shopping center on right) - turn right. The access road to Burke Racquet and Swim Club is on the right just after the shopping center. Please use shopping center parking lot.

Nancy Surodovaj
1305 Helmsdale Rd
Bethesda, MD 20817

Ancient Mariners

John Jewell
8370 Forrester Blvd
Springfield, VA 22152
703-451-6265 (h)
202-404-8491 (w)

DC Masters

SECRETARY

Jennifer Gittins
3011 Graham Rd
Falls Church, VA 22042
703-849-8175 (h)
703-742-2258 (w)
14127th COUNTY MASTERS

LYNN HAZENWOOD
11714 DECADE CT.
RESTON, VA 22091
703-860-5304 DAY/NITE

SANCTIONS

& RMST

Michelle Callahan
600 California Circle #115
Rockville, MD 20852

RMSC
Rockville

Linda Burkholder (UMCY)
18802 McFarlin Dr.
Hermantown, Md 20874
(301) 540-0158 (h)
(202) 690-0351 (w)

Frank Marcinkowski
Burke Masters

6018 Scarborough Commons Ln.
Burke, VA 22015
703-684-2060 (w)
703-250-3976 (home)

Sandy Macroe
6724 Rolling Rd
Springfield, VA 22152
(703) 569-5463 (h)
(703) 889-8292 (w)

OMAR
Oak Manor
Masters

Debbie Morrin
Terrapin Masters

6100 Westchester Park #605
College Park, MD 20740
(h) (301) 474-8382
(w) (202) 833-8773

Sarah Connick (DCRP)
2800 Woodley road, #420
WDC 20008
202 232 6780

Ray DeFrees
4317 Pickett Rd
Fairfax, Va. 22032
703-324-4815 (w)
703-764-2684 (h)
N.Va. Jewish C.C.

David Smith
Arlington Ageless

RMSC Newsletter
1613 N. Garfield St.
Arlington, VA 22201
(h) 703-527-5980
(w) 202-647-1219

Glen Edlstein (DCRP)
2823 28th St NW
WDC 20008
202 328 9318
703 760 3009 (w)

Tom Denu (CHMR)
4522 GIBBY ST.
Newington, VA 20895
301-858-2315 (w)
301-564-4234 (h)

NOTE: EDITED TO 2 DEC 2008

February 7, 1993

I, Patricia Diehl, Potomac Valley Masters Swimming Committee (PVMSC) Officials Chair give Tom Denes, Chairman PVMSC, my proxy vote regarding the PVMSC By-Laws at the February 14, 1993 meeting of PVMSC.

Patricia Diehl

Patricia Diehl

OFFICIALS
CHAIR

February 7, 1993

I, David Diehl, Potomac Valley Masters Swimming Committee (PVMSC) Top-Ten Chair give Tom Denes, Chairman PVMSC, my proxy vote regarding the PVMSC By-Laws at the February 14, 1993 meeting of PVMSC.

David Diehl

David Diehl

TOP TEN
CHAIR

2/11/93

I am giving
my proxy vote

Feb. 14th to

Tom DENES

Nancy Schap

TREASURER

FEB 11-93

TO FUS MASTERS

TOM DENIS WILL BE OUR PROXY AT
THE FEB 14TH MEETING.

THANK YOU



JOHN MASERA
HEAD COACH

BULLDOG

SWIM CLUB

Bulldog Swim Club
Competitive Swim Team
Swim America Lesson Program
P. O. Box 1120
Bowie, Md. 20718

I give Tom Denes my vote in
Proxy for approval of by-law
changes on Feb, 14, 1993

John Jewell
DC Masters, President

JOHN JEWELL

LEFT PARTWAY
THROUGH MEETING

T. Den

2/14/93

I GIVE Tom DEANS MY
PROXY VOTE FOR FEB. 14th

Paul Dodge 2/14/93

PAUL DODGE

FAIRFAX COUNTY MASTERS

I GIVE MY PROXY

VOTE TO Tom DEWES (Feb. 14, 93)

Debra L. Pelt
NCYM
1815 Irving St NW
Wash DC 20010
202. 483-4747

NAT'L
CAPITAL
YMCA

by plane 2/14 am to Jennifer Hittens

Terry Smith AVSP

Ashburn Village
Sports Pavilion

111 Payton Rd
Arlington VA

30-34
35-39

444-2147

if not Terry's
then me

for proxy
Judy Reed

(w) 727-0581
(H) 430-6993