

Officials Committee Meeting Minutes

Date: January 6, 2026

I. Call to Order

The meeting was called to order at 6:56 PM.

II. Roll Call

Meeting convened at 6:56 PM with committee members present including Barb Ship (Chair), Kelly Opipari, Scott Witkin, Erika Livingston, Elizabeth Jester, Rich McMillen, Paul Jampole and Tom Allison and Courtney Johnston

Guests: Juan Colon, Becky Fowkes, Corey Steiner, and others.

III. Approval of Minutes

Motion: To approve the minutes of September 9, 2025, with correction to the spelling of Becky Fowkes name.

Action: Motion carried.

IV. Reports of Officers and Committees

A. Chair's Report (Barb):

- Strong official renewals for 2026
- Recertification process ongoing
- New officials continuing to join
- Equipment distribution (e.g. clipboards and bells): Bell program working very well (ordered by Elizabeth via Amazon); clipboards for CJs are managed by Tom – working okay but might look into seeing if they can be mailed.
- Discussed that the committee figure out if there is a way to increase athlete involvement in this committee; required to have 205 athlete representation.
- Discussed that for officials to fulfill the session requirement for reimbursement, only PVS sanctioned meets, meets hosted by PVS clubs in other LSCs, and the Black History meet count. Committee members want to revisit this in the future regarding Block Party meets and meets sanctioned by Virginia Swimming.

B. Recruitment & Retention Committee (Kelly):

- Mentorship program in development – Juan Colon, Becky Fowkes and Corey Steiner working on a draft document
- Club officials' chairs recognition pins proposed – no consensus to do this now
- Non-parent officials badge program (requires 3 meets, 15 sessions) – for officials with no current swimmer – discussed that it might be difficult to track

- Coach education PowerPoint in progress to educate coaches about table operations (positive check-in, seeding, etc.)

C. Clinic Coordination (Scott & Erika):

CJ clinic scheduled for January 14th

D. Disability/DEI Committee (Elizabeth):

Howard University camp scheduled April 18-19 with junior officials' component

V. Unfinished Business

None reported.

VI. New Business

A. 50 Session Badges

Motion: To continue to produce badges without the word "sessions."

Action: Motion carried.

B. Promotional Items

Motion: To order carabiners with belt clips. (Note: the committee rejected erasable gel pens but will explore alternative pen options, and considered jar openers, pins and post-it notes)

Action: Motion carried.

C. Evaluator Expense Policy

Motion: That PVS pay lodging and transportation expenses for evaluators at all OQMs, including club-hosted meets. (Note – evaluators are expected to conduct a minimum number of evaluations to qualify for reimbursement; evaluators will be invited by the Officials Committee, not the host club; and the Officials Committee is committed to offer N3 evaluations at Open meets and club-hosted meets and N2 evaluations at Age Group meets)

Action: Motion carried by consensus.

D. Championship Meet Referee Appointments

Motion: To confirm the following appointments:

- Short Course Championships (March): Bill McMahon
- Age Group Championships (March): Andrea Hickman
- Long Course Championships (July): Jessica Moore
- Long Course Age Group Championships (July): Matt James

Action: Motion carried.

VII. Executive Session

The committee entered closed session for Boots Hall Award nominations.

VIII. Adjournment

Meeting adjourned (time not specified).

Adjournment: 8:52 pm

DRAFT