



South Texas Swimming

Board of Directors: Agenda

Meeting Date: May 14, 2024, 8:00 to 9:00 p.m.

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- **Welcome & Roll Call: (8:00 pm)**
 - **South Texas Swimming Mission: (8:05 pm) [Why are you here?](#)**
To empower all athletes to be successful in life by providing resources, equal opportunity, and organizational excellence.
 - **Creating a Culture of Excellence (8:10 pm)**
 - **Additions to Agenda:**
 - **Approval of Minutes:**
 - **March 12, 2024**
 - **April 9, 2024**
 - **April 24, 2024: Special BOD**
 - **Approval of Financial Reports**
 - **Approval of Board Reports**
 - **Approval of Proposal for outside vendor review of Governing Documents-Governance Committee-[attached](#)**
 - **Approval of Travel policy reimbursement proposal -**
 - **Personnel Committee Recommendations**
 - **Approval to replace current communications contractor with Adapting Online LLC.**
 - **Approval to replace current interim administrative staff with fractional services from Reimagine Sports**
 - **Reminder of Special HOD(s)**
 - **Adjourn (9:00 pm)**

Board of Directors Policy Proposal

Proposed Legislation

Proposed Policy

Proposed Resolution

Discussion Only

**Reviewed by the Legislative
Coordinator for Form**

Draft (Not Yet Reviewed)

Proposed legislation must be submitted on this form and should be submitted prior to the mailing of the Board of Directors Agenda to the member clubs. New business items coming from the floor must also use this form to submit the proposed legislation.

Date Submitted: Mar 5, 2024

Date of Board Meeting to be Discussed:

Mar 12, 2024

Name of Policy: USA-S Annual Business Meetings, USA-S Travel and Other STSI Official Travel:

Policy Location: Policies and Procedures, Section X. D. 2

Description of Issue:

Original Wording: "Members must make their own travel arrangements."

Proposed New Wording (added language highlighted yellow): "Members must make their own travel arrangements, except in cases when it is reasonable to obtain a block of rooms at a better rate. Then, a BoD member or designated staff member may make travel arrangements for the group."

Solution/Rationale and Proposal/Legislation Requested: Rationale is that Section X. I there is provision for group arrangements, and it states that they will be prepaid by the LSC:

"If group arrangements were made (e.g. USA-S Annual Business Meeting), they will be prepaid by the LSC (preferred) or reimbursed to the Member at actual lodging costs."

Our policies and procedures should allow flexibility in travel arrangements when possible, to save both STSI and its volunteer representatives money when traveling. The presence of a policy allowing a group rate to be obtained by the LSC implies the power for someone from the LSC to make such arrangements, so the policy should be updated to reflect that.

Effective Date: Mar 12, 2024

Method of Implementation: Hopefully by BoD vote

Proposed by: Anne Bennett

Club: GOLD

Board Member Submitting:

Title: Finance Vice Chair

Action:

- | | |
|--|--|
| <input type="checkbox"/> Adopted | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Defeated | <input type="checkbox"/> Postponed |
| <input type="checkbox"/> Adopted-Amended | <input type="checkbox"/> Withdrawn |
| | <input type="checkbox"/> Referred to Committee |

To: South Texas Swimming LSC, Mary Evelyn Bowling (General Chair)

From: Julie Bachman, Reimagine Sports Co

Date: May 8, 2024

Introduction: This is a proposal for fractional executive director services for the period of May 15, 2024 through November 30, 2024.

Scope of Services/Work:

1. Business of the LSC:

- Oversee the daily business of the organization.
- Conduct an audit of current business office operations to identify inefficiencies, bottlenecks, and areas for improvement on the “business side” of the organization (sanctioning, registration, customer service, communications, social media, website, etc.)
- Develop and implement streamlined processes and workflows to optimize administrative tasks, including registration, membership management, sanctioning, and financial operations.
- Introduce/recommend technological solutions and software tools to automate repetitive tasks and enhance data management practices.
- Provide training and support to staff members.

2. Strategic Plan Next Steps and Implementation:

- Summarize strategic planning session’s actionable goals, objectives, and KPIs- aligned with the long-term vision and mission of the LSC.
- Develop a detailed implementation roadmap outlining specific initiatives, timelines, and responsible parties- including the hiring of a full time executive director.
- Provide ongoing guidance and support to monitor progress, address challenges, and adapt strategies as needed.

3. Liaison to Volunteers:

- Serve as a central point of contact for volunteers- specifically the board of directors, committee chairs, and those tasked with strategic plan initiatives.

- Establish clear roles, responsibilities, and expectations to maximize volunteer engagement and satisfaction.

4. Governance of the LSC:

- Offer advisory services to the board of directors on governance best practices, compliance requirements, and strategic decision-making.
- Assist the general chair with agenda planning, meeting facilitation, and documentation to ensure productive and efficient meetings.
- Provide research, analysis, and recommendations on emerging trends, industry benchmarks, and comparisons with focus on swimming's position in the youth sports marketplace.
- Act as a resource and sounding board for board members, offering insights and guidance.
- Aid in the transition and onboarding of newly elected board members in October.

Duration: May 15, 2024- November 15, 2024

This proposal outlines a six-month engagement period, during which Reimagine Sports Co will dedicate its resources and expertise to support the South Texas Swimming LSC in achieving its goals and objectives. At the end of the initial term, both parties will have the opportunity to evaluate the partnership and explore options for renewal or extension based on mutual satisfaction and alignment of objectives.

Cost: \$3000/month