



South Texas Swimming Board of Directors Meeting

Tuesday, January 9, 2024 at 8pm

Approved 2/13/24

Call to Order

The meeting was called to order at 8:06 pm

Welcome & Roll Call

Board Members Present: Mary Evelyn Bowling, Aaron Gordon, Anne Bennett, BJ Allenstein, Mindy Donofrio, John Dalton, Libby Gunn, Jennie Lou Leeder, Fynn Minus, Marcy Parshall, Chase Thompson, Mike Worley, Lorna Anaya

Board Members Absent: None

Others present: Trey Prinz, Annette DuVall, Cody Mackall, Angie Fain

Verify Quorum

A quorum was verified.

South Texas Swimming Mission

To empower all athletes to be successful in life by providing resources, equal opportunity, and organizational excellence.

Creating a Culture of Excellence

Trey Prinz gave a recap in the role of board members.

Additions to Agenda

Camps and Clinic Chair under committee updates

Approval of Minutes: December 2023

Minutes approved as submitted.

Financial Report Presentation

There were no questions on financial report. Report filed for audit.

Board and Committee Chair Reports

Board and committee chair reports submitted were approved. **See Attached for reports.**

Committee Updates

- **Operational Risk**
Mike Worley is still reaching out to secure an athlete onto the committee. He has secured the non-athletes. He is hoping to have the committee complete to be approved by February meeting.
- **DEI**
Chase Thompson is still looking for an athlete to join the DEI committee. Anyone interested should contact Chase Thompson or Mary Evelyn Bowling.

- **Personnel**
Mike Worley believes that he may have secured an athlete for the personnel committee. The committee should be ready to be approved by the February meeting.
- **Governance**
Mary Evelyn Bowling is still working on finding a non-athlete to join to governance committee. Anyone interested should contact Mary Evelyn Bowling.
- **Age Group Committee**
John Dalton moved to add Angie Fain, SYS, to the Age Group Committee as the Camps and Clinics Coordinator. **Motion Passed**

Budget Overage for South Zones Membership Dues

Anne Bennett moved to approve the budget overage for the Southern Zones Membership Dues. **Motion Passed**

Policy Update for Open Water Zones

John Dalton moved to approve the policy change proposed for the open water team. **Motion Passed**

Current Policy:

XIV. STSI Open Water Team

A. STSI will sponsor an Open Water Team with up to 32 STSI athletes to attend the Open Water Festival and Open Water Zones. The cost for athletes will be a flat rate per athlete, as determined by the HoD or BoD, based on the location of the meet. Up to 32 athletes in the distance events for each age group and gender will be selected from those who applied.

Proposed Policy Change:

XIV. STSI Open Water Team

A. STSI will sponsor an Open Water Team to 32 STSI athletes to attend Open Water Festival and Southern Zone Open Water Zone Championships. The selected team will number no more than the maximum allowed athletes at the meet. The cost for athletes will be a flat rate per athlete, as determined by the HoD or BoD, based on the location of the meet. Up to 32 athletes in Athlete selection will be based on the distance events for each age group and gender will be selected from of those who applied.

Status update teams wanting to align with Gulf Swimming

South Texas has now received 3 teams request to leave South Texas Swimming and align with Gulf Swimming. USA Swimming Team Services suggested that coaches from the board contact the teams to find out what their concerns were. See attached report for their comments.

After working with Team Services, it has been decided that Board members will contact different LSC's to learn more about their championship meets, programming, and funding. Information is to be gathered by January 30th.

Potential Questions to ask other LSCs.

What is the average range of travel to championship meets?

What is your championship meets structure and when are they held?
Do you hold a below B level championship meet?
When are your championship meets?
What is the format of your championship meets?
Who is your championship meet intended for?
Where is your championship meets held, within your LSC or outside the LSC?
How many athlete/coach clinics do you hold a year?
Does your LSC offer financial support to championship teams hosts or does your LSC host the meet?
How do you make sure there are equal opportunities for all teams?
What are the entry fees for championship meets including facility or athlete surcharges?

Which Board member will be contacted which LSC.

All three Athletes will call one LSC that has great athlete programing.

Middle Atlantic – Chase Thompson

Indiana – Anne Bennett

North Carolina – Lorna/ Athletes

Illinois – Trey Prinz

Metro – Mike Worley

Minnesota – John Dalton

Sierra Nevada – BJ Allenstein

Missouri Valley – Jennie Lou Leeder

February Agenda Items

None

Adjourn

Marcy Parshall moved to adjourn the meeting. The meeting adjourned at 9:01pm.

Next BOD Meeting

February 13, 2024 at 8pm via zoom



General Chair Report
Submitted by Mary Evelyn Bowling, General Chair

Meeting Date: Jan 9, 2024

1. Monthly Highlight

a.

2. Meeting or Event Attended

a.

3. Meetings or Events Presented

- a. Meeting with Team Services(12/20) re: Clubs wishing to align with Gulf LSC.
- b. Meeting with ST leadership & Gulf LSC (12/21) re: Clubs wishing to align with Gulf LSC.
- c. Meeting with Marcy Parshall & John Dalton (12/21) re: Clubs wishing to align with Gulf LSC.
- d. Meeting with Cody Mackall re: Website and committee positions available.
- e. Discussion with Trey Prinz (01/03) re: Committees, clubs and BoD meeting format.
- f. Meeting with Team Services (01/05) re: Club conversation review.
- g. Meeting with Mike Koeleber re: Club Development
- h. Bi-weekly meetings with ST leadership.

4. Previous Months Accomplishments

- a. Worked with Team Services to develop directional planning regarding teams wanting to align with Gulf.

5. Current Months Action Plans

- a. Continue to work with Clubs, Team Services and Gulf to find the best solution for clubs.
- b. Begin work on Strategic Planning Session scheduled for 4/20.

6. Other / Discussion Items

a.



Governance Committee Chair Report
Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: Jan 9, 2024

1. Monthly Highlight

- a. I stuck with gray for the month.

2. Meeting or Event Attended

- a. BOD meeting (12/12)
- b. Leadership meeting (12/19)
- c. Governance Committee meeting (12/20)
- d. Discussion with Gulf LSC (12/21)

3. Meetings or Events Presented

- a. Board Orientation Meeting - conducted BOD orientation on 12/05.

4. Previous Months Accomplishments

- a. Solicited feedback on Mindy's performance and provided a review (12/20).

5. Current Months Action Plans

- a. Deanna and Trey will be conducting a second board orientation; the date is TBD.
- b. The next committee meeting is scheduled for Wed, January 24 at 8:00pm. If you would like to attend, please reach out to the [Governance Committee Chair](#).

6. Other / Discussion Items

7. Governance Committee Meeting Minutes

Date: Wednesday, 12/20/2023

Members Present:

Monica Thomason
Chris kjeldsen



Governance Committee Chair Report
Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: Jan 9, 2024

Ben Skinner
Annette Duvall
Trey Prinz

Discussion:

- A draft calendar of events for 2024 was discussed and will be refined.
- The feedback from Mindy's review was provided to the Governance Committee. The committee went into a closed session to discuss next steps.



Finance Vice Chair Report
Submitted by Anne Bennett, Finance Vice Chair

Meeting Date: Jan 9, 2024

- 1. -Monthly Highlight**
 - a. Kicking off the new year
- 2. Meeting or Event Attended**
 - a. Several leadership check-ins
 - b. Special meeting with Juli Bachman from GULF regarding team migration
- 3. Meetings or Events Presented**
 - a. Finance Committee meeting on Jan 2 - introductions/ background, internal audit necessity, review of athlete and official reimbursement policy, discussion of banking services and fees/ check writing process
- 4. Previous Months Accomplishments**
 - a. Reviews/ approvals
 - b. Getting started with meetings/ discussions/ issues
- 5. Current Months Action Plans**
 - a. Mindy to look at other banking and investment firm options
 - b. Mindy to look into using 3rd party processor for payroll/ taxes
 - c. Anne to confer with Mary Evelyn/ Herb on US Swimming requirements for audit.
 - d. Depending on (a) above, Anne to set up meeting with investment firm to review past year/ consider outlook for current year
 - e. Next meeting: Thursday, January 16, 2024 (meeting 3rd Tuesday of month from here on out, unless changed for holiday or other good reason)
- 6. Other / Discussion Items**
 - a. None



Age Group Chair Report
Submitted by John Dalton, Age Group Chair

Meeting Date: Jan 4, 2024

A. Meetings or Events Attended

- a. Emailed Leigh Ann Witt to see if she would still like to be in charge of camps/clinics
 - i. I believe she would be a great candidate for my committee because of her expertise and connections

B. Meetings or Events Presented

- a. TAGS Meet information has been posted to South Texas website

C. Previous Month's Accomplishments

- a. Worked on the medical release form to send out for both Open Water & AG Zones meet
- b. form has been sent to Tracey to have kids fill out once team is selected
- c. OW Applications deadline is Mar 3, 2024
 - i. team will be selected no later than March 17

D. Current Month's Action Plan

- a. Work on AG Zones
 - i. secure hotel, bus etc



Coach's Committee Chair Report
Submitted by Jennie Lou Leeder, Coach's Committee Chair

Meeting Date: Jan 9, 2024

1. Meetings or Events Attended

Coach Social after TXLA Meet at Scholtz'

2. Meetings or Events Presented

The purpose of this meeting was to receive committee approval to book Swim Like a Fish for the Coach's Clinic. To set the date officially as March 24 and approve a deposit of \$1500 for the clinic. This was decided by attendees and emailed vote by those who could not attend. Total for the clinic will be \$2500.

It was decided that Marcy would investigate using the Round Rock pool where AquaTx works out. Mark Parshall has graciously offered to pay any reservation fees for this site. Jennie Lou has a commitment from the Circle C HOA if the RR site not available. the Circle C HOA pool rental will be \$40 per lane per hour. Allison has a commitment from Nitro. If bad weather, we may use their pool at Bee Caves. Cost is not know.

3. Previous Month's Accomplishments

Coach of year awards were picked up.

4. Current Month's Action Plan

Focused on getting the Coach Clinic reserved.

5. Other/Discussion Items



Coach's Committee Chair Report
Submitted by Jennie Lou Leeder, Coach's Committee Chair

Meeting Date: Jan 9, 2024

The possibility of clinic swag.



Senior Vice Chair Report
Submitted by Brandon Allenstein, Senior Vice Chair

Meeting Date: Jan 9, 2024

1. Monthly Highlight

- a. STX Meets finalized

2. Meeting or Event Attended

- a.

3. Meetings or Events Presented

- a.

4. Previous Months Accomplishments

- a. Created meet information and sanctioned B champs
- b. Created meet information and Sanctioned all STX meets
- c. Created meet information and sanctioned Stags
- d. Created B Champs database and entry file
- e. Created All STX meet databases and entry files
- f. Created Stags database and entry files
- g. Posted all SC meet info and files to ST website
- h. Worked with Steve Mandacina to create Champs bag tags, ordered, to be delivered to Steve to be divided and delivered to champs meet hosts
- i.

5. Current Months Action Plans

- a. Create questionnaire for champs post meet

6. Other / Discussion Items

- a.



Digital Communications Chair Report
Submitted by Cody Mackall, Digital Communications Chair

Meeting Date: Jan 9, 2024

1. Monthly Highlight

- a. South Texas Website updates and re-branding

2. Meeting or Event Attended

- a. USA-S Marketing Team
- b. LSC Leaders Call
- c. Weekly Meetings with Secretary

3. Meetings or Events Presented

- a. None at this Time.

4. Previous Months Accomplishments

- a. Website Updates
- b. Website Rebuild
- c. South Texas Logo Brand Guidelines and Standards
- d. 2024 Document Templates and Shared Folders

5. Current Months Action Plans

- a. Finish Small Details on Website.

6. Other / Discussion Items

- a. If you are in need of Google 101 to better understand how to operate and maximize your Google Account, please let me know. Please know that you all have your own personal drive, that is linked to your ST Account, the Private Drive and Public drive are able to be seen by all Board Members.



STaR Committee Chair Report
Submitted by Mindy Donofrio, STaR Committee Chair

Meeting Date: Jan 9, 2024

1. Meetings or Events Attended

- a. None

2. Meetings or Events Presented

- a. Hosted SWIMS Training - Renewal of athletes on December 14.
Recording was sent to all teams.

3. Previous Month's Accomplishments

- a. Loaded 13,240 splashes into SWIMS
- b. Sanctioned 9 meets and loaded meets to ST website and SWIMS
- c. Rick Allenstein approved 16 meets to be observed. All meets were added to SWIMS. 3 observed meets were loaded into SWIMS.
- d. Ran recons for all meets held within South Texas and distributed to teams
- e. Worked with B champs entry chair to run times and membership recons.
- f. Updated member records and merged accounts
- g. Merged duplicate member records



STaR Committee Chair Report
Submitted by Mindy Donofrio, STaR Committee Chair

Meeting Date: Jan 9, 2024

- h. Updating incorrect USAS IDs entered by teams based on meet results and contacting teams with ID errors so they can correct them in their team database
- i. Secured strategic planning session location and paid deposit
- j. Sorted awards for all championship meets and brought to Alamo Heights pool to distribute at B championships.

4. Current Month's Action Plan

- a. Get records updated on South Texas Website.

5. Other/Discussion Items

- a. None

Treasurer's Notes and Plans

Accomplishments & General Notes

- Input 2024 budget into Quickbooks
- File Quarterly 941

Plans

- Renew employee bond insurance
- Work with CPA to complete and file 1099/1096 and W2/W3
- Process outreach assistance requests for prior year Q4
- Work with Open Water Chair on Open Water zones Expenses

Open Issues

- None

Budget Y2023 Amend04

January - December 2023

	Actual	Budget	over Budget	Total % of Budget
INCOME				
47000 Program Income				
47100 Membership Dues	145,757.00	175,100.00	-29,343.00	83.24 %
47200 Splash Fees	174,953.75	145,900.00	29,053.75	119.91 %
47300 Sanction Fees	3,450.00	2,950.00	500.00	116.95 %
47400 Fines	1,300.00	3,000.00	-1,700.00	43.33 %
47900 Other				
47990 Endowment Income Draw		45,000.00	-45,000.00	
Total 47900 Other		45,000.00	-45,000.00	
Total 47000 Program Income	325,460.75	371,950.00	-46,489.25	87.50 %
Total Income	325,460.75	371,950.00	-46,489.25	87.50 %
GROSS PROFIT	325,460.75	371,950.00	-46,489.25	87.50 %
EXPENSES				
60000 Program Expenses				
60100 National Reimbursements				
60110 Athletes	59,092.50	64,400.00	-5,307.50	91.76 %
60120 Coaches	16,096.50	14,400.00	1,696.50	111.78 %
60130 Officials	7,778.00	7,900.00	-122.00	98.46 %
Total 60100 National Reimbursements	82,967.00	86,700.00	-3,733.00	95.69 %
60200 Championship Meets				
60220 Bag Tags	8,157.25	5,800.00	2,357.25	140.64 %
60230 Awards	9,004.06	5,500.00	3,504.06	163.71 %
Total 60200 Championship Meets	17,161.31	11,300.00	5,861.31	151.87 %
60300 Age Group Zones		90,000.00	-90,000.00	
60310 Lodging	16,528.85		16,528.85	
60320 Food	14,187.48		14,187.48	

				Total
	Actual	Budget	over Budget	% of Budget
60330 Transportation	30,861.88		30,861.88	
60340 Uniforms	8,709.29		8,709.29	
60350 Entry Fees	3,965.00		3,965.00	
60360 Coach Stipend	4,700.00		4,700.00	
60380 Income	-20,100.00	-25,000.00	4,900.00	80.40 %
60390 Misc	308.88		308.88	
Total 60300 Age Group Zones	59,161.38	65,000.00	-5,838.62	91.02 %
60400 Open Water Zones		39,375.00	-39,375.00	
60410 Lodging	8,875.12		8,875.12	
60420 Food	2,705.70		2,705.70	
60430 Transportation	22,402.88		22,402.88	
60440 Unifroms	5,838.00		5,838.00	
60450 Entry Fees	3,230.00		3,230.00	
60460 Coach Stipends	1,500.00		1,500.00	
60480 Income	-16,000.00	-14,400.00	-1,600.00	111.11 %
Total 60400 Open Water Zones	28,551.70	24,975.00	3,576.70	114.32 %
60700 LSC Clinic/camps/swimposiums		15,000.00	-15,000.00	
61000 USAS Workshops and Business Mtg				
61010 Registration		1,000.00	-1,000.00	
61020 Transportation	4,320.80	4,700.00	-379.20	91.93 %
61030 Lodging	3,295.11	4,700.00	-1,404.89	70.11 %
61040 Meals	1,548.52	2,650.00	-1,101.48	58.43 %
Total 61000 USAS Workshops and Business Mtg	9,164.43	13,050.00	-3,885.57	70.23 %
61100 Officials				
61110 Official's Dues Reimbursements	8,788.00	22,400.00	-13,612.00	39.23 %
61120 BGC Reimbursement	1,249.42	1,000.00	249.42	124.94 %
61130 Evaluator Travel	5,307.94	4,000.00	1,307.94	132.70 %
61140 Officials' Travel and Training		1,000.00	-1,000.00	

				Total
	Actual	Budget	over Budget	% of Budget
61150 Official's Account Expenses	1,154.25	1,575.00	-420.75	73.29 %
Total 61100 Officials	16,499.61	29,975.00	-13,475.39	55.04 %
61200 Member Awards		2,000.00	-2,000.00	
61300 Safe Sport		500.00	-500.00	
61400 Zone Select Camp	2,239.73	1,500.00	739.73	149.32 %
61600 DEI and Adaptive		4,500.00	-4,500.00	
61700 Outreach Athlete Assistance	1,256.00	2,700.00	-1,444.00	46.52 %
61900 Coaches Committee Fund	1,334.75	4,200.00	-2,865.25	31.78 %
Total 60000 Program Expenses	218,335.91	261,400.00	-43,064.09	83.53 %
70000 Operations				
70100 Contract Services				
70110 Accounting Fees	2,159.65	3,500.00	-1,340.35	61.70 %
70130 Website Maintenance	6,990.00	10,000.00	-3,010.00	69.90 %
Total 70100 Contract Services	9,149.65	13,500.00	-4,350.35	67.78 %
70200 Facilities				
70210 Office/Storage Rent	960.00	1,000.00	-40.00	96.00 %
70220 PO Box	170.85		170.85	
Total 70200 Facilities	1,130.85	1,000.00	130.85	113.09 %
70300 Bank Charges	7,219.95	8,200.00	-980.05	88.05 %
70400 Investment Expense	14,847.92	14,400.00	447.92	103.11 %
70500 Memberships, Dues and Subscriptions	827.75	850.00	-22.25	97.38 %
70600 Postage and Shipping	364.55	400.00	-35.45	91.14 %
70700 Office Equipment and Supplies	218.21	800.00	-581.79	27.28 %
70800 Telecommunications	1,994.10	1,100.00	894.10	181.28 %
70900 HOD Meeting Expenses	14,153.93	2,000.00	12,153.93	707.70 %
71000 Chairperson's Expenses	667.79	1,500.00	-832.21	44.52 %
71300 Travel		2,800.00	-2,800.00	
72000 Employee Expenses				
72100 Wages				

				Total
	Actual	Budget	over Budget	% of Budget
72110 Wages - Base	60,632.00	60,060.00	572.00	100.95 %
72120 Wages - Bonus		4,000.00	-4,000.00	
Total 72100 Wages	60,632.00	64,060.00	-3,428.00	94.65 %
72200 Payroll Taxes	4,638.36	4,900.00	-261.64	94.66 %
72400 Workers Comp	343.00	300.00	43.00	114.33 %
72500 Employee Bond	260.00	300.00	-40.00	86.67 %
Total 72000 Employee Expenses	65,873.36	69,560.00	-3,686.64	94.70 %
Total 70000 Operations	116,448.06	116,110.00	338.06	100.29 %
Total Expenses	334,783.97	377,510.00	-42,726.03	88.68 %
NET OPERATING INCOME	-9,323.22	-5,560.00	-3,763.22	167.68 %
OTHER INCOME				
80100 Interest Earned	42.55		42.55	
81000 Investments				
81010 Dividend, Interest (Securities)	162.94		162.94	
81090 Other Investment Gain/Loss	202,738.25		202,738.25	
Total 81000 Investments	202,901.19		202,901.19	
Total Other Income	202,943.74	0.00	202,943.74	0.00%
NET OTHER INCOME	202,943.74	0.00	202,943.74	0.00%
NET INCOME	\$193,620.52	\$ -5,560.00	\$199,180.52	-3,482.38 %