

STSI Board of Directors Zoom Meeting
Tuesday April 11, 2023
8:00 p.m.
Approved 5/9/23

Call to Order

The meeting was called to order 8:03 p.m.

Board Members Present:

Mary Evelyn Bowling, Steve Mandacina, Mindy Donofrio, Marcy Parshall, Aaron Gordon, Dabeluchi Isiofia, Zach Pifer, Jennie Lou Leeder, Alek Orloff

Board Members Absent:

Deanna Oliphant, John Dalton,

Others Present

Lorna Anaya, Cody McKall, Annette Duvall, Monica Thomason, Jason Schmeltzer

Verify Quorum

A quorum was verified.

Approval of Minutes

Mary Evelyn moved to pass the March 14, 2023 BOD meeting minutes as posted. Motion **PASSED**.

Board Member Reports – approved by BOD – see attached for reports

Report Discussion

Finance Vice Chair – Mary Evelyn asked Alek to include all chairs and board members for budget input. Alek agreed.

Sanction Chair – Mindy moved to approve the updated sanction policy and procedure to include two major modifications of 1) decreasing the time period for a “conflicting” meet when a bid meet is scheduled from 10 days to 6 days and 2) change the due dates for sanctioning champs meets from April 15 to April 30 (for long course season) and from November 15 to November 30 (for short course season). **Motion Passed**

Unfinished Business

DEI Committee/Chair

Mary Evelyn is still searching for a DEI committee and Chair.

LSC Long Course Championship Meets

Steve said that the committee is still working out the budget needed for bag tags for Long Course championship meets. He will be sending an email vote out with the amended budget prior to the next BOD meeting so the bag tags can be ordered.

April USAS workshop

Mary Evelyn let the group know that South Texas will try to have a group dinner in Denver during the workshop.

New Business

Digital Communications

Mary Evelyn has interviewed 3 candidates for the Digital communication job. This person will be working on the website, social media campaign and will be attending all board meetings. Second interviews will be held next week with a potential start date of May 1.

Safe Sport Chair

Mary Evelyn moved to approve Lorna Anaya as Safe Sport Chair. **Motion Passed**

Athlete Committee

Mary Evelyn moved the following change in red to the senior vice chair duties within the policy and procedure: “The Senior Vice Chair shall chair and have general charge of the affairs and property of the Committee that develops and conducts the championship meet program of STSI, including the development of long-range plans for swimming programs, and chairs the annual scheduling meeting at the Annual Meeting. The Senior Vice Chair shall chair the Championship Meet Committee, and **The Senior Vice Chair or designee** will serve as the liaison to the Athlete Representatives and the Athlete Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with the STSI Bylaws.” **Motion Passed**

Board Source Survey

Mary Evelyn reminded the board to please submit their responses to the survey.

Zoom

Mindy noted that the enterprise license for Zoom from USA swimming is expiring this month. The May meeting will have a new zoom link and will be a regular zoom call opposed to a webinar.

May Agenda Items

Coach of the year award
Budget Development

Adjournment

The meeting adjourned at 8:51 PM.

Next BOD Meeting

May 9, 2023, at 8:00 p.m. via Zoom.

Email vote 04/13/2023

Steve Mandacina moved to increase the budget for bag tags for the LC season by \$2500. This includes the tags necessary for the B championship meet that was recently added and includes shipping and associated costs for the tags. **Motion Passed**

Treasurer's Notes and Plans

Accomplishments & General Notes

- Process reimbursements for Evaluators for Champs meets

Plans

- Complete SC National Assistance
- Set up Google form for LC National Assistance
- USAS Workshop
- File quarterly 941
- Process outreach assistance requests for Q1

Open Issues

- 2022 tax return: waiting for accountant to submit



Sanctions, Times & Records Committee Report Submitted by Mindy Donofrio, STaR Chair

Meeting Date: Apr 11, 2023

A. Meetings or Events Attended

a.

B. Meetings or Events Presented

a.

C. Previous Month's Accomplishments

- a. updated sanction policy and procedure
- b. sanctioned 15 meets in March

D. Current Month's Action Plan

- a. Post finalized sanction policy and procedure
- b. continue to sanction meets

E. Other/Discussion Items

The sanctions committee has been working on updating the sanction procedure. The document was revised to include additional support for observed meet procedures, to clarify some things that came up this past season with high school meet hosts and officials, mostly regarding the need for a Meet Referee's Report for observed meet, and changes due to SWIMS 3.0 with regard to what data needs to be entered by the high school coach.

Most of the updates are of a housekeeping nature. There are two items that we ask the BOD to ratify and approve. They are listed below and highlighted in blue in the attached draft sanction procedure document.

1. Decreasing the time period for a "conflicting" meet when a bid meet is scheduled from 10 days to 6 days. This means that no non-championship meet in the LSC may be sanctioned from the Wednesday prior to and the Monday following a bid meet weekend, unless that meet is exempt (TAGS/Sectionals and higher) or is a proof of time meet with time standards that are not in conflict with the bid meet. Currently, the "conflicting" meet time is 10 days, which in practice has limited the ability of hosts to sanction "last chance" meets.
2. Changing the due dates for sanctioning champs meets from April 15 to April 30 (for long course season) and from November 15 to November 30 (for short course season). In practice, these deadlines are impractical with rules changes from the USAS HOD and STSI HOD meetings, and providing time for the transition of the Senior Vice Chair and Championship Meet Committee personnel changes. For consistency, the long course deadline was also extended, to allow additional time after the end of the short course season and spring break (and also to take this meet's deadline off "tax day.") Neither of these extended deadlines should be an issue to teams, because we are still posting these meets well ahead of their start dates.

Both of these updates would also need to be made in the LSC Policies & Procedures, as well.



**Senior Vice Chair Report
Submitted by Steve Mandecina, Senior Vice Chair**

Meeting Date: April 11, 2023

A. Meetings or Events Attended

- a. Met with several coaches & meet hosts regarding the sanctioning and distribution of the meet announcements for LC champ meets

B. Meetings or Events Presented

- a.

C. Previous Month's Accomplishments

- a. Completed the creation of the Summer B Championship SCY
- b. In late March, distributed all three (STAGS, STX, B Champ) meet announcements for sanctioning by April 15, 2023

D. Current Month's Action Plan

- a. Present to BoD a budget request for awards and bag tags for three LC championship meets.
- b. Sanction LC Champs meets.
- c. Begin process for evaluating number of swimmers for LC and order bag tags.
- d. Once LC sanctioned, begin looking at bids for SC champs season, but first review meet format for consistency with changes made to LC season.



**Officials Committee Report
Submitted by XXX, Officials Committee Chair**

Meeting Date:

A. Meetings or Events Attended

a.

B. Meetings or Events Presented

a.

C. Previous Month's Accomplishments

a.

D. Current Month's Action Plan

a.

E. Other/Discussion Items

- a. Working with Jessica on simplifying and streamlining our
Official's PPGO.



Governance Committee Report
Submitted by Trey Prinz, Governance Committee
Chair

Meeting Date: Apr 11, 2023

A. Meetings or Events Attended

- a. Governance Committee Meeting - 3/21/2023

B. Meetings or Events Presented

- a. None

C. Previous Month's Accomplishments

- a. The BoardSource survey was released Mar 29 and will close on Apr 14. It is estimated that the results will be provide around Apr 19.
- b. Solicited feedback from the committee on how our board meetings are conducted. This feedback will be provided to the working group studying this on Apr 6.

D. Current Month's Action Plan

- a. Document the election process for Athlete Representatives and Officials.
- b. The next committee meeting is scheduled for Wed, Apr 26 at 8:00pm. If you would like to attend, please reach out to the [Governance Committee Chair](#).

E. Other/Discussion Items



**General Chair Report
Submitted by Mary Evelyn Bowling, General Chair**

Meeting Date: April 11, 2023

A. Meetings or Events Attended

- a. Safe Sport meetings: USA Swimming, The US Center for Safe Sport, Southern Zone Safe Sport Chair, South Texas Safe Sport Chair

B. Meetings or Events Presented

- a. Weekly call with ST Administrator
- b. Weekly call with Admin Vice Chair
- c. Finance Committee members about 2024 Budget
- d. Governance Committee members about Board Meeting structure and committee development
- e. Age Group Chair about Zones
- f. Senior Vice Chair about Athlete Committee
- g. Athlete Reps about Athlete Committee development

C. Previous Month's Accomplishments

- a. Digital Communications Candidate interviews

D. Current Month's Action Plan

- a. Hire Digital Communications Position
- b. DEI Committee Development

c. Athlete Rep and Committee Development

d. Begin planning for Board Retreat

E. Other/Discussion Items

a.



Finance Vice Chair Report
Submitted by Alek Orloff, Finance Vice Chair

Meeting Date: Apr 11, 2023

A. Meetings or Events Attended

- a. Finance Committee held meeting on April 4 with Morgan Stanley for asset management team to present 2022 and YTD 2023 Q1 performance results, asset allocation, and forward strategy with STSI endowment. Managers took questions from the Committee and committed to look at short-term money fund options yielding 4.7% interest as proxy for other fixed-income investments in portfolio during continuing period of interest rate uncertainty that could drive non money fund investment values downward.

B. Meetings or Events Presented

- a. n/a

C. Previous Month's Accomplishments

- a. n/a

D. Current Month's Action Plan

- a. Assembled 2024 budget input templates for Senior Chair, DEI Chair (TBD), Safe Sport Chair, and Coaches Rep. Once key assumptions are obtained from this set of chairs, the draft 2024 budget will be subject to review by that set as well as the Officials Chair, AG Chair, Coaches Rep, and Athlete reps.

E. Other/Discussion Items

- a. n/a

March 29, 2023

Minutes Coach Representatives Committee

In attendance:

Jennie Lou Leeder, Coach Rep

Marcy Parshall, Coach Rep

Parker Mendacina, Athlete Rep

Alexandra Dunn, Athlete Rep

Agenda:

1. Clarifying COTY perimeters going forward.
2. Discussion on coaching continued Ed presentations.
3. Adding Allison Brol to committee to replace Marcy
4. Welcome Marcy to the Coach Rep position replacing Hector.

We started the meeting at 8:00pm.

We welcomed Marcy to her new position with the committee. Hector has resigned and moved to Florida. Marcy has moved from a committee member to replace Hector as a Coach Representative for our committee to the BOD.

We discussed the setting of perimeters for the 2023 COTY. Opening up nominations on June 1st and closing on July 30. This gives the committee the month of August to determine the winners. Then the month of September to procure awards to be given. The winner would be announced at the HOD meeting in October. We determined that to get the perimeters Marcy would send out a google document that we will all put our ideas on. Then at the next meeting we can discuss the direction that the selection perimeters should go. We discussed changing the team divisions to reflect the team sizes more appropriately: Small 1-150 swimmers, Medium 151-250 swimmers, and Large 251+

We voted to accept Marcy's recommendation to add Allison Brol to the committee. 4-0

We decided to table the coaching continued Ed presentations to next month.

Steve Mandacian asked that we discuss ways to get timers in a timely manner at championship meets. We all agreed that a timer signup sheet that parents could sign up before the meets should be sent out. Then the meet host gets a copy and can call out by name the missing timers. Ultimately, it comes down to meet host and how they want to handle it. The meet host might be able to get more timers if they incentivize parents with hospitality lunch, drinks and snacks while timing. We also discussed the idea of asking schools if they had clubs or students who need community hours. There are many out there in this situation that might be willing to time.

We agreed to meet on April 26 at 8:00pm for our next meeting.

Respectfully submitted by Jennie Lou Leeder



Admin Vice Chair Report
Submitted by Deanna Oliphant, Admin Vice Chair

Meeting Date: April 11, 2023

A. Meetings or Events Attended

- a. Weekly Call with GC

B. Meetings or Events Presented

- a.

C. Previous Month's Accomplishments

- a. updated P & P
- b. Completed Board Source survey

D. Current Month's Action Plan

- a. continue working on P & P with Governance

E. Other/Discussion Items

- a.