



2022 House of Delegates Meeting
Saturday, October 8, 2022
San Antonio, TX
Approved 10/7/23

Call to order – Chris Kjeldsen 9:01 am

Roll Call – Mindy Donofrio

The following teams were not present for the HOD meeting. As per South Texas Swimming Policies and Procedures, these teams may not host a sanctioned or approved meet until the 2023 House of Delegates meeting: ATLS, C3S, CLAN, CLUB, COTA, GLAA, HSC, LIFE, MMA, RUSH, TWST, WWW.

Adoption of 2021 Minutes – Mindy Donofrio

Annette DuVall moved that the minutes from the 2021 HOD meeting be adopted as presented on the website. Motion **PASSED**.

Reports of Officers

General Chair – Chris Kjeldsen

See the attached letter from the General Chair included with these minutes.

Admin Vice Chair – Deanna Oliphant

Deanna facilitated the Board orientation for new board members and the strategic planning meeting.

Senior Vice Chair – Monica Thomason

The Championship Meet Committee developed a meet bid form to gather bids for championship meets prior to the HOD meeting. The Communications Committee developed a new skin for the ST website and developed a social media policy that was approved by the BOD. South Texas Swimming is on Facebook and Instagram.

Safe Sport Chair – Mary Evelyn Bowling

South Texas Swimming prioritizes the Safe Sport Recognition Program throughout our geographically large LSC and membership. Club Safe Sport Recognition is a requirement to host a meet within South Texas. South Texas has 65% of its clubs Safe Sport Recognized. The goal of the South Texas BOD is 100% Club Safe Sport Recognition and broader education. The Club Safe Sport Recognition program will open 11/1/22 within SWIMS 3.0.

Sr. Coach Rep – Mike Witt

The coach reps have developed a new coach recognition program.

Jr. Coach Rep – Hector Becerra

The 2022 Swimposium was in McAllen, TX with about 170 in attendance. The clinic was well received with an overall clinic rating of 97% per USAS. The Coach Committee hosts monthly coach meetings for all South Texas coaches.

Age Group Chair – Bill Spurgeon

South Texas placed 5th overall at Age Group Zones. South Texas also received the Sportsmanship award for the 2nd year in a row.

Athlete Rep – Harold Christensen

The Athlete Committee is small but is growing. They have started a GroupMe account to contact athletes. The Instagram account is also growing with over 200 followers.

DEI – Jen Smetana

South Texas financially assisted the coach of a disabled athlete to attend a meet in Australia. South Texas also submitted hearing impaired legislation to USAS. One piece of legislation, the stand command for starts, was approved.

Reports of Committee Chairs

TAGS Committee– Aubrey Knapper

2023 SC TAGS – March 2-5, 2023; MARS in Lewisville

2023 LC TAGS – July 26-30; AAAA at NISD Swim Center

Sanctions Chair – Mindy Donofrio

South Texas sanctioned 134 meets in 2021 and has sanctioned 102 meets as of 10/7/22. The sanction procedure has not changed since the launch of SWIMS 3.0. Mindy went over the USAS rule changes pertaining to sanctions, including new requirements that all meets must have at least two meet marshals, with at least one of each gender; a description of the medical supervision available to athletes participating in the meet; and the following statement in the meet information: “All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy (“MAAPP”) and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition.” The transfer wait period when an athlete changes clubs has changed from 120 days to 60 days, effective immediately.

Membership Chair - Mindy Donofrio

South Texas had a total of 9,485 members in 2022. Membership numbers are back to pre-covid totals. Registration for 2023 opened on September 1, 2022, with the launch of SWIMS 3.0. Every non-athlete member must create a new login to usaswimming.org. Parents also need to create a parent login account. There is also a new USA Swimming app, which replaces the discontinued Deck Pass app. It is important to make sure birthdays and names within SWIMS match the team’s database to ensure that times are loaded properly. All coaches need to take the new Quality Coaching Framework (QCF) course prior to 12/31/22. In addition, all new coaches, including 2nd year coaches, will need to take Welcome to USA Swimming, Core Certification, and Rules and Regulations for Coaches courses.

Officials Chair – Charles Yang

Currently there are approximately 220 officials in the LSC. South Texas officials have successfully supported numerous high level national meets, Sectionals, and LSC championship meets. They have also even supported other LSCs hosting Sectional meets within South Texas, year after year. South Texas has sent an official to Olympic Trials the past two trials and has supported many other officials at

various national meets throughout the country. South Texas has a great number of officials who participate in the national mentoring program earning national certifications in various positions. Lastly, South Texas is an LSC that relies 100% on officials as volunteers, meaning we do not require teams to have a certain number of officials, we do not require teams to bring officials to meets, and we do not require meet hosts to pay officials. There are some teams within the LSC that host meets and have done a very good job understanding that they need officials and have taken the steps to recruit and retain officials in order to do so. There are other teams that have complained that they cannot get a meet sanctioned because they can't get officials. South Texas is asking coaches and team boards to help recruit officials, especially clubs that that regularly hosts meets.

Governance Committee – Tim Byerly

The Governance Committee developed a board manual, developed a board orientation process, completed LEAP 2021, led the development of the LSC's first strategic plan, completed the personnel policy handbook, advocated for policy changes on the annual strategic planning meeting date, completed a board survey, and developed a detailed job description for the nomination process.

Times Officer – Jessica Evans

SWIMS 3.0 will not use IDs to match athletes when loading meet results; therefore, the athlete's correct name and date of birth must match between what is in your team database and what the parent enters in SWIMS. This will apply to all sanctioned and observed meets. It is important for teams to verify within their team management software that the name and birthday of the athletes match exactly what is in SWIMS and to make any indicated updates identified in the recon reports from meets. Times of mismatched athletes will not be loaded until the information is updated. For observed meets, high school coaches need to add names and birthdays to their athlete records for times to load for qualifying athletes. Including the new USAS ID number will not upload results like it has in the past; the athlete's correct name and date of birth must be included in the athlete's record.

Open Water Zones – Tracey Spurgeon

Applications for the 2023 Open Water Zones will be posted in January.

NTV Committee Chair – Rick Allenstein

There were 42 High School meets and one U.S. Masters meet approved for observation in STSI during the 2021-2022 school year.

Schedule of Bid Meets

Monica Thomason

SC B champs – January 7-8, 2023; AAAA at Alamo Heights Natatorium

+SC STX Champs South – February 10-12, 2023; SASA at UIW Barshop Natatorium

+SC STX Champs North/Central – February 10-12, 2023; TST at Belton ISD Swim Center

+SC STX Champs North/Central – February 17-19, 2023; PLAT/AQTX at Temple ISD Swim Center

SC STAGS – No Bid, sent to Championship Meet Committee

LC STAGS – July 13-16, 2023 – AAAA at Bill Walker Natatorium

LC STX Champs N/S combined– July 7-9, 2023 – CCLR at CCISD Natatorium

+The Championship Meet Committee was asked to determine which teams will attend which STX Championships locations.

Treasurer Report

Alek Orloff

Alek presented the budget report for 2022; South Texas is financially sound and is projected to operate within the BOD's amended budget. The BOD has instituted multiple points of oversight to ensure

accuracy and transparency for the LSC's finances. Alek presented the 2023 proposed budget with the following key items.

Key Items:

- Zones Team Stay at \$500 co-pay (50 athletes)
- Open Water Zones Stay at \$400 co-pay (32 athletes)
- Texas Select Camp Stay at \$150 co-pay (32 athletes)

National meets eligible for financial assistance will include:

- Phillips 66 National Champs, Speedo Winter Junior National Champs, Speedo Summer Junior National Champs, TYR Pro Swim Series, Toyota US Open, Open Water National Champs, Futures, and Phillips 66 Int'l Team Trials
- When one of the above-listed meets is conducted at multiple sites, STSI will only support the site that is most geographically/financially practical for STSI members.

Alek moved to approve the 2023 budget #1 with splash fees remaining at \$1.25 as proposed, including the key items listed above. **Motion PASSED**

Audit

Per the mandate from USA Swimming, the LSC paid for an external audit and review of the 2021 books and practices. There were no adverse findings. Alek Orloff moved to accept. **Motion PASSED**

ST Swimming Board of Directors Elections

Tellers for all in-person elections were Mark Parshall and Harold Christensen. Mindy Donofrio moved to delete all ballots after each election. **Motion PASSED**

****General Chair:** Mary Evelyn Bowling, UN

Finance Vice Chair: Alek Orloff, UN

Age Group Chair: John Dalton, TXLA

Junior Coach Representative: Jennie Lou Leeder, CCSS

Safe Sport Chair: Monica Thomason, WLOO

Junior Athlete Representative: Aaron Gordon, WLOO

Athlete At-Large Representative: Debeluchi Isiofia, HPAC (filling an unexpired term)

Other Nominations

Officials Chair: Charles Yang, UN

Admin Board of Review:

Non-athlete member: Mike Koleber, NTRO

Non-athlete member, alternate: Mark Parshall, AQT

Athlete member: Ben Skinner, SRG

Athlete member, alternate: Phoenix Mielcarek, WLOO

****Mary Evelyn Bowling, as General Chair of STSI, and Melinda Donofrio, as Treasurer of STSI, are authorized to sign any agreements regarding the bank accounts and are authorized signer on all the bank accounts and the Morgan Stanley investment account. Outgoing General Chair Christopher Kjeldsen is removed as an authorized signer from all bank and investment accounts.**

Old Business

None

New Business

Mike Witt moved that the Age Group Chair, Open Water Chair, Treasurer, and their designees are all authorized to have debit cards for the STSI checking account. **Motion PASSED**

Mike Witt moved to change the STSI registered agent with the Texas Secretary of State from Christopher Kjeldsen to Mary Evelyn Bowling, General Chair. **Motion PASSED**

Mindy Donofrio moved to fully fund both the athlete and coach national meet assistance requests by moving unused funds from Age Group Zones, Open Water Zones, TX Select Camp, Miscellaneous, and USA Convention/Workshop Registration budget lines to the budget lines for national assistance for athletes and coaches. **Motion PASSED**

Jason Schmeltzer moved to add NCSA to the list of national meets receiving assistance. **Motion FAILED**

Proposed Legislation

Proposed Bylaw Change: Limiting Board Member's Committee Membership Sponsored By Governance Committee

Tim Byerly moved to approve the following bylaw change. Mark Parshall amended to change to a policy and procedure proposal instead of a bylaw proposal. Amendment **PASSED**. Motion as amended **PASSED**.

Proposal: Limit BOD members to membership on 2 committees and also no more than 2 BOD non athlete members on a committee.

Rationale. One of STSI stated goals is to move the Board of Directors to be a more strategic body. With less Board Members on committees, the non-BOD members on the committees provides for a pool of people for succession planning and future nominations. It also gives more people the opportunity to be involved in South Texas Swimming.

7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs. Except as otherwise provided in these Bylaws or the STSI Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division. Board members are limited to serving on two committees with the limitation of no more than two Board members (Non-Athlete) on a committee. The Governance, Executive, and Athlete Committees are not included in these limitations.

HOD Policy and Procedure Legislation 1 – Mindy Donofrio

Mindy Donofrio moved to approve the following policy and procedure change. Motion **Passed**

Current Language:

III. Registration and Membership

- A. STSI processes registrations (club, non-athlete, or athlete) and invoices fees to the indicated South Texas Swimming account for the club or club location through Team Unify. **All Athlete registrations can be submitted electronically.** You can email all registration documentation and zip file to registration@stswim.org. Clubs will be invoiced for all fees. Invoices will be generated on the 1st of every month and payment is due within 30 days of the statement date.
 - 1. All Non-Athlete or Athlete Member registrations and associated documentation can also be mailed to Mindy Donofrio, South Texas Swimming, PO Box 592793, San Antonio, TX 78259. E-mail: registration@stswim.org Phone: 210-479-0881.
 - 2. Please submit payment to South Texas Swimming with your registration if it is not being billed through a specific team.
- B. All Athlete Members of USA-S are required to register annually. The athlete membership types are Premium, Seasonal, Flex, Outreach, and Lifetime. Clubs are required to prominently disclose which USA Swimming membership type will be processed when the athlete's registration is first processed or renewed.
- C. Proof of legal name (including legal name changes) and age is required for athlete registration within STSI. When first registering with USA-S, athletes must provide a copy of their birth certificate or other acceptable government-generated document proving legal name and date of birth. Swimmers transferring from another LSC must also provide a copy of their birth certificate or other acceptable government-generated document proving legal name and date of birth if they have not been previously registered with STSI. Effective 9/1/2021, there is no transfer fee for out-of-LSC transfers.
- D. Outreach Swimmers: Proof of legal age name and age along with the South Texas Athlete Outreach Verification form are required. The South Texas Swimming/USA Swimming Athlete "Outreach" Registration is a Scholarship program for athletes whose family are currently in need of financial aid from their swimming Club to participate. The South Texas Swimming "Outreach" Registration policy provides an annual reduced registration fee for USA Swimming membership, provided the athlete's club gives a reduced monthly club fee. The Outreach Fee is currently \$7.00 per year. For a swimmer to be registered as an "Outreach Swimmer," the South Texas Athlete Outreach Verification Form, located on the Registrations page of the STSI website must be completed and submitted along with associated required documentation with the registration batch. Outreach swimmers are marked in Team Manager or Team Unify as Outreach. The Outreach Status is marked in SWIMS based upon the submitted outreach form.
- E. Teams must complete an STSI LSC Club Application annually. The current application can be found on the STSI website.
- F. Clubs/teams are required to maintain their current club contact email address with the STSI Office so necessary information can be directed to the proper individual electronically. The club contact is responsible for distributing the information as needed to the proper individuals in their club.
- G. Contact information, to include email addresses, phone numbers, etc. for teams, coaches, STSI board members, officials, etc. may be posted on the STSI website only within the privacy guidelines promulgated by USA Swimming.

Proposed Language:

- A. All USA Swimming athlete and non-athlete registrations are completed through the USA Swimming Online Member Registration (OMR). USA Swimming collects all South Texas membership dues when members complete and pay for USAS membership through OMR.
- B. All Athlete Members of USA-S are required to register annually. The athlete membership types are Premium, Seasonal, Flex, and Outreach ~~and Lifetime~~. Clubs are required to prominently disclose which USA Swimming membership type will be processed when the athlete's registration is first processed or renewed.
- C. Proof of legal name (including legal name changes) and age is required for athlete registration within STSI. When first registering with USA-S, athletes must provide a copy of their birth certificate or other acceptable government-generated document proving legal name and date of birth. Swimmers transferring from another LSC must also provide a copy of their birth certificate or other acceptable government-generated document proving legal name and date of birth if they have not been previously registered with STSI. Effective 9/1/2021, there is no transfer fee for out-of-LSC transfers.
- D. Outreach Swimmers: Proof of legal age name and age along with the South Texas Athlete Outreach Verification form are required. The South Texas Swimming/USA Swimming Athlete "Outreach" Registration is a Scholarship program for athletes whose family are currently in need of financial aid from their swimming Club to participate. The South Texas Swimming "Outreach" Registration policy provides an annual reduced registration fee for USA Swimming membership, provided the athlete's club gives a reduced monthly club fee. The Outreach Fee is currently \$7.00 per year. ~~For a swimmer to be registered as an "Outreach Swimmer," the South Texas Athlete Outreach Verification Form, located on the [Registrations](#) page of the STSI website must be completed and submitted along with associated required documentation with the registration batch. Outreach swimmers are marked in Team Manager or Team Unify as Outreach. The Outreach Status is marked in SWIMS based upon the submitted outreach form.~~ Outreach membership is completed in OMR through the outreach registration link. Teams are responsible for verifying need.
- E. Teams must complete an STSI LSC Club Application annually ~~club renewal through USA Swimming website annually. South Texas will bill each team for the STSI club membership fee through their Team Unify account.~~ The current application can be found on the STSI website.
- F. Clubs/teams are required to maintain their current club contact email address with the STSI Office so necessary information can be directed to the proper individual electronically. The club contact is responsible for distributing the information as needed to the proper individuals in their club.
- G. Contact information, to include email addresses, phone numbers, etc. for teams, coaches, STSI board members, officials, etc. may be posted on the STSI website only within the privacy guidelines promulgated by USA Swimming.

HOD Policy and Procedure Legislation 2

Alek Orloff moved to approve the following policy and procedure change. **Motion PASSED**

STSI Investment Policy Manual Current language

F. Use of Funds

Funds and proceeds of the investment account may be used for the following purposes:

1. All or part of the dividends and investment gains from the previous year may be used to reimburse athletes for costs associated with travel to national level meets as defined by the South Texas Swimming, Inc Policy and Procedures Manual or to meets at which the athlete represents the LSC.
2. Principle funds may be used to defray emergency expenses as needed with a 75% vote of the full BoD (not just those present and voting) or a 2/3rds vote of the HoD at the STSI Annual Meeting.

Proposed Language

F. use of Funds

Funds and proceeds of the investment account may be used for the following purposes:

1. **Allocate 3% of the Investment Fund balance as of August 31 of the preceding year to add to the annual operating revenue to support programming aligned with the STSI mission for the benefit of all STSI members.**

2. Principle funds may be used to defray emergency expenses as needed with a 75% vote of the full BOD (not just those present and voting) or a 2/3rds vote of the HOD at the STSI Annual Meeting.

Lifetime membership - award presented to Chris Kjeldsen.

The next HOD meeting is Saturday, October 7, 2023, in San Antonio. The planning meeting will begin at 8am and the general meeting will begin at 9am.

A motion was made to adjourn the meeting. **Motion PASSED**

Meeting adjourned at 12:59 pm.

South Texas Swimming, Inc.				
	2022 Budget	Proposed 2023 Budget w/o ED	Proposed 2023 Budget w/ED	Notes
Income				
47000 Program Income				
47100 Membership Dues	125,000	175,100	175,100	Grow 2022 actual by 1%, annual state population growth rate
47200 Splash Fees	125,000	145,900	221,768	Avg of 2016-19 and 2021 actual splashes at \$1.25/splash; increased to \$1.90/splash in ED variant
47300 Sanction Fees	3,800	2,950	2,950	Based on annual trend x \$25, per-sanction fee decreased from historical
47400 Fines	2,500	3,000	3,000	Avg of 2016-19 and 2021 actual is \$3,700
47900 Endowment Income Draw		45,000	45,000	3% of 8/31/22 endowment balance of \$1.5M
Total 47000 Program Income	\$256,300	\$371,950	\$447,818	
Total Income	\$256,300	\$371,950	\$447,818	
Gross Profit	\$256,300	\$371,950	\$447,818	
Expenses				
60000 Program Expenses				
60100 National Reimbursements				
60110 Athletes	60,000	64,400	64,400	Winter Jr @ UT, avg of '16-'19 and '21
60120 Coaches	15,000	14,400	14,400	Winter Jr @ UT, avg of '16-'19 and '21
60130 Officials	7,000	7,900	7,900	Winter Jr @ UT, avg of '16-'19 and '21
Total 60100 National Reimbursements	\$82,000	\$86,700	\$86,700	
60200 Championship Meets				
60210 Host Assistance				
60220 Bag Tags	3,000	3,300	3,300	Incr 10% from '22 budget
60220 LC Bag Tags	2,550	0	0	
60230 Awards	5,000	5,500	5,500	Need more awards in '23
Total 60200 Championship Meets	\$10,550	\$8,800	\$8,800	
60300 Age Group Zones				
60380 Income	-25,000	-25,000	-25,000	North Carolina 2023 \$500/athlete @ 50 athletes
Total 60300 Zone Meet Expenses	\$72,200	\$65,000	\$65,000	
60400 Open Water Zones				
60480 Income	-14,400	-14,400	-14,400	Maximum athletes (36, as opposed to 32) \$400/athlete @ 36 athletes
Total Open Water Zones	\$25,600	\$24,975	\$24,975	

60500 Open Water Festival	12,800	0	0	
60580 Income	-12,800			
Total 60500 Open Water Festival	\$0	\$0	\$0	
60900 Clinics/Camps/Swimposiums	10,000	15,000	15,000	Combination of increased TBD 2023 clinics/camps per STSI mission - spending not specifically directed
60910 Income	-3,000	0	0	
Total 60900 Clinics/Camps/Swimposiums	\$7,000	\$15,000	\$15,000	
61000 USA Workshops and Business Mtg				
61010 Registration	3,500	1,000	1,000	Reimbursement for special workshops (\$250x4)
61020 Transportation	4,500	4,700	4,700	Same as '22 + 5%
61030 Lodging	4,500	4,700	4,700	Same as '22 + 5%
61040 Meals	2,500	2,650	2,650	Same as '22 + 5%
Total 61000 USA Convention/Workshops	\$15,000	\$13,050	\$13,050	
61100 Officials				
61110 Official's Dues Reimbursements	6,200	22,400	22,400	2022 officials' membership total incr by 5% (~11 officials)
61120 BGC Reimbursement	1,000	1,000	1,000	same as '22
61130 Evaluator Travel	4,000	4,000	4,000	same as '22
61140 Official's Travel and Training	1,500	1,000	1,000	Reduce
61150 Official's Account Expenses	2,000	1,575	1,575	Name badges/shirts; avg of '16-'19 and '21, incr by 5%
Total 61100 Officials	\$14,700	\$29,975	\$29,975	
61200 Member Awards	2,000	2,000	2,000	\$1k life membership, other awards
61300 Safe Sport	1,500	500	500	Reduce based on past non-use
61400 Zone Select Camp	1,500	1,500	1,500	Same as past years
61600 DEI and Adaptive	2,000	4,500	4,500	Combine DEI and Adaptive accts; Account for potential int'l travel for adaptive
61700 Outreach Athlete Assistance	4,000	2,700	2,700	Avg of '16-'19 and '21
61800 Adaptive Aquatics	2,500	0	0	Combined w/DEI
61900 Coach of the Year Award	1,500	4,200	4,200	Changed line item name from "ASCA Conference"; 6 coaches at \$700/ea
Total 60000 Program Expenses	\$250,750	\$258,900	\$258,900	

70000 Operations					
70100 Contract Services - Accounting Fees	3,500	3,500	3,500		
70130 Website Expenses - Maintenance	1,200	1,500	1,500		Propose to change frequency of invoicing
70130 Website Redesign Project	1,500	0	0		
70200 Facilities	1,000	1,000	1,000		Storage rental fee \$80/mo + tax
70300 Bank Charges	1,500	8,200	8,200		4% of membership fees + 2% of zones income + \$35/mo
70400 Investment Expense	14,000	14,400	14,400		~\$1,200/mo professional management fee
70500 Memberships, Dues and Subscriptions	250	250	250		
70600 Postage and Shipping	500	400	400		Avg of '16-'19 and '21
70700 Office Equipment and Supplies	1,000	800	800		Avg of '16-'19 and '21
70800 Telecommunications	1,000	1,100	1,100		Phone plus Mailchimp service
70900 HOD Meeting Expenses	2,000	2,000	2,000		
71000 Chairperson's Expenses	2,500	1,500	1,500		Includes Strategic Planning mtg and New Director mtg
71300 Travel	4,000	2,800	2,800		Avg of '16-'19 and '21
72000 Employee Expenses					
72110 Wages Base	56,000	60,060	60,060		Current Treasurer salary plus 5% COLA
72120 Wages Bonus	4,000	4,000	4,000		Annual merit bonus
72130 Wages Overtime	0	0	0		
72200 Payroll Taxes	4,400	4,900	4,900		7.65% of compensation
72300 Benefits	0	0	0		
Exec Dir Compensation	0	0	70,000		Est.
Exec Dir Payroll Tax	0	0	5,355		7.65% of compensation
Exec Dir Benefits	0	0	6,300		Est., if necessary
72400 Workers Comp	400	300	500		\$400 less anticipated \$100 dividend from carrier + \$200 for ED
72500 Employee Bond	300	300	300		
Total 72000 Employee Expenses	\$65,100	\$69,560	\$151,415		
79000 Miscellaneous	1,000	0	0		Don't budget for things that aren't specific
Total 70000 Operations	\$98,550	\$107,010	\$188,865		
Total Expenses	\$349,300	\$365,910	\$447,765		
Net Operating Income	-\$93,000	\$6,040	\$53		
Purple shading denotes amendments					

General Chair Report to the South Texas LSC

After two years of meeting via zoom with greater than 90% attendance, the South Texas LSC House of Delegates (HOD) will return to meeting in person on October 8th, in San Antonio. That is only two weeks away. Please make sure that your club is registered and has turned in a voting letter naming delegates. A club not attending the HOD meeting cannot host a swim meet for a year.

The HOD will meet to vote for candidates for office nominated from either the nominating committee or the floor, pass a new budget, approve championship meet locations, and vote on proposals for policies and procedures or bylaws. Note: (The intent of the USAS mandated Bylaws change adopted 2019 by all LSCs is that bylaws are to serve as general guidelines.) Detailed specifics for situations should be addressed in policies and procedures. We do not want to go back to 2018 and the tangled mess of policy and procedure details often contradicting the 70+ pages of bylaws loaded over time with specific details.

The House of Delegates (HOD) elects the board of directors and can vote on bylaws (with permission from USAS) and policies and procedures. The 364 days between HOD meetings, the board of directors represent the South Texas LSC in operations, updating policies and procedures and filling committees and vacated positions.

In these two weeks leading up to the HOD check the recently updated [South Texas Website Calendar](#) often for updates on candidates and proposals that delegates will vote on. Staying up to date and submitting legislative proposals prior to the HOD instead of from the floor will help make things run much more smoothly.

Review

In my first year as general chair, the board was consumed with getting this bylaws/P&P project ready for the HOD. In October 2019, the ST LSC HOD adopted the new bylaws that were put into place for all LSCs by USAS. It was a complete rewrite. Our bylaws were reduced from 70 plus pages down to 20 plus pages of general guidelines. This USAS mandated bylaws upgrade required the mountainous task of also cleaning up the policies and procedures. The ST LSC will never be able to repay Jessica Evans for that year plus spent going over every line. We also received scrutiny and criticism from USAS for having a large savings account.

The second year was focused on filling new positions and committees created by the mandates and learning to operate under the new system. Then covid-19 and government and USAS reactions hit hard. At one point the board was meeting weekly.

The 3rd year was, on-call covid survival. However, unlike many other LSCs who went broke and are still scrambling today, our LSC (savings account) allowed South Texas to run in a deficit and even have one of the larger payouts to teams that requested aid to stay open. We are now a shining example of good money management.

The ST board of directors (BOD) have spent approximately 80% of their time on new items popping up every month. The board has worked consistently and diligently to handle a chain reaction from what started 4 years ago with the bylaws mandate. Every year since has been followed by a continuous barrage of additional mandates handed down from USAS and the US government (Covid-19). A good deal of time has been spent fixing challenges created by all the new system mandates. Anyone who has been or is still dealing with the latest SWIMS 3.0 understands that in addition to learning a new system there is extra work required in debugging. The board has acted quickly with each new development and as problems with

the system are discovered. Not everything has moved quickly if you consider that we are still working with USAS on a 3+ year project to update the South Texas LSC logo. That project aside, some recent examples are updates to the policies and procedures to establish guidelines for social network communications, the nominating process, and the temporary safe sport amendment for sanctioning until USAS reopens the safe sport portal.

For the specific examples listed above, the BOD and the ST-LSC owe thanks to the communications, nominating and safe sport committees for their legwork and for submitting proposals for guidelines to the BOD. This has greatly enhanced the efficiency and effectiveness of the BOD's responsibility to act in the best interest of the LSC in a timely manner. Thank you for your service.

Two weeks from the conclusion of my 4th year, we are in the process of adapting to the latest USAS mandate Swims 3.0 and the Team Unify mandated website change. There are still many things in need of improvement. However, the ST LSC is no longer used by USA Swimming as an example of what not to do. Instead, USA Swimming now uses the ST LSC as an example of what to do with Safe Sport training, financial solvency, and especially administrative efficiency. We have one of the lowest overhead expenses in the country. Congratulations! Let us be smart and stay in the lead by using savings wisely, getting everyone safe sport certified and not expanding overhead expenses unless absolutely necessary.

Conclusion

Where do we go from here? Stay focused on the Objectives and Mission.

USA Swimming Core Objectives:

Build the base, 2) Promote the sport, 3) Achieve competitive success.

1)

I would add the objectives should be for, to and with everyone as is stated in our **South Texas LSC Mission** to empower ALL athletes to be successful in life through excellence in swimming by providing resources, equal opportunity, and organizational excellence.

Reminders

All chairs of committees should submit an annual report to the HOD in person and a monthly report in writing the week prior to each BOD meeting.

All committee chairs have a standing invitation to attend the monthly BOD meetings.

All members of the ST LSC are invited to watch the monthly BOD zoom meetings. Just request the link from the secretary.

All meetings are recorded, and minutes taken and posted on the ST website.

For the HOD meeting we will continue to follow some very basic Robert's Rules.

You must be recognized by the general chair to speak.

The 4 basic steps are Motion, Second, Discussion and Vote.

For your convenience, attached is a simplified pamphlet on Parliamentary procedures. They will be used as best as we can for the true intent of providing flexibility, protection of rights, and a fair hearing for everyone.

Thank you for the honor of serving these last 4 years,

Chris Kjeldsen

South Texas General Chair 2018-2022