



***ST Board of Directors  
Meeting Minutes  
Tuesday, July 9, 2024, 8:00 PM  
Location: Zoom***

Call to order at 8:02 p.m.

Board Members Present:

Present: Lorna Anaya (LA), Anne Bennett (AB), Mary Evelyn Bowling (MEB), John Dalton (JD), Aaron Gordon (AG), Libby Gunn (LG), Jenny Lou Leeder (JLL), Fynn Minus (FM), Marcy Parshall (MP), Mike Worley (MW)

Interim Staff Present: Jessica Evans (JE), Marc Digby (MD), Angie Fain (AF), Monica Thomason (MT)

Others Present: Trey, Prinz (TP), Annette Duvall (AD), Abel Gutierrez (AG)

A quorum is verified, and FM reads the mission statement.

To empower all athletes to succeed by providing resources, equal opportunity, and organizational excellence.

**Approval of Minutes:**

- June 11, 2024-tabled for an email approval.

**Creating a Culture of Excellence:**

- MP celebrated the STX Championships run by Dean Kondo.
- AF complemented athlete representatives' work at the leadership summit in Kentucky.

**Financial Report:**

- Treasurer's Report Approved  
<https://drive.google.com/file/d/1XMISpOBsGyhb1p9nGUn1lhRfYTweozfy/view?usp=sharing>

**Board and Committee Chair Reports:** approved as submitted

- General Chair
- Finance Vice Chair
- Coach Reps

- Officials
- STaR

### **USA Swimming records and updates.**

- JE reports five clubs have opted in for bulk registration renewal and discusses updates to the LSC's records, including Scholastic All-American recognition and 2024 time standards for athletes.
- 780 records for South Texas were reviewed, identifying errors and discrepancies in the archived records.
- Concerns about records and certifications were addressed and strategies to proactively reach out to clubs and athletes to ensure compliance were discussed.
- JE will notify clubs about upcoming deadlines and missing certificates, encouraging them to take action to avoid penalties.
- The LSC's efforts to streamline registration processes for athletes and non-athletes, including making non-athlete registration fees the same as athlete fees were discussed.

### **Athlete Report-2024 Southern Leadership Athlete Summit**

- LG shared the goal to increase our STX Athlete Committee in 24-25. She reported how the athlete representatives learned they needed a more visible athlete voice to promote athlete-centered information and clinics in the LSC.
- IM shared insights on different leadership styles and their strengths/weaknesses.
- FM shared learning opportunities at the summit, discussing college recruitment & nutrition talks and getting to experience college campus life.
- AF plans to work with athlete reps to achieve more membership in the athlete committee and establish regular meetings.
- TP and ME can help with governance and communication for these endeavors.

### **Personnel Committee Report**

- The Personnel Committee recommends extending the contract with Erin Meise for bookkeeping services at \$2,300/month.
- MR vets Erin as a potential LSC treasurer
- Motion by the personnel committee passes to approve Sapphire Bookkeeping as interim treasurer.

### **Finance Committee Report**

- The finance committee recommended keeping the LSC registration fee the same for athletes but raising it by \$5 for non-athletes to standardize fees.
- The Finance Committee recommends changing the fee structure to \$20 for all non-athlete members
- A vote is called to change to \$20 for all non-athlete members and is approved.
- JE discussed the advantages of discontinuing the seasonal athlete membership option due to low usage and confusion around the memberships. Discussion will continue next meeting when we can see if it is possible for the seasonal athlete membership to be removed by the LSC. Clubs always have the option to remove this type of membership and JE will help educate teams.

## **HOD Delegates & USA Swimming Workshop**

- MEB calls a vote to approve Annette Duvall, John Dalton, Mary Evelyn Bowling, & Marcy Parshall to represent STX at USA Swimming House Delegates. Slate is approved.
- MEB reminds all attending the USA Swimming Workshop to register by next week.

## **Officials Chair and Athlete Representative Positions**

- TP makes a motion for MW and JD to help tally votes with the election officials for the 2 positions that need to be established before HOD (Officials Chair and Athlete Representative).
- Slate is approved.
- MD requests that we announce who is assigned Officials Chair and Athlete Representative before the HOD meeting and TP explains that can be done, but will also be done formally at HOD.

## **HOD Voting Issue Discussion**

- MD suggests the governance committee publishing options be discussed at our next meeting.

## **STAR Committee Athlete Member**

- JE asks for approval for an athlete named Jett Pittman to join the STAR Committee.
- Motion carries.

## **Members Not In Good Standing**

- Currently, there is a board member not in good standing as a coach, but now in good standing as an athlete member. MEB will contact.
- 2 athlete committee members are not in good standing, potentially affecting 20% of membership on two committees. The officials committee is impacted and TP will ask his current athletes on his committee for recommendations.

## **Reimagine Sports Report**

- A meeting will be held after Julie Bachman can get through championship meets with the Gulf due to their recent power outages in Houston.

**Adjourn:** MW-Motion to Adjourn, LA-Second

The meeting adjourned at 9:20 PM

**Next Board Meeting: August 13, 2024 8:00 PM**



**Strategic Plan: working draft**  
**Submitted by Mary Evelyn Bowling**

Meeting Date: Jul 9, 2024

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**1. Monthly Highlight**

a.

**2. Meeting or Event Attended**

- a. Personnel Committee - 6/18/24
- b. Weekly meetings with Reimagine

**3. Meetings or Events Presented**

- a. ST Leadership meetings: 6/4/24, 6/18/24, 7/2/24
- b. Discussions with Sapphire Bookkeeping

**4. Previous Months Accomplishments**

- a. Budget work with Finance Vice Chair
- b. Interim Treasurer discussions
- c. Identified first steps in Strategic Plan

**5. Current Months Action Plans**

- a. Finalize USAS Workshop Plans
- b. Meet W/ USAS HOD delegates @ Pending legislation
- c. Begin HOD 10/5 planning

**6. Other / Discussion Items**

a.

| Initiative                                                                                                 | Responsible Party           | Next Steps                                                                                                   |
|------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------|
|                                                                                                            |                             |                                                                                                              |
| <b>Coach Support</b>                                                                                       |                             |                                                                                                              |
| Scholarships/reimbursements for clinics (ASCA, etc)                                                        | Coach Committee             | Recommendation to BOD/HOD- which clinics, how much, total budget impact for 2025                             |
| Coach Assistance Fund (medical)                                                                            | Coach Committee             | What is reimbursable, how much, budget impact                                                                |
| Annual educational clinic for coaches including wet (coaching the athletes) and dry issues (swim business) | Coach Committee and Staff   | Initial plan for 2025 clinic- budget impact                                                                  |
| Retention bonus                                                                                            | Coach Committee             | Recommendation and budget impact                                                                             |
| Awards/recognition by peers                                                                                | Coach Committee             | Recommendation and budget impact                                                                             |
|                                                                                                            |                             |                                                                                                              |
|                                                                                                            |                             |                                                                                                              |
| <b>Club Support</b>                                                                                        |                             |                                                                                                              |
| Marketing support from LSC                                                                                 | Staff and USA Swimming      | staff connect teams to resources                                                                             |
| Outfitting for officials                                                                                   | Staff and Officials Chair   | create ST Store for officials AND meet specific "free" polos, caps, etc                                      |
|                                                                                                            |                             |                                                                                                              |
|                                                                                                            |                             |                                                                                                              |
| <b>Identifying Threats (SWOT)</b>                                                                          |                             |                                                                                                              |
| Need shorter meets/shorter distances- especially for younger and less experienced athletes                 | Championship Meet Committee | development of championship meet options for all level of athletes, identifying travel issues for clubs, etc |
| <u>Understanding capacity- how much can we grow?</u>                                                       | Staff                       | survey of clubs                                                                                              |

|                                                                                    |                                             |                                                                |
|------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------|
|                                                                                    |                                             |                                                                |
| <b>Athletes</b>                                                                    |                                             |                                                                |
| Scholarships (college)                                                             | Athlete Committee                           |                                                                |
| clinics - specialty by stroke (Lilly King and breaststroke clinic, etc)            | Staff, Coach Committee                      |                                                                |
| Annual athlete summit- focusing on nutrition and mental health                     | Athlete Committee and staff                 |                                                                |
| Volunteer activities- beach/river clean up, etc                                    | Athlete Committee and staff                 |                                                                |
| Social activities                                                                  | Athlete Committee                           | what does the committee need to make social activities happen? |
|                                                                                    |                                             |                                                                |
|                                                                                    |                                             |                                                                |
| <b>Communications</b>                                                              |                                             |                                                                |
| Coach-only social media                                                            | coach committee and Adapting Online         |                                                                |
| Other platforms- text alerts, board software, etc                                  | staff, General Chair, and Adapting Online   |                                                                |
| Identify where our stakeholders “are”- what apps/software do we need to reach them | staff and Adapting Online                   | prioritize text alerts                                         |
|                                                                                    |                                             |                                                                |
| <b>Staff</b>                                                                       |                                             |                                                                |
| Executive director                                                                 | Reimagine Sports and BOD                    | Proposal to HOD and budget impact for 2025                     |
| Other roles- sanctions, membership, financial, comms)                              | Reimagine Sports and Personnel Committee    | Proposal to HOD and budget impact for 2025                     |
| LSC business best practices (business and governance)                              | Reimagine Sports and appropriate committees | Recommendations to BOD/HOD                                     |

|                                                                    |                      |                                                                  |
|--------------------------------------------------------------------|----------------------|------------------------------------------------------------------|
|                                                                    |                      |                                                                  |
| <b>Crisis Management</b>                                           |                      |                                                                  |
| 2 or 3-deep access on all accounts (financial, comms, etc)         | Staff                | to be included in ST office manual                               |
| Proposed changes to bylaws and P&P to facilitate crisis management | Governance Committee | Recommendations to BOD/HOD                                       |
|                                                                    |                      |                                                                  |
| <b>Other</b>                                                       |                      |                                                                  |
| STA Store                                                          | Staff                | create simple online store with ST logo gear and begin promoting |
|                                                                    |                      |                                                                  |



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

Meeting Date: Jul 9, 2024

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**1. Monthly Highlight**

a.

**2. Meeting or Event Attended**

- a. Leadership meetings - all called
- b. Personnel Committee meeting to interview interim Treasurer

**3. Meetings or Events Presented**

- a. Finance Committee Meeting

**4. Previous Months Accomplishments**

- a. Review and approval of reconciliations
- b. Review and approval of Treasurer's report/ financials
- c. Committee recommends to BoD that registration fee structure not increase, except for non-athletes (because we no longer have the option of having a separate lower fee for them).
- d. Committee recommends dropping LSC support of Seasonal Membership option based on low utilization and new rules that add complications and expected member headaches.

**5. Current Months Action Plans**

- a. Continue work on budget for 2025/ Present to Finance Committee and obtain feedback

**6. Other / Discussion Items**

- a. Finance Committee meetings held via Zoom 3rd Tuesday of each month at 8 pm





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

Meeting Date: July 9, 2024

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Coach Committee Meeting June 25, 2024

**1. Meetings or Events Attended**

Two called HOD meetings for business of the whole.

**2. Meetings or Events Presented**

Our meeting centered around creating our agenda and budget for the 2025 season. It was decided that we would host 3 in-person clinics in 2025. These will be in the Austin, San Antonio and Valley areas. Specific locations and dates TBD. Looking forward to the following Olympics, we would host one large LSC clinic to bring us all together in one location. We planned on hosting 4 web based clinics, 1 each quarter for 1 hour each, dates and topics TBD. For in person and web based clinics we will have a matrix to determine the success of the clinic and areas the coaches would like to explore more. We discussed ways to increase attendance to the in-person and web based clinics through coach appreciation.

**3. Previous Month's Accomplishments**

Due to the 2 HOD meeting in May, we did not meet.

**4. Current Month's Action Plan**

Plan the zoom coach training with topics, presenters, dates and times. Hold Coach Social on Friday of the STAGS Meet at Chicken & Pickle in San Antonio.

Members not able to attend the meeting:

Alison Brohl

Abi Pruitt-Campbell

Members attending the meeting:

Allie Dunn

Derek Horworth

Jennie Lou Leeder

Parker Mandicina

Marcy Parshall



**Officials Committee Report**  
**Submitted by Marc Digby, Officials Committee Chair**  
Meeting Date: July 9, 2024

This report covers activity in June 2024

**A. Monthly Highlights**

Reviewed issues with the evaluation process for new LSC certifications. Provided additional guidance for evaluators and apprentices and circulated that guidance for communication by Meet Referees during June meets.

**B. Meetings or Events Attended**

**C. Meetings or Events Presented**

**D. Accomplishments**

1. Reviewed issues with the evaluation process for new LSC certifications. Provided additional guidance for both evaluators and apprentices and circulated that guidance for communication by Meet Referees during June meets.
2. Updated STX officials' roster to remove references to MR and AR, and updated all official's certification expiration dates to Dec 2026.
3. Certified 9 officials in new positions.
4. Attended early planning meeting for possible STX OW event in Q2 2025
5. Placed re-order for additional shirts for new officials.
6. Completed vetting for national evaluation requests for LC STAGS and LC Sectionals (26 total officials requesting evals at these meets). Updated OQM application for Sectionals to accommodate additional evaluations.

**E. Current Month's Action Plan**

1. Get clarification from USAS NOC on Junior Official program and discuss (in Committee) STX implementation.

**F. Other/Discussion Items**

1. List of current committee goals for 2023-2024
  - a) Review/recommend Officials' Chair Job Description (done)
  - b) Training Material Update in work, ~~2024Q1~~  
*Need to revisit with new USAS rules*
  - c) Monthly ST Clinic Hosting (done)
  - d) Update Officials' Web Page (done)
  - e) PPGO Update, administrative (done)

f) Zero-to-Swim Guide (done)

*Need to revisit with new USAS rules*

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**Officials Committee Report, Feb 27, 2024**

g) “You’re Doing it Wrong in work, ~~2024Q1~~ 2024Q2 h) DQ Video Quiz ~~2024Q1~~  
2024Q3 i) Merit Badges 2024Q2, pending OTS data j) National Meet Engagement  
2024Q2

k) PPGO Update, substantive (done)



# STaR Committee Chair Report

Submitted by Jessica Evans, Acting STaR Committee Chair

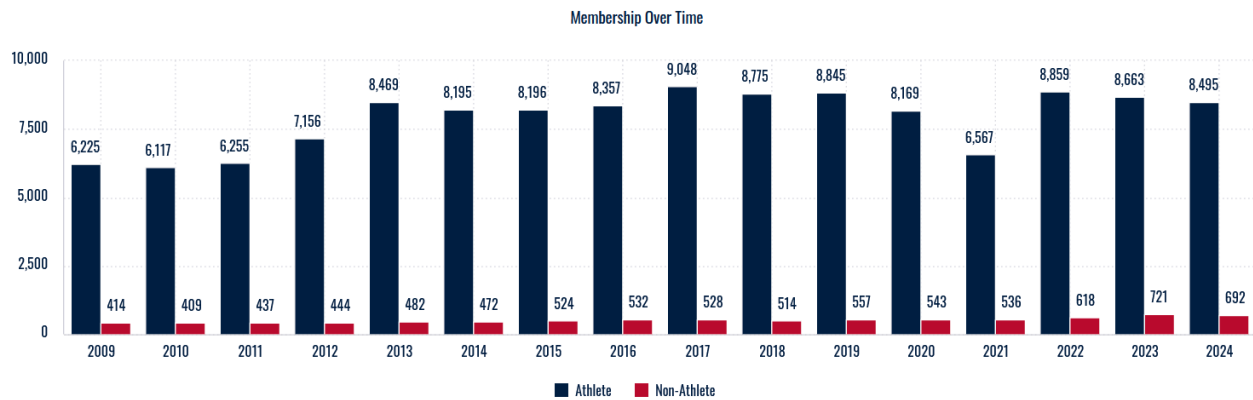
Meeting Date: Jul 9, 2024

## 1. Meeting or Event Attended

- a. USA Swimming times/registration training
  - i. No events scheduled in July. Next meeting is August 20.

## 2. Current STX Registration Statistics

- a. Membership trends over time (since 2009) as of 8/1/24 for total number of Athlete and Non-Athlete members:



b. LSC registration transaction summary and revenue for **August 2024**:

| Season                      | Category            | Registration Type | Transaction Type | LSC Fee    |                   | USA Swimming Fee |                   |
|-----------------------------|---------------------|-------------------|------------------|------------|-------------------|------------------|-------------------|
| 2024 (9/1/2023 - 8/31/2024) | Member Registration | Coach             | New              | 3          | \$45.00           | 3                | \$210.00          |
|                             |                     |                   | Renew            | 5          | \$75.00           | 5                | \$280.00          |
|                             |                     | Flex Athlete      | New              | 28         | \$280.00          | 28               | \$560.00          |
|                             |                     |                   | Renew            | 4          | \$40.00           | 4                | \$80.00           |
|                             |                     | Junior Coach      | New              | 1          | \$15.00           | 1                | \$0.00            |
|                             |                     | Official          | New              | 1          | \$15.00           | 1                | \$70.00           |
|                             |                     |                   | Renew            | 1          | \$15.00           | 1                | \$0.00            |
|                             |                     | Other             | Renew            | 1          | \$15.00           | 1                | \$70.00           |
|                             |                     | Premium Athlete   | Cancel           | -2         | (\$40.00)         | -2               | (\$140.00)        |
|                             |                     |                   | New              | 68         | \$1,360.00        | 68               | \$4,760.00        |
|                             |                     |                   | Renew            | 24         | \$480.00          | 24               | \$1,680.00        |
|                             |                     | 2024 Outreach     | Upgrade          | 12         | \$120.00          | 11               | \$550.00          |
|                             |                     |                   | Cancel           | -1         | (\$2.00)          | -1               | (\$5.00)          |
|                             |                     | Season 1 Athlete  | Cancel           | -3         | (\$60.00)         | -3               | (\$120.00)        |
|                             |                     |                   | New              | 6          | \$120.00          | 6                | \$240.00          |
|                             |                     |                   | Renew            | 2          | \$40.00           | 2                | \$80.00           |
| <b>Total</b>                |                     |                   |                  | <b>150</b> | <b>\$2,518.00</b> | <b>149</b>       | <b>\$8,315.00</b> |

- c. 2024 season membership (starting 9/1/24) in STX by type and age group as of 8/1/24:

Member Type by Age Group

| Category          | Detail            | Members      |       |       |       |              |             |
|-------------------|-------------------|--------------|-------|-------|-------|--------------|-------------|
|                   |                   | 10 & Unde... | 11-12 | 13-14 | 15-18 | 19 & Over... | Grand Total |
| Athlete           | Flex Athlete      | 395          | 145   | 53    |       |              | 593         |
|                   | Outreach Athlete  | 58           | 57    | 51    | 62    | 11           | 239         |
|                   | Premium Athlete   | 1,865        | 1,901 | 1,700 | 1,928 | 284          | 7,678       |
|                   | Seasonal Athlete  | 7            | 2     | 4     | 9     | 2            | 24          |
| Athlete Total     |                   | 2,325        | 2,105 | 1,808 | 1,999 | 297          | 8,534       |
| Non-Athlete       | Administrators    |              |       |       |       | 45           | 45          |
|                   | Coach             |              |       |       | 5     | 344          | 349         |
|                   | Junior Coach      |              |       |       | 4     |              | 4           |
|                   | Official          |              |       |       | 1     | 251          | 252         |
|                   | Other             |              |       |       |       | 95           | 95          |
|                   | Provisional Coach |              |       |       |       | 10           | 10          |
| Non-Athlete Total |                   |              |       |       | 10    | 745          | 755         |
| Grand Total       |                   | 2,325        | 2,105 | 1,808 | 2,009 | 1,042        | 9,289       |

d. **July 2024** meet statistics for meets conducted in STX.

| July 2024 Meets in STX                |            |              |          |          |       |      |             |              |
|---------------------------------------|------------|--------------|----------|----------|-------|------|-------------|--------------|
| Meet                                  | Sanction   | Date         | Splashes | Athletes | Teams | LSCs | Splash Fees | Sanction Fee |
| 2024 ST AAAA South Texas STAGS Long   | ST-24-61   | 7/11-7/14/24 | 4394     | 698      | 29    | 1    | \$ 3,716.25 | \$ 25.00     |
| 2024 ST TXLA SZ LC Sectional Champs   | ST-24-31   | 7/11-7/14/24 | 2826     | 461      | 54    | 10   | \$ -        | \$ 25.00     |
| 2024 ST AAAA-NE LC End of Season Sp   | ST-24-71   | 7/19-7/20/24 | 1266     | 300      | 7     | 2    | \$ 1,640.00 | \$ 25.00     |
| 2024 Futures Championships - Austin   | USAS       | 7/24-7/27/24 | 4020     | 753      | 130   | 37   | \$ -        | \$ -         |
| 2024 ST GOLD Texas Gold Rush Meet     | ST-24-59   | 7/27/2024    | 582      | 166      | 6     | 2    | \$ 766.25   | \$ 25.00     |
| 2024 ST SRG SCY SurgeFest             | ST-24-33   | 7/27-7/28-24 | 990      | 228      | 14    | 1    | \$ 1,270.00 | \$ 25.00     |
| 2024 ST YMCA Swim Y'all July Sprint   | ST-24-75cm | 7/27/2024    | 204      | 62       | 3     | 1    | \$ 267.50   | \$ 25.00     |
| Totals                                | 7          |              | 14282    | 2668     | 243   |      | \$ 7,660.00 | \$ 150.00    |
| * meet not subject to STX splash fees |            |              |          |          |       |      |             |              |

### 3. Previous Month's Accomplishments

- Loaded 14,292 splashes into SWIMS. (*Note:* Number of splashes loaded does not match the number of splashes assessed splash fees. Splash fees are not collected for splits, events by round (such as prelims/finals), and for TAGS/Sectionals and higher meets.)
- Sanctioned three meets and loaded to ST website, SWIMS, and OTS.
- Ran recons for meets held within South Texas and distributed to teams. Provided assistance to teams with registration errors, date of birth and name mismatches, incorrect club affiliations, and issues caused by incorrect completion of the APT.
- Updated member records as required.
- Responded to member, coach, and team admin requests for assistance with registration, renewal, APT issues, certification updates for coaches, and date of birth, name, and gender mismatches.
- Updated the online officials roster weekly to update certification dates as officials complete them. Notified the Officials Chair of new registrations.
- Provided billing and payment reports to the Treasurer and posted EFT and check payments to team accounts. Working with the new Treasurer as needed as part of the transition.
- Updated the STX website with additional support for Safe Sport trainings and added 2024 time standards. Cleaned up broken links on various pages.

### 4. Current Month's Action Plans

- Ongoing reminders to clubs with overdue Financial Summary reports for swim meets (must be submitted within 45 days of the meet date).



- b. Ongoing contact with STX coaches and other non-athlete members (club board members, team administrators, dryland coaches, and other “Other” members) via MailChimp with expired and/or missing certifications to alert them of their membership requirements, along with step-by-step instructions to bring their memberships current, to ensure that all STX non-athlete members are in good standing.
- c. Ongoing contact with clubs with athlete members turning 18 years old (and becoming “Adult Athletes”) via MailChimp, along with step-by-step instructions for completing the APT, to clubs so they know that these athletes must take the APT on their own USAS login account, prior to turning 18 years of age, so these athletes can continue swimming with the club and entering meets.
- d. Working with John Vandermeer and Jett Pittman (athlete) to update our STX records. August records were posted with corrections that were discovered during our review of each individual record, and based on feedback from two members who reported errors (which were corrected). Records portal in SWIMS has been updated to match the list. USA Swimming requested missing records (again) and they were resubmitted, to be uploaded at some point in August. Once complete, we should be able to generate new records from the portal and John will post monthly. Records were posted on STX website and sent to teams.
- e. Ongoing updates to the South Texas Swimming [Registration](#) page, which includes FAQs for commonly asked registration and SWIMS-related questions; membership types, descriptions, and fees; and links to required tests for the different membership types.
- f. Updates to South Texas Swimming [Coaches](#) page to include resources for American Red Cross courses and certificates, registration help, and updated links for racing starts.
- g. Sent the current [Sanctioning Policies & Procedures](#) to all clubs to encourage them to update their existing meet information to the current language, which will reduce the amount of time required to make corrections when submitting meets for sanctioning.

## 5. Other

- a. LSC membership type options and fees for 2025 have been programmed into SWIMS. There is a pending action item from the Officials Committee on the “Junior Official” membership type.
- b. Provided the treasurer with the names and email addresses of all athletes who attended meets eligible for LSC financial assistance.
- c. Set up 2024-2025 Observed Meets list on the Observed Meets page for NTV Chair.
- d. Updated the Safe Sport banners on the [Clubs](#) page of the ST website to show “not recognized” for clubs with expired Safe Sport certifications and updated dates for clubs when they earn their renewal.
- e. Contacted three head coaches with memberships not in good standing to inform them that the club is also not in good standing. Two of the three clubs have not responded or corrected the issues. Informed these clubs that they are without USAS insurance coverage.
- f. Contacting nonathlete members (coach, junior coach, provisional coach, other, official, administrators) directly as they register or renew to provide assistance and support with completing the membership requirements for their membership type.
- g. Ongoing support to two new clubs being formed in Boerne and Round Rock. Both clubs’ applications have been submitted to USA Swimming for review.
- h. Assisting a new club being formed in Lakeway with the club application process.
- i. Contacted clubs with new registrations for Seasonal athlete memberships and have been refunding/canceling Seasonal athlete memberships completed in error upon request from the club or parent. Also refunding/canceling 2024 memberships completed in error by new swimmers and working with clubs to disable registration links if they do not want their athletes to register prior to 9/1/24.
- j. Soliciting nominations for the Lifetime Achievement Award and for the Memorial Recognition at the USAS Annual Business Meeting.
- k. Preparing a survey to send to all teams regarding Outreach Athlete memberships as part of preparing to document our LSC process and policy for

Outreach Athlete registrations, which has not been updated since 2016, and is out of date now that parents register athletes directly with USAS.