

***ST Board of Directors
Meeting Minutes
Tuesday, August 13, 2024, 8:00 PM
Location: Zoom***

Call to order at 8:02 p.m.

Board Members Present:

BJ Allenstein (BA), Anne Bennett (AB), Mary Evelyn Bowling (MEB), Aaron Gordon (AG), Libby Gunn (LG), Fynn Minus (FM), Mike Worley (MW)

Board Members Absent:

Lorna Anaya (LA), John Dalton (JD), Jenny Lou Leeder (JLL), Marcy Parshall (MP)

Interim Staff Present:

Jessica Evans (JE), Angie Fain (AF), Erin Meise (EM), Monica Thomason (MT)

Others Present:

Julie Bachman (JB), Sean Berry (SB), Tim Byerly (TB), Annette Duvall (AD), Mike Kolebar (MK), Trey, Prinz (TP)

A quorum is verified, and Mary Evelyn reads the mission statement.

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

Culture of Excellence

- Anne Bennett mentioned a fantastic job was done at STAGS keeping coaches informed during weather delays
- Libby Gunn mentioned the incredible moment of recognizing a retiring South Texas Official.
- BJ was thankful that the South Texas records were updated.

Approval of June and July Minutes

- June 11th and July 9th, 2024 minutes were approved after Jessica's full report was added to July's minutes.

Financial Report:

- Treasurer's Report Approved

<https://drive.google.com/file/d/1s42BvYVOIz0W9UrSkTFQRgDJlC1-hJxH/view?usp=sharing>

Board and Committee Chair Reports: approved as submitted

- General Chair
- Finance Vice Chair
- Governance Chair
- Officials
- STaR

Report from Julie Bachman from Reimagine Sports

- An annual clinic for South Texas coaches and a swim clinic series for athletes are being discussed for an upcoming proposal.
- A collaboration with Gulf, Indiana, and Illinois Swimming for a Duel in the Pool meet may come soon.
- Julie plans to submit an audit of the organization's governance and business sides in October, with progress reports in September.
- High volunteer engagement is discussed as a positive for our LSC, and trust issues within the LSC are presented as a limiting factor that must be addressed to improve collaboration.
- USA Swimming is expected to have more precise expectations regarding LSC roles soon, and LSCs will need to adapt to changes.
- The importance of decision-making and accountability in committee work was addressed.

DEI Budget Request

- An LSC coach requests a \$900 stipend to attend the Paralympic trials in Minnesota and is willing to share his experience with South Texas coaches.
- Mark proposes using the DEI budget to support a paralympic swim coach in the LSC who works with athletes with disabilities. Anne seconds the motion, and it passes.

USA Swimming Outreach Membership

- Jessica proposes a standardized documentation process for establishing financial need and outreach athlete registration to ensure consistency across clubs and plans to send out a survey to see what teams are currently doing to identify their outreach athletes.
- Clubs must provide documentation to ensure athlete registration and LSC reimbursement. We do not currently have an LSC policy.

Removing DEI Chair

- Mary Evelyn motions for Heather Freeman to be the DEI Chair candidate for the remainder of Chase Thompson's term, as he has been inactive since April.
- Annette clarifies the governance process. Board members discuss the process for removing a member due to inactivity since he has yet to resign officially.
- The discussion moves to add Heather Freeman to the DEI Committee based on her passion for getting people involved.
- Board members discuss ways to simplify the process, including asking the person to

resign. Governance issues are discussed.

- Heather Freeman is added to the DEI committee with the board's consent.

Zoom Proposal for Hybrid House of Delegates Meeting

- Monica presents that the most fiscally pragmatic option for close to 300 delegates voting at HOD will be through Zoom.
- As stated in the bylaws, the reimbursement cost for invitees living outside 100 miles is a significant concern, but for this year, we will have to see how much of an issue that is to best plan in the future.

Updating Governing Documents

- Trey reports that Mary Ellen Tynan updates policies with minor changes, including removing an outdated logo, inaccurate voting information, and age group terminology to be consistent with the Southern Zone.
- BJ makes a motion to approve the edits, and Mike seconds.

Lifetime Achievement Award

- The committee discusses the Lifetime Achievement Award nomination process.
- Jessica explained the process we have been using and requested nominations for this year's Lifetime Membership Award. The award will be given at the annual business meeting. Additionally, we can recognize anyone we have lost in the past year.
- Annette clarified that award selection committee members are to be appointed by the General Chair according to policies and procedures and not carried over from year to year.
- A discussion to create more transparency and inclusivity took place, and Monica suggested that membership nominate non-athlete members for the LSC award for geographic representation.
- Mary Evelyn motions to appoint a Lifetime Achievement Award selection committee, including Fynn Minus, Jessica Evans, BJ Allestein, Don Walker, and Chris Kjeldsen, which is approved.

Anne motioned to adjourn the meeting, and BJ seconded the motion. Meeting adjourned at 9:17 PM.



General Chair Report
Submitted by Mary Evelyn Bowling, General Chair

Meeting Date: August 13, 2024

1. Monthly Highlight

- a. New Interim Staff on board

2. Meeting or Event Attended

- a.

3. Meetings or Events Presented

- a. ST Leadership meetings: 8/06/24
- b. ST Governance calls/meetings: Weekly
- c. Reimagine Sports meetings: Bi weekly,

4. Previous Months Accomplishments

- a. Interim Treasurer
- b. Work on Strategic Plan with Reimagine

5. Current Months Action Plans

- a. Plan HOD

6. Other / Discussion Items

- a. Approve voting members for USAs HOD



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

Meeting Date: Aug 13, 2024

1. Monthly Highlight

a.

2. Meeting or Event Attended

- a. BoD Meeting July 9, 2024
- b. Leadership Meetings as scheduled
- c. Personnel meetings as scheduled

3. Meetings or Events Presented

- a. Finance Committee Meeting July 16, 2024

4. Previous Months Accomplishments

- a. Finance Committee approved funding outreach athlete's Zones copay
- b. Review of budget with finance committee
- c. Review of monthly financial reports and reconciliations
- d. Review and approval of various payments as requested/ necessary

5. Current Months Action Plans

- a. Continue to work on budget to present at September meeting
- b. Finance Committee Meeting Tuesday, August 20, 2024

6. Other / Discussion Items

a.



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

Meeting Date: Aug 13, 2024

1. Monthly Highlight

- a. N/A

2. Meeting or Event Attended

- a. Governance Committee meeting (07/22/2024)
- b. Document review meeting with Mary Ellen Tynan (08/05/2024)
- c. BOD planning meeting (08/06/2024)

3. Meetings or Events Presented

- a. N/A

4. Previous Months Accomplishments

- a. Continued to work with Mary Ellen Tynan to review our governing documents.
- b. Worked with our Athlete Representative and Officials Chair election representatives (John Dalton, Mary Parshall, and Mike Koleber) to create the nomination forms and communicate that nominations are open until 8/15.

5. Current Months Action Plans

- a. See below.
- b. The next committee meeting is scheduled for Wed, August 28 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, 07/22/2024

Members Present:

Ben Skinner
Annette Duvall
Monica Thomason
Mark Parshall
Trey Prinz

Discussion:

- Provided an update regarding the approval of the Athlete Representative and Officials Chair election representatives.
- Provided an update regarding current nominations. The call for nominations has been sent several times and will be sent again.
- Discussed the logistics around the October HOD meeting:
 - Confirmed that Piper Bass could handle all delegates in person (seats 300) and that Wifi is sufficient for the meeting.
 - We will need to temporarily increase the capacity of our Zoom license to accommodate all attendees (whether in person or remote).
 - We identified we would likely use the voting system Marc Digby developed for the 2023 HOD meeting.
 - Prepared a proposal encompassing the approach and associated costs for BOD approval.



Officials Committee Report
Submitted by Marc Digby, Officials Committee
Chair Meeting Date: July
30, 2024

This report covers activity in July 2024

A. Monthly Highlights

none

B. Meetings or Events Attended

USAS Officials Chairs Quarterly meeting on July 3

C. Meetings or Events Presented

D. Accomplishments

1. Agreed to support Junior Official certification in STX, but ONLY when athletes are identified to lead/champion the program.

E. Current Month's Action Plan

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
 - 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

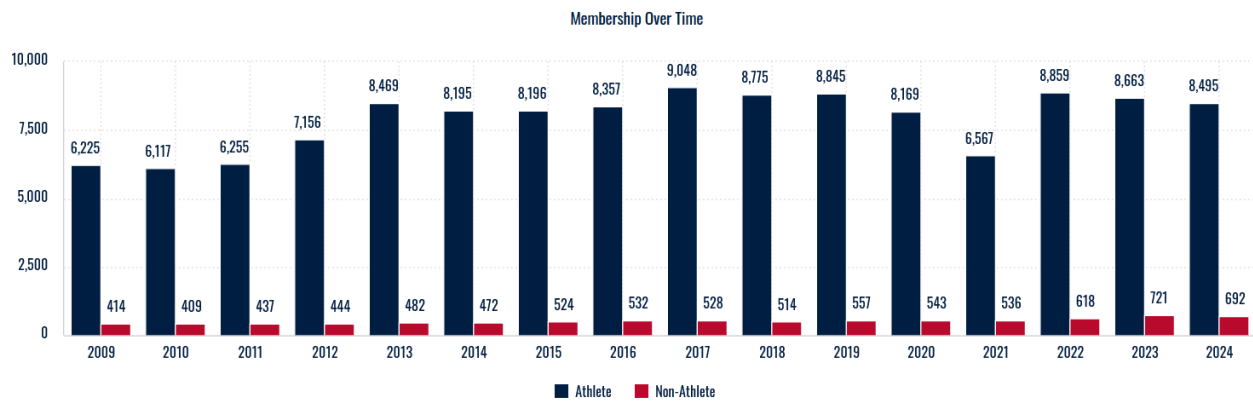
Meeting Date: Aug 13, 2024

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
			Upgrade	12	\$120.00	11	\$550.00
		2024 Outreach	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
Total				150	\$2,518.00	149	\$8,315.00

- 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 & Under...	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

- a. 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.