



South Texas Swimming Board of Directors Meeting

Tuesday, February 13, 2024 at 8pm

Approved 3/13/24

Call to Order

The meeting was called to order at 8:02 pm

Welcome & Roll Call

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

Board Members Absent: None

Others present: Trey Prinz, Annette DuVall, Cody Mackall, Marc Digby, Lizbeth Guzman

Verify Quorum

A quorum was verified.

South Texas Swimming Mission

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

Additions to Agenda

Add Staff Bonus

Approval of Minutes: January 2024

Minutes approved as submitted.

Financial Report

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

Board and Committee Chair Reports

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

Committee Member Approvals

- **DEI**
Chase Thompson, as chair, Jen Gil Smetana, Abel Gutierrez, Jonathan Landero and Nathalie Almanza (athlete)
- **Personnel**
General chair, Admin vice chair, Finance vice chair, a member of the Governance committee, who will be Monica Thomason, and Lizbeth Guzman (athlete)

Special HOD Policy Proposal

BJ Allenstein moved to update the following policy. **Motion Passed**

Current Policy

The Annual Meeting of the HoD shall take place in September or October. No swim meets shall be scheduled within the LSC on the date(s) of the Annual Meeting.

Additional Sentence to be added to current policy

In the event that a special, virtual session of the HoD is called, a meet may be sanctioned on that date, provided that the meet(s) is/are concluded 1 (one) hour prior to the start of the special, virtual HoD.

Special HOD Meeting

Marcy Parshall moved to host a special virtual House of Delegates meeting on April 28, 2024 at 7pm, ending at 9pm. The topic will be to discuss and vote on the release of the teams that wish to leave South Texas LSC.

House of Delegates Date

Jennie Lou moved to host the House of Delegates meeting on October 5, 2024 starting at 9am.

Motion Passed

BJ noted that Alamo Area is working on setting up a Swimposium with an athlete, parent, coach and officials track for that same weekend at the Walker pool.

Officials Chair update about R9

Marc Digby presented the changes that USA swimming passed to officials' certifications. They have standardized officials' roles and training. Officials committee is updating their policy to match the new ruling. See presentation at end of minutes.

Olympic Watch Party

Marcy met with Sr. Athlete rep concerning the Olympic Watch Party. South Texas can bring up to six athletes to the event. Marcy will discuss further with the BOD athlete representatives.

Round Table Topics

LSC financial support for Championship meets

John discussed how other LSCs financially support their championship meets.

Strategic Planning Date: April 20, 2024

The strategic planning date will be April 20, 2024, at 9am. Location is the San Antonio Botanical Gardens. All Board and committee members will be invited. Invitation will be sent out soon.

Staff Bonus

A 2023 year-end bonus for the executive secretary of \$5000 was approved by the BOD.

March Agenda Items

None

Adjourn

Marcy Parshall moved to adjourn the meeting. The meeting adjourned at 8:59 pm.

Next BOD Meeting

March 12, 2024, at 8pm via zoom



General Chair Report
Submitted by Mary Evelyn Bowling, General Chair

Meeting Date: Feb 13, 2024

1. Monthly Highlight

- a. LSC Information gathering project

2. Meeting or Event Attended

- a. 1/31/24 General Chairs Leadership Call

3. Meetings or Events Presented

- a. 1/11/24 - Age Group Chair & Coach Rep call
- b. 1/16/24 - LSC Leadership call
- c. 1/17/24 - Mike Koeleber meeting
- d. 1/18/24 - USAS Team Services
- e. 1/18/24 - Admin Vice Chair meeting
- f. 1/19/24 - Safe Sport Chair call
- g. 1/23/24 - LSC Leadership call
- h. 1/25/24 - USAS Team Services
- i. 1/25/24 - Gulf Executive Director call
- j. 1/31/24 - Officials Chair meeting
- k. 2/5/24 - Gulf Executive Director call
- l. 2/6/24 - LSC Leadership call
- m. 2/1 & 2/12 - Sean Barry calls
- n. 2/9/24 - DEI Chair call
- o. Ongoing - Check Ins with Governance Committee Chair

4. Previous Months Accomplishments

- a. Worked with BOD to implement an LSC data gathering project
- b. Worked with Athlete Liaison to plan Athlete Watch Party
- c. Worked with BOD members to fill remaining committee positions
- d. Worked with Governance Committee regarding Special HoD

5. Current Months Action Plans

- a. Develop round table discussions for Strategic Planning
- b. Implement the planned Coach Survey
- c. Secure facilitator for Strategic Planning
- d. Send invites out for Strategic Planning
- e. Begin planning of Special HoD

6. Other / Discussion Items

- a.



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

Meeting Date: Feb 13, 2024

1. Monthly Highlight

- a. Got monthly committee meetings started; made decision on oversight of financials, requested meeting date with Morgan Stanley to review investments.

2. Meeting or Event Attended

- a. Tuesday Leadership Check-In Meetings - All

3. Meetings or Events Presented

- a. Finance Committee meeting January 16, 2024
- b. Meeting with Tony Young of Indiana LSC - LSC information gathering call

4. Previous Months Accomplishments

- a. Requested date for annual meeting with Morgan Stanley financial advisor - 4/9/2024 @ 11:30 (requested; waiting to hear back)
- b. Review and approval of financial statements/ reconciliations/ payroll.
- c. Documentation of meeting with Indiana LSC

5. Current Months Action Plans

- a. Need to propose wording to conform oversight (internal audit) policy to current practice, per decision of committee and guidance from US Swimming
- b. Firm up date of meeting with Morgan Stanley
- c. Monthly Meeting - Tuesday, 2/20/2024 @ 8:00 pm

6. Other / Discussion Items

- a.



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

Meeting Date: Feb 13, 2024

1. Monthly Highlight

- a. I actually made it through the month without writing 2023!

2. Meeting or Event Attended

- a. BOD meeting (01/09/2024)
- b. Board Orientation (01/11/2024)
- c. Leadership meeting (01/16/2024)
- d. Leadership meeting (01/23/2024)
- e. Governance Committee meeting (01/24/2024)
- f. USA-S Team Services meeting (01/25/2024)
- g. Discussion with IL LSC (01/25/2024)

3. Meetings or Events Presented

- a. Board Orientation Meeting - conducted a second BOD orientation on 01/11/2024.

4. Previous Months Accomplishments

- a. Met with Pam Lowenthal, Administrative Director for IL Swimming, to discuss and document the operations of their LSC.

5. Current Months Action Plans

- a. The current month's action plans are TBD.
- b. The next committee meeting is scheduled for Tue, February 20 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



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

Meeting Date: Feb 13, 2024

Date: Wednesday, 12/20/2023

Members Present:

Monica Thomason
Chris Kjeldsen
Ben Skinner
Annette Duvall
Trey Prinz

Discussion:

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



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

Meeting Date: Feb 13, 2024

Meeting Notes:

Discussed upcoming Coach Clinic on March 24, 2024.

The clinic will be 4 hours long. Divided into 2 hours of classroom and 2 hours of pool time. The time will be divided into 30 minute segments each covering one of the following: Fly, Backstroke, Breaststroke and Starts/Turns.

We discussed the level to target for this clinic. It was decided to target the age group coaches with swimmers age 12&under for development of the more fundamental skills.

Further Clinic Discussions:

It was decided that the committee wanted to give each coach a swag bag for attending. The following will be in the bag:

Personalized bag tags (made in house by Jennie Lou)

T-shirts (royal blue with STX log, ordered by Marcy)

STX water bottle stickers (ordered by Jennie Lou)

Key Chains (STX log ordered by Allison)

The committee discussed future meetings and having a specific topic of discussion. The next meeting will be dedicated to finalizing the Coach Clinic. We will determine the next topic for the March meeting then.

Non-clinic Discussions:

Time was also given to discussing the teams asking to transfer out of the STX LSC. We discussed in detail how to keep in contact with coaches and teams to keep abreast of their health of their teams in the LSC.



Diversity, Equity, & Inclusion Chair Report Submitted by Chase Thompson, D.E.I. Chair

Meeting Date: Feb 13, 2024

1. Monthly Highlight

a. N/A

2. Meeting or Event Attended

a. N/A

3. Meetings or Events Presented

a. List of Potential DEI Members

4. Previous Months Accomplishments

a. Approved DEI Committee for month of February

b. Look into DEI Camp and TYR Pro Meet

5. Current Months Action Plans

a. N/A

6. Other / Discussion Items

a. Committee Members to be voted on :

i. Jen Gil Smetana

ii. Abel Gutierrez

iii. Jonathan Landero

iv. Athlete rep: Nathalie Almanza



**Safe Sport Chair Report
Submitted by Lorna Anaya, Safe Sport Chair**

Meeting Date: 02/13/2024

A. Meetings or Events Attended

- a. None

B. Meetings or Events for Committee

None scheduled at this time.

C. Previous Month's Accomplishments

- a. Two teams have been certified.
- b. Reached out to teams that were coming due soon or expired, and reminded teams to watch their deadline that is approaching and to prepare.

D. Current Month's Action Plan

- a. The current month's action is to talk to the committee regarding their jurisdiction and how to support the teams.
- b. Keep all of us in the loop for any webinars
- c. Make a simple guidance path for teams.



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

Meeting Date: Feb 13, 2024

1. Meetings or Events Attended

- a. USA Swimming Times and Registration meeting

2. Meetings or Events Presented

- a. None

3. Previous Month's Accomplishments

- a. Loaded 13,394 splashes into SWIMS
- b. Sanctioned 7 meets and loaded meets to ST website and SWIMS
- c. Rick Allenstein approved 9 meets to be observed. All meets were added to SWIMS. 21 observed meets were loaded into SWIMS.
- d. Ran recons for all meets held within South Texas and distributed to teams
- e. Worked with STX champs entry chairs to run times and membership recons.
- f. Updated member records
- g. Merged duplicate member records
- h. Updated incorrect USAS IDs entered by teams based on meet results and contacted teams with ID errors so they can correct them in their team database
- i. Secured strategic planning session location and paid deposit



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

Meeting Date: Feb 13, 2024

- j. Made approximately 14 corrections to the LSC champs meet databases provided by the Championship Meet Committee and communicated the necessary updates to the championship meet entry chairs.

4. Current Month's Action Plan

- a. Get records updated on the South Texas website.

5. Other/Discussion Items

- a. None



Communications Chair Report
Submitted by Communications, Communications Chair

Meeting Date: Feb 13, 2024

1. Monthly Highlight

- a. NSTR

2. Meeting or Event Attended

- a. Monthly LSC Leaders Call
- a. Weekly Meetings with Secretary
- b. Bi-Weekly Discussions with Mike, AVC
- c. Communications Committee Meetings

3. Meetings or Events Presented

- a. Communications Committee, will meet the first Tuesday of each month at 8PM.

4. Previous Months Accomplishments

- a. Champs Meet Social Media Post

5. Current Months Action Plans

- a. Communications Committee Meetings
- b. Finish Small Details on Website.
- c. Strategic Planning Items
- d. Coach's Clinic Items
- e. Special HOD Items

6. Other / Discussion Items

- a. If you are in need of Google 101 to better understand how to operate and maximize your Google Account, please let me know. Please know that you all have your own personal drive, that is linked to your ST Account, the Private Drive and Public drive are able to be seen by all Board Members.
- b. Communications Committee met and found the following items:
 - i. It was recommended that South Texas look into using AI for meeting minutes. It was decided by the group that there are no issues with the current methods of meeting minutes, so there was no need to invest into the AI Meeting Minutes.
 - ii. We are looking at re-branding the South Texas Domain IOT to make URLs for the Website easier.
 - iii. Photo Submissions for the LSC, it was discussed that the WebSite Submission tool is not very well known. Will make a Social Media Post about that monthly IOT gain visibility across the LSC.

Treasurer's Notes and Plans

Accomplishments & General Notes

- Renew employee bond insurance
- Filed 1099/1096 and W2/W3
- Processed outreach assistance requests for prior year Q4
- Filed quarterly 941

Plans

- Work with accountant to file tax return
- Work with Open Water Chair on Open Water zones Expenses

Open Issues

- None

Budget vs. Actuals Budget Y2024 FY24

January - December 2024

	Actual	Budget	over Budget	Total % of Budget
INCOME				
47000 Program Income				
47100 Membership Dues	53,641.00	172,700.00	-119,059.00	31.06 %
47200 Splash Fees	30,480.00	160,000.00	-129,520.00	19.05 %
47300 Sanction Fees	400.00	3,000.00	-2,600.00	13.33 %
47400 Fines	50.00	3,000.00	-2,950.00	1.67 %
47900 Other				
47990 Endowment Income Draw		48,000.00	-48,000.00	
Total 47900 Other		48,000.00	-48,000.00	
Total 47000 Program Income	84,571.00	386,700.00	-302,129.00	21.87 %
Total Income	84,571.00	386,700.00	-302,129.00	21.87 %
GROSS PROFIT	84,571.00	386,700.00	-302,129.00	21.87 %
EXPENSES				
60000 Program Expenses				
60100 National Reimbursements				
60110 Athletes		95,000.00	-95,000.00	
60120 Coaches		18,000.00	-18,000.00	
60130 Officials		10,000.00	-10,000.00	
Total 60100 National Reimbursements		123,000.00	-123,000.00	
60200 Championship Meets				
60220 Bag Tags		3,500.00	-3,500.00	
60221 Bag Tags LC		2,700.00	-2,700.00	
60230 Awards		8,900.00	-8,900.00	
Total 60200 Championship Meets		15,100.00	-15,100.00	
60300 Age Group Zones		89,200.00	-89,200.00	

				Total
	Actual	Budget	over Budget	% of Budget
60380 Income		-24,000.00	24,000.00	
Total 60300 Age Group Zones		65,200.00	-65,200.00	
60400 Open Water Zones		48,690.00	-48,690.00	
60480 Income		-16,000.00	16,000.00	
Total 60400 Open Water Zones		32,690.00	-32,690.00	
60700 LSC Clinic/camps/swimposiums		12,000.00	-12,000.00	
60780 Income		-2,000.00	2,000.00	
Total 60700 LSC Clinic/camps/swimposiums		10,000.00	-10,000.00	
61000 USAS Workshops and Business Mtg				
61010 Registration		0.00	0.00	
61020 Transportation		5,170.00	-5,170.00	
61030 Lodging		5,170.00	-5,170.00	
61040 Meals		1,600.00	-1,600.00	
Total 61000 USAS Workshops and Business Mtg		11,940.00	-11,940.00	
61100 Officials				
61110 Official's Dues Reimbursements	1,528.00	20,825.00	-19,297.00	7.34 %
61120 BGC Reimbursement	80.12	1,000.00	-919.88	8.01 %
61130 Evaluator Travel		4,000.00	-4,000.00	
61140 Officials' Travel and Training		1,000.00	-1,000.00	
61150 Official's Account Expenses	332.25	1,733.00	-1,400.75	19.17 %
Total 61100 Officials	1,940.37	28,558.00	-26,617.63	6.79 %
61200 Member Awards		1,200.00	-1,200.00	
61250 LSC Development	1,178.75	10,000.00	-8,821.25	11.79 %
61300 Safe Sport		500.00	-500.00	
61400 Zone Select Camp		2,100.00	-2,100.00	
61600 DEI and Adaptive		4,500.00	-4,500.00	
61700 Outreach Athlete Assistance	163.00	3,700.00	-3,537.00	4.41 %

				Total
	Actual	Budget	over Budget	% of Budget
61900 Coaches Committee Fund	1,500.00	4,200.00	-2,700.00	35.71 %
Total 60000 Program Expenses	4,782.12	312,688.00	-307,905.88	1.53 %
70000 Operations				
70100 Contract Services				
70110 Accounting Fees	247.50	3,500.00	-3,252.50	7.07 %
70130 Website Maintenance	1,287.50	10,000.00	-8,712.50	12.88 %
Total 70100 Contract Services	1,535.00	13,500.00	-11,965.00	11.37 %
70200 Facilities				
70210 Office/Storage Rent	160.00	1,000.00	-840.00	16.00 %
Total 70200 Facilities	160.00	1,000.00	-840.00	16.00 %
70300 Bank Charges	2,253.29	8,200.00	-5,946.71	27.48 %
70400 Investment Expense	1,350.98	14,500.00	-13,149.02	9.32 %
70500 Memberships, Dues and Subscriptions	855.90	850.00	5.90	100.69 %
70600 Postage and Shipping	72.25	400.00	-327.75	18.06 %
70700 Office Equipment and Supplies		800.00	-800.00	
70800 Telecommunications	180.87	2,024.00	-1,843.13	8.94 %
70900 HOD Meeting Expenses		2,000.00	-2,000.00	
71000 Chairperson's Expenses		1,500.00	-1,500.00	
71300 Travel		2,800.00	-2,800.00	
72000 Employee Expenses				
72100 Wages				
72110 Wages - Base	6,996.00	60,632.00	-53,636.00	11.54 %
72120 Wages - Bonus		0.00	0.00	
Total 72100 Wages	6,996.00	60,632.00	-53,636.00	11.54 %
72200 Payroll Taxes	356.80	4,638.00	-4,281.20	7.69 %
72400 Workers Comp		350.00	-350.00	
72500 Employee Bond	260.00	300.00	-40.00	86.67 %
Total 72000 Employee Expenses	7,612.80	65,920.00	-58,307.20	11.55 %
Total 70000 Operations	14,021.09	113,494.00	-99,472.91	12.35 %



NEW Officials Certification Standards for Utilization by LSC Officials aka "R9"

presented by Marc Digby

South Texas Swimming

Summary



- New USA Swimming rules for LSC Officials Certification were published on Feb 5, 2024 (and retroactively in force on Feb 1).
- All LSCs now have the same rules for LSC officials' certification
- There are now exactly 5 positions: ST, CJ, SR, DR, AO
- Certifications are now considerably easier to attain and maintain
- STX is now racing to produce, publish and implement new training and certification processes that are compliant.
 - We should be all good by March 31.
 - The message between now and then is simply “keep doing what you are doing”.

From the official's viewpoint



Pro:

- Easier to certify/recertify
- Process should be easier to understand
- Advancement is faster
- Some automatic promotions (e.g. “Hurray, I just started doing this and now I’m a Meet Referee!”)

Con:

- Some “grumpiness” that new officials will have a much easier time attaining the same LSC credentials that previous officials spent years (literally) attaining.
- Some automatic promotions (e.g. “Uh-oh, he/she just started doing this and now’s he/she’s a Meet Referee...”)

Yet to be seen:

- Will the replacement training provided by USAS be better or worse than what we’ve been doing?

From the club's viewpoint



Pro:

- Should be easier to certify new officials AND advance them to positions required for sanction (months, not years)
- Eventually, officials should be trained about the same regardless of where in the country your team travels

Con:

- The training standards are much lower, so your population of local officials might not be as good or more importantly as consistent as they used to be. Might lead to surprises when you leave your home pool.
- There are fewer certification levels (importantly, no longer a “Meet Referee”), so it is harder to look at the roster and determine who might be a good choice to run your meet.

Yet to be seen:

- Will shorter training cycles encourage more parents to sign-up?

What the Officials Committee is doing



- Answering A LOT of questions from officials (and getting new stuff from USA every few days, it seems).
- Updating the PPGO that governs how we certify/train officials.
- Updating training material.
- Establishing “Satisfactory Performance” guidelines, per the new rule.
- Offering additional training to those officials now unexpectedly qualified for new roles (although they have no obligation to take it).

Hope to have all this updated by end of March and will focus on (optional) re-training after that.



What the Board might think about

- Be prepared for the Officials Committee to submit new PPGO language for approval.
 - Most will be mandatory, from USAS
 - Addition of certified Chief Judge position
 - Some will involve changes to penalties for not having enough officials (4) on deck
- Do we need any additional “guardrails” on how LSC champs meets are staffed? There’s now nothing stopping a club from putting an official who’s been to 10 total swim meets in charge (2 total swim meets, at the Admin position). Different LSCs handle that in different ways.