

**STSI Board of Directors Zoom Meeting**  
**Tuesday May 9, 2023**  
**8:00 p.m.**  
**06/13/23**

**Call to Order**

The meeting was called to order 8:01 p.m.

**Board Members Present:**

Mary Evelyn Bowling, Deanna Oliphant, Steve Mandacina, Mindy Donofrio, Aaron Gordon, John Dalton, Dabeluchi Isiofia, Lorna Anaya

**Board Members Absent:**

Marcy Parshall, Zach Pifer, Jennie Lou Leeder, Alek Orloff

**Others Present**

Cody McCall, Annette Duvall, Jessica Evans, Trey Prinz

**Verify Quorum**

A quorum was verified.

**South Texas Swimming Mission:**

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

**Approval of Minutes**

Deanna Oliphant moved to pass the April 11, 2023 BOD meeting minutes as posted. Motion **Passed**.

**Board Chair Reports**

Steve Mandacina moved to approve all board chair reports submitted. Motion **Passed**. **See attached reports**.

**Digital Communication Update**

Mary Evelyn Bowling is in the process of offering a position and should have it wrapped up this month.

**DEI Committee/Chair**

Mary Evelyn Bowling appointed Chase Thompson as DEI Chair with consent of the board. **Approved**.

**Zone Select Camp**

Deanna Oliphant moved to increase, for 2023 only, assistance for athletes attending Zone Select Camp and Zone Diversity Select camp to up to \$400 for each athlete. **Motion Passed**. She asked for the finance committee to look at the current policy amount of up to \$250 and determine an appropriate amount for future years.

**BOD Manual Update: Section 1.F**

The governance committee moved to update section 1.F of the BOD manual as the LSC leadership course is no longer offered by USAS. Motion **Passed**

*Section 1.F Requirements:*

*Members of the Board must be current members in good standing of South Texas Swimming and USA-Swimming. Each member of the BOD must read the Conflict-of-Interest Policy in the South Texas Swimming BOD Manual, the Policy and Procedures Manual, and the Bylaws. They must electronically*

*sign and submit (for filing with the Governance Committee Chair) a copy of the STSI Conflict of Interest Form, agreeing to conform to the policy.*

*In addition, upon initial election or appointment, all BOD members are expected to complete **the online LSC Leadership Course offered by USA Swimming** and any **other** onboarding courses or clinics as required by USA Swimming or South Texas Swimming. Completion certificates shall be sent to the Governance Committee Chair, who will keep them on file. Any required courses/clinics shall be completed within 30 days of election or appointment, and failure to complete this course could result in removal from the BOD. It is recommended that all nominees/candidates complete the course prior to the election.*

### **Officials Chair Election Process**

The Governance committee moved to add the officials chair election process to the policy and procedures.

#### **Motion Passed**

##### Official's Chair:

- *All currently registered, non-trainee South Texas Officials are eligible to both nominate and vote for the South Texas Swimming (STS) Official's Chair. Eligible officials must be certified in at least one non-trainee position: Meet Referee, Deck Referee, Starter, Stroke and Turn Judge, Administrative Official, Open Water Judge or Open Water Referee.*
- *The election of the STS Official's Chair will be conducted by a STS Official's Chair Election Representative(s) approved by the Board of Directors. The representative's contact information will be posted on the STS website. During the following process, the STS Official's Chair Election Representative will keep the Governance Committee apprised of the election process.*

*All eligible officials will be notified via email and an announcement posted on the South Texas Website by the last day of July notifying the officials that nominations for the STS Official's Chair are open and will stay open until August 15<sup>th</sup>.*

- *After August 15<sup>th</sup>, the STS Official's Chair Election Representative will contact all eligible nominees and confirm via email that they will accept the nomination.*
- *By August 25<sup>th</sup>, the election ballot will be created and emailed to all eligible officials with a return deadline of September 15<sup>th</sup>. The STS Website will be updated with the nominees and information as to whom to contact if an eligible official does not receive an election ballot.*
- *After September 16<sup>th</sup>, the STS Official's Chair Election Representative(s) and two other non-officials will tally the ballots received and determine if a runoff election is required. If a runoff election is required, the two nominees with the top two overall votes will be distributed to the eligible officials on a runoff ballot with a ten-day return deadline. A notice will be posted on the STS website informing the members of the runoff election. After the deadline for returning ballots has passed, the STS Official's Chair Election Representative and the same two non-officials that tallied the first ballot will tally the runoff ballot. The individual with the highest number of ballots will be considered the newly elected STS Official's Chair. The newly elected Official's Chair will be announced at the HOD meeting.*

#### **Comment from Governance Committee concerning officials chair election:**

The Governance Committee notes that the way the Officials Chair is decided is different than how other Committee Chair positions are decided. Should the Board of Directors want to modify that, a change must be presented to the House of Delegates to make a bylaw change (7.2.1).

## **Athlete Representative Election Process**

The Governance committee moved to add the athlete representative election process to the policy and procedures. Motion **Passed**

### *Athletes Representatives:*

- *All currently registered, 13 and over athletes are eligible to both nominate and vote for the South Texas Swimming (STS) Athlete Representatives. Eligible candidates must be a sophomore in high school or 16 years of age.*
- *The election of the STS Athlete Representatives will be conducted by a STS Athlete Election Representative(s) approved by the Board of Directors. The representative's contact information will be posted on the STS website. During the following process, the STS Athlete Election Representative will keep the Governance Committee apprised of the election process.*
- *All eligible athletes will be notified via email and an announcement posted on the South Texas Website by the last day of July notifying the athletes that nominations for the STS Athlete Representative(s) are open and will stay open until August 15th.*
- *After August 15th, the STS Athlete Election Representative will contact all eligible (per bylaws) nominees and confirm via email that they will accept the nomination.*
- *By August 25th, the election ballot will be created and emailed to all eligible athletes with a return deadline of September 15th. The STS Website will be updated with the nominees and information as to whom to contact if an eligible athlete does not receive an election ballot.*
- *After September 16th, the STS Athlete Election Representative and two other representatives approved by the Board of Directors will tally the ballots received and determine if a runoff election is required. If a runoff election is required, the two nominees with the top two overall votes will be distributed to the eligible athletes on a runoff ballot with a ten-day return deadline. A notice will be posted on the STS website informing the athletes of the runoff election. After the deadline for returning ballots has passed, the STS Athlete Election Representative and the same two representatives that tallied the first ballot will tally the runoff ballot. The individual with the highest number of ballots will be considered the newly elected STS Athlete Representative. If there are two open positions, the nominees with the top two number of votes will be elected with the nominee with the top votes elected as the Athlete at Large and the second highest nominee will be elected as the Junior Athlete Representative. The newly elected Athlete Representative(s) will be announced at the HOD meeting.*

## **South Texas Board Retreat: Mark Your Calendars! 9/9 to 9/10**

Mary Evelyn Bowling let the board know that the date of the board retreat will be Sept 9-10, 2023. More information to follow.

## **USAS Annual Business Meeting Member Selection:**

The board needs to select 3 non-athlete coach members and 1 non-athlete, non-coach member to vote at the USAS annual business meeting. The board asks to send any potential candidates to Mary Evelyn, Trey Prinz, and Deanna Oliphant. The selection will be made at the June BOD meeting.

### **USA Swimming Workshop Benefits**

Several members shared their experience at the USAS workshop. Jessica attended the officials chair track and said it was informative to learn how different LSCs advance their officials and that there are some new initiatives that South Texas will have to adopt once they are passed. Everyone learned a lot of new information and enjoyed time together. [Reports from the workshop are posted on the ST website.](#)

### **Zones**

Jennie Lou Leeder has been named as the head coach of Southern Age Group Zones team. South Texas is looking for coaches and athletes to attend the meet.

### **June Agenda Items**

Age Group Zones policy update

### **Adjournment**

Deanna Oliphant moved to adjourn. Motion **Passed**.

The meeting adjourned at 8:58 PM.

### **Next BOD Meeting**

June 13, 2023, at 8:00 p.m. via Zoom.

# Treasurer's Notes and Plans

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## Accomplishments & General Notes

- Completed SC National Assistance
- Set up Google forms for LC National Assistance
- Attended USAS Workshop
- Filed Quarterly 941
- Processed outreach assistance for 2023 Q1
- Purchased a new Zoom License

## Plans

- None

## Open Issues

- 2022 tax return: waiting for accountant to submit



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

Meeting Date: Apr 30, 2023

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### **A. Meetings or Events Attended**

- a. Attended USAS workshop in Denver

### **B. Meetings or Events Presented**

- a. none

### **C. Previous Month's Accomplishments**

- a. Finished updating sanction policy and procedure including 2 new policy changes approved by BoD
- b. Sanctioned 12 meets including all three LC championship meets and added meets into SWIMS
- c. loaded 11,563 splashes
- d. Ran recons for all meets held within South Texas and distributed to teams
- e. Updated member records
- f. Merged duplicate member records
- g. Counted leftover medals/ribbons in preparation for LC championship meets

### **D. Current Month's Action Plan**

- a. Assist in ordering medals/ribbons for LC championship meets

- b. Assist in approval of foreign athletes attending Cinco de Mayo in San Antonio
- c. Waiting for Records report before updating South Texas records.

**E. Other/Discussion Items**

- a. None



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

**Meeting Date: May 9, 2023**

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**A. Meetings or Events Attended**

- a. Met with several coaches & meet hosts regarding the sanctioning and distribution of the meet announcements for LC champ meets
- b. Met with Jessica & Mindy regarding details of ordering Awards
- c. Met with Jessica regarding Bag Tags and communications for teams of upcoming LC series

**B. Meetings or Events Presented**

- a.

**C. Previous Month's Accomplishments**

- a. Presented to BoD a budget request for awards and bag tags for three LC championship meets.
- b. Sanctioned the three LC Champs meets

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

- a. Update Meet Feedback forms for LC series
- b. Purchase awards for LC 2023 and LC/SC 2024
- c. Communications to teams re: LC Series
- d. Begin looking at bids for SC champs season, but first review meet format for consistency with changes made to LC season.

**E. Other/Discussion Items**



a.



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

**Meeting Date:** May 9, 2023

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**A. Meetings or Events Attended**

- a. USA Swimming Workshop Safe Sport Denver

**B. Meetings or Events Presented**

- a. At every swim meet I attend I talk in the meetings and remind everyone about Safe Sport.
- b. Included are officials, coaches, timers, meet directors, admin, BOD members if present etc.
- c. I bring with me and ensure that all facilities have the correct signage and information posted in the correct places from the meet 360 guide.
- d. There was no April Meeting.

**C. Previous Month's Accomplishments**

- a. With the few weeks in this position I have not accomplished a lot.
- b. I did make several new contacts at the workshop and had several days of group and private discussions regarding the safe short procedures within LSC's and up the ladder and what to expect.

- c. This still is a very gray area and it was hard to get any concrete answers.
- d. Chain of command for reporting:
  - i. LSC
    - 1. Local police jurisdiction - 1st report
      - a. If criminal or potential in nature.
    - 2. Our involvement stops here until they make a determination.
  - e. If issues with child protection this needs to be reported in the county where the individual resides.
  - f. Within USA Swimming;
    - i. LSC to Safe Sport or Center.
      - 1. Report to Safe Sport and they act on it or wait for local police jurisdiction to make a determination.
    - ii. The Center decides if they will take the case or not. They only take cases that involve sexual abuse.
    - iii. If they deny the case it drops back down to USA Safe Sport.
    - iv. ISSUES:
      - 1. The communication is very poor from all entities
      - 2. From the Center and Safe Sport.
      - 3. We are asked not to communicate between LSC's

#### **D. Current Month's Action Plan**

- a. The current month's action plan is to target those teams that are coming due for their two year renewal and to get them on track and to educate those teams that will follow.
- b. The Safe Sport committee will be tasked with following up on their assigned teams.

#### **E. Other/Discussion Items**

- a. I think it would benefit teams to put something on our South Texas website as a reminder for all teams to monitor their renewal date and don't wait until the end.
- b. The renewal occurs every two years and they need to be done within one month to their renewal dates leaving enough time for USA Swimming to process. (USA Swimming is caught up)
- c. However, each team's Safe Sport coordinators must track their entities to be sure they are taking the required tests well in advance etc.
- d. Again, wait to submit because your two years will start over on the date it was approved.
- e. The Safe Sport committee will also monitor and help keep teams on track.
- f. Safe Sport has seen a decline in renewal and are concerned it will continue.
- g. It is clear that our approach to sanctioning has helped.

h. We are still third in the nation as far as the amount of teams approved.



**Officials Committee Report  
Submitted by Charles Yang, Officials Committee  
Chair**

**Meeting Date:**

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**A. Meetings or Events Attended**

a.

**B. Meetings or Events Presented**

a.

**C. Previous Month's Accomplishments**

- a. Secured Mary Evelyn Bowling as evaluator for LC STAGS and Jim Holcomb for Sectionals at UT

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

- a. work on securing a national evaluator for TAGS

**E. Other/Discussion Items**

a.



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

**Meeting Date:** May 9, 2023

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**A. Meetings or Events Attended**

- a. 4/6/2023: Meeting to discuss format of monthly BOD meetings to ensure the meetings are sufficiently open to the public. The primary takeaway was to make sure the conference is set up such that people can see the committee and provide feedback as needed. A secondary item that surfaced is that the native source files for all of our governing documents (Bylaws, Policies and Procedures, etc.) should all be in one location. To that end, there is now a folder in our private drive for these documents; the source documents are being collected.
- b. 4/26/2023: Governance Committee meeting

**B. Meetings or Events Presented**

- a.

**C. Previous Month's Accomplishments**

- a. At the Governance Committee meeting, we approved two motions that we would like to put forward to the BOD for approval. The first is a minor [update](#) to the BOD Manual (section

1.F - Requirements). The second documents the [election process](#) for the Athlete Representatives and the Officials Chair.

b. The BoardSource survey was completed Friday, April 21, 2023.

#### **D. Current Month's Action Plan**

a. Review the results of the BoardSource survey and determine next steps.

b. Gather source files for remaining governing documents.

c. The next committee meeting is scheduled for Wed, May 24 at 8:00pm. If you would like to attend, please reach out to the [Governance Committee Chair](#).

#### **E. Other/Discussion Items**

a.





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

**Meeting Date: May 9, 2023**

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**A. Meetings or Events Attended**

- a. USA Swimming workshop:
  - i. Safe Sport presentations: Jessica Kirby, Kim Lewellen, Elizabeth Daniels
  - ii. Southern Zone Advisors: Terry Jones, Dana Skelton Bruno Darzi, Matt Webber
  - iii. Open Water presentation: Jane Grosser, Sally Taggart, Joe
  - iv. Governance Committee presentation: @ Board Orientation, Committee Meetings, Recruiting & Nominating,
  - v. Effective LSC Communication
  - vi. DEI
- b. Board Source review: Governance Committee

**B. Meetings or Events Presented**

- a. Weekly meeting with Exec. Secretary
- b. Weekly meeting with Admin Vice Chair
- c. Website Review: Webmaster & Exec. Secretary
- d. Digital Communications candidate: 2nd interview
- e. Governance Committee & Finance VC meeting: Review policy

- f. DEI Chair candidate: Interview
- g. Age Group Chair: Discussion @ AG Zones coaches & processes

**C. Previous Month's Accomplishments**

- a. Digital Communications position in place

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

- a. Digital Communications to begin work and connect with  
Webmaster, Communications Chair & Board Members
- b. DEI Chair in place and connected with Southern Zone & USA  
swimming DEi Chairs
- c. Board Retreat: Select location, secure speaker, develop agenda
- d. Review Position Descriptions

**E. Other/Discussion Items**

- a. Board Meeting effectiveness - need to review



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

**Meeting Date:** May 9, 2023

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**A. Meetings or Events Attended**

a. n/a

**B. Meetings or Events Presented**

a. n/a

**C. Previous Month's Accomplishments**

- a. Distributed budget input-gathering templates to Sr. Chair, Officials Chair, Safe Sport Chair, Coaches Reps, and AG Chair. Requested feedback and input by May 1, 2023. Awaiting input from all parties, except Officials Chair. Sent reminder to all others to provide feedback.

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

- a. Combine requested budget item feedback with Treasurer's input to craft first draft of 2024 budget. This draft will be used as a framework in which to add or modify line items as guided by this summer's strategic planning session.

**E. Other/Discussion Items**

- a. Recent questions about expense reimbursement versus direct payment of national meet travel expenses raise the need for an STSI debit or credit card to be able to make payments to vendors directly by the LSC and improve financial controls when paying for such expenses.



**Age Group Chair Report**  
**Submitted by John Dalton, Age Group Chair**

**Meeting Date:** May 2, 2023

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**A. Meetings or Events Attended**

a.

**B. Meetings or Events Presented**

a. Upcoming events

i. OW Zones - June 2-4th

**C. Previous Month's Accomplishments**

a. Zones Head Coach - Jennie Lou Leeder

b. Confirmed flight details for Zones 4/27

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

a. Send out Zone Coach Application, Athlete Application

b. Coach selection by May 17th

c. Athlete selection by May 24th

i. send out information to athletes - have confirmation and  
payment May 29th

ii. post on May 31th

iii. Flight names & final payment due June 12, 2023

**E. Other/Discussion Items**

a. Update Policies and Procedures regarding Zones



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

**Meeting Date: May 9, 2023**

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**A. Meetings or Events Attended**

- a. Various workshops at USAS Business Meeting
- b. Governance Committee

**B. Meetings or Events Presented**

- a.

**C. Previous Month's Accomplishments**

- a.

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

- a. Continue to review P & P to make sure everything is clear and there can be no misinterpretation of P & P.
- b. Review Board Source survey that the BoD completed

**E. Other/Discussion Items**

- a. Worked with General Chair on Digital Communications position job offer and description
- b. LSC Leadership Course is no longer available. Working to find something acceptable to replace.