

STSI Board of Directors Zoom Meeting
Tuesday September 12, 2023
8:00 p.m.
Approved 10/10/23

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, Lorna Anaya, Jennie Lou Leeder, Zach Pifer, Chase Thompson, Dabeluchi Isiofia, Marcy Parshall

Board Members Absent:

Alek Orloff

Others Present

Cody Mackall, 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.

Additions to Agenda

The following were added to the agenda; Safe sport report and officials chair resignation and election.

Approval of Minutes

Deanna Oliphant moved to pass the August 8, 2023, BOD meeting minutes. Motion **Passed**.

Board Chair Reports

Deanna Oliphant moved to approve the board reports submitted. Motion **Passed**. **See attached reports**.

Policy Updates

Motion 1: LC STAGS Champs

The championship meet committee proposed the following changes to Long course STAGS Championship Meet. Motion **PASSED**

1. Combine 15/16 and 17/18 age groups but maintain the A time standards specific to each age group.
2. Have three heats of finals for the 15-18 age group prelim/final events.
3. All other age groups have two heats of finals.
4. Relays after each of the preliminary sessions, before the distance events.
5. Allow a maximum of two relays per team.

Rationale: The LC STAGS meet ran very well in 2023. We did have some concerns about changes made, specifically to the older age group, relays and finals events for younger swimmers. After review of the meet feedback forms, several 1:1 with coaches on deck, and several hours of committee meetings, the proposed changes are recommended. Specifically for this meet, focus is on improving the experience for the swimmers & teams, and allow for competitive relay opportunities for qualified swimmers.

Motion 2: SC STAGS Champs

The championship meet committee proposed the following changes to Short Course STAGS Championship Meet. Motion **PASSED**

1. Combine 15/16 and 17/18 age groups but maintain the A time standards specific to each age group.
2. Have three heats of finals for the 15-18 age group prelim/final events.
3. Allow a maximum of two relays per team.

Rationale: The SC STAGS meet ran very well in 2023. We did have some concerns about changes made, specifically to the older age group and relays. After review of the meet feedback forms, several 1:1 with coaches on deck, and several hours of committee meetings, the proposed changes are recommended. Specifically for this meet, focus is on improving the experience for the swimmers & teams, and allow for competitive relay opportunities for qualified swimmers.

Motion 3: LC STX Champs

The championship meet committee proposed the following changes to Long Course STX Championship meet. Motion **PASSED**

1. Change to a three-day Prelim/Final meet.
2. Combine 15/16 and 17/18 age groups but maintain the BB time standards specific to each age group.
3. Have three heats of finals for the 15-18 age group prelim/final events.
4. Relays to be conducted after each of the three preliminary sessions, before the distance events.
5. Create an upper limit time standard for relays.

Rationale: The LC STX meet ran well in 2023. Several changes were made prior to this meet to improve the experience from prior years. Yet, the CMC noticed a few areas in need of improvement to enhance the experience, timeline and competition of this BB-Level meet. After review of the meet feedback forms, several 1:1 with coaches on deck, and several hours of committee meetings, the proposed changes are recommended. Specifically for the LC STX meet, focus is on improving the experience for the swimmers & teams, and allow for competitive relay opportunities for qualified swimmers.

Motion 4: SC STX Champs

The championship meet committee proposed the following changes to Short Course STX Championship meet. Motion was amended by Lorna Anaya to remove item 4. Amendment **Passed**. Motion as Amended **Passed**

1. Remove breaks on Friday
2. Create an upper limit time standard for relays
3. No "No Time" for relay entries
4. ~~No Declared False Starts allowed at Finals.~~

Rationale: The three SC STX meets ran very well in 2023, however, the CMC noticed a few areas in need of improvement to enhance the experience, timeline and competition of this BB- Level meet. After review of the meet feedback forms, several 1:1 with coaches on deck, and several hours of committee meetings, the proposed changes are recommended. Specifically for the STX meet, focus is on improving the experience for the swimmers and allow for competitive relay opportunities for qualified swimmers.

Motion 5:

Lorna Anaya moved to not allow any DFS in Finals for Long Course and Short Course STX and STAGS. Motion **PASSED** It was noted later in the meeting that this policy is already in the Policy and Procedures.

HOD Preview

Mary Evelyn reminded the board to submit board reports into the private google drive for the House of Delegates meeting.

Safe Sport

Lorna Anaya said that there were four South Texas safe sport issues submitted and only 2 remain pending.

Mission Minute

Mindy noted that registration for the 2023-2024 season began fairly smoothly and a South Texas team was one of the first in the country to try bulk registration with no problems.

October Agenda Items

None

Adjournment

Marcy Parshall moved to adjourn. Motion **Passed**.
The meeting adjourned at 9:08 PM.

Next BOD Meeting

October 10, 2023, at 8:00 p.m. via Zoom.

Special STSI Board of Directors Zoom Meeting

Tuesday September 19, 2023

8:00 p.m.

Approved 10/10/23

Call to Order

The meeting was called to order 8:04 p.m.

Board Members Present:

Mary Evelyn Bowling, Deanna Oliphant, Steve Mandacina, Mindy Donofrio, Aaron Gordon, John Dalton, Lorna Anaya, Jennie Lou Leeder, Zach Pifer, Chase Thompson, Dabeluchi Isiofia, Alek Orloff

Board Members Absent:

Marcy Parshall

Others Present

Cody Mackall, Trey Prinz, Annette DuVall

Verify Quorum

A quorum was verified.

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Additions to Agenda

Chair Reports for HOD

HOD reports

Mary Evelyn reminded the board to submit board reports by September 24 into the private google drive for the House of Delegates meeting.

Budget

Alek moved to recommend the 2024 Budget to the House of Delegates for approval. Presented budget can be found at the end of the minutes. Motion **PASSED** as amended below:

Alek moved to amend the officials national reimbursement budget to \$10,000. Amendment **PASSED**

Alek moved to amend the HOD meeting budget to \$8,000. Amendment **PASSED**

Alek moved to recommend to the HOD a splash fee increase of \$0.30, bringing splash fees to \$1.55.

Recommendation **PASSED**

Adjournment

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

The meeting adjourned at 9:22 PM.

Next BOD Meeting

October 10, 2023, at 8:00 p.m. via Zoom.

Email vote 8/29/23

Given the recent resignation of our Officials Chair, the Governance Committee recommends using the process outlined to elect a new Officials Chair and asks that you seek approval from the Board of Directors. Motion **PASSED**

The process contains the same components that were previously approved, but the timeline is compressed.

- The Election Representatives proposed are: Mike Koleber & John Dalton.
- The proposed nomination period is 8/30 to 9/12.
- The proposed voting period is 9/19 to 9/29.



General Chair Report
Submitted by Mary Evelyn Bowling, General Chair

Meeting Date: September 12, 2023

A. Meetings or Events Attended

- a. None

B. Meetings or Events Presented

- a. Weekly meetings with HOD planning team
- b. Various meetings with coaches

C. Previous Month's Accomplishments

- a. Working with Team Services & HOD planning team to restructure
HOD & Board Retreat

D. Current Month's Action Plan

- a. Work with the HOD planning team to plan HOD
- b. Attend Southern Zone HOD
- c. Attend USAS HOD

E. Other/Discussion Items



Governance Committee Report
Submitted by Trey Prinz, Governance Committee
Chair

Meeting Date: Sep 6, 2023

A. Meetings or Events Attended

- a. ST Retreat Planning Call (8/9)
- b. ST Retreat Planning Call (8/16)
- c. ST Retreat Planning Call (8/23)
- d. Governance Committee meeting (8/23)

B. Meetings or Events Presented

- a. Athlete Representative Nomination Discussion (8/24)

C. Previous Month's Accomplishments

- a. In our committee meeting we reviewed the summary of the BoardSource BOD survey in preparation for the HOD meeting. We also reviewed the list of candidates for the HOD to verify their eligibility.
- b. On the Athlete Representative Nomination Discussion call, we reviewed the role of the Athlete Representative as well as the expectations for serving on the BOD.
- c. On the non-Athlete Representative Discussion call, we reviewed the responsibilities for the open positions as well as the expectations for serving on the BOD.

- d. On 8/28/2023, we received word that our Officials Chair would be resigning effective 10/7/2023 (the HOD meeting date). The committee drafted a proposal to elect a new Officials Chair. The proposal follows the process outlined in the Policies and Procedures but does so with a compressed timeline. The proposal was forward to our General Chair to present to the BOD for approval.

D. Current Month's Action Plan

- a. Set up a meeting with the non-athlete BOD and Administrative Review Committee nominees to review the respective roles and the expectations for serving on the BOD.
- b. Set up a meeting with the Officials Chair nominees to review the respective roles and the expectations for serving on the BOD.
- c. Provide the slate of candidates list before 9/17/2023 so that it can be posted by the 20-day deadline (9/17/2023).
- d. Complete the LEAP worksheet provided by USA-S.
- e. Work with Mary Evelyn and Mindy on plans for the HOD meeting.
- f. The next committee meeting is scheduled for Wed, September 27 at 8:00pm. If you would like to attend, please reach out to the [Governance Committee Chair](#).

E. Other/Discussion Items

- a.



**Admin Vice Chair Report
Submitted by XXX, Admin Vice Chair**

Meeting Date: Sep 12, 2023

A. Meetings or Events Attended

- a. Election meetings and emails
- b. HoD Planning
- c. Strategic Planning

B. Meetings or Events Presented

- a.

C. Previous Month's Accomplishments

- a. Update P&P
- b. Work on LEAP

D. Current Month's Action Plan

- a.

E. Other/Discussion Items

- a.



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

Meeting Date: September 12, 2023

A. Meetings or Events Attended

- a. Met with the GC to discuss SVC & AVC expectations for 2024, changes to retreat/round tables & Athlete Rep nomination & voting.
- b. Met with Governance committee to discuss Athlete Rep nominations and voting.

B. Meetings or Events Presented

- a. Met with the CMC committee twice to detail the recommended changes to the 2024 Champ Meet Series

C. Previous Month's Accomplishments

- a. Created 4 Motions with the CMC to present to the BoD in Sept'23 for 2024.
- b. Created Bid form for 2024 Champ meets.

D. Current Month's Action Plan

- a. Communicate changes to 2024 champs and begin bid process for HoD.

E. Other/Discussion Items



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

Meeting Date: Sep 12, 2023

A. Meetings or Events Attended

a. n/a

B. Meetings or Events Presented

a. n/a

C. Previous Month's Accomplishments

- a. Presented draft budget, proposing \$0.15/splash fee increase to cover increased costs and achieve budgeted breakeven.
- b. Updated P&P to rationalize Zone Select Camp athlete financial assistance.

D. Current Month's Action Plan

- a. Obtain board approval of budget to present to HOD and craft budget presentation for HOD meeting.

E. Other/Discussion Items

a. n/a



Digital Communications Report
Submitted by Cody Mackall, Digital Communications Chair

Meeting Date: Oct 7, 2023

A. Meetings or Events Attended

- a. Communications Committee Meeting
- b. Championship Meet Committee Meeting
- c. USAS Leaders Call

B. Meetings or Events Presented

- a. LSC Website Update and Redesign

C. Previous Month's Accomplishments

- a. LSC Website Rebuild, and Redesign
- b. Launch of LSC Photo Submissions
- c. BOD, Athlete Rep, and Committee Chair Nominations

D. Current Month's Action Plan

- a. Update to Mailing List in Preparation for House of Delegates
- b. Work with General Chair and Executive Secretary to prepare
HOD

E. Other/Discussion Items

- a.

Treasurer's Notes and Plans

Accomplishments & General Notes

- Finalized external Audit and submitted to USAS - no finding
- Processed national meet evaluator reimbursement for TAGS
- Paid deposit for HOD location

Plans

- Begin working on National meet assistance
- Prepare financial report for HOD
- Finalize payment for HOD location

Open Issues

- None



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

Meeting Date: Sep 12, 2023

A. Meetings or Events Attended

- a. Attended USAS times/registration meeting

B. Meetings or Events Presented

- a. none

C. Previous Month's Accomplishments

- a. Loaded 1,649 splashes into SWIMS
- b. Sanctioned 21 meets and loaded meets to ST website and SWIMS
- c. Ran recons for all meets held within South Texas and distributed to teams
- d. Updated member records and merged accounts
- e. Sent teams information on registration for 2023-2024 season
- f. Discussed Bulk renewal option with several teams
- g. Mindy continued to worked with two coaches that will be starting new clubs within ST in September
- h. Merged duplicate member records
- i. Prepared for HOD by securing a new location - Hyatt Hill Country Resort

- j. Obtained team membership numbers on August 31

D. Current Month's Action Plan

- a. Send out voting letting to clubs to obtain voting delegates for HOD
- b. Work with teams to verify voting delegates and team registration
- c. Finalize HOD
- d. 2024 Registration starts September 1, 2023
- e. Actively contacting high school teams/coaches and observed meet hosts to educate them about the current requirements for automatic loading of times from observed meets for club athletes

E. Other/Discussion Items

- a. None

South Texas Swimming, Inc. Operating Budget - FOR APPROVAL

	<u>2024</u>	
Income		
47000 Program Income		
47100 Membership Dues	172,700	Membership plus 1% growth (7,639 athletes)
47200 Splash Fees	195,000	Based on 2023 trend; 128,000 splashes; incr fee/spl \$0.27
47300 Sanction Fees	3,000	Based on 120 meets
47400 Fines	3,000	
47900 Endowment Income Draw	45,000	3% of balance
Total 47000 Program Income	\$ 418,700	
Total Income	\$ 418,700	
Gross Profit	\$ 418,700	
Expenses		
60000 Program Expenses		
60100 National Reimbursements		
60110 Athletes	80,000	
60120 Coaches	18,000	
60130 Officials	8,000	
Total 60100 National Reimbursements	\$ 106,000	
60200 Championship Meets		
60210 Host Assistance		
60220 Bag Tags	3,500	
60220 LC Bag Tags	2,700	
60230 Awards	8,900	
Total 60200 Championship Meets	\$ 15,100	
60300 Age Group Zones		
60380 Income	(24,000)	
Total 60300 Zone Meet Expenses	\$ 65,200	48 athletes; transport, lodging, food, uniforms, etc. \$500/athlete co-pay
60400 Open Water Zones		
60480 Income	(16,000)	
Total Open Water Zones	\$ 32,690	40 athletes; transport, lodging, food, uniforms, etc. \$400/athlete co-pay
60900 Clinics/Camps/Swimposiums		
60910 Income	(2,000)	
Total 60900 Clinics/Camps/Swimposiums	\$ 10,000	Swimposium only every 3 years, to be '25, camp for '24 with assumed fees of \$2k
61000 USA Workshops and Business Mtg		
61010 Registration	0	USAS eliminated reg fees
61020 Transportation	5,170	10% inflationary increase over 2023
61030 Lodging	5,170	10% inflationary increase over 2023

61040 Meals	1,600	
Total 61000 USA Convention/Workshops	\$ 11,940	
61100 Officials		
61110 Official's Dues Reimbursements	20,825	245 officials @ \$85/ea
61120 BGC Reimbursement	1,000	
61130 Evaluator Travel	4,000	
61140 Official's Travel and Training	1,000	
61150 Official's Account Expenses	1,733	
Total 61100 Officials	\$ 28,558	
61200 Member Awards	1,200	1 life member
XXXXX Board Development	20,000	Investment to drive strategic plan implementation
61300 Safe Sport Program	500	
61400 Zone/Zone Diversity Select Camps	2,100	Policy changed from \$250/athlete to \$300
61600 DEI and Adaptive Programs	4,500	Olympic year - may have Paralympics travel as in 2021
61700 Outreach Athlete Assistance	2,700	
61900 Coaches Committee Fund (fka Coach of the Year Award)	4,200	
Total 60000 Program Expenses	\$ 304,688	

70000 Operations		
70100 Contract Services - Accounting Fees	3,500	USAS-required outside audit fees
70130 Website Expenses - Maintenance	10,000	Outside web maintenance contractor
70200 Facilities	1,000	
70300 Bank Charges	8,200	
70400 Investment Expense	14,500	
70500 Memberships, Dues and Subscriptions	850	Increased from 250 to 850 due to Southern Zone dues increase
70600 Postage and Shipping	400	
70700 Office Equipment and Supplies	800	
70800 Telecommunications	2,024	phone (\$972), Zoom license (\$800), Mail Chimp (\$252)
70900 HOD Meeting Expenses	2,000	
71000 Chairperson's Expenses	1,500	Strategic planning expenses
71300 Travel	2,800	
72000 Total Employee Expenses	\$ 65,920	
Total 70000 Operations	\$ 113,494	
Total Expenses	\$ 418,182	
Net Operating Income (Loss)	\$ 518	