ST Board of Directors
Meeting Minutes
Tuesday, October 8, 2024, 8:00 PM
Location: Zoom

Call to order at 8:02 p.m.

Board Members Present:
BJ Allenstein, Derek Howorth, Jennie Lou Leeder, Cody Mackall, Fynn Minus, Garrett Nelson, Marcy Parshall, Mark Parshall, Harrison Tater

Board Members Absent:
Libby Gunn, Chase Thomas & Mike Worley

Interim Staff Present:
Jessica Evans, Angie Fain, Erin Meise, Monica Thomason

Others Present:
Lorna Anaya, Anne Bennett, Mary Evelyn Bowling, Marc Digby, Trey Prinz

South Texas Mission Statement Reviewed & Recognitions

- Erin Meise mentioned appreciating meeting everyone at HOD and BJ and Mark mentioned how HOD went smoothly.

- Mark appreciated Mary Evelyn and all the previous board members' work over the last year.

Approval of September Minutes

- After initially approving the September meeting, minutes were reviewed and approved via email after the new board members can review them.

Financial Reports and Budget Discussion
- Erin brought up a math error in the previously approved budget. Marc clarified a mathematical calculation correction.
- The board approved the corrected budget and planned to notify the HOD.

Board Reports and Transition of Duties

- Scheduling a virtual board orientation and transitioning email accounts and access were discussed.
- Monica announced a 60-day notice for her communications role ending Dec 1st.

Personnel Committee and Job Descriptions

- Mark discussed the need to define job descriptions and roles for paid employees.
- Trey and Monica explained the Personnel Committee was tasked with this work. Jessica, Erin and Angie have agreed to continue. Jessica expressed wanting her contract status reviewed.
- BJ reminded the board to confirm our committees are functioning correctly. Jessica reminded the board that we need to ensure all committee members are USA Swimming members.

Athlete Committee and Budget Allocation

- Angie discussed revitalizing the athlete committee and the $5,000 budget for an athlete retreat.
- The board confirmed the budget allocation.

HOD Meeting Schedule and Bylaws Change

- BJ proposed separating elections and legislation for different HOD meetings.
- The board discussed the need to clarify the annual meeting and regular HOD meetings in the bylaws. Mark is consulting with Dana Skelton from USA Swimming.
- Trey will check if Mary Evelyn can assist with governance for this meeting.

Executive Director Plan Draft

- Marc Digby volunteered to draft a job description for an executive director.

Meeting Adjournment

- The meeting was adjourned after a motion was made and passed.

Action Items:

1. Review and approve the September meeting minutes via email vote.

2. Contact Mary Evelyn to assist the governance committee in reviewing the bylaws.

3. Provide a draft job description for an executive director position.