



## South Texas Swimming Board of Directors Meeting

Tuesday, December 12, 2023 at 8pm

Approved 1/9/24

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### Call to Order

The meeting was called to order at 8:06 pm

### Welcome & Roll Call

**Board Members Present:** Mary Evelyn Bowling, Aaron Gordon, Anne Bennett, Mike Worley, BJ Allenstein, Mindy Donofrio, John Dalton, Libby Gunn, Marcy Parshall

**Board Members Absent:** Jennie Lou Leeder, Fynn Minus, Chase Thompson, Lorna Anaya

**Others present:** Tom Schultz, Cody Mackall, Trey Prinz, Annette DuVall, Monica Thomason, Tim Byerly

### 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.

### Creating a Culture of Excellence

Mary Evelyn Bowling asked for an example of creating a culture of excellence. BJ Allenstein noted that NTRC coaches were willing to be timers at Winter Wonderland to get the meet started on time.

### Additions to Agenda

Update on committee and committee structure

Update on PLAT

Officials committee add to committee updates.

### Approval of Minutes: November 2023

Minutes approved as submitted.

### Financial Report Presentation

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.**

**Additional report from Senior Vice Chair** – B Champs, STX, and STAGS have all been sanctioned and posted on ST website along with events files for each meet. BJ Allenstein is working with Steve Mandacina to order Bag Tags. Mindy Donofrio noted that medals for championship meets were received, and ribbons should be shipped by December 22.

## Committee Updates

- **Operational Risk**  
Mike Worley is working on filling the Operational Risk Committee – **Table until January Meeting**
- **Communications**  
The communication committee will consist of: Cody Mackall (staff liaison), Mike Worley, Monica Thomason, Alicia Garcia de Lopez, Kaitlyn Grover and Mindy Donofrio (staff liaison) – **Approved**
- **DEI**  
Mary Evelyn Bowling and Chase Thompson are working on filling the DEI committee – **Table until January Meeting**
- **Personnel**  
Per guidance from Herb Schwab, a member of the USAS rules and regulations committee, Mary Evelyn Bowling is working on creating a personnel committee. It will likely consist of the general chair, admin vice chair, finance vice chair, a member from the governance committee, and one athlete – This committee is still under development. **Table until January meeting**
- **Governance**  
Mike Koleber has already served 2 full terms and cannot be re-appointed per ST Bylaws. Mary Evelyn will need to fill his vacant position on the Governance Committee. She has asked for recommendations.
- **STaR**  
Amani Singh (MSC, athlete) added to the STaR committee – **approved**
- **Officials committee**  
Jett Pittman (SASA, athlete) added to the officials committee- **approved**

Mike Worley moved to table the Operational Risk, DEI and personnel committees until the January Meeting. Motion **PASSED**.

## Strategic Planning Date

- **April 20, 2024 - Botanical Gardens, San Antonio**

A strategic Planning session will be held on April 20, 2024, at the Botanical Gardens in San Antonio. Mary Evelyn Bowling would like to invite all committee members, board members, and coordinators to attend.

## STX Championship Meet

- **Changes from HOD**  
STX meet changed from 4 meets to 3 meets. One site in Temple could not host meet and withdrew bid to host meet. All three remaining sites should have good numbers and host quality meets. The retraction of the 4<sup>th</sup> site happened 2 days before deadline for publishing the meet information. All meet information for STX was published on the

website about a week late. This was not due to any site but due to reorganizing the team going to each location.

- **Posting date fines - approval not to fine**  
BJ Allenstein moved to excuse all fines or penalties to any STX hosts due to the timeline of sanctioning the meets. **Motion PASSED.**

#### **Reimbursement of membership dues**

- **Official living outside geographical area**  
Anne Bennett moved to approve reimbursement for membership dues to Monica Thomason who lives outside the geographical boundaries of the LSC. **Motion PASSED.**

#### **PLAT**

Platinum Aquatics has asked to leave South Texas LSC and join Gulf Swimming LSC. Both LSC's must agree on the move. Email Mary Evelyn if interested in reading letter from PLAT.

#### **Board Orientation**

There are a handful of people who still need to attend. Trey Prinz is trying to set a second date and will contact those who missed to see if a date in mid-January works.

#### **January Agenda Items**

None

#### **Adjourn**

BJ Allenstein moved to adjourn the meeting. The meeting adjourned at 8:54pm.

#### **Next BOD Meeting**

January 9, 2024 at 8pm via zoom



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

**Meeting Date: December 12, 2023**

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**A. Meetings or Events Attended/ing**

- a. USAs Leaders Call 11/16 & 12/14
- b. USAS General Chairs Seminar Series: 12/06

**B. Meetings or Events Presented**

- a. Held bi-weekly Leadership Meetings.
- b. Met with Admin Vice Chair & Herb Schwab regarding Bylaws, Committee Structure & Governance.
- c. Met with several Meet Directors regarding establishing an Ad-Hoc committee for developing guidelines/training for Meet Directors.

**C. Previous Month's Accomplishments**

- a. Worked with the Governance Committee on Board Training & Governance Committee terms.
- b. Selected date & location for strategic planning session

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

- a. Determine date for additional Board Orientation.
- b. Establish a Personnel Committee.
- c. Establish Ad-Hoc Meet Director Committee

- d. Work with the Governance Committee on defining LSC position descriptions.
- e. Work with current & past Admin Vice Chairs on clarifying & aligning policies.
- f. Determine date for HoD, 2024.

**E. Other/Discussion Items**



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

**Meeting Date:** Dec 12, 2023

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**A. Meetings or Events Attended**

- a. Leadership meetings Tuesdays at 1 pm (1-2)
- b. BoD Orientation Tuesday, December 5 at 8 pm

**B. Meetings or Events Presented**

- a. N/A

**C. Previous Month's Accomplishments**

- a. Sent email to committee to set first meeting and standard meeting time
- b. Reviewed and signed Conflict of Interest policy and Statement of Acknowledgement
- c. Reviewed, in conjunction with b above, Policies and Procedures and Bylaws and other attached documents. Made suggestions to update certain sections.

**Current Month's Action Plan**

- a. Set and conduct first committee meeting
- b. Set a schedule for regular committee meetings
- c. Consider necessity of internal audits
- d. Consider update to national reimbursement policy

- e. Consider feasibility of alternative processes for checks to Mindy (per our P&P and accounting best practices, she should not sign checks to herself).
- f. Review and approve items from Treasurer as necessary
- g. Meet with leadership team and look at policies and procedures as needed to address requests/ questions/ concerns.

**D. Other/Discussion Items**

- a. N/A



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

**Meeting Date:** Dec 6, 2023

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**A. Meetings or Events Attended**

- a. Met with Coach Rep Jennie about a possible coaches clinic in 2024 by Abigail Fish. Need more details but apparently deposit for her is going to be finalized

**B. Meetings or Events Presented**

- a.

**C. Previous Month's Accomplishments**

- a. Secured bags for Zones 2024 through D&J Sports due to ordering error.
- b. STX Zone gear (bags and suits) are all matching color/design scheme
- c. Updated STX Swimmer Medical release form
  - i. made it more streamline to have one form for both Open Water and AG Zone Meet
    - 1. had a lot of confusion since AG Zones used the medical release form stating "Open Water"

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

- a.



# Treasurer's Notes and Plans

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## Accomplishments & General Notes

- Setup National meet assistance forms for Short Course season and communicate to LSC

## Plans

- Input 2024 budget into Quickbooks
- Renew employee bond insurance
- file quarterly 941

## Open Issues

- None



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

Meeting Date: Dec 12, 2023

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### A. Meetings or Events Attended

- a. USA swimming registration webinar.

### B. Meetings or Events Presented

- a. Hosted SWIMS Training - How to understand meet recons

### C. Previous Month's Accomplishments

- a. Loaded 14,203 splashes into SWIMS
- b. Sanctioned 13 meets and loaded meets to ST website and SWIMS
- c. Rick Allenstein approved 10 meets to be observed. All meets were added to SWIMS. 9 observed meets were loaded into SWIMS.
- d. Ran recons for all meets held within South Texas and distributed to teams
- e. Updated member records and merged accounts
- f. Merged duplicate member records
- g. All 42 clubs have been renewed for 2024. 1 seasonal club will expire on 12/21.

- h. Updating incorrect USAS IDs entered by teams based on meet results and contacting teams with ID errors so they can correct them in their team database
- i. Looked at the records found within SWIMS and found mismatched records. Missing records submitted to USA swimming
- j. Worked to secure location for strategic planning session
- k. Created SC National meet assistance google forms and posted on website

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

- a. Host SWIMS Training - Renewal of athletes on December 14.

**E. Other/Discussion Items**

- a. None



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

**Meeting Date:** Dec 14, 2023

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**A. Meetings or Events Attended**

- a. Leadership call (11/21)
- b. Governance Committee meeting (11/21)

**B. Meetings or Events Presented**

- a.

**C. Previous Month's Accomplishments**

- a.

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

- a. Deanna and Trey will be conducting the board orientation on Tue, December 5 at 8:00pm.
- b. We are working on completing Mindy's evaluation by the end of the year if possible.
- c. The next committee meeting is scheduled for Wed, December 20 at 8:00pm. If you would like to attend, please reach out to the [Governance Committee Chair](#).

**E. Other/Discussion Items**

**F. Governance Committee Meeting Minutes**

**Date:** Tuesday, 11/21/2023

**Members Present:**

Mindy Donofrio  
Mike Koleber  
Monica Thomason  
Deanna Oliphant  
Annette Duvall  
Trey Prinz

**Discussion:**

- Several items from the leadership team were conveyed to the committee. The recommendations listed below came out of conversations with colleagues involved with USA-S.
  - We found out that Mike Koleber is not eligible to continue serving on the committee since that would be a third consecutive term for him: he served a 1-year term that finished in 2020 and then a 3-year term that finished in 2023. Mike will continue to serve until a replacement is named.
  - It was recommended that all committees have a staff liaison present at committee meetings to help take notes/minutes. Mindy did attend our meeting and has been invited to future meetings.
  - It was suggested that ST establish a Personnel Committee to help manage our paid/contracted staff, including the definition of their role/responsibilities. The leadership team is planning to propose this to the BOD.  
Consequently, the work the Governance Committee started

with respect to defining roles and responsibilities has been suspended for now.

- Given the situation with Mike, the committee decided to postpone the election of the Governance Committee Chair until a replacement is named.
- With one opening remaining on the committee, those in attendance voted to fill this with a non-athlete member.



**A. Meetings or Events Attended**

N/A

**B. Meetings or Events Presented**

N/A

**C. Accomplishments**

1. December Committee meeting held 12/6/23
2. Secured National Evaluator for TAGS: Melissa Hellervik-Bing
3. Updated/synchronized STSI officials roster with USAS database
4. Updated Officials web pages on STS website, with new content
5. Published schedule for recurring New Officials clinics through May
  1. Held first clinic on 12/6
6. Completed 1-2-3 performance criteria for each certified LSC official position, in preparation for updating clinic presentations
7. Completed Episode 1 of "You're Doing It Wrong", ready to release in December officials email.
  1. Episode 2 in post-production
8. Completed draft of "Zero to Swim Meet" guide for new meet hosts, now in review

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

1. Training material update: Complete first draft of clinic presentations by 1/23
2. Review "Zero to Swim Meet" by 12/20, for release
3. Complete ~4 new "You're Doing It Wrong" raw content captures

**E. 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
  - c) Monthly ST Clinic Hosting (done)
  - d) Update Officials Web Page (done)
  - e) PPGO Update, administrative in work, 2024Q1
  - f) Zero-to-Swim Guide in work, 2024Q1
  - g) "You're Doing it Wrong" in work, 2024Q1
  - h) DQ Video Quiz 2024Q1
  - i) Merit Badges 2024Q2, pending OTS data
  - j) National Meet Engagement 2024Q2
  - k) PPGO Update, substantive 2024Q3