



***South Texas Swimming
Board of Directors Meeting Minutes
Tuesday, December 10, 2024, 8:00 PM
Location: via Zoom***

Call to order at 8:02 p.m.

Board Members Present:

BJ Allenstein, Jennie Lou Leeder, Cody Mackall, Fynn Minus, Garrett Nelson, Marcy Parshall, Mark Parshall, Chase Thompson, Mike Worley

Board Members Absent:

Libby Gunn, Derek Howorth, Harrison Tater (excused)

Staff Present:

Jessica Evans, Angie Fain, Erin Meise

Others Present:

Trey Prinz, Heather Freeman

1. ST Swimming Mission Statement & Roll Call

- Quorum was confirmed.
- Jennie Lou Leeder made a motion and Cody Mackall seconded to approve the November 11, 2024 meeting minutes as posted, with one correction to add the Safe Sport Chair report. Motion passed.

2. Financial Reports and Budget Update (Erin Meise)

- Garrett made a motion and Mike seconded to reduce the Splash Fees budget by \$40,000, to account for a vote at the 2024 HOD meeting to waive splash fees for LSC championship meets (approximately \$25,000) and to account for revenue loss for Block Party meets sanctioned by USA Swimming (approximately \$15,000). By reducing splash fees by \$40,000, the yearly budgeted net income will also be reduced by \$40,000. Motion passed.
- The money market account at PNC was closed and funds transferred to the new JP Morgan Chase account. The last outstanding PNC item cleared the checking account and that account will be closed next week.
- Board members should contact Erin directly for budgets.

- Marcy requested payment for Coach of the Year Yetis and will send Erin an invoice to pay.
- Jennie Lou will contact Erin regarding Age Group Zones planning and budget.
- Mike Worley made a motion and Cody Mackall seconded to formally recognize Mark Parshall's nomination for and election to the position of General Chair for the South Texas Swimming Inc. corporation, and to add Mark to the JP Morgan Chase and Morgan Stanley accounts. Motion passed.

3. Board Reports

- Board reports were submitted by the Safe Sport Chair (Cody), the STaR Chair (Jessica), the Officials Chair (Marc Digby), and the Governance Committee Chair (Trey). The reports were accepted as posted.
- Marcy reported verbally as Coach Rep that she has received good feedback from the Coach survey sent out last week regarding allowing Block Party meet times to count for LSC championship meets. Jessica clarified that Block Party times will be allowed for the 2025 championship meets because there is currently no way to exclude those times from meet recons in SWIMS. When that functionality is added by USAS at a future date, the LSC should be able to choose to allow or exclude those times.

4. Approval of Committee Members

- A list of committee members was distributed to board members ahead of the meeting and was approved as posted. Several committee chairs were unable to reach current committee members to establish their desire to continue serving and several positions are vacant.
- The STX website has been updated to reflect the updates. Jessica will post a call to action to solicit new committee members to fill vacant positions.
- Any new members will be approved at the January BOD meeting.

5. Hiring of Executive Secretary

- Cody motioned and Jennie Lou seconded to hire Jessica Evans as Executive Secretary, effective January 1, 2025 as a salaried employee of STSI, with a signing bonus paid on or after January 1 as compensation for three months' past full-time work. This additional pay will reduce the yearly budgeted net income by the same amount. An amendment was made to rename this position to "LSC Administrator." Amendment passed and motion passed. Jessica will continue as a contractor through December 31, 2024.

6. Canva Pro License

- Jessica requested an increase in the software subscription line item for \$150/annually for a Canva Pro license. Mike made a motion and Cody seconded to approve. Motion passes.
- Cody noted that Canva offers a nonprofit license that is free and sent Jessica the link. Canva approved the free license on December 11 so this motion is now moot.

7. Championship Meets and Late Penalties for Failure to Post

- B Champs North and South, STX North and South, and Senior Champs have been sanctioned and posted. Only B Champs North and STX North were posted by the LSC November 30 deadline.
- BJ accepts responsibility for late distribution of championship meet templates to meet hosts, which resulted in late sanctioning of meets.
- STAGS has not been sanctioned yet due to the meet host not having a Meet Referee or Admin for the sanction application.
- BJ made a motion and Garrett seconded to give AAAA-NE 30 days to post the meet from the date the template was received. Discussion resulted in concerns about not wanting to discourage AAAA-NE from sanctioning the meet, to not delaying the posting any longer than necessary so member teams receive the meet info and entry file to plan which meets their swimmers will attend. Cody made a motion and Garrett seconded to waive late filing penalties for all STX SC meet hosts. Fines will be waived for AAAA-NE until close of business on December 13. Motion passes.
- BJ will talk with Bill Spurgeon at the AAAA BOD meeting on December 11.

7. Spring HOD Meeting

- The meeting will be held on Sunday, April 6, 2025 as a regular meeting of the House of Delegates.
- The Governance Committee will assist with preparations for the legislative agenda.
- Mark confirmed that the Piper Bass auditorium in San Antonio is available on that day and has approval from Bill Spurgeon to use the facility.
- If the BOD wishes to host an event on Saturday, April 5, the pool is available in the afternoon, pending Bill's final approval to verify that there are no scheduling conflicts.

8. New Business

- Garrett made a motion and Jennie Lou seconded to accept Angie Fain's resignation as LSC Secretary and to appoint Jessica Evans to this position. Motion passed.

9. Old Business

- From the November BOD meeting, there was no update from the DEI Committee on the membership eligibility for athletes using the CEP provision of the free lunch program.

Meeting adjourned at 9:01pm.



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

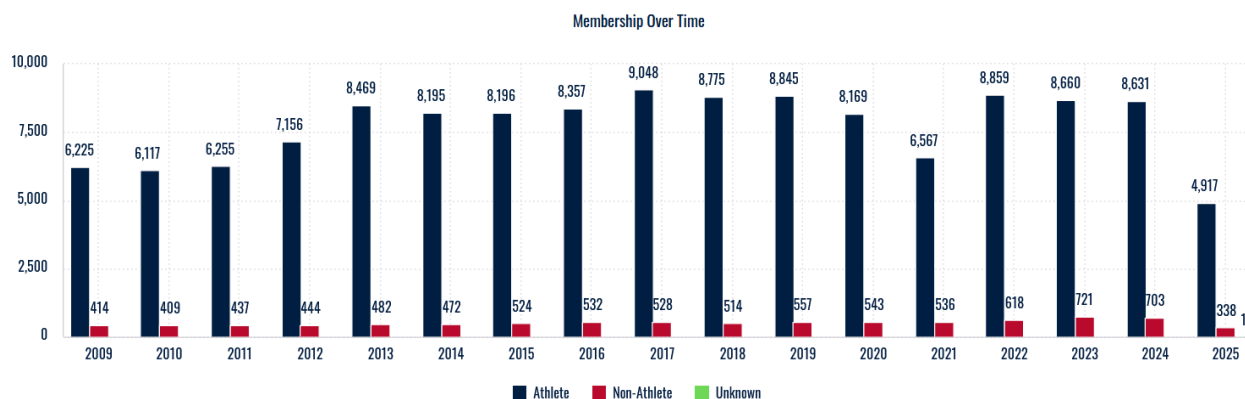
Meeting Date: Dec 10, 2024

1. Meeting or Event Attended

- USA Swimming times/registration training
 - None offered this month.
- Planning meeting for May 2025 Open Water event (as Sanctions Chair).

2. Current STX Registration Statistics

- Membership trends over time (since 2009) as of 12/10/24 for total number of Athlete and Non-Athlete members:





STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Dec 10, 2024

b. LSC registration transaction summary and revenue for **November 2024**:

Season	Category	Registration Type	Transaction Type	LSC Fee		USA Swimming Fee	
2025 (9/1/2024 - 8/31/2025)	Member Registration	Administrator	New	1	\$0.00	1	\$30.00
			Renew	9	\$0.00	9	\$270.00
		Coach	New	5	\$100.00	5	\$350.00
			Renew	25	\$500.00	25	\$1,680.00
		Flex Athlete	New	14	\$140.00	14	\$280.00
			Renew	9	\$90.00	9	\$180.00
		Official	New	2	\$0.00	2	\$0.00
			Renew	23	\$400.00	23	\$1,400.00
		Other	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	1	\$20.00	1	\$70.00
			Renew	3	\$40.00	3	\$140.00
			Upgrade	6	\$120.00	6	\$240.00
		Outreach Athlete	New	14	\$28.00	14	\$70.00
			Renew	19	\$38.00	19	\$95.00
		Premium Athlete	Cancel	-3	(\$60.00)	-3	(\$210.00)
			New	92	\$1,840.00	92	\$6,440.00
			Renew	394	\$7,880.00	394	\$27,580.00
			Upgrade	20	\$200.00	20	\$1,000.00
		Provisional Coach	New	1	\$20.00	1	\$0.00
Total				634	\$11,336.00	634	\$39,545.00



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Dec 10, 2024

c. 2025 season registrations to date:

Season	Category	Registration Type	Transaction Type	LSC Fee		USA Swimming Fee	
2025 (9/1/2024 - 8/31/2025)	Club Registration	Season 1 Club	Renew	1	\$25.00	1	\$40.00
		Year-Round Club	Renew	41	\$1,025.00	41	\$2,870.00
		Member Registration	Administrator	New	5	\$0.00	5
	Renew			14	\$0.00	14	\$420.00
	Coach		Cancel	-5	(\$80.00)	-5	(\$280.00)
			New	40	\$780.00	40	\$2,730.00
			Renew	124	\$2,340.00	124	\$8,120.00
	Flex Athlete		Cancel	-1	(\$10.00)	-1	(\$20.00)
			New	424	\$4,230.00	424	\$8,480.00
			Renew	126	\$1,260.00	126	\$2,520.00
	Junior Coach		Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	2	\$40.00	2	\$140.00
	Junior Official		New	1	\$0.00	1	\$0.00
	Official		Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	25	\$420.00	25	\$1,470.00
			Renew	124	\$2,340.00	124	\$8,120.00
			Life Upgrade			1	\$1,000.00
	Other		Cancel	-4	(\$60.00)	-4	(\$210.00)
			New	6	\$80.00	6	\$280.00
			Renew	18	\$280.00	18	\$980.00
			Upgrade	6	\$120.00	6	\$240.00
	Outreach Athlete		Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	60	\$120.00	60	\$300.00
			Renew	77	\$172.00	77	\$450.00
	Premium Athlete		Cancel	-33	(\$660.00)	-33	(\$2,310.00)
			New	1,335	\$26,680.00	1,335	\$93,380.00
			Renew	2,933	\$58,660.00	2,933	\$205,100.00
			Upgrade	38	\$380.00	38	\$1,900.00
			Adjustment			2	\$140.00
	Provisional Coach		New	6	\$120.00	6	\$350.00
			Renew	3	\$60.00	3	\$210.00
Total					5,363	\$98,262.00	5,366



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Dec 10, 2024

- d. **November 2024** meet statistics for STX sanctioned meets. This does not include seven Block Party meets held in November. Those meets are sanctioned by USAS and STX receives no revenue from these meets. Estimated sanction and splash fees revenue loss to the LSC for the 2025 membership year (9/1-11/30/24) from Block Party meets is approximately \$5,000.

November 2024 Meets in STX		*excluding observed meets (9) & Block Party meets (7)				
Meet	Sanction	Date	Splashes	Athletes	Teams	LSCs
2024 ST ASC Fall Classic	ST-24-112	11/2-11/3/24	526	129	4	1
2024 ST NTRO Turkey Trot Meet	ST-24-108cm	11/2/2024	852	242	1	1
2024 ST SEAL SC Thanksgiving Classic	ST-24-111	11/2/2024	511	156	6	1
2024 ST TXLA 10&Under November Un	ST-24-99	11/3/2024	1348	422	15	1
2024 ST AAAA Pete Williams & John Ry	ST-24-106cm	11/8-11/10/24	1731	228	6	1
2024 ST SRG SCY Surge Cornucopia Cl	ST-24-102	11/9/2024	566	154	11	1
2024 ST AQTX TNR 11.12.24	ST-24-121	11/12/2024	231	92	4	1
2024 ST LSAC 5th Annual Surfin Turkey	ST-24-116	11/15/2024	611	238	6	1
2024 ST ASC Turkey Bash	ST-24-122	11/16-11/17/24	532	174	3	1
2024 ST WOW Harvest Hootenanny	ST-24-110	11/16/2024	430	142	8	1
2024 ST AAAA Race Night 4	ST-24-85cm	11/20/2024	319	113	1	1
2024 ST TXLA UT Invite Pro Athlete Tim	ST-24-123tt	11/20-11/22/24	12	5	2	2
2024 ST AAAA-SW SCY Harvest Hustle	ST-24-77	11/22-11/23/24	1773	474	9	1
2024 ST TXLA 11&Over November Unc	ST-24-100	11/24-11/26/24	5098	1108	23	1
2024 ST AAAA Turkey Trot	ST-24-120	11/25/2024	357	133	4	2
Totals	15		14897	3810	103	

3. Previous Month's Accomplishments

- Updated all STX BOD email accounts to transition from outgoing to incoming members, and updated LSC SWIMS portal to update BOD members.
- Sanctioned 18 meets in November and loaded to ST website, SWIMS, and OTS.



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Dec 10, 2024

- c. Assisted with sanctioning of a STX open water event, and updated Sanctioning Policies & Procedures to add open water.
- d. Posted 10 STX Observed meets to SWIMS and loaded results.
- e. Assisted with 655 member and club requests via email. This includes assistance with registration, renewal, APT issues, certification updates for coaches, sanction questions and requests, SWIMS login issues, club portal issues, and updates in SWIMS for name, date of birth, club affiliation, contact information updates, and general assistance.
- f. Updated the online officials roster weekly to update certification dates, renewals for 2025, and transfers as officials complete them. Notified the Officials Chair of new registrations and assisted with new Official registration questions.
- g. Contacted individuals listed on meet sanctions about expired certifications to provide reminders about renewals to ensure that all members listed on meet sanctions are in good standing.
- h. Provided billing and payment reports to the Treasurer and posted EFT and check payments to team accounts. Verified the membership status of athletes and coaches who have requested financial assistance.
- i. Working with the Treasurer on streamlining in the policy for meet reimbursements for Outreach members.
- j. Assumed primary responsibility for STX social media accounts.
- k. Working on updating the LSC's list of accounts, account holders, and login access.

4. Current Month's Action Plans

- a. Sent past due reminders to STX clubs that are more than 30 days past due.



STaR Committee Chair Report
Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Dec 10, 2024

- b. Registration reminders have been sent by USAS. Will start reminding via STX website and social media.
- c. Contacting all clubs with Outreach Athletes to request the required documentation per STX policy.
- d. Assisting the Senior Chair with corrections to the championship meet templates and meet databases.
- e. Contacted all committee chairs to request committee member names so the BOD can approve and also to post on STX website.
- f. Contacted Hytek to renew the LSC's office copy of Meet Manager.
- g. Working with the STX Secretary to post all minutes and produce the HOD minutes.
- h. Assistance to the Officials Committee for adding Junior Official members.
- i. Contacting all nonathlete members (and cc'ing head coaches) individually when they register to alert them to the membership requirements, with links to complete and instructions for submitting certifications that are not updated automatically. Submitting requests for refunds/cancellations when memberships are made in error.
- j. Ongoing reminders to clubs with overdue Financial Summary reports for swim meets (must be submitted within 45 days of the meet date).
- k. Ongoing contact with STX coaches and other non-athlete members (club board members, team administrators, dryland coaches, and other "Other" members) with expired and/or missing certifications to alert them of their membership requirements, along with step-by-step instructions to bring their memberships current, to ensure that all STX nonathlete members are in good standing.



STaR Committee Chair Report
Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Dec 10, 2024

- l. Ongoing contact with clubs with athlete members turning 18 years old (and becoming “Adult Athletes”), along with step-by-step instructions for completing the APT, so these athletes can continue swimming with the club and entering meets.
- m. Ongoing updates to ST records. USA Swimming still has not updated our archived records so we are managing records manually. Records for December were posted and sent to clubs.
- n. Newsletters sent to teams in November to increase LSC communications:
 - i. USAS grant opportunities for STX member clubs & reminder
 - ii. LSC records for October
 - iii. STX Coaches of the Year (also posted on social media)
 - iv. Championship Meet Alignments and reminders (also posted on social media)
 - v. STX financial institution change
 - vi. Athlete and Coach applications for Open Water Zones (also posted on social media and the STX website)
 - vii. Registration reminder for bulk renewal clubs
- 5. Other
 - a. Contacted three head coaches with memberships not in good standing to inform them that the club is also not in good standing. One head coach has not responded (starting with notice in July) and the others are back in good standing.
 - b. Contacting nonathlete members (coach, junior coach, provisional coach, other, official, administrators) directly as they register or renew to provide assistance and support with completing the membership requirements for their membership type.



STaR Committee Chair Report
Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Dec 10, 2024

- c. Assistance to one club hosting a foreign athlete who will train in the U.S.
- d. Updates to the Safe Sport webpage.
- e. Assisted with one club with concerns about recruiting violations.
- f. Responded to one new inquiry for starting a new USAS member club in Austin.



Safe Sport Chair Report
Submitted by Cody Mackall, Safe Sport Chair

Meeting Date: Dec 10, 2024

1. Monthly Highlight

- a. NSTR

2. Meeting or Event Attended

- a. LSC Leaders Call
- b. Meeting with USA Swimming Safe Sport Team

3. Meetings or Events Presented

- a. Safe Sport Committee, Pending Member input.

4. Previous Months Accomplishments

- a. Safe Sport Questionnaire
- b. Website Updates for Safe Sport Page

5. Current Months Action Plans

- a. Safe Sport Questionnaire Feedback and Data Collection

6. Other / Discussion Items

- a. NSTR

Treasurer's Monthly Report

South Texas Swimming, Inc.

For the period ended November 30, 2024



Prepared on

December 4, 2024

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Treasurer's Notes and Plans

Monthly Treasurer's Report

Report Period: November 2024

Erin Meise - Interim Treasurer

Accomplishments & General Notes

- Checked mailbox weekly. Scanned checks to the Registrar to input into Team Unify. Communicate with other board members regarding other mail received.
- Input 2025 Budget into QBO.
- Worked with Kendra and Cindy on AUP requirements to meet USAS November 15 deadline.
- Completed AUP, sent it to Garrett for review. Sent AUP report to USA Swimming on November 15, 2024.
- Confirmed receipt of our AUP Report with USAS Finance.
- Closed PNC Money Market Account on November 22, 2024.
- Continued the process/communication with all clubs that use ACH/EFT to pay us in order to update their records with our new bank account.
- Verified ACH payments went to the new Chase account with clubs for monthly invoices
- Continued reviewing and getting confirmation of eligibility for the list for Outreach Athletes. Met with Jessica to review our process and brainstorm improvements.
- Requested approved board minutes to Chase to add Mark Parshall to Chase account.
- Met with Mike Worley on Monday, November 25 to discuss personnel questions he had.
- Paid Officials requesting dues and background check reimbursements through Chase BillPay, saving up on stamps and increasing security of sending checks through the mail.
- Contacted everyone who still had a PNC check outstanding. 2 of 6 never received their PNC check. Voided those and reissued from Chase. Otherwise checks should be deposited to clear within a week.
- Reached out to Garrett regarding CDs and HY Savings. Waiting to meet as a Finance Committee.

Plans

- Close PNC Checking account once last two checks clear.
- Set up a CD with Chase.
- Support Outreach policy update including reimbursement process and clarification on the language around Outreach Eligibility date in P&P
- Send Budget in QBO to Finance Committee for Review/Approval

Open Issues

- Need to address 'stale' open customer/club balances in Quickbooks
- 221 uncleared transactions in QBO (2010 - 2019)
- Decide what to do with the items in/storage unit

Profit and Loss

January - November, 2024

		Total
INCOME		
47000 Program Income		
47100 Membership Dues		156,966.40
47200 Splash Fees		171,639.98
47300 Sanction Fees		3,150.00
47400 Fines		1,550.00
Total 47000 Program Income		333,306.38
Total Income		333,306.38
GROSS PROFIT		333,306.38
EXPENSES		
60000 Program Expenses		
60100 National Reimbursements		
60110 Athletes		50,002.50
60120 Coaches		15,041.00
60130 Officials		12,290.00
Total 60100 National Reimbursements		77,333.50
60200 Championship Meets		
60220 Bag Tags		1,955.18
Total 60200 Championship Meets		1,955.18
60300 Age Group Zones		
60310 Lodging		18,358.60
60320 Food		24,672.79
60330 Transportation		13,776.95
60340 Uniforms		12,027.75
60350 Entry Fees		6,375.00
60360 Coach Stipend		4,700.00
60380 Income		-23,500.00
60390 Misc		59.87
Total 60300 Age Group Zones		56,470.96
60400 Open Water Zones		
60410 Lodging		11,662.64
60420 Food		3,171.95
60430 Transportation		16,750.00
60440 Uniforms		7,605.50
60450 Entry Fees		3,485.00
60460 Coach Stipends		1,500.00
60480 Income		-15,200.00
60490 Misc		130.63
Total 60400 Open Water Zones		29,105.72
60700 LSC Clinic/camps/swimposiums		4,639.80

	Total
61000 USAS Workshops and Business Mtg	
61020 Transportation	4,164.71
61030 Lodging	3,214.47
61040 Meals	1,521.20
Total 61000 USAS Workshops and Business Mtg	8,900.38
61100 Officials	
61110 Official's Dues Reimbursements	6,629.76
61120 BGC Reimbursement	748.29
61130 Evaluator Travel	5,118.91
61140 Officials' Travel and Training	713.77
61150 Official's Account Expenses	960.98
Total 61100 Officials	14,171.71
62000 Committee Funds-Activities	
62200 Member Awards	2,000.00
62500 Coaches Committee Fund	3,121.78
62700 Outreach Athlete Assistance	1,701.50
62900 LSC Development	9,733.65
Total 62000 Committee Funds-Activities	16,556.93
Total 60000 Program Expenses	209,134.18
70000 Operations	
70100 Contract Services	18,000.00
70110 Accounting Fees	3,952.15
70130 Website Maintenance	3,265.00
Total 70100 Contract Services	25,217.15
70200 Facilities	
70210 Office/Storage Rent	880.00
70220 PO Box	170.00
Total 70200 Facilities	1,050.00
70300 Bank Charges	7,863.24
70500 Memberships, Dues and Subscriptions	855.90
70600 Postage and Shipping	403.82
70700 Office Equipment and Supplies	561.52
70800 Communications	455.97
70810 CRM Marketing (Mailchimp)	235.29
70830 Phone Service	932.39
Total 70800 Communications	1,623.65
70900 HOD Meeting Expenses	6,802.24
71000 Chairperson's Expenses	1,604.00
71300 Travel	1,854.75
72000 Employee Expenses	
72100 Wages	
72110 Wages - Base	54,207.12

	Total
72120 Wages - Bonus	5,000.00
Total 72100 Wages	59,207.12
72200 Payroll Taxes	2,217.79
72400 Workers Comp	370.00
72500 Employee Bond	260.00
Total 72000 Employee Expenses	62,054.91
Total 70000 Operations	109,891.18
Total Expenses	319,025.36
NET OPERATING INCOME	14,281.02
OTHER INCOME	
80100 Interest Earned	30.67
81000 Investments	
81090 Other Investment Gain/Loss	270,705.84
Total 81000 Investments	270,705.84
82000 Dividends (non-investment)	164.15
Total Other Income	270,900.66
OTHER EXPENSES	
90400 Investment Expense	15,276.65
Total Other Expenses	15,276.65
NET OTHER INCOME	255,624.01
NET INCOME	\$269,905.03



Officials Committee Report
Submitted by Marc Digby, Officials Committee Chair
Meeting Date: Dec 17, 2024

This report covers activity in Dec 2024

A. Monthly Highlights

- Added STX' first Junior Official (apprentice) as an LSC pilot program

B. Meetings or Events Attended

C. Meetings or Events Presented

D. Accomplishments

1. Added STX' first Junior Official (apprentice). Expect to add two more shortly.
2. Completed survey's for national meet participation, plan to send out after holidays.
3. Staffed STAGS and Sr. Champs with Evaluators and submitted OQM applications.

E. Current Month's Action Plan

F. Other/Discussion Items

1. OW Event took a hit when Corpus Parks and Rec has backed away from approving the event. To keep the event, need to reverse that decision or find a new location. 😞

Monthly Committee Meeting notes are attached for reference



Officials Committee

December 17, 2024

South Texas Swimming

Agenda



- News from National/Zone/LSC
- Officials Committee Expectations
- Subteam status updates
- Suggestions for monthly email

News from National / Zone / LSC



National: nothing

Zone: nothing

LSC:

Champs meets are now sanctioned and applications-to-officiate all the meets are posted on the Current Officials page. If you are planning to seek evaluation (or know officials who are), you are encouraged to get your applications in sooner rather than later.

USAS MAAPP was updated Oct 16. I will send a copy of the document, but notable highlight that might impact us is...

Electronics communication with a minor now requires **a parent or other adult family member** to be copied. It can no longer just another adult. (This does not apply to mass communications.)

Expectations



We're all volunteers, so we are all doing what we can...

As a team lead, it's great to involve everyone on the team, *but not required*. If someone has a busy day/week/month and you need to move on without them, that's fine. They can jump back in later. Just try to keep the communication open so they at least know what's going on.

As a team member, if the lead gets too busy during the year and is holding things up, volunteer to lead for a while. But please start by asking, not steamrolling. For example "Hey, looks like you're busy, how about if take care of that this time" is great. "Hey, so-and-so is too slow so I did his job for him" is not so great. If you do want to step up, talk to the existing lead and the Officials Chair to keep everyone in the loop. We don't want people working in different directions.

For everyone, meetings are intended to be where information is shared in **summary** form, and any important decisions can be finalized. Meetings are NOT for details and NOT where actual work gets done. Be considerate of people's time on the call. Be prepared with your summary (or your questions). With ~10 things going on, each thing can only get a minute or two of everyone's time in each overall meeting.

Effort: *Current Official Continuing Education*



Who: **Trey Prinz**
Maureen Helm

Recent Accomplishments:
Not this time

Mission:
Encourage and facilitate advancement opportunities for existing certified officials, including arranging clinics (when not provided by USAS), helping to suggest good learning opportunity meets, and periodically reviewing the roster for candidates for advancement.

Comments:
Particular attention should be paid to those official with “missing” certs due to certification changes (e.g. DRs without AO, veterans without CJ, DRs without MR training).

Plans for Next Time:
Draft schedule for continuing ed opportunities for officials

Suggested 2024-2025 Goal(s):

1. Upgrade x% DR-without-AO.
2. Upgrade x% veteran-without-CJ.
3. Complete x passes through the roster to identify advancement targets for new LSC or national certification.

Effort: *LSC Evaluation / Advancement*



Who: **Maureen Helm**
Tom Schultz

Mission:

Oversee the LSC evaluation process, including periodic updates to performance guides and evaluation forms, reviewing submitted evaluations, mentoring 'certifiers' to provide quality evaluations, and helping to connect apprentices with qualified mentors.

Recent Accomplishments:

Working on roster updates to show certifier status, hopefully with 'automation'

Comments:

This task is ongoing, as evaluations come in.

Plans for Next Time:

Draft of new roster to show

Suggested 2024-2025 Goal(s):

1. Publish list of certifiers
2. Complete one annual review of performance guides/evaluation standards.
3. Provide typical turnaround of <2 days for all evaluation submissions or help requests.

Effort: *Junior Officials*



Who: **Caitlyn Vandermeer**
Jett Pittman
Matilda Gonzales

Mission:

Develop the Junior Official program for STX, including developing any specific training or informational material, outreach to clubs who might benefit from having JOs, outreach directly to athletes who may be interested in certifying.

Recent Accomplishments:

FIRST NEW JUNIOR OFFICIAL! Working first session this week.

Two additional JOs in work.

Comments:

Plans for Next Time:

First JO sessions on deck.

Ideas for team communication.

Suggested 2024-2025 Goal(s):

1. Go through certification process personally to understand, document steps for others
2. Document the initial plan for the program.
3. Communication plan to coaches, maybe
4. Certify X new Junior Officials in STX.

Effort: *Coordinating LSC-wide Meet Staffing*



Who: **Steve Mandacina**
John De La Rosa

Recent Accomplishments:
Online platform development has made good progress.
Tested with some “local” meets.

Mission:
Develop a common AND SIMPLE solution for better
staffing coordination for all meets across the LSC.

Comments:
Ideally, this effort is one-and-done, with minimal or
no ongoing effort.

Plans for Next Time:
Resolve some administrative/ownership issues resolved.
Share platform with some/all of OC group for testing.
Ideas for Plan B if necessary.

Suggested 2024-2025 Goal(s):

1. Provide proposed workflow to OC for review
2. Complete one or more “limited trials” for small but representative group of meets...ideally resulting in an LSC-wide roll-out by start of long course 2025.

Effort: *National Meet Engagement*



Who: **Heidi Hornik-Parsons**
Chad Capps
Tom Schultz

Recent Accomplishments:
Surveys are ready (N3 & all others).

Mission:
Encourage STX participation in the USA Swimming National Meets and the Nation Official Certification program.

Comments:
This has budget implications.
Once we get officials attending, we can address certifying more...

Plans for Next Time:
Send survey out to Officials Committee as soon as practical.
Push surveys out to LSC in mid-to-late January.

Suggested 2024-2025 Goal(s):

1. Survey STX official regarding interest and awareness (N3s + all others)
2. Host webinar on national meet attendance, shortly before applications go live (Digby TODO)

Compile survey data...TBD

Effort: *OQM Meet Coordination*



Who: **Lorna Anaya**
Steve Mandacina

Mission:
Coordinate the selection of both LSC and National Evaluators for STX OQM meets, and serve as POC for STX to help incoming mentors with arrangements, introductions, and reimbursements.

Recent Accomplishments:
OQM done for Sr. Champs.
OQM submitted for STAGS.
Working on candidates for Summer Sectionals.

Comments:
Coordination with MRs and MDs, and STX Treasurer is required. Consideration should be given both to STX officials needing evaluation AND STX officials who would benefit from evaluator experience.

Suggested 2024-2025 Goal(s):

1. Define evaluator level *needed* for each meet.
...and then....?
1. Secure appropriate evaluators for all OQM meets, within 60 days of identified need.
2. Support evaluator visits such that the evaluators, meet directors and meet referees are all "happy".

Plans for Next Time:
Have Summer Sectionals Eval booked by Feb, by January if accidentally awesome.

Effort: *New Official Orientation*



Who: **Scott Allen**
Heidi Hornik-Parson
Arthur Scott

Recent Accomplishments:
Nothing yet...

Mission:
Help new STX officials comfortably transition from initial registration to completion of their first certification (ST or AO).

Comments:
This task requires some initial content development, but then also includes an ongoing communication job.

Plans for Next Time:
First contact...

Suggested 2024-2025 Goal(s):

1. Develop information resources for distribution to new officials.
2. Respond to all new-official questions in <x days.

Effort: *Recruiting*



Who: **Monica Thomason**

Steve Mandacina

Jett Pittman

Scott Allen

Arthur Scott

Lorna Anaya

Mission:

Grow the pool of active STX certified officials available to support STX meets.

Recent Accomplishments:

Nothing yet...

...but Scott rumored to be working on local recruiting.

Comments:

Our current ratio is 34:1.

A long-term goal is 20:1.

This is going to be hard and is going to take participation from more than just these people.

Suggested 2024-2025 Goal(s):

1. Develop calendar...
2. Develop a plan for outreach to swim clubs.
3. Develop a plan for outreach directly to swim parents.
4. Modestly improve the LSC ratio of athletes-to-officials from X to Y during 2025 LC, with a goal for a more aggressive improvement in 2025 SC.

Plans for Next Time:

DIGBY: Copy member of this team when new official registers or certs as apprentice.

First contact...

Effort: *Rewards / Recognition*



Who: **John De La Rosa**
Monica Thomason

Recent Accomplishments:
No news

Mission:
Develop and execute a new reward and recognition program for STX officials, to encourage retention and facilitate peer engagement.

Comments:
This will have budget implications.
There may be limitations due to data availability.

Plans for Next Time:

Suggested 2024-2025 Goal(s):
1. Develop at least one new recognition program that can be executed by end of 2025 LC.

Effort: *Open Water Officiating*



Who: **Chad Capps**
Arthur Scott (because HPAC)

Recent Accomplishments:
For Corpus OW meet...
Good response from officials across the country.
...but Corpus Parks & Rec possibly not approving the event.

Mission:
Encourage the certification of STX OW officials to support STX OW competition.

Comments:
This almost certainly has to be coordinated with an STX OW event, so timing is not aggressive, but is also not very flexible.

Plans for Next Time:
Hold on LSC communications until after CP&R responds.

Suggested 2024-2025 Goal(s):

1. Develop certification standards for STX OW officials.
2. Promote and conduct at least one certification opportunity within the LSC.

Other items?



Anyone have anything to add/change/suggest for the December officials' email?

- Reminder about year end registration renewal
- List of champs meets and applications
- ~~Survey for national meets?~~
- Next meeting Jan 21, 8pm

Summary



Attended: Marc Digby, Lorna Anaya, Chad Capps, Maureen Helm, Heidi Hornik-Parsons, Steve Mandacina, Jett Pittman, Trey Prinz, Tom Schultz, Caitlyn Vandermeer

Not Present: Scott Allen, John De La Rosa, Matilda Gonzales, Arthur Scott, Monica Thomason

Decisions: none

Actions/Assignments:

- See individual slides for each team
- Digby to reach out to Chris Evans regarding software use/licensing

Notes:

Next meeting: Tues, Jan 21, 8pm



Governance Committee Chair Report

Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: Dec 10, 2024

1. Monthly Highlight

- a. N/A

2. Meeting or Event Attended

- a. BOD meeting (11/12/2024)
- b. Governance Committee meeting (12/04/2024)

3. Meetings or Events Presented

- a. N/A

4. Previous Months Accomplishments

- a. Continued the discussion around potential updates to the bylaws and Policies and Procedures. The mandatory bylaws changes from USA-S were approved and posted.

5. Current Months Action Plans

- a. Planning to meet with Mary Ellen Tynan on 12/13/2024 to discuss the changes to our governing documents.
- b. The next committee meeting is scheduled for Wed, January 8 at 8:00pm. If you would like to attend, please reach out to the [Governance Committee Chair](#).

6. Other / Discussion Items

- a.

7. Governance Committee Meeting Minutes

Date: Wednesday, 12/04/2024

Members Present:



Governance Committee Chair Report

Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: Dec 10, 2024

Ben Skinner
Chris Kjeldsen
Monica Thomason
Mark Parshall

Discussion:

- Provided an update regarding the potential bylaw changes. The committee has been asked to put together draft legislation for the upcoming HOD meeting that would move the annual meeting to the spring. We will be working with Mary Ellen Tynan to put that together.
- We will also be meeting with Mary Ellen to make a couple of other changes to the Policies and Procedures, mainly focused around the championship meet process.