



***South Texas Swimming
Board of Directors Meeting Minutes
Tuesday, January 14, 2025, 8:00 PM
Location: via Zoom***

Call to order at 8:08 p.m.

Board Members Present:

BJ Allenstein, Jennie Lou Leeder, Cody Mackall, Fynn Minus, Garrett Nelson, Marcy Parshall, Mark Parshall, Mike Worley, Harrison Tater, Derek Howorth, Libby Gunn

Board Members Absent:

none

Staff Present:

Jessica Evans, Erin Meise

Others Present:

Trey Prinz, Heather Freeman, Angie Fain, Marc Digby

1. ST Swimming Mission Statement & Roll Call

- Quorum was confirmed.
- Garrett made a motion and Derek seconded to approve the December 12, 2024 meeting minutes as posted. Motion passed.

2. Financial Reports (Erin Meise)

- The PNC Bank account has been closed.
- Erin and Garrett are working on how to collect copays from athletes for LSC-sponsored travel events (OW Zones, Zones, etc).
- Garrett made a motion to add \$30,000 to the budget to cover contractor expenses that were not included in the original budget, and to split contractor expenses to a separate budget line instead of grouping with wages. The BOD decided to table this so Erin and Garrett could examine the budget further. After discussion, Mark indicated that additional information will be sent to the BOD for an email vote.
- Mike made a motion to approve a monthly fee of \$50 for costs associated with the QuickBooks Online license to manage LSC payroll expenses. Motion seconded by Garrett.

Motion passed.

3. Board Reports

- Board reports were submitted by the Safe Sport Chair (Cody), the STaR Chair (Jessica), the Officials Chair (Marc Digby), the Senior Vice Chair (BJ), the Athlete Rep (Libby), the Treasurer (Erin), and the Governance Committee Chair (Trey). The reports were accepted as posted.
- Libby said the Athlete Committee met to discuss ways to get more athletes involved in LSC leadership. The committee requests recognition at the Senior Champs meet to promote membership on the Athlete Committee, such as a note on the heatsheets. Libby will work with BJ on promoting membership. Jessica asked Libby to send her content to post on the website and social media.
- Jennie Lou is hosting a meeting of the Age Group Committee this week and will provide a report.

4. April 2025 HOD Meeting – Proposed Bylaws Updates

- The meeting will be held on Sunday, April 6, 2025 as a regular meeting of the House of Delegates. The meeting will be held in person at Piper Bass auditorium in San Antonio and virtually.
- The Governance Committee has been working with Mary Ellen Tynan (a consultant), Herb Schwab (USAS committee member), and Jessica for the past several months to update the bylaws to change our established format so the annual meeting (and elections) could be held in the Spring. This change is being recommended so that newly-elected BOD members are already in place for the September Annual Business Meeting of USA Swimming. This will eliminate the issue of outgoing BOD members attending the USAS meeting in September and then leaving office in October. The second change is to give clubs formed after August 31 a minimum vote count until the following membership year, instead of zero votes.
- The election changes would become effective on November 1, 2025, so that the STX annual meeting of the HOD could be held “as usual” in 2025 and then the annual meeting would be held in the spring of 2026 thereafter.
- If the election changes are adopted by the HOD, some current BOD members would serve a term of 18 months instead of 24 months. Trey is going to investigate adding language to the effective date indicating that the 18-month terms would be considered “full” terms for the purposes of our current term limit restrictions.
- The BOD noted that the purpose of the April HOD meeting will be to present and vote on the bylaws changes (moving the annual meeting from October to the spring, and setting a minimum number of votes for teams formed after August 31), scheduling and site selection for the 2026 short course LSC championship meets, any submitted legislative items, updates to the LSC Policies & Procedures, and any budget updates. The October 2025 annual meeting of the HOD will include BOD elections (as usual), presentation and adoption of the annual budget, any submitted legislative items, and scheduling and site select for the 2026 long course LSC championship meets.
- If approved by the HOD, STX would have two HOD meetings each year: The annual meeting in the spring and a regular meeting in October.

5. New Business

- Chase Thompson resigned as DEI Chair, effective January 3, 2025. Nominations are being accepted to fill his unexpired term.

6. Old Business

- None.

Meeting adjourned at 8:37pm.



Governance Committee Chair Report

Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: Jan 14, 2025

1. Monthly Highlight

- a. N/A

2. Meeting or Event Attended

- a. BOD meeting (12/10/2024)
- b. Document review meeting (12/13/2024)
- c. Document review meeting (12/20/2024)
- d. Governance Committee meeting (01/08/2025)
- e. Document review meeting (01/20/2025)

3. Meetings or Events Presented

- a. N/A

4. Previous Months Accomplishments

- a. With input from Mary Ellen Tynan, Jessica Evans, and the Governance Committee, we finalized the proposed changes to the bylaws. The two proposed changes include:
 - i. Moving the Annual meeting to the spring
 - ii. Giving clubs that formed after August 31 (the date at which the number of votes a club receives at a HOD meeting is established) the same number of votes as the smallest team.
- b. Continued to meet with various folks to continue the work around updating the Policies and Procedures.

5. Current Months Action Plans



Governance Committee Chair Report

Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: Jan 14, 2025

- a. Work with Mary Ellen Tynan, Jessica, and others to continue work on the Policies and Procedures.
- b. The next committee meeting is scheduled for Wed, January 22 at 8:00pm. In case this meeting is cancelled (since we've already had a January meeting), the next meeting is scheduled for Wed, February 26 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, 01/08/2025

Members Present:

Kondo
Annette DuVall
Monica Thomason
Mike Varozza
Mike Koleber
Adriana Ritch
Chris Kjeldsen
Trey Prinz

Discussion:

- Provided an update regarding the potential bylaw changes. The committee has been asked to put together draft legislation for the upcoming HOD



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

Meeting Date: Jan 14, 2025

meeting that would move the annual meeting to the spring. We will be working with Mary Ellen Tynan to put that together. (Note - the proposed bylaw updates were completed after this meeting.)

- We will also be meeting with Mary Ellen to make a couple of other changes to the Policies and Procedures. The plan is to present these changes, along with the bylaw changes, to the HOD in our spring meeting.



Senior Vice Chair Report
Submitted by BJ Allenstein, Senior Vice Chair

Meeting Date: Jan 14, 2025

1. Monthly Highlight

- a. Bag tags - distributed - thank you Steve
- b. Final set of awards arrives today - delayed due to weather
 - i. Changed awards around to cover B Champs
 - ii. Will finalize the rest of the awards for STX, STAGS, Sr Champs

2. Meeting or Event Attended

- a.

3. Meetings or Events Presented

- a.

4. Previous Months Accomplishments

- a.

5. Current Months Action Plans

- a. Finalize plans for LC meet information and awards
- b. Consider OME for champs meets
- c. Champs Committee meeting Thursday

6. Other / Discussion Items

- a.



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

Meeting Date: Jan 14, 2025

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. Holidays :)

5. Current Months Action Plans

- a. Safe Sport Questionnaire Feedback and Data Collection
- b. Safe Sport Committee Meetings

6. Other / Discussion Items

- a. NSTR



Athlete Committee Chair Report
Submitted by Libby Gunn, Senior Representative

Meeting Date: Jan 7, 2025

a. Monthly Highlight

- i. The STX athlete committee's first focus is to increase involvement and awareness about the opportunities to get involved.

b. Meeting or Event Attended

- i. Southern Zone Athlete Summit (6/21-23/24)
- ii. USAS Business Meeting (9/26-28/24)
- iii. BOD meeting (12/10/25)
- iv. Athlete Committee Meeting (1/7/25)

c. Current Months Action Plans

- i. Form social media accounts by 1/31/25)

d. Other / Discussion Items.

- i. Gaining more athletes on the board
- ii. Placing information about becoming an athlete rep on heat sheets, and or having a table at senior champs
- iii. gear for athlete reps-sweatshirts, backpacks, shirts

Date: Tuesday, 1/7/25

Members Present:

Libby Gunn, Senior Representative
Harrison Tator, Junior Representative
Fynn Minus, Athlete at Large
Angie Fain



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).

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.

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

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

Treasurer's Monthly Report

South Texas Swimming, Inc.

For the period ended December 31, 2024



Prepared on

January 9, 2025

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Treasurer's Notes and Plans

Monthly Treasurer's Report

Report Period: December 2024

Erin Meise - Interim Treasurer

Accomplishments & General Notes

- Sent 2025 Budget from QBO to Finance Vice Chair for review and approval.
- Closed PNC Checking Account on December 31, 2024 (after 3 unsuccessful prior attempts due to poor customer service/long wait times).
- Began working on and verifying Outreach payment list for Q4 2024
- Requested approved board minutes to Chase to add Mark Parshall to Chase account. Requested Board Resolution to show signers on Chase account as of October 2024 since we do not have approved HOD minutes to show change in General Chair.
- Ongoing: Paid Officials requesting dues and background check reimbursements through Chase BillPay, saving up on stamps and increasing security of sending checks through the mail.
- Ongoing: Checked mailbox weekly. Scanned checks to the Registrar to input into Team Unify. Communicate with other board members regarding other mail received.
- Spoke with the Finance Vice Chair regarding CDs and HY Savings.
- Talked with Chase Private Banker several times to discuss and set up CD
- Set up 1st of 3 planned CDs. \$100K CD opened in Dec 2024- this is a 3 month CD which offers the best rate at the moment (4%)
- Cleared out old QBO AR from 2019 - 2021 from poor matching/invoicing (\$1649 total). Finance VC approved.

Plans

- Set up 2 more CDs with Chase at appropriate intervals so money is always available if needed.
- Support Outreach policy update including reimbursement process and clarification on the language around Outreach Eligibility date in P&P
- Process Outreach Payments for 2024 once January 15, 2025 deadline passes.

Open Issues

- 221 uncleared transactions in QBO (2010 - 2019)
- Decide what to do with the items in/storage unit

Profit and Loss

January - December 2024

	Total
INCOME	
47000 Program Income	
47100 Membership Dues	223,660.40
47200 Splash Fees	187,484.98
47300 Sanction Fees	3,425.00
47400 Fines	1,750.00
Total 47000 Program Income	416,320.38
Total Income	416,320.38
GROSS PROFIT	
416,320.38	
EXPENSES	
60000 Program Expenses	
60100 National Reimbursements	
60110 Athletes	50,416.50
60120 Coaches	15,041.00
60130 Officials	12,290.00
Total 60100 National Reimbursements	77,747.50
60200 Championship Meets	
60220 Bag Tags	5,107.18
60230 Awards	6,466.82
Total 60200 Championship Meets	11,574.00
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

	Total
60700 LSC Clinic/camps/swimposiums	4,639.80
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	9,239.76
61120 BGC Reimbursement	906.37
61130 Evaluator Travel	5,118.91
61140 Officials' Travel and Training	713.77
61150 Official's Account Expenses	1,627.73
Total 61100 Officials	17,606.54
62000 Committee Funds-Activities	
62200 Member Awards	2,000.00
62500 Coaches Committee Fund	3,121.78
62700 Outreach Athlete Assistance	2,060.50
62900 LSC Development	9,733.65
Total 62000 Committee Funds-Activities	16,915.93
Total 60000 Program Expenses	222,960.83
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	960.00
70220 PO Box	170.00
Total 70200 Facilities	1,130.00
70300 Bank Charges	10,588.45
70500 Memberships, Dues and Subscriptions	855.90
70600 Postage and Shipping	416.21
70700 Office Equipment and Supplies	561.52
70800 Communications	465.97
70810 CRM Marketing (Mailchimp)	261.29
70830 Phone Service	932.39
Total 70800 Communications	1,659.65
70900 HOD Meeting Expenses	6,802.24
71000 Chairperson's Expenses	1,604.00
71300 Travel	2,157.85
72000 Employee Expenses	
72100 Wages	

	Total
72110 Wages - Base	59,257.12
72120 Wages - Bonus	5,000.00
Total 72100 Wages	64,257.12
72200 Payroll Taxes	2,217.79
72400 Workers Comp	370.00
72500 Employee Bond	260.00
Total 72000 Employee Expenses	67,104.91
Total 70000 Operations	118,097.88
Total Expenses	341,058.71
NET OPERATING INCOME	75,261.67
OTHER INCOME	
80100 Interest Earned	30.67
81000 Investments	
81090 Other Investment Gain/Loss	210,698.60
Total 81000 Investments	210,698.60
82000 Dividends (non-investment)	314.15
Total Other Income	211,043.42
OTHER EXPENSES	
90400 Investment Expense	16,774.33
Total Other Expenses	16,774.33
NET OTHER INCOME	194,269.09
NET INCOME	\$269,530.76



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

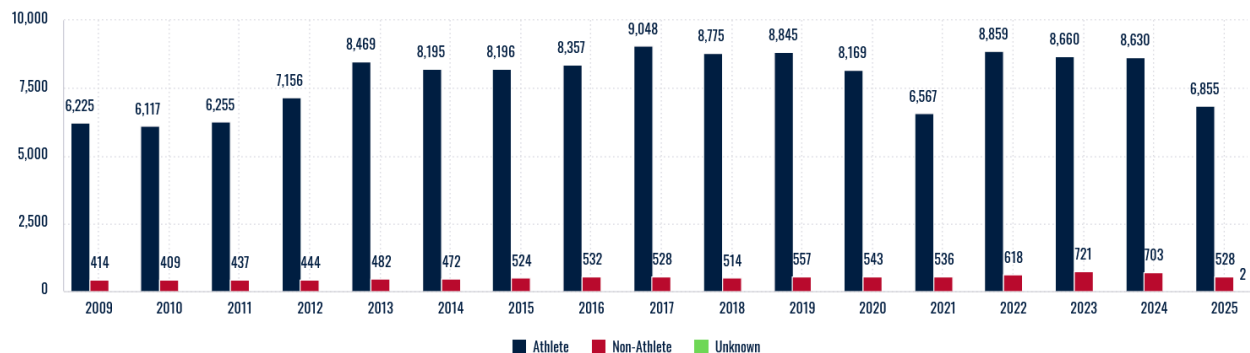
Meeting Date: Jan 14, 2025

1. Meeting or Event Attended

- a. USA Swimming times/registration training
 - i. None offered last month.
- b. Governance Committee meeting (updates to P&Ps and bylaws)
- c. DEI Committee meeting (proposed updates to Outreach Athlete reimbursements)

2. Current STX Registration Statistics

- a. Membership trends over time (since 2009) as of 1/4/2025 for total number of Athlete and Non-Athlete members:





STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: Jan 14, 2025

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

Season	Category	Registration Type	Transaction Type	LSC Fee		USA Swimming Fee	
2025 (9/1/2024 - 8/31/2025)	Member Registration	Administrator	New	2	\$0.00	2	\$60.00
			Renew	14	\$0.00	14	\$420.00
		Coach	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	3	\$60.00	3	\$210.00
			Renew	134	\$2,520.00	134	\$8,890.00
		Flex Athlete	Cancel	-1	(\$10.00)	-1	(\$20.00)
			New	22	\$220.00	22	\$440.00
			Renew	33	\$330.00	33	\$660.00
		Junior Coach	New	1	\$20.00	1	\$0.00
			Renew	1	\$20.00	1	\$0.00
		Junior Official	New	2	\$0.00	2	\$0.00
			Renew	1	\$20.00	1	\$70.00
		Official	New	1	\$20.00	1	\$70.00
			Renew	70	\$1,300.00	70	\$4,480.00
			Cancel	-1	(\$20.00)	-1	(\$70.00)
		Other	New	2	\$40.00	2	\$140.00
			Renew	18	\$340.00	18	\$1,120.00
			Cancel	-1	(\$20.00)	-1	(\$70.00)
		Outreach Athlete	New	2	\$4.00	2	\$10.00
			Renew	22	\$44.00	22	\$110.00
		Premium Athlete	Cancel	-3	(\$60.00)	-3	(\$210.00)
			New	74	\$1,480.00	74	\$5,180.00
			Renew	2,438	\$48,760.00	2,438	\$170,240.00
			Upgrade	23	\$230.00	23	\$1,150.00
		Provisional Coach	New	1	\$20.00	1	\$70.00
			Renew	3	\$60.00	3	\$210.00
Total				2,860	\$55,358.00	2,860	\$193,090.00



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

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c. 2025 season registrations as of 12/31/24:

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	6	\$0.00	6	\$180.00
			Renew	27	\$0.00	27	\$810.00
		Coach	Cancel	-5	(\$80.00)	-5	(\$280.00)
			New	41	\$800.00	41	\$2,800.00
			Renew	220	\$4,140.00	220	\$14,490.00
		Flex Athlete	Cancel	-2	(\$20.00)	-2	(\$40.00)
			New	437	\$4,360.00	437	\$8,740.00
			Renew	150	\$1,500.00	150	\$3,000.00
		Junior Coach	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	3	\$60.00	3	\$140.00
			Renew	1	\$20.00	1	\$0.00
		Junior Official	New	2	\$0.00	2	\$0.00
			Cancel	-1	(\$20.00)	-1	(\$70.00)
		Official	New	26	\$440.00	26	\$1,540.00
			Renew	173	\$3,240.00	173	\$11,270.00
			Life Upgrade			1	\$1,000.00
		Other	Cancel	-5	(\$80.00)	-5	(\$280.00)
			New	7	\$100.00	7	\$350.00
			Renew	31	\$540.00	31	\$1,820.00
			Upgrade	6	\$120.00	6	\$240.00
		Outreach Athlete	Cancel	-1	(\$20.00)	-1	(\$70.00)
			New	61	\$122.00	61	\$305.00
			Renew	93	\$204.00	93	\$530.00
		Premium Athlete	Cancel	-35	(\$700.00)	-35	(\$2,450.00)
			New	1,372	\$27,420.00	1,372	\$95,970.00
			Renew	4,604	\$92,080.00	4,604	\$321,720.00
			Upgrade	55	\$550.00	55	\$2,750.00
			Adjustment			2	\$140.00
		Provisional Coach	New	6	\$120.00	6	\$350.00
			Renew	5	\$100.00	5	\$350.00
Total				7,318	\$136,026.00	7,321	\$468,145.00



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- d. **December 2024** meet statistics for STX sanctioned meets. This does not include three Block Party meets held in December. 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 (9/1-12/31/24) from Block Party meets is approximately \$5,000.

December 2024 Meets in STX		*excluding observed meets (4) & Block Party meets (3)							
Meet	Sanction	Date	Splashes	Athletes	Teams	LSCs	Splash Fees	Sanction Fee	Revenue
2024 ST HPAC 4th Annual Festivus Wir	ST-24-119	12/7-12/8/24	388	99	5	1	\$ 526.25	\$25.00	\$551.25
2024 ST LSAC Graceland	ST-24-126	12/7/2024	487	189	6	1	\$ 631.25	\$25.00	\$656.25
2024 ST SEAL SC Christmas Classic	ST-24-114	12/7-12/8/24	347	87	5	1	\$ 433.75	\$25.00	\$458.75
2024 ST WLOO Winter Classic	ST-24-124cm	12/7-12/8/24	550	204	2	1	\$ 733.75	\$25.00	\$758.75
2024 ST AAAA Winter Wonderland	ST-24-118	12/13-12/15/24	5547	841	10	2	\$ 5,185.00	\$25.00	\$5,210.00
2024 ST SRG SCY Surge HO HO HO Ho	ST-24-115	12/14-12/15/24	517	141	5	1	\$ 662.50	\$25.00	\$687.50
2024 ST WOW Hot Chocolate Jambore	ST-24-117	12/14-12/15/24	957	266	11	1	\$ 1,223.75	\$25.00	\$1,248.75
2024 ST YMCA Swim Y'all Jingle Bell S	ST-24-125	12/15/2024	432	125	3	1	\$ 530.00	\$25.00	\$555.00
2024 ST TXLA Jingle Bell Splash Invite	ST-24-101cm	12/19-12/22/24	3341	550	16	4	\$ 3,131.25	\$25.00	\$3,156.25
2024 ST SASA Tis' the Season	ST-24-109	12/20-12-22-24	1997	292	14	3	\$ 1,737.50	\$25.00	\$1,762.50
2024 ST ST AAAA Reindeer Games	ST-24-127	12/20/2024	549	183	4	1	\$ 716.25	\$25.00	\$741.25
2024 ST WLOO Overtime	ST-24-128cm	12/21/2024	468	128	2	1	\$ 333.75	\$25.00	\$358.75
Totals	12		15580	3105	83		\$15,845.00	\$ 300.00	\$ 16,145.00

3. Previous Month's Accomplishments

- Sanctioned eight meets in December and loaded to ST website, SWIMS, and OTS.
- Posted four STX Observed meets to SWIMS and loaded results.
- Assisted with 672 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.
- Updated the online officials roster weekly to update certification dates, renewals for 2025, and transfers as officials complete them. Notified the



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Officials Chair of new registrations and assisted with new Official registration questions.

- e. 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. Assisted with updates to sanction applications based on hosts listing incorrect officials on the request and changes to the meet format. Reposted meet information.
- f. 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.
- g. Working with the Treasurer and DEI committee on streamlining in the policy for meet reimbursements for Outreach members. A report of the DEI Committee's recommendations will be sent to BOD members.
- h. Assisted the Senior Chair with corrections to the championship meet templates and meet databases.
- i. Contacted all clubs with Outreach Athletes to request the required documentation per STX policy. So far, only three clubs are in compliance with our LSC policy requiring documentation of Outreach athlete memberships. The remaining 11 clubs with Outreach members have not responded.
- j. Contacted all board and committee members with reminders to renew their USAS membership for 2025. Several members have expired memberships and have not responded to two inquiries about continuing.
- k. Assumed responsibility as the STX Secretary and working to post the HOD minutes. The meeting was not recorded due to technical issues and this has caused a delay in posting the minutes.
- l. Assistance to the Officials Committee for adding Junior Official members.



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- m. Posted eight updates to STX social media accounts:
 - i. Congratulating/recognizing Coach of the Year recipients
 - ii. Congratulating/recognizing our Scholastic All America athletes
 - iii. Open Water athlete/coach applications are open
 - iv. Congratulating/recognizing our lifetime member recipients
 - v. Congratulating/recognizing our STX Club Excellence club recipients
 - vi. Recognizing/supporting 51 STX athletes competing at Juniors
 - vii. December renewal reminder for members
 - viii. Recognizing STX as being the #3 LSC in the U.S. for the number of SSRP clubs
 - ix. January renewal reminder for members
 - x. Request for nominations for DEI Chair (and posted online form)
 - xi. Reminder to high school athletes to make sure their times from UIL Champs meets can be loaded (renewed, correct ID, APT if 18)
 - xii. Good luck/link to meet docs for B Champs South
 - xiii. Good luck/link to meet docs for B Champs North
- n. Newsletters sent to teams in December to increase LSC communications:
 - i. LSC records posted
 - ii. Coach of the Year announcement
 - iii. Championship meet alignments and reminders
 - iv. STX financial institution change
 - v. Athlete and coach applications for Open Water Zones posted
 - vi. Registration reminder for bulk renewal clubs
 - vii. Individual club lists to each club with 2024 members who need to renew, who are not in good standing, or both, including athletes who need to take the APT



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- viii. Individual club lists to each club with 2025 members who renewed
- ix. New LSC administrator (sent by General Chair)
- x. Reminders for STX coaches (renewals and registrations)
- xi. 2025 registration reminders
- xii. Championship meet entry reminders
- xiii. Planning calendar requests for 2025 SC & LC seasons
- xiv. Nominations open for DEI Chair
- o. Reminders to individual members not in good standing (athletes who need to take the APT and coaches with expired certifications) are sent biweekly to individual members and then lists to the club/head coach with notice of the sameWorking on updating the LSC's list of login accounts, account holders, and login access.
- p. Contacted 19 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.

4. Current Month's Action Plans

- a. Sent a request to clubs for their 2025 hosted SC & LC meets to our meet schedule through the end of the year. I did this in the fall and received good responses and good feedback from clubs.
- b. Sent past due reminders to STX clubs that are more than 30 days past due.
- c. 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



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updated automatically. Submitting requests for refunds/cancellations when memberships are made in error.

- d. Ongoing reminders to clubs with overdue Financial Summary reports for swim meets (must be submitted within 45 days of the meet date).
 - e. 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.
 - f. 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.
 - g. 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.
 - h. Monitoring our daily registrations to identify parents who are registering by mistake, and contacting them to attempt to refund/cancel incorrect registrations.
5. Other
- a. The HPAC Open Water event scheduled for May 2025 has been postponed to September or October 2025.