



South Texas Swimming
Board of Directors Meeting Minutes
Tuesday, May 13, 2025, 8:00pm
Location: via Zoom

Call to order at 8:02pm.

Board Members Present:

Mark Parshall, Cody Mackall, Garrett Nelson, Angie Fain, BJ Allenstein, Jennie Lou Leeder, Derek Howorth, Fynn Minus, Libby Gunn

Board Members Absent:

Marcy Parshall, Harrison Tater, Mike Worley

Staff Present:

Jessica Evans, Erin Meise

Others Present:

Trey Prinz, Marc Digby

1. Welcome & Roll Call

A quorum was confirmed.

2. Approval of Minutes: April 2025

Jennie Lou made a motion and Cody seconded to adopt the April 2025 meeting minutes as posted. Motion passes.

3. Financial Reports

Erin reports that all national financial reimbursement payments for the short course season have been made, and all first quarter payments of meet fees for Outreach Athletes have been made.

She is still waiting on some receipts from the STX Open Water Zones team. Right now, the OWZ team is about \$4,000 (10%) over budget. Erin responded to questions from the BOD members about where the overage was and reported that the uniform budget was \$8,000 but the OWZ chair spent \$12,000. In addition, either the coach stipends were not

budgeted correctly or there were additional coaches added above the budget. The budget was \$1,500 but the amount paid to coaches was \$2,400. Charges for food were slightly higher than budgeted but charges for lodging and entry fees were in line with the budget.

Erin received a draft of the STX 2024 federal tax return today from the accounting firm, and will review and return so it is filed by the May 15 IRS filing deadline.

Garrett reports that he is starting to gear up for the next budget cycle. He noted that requests from just one club (AAAA) nearly spent the entire annual budget for Outreach Athletes in just the first quarter.

4. Board Reports- Discussion/Approval

Reports were submitted by the Governance Committee Chair, Treasurer, STaR Committee Chair, Officials Chair, Safe Sport Chair, and DEI Chair. There was no discussion on the reports.

Jennie Lou noted that the Age Group Committee held no meetings over the past month.

5. Appointment of Athlete Rep, Coach Rep, and Official (certified as a Referee) to the Southern Zone Appeal Panel

Mark submitted the following individuals with their consent to the Southern Zone Chair per her request with the advice and consent of the BOD: Athlete Rep Caitlyn Vandermeer (NTRO); Coach Rep Chris Kjeldsen (FISH); and Officials Rep Didi Byerly (UN).

6. Update on championship meets for long course season

Jessica reports that the LSC championship meets were sanctioned prior to the April 30 deadline and the meet databases were sent to the hosts. Senior Champs was originally documented in the 2024 HOD meeting minutes as a 3.5-day meet but it was changed to a 3-day meet with confirmation from BJ.

7. Updates to STX Policies & Procedures

a. Trey and Jessica updated the LSC Policies & Procedures per the decisions that were made at the April 2025 Spring HOD meeting with regard to voting dates for the Officials Chair and Athlete Rep elections, and some housekeeping items, including noting that the election results will be announced to all candidates when final and also at the HOD. The revised document has been posted on the STX website. Details about the specific changes are noted in the changelog.

Angie requested a conversation with Trey about changing the way athletes are elected and will discuss offline.

b. The BOD was asked to approve an update to clarify that members must be registered as Outreach Athletes as of the meet date(s) to receive financial assistance from STX for meet meets. The current policy of determining eligibility as being registered “in the calendar year” would mean that an athlete who was a Premium Athlete and then renewed as Outreach in the same calendar year could request reimbursement of fees paid as a Premium Athlete. Motion made by Derek and seconded by Jennie Lou to adopt the change. Motion passes.

To be eligible for Outreach Athlete entry fee reimbursement, an athlete must be registered with STX and USA-S as an Outreach Athlete in good standing ~~for the calendar year in~~ for the meet date(s) on which the competition was held.

c. Jessica recommends that the LSC incorporate its current Travel Policy and Code of Conduct as Appendix G in the STX Policies and Procedures. It has come to her attention that the only place where these items were documented was in the athlete applications for the Age Group Zones teams. For safekeeping, and consistency, she recommends adding them to the P&Ps. Jessica sent the proposed Appendix G to the BOD for review prior to the meeting.

At the request of Jennie Lou, a section was inserted defining when parents could pick up their swimmers from a travel team and it was recommended that this is only with prior written consent and after the completion of the last official team event and/or function.

Jessica also added two sections for adult members traveling with an athlete travel team (such as Open Water Zones and Age Group Zones), and any members traveling to conferences, camps, or clinics as part of a STX delegation, to specify that they must remain with the group for the entire trip and must be present for all required events based on their role at the event. The intent is to prevent loss of a chaperone for travel teams and to ensure that members attend the events being funded by STX.

Motion was made by Mark and seconded by Cody to adopt Appendix G as presented. Motion passes.

8. USA Swimming Annual Business Meeting

A list of the positions who are invited by USAS to attend the ABM was sent to BOD members prior to the meeting.

Marc Digby checked with the National Officials Committee and learned that the Officials Chair is invited to attend in even-numbered years and in odd-number years, the Officials track is by invitation based on topic. This year, the request is for a new N2 level mentor who might benefit from mentoring skills. Marc recommends that Steve Mandacina attend and Steve is available.

The following individuals will be attending the ABM as STX delegates and as approved by the BOD. Jessica will notify attendees of when to register and book travel arrangements, based on the meeting agenda, which is not available yet. Lodging will be at the conference hotel and individuals will need to make their own hotel reservation and also book their own travel. Jessica will also request shirt sizes for STX branded attire during the meeting.

- Mark Parshall, General Chair
- Jessica Evans, Registration Chair
- Steve Mandacina, Officials track
- Cody Mackall, Safe Sport Chair
- Derek Howorth, Coach Rep
- Fynn Minus, Athlete Rep (*pending confirmation that she can attend)

9. October HOD meeting update

Trey already covered the updates to the Policies & Procedures, to adjust the timelines for the elections for the Officials Chair and Athlete Reps to relative dates instead of hard dates.

Jessica reached out to Bill Spurgeon in mid-April about reserving Piper Bass again but has not heard back yet.

Garrett will be starting preparations for the budget cycle and he will schedule those on the LSC calendar. Mark asked to be included in those meetings.

10. (Tabled from March) Proposal for a STX Athlete Leadership Summit on Sat., Sept 20th at a site TBD

Libby and Angie summarized the recent Athlete Committee meeting and expressed a desire to host an event where more athletes have the opportunity to get more involved and to be active in the LSC. Dana Skelton attended the meeting, along with an Athlete Rep from another LSC. They decided to change from the proposed Fitter & Faster clinic to a leadership event where athletes could learn leadership skills and discuss relevant topics. They are considering including the AEC and Dana will be attending the event. Dana may be able to assist with securing speakers. Angie noted that they are looking for facilities that can hold around 60 people, preferably in a central area and at little to no cost for usage, where they could schedule the meeting and lunch. They also discussed providing swag. Derek offered to help with the event. BJ, Jennie Lou, and Garrett might be able to provide a meeting space.

The event will be held on September 20, and Jessica will add to the LSC calendar.

11. (Tabled from March) Creating the STX Scholarship Committee

A sample application from another LSC was shared with the BOD as a starting point for the new STX Scholarship program. Mark recommended adding something about community service and developing a point system for evaluating the applications. Angie expanded to include service to the athlete's club and also to the LSC.

The BOD made some recommendations about the scholarship application and funding:

- The LSC would provide six scholarships of \$1,000 each, based on the \$6,000 budget.
- Eligible candidates are graduating seniors who are members in good standing of STX clubs and who will be pursuing post-secondary education (college, trade school, or other education past high school that qualifies under the 529 plan).
- Candidates will need to provide proof of post-secondary payment/registration to receive the scholarship.
- The committee members will be Jessica, Mark, Cody, Angie, and Libby.

Jessica will create a draft of the application form and the committee will tentatively try to meet on Tuesday May 27 to review. Target date to open applications is May 30. Application deadline to be determined.

12. New Business

Garrett requested the advice and consent of the BOD to add Tim Broughton, WAVE, to the financial committee. With no discussion, Tim's addition was approved.

Marc Digby reports that the Officials Committee is working with a STX official, Chris Evans, who is developing and licensing a software tool for officials to use for meet staffing. Marc indicates that they are getting close to signing an agreement with Chris, and needs to know who in the LSC can sign contracts. The fee for the license will be paid from the Officials Committee budget. Mark requested that the agreement be sent to Jessica and Mark for review and Mark can sign. Marc's estimate on the cost is \$1,000 annually. The software will consolidate all of the meet staffing and planning for officials to provide visibility on where officials are working so they can see where meets are needing more support, without having to send out multiple emails to get that information.

Meeting adjourned at 8:53pm.



DEI Chair Report
Submitted by Angie Fain, DEI Chair

Meeting Date: May 13, 2025

A. Meetings or Events Attended

- a. Meet with the Gulf DEI Committee Chair Mark Martinez on 5/11/25 and brainstormed ideas for our committees and possible collaborations.

B. Current Month's Action Plan

- a. The next Southern Zone DEI Meeting is scheduled for Wednesday, May 14, 2025 at 11 AM.
- b. The next STX DEI Committee zoom meeting will be on Wednesday, June 4th to discuss SZ DEI Goals. We will work on a platform to identify teams in our LSC that are offering water safety classes or lessons for no cost to families in need.
- c. We will also discuss how to financially support our athletes from out of town(Corpus, McAllen, Pharr, etc) to our upcoming leadership summit for better athlete representation from the LSC.

Southern Zone

Southern Zone
Goal: Provide a number of water safety classes run by LSC Clubs and LSCs at no cost to participants, Yearly.

Next Steps:

1. Identify the club that would support his goal.
2. Identify number of water safety classes and/or lessons you plan to execute.
3. Bring this goal to the SZ DEI Meeting in December.

Southern Zone participants present at the Annual Business Meeting (AMB) collaborated on the drafts that follow on slides 2 and 3.

1

GROUP ACTIVITY: IN YOUR WORKFORCE GROUPS,
PLEASE DEVELOP AN ACTION AND ACCOUNTABILITY
PLAN FOR YOUR 1 - 2 DEI GOALS?



SOUTHERN ZONE

- Target Population:
 - be-competitive swimmers from underserved comm.
 - water safety
 - supervising entry level experience
 - managing affordability
 - sustainability
- Goals:
 - Provide (amount) of water safety classes started/run by LSC clubs per year at NO COST to participants
 - Grant subsidies from LSC
 - Match-entire funding (donations, grants etc.)
 - Matching Funds
 - Develop equipment partners
- METRICS FOR SUCCESS:
 - SZ LSC Participation - 100% Club Participation % TBD
 - # of athletes/summer served/proportional to club count
 - # of participants transferring/registering/graduating to lessons, UH Summer membership proportional to athletes served
 - To be reported to SZ DEI via LSC DEI Chairs

2

Circling back to Objectives

- Develop clear actionable DEI goals.
- Forecast challenges to your goal and strategies to overcome
- Establish a framework for measuring your DEI success.

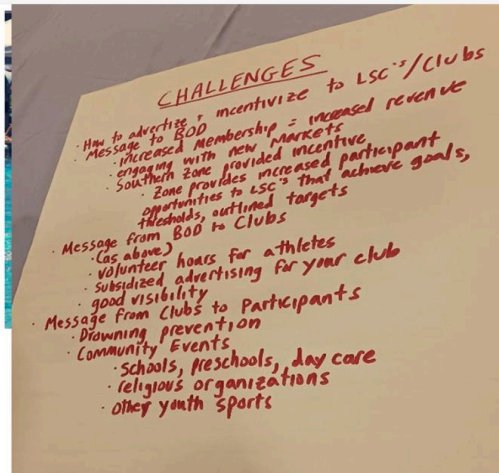
CHALLENGES to LSC's/Clubs

- How to advertise + incentivize
- Message to BOD
 - increased membership = increased revenue
 - engaging with new markets
- Southern Zone provided incentive
 - Zone provides increased participant opportunities to LSC's that achieve goals, thresholds, outlined targets
- Message from BOD to Clubs
 - (as above)
 - Volunteer hours for athletes
 - Subsidized advertising for your club
 - good visibility
- Message from Clubs to Participants
 - Drowning prevention
 - Community Events
 - Schools, preschools, day care
 - religious organizations
 - other youth sports

3

Circling back to Objectives

- Develop clear actionable DEI goals.
- Forecast challenges to your goal and strategies to overcome
- Establish a framework for measuring your DEI success.



3

Resources: List of organizations

Please share additional resources and thoughts via email and slide will be kept updated.

- ☐ Jack and Jill of America
- ☐ Kappa Alpha Phi
- ☐ Learn to Swim
- ☐ Links Incorporated
- ☐ Parks and Recreations
- ☐ Phi Beta
- ☐ Red Cross
- ☐ Sigma Gamma Rho
- ☐ YMCA
- ☐ Sports Facilities with a pool

Note: List drafted as they were provided at ABM

LSC level:

- ☐ Water Safety Day is in May
 - ☐ Involve and engage swim teams to host an event. Build a connection between safety, community and swim teams.
- ☐ Work with Athlete committees and athletes on other committees to encourage their participation in community water safety activities.
- ☐ For facilities that already host lessons or clinics, ask how we can help their programs. Ask them, hear them and work with them. The initiative is to help promote Water Safety.
- ☐ Water Safety activities will vary, utilize resources such as Red Cross, as well as ideas from Coaches in the LSC. Engaging Coaches through their input, in turn gets them involved in the initiative.

4



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

Meeting Date: May 13, 2025

1. Monthly Highlight

- a. Two (2) Complaints from February of 2025 were closed and rectified.

2. Meeting or Event Attended

- a. Spring HOD Meeting
- b. LSC Leaders Call
- c. Southern Zone Safe Sport Meeting
- d. Meeting with USA Swimming Safe Sport Team and National Board of Review

3. Meetings or Events Presented

- a. Safe Sport Committee

4. Previous Months Accomplishments

- a. Monitoring SS Complaints

5. Current Months Action Plans

- a. Safe Sport Committee Meetings

6. Other / Discussion Items

- a. NSTR



Governance Committee Chair Report

Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: May 13, 2025

1. Monthly Highlight

- a. N/A

2. Meeting or Event Attended

- a. 4/2/2025 - Governance Committee Meeting
- b. 4/6/2025 - Spring HOD Meeting
- c. 4/8/2025 - Monthly BOD meeting

3. Meetings or Events Presented

- a. 4/6/2025 - Spring HOD Meeting

4. Previous Months Accomplishments

- a. Participated in the Spring HOD meeting, which was held Sunday, 4/6/2025.

There were 2 key changes to our governing documents that were approved:

- i. Bylaws: The bylaws were amended to move our annual meeting from the Fall to the Spring. Details around additional changes are provided in this [document](#).
- ii. Policies and Procedures: Sections I, VIII, X, and XI were updated with relatively minor changes, which can be reviewed in this [document](#).

5. Current Months Action Plans

- a. Start preparations for the Fall HOD elections.
- b. The next committee meeting is scheduled for Wed, May 28 at 8:00pm. If you would like to attend, please reach out to the [Governance Committee Chair](#).

6. Other / Discussion Items

- a.



Governance Committee Chair Report

Submitted by Trey Prinz, Governance Committee Chair

Meeting Date: May 13, 2025

7. Governance Committee Meeting Minutes

Date: Wednesday, 04/30/2025

Members Present:

Mike Koleber
Mike Varozza
Dean "Kondo" Kondziolka
Joseph Zurawski
Trey Prinz

Discussion:

- Provided an update on the Spring HOD meeting.
- Provided an update on committee membership. The group decided to keep the membership as-is.
- Reviewed the calendar for upcoming events, which is taking us into the election period of the year.



This report covers activity in Apr 2025

A. Monthly Highlights

1. All OQM meets for 2025 LC season are approved and staffed with evaluators.
2. Committee is planning to host 3 clinics/webinars in May, and update our new officials orientation material and training material.
3. Moving forward with Meet Staffing online tools

B. Meetings or Events Attended

1. Attended YMCA parents meeting to recruit new officials (Allen)

C. Meetings or Events Presented

1. Information Session on Officials Advancement 4/29/25
2. Regular Committee meeting on 5/12/25

D. Accomplishments

1. Clinics/webinars scheduled for 5/14, 5/15 and 5/28
2. All OQM meets for 2025 LC season are approved and staffed with evaluators.

E. Current Month's Action Plan

F. Other Discussion Items

Monthly Committee Meeting notes are attached for reference



Officials Committee

May 12, 2025

South Texas Swimming

Agenda



- News from National/Zone/LSC - none
- Meet Staffing Tools Proposal
- Subteam status updates
- Recommendation for Officials Chair
- Suggestions for monthly email

News from National / Zone / LSC



National:

- Nothing to report, but Digby possibly presenting our LSC certification process at next quarterly

Zone:

LSC:

Meet Staffing Tools



Chris Evans is ok with our proposed path forward

Next Steps:

- Steve to work with some smart people to draft our initial requirements
- Marc to update the STX Board of Directors

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.

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.

Recent Accomplishments:

Support Paige at GOLD/SGA parents meeting in March!

Who wants to lead this effort?

Plans for Next Time:

Create recruiting season calendar, so that LSC communications can be coordinated in time.

Reaching out to HOT and LTF.

Effort: *Current Official Continuing Education*



Who: **Trey Prinz**
Maureen Helm

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.

Recent Accomplishments:

Initial information session on Tues, 4/29, 8pm...

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:

CJ clinic for 5/14

MR clinic for 5/15

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:

New Roster update published.
Starter criteria updated.

Comments:

This task is ongoing, as evaluations come in.

Plans for Next Time:

Marc to send new wording about 1 vs. 2 vs. Trainer
ST, CJ and Ref are in work now...

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:

Email of next steps from Caitlyn to committee

Comments:

Plans for Next Time:

Formalize info to add to website for Jos
Keep working on engagement ideas (mass email, etc.)

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:

Evan's responded generally positively...so we are moving forward.

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:

Mandacina to assemble team (swim+technical) to draft STX requirements.

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:
Completed proposed webinar presentation, aiming for ~30 mins.

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:
Schedule webinar and invite all STX officials.

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)

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:
Evaluators for all LC meets (STAGS, Sr. Champs, Sectionals) assigned.
OQM approved for all meets.

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:
Take a breath...not much now...

Is there anything we should suggest for STX bidding process to make OQM easier?
Any planning we start for next short course season?
Anyone we should pre-ask?

Effort: *New Official Orientation*



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

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

Recent Accomplishments:
Flow chart and FAQ reviewed. Given to committee for any comments, otherwise will go to website next.

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

Plans for Next Time:
Give committee a week for feedback, then publish material to website.

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: *Rewards / Recognition*



Who: John De La Rosa
Monica Thomason

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

Recent Accomplishments:
Looking at “pieces of flair” (stars, ribbons, borders) for our name tags
Considering peer-nominated OOTY, possible naming opportunities.
Suggesting officials’ socials (one Fall, one between seasons)
Cross-over with New Officials: suggest having assigned mentors.
No update this times (4/7, 5/12)

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

Plans for Next Time:
Send summary of ideas to Committee, asking for feedback

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)

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

Recent Accomplishments:
Attended (Chad) OW Nationals
Got info on how to host OW Masters and OW Zones
Recruited ~3 national OW officials to help
OW Clinic online 5/13, ask Chad

STX OW Scheduled for April 18-19 in Lake Marble Falls
Held first meeting with Marble Falls

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

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.

Plans for Next Time:
Hold on LSC communications until location/date closer.

STX Officials Chair Election



Goals: Additional dedicated staff at the position (and access to OTS).
Continuity/Succession/Transition improvement.

Proposal for consideration:

- Add a formal committee position for “next person to be chair”, e.g. Deputy Chair or Assistant Chair or something
- Position is elected by all Officials, same way OC is now
- Position is elected 12 months earlier
- OC is no longer elected, the “next person” automatically promotes after 12 months
- See next page for possible options

STX Officials Chair Election



Option A “Internship”: **Elect** every 2 years for a 3-year term

Pro: Good transition

Con: 3 years is a long commitment. OC “lonely” every other year

Option B “Ease In & Out”: **Elect** every 2 years for a 4-year term

Pro: *Great* transition, always 2 people

Con: 4 years is a *very long* commitment

Option C “Junior/Senior”: **Elect** every year for a 2-year term

Pro: Good transition. Reasonable term length.

Con: Only 1-year for each OC to be “in charge”...might be hard to “realize one’s vision”. A lot of elections. Could be a lot of churn for the LSC if OCs were dissimilar.

		24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
A	Officials Chair	Digby	Digby	Next1	Next1	Third1	Third1	Fourth1	Fourth1
	Assistant Chair		Next1		Third1		Fourth1		Fifth1
B	Officials Chair	Digby	Digby	Next1	Next1	Third1	Third1	Fourth1	Fourth1
	Assistant Chair		Next1	Digby	Third1	Next1	Fourth1	Third1	Fifth1
C	Officials Chair	Digby	Digby	Next1	Third1	Fourth1	Fifth1	Sixth	Seventh
	Assistant Chair		Next1	Third1	Fourth1	Fifth1	Sixth	Seventh	Eighth

Other items?



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

- Nat Meet Webinar

- Updates to new official orientation material

- Champ meets

Summary



Attended: Marc Digby, Scott Allen, Lorna Anaya, Chad Capps, Maureen Helm, Steve Mandacina, Jett Pittman, Tom Schultz, Arthur Scott, Monica Thomason

Not Present: John De La Rosa, Matilda Gonzales, Heidi Hornik-Parsons, Trey Prinz, Caitlyn Vandermeer

Decisions:

Actions/Assignments:

- See individual slides for each team

Notes:

Next meeting: Monday, June 9, 8pm



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

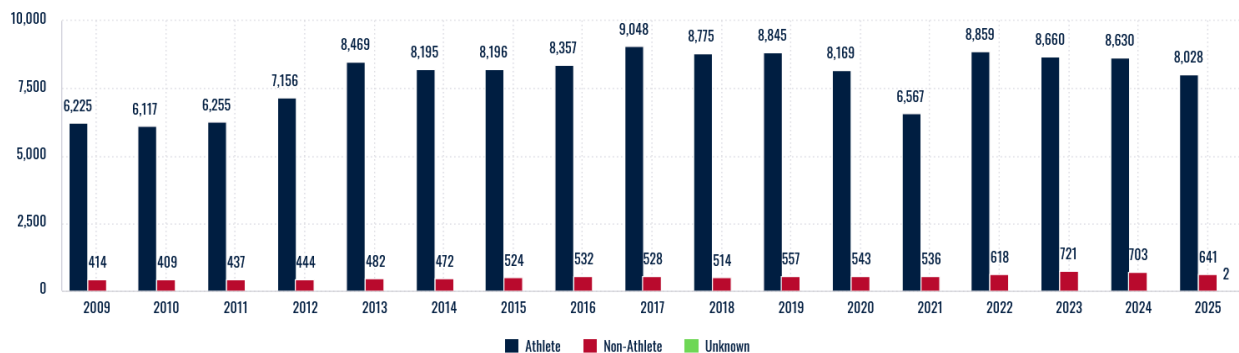
Meeting Date: May 13, 2025

1. Meeting or Event Attended

- a. USAS New club application meeting (4/30/25)
 - i. Effective 5/1/25, the process for creating a new USAS member club has changed. A new membership checklist form has been posted, and the USAS website now has more information ([click here](#)).
 - ii. Key changes are requirements to the Head Coach experience, and additional documentation. Head coaches must complete the Core Certification modules, even if grandfathered prior to 9/1/2022. CLBMS is still a requirement.
 - iii. The LSC will provide support to new clubs to ensure that all documentation has been completed and submitted.
 - iv. New timeline is 8-15 weeks to go from application to approval. Some items need to be completed before requesting the club application.
 - v. The new club fee will increase to \$750 starting 9/1/25, plus the LSC's local club fee amount.

2. Current STX Registration Statistics

- a. Membership trends over time (since 2009) as of 5/1/2025 for total number of Athlete and Non-Athlete members:





STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: May 13, 2025

b. LSC registration transaction summary and revenue for April 2025:

				202504		Total	
Season	Category	Registration Type	Transaction Type	Count	Amount	Count	Amount
2025	Athlete	Premium Athlete	Cancel	-3	(\$60.00)	-3	(\$60.00)
			New	74	\$1,480.00	74	\$1,480.00
			Renew	71	\$1,420.00	71	\$1,420.00
			Upgrade	7	\$70.00	7	\$70.00
		Flex Athlete	New	16	\$160.00	16	\$160.00
			Renew	6	\$60.00	6	\$60.00
		Outreach Athlete	New	7	\$14.00	7	\$14.00
			Renew	9	\$18.00	9	\$18.00
		Total		187	\$3,162.00	187	\$3,162.00
	Non-Athlete	Junior Coach	Cancel	-1	(\$20.00)	-1	(\$20.00)
			New	2	\$40.00	2	\$40.00
		Coach	New	6	\$120.00	6	\$120.00
			Renew	6	\$120.00	6	\$120.00
		Official	New	2	\$40.00	2	\$40.00
			Renew	1	\$20.00	1	\$20.00
		Other	New	7	\$140.00	7	\$140.00
		Provisional Coach	New	3	\$60.00	3	\$60.00
		Total		26	\$520.00	26	\$520.00
Total				213	\$3,682.00	213	\$3,682.00



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

Meeting Date: May 13, 2025

- c. **April 2025** meet statistics for STX sanctioned meets. This does not include four Block Party meets held in April (NTRO, NTRO, CAA, PFFP). 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 (9/1/24 - 4/30/25) from Block Party meets is \$10,012.50 *plus fees for six Block Party meets that were not uploaded to SWIMS by the hosting team*. Loss of splash fees for the LSC as a result of the HOD vote to eliminate splash fees for championship meets is \$15,362.50 for the short course season. **Total loss of splash fees since 9/1/24 is \$25,375.00.**

April 2025 Meets in STX		*excluding observed meets (1) & Block Party meets (4)				
Meet	Sanction	Date	Splashes	Athletes	Teams	LSCs
2025 ST TXLA 10 & Under Long Course	ST-25-26	4/5/2025	476	140	13	1
2025 ST AAAA Spring into Long Course	ST-25-35	4/11-4/13/25	1716	382	8	1
2025 ST SASA Sombrero Champs	ST-25-29	4/11-4/13/25	520	90	5	2
2025 ST TXLA 11&O Long Course Kickoff	ST-25-33	4/11-4/13/25	4030	879	19	2
2025 ST BAS LC April Swim Meet	ST-25-46	4/12/2025	291	91	5	1
2025 ST ASC Long Course Kickoff	ST-25-49	4/19/2025	1266	371	9	1
2025 ST CCSS Long Course Unclassified	ST-25-47	4/26/2025	420	133	6	1
2025 ST HPAC Banana Slug Beach Bash	ST-25-31	4/26-4/27/25	589	133	10	1
2025 ST LSAC 5th Annual Atomic Fest	ST-25-45	4/26/2025	838	177	6	2
2025 ST NTRO Splashing into Long Course	ST-25-52cm	4/26-4/27/25	1707	475	3	1
2025 ST WLOO Waterloo Classic	ST-25-50cm	4/27/2025	788	290	2	1
Totals	11		12641	3161	86	

3. Previous Month's Accomplishments

- Sanctioned 16 meets in April and loaded to ST website, SWIMS, and OTS.
- Assisted with 874 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



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: May 13, 2025

issues, and updates in SWIMS for name, date of birth, club affiliation, contact information updates, and general assistance.

- c. Updated website for new Outreach policy for the LSC as approved by the HOD.
- d. Prepared and posted the April BOD draft meeting minutes. Posted the approved March BOD meeting minutes.
- e. Posted the approved 2024 HOD meeting minutes.
- f. Drafted the April 2025 HOD meeting minutes and posted.
- g. Created the BOD meeting packet for the May BOD meeting and managed preparing the meeting agenda and posted.
- h. Assisted the Age Group Chair with the Age Group Zones athlete and coach applications and sent information to clubs.
- i. Managed the long course championship meet templates and prepared the meet databases and sent to hosting clubs..
- j. Provided assistance with a new club application from a new team in San Antonio and answered questions about a potential new club in Austin.
- k. Assisted with the updates to the Policies & Procedures and posted, and updated the changelog.
- l. Drafted a proposed LSC travel policy and Code of Conduct for documentation in the LSC Policies & Procedures and sent to the BOD.
- m. Posted 10 updates to STX social media accounts:
 - i. South Texas Swimming records updated
 - ii. Congratulations to LSC Outstanding Volunteer Service Award recipient (Didi Byerly)
 - iii. Photos from STX athlete clinic in San Antonio



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: May 13, 2025

- iv. Congratulations to SASA relay team for new mixed 17-18 national age group record
- v. Information about new Red Cross certified instructor list for coaches and requests for references
- vi. Open Water Zones team group photo
- vii. Announcement for Age Group Zones coach and athlete applications
- viii. Open Water Zones photos from the event
- ix. Open Water Zones congratulations and group photo for 5th place finish and link to results
- x. Recognition of Bobur Jakhangirov for being selected to the USAS Diversity Select Camp
- n. Newsletters sent to teams in April to increase LSC communications:
 - i. South Texas Swimming records updated (April, May)
 - ii. Update for a file corruption error on the STX website
 - iii. Reminders for clubs (notice of October HOD meeting date, update on long course champs meets, clinic information for coaches of athletes with disabilities, update on the Futures meet entry dates, update on Red Cross instructor reference list, and registration reminders)
 - iv. Announcement of STX Age Group Zones coach and athlete applications posted
 - v. Long course meets sanctioned and posted
 - vi. Reminder about registration requirements for board-run clubs
 - vii. Reminders to athlete members not in good standing (4/16, 4/23, and 5/9)
 - viii. Reminders to clubs about nonathlete members not in good standing (4/16, 4/23, and 5/9)



STaR Committee Chair Report

Submitted by Jessica Evans, STaR Committee Chair

Meeting Date: May 13, 2025

4. Ongoing Work

- a. Reminders and offering assistance to athlete and nonathlete members not in good standing
- b. Meet recons and assistance with clearing swimmers to compete
- c. Sent reminders to six STX clubs not in good standing due to the Head Coach membership not in good standing.
- d. Updated the online officials roster to show current certification dates for officials
- e. Updates to the STX website, including creating links to national meets not held in STX and application links for officials
- f. Contacting UN members who do not live in the STX geography
- g. Contacting new nonathlete members when they register to assist with registration requirements
- h. Produced monthly reports for the Treasurer showing registrations, payments, and billing
- i. Verified the membership status of athletes and coaches who have requested national meet financial assistance
- j. Verifications of Outreach Athlete membership for meet reimbursements
- k. Managed support tickets for members experiencing login, certification, and other issues with their member accounts
- l. Reminders to clubs to submit meet financial summaries
- m. Posting committee meetings on the LSC calendar and sending Zoom information

Treasurer's Monthly Report

South Texas Swimming, Inc.

For the period ended April 30, 2025



Prepared on

May 8, 2025

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Monthly Treasurer's Report

Report Period: April 2025

Erin Meise - Treasurer

Accomplishments & General Notes

- Continued gathering and organizing documents for the 990 return, communicating with Ruble, Ledbetter & Associates. Completed the organizer and sent all documents requested.
- Worked with OWZ Coaches to collect W9s and send checks for stipends and entry fees.
- Processed and sent checks for Short Course National Reimbursement payouts.
 - Coaches: \$506
 - Athletes: \$5584
 - Officials: \$2331
- Communicated and processed Q1 Outreach payouts (20 athletes total)
 - AAAA: \$2621
 - SASA: \$272
 - WAVE: \$256
- Supported the April 6 HOD meeting needs, communicated with Jessica Evans to pay for additional software/applications needed for the meeting. Attended the meeting virtually.
- Processed and paid reimbursement requests for HOD delegates attending the April meeting in San Antonio.
- 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: Paid bills as requested/approved from board members and Committee chairs.
- Ongoing: Checked mailbox weekly. Scanned checks to the Registrar to input into Team Unify. Communicate with other board members regarding other mail received.

Financial Accomplishments

1. \$453 in Credit Card Cash Back for Q1 2025

Plans

- Work with Ruble, Ledbetter & Assoc. to get 990 return completed by May 15 deadline.
- Continue to invest in CDs with Chase based on their changing rates to maximize the investment.

Open Issues

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

Profit and Loss

April 2025

	Total
INCOME	
47000 Program Income	
47100 Membership Dues	3,682.00
47200 Splash Fees	15,746.25
47300 Sanction Fees	400.00
Total 47000 Program Income	19,828.25
Total Income	19,828.25
GROSS PROFIT	
EXPENSES	
60000 Program Expenses	
60100 National Reimbursements	
60110 Athletes	5,584.50
60120 Coaches	506.00
60130 Officials	2,331.00
Total 60100 National Reimbursements	8,421.50
60400 Open Water Zones	
60410 Lodging	13,243.16
60420 Food	4,529.45
60430 Transportation	2,890.03
60440 Uniforms	1,079.05
60450 Entry Fees	4,110.00
60460 Coach Stipends	2,400.00
60490 Misc	184.10
Total 60400 Open Water Zones	28,435.79
60700 LSC Clinic/camps/swimposiums	1,325.00
61100 Officials	
61110 Official's Dues Reimbursements	90.00
61120 BGC Reimbursement	38.98
61130 Evaluator Travel	763.21
61150 Official's Account Expenses	38.75
Total 61100 Officials	930.94
62000 Committee Funds-Activities	
62500 Coaches Committee Fund	2,500.00
62800 Athlete Committee Fund	135.68
62900 LSC Development	35.91
Total 62000 Committee Funds-Activities	2,671.59
Total 60000 Program Expenses	41,784.82
70000 Operations	
70100 Contract Services	
70140 Contract Staff	2,300.00

	Total
Total 70100 Contract Services	2,300.00
70200 Facilities	
70210 Office/Storage Rent	80.00
Total 70200 Facilities	80.00
70300 Bank Charges	202.23
70700 Office Software and Supplies	75.94
70800 Communications	169.90
70810 CRM Marketing (Mailchimp)	19.50
Total 70800 Communications	189.40
70900 HOD Meeting Expenses	318.39
71300 Travel	2,120.20
72000 Employee Expenses	
72100 Wages	
72110 Wages - Base	5,000.00
Total 72100 Wages	5,000.00
72200 Payroll Taxes	382.50
Total 72000 Employee Expenses	5,382.50
Total 70000 Operations	10,668.66
Total Expenses	52,453.48
NET OPERATING INCOME	-32,625.23
OTHER INCOME	
81000 Investments	
81090 Other Investment Gain/Loss	-5,333.85
Total 81000 Investments	-5,333.85
83000 Credit Card Rewards	453.71
Total Other Income	-4,880.14
OTHER EXPENSES	
90400 Investment Expense	1,425.86
Total Other Expenses	1,425.86
NET OTHER INCOME	-6,306.00
NET INCOME	\$ -38,931.23