



South Texas Swimming
Board of Directors Meeting Minutes
Tuesday, December 9, 2025, 8:00pm
Location: via Zoom

Call to order at 8:02pm.

Board Members Present:

Mark Parshall, Cody Mackall, Angie Fain, Jimmy Bynum, Addison Graham, Jennie Lou Leeder, Garrett Nelson, Harrison Tater, Lucy Gilbreath, BJ Allenstein, Marcy Parshall

Board Members Absent:

Derek Howorth

Staff Present:

Jessica Evans, Erin Meise

Others Present:

Steve Mandacina, Jett Pittman, Marc Digby

1. Welcome & Roll Call

A quorum was confirmed.

2. Approval of Minutes: November 2025

Garrett made a motion and Jennie Lou seconded to adopt the November 2025 meeting minutes as posted. **Motion passes.**

3. Financial Reports

Erin reports that revenue since September 1, 2025 is about \$40,000 higher than budgeted for 2025 because of the membership dues increase that went into effect on that date. All committees/events/line items are within budget for the 2025 budget year, with the exception of the Open Water Zones event (which was over budget by approximately \$2,000) and Outreach (which was budgeted at \$3,000 and is currently \$7,000 over budget with one quarter of payouts remaining). Erin has shared budget

worksheets with each committee chair to ensure that expenses remain within budget. Overall, the LSC is projected to be under the projected total annual 2025 budget, mostly due to some committees not utilizing their full budgets.

4. Board Reports- Discussion/Approval

Reports were submitted by the Registration Chair, DICE Chair, Treasurer, and Age Group Chair. The reports are attached to these minutes.

Angie reports that the athletes on the DICE committee have created video spotlights for social media posts. The DICE committee created a survey about our member clubs' programming for athletes with disabilities and outreach athletes and it was sent to all clubs several weeks ago. So far, only one club has responded.

Jessica reports that so far we have approximately 5,600 members who have registered/renewed. Normally, we would be around 8,500 so there are about 3,000 members who still need to register or renew. Jessica reminds everyone that clubs operating with unregistered members or members not in good standing will not have USAS insurance coverage in the event of any accident or claim. We had two moderately serious accidents over Thanksgiving. Our LSC's culture seems to have too many clubs that aren't concerned about insurance and have unregistered members and members not in good standing participating in their programs. Jessica contacts all clubs frequently with membership updates with no impact. Only five clubs have responded to Jessica's offer to recon their rosters to assist with making sure all members are registered. Clubs not registering members as required by USAS also results in income loss to USAS and STX.

5. Championship Meets

BJ has received awards and will sort them out and get to clubs hosting short course meets. BJ needs to get with Steve Mandacina to get a rush order of bag tags.

6. Budget adjustment for Open Water Zones/Age Group Zones

Garrett presents three motions from the Finance Committee.

First, the Finance Committee makes a motion and Angie seconds to use a flat rate of \$50 per day of competition, per athlete, for creating the apparel budget for Open Water Zones and Age Group Zones. The goal is for a consistent formula for budgeting based on the number of attendees. The committee determined that this number is consistent with what has been spent in recent years. The goal is to add the maximum value to the budget, but then to limit the actual amount spent based on the actual number of members. (So, if the budget was for 50 members and only 30 members are selected, the actual budget would be reduced to reflect the number of attendees.)

A clarification was made that the budget does not include travel days. An amendment was offered by Jennie Lou and seconded by BJ to change the amount to reflect the number of attendees (coaches, athletes, and chaperones) and not the number of athletes so there would be apparel budget for other members. **Amendment passes.**
Motion passes.

Second, the Finance Committee makes a motion and BJ seconds to update the travel budget for Open Water Zones from Florida to Houston (the location was not known when the HOD voted on the 2026 budget in October and included travel costs for Florida). The committee recommends reducing the travel budget for Open Water Zones from \$30,400 to \$10,000, which reflects utilizing ground transportation (bus) based on the current bid Tracey Spurgeon received for \$5,600. **Motion passes.**

Third, the Finance Committee makes a motion and Jennie Lou seconds to create a line item in the current budget so the \$20,400 from Open Water Zones travel can be moved into this new line item to collect the overflow and so it can be used by Age Group Zones, if needed. **Motion passes.**

7. Open Water Zones update

Tracey Spurgeon was not on the call.

8. Open Water Athlete Development fund request

Chad Capps submitted a list of expenses to be paid from the Open Water Athlete Development fund ahead of a planned open water event in Marble Falls in October, 2026. The list was included with the agenda and is attached.

Marc Digby presented on behalf of Chad, who was not able to attend the meeting.

STX budgeted \$10,000 for 2025 to promote open water events in STX with the intention of promoting athlete participation and some fraction of that fund was envisioned to support some start-up costs for meet hosts. The first event was scheduled for October 2025 in Corpus Christi, but it was not held to due lack of safety personnel being available.

STX budgeted \$5,000 for 2026 for Open Water Athlete Development.

Because the \$10,000 for 2025 is not being spent, Chad is proposing purchases for open water and safety equipment to be spent from the 2025 budget. He is requesting permission to purchase items in 2025.

Marc proposes either purchasing in 2025 and figuring out where/how to store equipment or rolling the 2025 budget forward into 2026 so purchases can be made closer to the event (and when the event has been officially sanctioned).

The LSC would own this equipment. The last open water event in STX was at least 14 years ago in Austin. The equipment is to encourage clubs to host open water events. There are many issues with hosting open water events in STX, mostly due to weather issues, water temperature, and finding lifeguards in the spring and fall.

Mark Parshall would like to see a budget from the meet host with projected income and expenses. He is also interested in exploring renting systems from triathlete groups that may already have the equipment at a lower cost and to avoid storage costs.

Mark wants to know who will manage and maintain the equipment, and where it will be stored. If the LSC is going to purchase it, Mark prefers for the event to be sanctioned first. He also wants to explore renting the equipment purchased by the LSC to open water hosts.

A recommendation was made to refer the request to the Open Water Chair to create a committee to propose a plan to the BOD for purchasing, managing, and maintaining the equipment and determining which items to purchase, in addition to a proposal to potentially renting equipment to open water event hosts. BJ recommends a timeline of the spring for submitting the plan.

Angie made a motion and Jimmy seconded to move the \$10,000 budget from 2025 into the 2026 budget, for a total of \$15,000. **Motion passes.**

The BOD did not approve any expenditures at this time. Expenses and developing a plan for purchasing, managing, and maintaining items is referred to the Open Water Chair/Committee for action.

9. Document updates for BOD approval

The Policies & Procedures Governing Officials (PPGOs) was updated and posted by the Officials Committee to match current processes and to make updates based on USAS and STX HOD updates ([posted here](#)). The Officials Committee is requesting formal approval from the BOD. The changes are outlined in the change log ([here](#)). A motion was made by BJ and seconded by Jennie Lou to adopt the PPGOs as posted. **Motion passes.**

The STX Policies & Procedures was sent to the BOD on 11/12 for review. Approvals were received from Mark P, Jennie Lou, Angie, Cody, and BJ, and feedback from Marc Digby and Steve Mandacina. The following members did not respond and will be recorded as abstentions: Jimmy, Garrett, Derek, Marcy, Harrison, Addison, and Lucy. The revised document has been posted [here](#). The changelog ([here](#)) has been updated.

10. Statement of Acknowledgement Update

Two BOD members have not responded to multiple reminders to read the BOD Policy Manual and sign the Statement of Acknowledgment. Mark will contact them.

11. Coach grant support proposal

Marcy notes that the Coach Committee is proposing grants for coaches to attend clinics. There will be a list of clinics that the grants will support. Grants will be awarded based on club size. Grants will be available in January and July with an application and proof of registration/payment to one of the approved clinics. Any unused funds from the January application will roll to July.

12. Southern Zone Athlete Summit proposal

Harrison notes that the Athlete Committee would like to take five to six athletes and one chaperone to the Eastern/Southern Zone Athlete Summit at Emory University in June 2026. The travel expenses will come from the Athlete Committee budget.

Mark asks how athletes would be selected to attend. Athletes on the committee would be invited first, and then an application would be posted. They are still working through logistics and wanted to make the BOD aware of the request.

13. New Business

Jessica is making the BOD aware that two officials, including the Meet Referee, have asked to be removed from the sanction for the AAAA-NE SC Senior Championship meet and the meet will be re-sanctioned with two new individuals. Jessica is working on backup facilities for this meet in case there are issues with the facility and personnel changes. AAAA-SW can run the meet if we need to go to another facility. Jessica is seeking backups for the two meets awarded to AAAA-NE during the long course season. Mark talked with Cory Bolleter at AAAA-NE about the meet and has offered to help in any way possible.

Jennie Lou gave an update for Age Group Zones. The original hotel choice didn't have availability as previously pledged and would require roll-away beds and inconsistent meeting room space. She was able to secure a new hotel that is closer to the event, has available rooms for all attendees with no roll-away beds required, and a single meeting room available for the entire time. The new hotel is about \$20 more per night, per room, and will meet the needs of the team better than the original location.

Lucy Gilbreath indicates that the Athlete Committee would like to set up a table at the Senior Champs meet to recruit athlete volunteers. Lucy was asked to contact the meet host to make arrangements.

Addison Graham would like to have a STX athlete Instagram account to promote more involvement and to promote the athlete reps. An athlete rep created an athlete account several years ago but the owner is unknown.

Meeting adjourned at 9:09pm.



Registration Chair Report

Submitted by Jessica Evans, Registration Chair

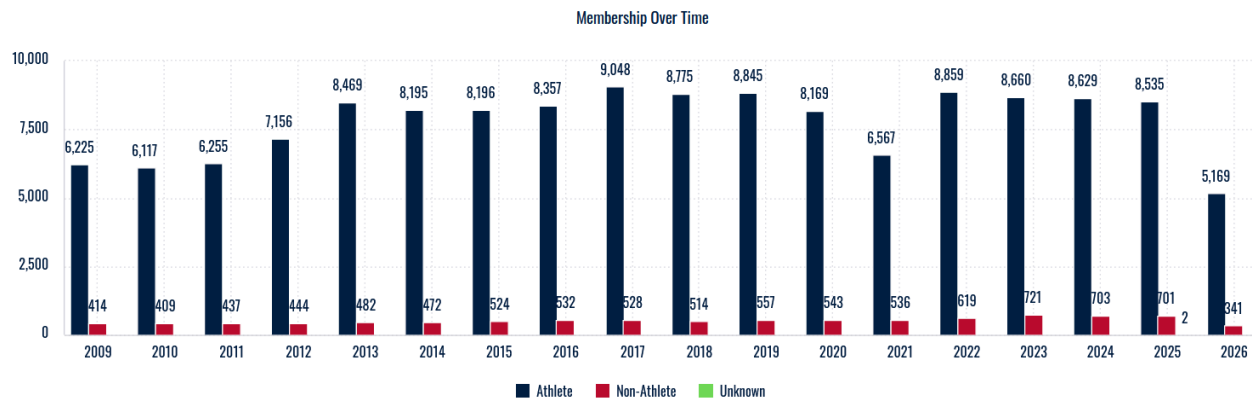
Meeting Date: Dec 9, 2025

1. Meeting or Event Attended

- DICE Committee meeting (11/4)
- STX November Board of Directors meeting (11/11)
- Coach Clinic (11/17)
- USA Swimming LSC Services (11/20)
- Coach Committee (12/3)

2. Current STX Registration Statistics

- Membership trends over time (since 2009) as of 12/1/2025 for total number of Athlete and Non-Athlete members:





Registration Chair Report

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b. LSC registration transaction summary and revenue for **November 2025**
(202511 column):

				202511		Total	
Season	Category	Registration Type	Transaction Type	Count	Amount	Count	Amount
2026	Athlete	Premium Athlete	Cancel	-1	(\$40.00)	-1	(\$40.00)
			New	115	\$4,600.00	115	\$4,600.00
			Renew	889	\$35,560.00	889	\$35,560.00
			Upgrade	20	\$600.00	20	\$600.00
		Flex Athlete	Cancel	-2	(\$20.00)	-2	(\$20.00)
			New	14	\$140.00	14	\$140.00
			Renew	45	\$450.00	45	\$450.00
		Outreach Athlete	New	13	\$26.00	13	\$26.00
			Renew	21	\$42.00	21	\$42.00
		Total		1,114	\$41,358.00	1,114	\$41,358.00
	Club	Year-Round Club	Renew	3	\$300.00	3	\$300.00
		Total		3	\$300.00	3	\$300.00
	Non-Athlete	Official	New	4	\$160.00	4	\$160.00
			Renew	25	\$1,000.00	25	\$1,000.00
		Junior Coach	New	1	\$40.00	1	\$40.00
		Coach	Renew	21	\$840.00	21	\$840.00
		Other	Renew	8	\$320.00	8	\$320.00
		Administrator	Renew	2	\$0.00	2	\$0.00
		Total		61	\$2,360.00	61	\$2,360.00
Total				1,178	\$44,018.00	1,178	\$44,018.00

c. **November 2025** meet statistics for STX sanctioned meets. STX had seven Block Party meets held in November (NonOTS: CAA, BEAQ, NTRO, COTA, WLOO; OTS Approved: TST (2)). Lost sanction fees from these meets is



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\$1225.00. Those meets are sanctioned by USAS and STX receives no revenue from these meets.

3. Previous Month's Accomplishments

- a. Sanctioned seven meets in November and loaded to ST website, SWIMS, and OTS.
- b. Loaded nine observed meets to SWIMS for results and posted.
- c. Assisted with 807 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.
- d. Assisting with a request to form a new club in San Antonio.
- e. Updated the STX Board of Directors Policy Manual, updated the Statement of Acknowledgement form, and posted. Sent to BOD/Chair members for acknowledgement.
- f. Posted the draft meeting minutes for the November BOD meeting and finalized and posted the approved meeting minutes for the October BOD meeting.
- g. Created the BOD meeting packet for the December BOD meeting and managed preparing the meeting agenda and posted.
- h. Posted the Open Water Zone athlete and coach applications, created webpage for content, and posted on social media to promote.
- i. Created a survey for the DICE Committee to collect information from clubs about how their programs support outreach athletes and athletes with disabilities.



Registration Chair Report

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Meeting Date: Dec 9, 2025

- j. Posted two updates to STX social media accounts:
 - i. Congratulations to PLAT for Safe Sport Recognized Club renewal
 - ii. Promotion for Open Water Zones coach and athlete applications
- k. Newsletters sent to teams in November to increase LSC communications:
 - i. (Third) reminder sent directly to STX member clubs that have not renewed the club for 2026
 - ii. Member registration and recon reminders, including a request for club rosters to recon for registration errors
 - iii. Reminder about SwimStrong dryland clinic via Zoom as sponsored by the Coach Committee (sent directly to all STX coaches via MailChimp)
 - iv. Reminder for the Coach Committee about the Spurs game invitation (sent to all STX coaches and officials via MailChimp)
 - v. Open Water Zones athlete and coach application announcement and trip details
 - vi. Updates and reminders about Open Water Zones applications, 2026 registration reminders, reminder to submit club roster for recon, club survey about para and outreach athletes, 2026 planning calendar requests, and how to obtain the Zoom link for the Coach Committee clinics
 - vii. Update about planned downtime for SafeSport trainings
 - viii. (Fourth) reminder sent directly to STX member clubs that have not renewed the club for 2026
 - ix. Records updated for November
 - x. (Fifth) reminder sent directly to STX member clubs that have not renewed the club for 2026



Registration Chair Report

Submitted by Jessica Evans, Registration Chair

Meeting Date: Dec 9, 2025

- xi. Lists of athlete/nonathlete members not in good standing sent to all clubs (sent 11/14 and 11/25)

4. Ongoing Work

- a. Reminders and offering assistance to athlete and nonathlete members not in good standing or with initial registration requirements
- b. Meet recons and assistance with clearing swimmers to compete
- c. Updated the online officials roster to show current certification dates for officials
- d. Updates to the STX website.
- e. Adding meets submitted by hosts to add to the STX Meets Calendar.
- 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. Managed support tickets for members experiencing login, certification, and other issues with their member accounts.
- j. Reminders to clubs to submit meet financial summaries.
- k. Posting committee meetings on the LSC calendar and sending Zoom information.

5. Other

- a. Working on finding a resource to create an online store for officials to purchase STX branded attire for officiating. (Suggestion from the STX Officials Seminar.)
- b. Working on finding a vendor for STX travel teams.



Age Group Vice Chair Report
Submitted by Jennie Lou Leeder, Age Group Vice Chair

Meeting Date: December 2, 2025

In attendance:

Jennie Lou Leeder, Chair
Auria Arringdale, Athlete
Jeremy Block
Angie Fain
Kellie Ketay
Alexa De Luna

Discussed the 2026 Zones Trip

Jennie Lou had contacted the hotel we stayed at in 2025. Waiting for their proposal.

Discussed the need for one large room and not the two smaller ones we had last year. The committee decided that we should look at all airlines, not just Southwest due to costs increasing at SW. Discussed possible t-shirt themes: Blg Texas from the State Fair, Bucee's and other ideas were not selected. Going with Speedo and the big pattern backpacks, swimsuits that match, monogrammed chamois towels and swim caps.

Discussed hosting an athlete clinic needing to be moved due to the Spring HOD Meeting being the day we selected. Decided to move it one day earlier to April 11. Also, discussed and agreed that we need to rotate where the clinic is held. Last year was in San Antonio. This year will be in Austin. Three pools were selected to ask if we could have the clinic there, Kyle Nitro, Moody YMCA and a back up that we know we could get Schertz YMCA (close to SA, so we are going to try and get an Austin area pool first.)

Our next meeting is February 3, 2026 at 8pm. Members were asked to bring t-shirt ideas to the next meeting. Jennie Lou will have all the details finalized for hotel, food, and will be working on transportation.



DICE Chair Report
Submitted by Angie Fain, DICE Chair

Dec 9, 2025 8:00 PM

A. Current Quarterly Action Plan

- a. Create a STX Spotlight social media post introducing the athlete DICE Committee members highlighting their personal stories and reasons for wanting to serve on this committee.
 - 1. All 3 athletes on the DICE committee submitted their pictures and video on deadline. Information has been submitted to Jessica Evans to format and publish (permission granted by parents).
- b. Jessica discussed finding a way to increase awareness of those swimmers in our LSC that compete as para athletes.
 - 1. Hoping to do a Spotlight on para athletes by March.
- c. Jen Smetana proposed possibly updating the STX Website club information page to include information about scholarships offered.
 - 1. Jessica Evans created a form for coaches to fill out to collect data.
- d. Angie suggested that we look for programs in the STX Swimming that are doing community engagement efforts to expand the scope of swimming to populations that are underserved.
 - 1. This is a big project for the DICE committee and we hope to have some planning and scope for how to identify and best support communities serving underserved populations by August.

C. Action Items

- a. Angie will draft a request to send out to area teams to send information about how they are reaching out to help bring underserved athletes to their program. March 2026

Description	# needed	Indv \$	Total \$	Website
7' Buoy's Non-custom	5	\$209.99	\$1,049.95	https://meetsupplies.com/collections/buoys
24" yellow guide bouys	12	\$44.99	\$539.88	
24" green guide buoys	6	\$44.99	\$269.94	
Patch Kit	2	\$14.45	\$28.90	
Boston Replacement Valve 4-pack	2	\$10.95	\$21.90	
Halkey Roberts Replacement Valves	2	\$12.95	\$25.90	
AirHead High-Pressure Air Pump	2	\$69.99	\$139.98	
Polypropylene rope 500 feet	1	\$69.95	\$69.95	
Buoys shipping	1	\$200.00	\$200.00	
Cord Reel	20	\$9.99	\$199.80	https://a.co/d/0nUxbug
Carabiners 12pc	10	\$19.99	\$199.90	https://a.co/d/hTs8rHI
Counterweights 4pc	6	\$24.28	\$145.68	https://a.co/d/4YsS4yz
Finish shoot	1	\$1,490.00	\$1,490.00	https://gotinflatables.com/products/inflatable-start-finish-line-arch-for-water-races
SWAG for Officials/volunteers	40		\$347.92	https://www.pens.com/
TOTAL			\$4,729.70	

Treasurer's Monthly Report

South Texas Swimming, Inc.

For the period ended November 30, 2025



Prepared on

December 4, 2025

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Monthly Treasurer's Report

Report Period: November 2025

Erin Meise - Treasurer

Accomplishments & General Notes

- Sent National Reimbursement checks
- Added 2026 Budget to Quickbooks
- Began updating 2026 Forms for National Reimbursements for website
- Created Budget Tracking Sheets for Committee Heads
- Sent updated budget reports to committees
- Processed Outreach payments to clubs
- Ongoing: Paid Officials requesting dues and background check reimbursements through Chase BillPay.
- 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. Communicated with other board members regarding other mail received.

Financial Accomplishments

Plans

- Continue to invest in CDs with Chase based on their changing rates to maximize the investment.
- Consult with the Finance Committee if other options are available and meet USA Swimming Investment requirements.

Open Issues

- Six 2025 charges without a receipts

Profit and Loss

November 2025

	Total
INCOME	
47000 Program Income	
47100 Membership Dues	44,018.00
47300 Sanction Fees	5,075.00
47400 Fines	600.00
Total 47000 Program Income	49,693.00
Total Income	49,693.00
GROSS PROFIT	
EXPENSES	
60000 Program Expenses	
61100 Officials	
61110 Official's Dues Reimbursements	2,050.00
61120 BGC Reimbursement	460.40
61150 Official's Account Expenses	522.75
Total 61100 Officials	3,033.15
Total 60000 Program Expenses	3,033.15
70000 Operations	
70100 Contract Services	
70140 Contract Staff	2,300.00
Total 70100 Contract Services	2,300.00
70300 Bank Charges	1,819.42
70600 Postage and Shipping	8.32
70700 Office Software and Supplies	59.70
70800 Communications	10.00
70810 CRM Marketing (Mailchimp)	19.50
Total 70800 Communications	29.50
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	9,599.44
Total Expenses	12,632.59
NET OPERATING INCOME	
OTHER INCOME	
81000 Investments	
81090 Other Investment Gain/Loss	37,074.66
Total 81000 Investments	37,074.66

	Total
Total Other Income	37,074.66
OTHER EXPENSES	
90400 Investment Expense	1,579.41
Total Other Expenses	1,579.41
NET OTHER INCOME	35,495.25
NET INCOME	\$72,555.66