

**STSI Board of Directors Zoom Meeting**  
**Tuesday April 7, 2020**  
**9:00 a.m.**  
**Approved 4/14/2020**

**Call to Order**

The meeting was called to order 9:10 AM.

**Board Members Present:**

Chris Kjeldsen, Jessica Evans, Mike Varozza, Marc Digby, Mindy Donofrio, Mary Evelyn Bowling, Bill Spurgeon, Mark Parshall, Chris Coghill

**Board Members Absent:**

Kyle Valdez, Lauren Chaney

**Others present**

Jane Grosser, Brandan Hansen

**Verify Quorum**

A quorum was verified.

**Approval of Minutes**

Jessica Evans moved to pass the February 2020 and March 2020 BOD meeting minutes. Motion PASSED.

**Report of BOD Officers**

**Treasurer – Mindy Donofrio**

Mindy Donofrio is working on National reimbursements with an expected completion date before April 30<sup>th</sup>. Reimbursement requests submitted after the published filing deadline will not be processed.

**Age Group Chair – Bill Spurgeon**

Bill Spurgeon is continuing to proceed with Zones for now and encouraging athletes and coaches to apply.

**Safe Sport Chair – Mary Evelyn Bowling**

Mary Evelyn Bowling has sent out a Safe Sport email to all teams.

**Old Business**

21 of the 43 teams have responded to the questionnaire sent by the governance committee.

**New Business**

Chris Kjeldsen is encouraging all teams to apply for PPP.

The Governance committee is looking at ways to help teams during their shutdown.

Brendan Hansen said that USA swimming has purchased insurance for teams to hold virtual practices at an 8 athlete to 1 coach ratio. USA swimming is looking at the events schedule for the next year.

Jane Grosser shared an LSC Team Support Program Spreadsheet with the board.

Chris Kjeldsen moved to purchase Zoom for BOD meetings. Motion PASSED. Mindy Donofrio and Marc Digby will look into the purchase and set up the next BOD meeting via Zoom and also look into converting Uberconference account from a paid version to a free version.

**Adjournment**

The meeting adjourned at 9:59 AM.

**Next BOD Meeting**

April 14, 2020 at 11:30 AM via Zoom.

**STSI Board of Directors Zoom Meeting**  
**Tuesday April 14, 2020**  
**11:30 a.m.**  
**Approved 4/21/2020**

**Call to Order**

The meeting was called to order 11:32 AM.

**Board Members Present:**

Chris Kjeldsen, Jessica Evans, Mike Varozza, Marc Digby, Mindy Donofrio, Mary Evelyn Bowling, Bill Spurgeon, Mark Parshall, Chris Coghill, Kyle Valdez, Lauren Chaney

**Board Members Absent:**

None

**Others present**

BJ Allenstein

**Verify Quorum**

A quorum was verified.

**Approval of Minutes**

Chris Kjeldsen moved to pass the April 7, 2020 BOD meeting minutes. Motion PASSED.

**Report of BOD Officers**

**General Chair – Chris Kjeldsen**

Chris congratulated Austin Swim Club for reaching Club Recognition Level II with USA Swimming. Only half of the LSC teams have responded to the questionnaire sent out by the Governance Committee.

**Age Group Chair – Bill Spurgeon**

Bill Spurgeon is continuing to proceed with Age Group Zones meet. He still needs more coaches and athletes to apply.

**Championship Meet Committee – Mike Varozza**

The Championship meet committee will be meeting Monday, April 20, 2020.

**Finance Committee – Marc Digby**

The finance committee is working on the long-term program grant process.

**Operational Risk Chair – Adam Depmore**

No incidents reported last month. Reminder to clubs that any practice held must be at a site listed in SWIMS.

**Old Business**

Weekly BOD meetings April 21 and 28 moved to 11:30 AM.

LSC needs to obtain an attorney before any money is distributed. Jessica Evans and Chris Kjeldsen will be finding someone to help South Texas.

## **New Business**

LSC Roles and Responsibility – only the LSC Chairman should be talking to media on behalf of the LSC. The Board is being mindful of conflicts of interest when making decisions.

Marc Digby made the motion that the LSC provide the following guidance to all member teams: South Texas Swimming expects all member clubs to abide by all guidelines and orders published by the authorities in their respective jurisdictions (city, county, state and national). ~~For the avoidance of doubt, that means if your area is under a 'Stay Home Stay Safe' order, then in-person swim practices or dryland practices with South Texas Swimming member athletes and coaches should NOT be conducted. In jurisdictions where guidance may not be clear, member clubs should not be conducting practices if similar business (e.g. gyms, public pools, community rec centers, etc.) have been closed. South Texas Swimming encourages the use of remote options for general engagement or even dryland workouts to the extent they are practical and safe.~~

Mike Varozza amended the motion to only include the first sentence. Amendment and Motion passed. Mindy Donofrio will email the clubs and post on the website as a reminder.

BJ Allenstein presented the following proposal from the governance committee:

South Texas Swimming will rebate clubs \$20.00 per registered athlete due to the recent pandemic for the 2020 year. This will include athletes who are yearly members of USA Swimming, Inc. and, does not include flex or seasonal athletes.

- Teams would have to request the rebate in writing, or a Google form (request a specific amount)
- There is no team cap
- A rebate of membership as opposed to a specific dollar amount per athlete will remove any ambiguity with for profit vs. non-profit entities (501 c 3) organizations. South Texas Swimming's portion of membership is \$20.00. The remaining amount has already gone to USA Swimming, Inc.
- Requesting team must complete the USAS Safe Sport requirements by August 1, 2020. If a team does not complete the requirements, they will be required to pay the fees rebated back to them by September 1, 2020.

An amendment was made to change the following: \$20 per registered Premium Year around athlete, \$10 per flex athlete and \$2 per outreach athlete. Amendment passed.

A motion was made to table the original motion until tomorrow. Meeting will be on 4/15/2020 at 11:30 am. Motion Passed.

BJ will resend the proposal to the board with the amendment.

## **Adjournment**

The meeting adjourned at 1:35 PM.

## **Next BOD Meeting**

April 15, 2020 at 11:30 AM via Zoom.

**STSI Board of Directors Zoom Meeting  
Tuesday April 15, 2020**

**11:30 a.m.**  
**Approved 4/21/2020**

**Call to Order**

The meeting was called to order 11:34 AM.

**Board Members Present:**

Chris Kjeldsen, Jessica Evans, Mike Varozza, Marc Digby, Mindy Donofrio, Mary Evelyn Bowling, Bill Spurgeon, Mark Parshall, Chris Coghill, Kyle Valdez, Lauren Chaney

**Board Members Absent:**

None

**Others present**

BJ Allenstein

**Verify Quorum**

A quorum was verified.

**Old Business**

**Governance Committee Proposal** – Amended by BJ Allenstein, and BOD - PASSED

South Texas Swimming will rebate South Texas USA Swimming member clubs based on their athlete and coach membership numbers with USA Swimming as of March 16, 2020 plus \$25 (\$20.00 per registered premium year-round members, \$10 for registered Flex-members, \$2 for registered Outreach members, \$15 for Coach members of USA Swimming, Inc). Unattached members are not eligible. Clubs can request this payment by sending an email to the LSC (or completing a form, if utilized) and indicating the payment details (payee and mailing address). Generally, South Texas Swimming USA Swimming Member clubs must apply for assistance based on club code, not on individual sites. Multi-site/multi-organization clubs must manage the apportionment of application, assistance and payment internally. With guidance from the Finance Committee, the South Texas Swimming Treasurer will make reasonable accommodations (e.g. mailing separate checks) where practical. The deadline to apply for this rebate is July 31, 2020. For teams receiving assistance who have balance due accounts with STSI, the assistance will first be applied to their open balance, and the remainder distributed to the team. All clubs receiving a rebate must complete at least sections 1, 3, and 4 of the requirements for the club's Safe Sport certification by August 1, 2020 and provide documentation of completion. Any club that fails to do so will be required to REPAY the total assistance amount prior to renewing registration of club, coaches, or athletes for 2021.

- Require that all applying clubs certify the following in writing:
  1. The club intends to remain in operation with a similar size program in 2020-2021 season (registration in Fall 2020).
  2. The funds will be used to retain staff and facilities to support future USA-S programming.
  3. The club must provide written documentation that they APPLIED for (or are ineligible for) the U.S. Small Business Administration Paycheck Protection Program assistance from the Government. A copy of their financials or their application is NOT required, but rather some

acknowledgement (email from banker, receipt of application from website, approval of loan from lender, etc.).

Total program funding is \$150K. \$75K comes directly from eliminating National Meet Assistance (\$25K existing savings in SC, \$50K eliminating LC). \$75K funded by Board authorization to use other budget items that don't happen, or investment funds as needed.

Marc Digby and Mindy Donofrio will verify that money goes to clubs and not institution's/organization's general use fund.

### **Adjournment**

The meeting adjourned at 12:52 PM.

### **Next BOD Meeting**

April 21, 2020 at 11:30 AM via Zoom.

**STSI Board of Directors Zoom Meeting**  
**Tuesday April 21, 2020**  
**11:30 a.m.**  
**Approved 4/28**

**Call to Order**

The meeting was called to order 11:33 AM.

**Board Members Present:**

Chris Kjeldsen, Jessica Evans, Mike Varozza, Marc Digby, Mindy Donofrio, Mary Evelyn Bowling, Bill Spurgeon, Mark Parshall, Chris Coghill, Kyle Valdez

**Board Members Absent:**

Lauren Chaney

**Others present**

BJ Allenstein

**Verify Quorum**

A quorum was verified.

**Approval of Minutes**

Chris Kjeldsen moved to pass the April 14, 2020 BOD and April 15, 2020 BOD meeting minutes. Motion PASSED.

**Report of BOD Officers**

**General Chair – Chris Kjeldsen**

Chris Kjeldsen said that 24 teams have responded to the South Texas Survey. He would like to see participation of teams to be greater than 50% rate.

**Age Group Chair – Bill Spurgeon**

Both the Southern Age Group Zones and Sr. Zones meets have been canceled for 2020.

**Records Committee – Jessica Evans for John Vandermeer**

The South Texas records have been updated and posted on the South Texas website.

**Championship Meet Committee – Mike Varozza**

The Championship Meet committee proposed that all Long Course South Texas Championship meets be canceled for 2020. This includes STAGS and STX Champs. Motion PASSED.

**Treasurer – Marc Digby for Mindy Donofrio**

Mindy is working on mailing the National Meet Reimbursement checks to teams. Once those are complete, she will work on getting Rebate checks to teams that have applied. Currently there are 8 teams that have applied for assistance.

### **Old Business**

**USA Swimming LSC meeting** – USA swimming sent out 5 things for support. They are posted on the Covid-19 page of the South Texas Website. Swim Biz is hosting seminars. USA swimming is looking at hosting town hall meetings. USA swimming will be hosting a Safe Sport zoom meeting. USA swimming is looking at the time standards for Olympic Trials. Goal is to have 1400-1600 athletes at the meet in 2021 and the time standards may be changing.

### **New Business**

**Swimposium** – David Johnson is looking at hosting a South Texas Swimposium to coincide with the HOD meeting. The board agreed that he can develop a plan and present the plan to the BOD for review. There is a budget already set for a Swimposium.

**Reopening plan** – The board started to discuss a plan once swim teams start to reopen. They discussed “cooperation” between clubs and sharing resources as a way of helping all member clubs. The board will continue to look into a plan.

### **Adjournment**

The meeting adjourned at 12:31 PM.

### **Next BOD Meeting**

April 28, 2020 at 11:30 AM via Zoom.



**STSI Board of Directors Zoom Meeting**  
**Tuesday April 28, 2020**  
**11:30 a.m.**  
**Approved 5/5/2020**

**Call to Order**

The meeting was called to order 11:32 AM.

**Board Members Present:**

Chris Kjeldsen, Jessica Evans, Mike Varozza, Marc Digby, Mindy Donofrio, Mary Evelyn Bowling, Bill Spurgeon, Mark Parshall, Chris Coghill, Kyle Valdez, Lauren Chaney

**Board Members Absent:**

**Others present**

BJ Allenstein, Arianna Lax, Mike Koleber, Mitchell Patterson, Scott Gainey, Tim Byerly

**Verify Quorum**

A quorum was verified.

**Approval of Minutes**

Chris Kjeldsen moved to pass the April 21, 2020 BOD meeting minutes. Motion PASSED.

**Report of BOD Officers**

**TAGS Committee – BJ Allenstein**

The TAGS committee is meeting to discuss the LC TAGS meet.

**Registration/Treasurer – Mindy Donofrio**

FOC courses will be down May 22-23. National reimbursement checks have been mailed. 12 teams have received financial assistance.

**Safe Sport – Mary Evelyn Bowling**

Mary Evelyn has reached out to teams about safe sport requirement associated with financial assistance. USA swimming is holding Safe Sport webinars each week for parents, athletes and coaches.

**General Chairman – Chris Kjeldsen**

23 teams have responded to the questionnaire. Chris would like to see more teams respond. He has only heard from about half the teams in the LSC. San Antonio Wave and Longhorn Aquatics have received Level II recognition by USA swimming. There will be a town hall meeting on Friday at 5pm for teams and parents. The panel will consist of board members and Jane Grosser and Branden Hansen from USA swimming.

**Old Business**

None

**New Business**

None

**Adjournment**

The meeting adjourned at 12:27 PM.

**Next BOD Meeting**

May 5, 2020 at 11:30 AM via Zoom.