

NTSI Board of Directors Meeting
September 21, 2021
7:00PM (CDT)
ZOOM Call

We invite all members of North Texas Swimming to attend the Board Meeting, but we ask all non-board members to save questions for the end of the meeting.

Mission: Strive to be leaders within USA Swimming by inspiring excellence in swimming and in life.

Vision: To develop athletes, coaches, and officials who exemplify the highest levels of competency, sportsmanship, honesty, and dedication in the pursuit of excellence by adhering in all we do to the following principles: Outreach, Achieve Competitive Success, Encourage Volunteerism & Service, and Continuous Learning

1. Roll Call
 - a. BOD: Suzanne Dangelmaier, Nathan Gloier, Barbara Roselli, Chris Smith, Kenneth Chung, Lydia Chase, Carson Brockett, Cody Huckabay, Brandon Jones
 - b. Non-BOD: Stephanie Minervini, Sherry Gentry
2. General Chair - Suzanne
 - a. As we strategically plan, we should have processes in place that are best practices
 - i. Therefore, we have moved to electronic registration/payment processes to allow for checks and balances of invoicing/payments
 - b. Treasurer: Chris Smith (finish term through April 2022)
 - i. Introduction as treasurer interim. LAC parent.
 - c. Safe Sport Chair: Lydia Chase (finish term through April 2022)
 - i. Introduction as safe sport chair interim. COR parent.
 - d. The Treasurer and Safe Sport Chair are interim positions. Suzanne is appointing as general chair with ratification from the BOD.
 - i. *Motion to accept Chris Smith as the interim Treasurer and Lydia Chase as the interim Safe Sport Chair*: Nathan Gloier.
 - ii. Second: Kenneth Chung
 - iii. **Motion unanimously carries**
3. Admin Vice Chair: Barbara
 - a. LEAP Process Update - Completed LEAP

- i. Evaluation program for LSC's to make sure we're doing what we're supposed to be doing and what we can be doing better.
 - ii. NTSi is approved and LEAP certified for 2 years.
 - iii. One thing that was realized during this process is that NTSi needs to revise our strategic plan. The Governance committee will start work on this in the fall to present to the BOD in the spring and then to HOD in April.
 - b. Status of hiring LSC Services Manager and Bookkeeper
 - i. Bookkeeper
 - 1. The first candidate fell through, so starting over with candidates.
 - ii. LSC Services Manager
 - 1. 8 people applied. Will start interviews late this week and into next week. Once it is narrowed down, some BOD members will sit in on interviews. Looking to fill the position within the next 30 days.
 - c. Dan McAllen Scholarship Recipient
 - i. First recipient of this scholarship: Stella Todd with COR Swim Team.
 - ii. 6 athletes submitted applications. Eligible to receive \$500 toward their dues.
 - d. April 21-24, 2022: Denver Zone Workshops (planning for in person)
 - i. Admin Chair, Admin Vice Chair, Senior Chair, Age Group Chair, Treasurer/Finance Vice Chair, Senior & Junior Athletes, DEI, Safe Sport, Officials (??)
 - 1. We need to budget travel for everyone that needs to go.
 - e. Athlete Meeting/Voting
 - i. Saturday morning, USA Swimming special HOD meeting. We need athletes on that call to vote. Moving forward we need athletes on every committee that we have.
 - ii. Maybe start a pool of athlete reps to pull from for special committees, etc.
 - iii. Carson sent a list of 5 athletes to Suzanne.
 - iv. General rule: No more than 3 representatives from a single team may serve on the BOD. If athletes are chosen for a position outside of the BOD, it doesn't count towards that number.
- 4. Finance Vice Chair - Nathan
 - a. Banking and Financial policies:
 - i. Discussion of existing primary banking relationship (Wells Fargo)

1. Will look into 2-3 options to present. This is not urgent, but more of a future goal to look into.
2. Example of what they have found so far: Dallas Capital Bank built a proposal for NTSi - cost equivalent to what we currently have, interest rates were more favorable, more options for flexibility such as expense management, not tied to a person but to the organization.
- ii. Formalize separation of duties in LSC policy
 1. Will solicit feedback along the way.
- iii. 2022 LSC budget for Fall HOD
- b. Well-managed items for discussion:
 - i. Virtual post office box to replace existing Southlake PO Box
 1. Existing Southlake PO Box is up for renewal in November.
 2. What we currently pay for the existing PO Box: \$118/yr.
 3. Digital services range up to \$200/yr.
 - a. Upside: no one physically has to drive to check the PO Box, can see mail via an app, multiple people can check it, request to have physical mail periodically sent, can use this as a physical address (some entities will not accept PO boxes, so this helps work around this issue), no one will have to use their personal address to receive mail.
 4. What about physical checks we receive through mail?
 - a. That volume of checks will decrease due to electronic payment options. Already that amount of checks has decreased by 50%.
 5. Largest volume of mail that we have recently received is athlete reimbursement forms.
 - ii. LSC phone number to use with Banking, Vendors, General Inquiry
 1. Currently we have no expenses for this, because we don't have a LSC phone number.
 2. The expense would be \$10/month or about \$120/yr. This could be through Google Voice.
 - iii. By doing these 2 things (virtual po box and LSC phone number), this should get us out of the business of using personal identities, phone numbers, or addresses to conduct LSC business. Believes this aligns with best practices.
 - iv. What's the downside of us switching over to digital services?

Transition costs, tracking down anything lost in the initial shuffle, updating of forms and communicating with clubs.

1. What about privacy issues dealing with digital mail?
 - a. In general, services will scan the outside of the envelope of every piece of mail that is received. They do filter out junk mail/bulk mail. Customer can make the choice of picking it up (can set a location in the metroplex), waiting to have a batch mailed to you (cost a few dollars each time), or if something looks urgent the service can open and scan what you want to see. There is a limit built in to scanning services in general and then it becomes a per page cost. LSC does not foresee the need to use the scanning service. Most likely will have batches of mail sent to the bookkeeper or LSC Services Manager periodically. Mail can also be shredded.
 - b. Biggest concern is privacy and security dealing with who is opening mail when LSC checks/money is involved. Therefore the digital PO Box will only be used for filtering out junk mail, scanning the front of the envelope, forwarding batches of mail to a designated NTSi person, or as a physical location to pick up mail if needed.
 2. COPS has gone to a general team phone number and it has been received positively. Spending more than \$10/month.
 - v. *Motion to approve up to \$500/year to acquire a virtual PO Box and an online phone for the use of the LSC:* Barbara
 1. Second: Brandon
 2. **Motion unanimously carries.**
 - c. AUP (Agreed Upon Procedures Review)
 - i. On Friday, NTSi initiated contact with the firm that USA Swimming has provided to us for our AUP review (informal external audit).
 - ii. Our timeline is to be done by the middle of November to be in good standing with USA Swimming.
 - d. Internal audits - see a need to continue audits, will need to nominate new audit committee at Fall HOD to handle both 2020 and 2021 internal audits.
 - i. The USA Swimming AUP is more of a superficial audit, so our LSC would like to do more thorough audits to make sure checks and balances stay in place.
 - ii. This should catch us up to date and then plan to do future audits every spring.
5. TPC/sanctioning: Sherry and Stephanie

- a. As the LSC is working towards automated processes, Barbara and Suzanne have been discussing fillable pdf for the sanctioning process. This will alleviate the amount of work the sanctioning chair, currently Stephanie, has to do to ensure the verbiage is correct.
 - i. Reason this is brought up: with our new calendar, there seem to be questions whether some meets should be sanctioned or not.
 - 1. Sanctioning chair should work jointly with TPC so we follow our calendar that was adopted.
- b. What is the biggest challenge right now with the sanctioning process?
 - i. Stephanie:
 - 1. Thinks that some teams don't realize there is a bid process.
 - 2. The LSC bid process isn't as transparent as it could be.
 - 3. There has been coach turnover and they don't know the bid process.
 - 4. We need to have every meet on the LSC calendar.
 - 5. Teams forget to bid meets and then realize they want another meet - not a big deal and can be fixed.
 - 6. Changes in meets - not a big deal and can be fixed.
 - 7. Pool closures are huge right now. Teams are having to move meets because of it.
 - a. Do we want to rethink the current 60 day sanctioning timeline to a 30 day timeline? (Loos is closing and GISD isn't consistently available.)
 - 8. How do we solve the dilemma of teams not bidding meets?
- c. Stephanie has settled on a sanction exception process that is working:
 - i. A team will send in an exception to Stephanie who sends it to Sherry (chair of TPC). Sherry takes it to the TPC for approval. After the TPC reviews, Sherry emails Stephanie about approval status. The team then submits their sanction and sanction application to Stephanie.
 - ii. Discussion about the need for exceptions, since they were put into place because of COVID.
 - 1. Cody: a lot of the emails coming to the TPC are about different level meets on certain designated meet weekends. Suggests simplest way to deal with it is for Stephanie to deny it. TPC doesn't need to be involved with that.
 - a. Biggest frustration is we've gone for years with teams doing whatever they want to do. Teams don't come to HOD or are involved with the LSC. They're not

educated on the process. Then they're told no and they flip out.

b. Go back and clarify what policy and procedures tell us about hosting meets/competing meets.

d. TPC Bid meeting coming up on Sunday.

i. Technically no competing bids.

ii. Since there are no competing bids to vote on, what about a TPC calendar meeting instead?

1. Invite all LSC members to come to this meeting to work through some of these calendar conflicts according to policy and procedures. Also discuss 60 day vs 30 day sanctioning. This could then be presented at HOD.

a. Barbara: addressing policy and procedures - it wasn't captured in verbage, but bid weekends were intended to be designated to 1 level of meet on a weekend. For example: on X weekend only B/C level meets. So officials could know there will only be 6 meets, they will all be B/C, and there will be enough officials to go around.

i. The intent was to accommodate teams and the need for officials. To provide opportunities for all levels of swimmers. To ensure that if you took the time to bid on a meet, these expensive pool rentals would be covered because you would be guaranteed to have your division attend that meet.

b. Stephanie has noticed that the BB swimmers tend to get lost in the meet bids.

c. Cody has received feedback from most head coaches and they are not on board with what's going on with the calendar.

i. We need buy-in from head coaches! We need them to be part of this solution.

d. Suzanne wants TPC to come up with a solution to policy and procedures dealing with bid weekends to present to HOD. We need to come up with something we can work with. Test it out this year and if it's something that needs tweaking, at least we have something to work with. We need guidelines and

procedures of how we are going to follow this calendar.

- e. Kenneth: It would be interesting to know their objections. Need to understand where that is coming from.
 - f. Cody will continue to reach out to head coaches to get feedback about the calendar.
6. Any other board member reports
- a. Kenneth: Connect Lydia Chase with the Southern Zone safe sport representative. Barbara has his contact information and will share it with her.
7. Questions
8. Meeting adjourned at 8:19pm