

**STSI Board of Directors Conference Call Meeting**  
**Tuesday, November 10, 2015**  
**9:00 p.m.**

**Call to Order**

The meeting was called to order at 9:02 PM.

**Board Members Present:**

Mark Parshall, Jessica Evans, Janet Risser, Doug Donofrio, Charles Yang, Marcy Parshall, Trey Prinz, Kaila Byerly, Kay Gerken, Annette Duvall, DeZion Hartman, Tim Byerly, Scott Brown, and Ellery Parish.

**Board Members Absent:**

All board members present.

**Others Present:**

Mindy Donofrio, Phil Davis, Kathy Hartman, Jennie Lou Leeder, Lorna Anaya.

**Verify Quorum**

A quorum was verified.

**Reports of Committee Chairs, Coordinators, and Others**

**Registration and Membership     Mindy Donofrio**

For 2016, Mindy has registered 5866 athletes, 88 outreach athletes, 230 non-athletes and 33 clubs. The new system for registration is still going well. Mindy is notifying teams of their invoices each month.

**Adaptive Swimming Chair     Kathy Hartman**

Kathy said that this year the Can-Am meet will be in December in North Dakota and it looks like South Texas will not be sending either of the two eligible swimmers to the meet due to lack of interest based on the meet's date and location.

**Awards Chair     OPEN**

South Texas BOD is currently looking for an awards chair. Any recommendations should be sent to Mark.

**Open Water Chair        OPEN**

South Texas BOD is currently looking for an open water chair. Any recommendations should be sent to Mark.

**Camps and Clinic Chair    OPEN**

South Texas BOD is currently looking for a camp and clinics chair. Any recommendations should be sent to Mark. In the meantime, Marcy said that she would volunteer to do it until someone else is found.

**Club Development Chair    OPEN**

South Texas BOD is currently looking for a club development chair. Any recommendations should be sent to Mark.

**Safe Sport Chair    Jennie Lou Leeder**

No report.

**TAGS Committee TSA Chair    OPEN**

South Texas BOD is currently looking for a TAGS Committee/TSA chair. Any recommendations should be sent to Mark.

**All Star Committee TSA Chair        OPEN**

South Texas BOD is currently looking for an All Star Committee chair. Any recommendations should be sent to Mark.

**Meet Sanction Chair        Lorna Anaya**

The championship meets for short course season have been sent for approval.

**NTV Chair                Rick Allenstein**

Not present, no report given

**Diversity and Inclusion Coordinator    Cedric Rawls**

Cedric could not attend the meeting and sent his report via email:

Here are a few highlights at a high level that I would have provided last night on the call:

Diversity and Inclusion (D&I) Camps

- Every even numbered year ST has an LSC D&I camp, this has been partnered with NT
- Every odd numbered year the Southern Zone has a Zone D&I camp 2013 was in Charlotte, NC (ST had 1 athlete) and 2015 was in Arlington, TX (ST had 3 athletes, but 1 dropped out at the last min)

- We worked to have the D&I Zone camp follow the same reimbursement policy as the Zone Select camp
- The LSC D&I camp needs to have some method of funding to help make it more successful
- For the last two years ST has been represented at the National D&I camp

There has been better communication from the National D&I representatives, but this is just starting

- More is needed to align each LSC to do more with D&I
- More cross LSC communication is needed between the LSC D&I chairs

Path ahead for ST D&I

- Need to bring the website current (last update was spring 2015)
- Need to seek more funding for ST D&I
- Need to prepare for 2016 Summer events: Make a Splash and 2016 LSC D&I camp with NT

**NTV Chair**            **Heather Bleasdel**

Not present, no report given

## **Reports of Officers**

**Safety Coordinator**    **Charles Yang**

Charles received the quarterly safety report, showing 22 instances for the third quarter in South Texas. There were no teams listed on the report, which only provided a description of each occurrence.

## **Business**

### **Fee Appeal**

Phil Davis, head coach of Streamline Aquatics, requested the Board to refund the fee charged to his team's STSI account for a declined ACH transaction in October. The Board discussed the current policy regarding the fee and determined that the fee was charged according to STSI policy. **No motion was made to refund the fee.** Mindy will notify Streamline of the Board's decision.

**Audit**                            **Annette DuVall**

Annette sent an email to Didi Byerly to request the financials still needed to complete the audit. Didi is waiting for the revised 990 Form to be filed and then we will be able to move forward with the audit.

### **Committee Positions     Mark Parshall**

Mark told everyone that there are several committee positions open and that we need to look throughout the LSC to try to get committee members. Athletes need to be on every committee so we also need to reach out to athletes interested in getting involved with our LSC. Athletes must be at least 16 years of age to serve on a committee. The financial committee needs an athlete that is at least 18 years of age. All open positions for both athletes and non-athletes will be posted on the website. Anyone who chairs a committee should notify Jessica Evans of any members so they can be listed on the website.

### **Payment Extension Requests     Mark Parshall**

AAAA-NEAT and AAAA-NISD submitted formal requests (attached) to extend their payment dates in accordance with documented limitations in their accounting departments, which are not able to process payments within 10 days. Both requests were determined to be valid and comply with current STSI policy. The motion for extension was made by Jessica Evans to change the payment due dates as follows: For NEAT, payment will be due by the 30<sup>th</sup> of the month (or the next business day, if the 30<sup>th</sup> falls on a weekend or banking holiday), with a request to invoice NEAT twice during months when carrying a large balance so STSI, provided that STSI sends an invoice. For NISD, payment will be due by the 14<sup>th</sup> of the month (or the next business day, if the 14<sup>th</sup> falls on a weekend or banking holiday). The motion was seconded, and discussed. **Motion PASSED.** Mindy will notify teams of decision.

### **Revision of Payment Policy     Jessica Evans**

It was brought to the attention of the Board that the current policy reads that payment is due on the 10<sup>th</sup> business day of the month to avoid a late fee. The Board determined that for November that payments need to be received by the office by the 16<sup>th</sup> to avoid late penalties. Jessica made a motion to remove the words “business day” in the policy and procedure for due dates and fees such that payment needs to be received in the office by the 10<sup>th</sup> of the month or the next business day if the 10<sup>th</sup> falls on a weekend or banking holiday to avoid late penalties. The motion was seconded. Jessica will update the P&P to match the clarification. **The motion PASSED and is effective 12/1/15.**

### **Late Payments – Revoking Sanctions     Jessica Evans**

Jessica made a motion to revoke any existing sanctions for any team that has not paid its bill to South Texas by the 20<sup>th</sup> of the month (or the next business day if the 20<sup>th</sup> falls on a weekend or banking holiday). The motion was seconded and discussed. **The motion PASSED and is effective 11/10/15.**

### **National Reimbursements     Tim Byerly**

It was brought to the attention of the Board by Tim Byerly that there are four athletes (Jacob Huerta, CBA, Noah Henry, TST, Dakota Luther, ASC and Regan Barney, NITRO) who will lose funding for

the 2015 Winter Jr Nationals or 2015 Winter Nationals meets based on the new financial assistance policy adopted at the HOD. Under the old policy, they would be covered for these meets but the new policy of two meets per calendar year would limit their funding. Tim moved that these athletes receive funding for meets that fall under the old policy for this year only since the policy took effect at the HOD meeting. The motion was seconded and discussed. An amendment was made to cover Winter Juniors or Winter Nationals, but not both, and not to cover any other eligible meets under the new policy, for these athletes only, until 12/31/15. **The motion as amended PASSED.**

### **Increase Funding for National Reimbursements     Tim Byerly**

Tim Byerly made a motion to increase the budget line item for athlete and coach national reimbursements for the 2015 long course season to provide 100% of eligible reimbursement amounts. Currently athletes will be covered at 82% and coaches will be covered at 66% of eligible reimbursement amounts, with some potential outstanding items. The motion was seconded and discussed. **Motion FAILED.**

### **Reimbursement Due Date Tim Byerly**

Tim Byerly made a motion to change the due date for the financial assistance application for the short course season from January 31st to March 31st so that the due date is aligned with the last eligible short course meet available to athletes for financial assistance. The motion was seconded and discussed. **Motion PASSED.**

### **Evaluation     Personnel Committee**

The Personnel Committee is requested to conduct the 90-day evaluation with Mindy Donofrio prior to the next BOD meeting.

### **Adjournment**

Being no additional business, it was moved and seconded to adjourn. The motion passed and the meeting adjourned at 10:37 PM.

### **Next BOD Meeting**

Next BOD meeting, December 8 at 9:00 PM.

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**Sent:** Tuesday, November 10, 2015 8:41 PM

**Subject:** Request

Mindy and the STSI,Inc Board,

AAAA-Northside does not participate in the ACH program of billing for fees owed to South Texas Swimming, Inc. The Northside Independent School Districts' Business Office will not allow us to conduct business in this manner.

The Aquatics Department of NISD submits requests for remittance when invoices are received. We electronically forward them to the Business Office in the form of a Purchase Order. The Purchasing Department and the Business Office work together to make sure Purchase Orders are paid in a timely manner. Checks are cut on specific days and weeks and I don't want AAAA-Northside to be assessed a fine when this process is not in the hands of the Aquatics Department

That being said, consider this a formal request indicating that it takes time to process our checks through the school district and I am requesting an extended time of at least two days to make payments. The goal is to have payments received by the 10th.

Respectfully submitted,

R. Scott Zolinski  
Aquatics Director  
Northside Independent School District  
(210) 397-8988

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**From:** "Johnson, David" <[djohns1@neisd.net](mailto:djohns1@neisd.net)>  
**Date:** October 21, 2015 at 6:41:30 AM CDT  
**To:** Mindy Donofrio <[admin@stswim.org](mailto:admin@stswim.org)>, Mark Parshall <[markparshall@yahoo.com](mailto:markparshall@yahoo.com)>  
**Subject:** FW: Payment to South Texas

We hope that this will be the information needed by the office to avoid late fees due to our being school district based.

DLJohnson, NEISD Aquatics Coordinator

**From:** Levermann, Cathy A  
**Sent:** Tuesday, October 20, 2015 4:21 PM  
**To:** Johnson, David <[djohns1@neisd.net](mailto:djohns1@neisd.net)>  
**Cc:** Spurgeon, William G <[wspurg@neisd.net](mailto:wspurg@neisd.net)>; Funk, Karen L <[kfunk@neisd.net](mailto:kfunk@neisd.net)>  
**Subject:** RE: Payment to South Texas

Clarity of the invoice will go a long way toward getting the payment processed as quickly as possible. This last invoice was a large amount and had many lines verify so we could post the different items on the invoice to the correct district accounts – we cannot just blindly pay an invoice without verifying it to be accurate. It took Bill Spurgeon, Melyssa Barnes and myself over an hour to verify all charges were correct and what account each line should be posted to. There were a couple of items that Bill was going to contact USA Swim about on that invoice. Based on the descriptions, it looked as though we were charged for an extra person on one of the batches, we verified that was not the case

but that verification took time. If they could separate out the different costs and have an easy to understand description of the charges for each line, it would be easier to meet the timeline, although any timeline less than 14 days will be almost impossible. I understand that the invoices will, for the remainder of this year, have fewer lines on them to work through and that will help. Also, we will have to manually track how many people we have paid for from each batch # as the entire batch is not billed at the same time. Please understand, if the invoice is generated on the last work day of the month – Example 10/30/15 – And the payment has to be to the vendor by the 10<sup>th</sup>, we would have to have the invoice early enough on the 30<sup>th</sup> to verify the charges are correct, get the RFP input into the system, and Mrs. Funk would have to approve it before the end of the day in order to get a check cut that next week, on the 4<sup>th</sup> so it can be put in the mail to reach the vendor by the 10<sup>th</sup>. If any of the different verifications/approvals are delayed for any reason, the check would not be cut until after the 10<sup>th</sup>. Also, we are unable to process any transactions on the 1<sup>st</sup> business day of each month until the previous month is closed in accounting. We must have submitted to accounts payable any invoices we need paid, the Friday before the next check run, to insure the check is cut that next week and mailed out. If the last workday of the month is on a Monday, the check would be cut on the 10<sup>th</sup> and would not be to the vendor by the 10<sup>th</sup>. I realize that we may take longer to get an invoice paid, but we, in the school district setting, also have auditors that we must be able to answer to if they have any questions, so verification of the invoice is extremely important.

The RFP for the past due invoice was submitted on 10/12/15. It was approved by Mrs. Funk on the 12<sup>th</sup> and approved for payment in Accounts Payable on the 14<sup>th</sup>. The check will be cut on the 22<sup>nd</sup> and mailed on the 23<sup>rd</sup>. When there are questions about an invoice, the payment will also be delayed. We definitely should not be penalized for late payments when there are questions about the invoice. Until the invoice gets corrected/explained, we would not be able to process the payment.

The turnaround time of 10 days between receiving an invoice and making payment will be almost impossible to do, unless the days fall in just the right way to facilitate the process, and the invoice will have to be easy to understand/verify with no errors in order to process it that quickly. Generally accepted business practice is 30 days to pay an invoice, not 10 days. The district's normal business process is to pay vendors within 30 days.

*Cathy Levermann*

Staff Accountant  
Blossom Athletic Center  
[210-356-6918](tel:210-356-6918) Phone  
[210-491-6135](tel:210-491-6135) Fax