BOD September Board Meeting

Date: September 17, 2025
Participants: Cody Huckabay, Dan Hafner, Jaime Lewis, John McGough, Kat Sityar, Lorraine Temple, Nicole Fortunato, Sean Sell, Trey Hayes, Venuki Gamage, Matt Franks

---

Meeting Opening & Attendance

- The meeting was called to order at 10:04 AM.
- Quorum not met; voting postponed until next meeting.
- Attendance confirmed for Cody, Dan, Jaime, John, Nicole, Lorraine, Sean, Trey, Kat, Matt, and Venuki.
- Barbara had resigned effective August 31; her Admin Vice Chair position remains unfilled.
- Reminder not to turn off the AI minutes

General Chair Report

- Dan Hafner appointed as Admin Vice Chair and TPC Chair for the remainder of Barbara's term (~18 months).
- DEI role remains vacant; discussion about converting it from a committee chair to a coordinator for easier fulfillment.

Executive Director Report

Annual Summit

- Seven attendees planned: Nicole and Jaime (staff), Cody and Dan (HOD delegates), Lorraine (officials chair), Maddie Wyatt (Women in Governance), Venuki (athlete and Southern Zone athlete rep).
- Athlete attendance and parental concerns discussed; Venuki traveling from Austin, Heather unable to attend.
- An Athlete Summit planned for Southern Zone next summer was mentioned as a future opportunity.

Sanctioning Process

- Transitioning to USA Swimming Swim's database working well with no negative feedback.
- King Marlin meet in December is cancelled, reducing sanctions by two.
- Encouragement to simplify sanction requirements for developmental meets to aid growth and engagement.
- Discussion on less restrictive requirements on developmental meets.

Registration Status

- As of the prior Friday, membership numbers look good despite fee increases.
- Few non-athlete memberships renewed yet, which is expected due to early timing.

House of Delegates (HOD) Preparation

- Link sent to head coaches to confirm HOD delegates with a deadline of October 6.
- Focus on ensuring accurate delegate count and good standing with USA Swimming.

Proposed By-law Changes

- Proposal to allow executive director and treasurer to sign contracts to facilitate event planning. (6.11.1)
- DEI & SS role to be changed to a coordinator, eliminating the committee to reduce difficulty filling the position. (7.4.5)

Equipment Rental

- Current flat rental fee of $250 is considered too high, especially for limited equipment use (starter box, tripod, speakers).- Vote to make change via email.
- Lack of coordination: rented equipment forms and invoicing are not centralized; communication largely via Bob independently.
- Discussion about LSC possibly exiting the equipment rental business, selling equipment to interested clubs or DISD.
- Concerns about process improvements: use of Google Forms vs. carbon copy forms.
- Decision deferred to future meeting with a vote once quorum is present.

Age Group Camp Update

- Invitations sent out; strong acceptance and five coaches have applied for staff roles.
- Logistics and swag ordering are progressing.

Travel Policy

- New travel policy drafted, aiming for effective date January 1, 2026.
- Presented to head coaches for feedback.
- Board members were encouraged to review and comment ahead of the November meeting.

Technical Planning Committee 2026

Meet Bids

- Dan received 97 bids, with some conflicts.
- Plans to distribute a calendar and bid summary to the board for review.
- Potential conflicts to be resolved either at HOD or through coach collaboration.

Finance Report

Finance & Audit Update

- Audit Under Procedures (AUP) for the year completed successfully with no material issues.
- Improvements in documentation ongoing to expedite future audits.
- Working on opening the first Certificate of Deposit (CD) to improve returns on excess funds with paperwork expected to be finalized soon.

401K Plan

- Trustee designation needs updating due to Barbara's departure.
- Recommendation for Nicole Fortunato to be designated trustee.
- Risk considered minimal; plan utilizes third-party administration via Guideline.
- No vote required; disclosure shared for transparency.

HOD Meeting Logistics

- HOD scheduled for October 19th at 1:30 PM Central in Mansfield.
- Plan to arrange a meeting room for athletes to meet separately before the HOD at 12:30 PM.
- Jaime and Cody to coordinate logistics with athlete representative Venuki.

November Board Meeting

- Concerns about concurrent meets and logistics raised.

- Decision made to keep November meeting virtual (Zoom), scheduled for Tuesday, November 18th, 7:00 PM Central.

New Business

- **No new business**

Meeting Conclusion

- No quorum to vote on agenda items; votes deferred.
- The meeting adjourned (10:41 am) with thanks and plans for next contact.
