

NTSI BOD Meeting – January 13, 2026

Meeting Info

- Meeting: NTSI Board of Directors (BOD) Meeting
- Location: Zoom (virtual); portion moved to closed session with board members only
- Attendance: Quorum confirmed (board present). Noted attendees included Cody Huckabee (chairing), Jaime Lewis (staff), Nicole Fortunato (staff/finance), Lorraine Temple, Dan Hafner, John McGough, Trey, Trent, Gordy, Sityar (Katherina), Matt Franks, Adam Dayoub, Jim Smith, Denise Stewart, Brent Michell. Greg Davis noted in attendance.

Meeting Administration

- Meeting called to order at approximately 11:01 (local meeting time) after confirming quorum.
- Minutes from the November meeting were motioned, seconded and approved unanimously.
- Roll call completed by Trey.

Board Vacancy: DEI Position

- The board remains without a DEI (Diversity, Equity, Inclusion) representative.
- Discussion: Clarification that DEI position does not have to be a coach. Past activity included ideas such as a DEI camp, outreach to underserved communities, and scholarships; staff will support the role.
- Adam volunteered to help temporarily if no candidate was found within ~4–6 days and asked to be contacted by email if needed for formal appointment.
- Action: Cody will appoint someone later in the week if no volunteers come forward;

Elections & Board Applications

- Reminder that applications for board positions were emailed; elections to be held at Spring HOD.
- Jaime: application window closes Feb 4; submissions will be routed to the governance committee for review.

LEAP (USA Swimming) & Survey

- USA Swimming rolled out a new LEAP program; positive feedback from pilots.

- Nicole will create a JotForm for the board to complete before the March 9 in-person meeting.
- Jaime will lead a brief LEAP review during the March 9 meeting and compile responses in time for the April submission deadline.
- Action: Board members requested to complete a survey prior to March 9.

Membership & Registration Notes

- Year-end finished strong financially; Nicole to cover details in finance section.
- Staff highlighted recurring registration issues: parents selecting incorrect member types (e.g., coach, junior coach) and duplicates when athletes turn 18 (APT requirement). Fix: administrators can make the member type unattached and initiate transfers.
- Suggestion: advise parents to avoid registering via phone to reduce errors.
- Reminder for meet entries: ensure athlete first/last name, date of birth, and USA Swimming ID are correct; athletes must be current members at time of swim (including APT requirement for adults).

Travel Policy — NCAA Wording

- Jaime said she is awaiting wording from USA Swimming related to NCAA considerations to add to travel policy; will circulate when available.

Equipment/Contract with Lifetime

- No update from Lifetime due to holidays and staff availability; transition was planned for April, but board advised to consider a Plan B.

USA Swimming Beta App Testing

- USA Swimming seeking stakeholders (coaches, athletes, parents, officials) to beta test a new app; link shared ([Link to apply to be beta tester](#)). Jaime will ensure Venuki receives it.

Upcoming Events & Travel

- Jaime attended the Greater Southwest meet Jan 29–31 and visit Arlington for a Saturday morning session.
- March 9: in-person board meeting/workshop (half-day; likely start ~9–10am, end ~2–3pm). Jaime seeking venue;
- April 19- House of Delegates (HOD); planning to hold HOD in person—time proposed around 12:30 doors open, meeting 1–3pm.
 - Matt looking into getting Frisco

Website Redevelopment

- Jaime shared a test site created by a vendor (Commit) for a new NTSI website.
- Key features shown: automated meet pages, dynamically updated records and top-times linked to meet results, and officials' page. The site is simple and clean; backend auto-populates meet records from results.
- Lorraine asked about an officials tab
- Action: Jaime to coordinate with the vendor and present a pre-launch preview to the board.
- Cody proposed April 1 (for long course) as a target to go live for the new website; the finalized goal was to go live April 1.

Committee Reports (brief)

- Age Group Committee (Trent): Nothing notable to report.
- Senior Committee (John): Open water program moving forward; Jaime and Kennedy involved; Kennedy to head coaching for trip; further details forthcoming.
- Officials (Lorraine): Report presented (details not elaborated in transcript). Lorraine requested an easy-to-find officials tab on the new website.
- Technical Planning Committee (Dan): Planning meeting scheduled next Thursday (22nd) at 11:30am to hash out 2027 calendar; John and others expected to attend.

Finance Report

- Nicole presented year-end financials and reported net positive income; registrations were financially ahead of budget despite total registration count (~150 fewer) relative to prior year.
- January registrations tracking ~75% of prior year at that point—still strong start.
- Finance highlights:
 - Interest income exceeded budget due to shifting funds into higher-yield, low-risk vehicles (two new CDs and intent to open a higher-yield money market). All accounts FDIC insured.
 - Goal: diversify funds across banks to maximize quarterly interest while maintaining low risk.
- Sityar (Katherina) emphasized the finance committee will meet to discuss programmatic uses for surplus funds (benefit members/coaches). Audit passed and taxes filed.
- Action: Finance committee to consider program expansions or member benefits using increased interest/income.

New Business

Travel Reimbursement Policy and Rates (ACTION & VOTE)

- Jaime and Nicole presented proposed per-day reimbursement rates for 2026 and sample total reimbursements per meet:
 - Other (NCSAs): \$175/day (previously listed as “other” since NCSAs are a non-USA Swimming championship)
 - Bronze meets: \$200/day
 - Silver meets: \$225/day
 - Gold meets: \$250/day
- Discussion points:
 - The policy change was intended to simplify and streamline reimbursements vs. previous GSA per diem-based system.
 - Parent perspective (Sityar): total reimbursement per meet (column E) is most relevant; per-day rates affect totals based on meet length.
 - Concern: parity between NCSAs and Futures/Winter Juniors; Cody proposed making NCSAs equivalent to Futures.
- Vote #1: Motion to accept reimbursement amounts as presented (with the noted intention to adjust NCSAs). **Motion passed.**
 - Other- \$200/ day
 - Bronze- \$200/ day
 - Silver- \$225/ day
 - Gold- \$250/ day
- Cody proposed policy change to reclassify Winter Juniors as Silver-level and to consider promoting Summer Juniors to Gold-level.
 - Motion made and seconded to promote Winter Juniors to Silver level and promote Summer Juniors to Gold as discussed. Discussion included match of meet caliber and number of meet days; clarification that winters/juniors are 5-day meets.
 - Vote: **Motion passed.**
 - Effect: Policy updated to reflect new meet tier classifications and associated reimbursement amounts.

Open discussion

- Jim (James Smith) raised concerns about the concentration of meets on the same weekends, high athlete counts, and limited race opportunities per swimmer. Cited December weekend where NTN and LAC hosted meets leading to ~1,300 swimmers across events.
- Suggested moving to a more open market scheduling system and having Technical Planning present a master calendar to HOD for approval; encouraged improved coordination among teams to reduce conflicts and workload on parents, coaches and officials.
- Action: Jim requested to attend the Technical Planning meeting to discuss the 2027 schedule; Technical Planning to consider these suggestions when creating the 2027 calendar.

Housekeeping BOD and HOD meeting

- Upcoming meetings:
 - Technical Planning meeting next Thursday (22nd) at 11:30am.
 - Board workshop/in-person meeting: March 9 (half-day; venue TBD).
 - House of Delegates: April 19 (in-person; timing planned around early afternoon).
- Jaime and Cody to coordinate logistics for March 9 and HOD; Matt to help secure location for April HOD.
- Jaime to distribute LEAP and other informational links; Nicole to create JotForm for LEAP survey responses.

Adjourned at 11:45 am

DRAFT