

New Mexico Swimming Board of Directors Meeting (BOD) Minutes



Albuquerque Academy West Dining Hall
January 6, 2019

1. Roll Call Attendance:

Executive Board of Directors	Committee Chairs and Coordinators
Michelle Wemhoner (General Chair)	Lori Onsaе (Officials Chair)
*Jeremiah Stanton (Admin Vice Chair) Program Operations Chair)	Deborah Kruhm (Registration Chair) (Sanctions Chair) (Safety/Disability Chair)
Ken Bernier (Secretary)	Tom Cyprus (Computer Chair)
*Linda Corliss (Treasurer)	Andrea Campbell (Records/Top10 Tabulator)
Janet-Lyon Huffman (Finance Vice Chair)	
Marissa Campbell (Senior Vice Chair)	
Daryl Wells (Age Group Chair)	
Aimee Dunavant (Coach Representative)	
Davin Ruggles (Senior Athlete Rep.)	
Jordyn Wemhoner (Junior Athlete Rep.)	

* Call in

Missing Members: Mike McCluhan (Club Development Liaison), Gordy Westerberg, Doug Forbes (Diversity/Inclusion Chair), John Butcher (Camps Coordinator)

Meeting Called to Order at 1:00pm by Michelle Wemhoner (General Chair).

2. Reading, correction, adoption to April 2018 minutes

Michelle Wemhoner stated that the biggest agenda item is reviewing, discussing and voting on the NMSI budget. Discussed the proposed agenda and the issue of technical swimsuits for 12 and under was raised with an implementation date of September 1, 2020 for NMSI. Tom Cyprus voiced concerns that no HOD notes were passed and posted after the BOD/HOD Meeting on September 2018 and the concern was noted by Michelle Wemhoner. Michelle indicated that incoming NMSI Secretary, Ken Bernier, will now be responsible for drafting and submitting BOD/HOD Minutes going forward. A few BOD members asked where the agenda was located? Michelle explained that the BOD agenda for the meeting is located on the NMSI web site under the January 2019 area. Michelle also emailed a copy of the agenda to everyone in the meeting. Michelle informed everyone that the next BOD/HOD Meeting is scheduled for April 13, 2019 from 10:00am – 3:00pm at a location TBD.

3. Reports of Executive Committee.

1. Finance Vice Chair (Janet Lyon-Huffman and Treasurer Report (Linda Corliss)

1. The proposed budget from 9/1/2018 to 8/31/2019 was presented at 3:10pm by Janet. Lots of discussion ensued because NMSI run a negative balance for the previous year. The BOD is looking at ways to reduce costs to make up for a shortfall of revenues.
2. Athlete and Coach travel requests from NM swimmers attending Junior Nationals, Sectionals, Texas Long Course, and Futures. NMS spent more than raised. Tom highlighted the fact that there was more money being allotted to Junior and National reimbursements than was required and that there was less money being allotted to Sectionals level reimbursements. Based on the discussion, Janet will reallocate money or reduce money from the budget columns in questions to even it out. 10K will be allotted for FY19.
3. Office Manager position will be revised from an average salary of 17K and will be reduced to a salary range of 9K-12.5K. The discussion was regarding total hours being worked every week on office manager functions. Discussions indicated that certain weeks would be more intense than others and that approximately 9 hours of work per week were suitable for a new posting for the office manager position. Jeremiah recommended that a Task Force be created to determine how many hours are required for an effective office manager position and that it will fit within the salary range of 9K-12.5K. This issue and will be listed under New Business.

Motion to Create an Office Manager Task Force – Andrea
Second - Debbie.

Opposed by three – Janet, Amy, Daryl.
Motion Passed.

4. Discussions took place regarding the amount NMSI is paying for insurance and questions were raised about whether NMSI was paying more than what USAS required. No action taken.
5. Janet talked about different accounts NMSI has with Bank of Albuquerque and the \$42 dollars a month that is charged for the NMSI Debit Card, \$20 dollars a month for AG Zones Travel and \$22 a month for a checking account. Janet also discussed that over a three - year period only \$8 dollars of interest was paid to capital savings. Linda did indicate that being in Los Alamos she does have a method to access what is necessary as the NMSI Treasurer. Daryl also mentioned that there are issues that he has experienced with the cards when on travel for Western AG Zones. Janet recommended a new committee to explore this issue and will be listed under New Business.
6. Tom suggested that a change be made concerning B Championship Awards. Linda asked if swim caps or awards were more important to the young swimmers at B Championships. Linda also mentioned that if awards were more important that swim caps could be sold for a minimal amount of \$3 or whatever was decided. At the conclusion of this budget line item, Janet will set awards at 12K for FY19. Davin and Jordyn will reach out and ask athletes what is more important to them regarding awards and swim caps.
7. Davin and Jordyn asked if Banners are required at State Championship Meets for the top teams. Daryl and Tom both expressed a need to continue this tradition and everyone in the meeting agreed. Banners will stay.
8. Based on input from all member present, Janet will remove 14.5K from the FY19

Budget.

Motion to accept the Budget presented by Janet - Daryl

Second - Lori.

Motion Passed - All Approved.

2. Senior Athlete Representative (Davin Ruggles)
 1. Davin explained the rationale for preparing a Powerpoint® presentation for the Athlete Representatives. The presentation will be used by future NMSI Athlete Representatives to understand their roles and responsibilities after being elected.
 2. Request the election process for new athlete reps and a term for team and at-large reps.
3. Admin Vice Chair (AVC) Report (Jeremiah Stanton)
 1. Jeremiah feels that the total amount of money for an office manager position is too high. The original position was posted at an average salary of 17K and has since been reduced to a range from 9K-12.5K. The discussion was regarding total hours being worked every week on office manager functions. Discussions indicated that certain weeks would be more intense than others and that approximately 9 hours of work per week were suitable for a new posting for the office manager position.
4. Age Group Vice Chair Report (Daryl Wells)
 1. The three-year average cost to send approximately 60 swimmers to Western AG Zones is 67K. The budget lines do show that 25K comes from NMSI and another 2K from Swim Meet contributions. It is unclear where the other 40K has been coming from so discussions were unclear to all in attendance. However, it did appear that there is a sponsorship fund and that has been drying up through the years.
 2. Daryl and Tom got into a discussion about sending less swimmers. Daryl brought up the fact that some parents would be upset knowing that NMSI is raising the standard and decreasing the number of swimmers that will be attending Western AG Zones going forward.
 3. Daryl will look at ways to reduce costs such as reserving rooms bit earlier, fewer coaches and fewer chaperones.
 4. Daryl indicated that NMSI will reduce the number of swimmers attending Western AG Zones to 40 and under beginning in August 2019 at Mount Hood, Oregon.
5. General Chair (Michelle Wemhoner) - *no report*
6. Senior Vice Chair (Marissa Campbell) - *no report*
7. Secretary (Ken Bernier) - *no report*
7. Program Operations (Jeremiah Stanton) - *no report*
9. Coach Representative (Aimee Dunavant) - *no report*

4. Reports of committees and coordinators

1. Membership Report (Deborah Kruhm)
 1. 21 clubs.
 2. 1242 athletes. The total numbers are down from the previous year.
 3. 196 non-athletes.
2. Safety (Deborah Kruhm)

1. Since the previous meeting in 09/18, Deborah was not receiving accident reports. Deborah has been put back on the list and has received three (3) accident reports. Teams should continue to submit the accident reports to USAS and Deborah will be forwarded them.

Motion to accept the information presented by Deborah - Andrea
Second - Tom.
All Approved.

3. Officials Chair (Lori Onsaie)
 1. Lori was asked to produce a list of NMSI Officials that work outside the LSC.
 2. Lori explained to the BOD that an outside official from Arizona, Mary, will travel to the NMSI Short Course State Championships to be the N2/N3 Evaluator. Daryl asked why our own LSC certified N2/N3 Officials can't evaluate other NMSI officials. A committee may need to be created to figure out what is and is not legal from the eyes of USAS regarding N2/N3 Evaluations.
 3. Lori explained that it has been difficult to keep the Officials budget line under 4K but will keep under 4K by keeping a close eye on what is being paid out of the Officials Budget line.
4. Diversity and Inclusion (Doug Forbes) *no report*
5. Safe Sport (Marissa Campbell) *no report*
6. Operations Report (Jeremiah Stanton) *no report*
7. Championship Meet (TBD)
8. Club Development, Computer, Officials, Records/Top 10, National Times, Equipment, Camps, Swim-a-thon. *no reports*

5. Unfinished Business

1. NMSI By-Laws Committee is being spearheaded by Andrea Campbell and the following are members of the By-Laws Committee: Michelle Wemhoner, Jeremiah Stanton, Ken Bernier, Davin Ruggles, Jordyn Wemhoner, and Lori Onsaie. Andrea explained that there will need to be meetings to get this done right and will plan future meetings with the By-Law Committee members.
2. Deborah Kruhm expressed concerns about the Team Unify Utility for Team Registrations and the amount of time it is taking teams to submit the registrations and the amount of time it is taking her for athlete and non-athlete registrations. Deborah and other BOD members also expressed concerns with the new USAS web site and how difficult it has been to try to understand where everything is located.
3. Andrea Campbell indicated that there are no duties for the Vice Admin position. Through the discussions taking place it sounds like duty descriptions for all elected and non-elected BOD position be developed.
4. Elections/Nominations:
 1. Computer Chair is now Tom Cyprus.

6. New business

1. Davin will create a document outlining the roles and responsibilities of athlete representatives.

2. At the Short Course State Championship in March is when the elections take place for Athlete Representatives. Applications for nominations are due prior to 11:59pm on the Wednesday evening prior to the State Championship Swim Meet.
3. An Office Manager Task Force was created to explore the options of pay range and hours worked for the office manager position. Team consists of Michelle, Janet, Deborah, Jeremiah, Andrea, Lori, Davin and Ken. First meeting will take place after the B League Meet on January 20, 2019.
4. The Senior and Junior Athlete Representatives cannot be form the same team.
6. Davin and Jordyn will reach out to athletes and determine if ribbons or caps are more important at championship meets.
7. Office Manager Task Force was approved. Task Force will consist of the following people: Deborah, Janet, Jeremiah, Andrea, Lori, Davin, Michelle and Ken.
8. Significant USA Swimming Rule Changes
12 & Under - Banned tech suits starting on September 1, 2020. The ban does include exceptions for top-tier regional and national championship meets, including Junior Nationals, US Open, National Championships and Olympic Trials.
9. By-Law Committee will explore and present findings concerning how NMSI conducts business.
 1. Coach Representative: Provision A – two - year terms
Provision B – Vote during HOD
 2. General Chair Voting: Option A – Governing Ourselves (Chosen)
Option B – Outside Representation (Not Chosen)

7. Adjournment:

Motion to Adjourn - Michelle
Second - Tom.
Motion Passed - All Approved.

Meeting Adjourned at 3:20pm.