

# New Mexico Swimming Board of Directors Meeting (BOD) Minutes



Albuquerque Academy West Dining Hall  
April 13, 2019

## **1. Roll Call Attendance:**

<b>Executive Board of Directors</b>	<b>Committee Chairs and Coordinators</b>
Michelle Wemhoner (General Chair)	Lori Onsaе (Officials Chair)
Jeremiah Stanton (Admin Vice Chair) Program Operations Chair) arrived at 12:30pm	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)	*Mike McCluhan (Club Development Liaison)
Vacant (Senior Vice Chair)	John Butcher (Camps Coordinator, Swim-a- Thon Chair, Athlete Members)
Daryl Wells (Age Group Chair) Arrived at 12:40pm	Joe Wemhoner (Nominations Chair)
Aimee Dunavant (Coach Representative) Arrived at 1:10pm	
Davin Ruggles (Senior Athlete Rep.) Arrived at 1:00pm	
Jordyn Wemhoner (Junior Athlete Rep.)	

\* Call in via Zoom

Missing Members: Doug Forbes (Diversity/Inclusion Chair).

Guests: Murray Kelley, Bev Leasure, Tyler Kelly, Brandi Nolen, Elizabeth Brown.

Meeting Called to Order at 11:16am by Ken Bernier (Secretary).

## **2. Reading, correction, adoption to January 2019 minutes.**

Michelle Wemhoner opened the meeting by presenting the BOD/HOD agenda through a presentation device and screen for all in attendance. Michelle also stated that the meeting agenda and all information for the meeting could be located at the NM Swimming web under the LSC Meeting Tab.

Michelle addressed the January 2019 Minutes and indicated there were no corrections. Michelle asked if there was a motion on the floor to adopt and approve the January 6, 2019 BOD minutes.

**Motion** by Lori Onsaie, second by Andrea Campbell. Accept minutes from January 6, 2019 meeting.

**Motion passes unanimously.**

**Motion** by Tom Cyprus, second by Andrea. Accept reports.

**Motion passes unanimously.**

**Motion** by Michelle Wemhoner, second by Jordyn Wemhoner. Accept Admin Vice Chair and Age Group Chair reports.

**Motion passes unanimously.**

### **3. Reports of Executive Committee Officers.**

#### 1. Finance Vice Chair Report (Janet Lyon-Huffman)

1. Janet provided an overview of the Swim Meet Income spreadsheet. After discussions began, it became clear that there were two missing revenue columns from two meets throughout the season. Both meets were run by RACE-MAKO but the head coach was running late for the meeting so more discussions would take place during the HOD meeting when Jeremiah was present. Also, it was noted that the B League #3 Meet was just paid in full the week of the BOD/HOD Meeting.
2. John brought up the fact that teams have 30 days after a meet is done to pay meet fees or else it is possible to get reprimanded and not allowed sanctioned meets in the future. A discussion took place about barring teams from sanctions that did not pay the meet fees until further notice.
3. Linda presented information regarding failure to publish meet reports within the 30-day window. Linda discussed that the fine of \$50 dollars for failure to report within 30 days after the meet is not a severe enough penalty and that a proposal to change the NM Swimming rules and regulations will be addressed under Resolutions and Orders later in the meeting.
4. Without having RACE-MAKO in attendance, it is not possible to determine the revenue shortfall for the two missing meets. More discussion will follow later in the meeting. Janet and Linda speculated that there will be an added \$7K to \$10K.
5. Tom suggested that a change be made to allow for checks and balances between the Treasurer, Registrar/Sanctions, General Chair, and coaches so that there is more communication between a team failing to produce the meet reports within 30 days and the assessed fines.
6. Janet reports that Swim Meet revenue is down 25% as of the meeting without the payment from the missing swim meets.

#### 2. Treasurer Report (Linda Corliss)

1. Linda discussed travel reimbursement and informed the members in attendance that three athletes don't meet the requirement for reimbursement. Sefilina Maile will not be reimbursed travel because she does not meet the eligibility criteria of residing in the New Mexico LSC for one year. Jack Hoagland and Kendell Southwell will be reimbursed for the 2018/19 Short Course Yard season for Winter Junior Nationals in 12/18 because the

- tardy registration paperwork was received for the 2019 Calendar Year and they will not be reimbursed for the subsequent season(s) as a result.
2. Total reimbursement will equal approximately \$14K if no other athletes submit paperwork for athlete travel reimbursement.
  3. Additional travel reimbursement requests may be coming in from Four Corner's Sectionals swim meet because the athletes are still within the 30-day window for reimbursement.
  4. Tom informed Linda that Gordy Westerberg needs to have a \$250 total added to the Treasurer spreadsheet.
  5. Lori indicated that Ken received more for travel reimbursement than the other two officials and it was explained that is in the rules and regulations for officiating at higher level swim meets.

**Motion** by Andrea Campbell, second by Tom Cyprus. Accept travel reimbursements and have Linda write the checks.

**Motion passes unanimously.**

3. Senior and Junior Athlete Representative Report (Davin Ruggles, Jordyn Wemhoner)
  1. Charger Aquatics athletes are the only people showing up to the athlete meetings.
  2. Joe and Tom discussed the possibility of ramifications to teams.
  3. Andrea and Janet both expressed concern that the timing of the meeting was not suitable for most athletes because there was an APS dance the evening of the meeting.
  4. Lori stated that the athlete meeting should be fun. Daryl indicated that his belief is that the meeting should be about the swimmers.
  5. Janet recommended that the athlete representatives create NM Swimming athlete snapchat and Instagram accounts to communicate better among one another.
  6. Camden Fouser was voted in as the new Junior Athlete Representative effective 09/01/19.

**Motion** by Jordyn Wemhoner, second by John Butcher. Accept athlete representative report.

**Motion passes unanimously.**

4. Technical Planning Committee and Admin Vice Chair (AVC) Report (Jeremiah Stanton).
  1. Coaches voiced frustration that swimmers were not given the opportunity to swim several events during the season that matched up with the B Championships' events that were offered at the end of the season.
  2. The TPC will look in to the event schedules at the various meets throughout the season and revise where necessary. The TPC will need to propose various meet events that will align with B Championships.
  3. Linda raised a concern that NM Swimming is picking up the costs of awards.
  4. Several members talked about changing the name of the B Championship Meet to a name that reflect a B Level swimmer. Various names were mentioned and included Zia Meet, B Finals, and Novice Meet. A new name was not selected.
  5. Members requested that Super Finals at State Championships should be placed in a different awards bracket.

**Motion** by John Butcher, second by Linda Corliss. Accept motion advancing to HOD Meeting.  
**Motion passes unanimously.**

6. Discussions ensued about using templates for all meet announcements. State Championships will use a template. Teams will have the luxury of tailoring meet announcement information assuming they have the required information from USA Swimming.
7. Awards at swim meets have become very expensive with the reduction of incoming revenue. On average the LSC pays between \$15K and \$20K for awards every year. Members are recommending that during championship meets the top 3 will receive medals and places 4-8 will receive ribbons. Currently the top 8 receive medals. Discussions addressed providing state swimming caps for free or having swimmers buy the swimming caps for state championships.

**Motion** by John Butcher, second by Tom Cyprus. Accept motion advancing to HOD Meeting.  
**Motion passes 5 approved and 3 opposed.**

8. State Championships late registration for one swimmer from ABQ Dolphins. Recommendations from several members to have a review committee prior to allowing a swimmer to participate. There is a \$200 penalty that should have been paid by the team to NM Swimming and that has not been received yet.

**Motion** by Lori Onsaе, second by John Butcher. Accept TPC Report.  
**Motion passes unanimously.**

5. Age Group Vice Chair Report (Daryl Wells)
  1. The report contained information about buying gear through the New Mexico Gear store at Swimming Outlet and NM Swimming receives 10% revenue on sales generated to support the AG Zone's Team.
  2. It is estimated that there may be up to 40 swimmers attending AG Zones at Mt. Hood Oregon in 08/19 and the estimated cost per athlete will be \$1150.
  3. Daryl produced a new check-in and check-out procedure for the athletes attending AG Zones that will take effect immediately.
6. General Chair (Michelle Wemhoner) - *no report*
7. Senior Vice Chair (Vacant) - *no report*
8. Secretary (Ken Bernier) - *no report*
9. Program Operations (Jeremiah Stanton) - *no report*
10. Coach Representative (Aimee Dunavant) - *no report*

**Motion** by Andrea Campbell, second by Tom Cyprus. Accept to listen to additional reports.  
**Motion passes unanimously.**

#### **4. Reports of Copordinators and Chairs**

1. Officials Chair (Lori Onsaе)
  1. Lori discussed the fact that we have 16 Meet Referees but less than half work at swim meets. Also, there are only 3 Administrative Referees. We need more

qualified officials in these two critical positions.

2. Lori explained to the BOD that Mary Kramer from Arizona and John Lorimer from Colorado are willing to travel in support of NM Swimming meets.
3. Lori and Ken discussed CJ and TLCJ positions outside of our LSC and officials are now being certified on their registration cards and job descriptions are being written.

**Motion** by John Butcher, second by Jordyn Wemhoner. Accept Officials Chair report.

**Motion passes unanimously.**

2. Diversity and Inclusion (Doug Forbes) *no report*
3. Safe Sport (Andrea Campbell) *no report*
4. Operations Report (Jeremiah Stanton) *no report*
5. Records/Top 10 Tabulator (Andrea Campbell) *no report*
6. Championship Meet (TBD) *no report*
7. Club Development, Computer, Equipment, Camps, Swim-a-thon. *no reports*

### **5. Presentation of Annual Audit**

1. Extension for taxes has been filed for July 15, 2019.
2. On August 31 of every year is when the year end and that is when the LSC needs to work with USA Swimming regarding taxes.
3. Janet has completed an internal audit and there was one minor correction that offset so the Liabilities and Assets match one another in the books.
4. Janet requested to purchase new software to replace what is being used now. A decision between Quicken Journal Entries and Quick Book Pro will be made and Janet was informed to purchase through the budget line.

### **6. Unfinished Business**

1. Andrea Campbell stepped away from this position of responsibility and the NMSI By-Laws Committee is now being spearheaded by Janet Lyon-Huffman and the following are members of the By-Laws Committee: Michelle Wemhoner, Jeremiah Stanton, Ken Bernier, Davin Ruggles, Jordyn Wemhoner, and Lori Onsa. Janet will decide on how to conduct future meetings with the By-Law Committee members. Michelle Wemhoner provided a very thorough By-Laws template and indicated that most LSCs reported working on the template for 4 hours and that was a timeframe to shoot for.
2. Flex membership was raised for a second time after not passing the HOD vote in April 2018. The pros and cons were discussed regarding partial membership equals partial costs. Also, a discussion took place about the risk of doing this?

**Motion** by John Butcher, second by Linda Corliss. Accept move to HOD Meeting.

**Motion passes unanimously.**

3. New Mexico Swimming Operations Manager job position.
  1. The review committee rewrote the job description and the position requires fewer hours and a smaller salary to cover the position. The job opening for this position will be posted on the New Mexico Swimming website and will be emailed to the designated team point of contact by April 15, 2019. The position will now pay between \$5K and 12K and

interviews will begin on May 15, 2019 and hire by June 1, 2019. Funding for this position began on 01/01/2018 at a \$3 additional surcharge per swimmer in NMSI sanctioned meets. Aimee asked if TPC issues can be handled by the new position and told not really because hours have been cut back so drastically. Elizabeth Brown voiced concern about how many fewer hours the position has compared to what was originally proposed and was explained it is due to the lack of incoming revenues.

2. Selection committee has been decided in accordance with By-Laws information. Selection Committee will consist of Michelle Wemhoner, Janet Lyon-Huffman, Jeremiah Stanton, Davin Ruggles, Jordyn Wemhoner, John Butcher, Elizabeth Brown, and Lori Onsaе.

**Motion** by Linda Corliss, second by Andrea Campbell. Accept to post position and hire a person.  
**Motion passes unanimously.**

### **7. New business**

1. Jane Grosser from USA Swimming has requested to visit NM Swimming to discuss the Strategic Direction of our LSC. Dates provided were August 17-18, 2019 or September 7-8, 2019. If Jane's schedule is not flexible then August 17-18, 2019 will work best. If Jane's schedule is flexible, then August 24-25, 2019 or September 14-15, 2019 is preferable.
2. Marissa Campbell resigned her Senior Vice Chair and Safe Sport positions. Andrea Campbell will resume her secondary Safe Sport role as primary Safe Spirit role now that Marissa is gone. Tom voiced that he would like to nominate John for the senior Vice Chair position that was vacated. The Senior Vice Chair position will be looking for nominations later in the meeting.
3. Tom recommended that teams should have to pay a penalty when they enter swimmers into a meet when they are not registered.

### **8. Elections:**

1. Senior Vice Chair (Vickie Fellows and John Butcher nominated)
2. Admin Vice Chair (Jeremiah Stanton nominated)
3. AG Vice Chair (Aimee Dunavant and Vickie Fellows nominated)
4. Treasurer (Linda Corliss as incumbent)
5. TPC Chair (Andrea Campbell and Jeremiah Stanton nominated)
6. Safety Coordinator (Lee Taylor and Daniel France nominated)
7. Officials Chair (Ken Bernier and Murray Kelley nominated)
8. Membership/ Registration Administrator (Joe Wemhoner nominated)

### **9. Resolutions and Orders:**

1. Mixed Relay Records Discussion (Ken Bernier). Ken opened the floor and explained that other LSCs are also having Mixed Relay Records but the record keeping is done differently. Ken recommends that a separate hyperlink be created for the Mixed Relay Records instead of putting the records in both the boy and girl records for Short Course Yard and Long Course Meter. Utilizing this method will alleviate duplicate work by the web master to Update and maintain the LSC records on the website. Andrea voiced concern that parents of Males and females probably would prefer to see the records under the boy and girl records Instead of creating a new hyperlink titled Mixed Relay Records. Ken and Michelle

Recommended that the new hyperlink be named Boys and Girls Mixed Relay Records. No further discussion.

**Motion** by Lori Onsaie, second by Jordyn Wemhoner. Accept and advance to House of Delegates Meeting.

**Motion passes 4 approved and 1 opposed.**

2. Senior Records to Senior/Open Records Discussion (Ken Bernier).
  1. Ken explained what this proposal would do regarding the senior/open category for records. After several members discussed the pros and cons, it became clear that there should be an amendment to the proposal after listening to the seasoned coaches in attendance.

**Motion** by Jeremiah Stanton, second by Jordyn Wemhoner. Accept amendment to proceed with discussions.

**Motion passes 5 approved and 1 opposed.**

2. The amendment to the proposal is to create a separate category in our LSC hyperlinks to reflect an Open Record category. The Open Record category will allow any swimmer that enters a meet in a Sanctioned New Mexico meet to break the Open Record. People not registered with New Mexico will not be allowed to break New Mexico State Records. The Open Record category will not have NM Awards issued when breaking the record. The Open Record will be established identical to the NM Senior Record and will not have any age group categories other than Open Records.

**Motion** by Tom Cyprus, second by Lori. Accept motion advancing to HOD Meeting.

**Motion passes unanimously.**

3. Review Committee for IMX Awards Discussion (Ken Bernier).
  1. Ken discussed the proposal and the need to have a committee for checks and balances before the awards are created each season to verify correct swimmers and total points on the awards. Ken explained that the revised USA Swimming website is too complex nowadays for one person.
  3. Andrea and Ken went back and forth discussing differences of opinion on how the award points are tallied among various age groups in NM Swimming and USA Swimming. In particular, what method is used to calculate IMX points for swimmers that age up from one age group to the next age group during the season when all IMX events were not swum for both age groups.
  4. It was concluded that USA Swimming recognizes IMX totals for swimmers aging up from one age group to the next during a season and even though a swimmer may not have swum all IMX events after aging up, the total power points are granted for each swimmer aging up because it correlates with the same season being recognized and the swimmers are granted points for swims that are swum at any point in the season.
  5. John raised his concerns that the discussion was getting too personal but did not realize we were simply using Allison's name to clarify a point about how IMX points are calculated during a particular season when a swimmer ages up and did not swim all IMX events after aging up. After continuing on with the discussion, it was pointed out that

USA Swimming does recognize each swimmer that ages up during a season even though all IMX events were not swum after the new age takes effect simply by default of the power point system that USA Swimming has in place since the swimmers are aging up during the same season and competing for various USA Swimming Camps and IMX Awards throughout most LSCs. Most in attendance did state that USA Swimming does recognize IMX points for swimmers aging up in this manner and this fact is easily illustrated on the USA Swimming website when searching for high IMX point winners from across the country during each season.

6. Ken explained that USA Swimming recognizes swimmers that age up in the middle or even towards the end of a season and provided several examples to validate this.
7. John then proceeded with a discussion about having the Admin Vice Chair, for checks and balances person on the board, to ensure that the award totals are correct prior to having the awards made at the completion of each season.
8. Janet indicated that the new office manager position will be ordering awards. It may be possible to have that person review points prior to creating the awards to make sure names and points are correct every season.

**Motion** by John Butcher, second by Daryl Wells. Accept amendment to have Admin Vice Chair review IMX High Point Awards and Marly Pineda Long Distance Awards' IMX total points prior to having the awards created each season to ensure swimmers are getting the correct awards with the correct total points on the awards.

**Motion passes 7 approved and 1 opposed.**

**Motion** by John Butcher, second by Tom Cyprus. Accept advancing to House of Delegates Meeting.

**Motion passes unanimously.**

4. Sliding Scale for Meet Report Penalties Discussion (Linda Corliss): Change the penalties from \$50 to the following:

Failure to Publish Meet Reports (specifically A-9)

31- 60 days \$100.00

61-90 days \$200.00

91-120 days \$300.00; etc.

Failure to Publish Meet Reports (specifically A-9 for State Championship meets)

31-60 days \$400.00

61-90 days \$500.00

91-120 days \$600.00; etc.

**Motion** by Linda Corliss, second by Jordyn Wemhoner. Accept advancing to House of Delegates Meeting.

**Motion passes unanimously.**

5. Fees Waived Standards Discussion (Linda Corliss): Linda brought the proposal to the floor and explained that the right thing to do in our LSC is to use USA Swimming standards to waive swimmer fees once they get to a certain level of competency and acquire high time standards.



Currently, NM Swimming uses the NSCA Junior National cuts and Linda's proposal is to substitute those NSCA time standards with USA Swimming Futures time standards because we keep in compliance with USA Swimming and it is easier for the Treasurer to verify times standards by using USA Swimming time standards instead of NSCA time standards. The USA Swimming Futures times standards are a bit more difficult to get so that may also save the LSC money going forward by having less swimmers with time standards that allow them to waive meet fees when swimming in NM Sanctioned meets.

**Motion** by John Butcher, second by Davin Ruggles. Accept advancing to House of Delegates Meeting.

**Motion passes unanimously.**

#### **10. Alibis:**

1. Jeremiah Stanton requested that the 4% increase on paying meet fees with the structure NM Swimming has with PayPal be discussed during the HOD Meeting.

**Motion** by John Butcher, second by Davin Ruggles. Accept advancing to House of Delegates Meeting.

**Motion passes unanimously.**

#### **11. Adjournment:**

**Motion** by Tom Cyprus, second by Davin Ruggles. Accept recommendation to adjourn.

**Motion passes unanimously.**

**Meeting Adjourned** at 2:45pm.