



**New Mexico Swimming, Inc. Board of Directors Meeting Minutes  
April 10, 2022 / Virtual Zoom Conference Call**

**CALL TO ORDER:**

Murray Kelley, General Chair, called the April 10, 2022 New Mexico Swimming, Inc. (NMSI) Board of Directors meeting to order at 10:06am Mountain Time with the following members in attendance:

**VOTING MEMBERS PRESENT:** Doug Forbes, Murray Kelley, Debbie Kruhm, Janet Lyon-Huffman, Ethan Manske, Jeanette Skow, Deb Szymanski, Lee Taylor

**GUESTS:** Kathy Beaudet, Matt Benedict, Ashley Burns, Jennifer Ellefson, Mike McCluhan, Katherine McShane, Daryl Wells, Joe Wemhoner

**GENERAL CHAIR'S OPENING REMARKS:** Murray Kelley opened the meeting by reminding everyone of the NMSI mission and vision statements (*Vision:* To inspire and encourage our athletes to be Champions. *Mission:* Providing opportunities throughout New Mexico for swimmers to succeed in and out of the water). Mr. Kelley then gave an Agenda Overview (Attachment 1).

**MINUTES:**

**MOTION:** To approve the meeting minutes from the November 14, 2021 Board of Directors meeting (Attachment 2). *Seconded.* **APPROVED.**

**REPORTS OF EXECUTIVE COMMITTEE AND OFFICERS:**

**GENERAL CHAIR:** Murray Kelley noted that his General Chair's report has been posted in the NMS Google Drive folder for this meeting (Attachment 3).

**ADMINISTRATIVE VICE-CHAIR:** Murray Kelley noted that the admin-vice chair position was still vacant and that he posted a report in the NMS Google Drive folder for this meeting (Attachment 4). He additionally noted that summer championship awards have been ordered.

**FINANCE VICE-CHAIR:** Janet Lyon-Huffman discussed new USA Swimming financial review, reporting, and control requirements, to be voted on later in the meeting (Attachment 5). Ms. Lyon-Huffman also gave an overview of NMSI Accounting Policies

and Procedures and discussed the mandate from USA Swimming to have auditing requirements. She also gave an overview of who financial policies affect and why they are there (to ensure there is funding for operation of NMSI and for any programming we want to do). The accounting methods include a separation as much as possible of who is paying the checks (Treasurer) and who is monitoring the check-writing (Finance Vice-Chair). The Treasurer also oversees deposits, bank reconciliation, and monthly reports for monitoring by the General Chair & Finance Vice-Chair. Ms. Lyon-Huffman recommended also sending them to the Admin Vice-Chair as an objective person who is not on the bank account. A biannual self-audit will drive the mandatory audit, if all cash accounts exceed \$200,000 (which would cost a minimum of \$3,000-\$5,000) -- which is a lot for the size of our LSC. The budget is the key way we ensure we're bringing the right services to our athletes (she advised that individuals with a line item should pay close attention to that). Financial Reporting Requirements include tax returns, financial statements to USA Swimming, quarterly reports, and annual reports to NM Secretary of State. There was also a brief discussion on whether NMSI acquires worker's compensation or other liability insurance to protect the BOD. There was also a brief discussion on whether we will get our assets down to below \$200,000, based on where we are right now -- we potentially will be below that with the upcoming Western Zone Age Group meet based on historical practices. There was a brief discussion of posting the official approved budget following the meeting.

**TREASURER:** Deb Szymanski presented the Treasurer's report (Attachment 6). Swim meet income for year-to-date is approximately \$42,000, making it an excellent year (over \$7,000 was from B Champs and State Champs). Ms. Szymanski noted the allocation to Age Group travel in the amounts of approximately \$4,000 to zone and approximately \$17,000 to athlete travel. Ms. Szymanski discussed the status of Athlete Reimbursement (Attachment 7); there has been approximately \$9,000 requested so far for this year's athlete travel (with about 9 still outstanding). **MOTION:** To recommend approval of the submitted Athlete Reimbursement requests list. *Seconded.*

**APPROVED.**

**SECRETARY:** Jeanette Skow did not have a report to present in addition to the previous meeting's minutes.

**SENIOR VICE-CHAIR:** Jeremiah Stanton did not have a report to present. He was not present due to being at a swim meet.

**AGE GROUP VICE-CHAIR:** Lee Taylor presented the Age Group Vice-Chair report (Attachment 8). There was a general discussion about the income and costs for Age Group Zones (there are usually three sources of income: family contributions, LSC

fundraising, LSC budget). The LSC is trying to secure a debit card to give to Mr. Taylor for Age Group Zones, which Deb Szymanski is helping to acquire. This is crucial so that coaches aren't paying for expenses out of personal funds. Forms and applications need to get posted to the website soon (to secure coaches/chaperones as well based on ratios as stated in NMSI Rules and Regs). Mr. Taylor stated he is also working on getting logos designed and printed. He also noted he is short on applications for coaches and chaperones -- he will resend the announcement.

**COACHES REPRESENTATIVE:** John Butcher was not present due to being at a conference. However, it was noted his previously submitted report has been posted in the NMS Google Drive folder for this meeting (Attachment 9).

**SENIOR ATHLETE REPRESENTATIVE:** Ethan Manske presented the Athletes Committee Report (Attachment 10). He stated that he is doing a lot of work to assemble athlete representatives from each team and that the only teams without representatives are Alamodorgo and Tsunami (they are too young). He recently held an Athletes Committee meeting last week in which 9 reps attended -- they introduced each other, talked about committees that need athlete reps (such as finance committee, operational risk, DEI, TPC), and then discussed the mission statement that they created, the 3 main goals they created, and who they want representing them in the future since the main athlete reps are graduating. The Athletes Committee's next agenda item will be to refine their policies and procedures.

**MOTION:** To approve the Board officer reports as written and/or verbally presented. *Seconded.* **APPROVED.**

### **REPORTS OF COMMITTEES AND COORDINATORS:**

**GOVERNANCE COMMITTEE:** Jeanette Skow presented the Governance Committee Report (Attachment 11) and noted she would be presenting a Bylaw amendment to reduce the size of the committee to 4 members.

**SANCTION REPORT:** Kathy Beaudet provided the NMS Meet Sanction Report (Attachment 12). She stated that we are getting back to the 60-day lead time on sanctions requests. While she is still being lenient, there are no excuses now that meets are on the calendar in advance. In addition, meet sanctions will not be approved without payment. Overall though, the 2022 meet sanctions are looking great this year.

**MEMBERSHIP REPORT:** Kathy Beaudet provided the NMS Membership Report (Attachment 13). Our membership numbers are going up: 1,736 athletes (there are also

fewer flex athletes with the return to more meets); 225 non-athletes (increased a lot due to more officials in our LSC); 18 clubs. Ms. Beaudet noted we are slowly getting back to normal. She also noted that the seasonal application is available, although she's having problems posting the document -- so she will send it to Murray Kelley for posting on the website. Finally, she gave everyone a heads up for the 2023 swim season that registrations will be moved completely online and it will be a major overhaul (more to follow).

**NMSI OFFICE MANAGER REPORT:** Kathy Beaudet did not have a report to provide.

**SAFETY AND DISABILITY SWIMMING CHAIR:** Debbie Kruhm presented the Safety and Disability Swimming Report (Attachment 14). Ms. Kruhm stated that there were no reports submitted this quarter, so please make sure reports are being submitted on EVERYTHING -- even if assessed as minor. She noted that head strikes are up, so be sure to have diving certifications on file for every swimmer (which is also required for insurance). Additionally, she recommends a 3-point entry even for practices.

**SAFE SPORT COORDINATOR:** Murray Kelley noted that the Safe Sport Chair position was still vacant and that he posted the March 2022 SSRP report in the NMS Google Drive folder for this meeting (Attachment 15). He additionally noted 10 teams in our LSC have started the SSRP process and 2 teams have finished -- there are still 8 that need to even get started. In 2023 SSRP will be mandatory, so clubs need to get going now.

**RECORDS AND TOP 10 COORDINATOR:** Murray Kelley noted that he has been trying to get updates from Andrea Campbell, but it has been increasingly difficult to get her input -- so he may end up appointing someone else. Daryl Wells volunteered to reach out to Ms. Campbell, as well as assist with getting NMS records updated.

**NATIONAL TIMES CHAIR:** Murray Kelley noted that he has been trying to get updates from Andrea Campbell, but it has been increasingly difficult to get her input -- so he may end up appointing someone else. Daryl Wells volunteered to reach out to Ms. Campbell, as well as assist with getting NMS times updated.

**DIVERSITY AND INCLUSION CHAIR:** Doug Forbes noted that DEI camp information has been posted (Attachment 16). He stated that the LSC camp is planned for August 27 outdoors at the BEAST pool in Albuquerque and that he does have some coaches already. Mr. Forbes asked folks to please pass this camp information on to their teams and get applications in by July 27 so that t-shirts can be made (will also send forms out directly). The camp will take 4 girls and 4 boys from each age group 11, 12, 13, 14.

**OFFICIALS CHAIR:** Ken Bernier was not present and there was no report. Murray Kelley reported that Mr. Bernier would be stepping down and that the Officials Committee should be voting in a chair, but no word yet on when. Joe Wemhomer stated that we have only 4 certified meet referees in New Mexico (and only one of those has a swimmer still swimming) -- officials are getting burned out and we need to fill in the higher level positions. There was a general discussion about allocating LSC funds for more incentivizing for officials.

**TECHNICAL PLANNING COMMITTEE CHAIR:** Lee Taylor presented the TPC Report (Attachment 17) and long course season meet schedule (Attachment 18). Mr. Taylor noted the long course schedule was already approved at the last HOD but it is not on the website (discussed getting TPC Chair website access for schedule posting). He also noted that the Last Chance meet was moved to Jul 2-3 to deconflict with Senior State and that LOBO will host Senior Circuit #3 in conjunction with LOBO's regularly scheduled summer meet. Mr. Taylor also stated that we will see how attendance is at the Senior Circuit meets and we may discuss the expanding of time standards for next summer (e.g., 13 & over, no time standards). Also presented was a partial schedule of 2022-2023 short course season (Attachment 19), particularly since the meets will start before our next BOD/HOD meetings in the Fall. He noted there are only two novice meets thus far and we need more. There was a discussion on whether Fall Age Group Champs should be kept because interest has been down (even pre-COVID) -- there were no bids for that meet. Additionally, there has been only 1 bid for Short Course State and no bids for Short Course B Champs. Championship Bids will need to be worked hard after this meeting if not done today.

**EQUIPMENT CHAIR:** Jeremiah Stanton did not have a report to present. He was not present due to being at a swim meet. Murray Kelley stated we still need to get the trailer from Los Alamos; he will look into outsourcing this to get the trailer back.

**OPEN WATER CHAIR:** John Butcher was not present due to being at a conference. However, it was noted his previously submitted report has been posted in the NMS Google Drive folder for this meeting (Attachment 20).

**WEBSITE CHAIR:** Daryl Wells did not have a report to present. He noted that he needs website access; Murray Kelley said he will help with that.

**MOTION:** To approve the Committee Chair and Coordinator reports as written and/or verbally presented. *Seconded.* **APPROVED.**

**NEW BUSINESS:**

**NMSI RULES AND REGULATIONS TASK FORCE:** Murray Kelley discussed the need to form a task force to re-write the NMSI Rules and Regulations as it was last updated in 2017. There was a general discussion on the best way to go about it. Murray Kelley is suggesting a task-force in lieu of editing by going back through all the meeting minutes.

**MOTION:** Form a Rules and Regs Task Force. *Seconded.* **APPROVED.** There followed a discussion on the members of the task force; the following individuals volunteered: Kathy Beaudet, Matt Benedict, Murray Kelley, Ethan Manske, and Daryl Wells.

**NMSI POLICIES AND PROCEDURES TASK FORCE:** Murray Kelley discussed there are a lot of things that don't need to be in Rules and Regs, as well as things that should just be kept in the BOD's purview. Therefore, some policies and procedures could be more easily adopted and changed, as well as keep in line with what's expected from USA Swimming. There was a general discussion on the timing of such a task force (maybe after Rules and Regs is re-written). Mr. Kelley stated he will start gathering some best practices from other LSCs in the meantime and will circle back to this after the Rules and Regs task force is done.

**APPOINTMENTS, NOMINATIONS, AND ELECTIONS:** There were several appointments, nominations, and recommendations to elect individuals. The following is a summary.

Appointments:

- *Disability Swimming Coordinator* - Murray Kelley appointed Tharon Drake (Tsunami)

BOD Election:

- *Administrative Board of Review, Chair* - Joe Wemhoner

**MOTION. Elect Joe Wemhoner to Administrative Board of Review, Chair. Seconded. APPROVED**

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BOD Recommends that the HOD Elect:

- *Safe Sport Chair* - Jennifer Ellefson (BEAST)
- *Operational Risk Chair* - Debbie Kruhm (UN)
- *Technical Planning Committee Chair* - Matt Benedict (RAAC)
- *Admin Vice-Chair* - Katherine McShane (RAAC)
- *Senior Vice-Chair* - Jeremiah Stanton (LOBO)
- *General Chair* - Ashley Burns (BEAST)
- *Secretary* - Jeanette Skow (LCAT)

**With respect to each of the nominees listed above, the BOD recommended the HOD elect the respective nominee to the position.**

### Outstanding Positions

- *Finance Vice-Chair* - Janet Lyon-Huffman is not interested in continuing her term. Natasha Duran (NAC) initially expressed interest to the Governance Committee and was nominated, but ultimately declined the nomination. There was a general discussion that the Governance Committee should find alternate nominations.
- *Administrative Board of Review, Members (elected by HOD)*: needs a non-athlete member and athlete member (neither of whom shall be BOD members), as well as alternates if seen necessary by the HOD.
- *Athlete Representatives*: Several of our BOD athlete reps are graduating seniors. We will need to hold elections by the athletes for replacements at Summer State with the facilitation of the Senior Vice-Chair and Governance Committee. Ethan Manske, Jeremiah Stanton, and Jeanette Skow will work together to hold athlete elections in the summer.

**RESOLUTIONS AND ORDERS**: There were several proposed NSMI Bylaws and Rules and Regulations change proposals.

- Janet Lyon-Huffman proposed a NMSI Finance Policies and Procedures manual to codify policies and meet the requirements of USA Swimming for financial controls. **MOTION**: Approve manual. Seconded. **APPROVED**.
- Jeanette Skow proposed a Bylaws amendment to 7.4.3.B to reduce the Governance Committee size from six (6) to four (4) members to keep the committee at capacity given our small LSC, as well as meet the athlete membership requirement (Attachment 21). **MOTION**: Approve decreasing membership size to 4. Seconded. **RECOMMEND HOD APPROVAL**.
- Matt Benedict proposed an amendment to Rules and Regulations 9.0 and 9.3.1 to allow for the following qualification times at the State Championships: 1-4 state qualifying times allows an athlete 3 bonus swims (200 yards/meters or less) as long as they have an official time in the bonus event. (Attachment 22) **MOTION**: Approve up to 3 bonus swims (200 yards/meters or less) with 1-4 state qualifying times. Seconded. **RECOMMEND HOD APPROVAL**.
- Matt Benedict proposed an amendment to Rules and Regulations 9.7 to no longer have Hytek Special Points decide ties for high point awards at State Championships. After a brief discussion, the motion was withdrawn in order to discuss the logistics of how to physically give awards in the event of a tie.
- Matt Benedict proposed an amendment to Rules and Regulations 9.1.1, 9.1.3, and 9.1.4 to combine age group and senior state after Summer 2022 for short course and long course state championships (Attachment 23). **MOTION**: Have one combined State Championship in Short Course and Long Course Seasons beginning with the 2022-2023 season. Seconded. **RECOMMEND HOD APPROVAL**.

- Matt Benedict proposed an amendment to Rules and Regulations 9.3.6, such that no one team can score more than two relays in any age or gender division at State Championships (Attachment 24). **MOTION:** No one team may score points for more than two (2) relays at a State Championships Meet. *Seconded.*  
**RECOMMEND HOD APPROVAL.**
  
- Matt Benedict proposed an amendment to Rules and Regulations A-12 via 9.1.1, 9.1.3, 9.1.4 to move the 200 Medley Relay and 200 Freestyle Relay to the beginning of finals on their respective nights (Attachment 25). **MOTION:** To move the 200 Medley Relay and 200 Freestyle Relay to the beginning of finals on their respective nights of State Championships. *Seconded.* **RECOMMEND HOD APPROVAL.**
  
- Matt Benedict proposed an amendment to Rules and Regulations 9.1.1 and 9.1.2 to move Short Course State Championships to 3 weeks after High School State Championships (the weekend before Sectional entries are due), with B Champs the weekend before Short Course State Championships (Attachment 26). **MOTION:** Move Short Course State Championships to 3 weeks after High School State Championships. *Seconded.* **NOT RECOMMENDED FOR HOD APPROVAL.**

#### **DATES OF NEXT MEETINGS**

- Fall BOD: Should be held on an open October weekend; prefer we not meet until approximately two weeks after the USA Swimming Convention to capture changes from those meetings. Tentatively either October 22-23 or September 24-25, based on meets already planned.

**ADJOURNMENT:** Murray Kelley adjourned this meeting at 1:18pm Mountain Time.

Attachment 1: Meeting Agenda

Attachment 2: November 14, 2021 BOD Meeting Minutes

Attachment 3: General Chair's Report

Attachment 4: Admin Vice-Chair's Report

Attachment 5: NMSI Proposed Financial Policies and Procedures Manual

Attachment 6: Treasurer's Report

Attachment 7: Athletes Reimbursement Report

Attachment 8: Age Group Vice-Chair Report

Attachment 9: Coaches Representative Report

Attachment 10: Senior Athlete Representative Report

Attachment 11: Governance Committee Report

Attachment 12: NMS Meet Sanction Report

Attachment 13: NMS Membership Report

Attachment 14: NMS Safety and Disability Report



- Attachment 15: Safe Sport Coordinator Report
- Attachment 16: DEI Chair Report
- Attachment 17: Technical Planning Committee Chair's Report
- Attachment 18: 2022 Long Course Season Meet Schedule
- Attachment 19: 2022-2023 Short Course Season Meet Schedule
- Attachment 20: Open Water Chair Report
- Attachment 21: Proposal to Amend NMSI Bylaws Section 7.4.3.B
- Attachment 22: Proposal to Amend NMSI Rules and Regulations Sections 9.0, 9.3.1
- Attachment 23: Proposal to Amend NMSI Rules and Regulations Sections 9.1.1, 9.1.3, 9.1.4
- Attachment 24: Proposal to Amend NMSI Rules and Regulations Sections 9.3.6
- Attachment 25: Proposal to Amend NMSI Rules and Regulations Sections A-12, 9.1.3, 9.1.4
- Attachment 26: Proposal to Amend NMSI Rules and Regulations Sections 9.1.1, 9.1.2