



**New Mexico Swimming, Inc. House of Delegates 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) House of Delegates meeting to order at 1:34pm Mountain Time with the following members in attendance:

VOTING MEMBERS PRESENT: Matt Benedict, Tanya Comer, Cheryl Cother, Tomas Duran, Doug Forbes, Elias Gibson, Carson Hick, Murray Kelley, Debbie Kruhm, Janet Lyon-Huffman, Ethan Manske, Mike McCluhan, Mark Scott, Jeanette Skow, Deb Szymanski, Lee Taylor, Daryl Wells, Anna Zhang

GUESTS: Kathy Beaudet, Ashley Burns, Natasha Duran, Jennifer Ellefson, Katherine McShane, 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 House of Delegates 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).

FINANCE VICE-CHAIR: Janet Lyon-Huffman discussed new USA Swimming financial review, reporting, and control requirements that was implemented in a NMS Financial Policies and Procedures Manual and voted on and approved earlier in the day at the BOD (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). She stated this is good continuity to keep in mind for when the next people take over the Finance Vice-chair and Treasurer roles. 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). 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. Financial Reporting Requirements include tax returns, financial statements to USA Swimming, quarterly reports, and annual reports to NM Secretary of State. Ms. Lyon-Huffman concluded by reiterating what she raised earlier in the BOD that NMSI should pursue worker's compensation or other liability insurance to protect the BOD.

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 and about double what was received in 2021 (over \$7,000 was from B Champs and State Champs). Murray Kelley noted the Athlete Reimbursements that were approved earlier during the BOD (Attachment 7); Ms. Szymanski reminded teams there are still other athletes that need to submit their reimbursement requests. **MOTION:** To approve the submitted Athlete/Coach 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 of \$500 per athlete, 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 will accept help from anyone interested in helping design logos. He also noted he is short on applications for coaches and chaperones -- he will resend the announcement. The athlete application will be up on the website soon.

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 how he gave a detailed briefing of his report earlier at BOD; in general he has gotten more engagement from team athlete reps. He asked that folks please contact him if teams have athletes who can serve on committees.

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 (about 30 days), there are no excuses now that meets are on the calendar in advance. The late fee is \$100. Also, there are additional fees if your team cannot provide all the required officials positions for meets. In addition, meet sanctions will not be approved without payment.

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. The club count went down only due to some clubs merging with others. Ms. Beaudet noted we are slowly getting back to normal. Ms. Beaudet reminded the HOD that teams are in charge of who is on their team -- use the Club Portal -- send her an email if coaches are no longer on the team or even coaching anymore so that she can keep her records straight (especially with non-compliance

reports that come from USA Swimming). If coaches are not current, teams will lose their club if there's an accident.

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. Ms. Kruhm also noted that the National ORM Committee is looking at doing a training for safety marshals; she will pass along information when she gets it.

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, NATIONAL TIMES CHAIR, AND TOP 10 COORDINATOR: Murray Kelley stated he will work with Andrea Campbell and Daryl Wells to fill gaps of records broken during COVID.

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 and place on the website).

OFFICIALS CHAIR: Ken Bernier was not present and there was no report. Murray Kelley reported that the Officials committee should be voting in a chair but no word yet on when.

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). Natasha Duran clarified that NAC Otter Spring Splash can be deleted. Mr. Taylor 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 one bid for Short Course State. **MOTION:** To accept Charger's bid for Short Course Championships. *Seconded.* **APPROVED.** There were no bids for Short Course B Champs. A request for B Championships Bids will be sent out again.

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 and asked if anyone in Los Alamos could move the trailer. Ashley Burns volunteered to use her truck with a hitch and retrieve the trailer.

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 that the BOD voted earlier in the day to start a task force because the Rules and Regulations was last updated in 2017. BOD members who volunteered to be on the task force are: Kathy Beaudet, Matt Benedict, Murray Kelley, Ethan Manske, and Daryl Wells. Mr. Kelley asked any HOD members to let him know if they are interested in joining the task force.

NMSI POLICIES AND PROCEDURES TASK FORCE: Murray Kelley stated that we will table this task force until the Rules and Regulations edits are done. There was a general discussion about reforming the Championships Meet Committee (under 9.4). Matt Benedict as the TPC Chair will move forward on this and get help from Murray Kelley if needed.

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) during the earlier BOD session.

BOD Election:

- *Administrative Board of Review, Chair* - Joe Wemhoner was elected to the position by the BOD earlier in the day.

HOD Elections: The following candidates each provided personal statements (written and/or verbally) as to why they wished to be elected.

- *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, HOD MOVED, SECONDED, and APPROVED the election of the respective nominee to the position.

Outstanding Positions

- *Finance Vice-Chair* - Janet Lyon-Huffman is not interested in continuing her term. The Governance Committee will work to find alternate nominations.
- *Administrative Board of Review, Members:* 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. Natasha Duran expressed interest in the non-athlete position. Elias Gibson expressed interest in the athlete position but stated he needed more time to think about it.
- *Athlete Representatives:* Several of our BOD athlete reps are graduating seniors. 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.

- 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.* **APPROVED.**
- 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.* **APPROVED.**
- 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.* **APPROVED.**
- 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.* **APPROVED.**
- 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.* **APPROVED.**
- 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.* **After discussion, Matthew Benedict withdrew the motion so the Championship Meet committee can select the best timing.**

DATES OF NEXT MEETINGS

- Fall HOD: 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. Murray Kelley proposed Oct 23.

ADJOURNMENT: Murray Kelley adjourned this meeting at 3:37pm Mountain Time.

Attachment 1: Meeting Agenda

Attachment 2: November 14, 2021 HOD Meeting Minutes

Attachment 3: General Chair's Report

Attachment 4: Admin Vice-Chair's Report

Attachment 5: NMSI Proposed Financial 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