

# House of Delegates Meeting 4/22

1. Call to Order: 1:50

2. Roll Call: Andrea Campbell - General Chair, Vickie Fellows - Admin Vice Chair, Janet Lyon-Huffman - Finance Chair/Treasurer, Ginger Rivenbark – Secretary, Madison Gordley – Senior Athlete Rep, Lauren Burckel – Athlete Rep, Daryl Wells – Age Group Chair, Debbie Kruhm – Registration/Sanctions/Safety Safe Sport, Lori Onsaie – Officials Chair, Doug Forbes – Diversity & Inclusion, Gordy Westerberg – Championship Chair, Linda Corliss – Treasurer elect, Mike McCluhan – Club Development, Alfredo Aleman – Taos, Melissa Aleman – Taos, Luke Egnaczak- Wild, Chris Chavez - Aggie Outlaws, Rachel Judge - LCAT, Anna Zhang – Mountain, Anna Talcott - FCAT

3. Reading, Correction and adoption of October 2017 Minutes

Accepted as written

4. Reports Executive Committee- Informational

*All reports are included at the end of these minutes and accepted as presented, unless noted below*

1. General Chair – Andrea Campbell

2. Admin Vice Chair- Vicki Fellows,

3. Senior Vice Chair - Chris Baker

4. Treasurer & Finance Chair – Janet Lyon Huffman

a. Meet income Appropriations: teams must report in a timely manner, R&R recommends fines. Please use the meet admin form A-9 to report meet result reports, also report any deposits, payments or transactions to the Treasurer within 24 hours.

b. Travel Reimbursement Request ; Transfer \$3,611 to ag, \$16261 into athlete travel fund. MOTION to approve Travel Reimbursement Request APPROVED

ACTION ITEM: Process and pay approved, athlete and coach reimbursements.

c. Revenue & Expense Report: Budget Report should read Expense report, \$5800 state meet, \$2000 + expenses for coaches clinic,+@\$980

5. Senior Athlete Rep - Madison Gordley – B Champs and NM State cap designs

6. Coaches Rep – Jeremiah Stanton

5. Reports of Committees and Coordinators

1. Athlete Registration//Sanctions/ Safety/Disability/Safe Sport – Deborah Kruhm  
Problem with new Outreach registrations. must submit Medicaid Card, see motion #1 in New Business

ACTION ITEMS: need to re write outreach form. Daryl has volunteered to help with this. Form and documentation must be submitted for all new outreach athletes.

2. Championship Meet Chair- Gordy Westerberg

3 items: 1. \$200 late fee, and how late entries and changes are decided.

Discussion: Fee for each change or for only one fee no matter the number of changes

2. Experienced Officials needed on deck at B Champs:

ACTION ITEM: Lori will contact the officials to see what incentives will ensure that the officials work this meet. She will bring a recommendation to the board by May 21

3. U8/B Champs confusion: – meet information is excellent, after a lot of work by many people. This format will not be changed. This is not an U8 meet it is a NEW B Championship. No swimmer can swim in any event they have a state qual time for regardless of age. It is not a last chance meet and athletes can not swim both the B Champs and state meet. These issues were discussed and voted on at the TPC, April

1.. 6,7,8 year old will swim together but will be awarded separately. see New Business Motion #6

ACTION ITEM: Coaches need to get the information out to their teams to end confusion and encourage compliance.

\*Coaches clinic was not well publicized. It was listed events but no time or place listed.

This is an issue of our website and our generally poor dissemination of information as an LSC.

3. Board of review

4. Computer Chair- Stan Sikora

5. Officials Chair- Lori Onsaе

Number of officials has increased all across the board. 4 registered themselves

Great change in Novice meets with one experienced official calling DQs and one writing.

How do we get the experienced refs to work these meets? Most do not have a child participating in these meets. Continue to ask team parents and officials to participate and to become officials. Possibly offering polo shirts.

DISCUSSION: Get ideas from other LSC from upcoming conference.

If we advertise reimbursement we will need to increase the budget Recommend we request a change to the budget to reflect Officials making reimbursement requests.

How to get new officials trained. Any team can request a clinic through Lori, Lori can set-up an LSC clinic. How can we get the information disseminated – it can be emailed using LSC info.

ACTION ITEM; Lori and Deb will work together to utilize the LSC email list to get information out.

6. Equipment Chair- Miguel Castillo

7. Records/Top 10 – Andrea Campbell

DISCUSSION: when we voted to have the records Chair update NM swimming records instead of requiring coaches to request new records, the intention was to streamline the process and include all NM club swimmers. It was not intended to have College swimmers outside of NM, swimming in their college conference be eligible to set NM records. Recommend we make a motion to change the requirement and the R&R (see motion in New Business).

8. Diversity and Inclusion – Doug Forbes Doug has not heard back from Los Altos after reaching out to provide swim clinics. Los Alto is closing. Ginger and Daryl offered to reach out to Rio Grande and West Mesa.

ACTION ITEM: Doug will forward his letter to Ginger and Daryl.

9. Nominations Committee :

DISCUSSION: Slate presented

MOTION: Approved

ACTION ITEM: Incoming board members need to complete the USA Swimming Leadership course. <http://www.epathcampus.com/usaswimming/LSC/register/index.html>

10. Club Development – Mike McCluhan

11. Disability Chair – Open

## **6. Executive committee – Andrea Campbell**

### **7. Unfinished Business:**

1. Mission Vision and core values – MOTION to approve and adopt as written. PASSED effective immediately

2. Job Description: MOTION to approve as written, PASSED/ approved

3. Personnel Committee: established as: General chair, Admin vice chair, Senior Athlete rep, Finance Chair in accordance with USA swim guidelines. MOTION to approve PASSED/approved

4. Board re-alignment: MOTION to approve. PASSED/Approved
5. Budget for Staffing Position: See attached revised budget. Approve for the first year only. Then to be re-assessed. Additionally the budget and decisions for how to fund this position after the first year has to be determined and approved by the BOD/HOD at the October meeting. MOTION: to approve with changes, (see attached), and authorize the Personnel Committee to move forward with the hiring process immediately with a projected start date of June 1. PASSED/Approved.

## 8. New Business

#1. MOTION: R&R 2.2.5 Outreach Eligibility: Change to read..... Qualification standards include federal food stamps, free school lunch, Medicaid card and /or federal poverty guidelines.

friendly amendment remove/strike the free school lunch

friendly amendment add EBT after food stamps,

Friendly amendment state Medicaid card

Friendly amendment strike "and"

Motion: R & R 2.2.5 to read... federal food stamps (EBT), Medicaid cards or Federal Poverty Guidelines

PASSED effective immediately

#2. MOTION: R&R 7.3.4 Sanction Application:7.3.4 Sanctions Motion "..... Meet sanctions All (3) items required( request, Meet Information and check) for Sanctioning are due to the Sanction Chair 60 days prior to the first day of the meet...

DISCUSSION: Currently 3 items; the sanction application, meet information, & payment are due to the sanction chair 60 days prior. The R&R 7.6.1 says 60 days and the website says 45 days

Friendly amendment change the wording to 30 days and change "check" to "payment"

DISCUSSION: Is there a reason the sanction cannot say Meet Referee (byname) or qualified replacement?

ACTION ITEM: Andrea will check with USA Swimming re: replacing a referee.

MOTION: vote to approve with amendment.PASSED effective immediately.

ACTION ITEM: Deb Kruhm will change the form to match the new R & R.

#3. MOTION: R&R 18.8 this would be an addition... All members of the NMSI Board of Directors shall complete the online LSC Leadership course on the USA Swimming website within 30 days of taking office. After completion of said course the member will e-mail a copy of their certification to the General Chair.

friendly amendment "prior to taking office". MOTION: All members of the NMSI Board of Directors will complete the USA swimming on line LSC Leadership course prior to taking office.....

PASSED effective immediately.

#4. MOTION: R & R, Part 7: Sanction and Approval Fees, Article 7.1.4 and Additional Meet Entry Pool Surcharge Fees, 7.1.5, page 12 (these would be deletions)

Under 7.1.4 delete the sentence "This fee shall be waived for the 8 and Under Finals meets." Under 7.1.5 delete the words "and 8 & Under Final meet".

DISCUSSION: We no longer run an 8 & Under Championship meet. It has been replaced by the B Champs

PASSED effective immediately.

#5. MOTION: R & R, Part 9: Competition, Article 9.1, page 25 8 & Under Finals Session, Article 9.1.2.1 and 9.1.2.1.1, page 25 8 & Under Finals Session, Article 9.1.2.1.2, page 26 10 & Under Finals, Article 9.1.2.2, 9.1.2.2.1, and 9.1.2.2.2, page 26 Senior Short Course Championships, Article 9.1.3, page 26 Championship Awards, Article 9.7, page 29 Meet Management software, Article 9.11, page 30 (these would be deletions, with the exception of the one which is an addition).

Under 9.1 delete the whole paragraph Under 9.1.2.1 delete the whole paragraph Under 9.1.2.1.1 delete the whole paragraph Under 9.1.2.1.2 delete the whole paragraph Under 9.1.2.2 delete the whole paragraph Under 9.1.2.2.1 delete the whole paragraph Under 9.1.2.2.2 delete the whole paragraph Under 9.1.3 delete the whole paragraph Under 9.7 Add the wording “, except B Championship meets which has no high point or team awards.” Under 9.11 delete the whole paragraph

PASSED effective immediately.

#6. MOTION: B Championships: 9.1.2 addition to read.... split out awards for 8 and unders to where we award 6, 7 and 8 year olds

Friendly amendment “6 and under”

Friendly amendment to change 10 and under to 9-10

New MOTion: Split out awards for 6 and under, 7 year olds, 8 year olds and 9-10

PASSED effective immediately.

#7. MOTION: R & R 7.3 Sanction, Request to ..... Include in there that meets must be approved and scheduled by TPC before applying for sanction.

DISCUSSION: The intention is so the TCP can then resolve scheduling conflicts. The word approve is misleading. This is already covered in the rules and regs, 7.5 AND 4.3 DENIED

#8. MOTION: R&R 10.1 pg 30 proposed change, ...by all swimmers registered with NMSI and coached by a NMSI registered coach for all nationally recognized SR. & AG events.....exception is Team USA.

PASSED/Approved effective immediately

#9 MOTION: R&R 9.4.3 late entries (meet committee) remove the word: referee. Add “without additional changes to meet entries”.

DISCUSSION: We do not want the Referee unilaterally making this decision. The Meet Committee will make the decision. R&R 9.4.3 already states this. “The meet committee is made up of the Athlete rep, registration chair, meet referee, and an appointee by meet director or general chair”. The other issue is how many changes can be made under one sanction? If a team’s payment is late or they are already paying the \$200 fine can they; add relays & more swimmers &..... We want the intention to be one change per request but this decision is up to the meet committee.

PASSED/Approved effective immediately

#10 MOTION: NMSI Budget/Revenue Planning Request to provide audit and tax return fee, annually. To come out of general fund.

DISCUSSION: Are we paying the Finance Chair to do their volunteer job? Does the Finance chair have other work apart from the Tax return and Audit. Tax preparation has processing fees associated with it and the line item will pay for any software or professional preparer.

APPROVED effective immediately.

#11 MOTION: Appendix A-9 revised to "Meet Administrative Report" revise to put the meet administrative form A-9 effective immediately  
PASSED effective immediately.  
ACTION ITEM: replace appendix A-9 with the correct Meet Administration Form

#12. MOTION: NMSI budget/Revenue Planning Request  
REQUEST: Additional funds to support actual and anticipated increase in the number of officials  
When travel reimbursement is advertised/known more officials will apply for reimbursement Change registration income from \$2500 to \$4000  
PASSED effective immediately.

#13 MOTION: Do not award Sarah Lott 200 free 17/18 and senior record for 2016/2017 SC season  
PASSED effective immediately.

#14. MOTION: Record minutes on Google docs  
DISCUSSION: No editing desired but they can be posted 'view' for the public, 'comment' for board. This is a good way to get the information out to everyone. This is not Rule or Reg issue it is a policy.  
ACTION ITEM: The Secretary disseminate the minutes in a timely manner using google docs with comment only

9. Championship Meet Bids:

LC State meet: 1 bid, FCAT, run 7 lanes voted FCAT host  
LC B Champs: 3 bids, MAKO, Santa Fe Aquatics, Taos voted MAKO host  
SC U14 age group Championships; 2 bids Taos, Charger voted Charger host  
SC B Champs: 1 bid, Taos voted Taos host  
SC State: 1 bid, Duke voted Duke host

10. Appointments: Nominations slate

Admin Vice: Gordy Westerberg  
Age Group Vice Chair: Daryl Wells  
Treasurer: Linda Corliss  
Technical Planning: Jeremiah Stanton  
Safe Sport: Marissa Campbell  
MOTION: vote to approve slate PASSED/Approved

11. Next Meeting: October 7<sup>th</sup> 10am

12. Adjournment: 4:50 pm

## Office Manager

### Cost Projection

#### New Mexico Swimming

### Cost Projection

- Annual Expenses = \$22,289.40, / \$20,356.6
- o Annual Payroll Expenses = \$17,829.40 / \$17746.60
- § 20 average hours per week x \$15/hour x 52 weeks = \$15,600, \$2730/month/
- § Federal payroll taxes of 7.65% = \$1193.40, \$99.45/month
- § Unemployment of 6% = \$936, \$78/month
- Workers comp \$4.30/quarter=17.20 annual
- o Annual Office Expenses = \$2610 ( monthly \$217.5)
- § Storage Rent @ \$150/month \$65 = \$1,800 780
- § Supplies = @62.5/month = \$750
- § QuickBooks Online @ \$45/month = \$120 \$540
- § Monthly Phone @ \$45 = \$540
- One time start up costs = \$1,350
- o Phone = \$200
- Computer \$1000
- o File Boxes = \$50
- file cabinet \$100
- o

### Funding

- Initial (beginning December through August 31, 2017) June 1 Through October
- o Existing surplus in general fund to pay for initial startup costs (\$2,700 )\$1917.5 startup
- o Existing surplus in general fund to pay for first year costs (\$16,717.05) 2908.89 + 217.25= \$15,631.95
- § December 1 start date June 1 - Oct
- \$1,857.45/month x 9 5 months = \$16,717.05
- Ongoing (beginning September 2017) we will look at this in October at the next board meeting  
action item personnel committee: will meet to post job description, plan hiring and get the position filled by June Personnel committee and BOD will review position and make recommendations for continued funding for position at the next meeting.
- o Surcharge per registration to cover expenses = \$24,250
- § At suggested rates, 2016 actual would have been \$26,651
- § 2000 athletes x \$12 = \$24,000 (2016 actual: 2193 athletes x \$12 = \$26,316)
- § 50 seasonal athletes x \$5 = \$250 (2016 actual: 67 seasonal athletes x \$5 = \$335)
- § 275 non-athletes x 0 = \$0 (2016 actual: 293 non-athletes x 0 = \$0)
- § 25 clubs @ \$0 = \$0 (2016 actual: 26 clubs x \$0 = \$0)

### NOTES:

- For the first year, the Personnel Committee will have oversight of the Office Manager to develop procedures that are efficient, effective and in the best interest of the LSC.
- Office Manager will provide an appropriate remote work environment that includes computer, printer/scanner and secure Internet access to connect with NMS provided cloud software (QuickBooks, TeamUnify, Gmail).
- NMS will provide phone and service for conducting NMS business.
- NMS will provide a secure, climate-controlled space for the storage of LSC documents and appropriate storage items to provide for an organized environment.
- Need attorney/accountant to review to ensure compliance to state and federal regulations
- o Contract must outline the salary is based upon an average of 25 hours per week and not subject to overtime

(need attorney to review wording)