

# NMS Board of Directors meeting 4/22

## 1. Call to order 11:20am

**2. Roll Call:** Andrea Campbell - General Chair, Vickie Fellows - Admin Vice Chair, Janet Lyon-Huffman - Finance Chair/Treasurer, Ginger Rivenbark – Secretary, Jeremiah Stanton - Technical Planning/coaches Rep, Madison Gordley – Senior Athlete Rep, Lauren Burckel -Athlete Rep, Daryl Wells – Age Group Chair, Debbie Kruhm – Registration/Sanctions/Safety/Safe Sport, Lori Onsaе – Officials Chair, Doug Forbes – Diversity & Inclusion, Gordy Westerberg – Championship Chair, Linda Corlis – Los Alamos.

## 2. Reading, correction and adoption of October 2017 & December 2017 minutes

Discussion: Paypal accounts were not set up as stated in the minutes. This should be addressed in unfinished business

MOTION: Accepted as written

## 3. Reports of Executive Committee – Informational – to be adopted as presented

*All written 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 – Vickie Fellows

We were short caps for the B champs and the State meet Admin Vice wants clear guidance of how many to order for Longcourse. We will order double ribbons instead of medals for the B Championships as per TPC decision. In accordance with R & R 9.11 Championship host teams will provide meet workers based on their participation numbers.

3. Senior Vice Chair – Chris Baker no report

4. Age Group Vice Chair – Daryl Wells

5. Finance Chair/Treasurer – Janet Lyon-Huffman

Numerous report sent around:

a. Meet income appropriations - There have been no sanctions for late reports. Are we fining people for late reports? In accordance with our R & R there is a \$25 sanction for failure to publish meet results. Treasurer requests all meet income results be reported using the proper form A-9. It was found there was confusion on this form and it will be corrected in the R& R and posted to the website.

ACTION ITEM: Correct form A-9 in the R&R and on the website

b. Athlete reimbursement – duplicates Keelan Hart and Max Hawton. We pay for the highest level meet attended MOTION: move to HOD, approved

C. Budget – Should be Income and Expense Report Income or expenses not included: 1. April Zones 2. Age group travel 3. State meet income 4. Coaches Clinic

d. Audit committee report - It is important to have transaction report and receipt sent to the Treasurer. The fee we are paying the bank is out of line and needs to be renegotiated.

ACTION ITEM: Janet will contact the bank to verify and renegotiate this fee.

NMSI needs to procure a storage unit for keeping corporate documentation, this is the Equipment Chair's responsibility.

ACTION ITEM: Equipment Chair needs to secure a storage unit ASAP.

6. Secretary/Rules & Regs – Ginger Rivenbark -no report

DISCUSSION: we need to include Action items in the minutes so things do not fall through the cracks. Everyone would like to see the minutes so we would like them disseminated using Google Docs and a comment only format.

ACTION ITEM; Secretary will include action items in the minutes and make an action item report. Minutes will be emailed using Google Docs comment only format.

8. Technical Planning – Jeremiah Stanton
9. Senior Athlete Rep – Madison Gordley Cap designs – All agree they are awesome.
10. Coach Rep – Jeremiah Stanton no report

#### 4. Reports of Committees and Coordinators – Informational – to be adopted as presented

1. Athlete Registration – Deborah Kruhm



DISCUSSION: There is a problem with the requirements and verification for new outreach athletes. Outreach can not be verified with electronic only files. Registrar requires the Outreach Form and documentation, Birth Cert or proof of qualification for Outreach by RR 2.2.5. We need to amend the R & R. Review of the R&R. The registrar wants the form changed so Insurance cards will not be submitted as proof of Outreach. We also need to clarify the term free lunch. Recommend we only accept the Medicaid card not other insurance cards as proof. There is a motion in new business to address this.

The form needs to follow the rules and regs. It is Our NM form and we can fix it.

ACTION ITEM: Daryl has volunteered to update the form.

Outreach athletes are required to complete 15 swims to be eligible for free meet entries. Who is tracking this. The meet host has the opportunity request verification. The coach can keep their own spreadsheet.

2. Membership/Sanctions/Safety/Safe Sport – Deborah Kruhm
3. Championship Meet Committee Chair – Gordy Westerberg

DISCUSSION: Even after discussion at TPC There is confusion around 3 issues. 1. What is the correct process to request changes and additions when the \$200 fine is paid. If the fine is already paid can any additional changes be made? How many? How do we clarify R&R 9.4.3?

RECOMMENDATION; a motion be made in New Business to address the issue.

2. We need to have at least 2 experienced officials at the B Championship meet. Can NMS pay them?

DISCUSSION: How do we encourage senior/experienced officials to work this meet when they do not have children swimming? We need more senior officials for this to be a good meet, Can we pay them? R&R 16.2.5 already state that any official can submit for reimbursement.

ACTION ITEM: Lori will survey officials to find out what will encourage participation in this meet.

3. We need to clarify how 8&Unders should be treated since they do not have qualifying times.

DISCUSSION: This is not a U8 Championship meet it is a B Champ meet and all participants need to follow the guidelines of the meet information. No swimmer regardless of age can swim an event they have a state qual time for and no swimmer can participate in both meets. Coaches need to ensure their parents and swimmers understand the guidelines and need to ensure it is positive. The TPC did vote to separate out awards for the 8 and Unders by age and gender, there is a motion for this under New Business, otherwise the meet information is excellent and will stay the same.

4. Computer Chair – Stan Sikora no report
5. Officials Chair – Lori Onsaе

DISCUSSION: We have more officials than in the past. They like the Polo shirts. If we will be paying officials for travel maybe we need to adjust the Officials budget. Thanks to Keith Rivenbark and Jane who worked the New B Champs meet.

RECOMMENDATION: If we will be paying officials for travel maybe we need to adjust the Officials line item in the budget. We can address this in New Business.

6. Equipment Chair – Miguel Castillo no report
7. Records/Top 10 – Andrea Campbell
8. Camps – John Butcher no report
9. Diversity & Inclusion – Doug Forbes
10. Club Development – Mike McCluhan - no report

Has a provision for this

#### **5. Unfinished Business**

1. The NMSI PayPal account needs to be activated. There is a 2% fee associated with each transaction. The payor will absorb the fee.

ACTION ITEM: Janet will activate general Fund, Daryl will set up an account for AG Zones  
17.9 has a provision for paypal NMSI will set up a paypal account ..... team making payment must enter in the memo what the payment is for and email the Treasurer ...payor will be charged a convenience fee (See motion for exact wording),

2. Mission, Vision and Core Values

MOTION: move to HOD, motion passed

3. Job Description for staffing position

MOTION: moved to HOD, motion passed

4. Budget for staffing position- discussion, this was not updated since the last Executive Board meeting in December, none of the requested changes were made.  
can not be approved as is. Tabled until HOD

5. Bylaw changes regarding staffing position to include Personnel Committee

MOTION: move to HOD, motion passed

6. Realignment of BOD

MOTION: move to HOD, motion passed

#### **6. New Business**

**7. Delegates to Convention** – Dallas, TX September 13-17, 2017 As stated in the By laws, General Chair, Admin Vice Chair, Senior Athlete Rep, Senior chair, Age Group Chair, Coaches Rep, are the designated attendees. in the case of the designated 6 not choosing to attend, the convention is open to anyone selected by the general chair.

MOTION: move to HOD, Voted to approve

#### **8. Nominations for Fall BOD Postions**

**Adjournment 1:45**

