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**New Mexico Swimming, Inc. Board of Directors Meeting Minutes  
October 18, 2020 / Virtual Zoom Conference Call**

**CALL TO ORDER:**

Murray Kelley, General Chair, called the October 18, 2020 New Mexico Swimming, Inc. (NMSI) Board of Directors meeting to order at 1:09pm Mountain Time with the following members in attendance:

**PRESENT:** John Butcher, Andrea Campbell, Linda Corliss, Aimee Dunavant, Sarah Gormley, Murray Kelley, Janet Lyon-Huffman, Jeanette Skow, Jeremiah Stanton, Daryl Wells

**GUESTS:** Kathy Beaudet, Ken Bernier, Cyndie Harrelson, Vickie Fellows, Mike McCluhan

**GENERAL CHAIR'S OPENING REMARKS:**

Murray Kelley opened the meeting by presenting the agenda (Attachment 1). Mr. Kelley went on to remind 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) and further acknowledged many current challenges due to the pandemic.

**MINUTES:**

***MOTION:*** To approve the meeting minutes from the July 19, 2020 Board of Directors meeting (Attachment 2). *Seconded. APPROVED.*

**REPORTS OF BOARD OFFICERS:**

**GENERAL CHAIR:** Murray Kelley presented the General Chair's report (Attachment 3) and highlighted several details. SoCal's decision to not grant sanctions is due to Los Angeles COVID issues; things continue to be dynamic. NMSI had great participation at the Athletes Executive Committee (AEC) Meeting, though Sarah Gormely was unable to attend due to technical issues. It was noted that overall athlete morale was reported as low due to COVID and there are some common issues across local swimming committees (LSC). USA Swimming House of Delegates, which was virtual, also presented difficulties due to technical issues. However, there was good information

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gleaned, such as clarification on Time Trials and helpful Open Water information. During the presentation of the General Chair's report, there was also a general discussion regarding Swimmingly and its status of being permitted for recording official times during meets. There are data gaps with the platform, though it is beneficial due to facilities not having timing systems. Updates will be forthcoming as Swimmingly and USA Swimming continue discussions. Mr. Kelley noted the NSMI old strategic planning document (from December 2019) has been posted and that the Board will need to discuss that at a certain time in the near future, as well as ensuring NMSI is in compliance with any annual USA Swimming requirements as an LSC.

**ADMINISTRATIVE VICE-CHAIR:** Andrea Campbell did not have a formal report to present. A general discussion was had regarding Age Group Championships in December and whether there was a need to order new ribbons for the meet. Ms. Campbell concurred with the recommendation to hold off on spending the money because it was unlikely the meet would be held due to COVID. Daryl Wells added that he has excess NMSI ribbons that can be added to the inventory.

**FINANCE CHAIR:** Janet Lyon-Huffman did not have a formal report to present, but did have several other documents to share for the Board's review. The 2019-2020 Budget v. Actuals (Attachment 4), 2019-2020 Profit and Loss (Attachment 5), and August 2020 Balance Sheet (Attachment 6) have all been updated. While it shows a \$13,682.55 loss, Ms. Lyon-Huffman noted that was not bad, rather extraordinary, considering all the COVID grants the LSC awarded (\$41,360). She also noted that there were a few recording adjustments (liabilities for payroll) she and Linda Corliss were finalizing due to some that were not done correctly. However, the balance statements are accurate and are ready to turn over to audit. Scheduling of the audit will be largely dependent on Ms. Corliss's schedule as she has all the third-party documentation. There was also a discussion regarding signature cards for the NSMI bank account and that they need to be updated at the bank by all signers (in person and at the same time), which will be a logistical challenge. Ms. Lyon-Huffman noted the tax return needs to be done by Nov 15; however, if the audit is not done by then she will file for an extension.

**TREASURER:** Linda Corliss did not have a formal report to present. Due to Ms. Corliss running late for the meeting, Janet Lyon-Huffman spoke to an issue on her behalf. She relayed that the use of PayPal by teams to make payments to NMSI has become increasingly problematic (e.g., not including the 4% service charge in the payment; not timely paying any associated fees; arduous to determine where payments should be attributed; unable to determine from whom the payment originates; sometimes having to

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redo payments). This discussion laid the foundation for a proposal that Ms. Corliss would be presenting to the Board regarding discontinuing the use of PayPal.

**SECRETARY:** Jeanette Skow presented the Secretary's report (Attachment 7) and highlighted several details from her USA Swimming BOD perspective. USA Swimming Corporate By-laws were updated in April 2020 and require all club BOD members to become registered non-athlete members; all teams should come into compliance immediately. USA Swimming has recently formed a Diversity Equity Inclusion (DEI) Council with the purpose of bringing together a group of diverse individuals (within and outside of USA Swimming) to consult, deliberate, and provide strategic feedback to USA Swimming. Ms. Skow also reiterated that USA Swimming Team Services continues to offer programs throughout the Fall for Coaches & Clubs; now that they are all virtual, they can offer more spots than usual. Additionally, once we resume sanctioning meets, NMSI will need to comply with the USA Swimming requirement to include COVID related precautions in the meet information.

**SENIOR VICE CHAIR:** Jeremiah Stanton did not have a formal report to present.

**AGE GROUP VICE CHAIR:** Aimee Dunavant presented the Age Group Vice Chair's report (Attachment 8) and highlighted several details. As a reminder, the 12&U tech suit ban is now in effect and members should view the USA Swimming website on what is permissible. Ms. Dunavant noted that many swimsuit manufacturers have made a number of suits specifically for 12&U swimmers. The Western Zone Age Group time standards for 2021 will not be changing from 2020; however, USA Swimming did come out with the new motivational times and many are faster and quicker for the 2021-2024 time period. A general discussion was also had about high school State qualifying time standards, which can be found on nmact.org.

**COACHES REPRESENTATIVE:** Gordy Westerberg did not have a formal report to present.

**ATHLETES REPRESENTATIVE:** Camden Fouser and Sarah Gormley did not have a formal report to present. Miss Gormley discussed her efforts to generate social media engagement. She had socialized the idea of "Senior Sunday" posts for NMSI swimmers; however, she did not get positive feedback. She proposed the possibility of getting team pictures from around the LSC to post/share. There was a general discussion on teams being willing to provide pictures and also keeping in mind what would be permissible within Safe Sport boundaries and various facilities' rules. There was additional discussion that the issue of trying to get athletes to feel connected again was something

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raised at the most recent AEC meeting. Jeanette Skow recommended the athletes look into having fun virtual events over Zoom to stay engaged.

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

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

**GOVERNANCE COMMITTEE:** There was no formal report submitted by the governance committee. A general discussion was had regarding a need to finalize the members of the committee to ensure the composition complies with NMSI by-laws -- the current proposed slate of members includes too many people overall, as well as too many BOD members. Sarah Gormley agreed to reach out to proposed athlete representatives to gauge interest to be on the committee (Mary Olvera has confirmed thus far). Meeting attendees were asked to forward any names of other interested non-BOD members to Gordy Westerberg or Jeanette Skow.

**TECHNICAL PLANNING CHAIR:** Lee Taylor submitted the TPC's report (Attachment 9) and Vickie Fellows highlighted several details during the meeting. A review of the Meet Template bore out changes that would need to be made in light of the pandemic and associated limitations (e.g., signing of waivers by families, incorporating USA Swimming's required COVID language, highlighting the need to follow facility guidelines). There were a few teams that have held sanctioned and unsanctioned intrasquad and dual meets with some challenges but an overall good experience; transition should be good once restrictions loosen again. The short course meet schedule is tentative and may be limited to intrasquad or virtual meets for the near term. Regarding high school swimming, there will be seven meets, plus districts and states; the season is projected to start Jan 4 with States in March but possibly later. Based on the HS timeline and format, the proposal would be for our LSC States to occur in April and potentially over three weekends at multiple locations to keep numbers down under 100. There was a general discussion about the potential use of "time trials" during club practice times to record official times and the logistics on how to accomplish that within safety guidelines and jurisdictional rules.

**SANCTION REPORT:** Kathy Beaudet did not have a formal report to present. However, she relayed that sanctioning has been challenging due to COVID, the use of the Swimingly platform, and the lack of clarity on the definition of "time trials." Nonetheless, she was able to sanction some meets.

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**MEMBERSHIP REPORT:** Kathy Beaudet presented a Membership Report (Attachment 10) and highlighted that athlete membership is slow and steady. This is likely due to limitations in pool use and access to facilities. There are a few clubs that may not ultimately renew their membership, but that is mainly due to being unable to access facilities.

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

**SAFETY AND DISABILITY SWIMMING CHAIR:** Debbie Kruhm did not have a formal report to present.

**SAFE SPORT COORDINATOR:** Andrea Campbell presented the Safe Sport Coordinator's report (Attachment 11) and highlighted several details. Athletes that turn 18 must complete their Minor Athlete Abuse Prevention Policy (MAAPP) requirements. Additionally, MAAPP review is required every year by parents and must be kept on file, so coaches and clubs need to ensure this is being accomplished. There is a resource guide to assist meet officials called Meet 360 to help create a healthy environment. There was a general discussion about Safe Sport training opportunities, required policies, and the USA Swimming Safe Sport recognition program. Ms. Campbell relayed there are no open Safe Sport cases within our LSC right now.

**RECORDS AND TOP 10 COORDINATOR:** Andrea Campbell presented the Records and Top 10 Coordinator's report (Attachment 12) and highlighted several details. The IMX and Marla Pineda winners for Short Course 2019-2020 were not able to be presented with their awards in person due to not having a Long Course Championships meet, so the results will be posted on our website. Additionally, Marla Pineda Awards are now required to be submitted by coaches to ensure all eligible athletes are considered.

**NATIONAL TIMES CHAIR:** Andrea Campbell presented the National Times Chair Report (Attachment 13) and highlighted several details. Swimmingly and Dolphin are not yet approved as official timing systems; they are under review by USA Swimming. Additionally, there are some upcoming national level meets (e.g., Toyota US Open, 18&U Winter Champs) available for swimmers to attend.

**DIVERSITY AND INCLUSION CHAIR:** Doug Forbes did not have a formal report to present. However, he emailed an update to the BOD regarding the NMSI Diversity Clinic: University of New Mexico cannot host anyone from outside the University until

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the spring. The West Mesa Aquatic Center is available and Daryl Wells has offered to give up some of his team's pool time to allow the clinic to happen.

**OFFICIALS CHAIR:** Ken Bernier did not have a formal report to present. However, he provided some training updates. NMSI is willing to conduct officials training, but there has been no widespread interest. Colorado Swimming has created virtual clinics for officials, which he continues to forward to the NMSI google group so they can attend as desired. Attendance has mostly been by unattached officials and coaches. There was a general discussion of the need to get more officials trained, particularly based on the high risk age category of many officials and the inability of out-of-state officials to travel to NM.

**EQUIPMENT CHAIR:** Jeremiah Stanton did not have a formal report to present. However, he provided an update on the NMSI trailer. There is a tire issue on the trailer, making it difficult to get it back from Los Alamos so the tire will need to be fixed. Once the trailer comes back, there will need to be an inventory with a couple people present. There was also a general discussion in Mr. Stanton's capacity as Senior Vice Chair regarding the consideration of alternate methods for selecting athlete representations if an in-person vote cannot be conducted later in the season as scheduled.

**OPEN WATER CHAIR:** John Butcher did not have a formal report to present. He noted that sanctioning at the national level will help with the safety level of events. There was a general discussion about viable options for open water meet locations for NMSI athletes within NM next year. Due to COVID travel and quarantine restrictions, there were no viable options this year.

**WEBSITE CHAIR:** Daryl Wells did not have a formal report to present. However, he reminded individuals to send any requested updates to him and he will post on the website. Additionally, he will put all future NMSI sanctioned meets up on the website.

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

**UNFINISHED (OLD) BUSINESS:**

**NMSI TRAILER:** There was a general discussion that it would be appropriate for NSMI to pay the church where the trailer is being parked in Los Alamos. Linda Corlis will find out to whom we can make payment.

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**RULES AND REGULATIONS:** Andrea Campbell stated she is currently updating the Rules and Regulations and will contact the appropriate people within NMSI that needs to be consulted for input. There was a general discussion about pulling items that are policies and procedures and do not need to be in the rules.

**REVIEW OF PROPOSALS APPROVED BY EMAIL VOTE:** Vickie Fellows had submitted two proposals on 9/1/2020, which were taken up by the Board in an email vote. *Proposal 1:* Change NMS Rules and Regulations Manual, Section 7.1.3, to waive the \$7 NMSI surcharge currently paid by each swimmer in an NMSI sanctioned meet (NMSI teams involved in closed dual meets and closed virtual meets) held through 12/31/20. *Proposal 2:* Change NMS Rules and Regulations Manual, Section 7.3.4, to waive the sanction late fee of \$100 for sanctions submitted to NMSI or meets scheduled on or before 12/31/20. Both proposals were approved (Attachments 14 and 15). Jeanette Skow or Murray Kelley will memorialize the details on the bottom of the proposal forms. There was additional discussion about the formatting and accessibility of blank proposal forms, which Aimee Dunavant stated she would provide.

**NEW BUSINESS:**

**MANDATORY BY-LAW CHANGES:** Murray Kelley mentioned he is still awaiting the list of USA Swimming rule changes from Convention that will require NMSI by-law changes. Andrea Campbell is working on generating the list in the meantime.

**POTENTIAL SPEEDO CONTRACT FOR AGE GROUP ZONES:** Aimee Dunavant had reached out to Speedo in an effort to hopefully save money and better utilize resources because Age Group Zones has become more and more expensive. Sponsorship would include items such as suits, bags, caps, banners, coach shirts, value-in-kind credit, and website discounts for team members. There was a general discussion on Speedo's requirements and areas where we would want to negotiate (e.g., tech suits, on-site vendor limitations on brand sales, value-in-kind amount, officials apparel). There was consensus that while the contract would not need House of Delegates approval, the BOD will want to socialize the details among teams/coaches.

**IMPACT OF GOVERNOR'S ORDER ON COMPETITION/PRACTICES:** There was a general discussion on the varied impact on NMSI teams due to unclear State guidance on access to pools. It has become tenuous for everyone wondering what is going to get cut next. It was determined that a committee would be formed to develop our interests and a data-driven advocacy plan, as well as leveraging resources from entities like USA Swimming or local elected officials. The committee will be composed of Ken Bernier,

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John Butcher (lead), Sarah Gormley, Murray Kelley, Jeanette Skow, and Daryl Wells. The first priority is to keep clubs in business with practices going.

**REVIEW OF NMSI BOD POSITIONS RELATIVE TO CURRENT BY-LAWS:** Jeanette Skow discussed the need for at least one other athlete representative (at-large) on the Board of Directors to come into compliance with the NMSI by-laws. There was a general discussion on the mechanism we will use to bring on another athlete. Murray Kelley will look into appointing one, in consultation with the Board (and the athlete representatives, in particular).

**18&U CHAMPIONSHIPS REIMBURSEMENT:** Linda Corliss was seeking guidance on whether the upcoming 18&U Championships meets would qualify for athlete reimbursement. Murray Kelley recommended using the rules as currently written and reimburse up to the amount of a Sectionals meet. There was a consensus of wanting to support the athletes to attend meets. Considerations were raised regarding adding a requirement for athletes to submit to state COVID requirements (such as testing/quarantining upon return), as well as ensuring the funds are available.

**CAMPS CHAIR:** There was a general discussion recapping an earlier decision to eliminate the Camps Chair position. Therefore, we no longer need to seek nominations for the position.

#### **RESOLUTIONS AND ORDERS:**

Linda Corliss submitted a formal proposal to discontinue PayPal as an accepted method of payment to NMSI. The proposal was seconded. Ms. Corliss reiterated the earlier discussion regarding the burdens on the LSC due to many user mistakes and costs associated with its use. Additionally, our rules state it is solely for registrations and meet sanctions, but people are violating those parameters and it is becoming a problem. The Board of Directors recommends approval of the proposal; it will go on to the House of Delegates for approval.

Lee Taylor submitted a formal proposal to accept non-sanctioned/unofficial short course times from 9/1/20-12/31/20 for the NMS State Short Course meet qualification in Spring 2021. Mr. Taylor was unexpectedly unable to attend the meeting and present the proposal. The proposal was seconded. There was a general discussion about the need to provide opportunities for swimmers to qualify for the meet. There was further discussion on how such times could be verified (e.g., coach affidavit, USA Swimming Leaderboard submissions, alternate timing systems, etc.). More information is needed

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on reporting mechanism details, and due to Mr. Taylor being unable to attend, the BOD tabled the vote and will take it up by email.

**UPCOMING MEETINGS:**

**NEXT HOUSE OF DELEGATES MEETING:** Mid-January 2021 (exact date to be determined by Murray Kelley)

**NEXT BOARD OF DIRECTORS MEETING:** Exact date of next meeting to be determined by Murray Kelley. Mr. Kelley will call any special meetings as needed prior to the House of Delegates, with the expectation that committee work discussed at this meeting is accomplished prior to the next House of Delegates meeting.

**ADJOURNMENT:**

Murray Kelley adjourned this meeting at 4:17pm Mountain Time.

Attachment 1: Agenda

Attachment 2: July 19, 2020 BOD Meeting Minutes

Attachment 3: General Chair's Report

Attachment 4: 2019-2020 Budget v. Actuals

Attachment 5: 2019-2020 Profit and Loss

Attachment 6: August 2020 Balance Sheet

Attachment 7: Secretary's Report

Attachment 8: Age Group Vice Chair's Report

Attachment 9: Technical Planning Chair's Report

Attachment 10: Membership Report

Attachment 11: Safe Sport Chair's Report

Attachment 12: Records and Top 10 Chair's Report

Attachment 13: National Times Chair's Report

Attachment 14: Proposal to Waive NMSI Swimmer Surcharge

Attachment 15: Proposal to Waive Meet Sanctions Late Fee

Attachment 16: Proposal to Discontinue NMSI Acceptance of PayPal