

**COMSA  
Executive Meeting - Minutes  
November 1, 2006**

**Those in Attendance:**

Heather Hagadorn (Chair), Nicole Vanderpoel (Vice Chair), Susan Nolte (Treasurer), Kathy Garnier (Secretary), Ellen Campbell (Newsletter), and Mark Plummer (Top Ten).

The meeting was called to order at 7:03 pm at Colorado Athletic Club- Inverness in Englewood, Colorado.

Motions approved:

MSA to approve October 2006 minutes as amended.

MSA to approve the 2006-07 Budget as amended.

**Topics of Discussions:**

1. It was MSA'd to approve the minutes from the last meeting of October 4, 2006 as amended under 3.b.4.
2. Officer Updates:
  - Chair- Heather
    - The February 2007 COMSA Executive meeting was proposed as a conference call. COSTCO conference calls can be purchased for \$0.068/minute/person. Approximate cost for 10 callers for 90 minutes would be \$65. It was agreed to proceed with this for the February meeting.
    - Adobe Acrobat Pro software version 8 costing \$450 will be purchased and reside with Heather. This software is being purchased primarily for document conversion and forms generation.
    - Nominations had previously been collected for COMSA persons of interest for local publicity for the USMS National meet in Federal Way in May 2007. A ballot vote was processed. Top nominations will be provided to requestor.
    - COMSA Event Calendar 2006/07 reviewed through April 2007.
  - Vice Chair-Nicole
    - 2007 State Meet Update:
      1. Change wording of "no deck seeding" to "no deck entries".
      2. There has been interest from NIKE/High Point to be a vendor at the meet. It was agreed to pursue having this vendor at the meet.
      3. T-shirt inventory is 10 Brute and 20 Sprint squad shirts. Nicole suggested a design change for the Brute squad shirt. It was agreed and she will pursue this change.
  - Treasurer-Susan
    - 2006-07 Budget Review: It was MSA'd to approve to budget with recommended changes.
    - Incurred cost of \$115 to reprint the clinic flyer. Received a credit of \$112.60 (10% of printing bill) due to printing error in last newsletter.
    - Need expense reports from Will, Nicole, and Kevin from Convention.
    - EOY donation review to take place.
    - Balances as of 10/30/2006: Checking \$15,837.96 Savings \$22,950.97 for total of \$38,788.93.
  - Secretary-Kathy
    - Will update the team registration form for 2007 and include in the next newsletter.
    - Will follow up on request for newsletter article on the passing of Agota Frohs.

**COMSA**  
**Executive Meeting - Minutes**  
**November 1, 2006**

- Registrar-Marcia (written report)
  - Final membership count for 2006 is 2,133 members.
  - 2007 Renewals have been mailed. Have registered 19 member for 2007.
  - Have entered all the workout groups that are listed on the website into the database under Colorado Masters.
  - P.O. Box number has changed and it is now 630523. A new registration form has been sent to Mel for the website. Kathy will scan the website for any listings of the old number.
  - Clinic: We have 7 people signed up to date. Included the flyer with the renewals.
  - Caps: Need to set a price for the silicone caps. It was decided to defer the pricing decision to Marcia.
  
- 3. The recent cancellation of meets was discussed. It was agreed that COMSA would provide assistance to events on a case by case basis. For this assistance, the Sanctions Chair would trigger having the Board work with new meet directors for terms of assistance.
  
- 4. Committee Chair Updates:
  - Awards – Ellen will change last year's request for nominations and include in the next newsletter.
  - Coaches – Mo Chambers is the new USMS Coaches Chair. If you check the coach's box on your registration form that you are a coach, you will receive emails from her. Carrie will also check this box to receive this information.
  - Communications – Newsletter: The deadline for the next newsletter has been extended to November 15th. It will go on in the mail mid-December.
  - Communications – Webmaster: Mel has submitted his resignation from this position and will finish out the end of the year. A search for a new Webmaster is under way with transition anticipated after the end of year.
  - Fitness – The new USMS Fitness Chair is Terry Laughlin and Marcia Anziano remains as Vice Chair. Want to promote the Check Off Challenge and will communicate with Carrie to get the information out to the coaches. Also need to coordinate with Nicole on Postals.
  - Long Distance/Open Water – Received no registrations for the 3K/6K scheduled for 10/21, thus cancelled. The 11/4 swim at DU from 12-3 p.m. has 7 registered so far. Will send Postal information to Carrie to send to the coaches. Suggested having participation awards to increase interest. Would like to discuss at the Team Rep meeting in January.
  - Officials – n/a
  - Records – It was mentioned that Postal Records for the 5 annual events might be considered for record tracking.
  - Safety – n/a
  - Sanctions – n/a
  - Top Ten – Mark Plummer
    - Following up on the measurement of Lowry pool for the LCM meet with Kim. Has COMSA measured this pool or have the certificate on file?

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Next meeting scheduled for January 6, 2007 at Highland Ranch Meet approximately 11 a.m. This is a Team Rep meeting.

MSA to adjourn meeting at 8:41 p.m.

Submitted by Kathy Garnier, Secretary