

COMSA
Executive Board Meeting - Minutes
October 2, 2004

Those in Attendance:

Marcia Anziano (Chairperson, Zone Representative), Heather Hagadorn (Vice Chair, DU), Susan Nolte (Treasurer), Kathy Garnier (Secretary), Kim Crouch (Sanctions), John Hughes (Registrar), Cindy Hawkinson (Past Chairperson) and Nicole Vanderpoel (Long Distance Chair).

The meeting was called to order at 9:30 am Cherry Creek Starbucks in Denver, CO. This meeting was called as a follow-up to share information with the Board from the recently attended national convention.

Topics of Discussions:

1. Registrations: We are attempting to encourage renewing swimmers to use the existing pre-printed renewal form rather than wait a period of time and sign up with a new form.
 - a. \$30 renewal fee for using the pre-printed renewal form was suggested. The purpose of the lower price incentive to use the existing renewal card is that we are trying to encourage usage of the pre-printed form for ease of processing. Hand-written forms can be difficult to read and take more time to process. Additionally, a free swim cap as an early registration incentive was suggested. Marcia will price out Colorado swim caps as an option for incentives for the first (# TBD) receiving a swim cap.
 - b. \$35 for new/hand-written forms was suggested, as the time to process is much greater than renewal forms.
 - c. Motion MSA to adopt a two-tier fee structure - \$30 fee for renewals submitted using the renewal form sent in the mail, and a \$35 fee for new Application for Membership forms.
 - d. Motion MSA that COMSA discontinue the policy of dropping the price of membership in September and leave it at the same fee for the entire year.

2. Leo Ware:
 - a. John will look into how to use this downloadable program for mass distribution emails in lieu of YAHOO list currently being used.
 - b. Mel Dyck has volunteered to be an assistant webmaster offering support to Terry Heggy, COMSA Webmaster. They will meet on October 10, 2004 to discuss the details for areas of responsibility and sharing of the work.

3. List of goals for 2005:
 - a. Hosting a national postal event: must typically first show LMSC experience before a national bid is granted. Different ideas for this event discussed capitalizing on the high altitude factor (Mile High Madness, 5280 Swim – 52 minutes, 80 seconds). Would like a newly formed committee to take this action item on. This initiative would be a good fundraising activity to fund activities/clinics with the mission to support swimming improvement techniques.
 - b. Open Water training clinics to be pursued by Cindy. Bob Bruce, a participating coach in the USMS Mentor program, has discussed interest in coming to Colorado to put on an open water clinic. It was discussed that both an early winter session (how to train in the pool for open water) and a summer session (going to Chatfield) would be pursued.
 - c. Date for 2006 Horsetooth National Long Distance 10K Championships discussed. Mid July discussed as a good recommendation.

4. Policy for Delegates: Establishing guidelines for delegate selection for the 2005 national convention was discussed. There has been increased interest to participate from COMSA members. With this in mind, it was discussed that there is a need for an application/recommendation process and establishing

COMSA
Executive Board Meeting - Minutes
October 2, 2004

requirements. Marcia will work on developing and reviewing these requirements before the next (2005) convention.

5. Sanctioned vs. Recognized meets: At convention, it was learned that recognized meets were for “piggy-backing” purposes of other events, not as the sole meet itself. Kim Crouch, Sanctions Chairperson, will be monitoring this more closely, with most meets being sanctioned, not recognized. These definitions/clarifications will be updated on the website under the meets section.
6. Records retention requirements were distributed at convention. Heather will review the requirements and develop an action plan for locating and organizing COMSA’s records.
7. Miscellaneous:
 - a. At the national level, team championships will no longer awarded by team size. All teams will compete in one open division with places being awards for 1st through 10th place. It was discussed that this may be a good idea to implement at the state level as well.
 - b. Clinics that COMSA will be pursuing for the time being are those that are sponsored by the USMS Mentoring Program.

Next meeting scheduled for October 6, 2004 at University of Denver at 7 pm in 4 North Conference Room. This is a Team Rep meeting.

Adjournment: Meeting was adjourned at 11:00 am.

Submitted by Kathy Garnier, Secretary