

COMSA
Executive Board Meeting - Minutes
November 3, 2004

Those in Attendance:

Marcia Anziano (Chairperson, Zone Representative), Heather Hagadorn (Vice Chair, DU), Susan Nolte (Treasurer), Kathy Garnier (Secretary), Ellen Campbell (Newsletter Editor), And Mark Plummer (Top Tens).

The meeting was called to order at 7:11 pm at the University of Denver Conference Room 4N in Denver, CO.

MSA to approve the minutes from October 2, October 6 and August 4.

Topics of Discussions:

1. 2005 Budget Review – Susan Nolte:
 - a. Review of the 11/01/04 to 10/31/05 preliminary budget. Changes of note:
 1. Three (3) COMSA clinics (both revenues and expenses) have been included in this budget.
 2. Team registration revenue will be reduced to \$0 from \$480 for 2005, as team registration fees will be discontinued. On the expense offset, team rulebooks will not be purchased (\$256). This information can be accessed online. Officials' rulebooks will continue to be purchased.
 3. Convention expense increase to include 7 delegates to attend.
 4. Merchandise revenue and expenses (merchandise and registration incentives) for swim caps included. 500 caps to be purchased, 250 for early registration incentives and 250 for merchandise sale. Pricing update to be factored in as well as artwork costs.
 5. Data entry expenses and expenses for thank-you gifts for volunteers were on hold and not approved: pending details.
 6. Increase in meeting expenses for team rep incentives to boost attendance at meetings.
 7. Increase in postage to include additional cost of mailing swim caps.
 - b. MSA approved pending details for the expenses mentioned in #5 above and other changes/updates were approved as discussed.
2. Meeting Sites for 2005 - The following dates and locations were chosen for 2005 meetings:
 - a. January 12 - CAC Inverness, Team Rep Meeting
 - b. February 2 - Highlands Ranch Library, Executive Meeting
 - c. April 9 - All-member meeting at the State Meet
 - d. May 4 - DU, Executive Meeting
 - e. July – date TBD Chatfield Social, Team Rep Meeting
 - f. August 3 – DU, Executive Meeting
 - g. November 2 – Highlands Ranch Library, Executive Meeting.
3. 2005 State Meet review – Heather Hagadorn
 - a. Dates are confirmed at DU for the 2005 State Meet to be held April 8-10.
 - b. Reviewed meet entry form. Swimmers will use the standard meet entry form for this meet. The annual COMSA meeting will be held Saturday at 8:30 am. It was suggested and agreed to move the 500 Freestyle on Saturday to the last event for the day.
 - c. Added Long Distance Relays. These will be non-scoring events for those wanting to put together either team (i.e. DU, HR etc) or club (i.e. CM – Colorado Masters) relays for the opportunity to place in national top tens or set new national records. A swimmer may only swim one relay per event.

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- d. Changed minimum age for participation to 18 years of age per the new national guidelines.
 - e. Finalized name of the "Sprint Squad". This is a new award (t-shirt) for those swimming the 50 of each stroke and the 100 IM.
4. Web Status: Marcia Anziano
- a. Mel Dyck is the new primary web master. Terry Heggy has begun transitioning duties to Mel and will be provide back-up assistance on an ongoing basis.
 - b. Status of moving website to USMS supported site: This is in the developmental stage. The experimental pages are up and running in a beta test mode. Mel is pursuing the requirements to move the URL to USMS.
 - c. Team info on places to swim on the COMSA site and the USMS site need to be up to date and kept in sync. The USMS webmaster indicated that he could link to the COMSA website to achieve synchronicity.
5. Newsletter Editor status – Ellen Campbell:
- a. The deadline for the January newsletter is December 1st. It is of the utmost importance to meet this deadline, as Ellen's availability in December is unknown. Heather has volunteered to finish the newsletter in Publisher in the event Ellen is unavailable to complete the newsletter. Kathy is the backup to get it to the printer and into the mail.
 - b. Additional items discussed for the newsletter were an order form for Colorado Masters team attire, a contest for a new banner logo, and articles from the national website.
6. Clinics:
- a. Open Water clinics – Nicole and Cindy are working on a proposal for Bob Bruce to come to Colorado to a conduct a clinic during the Winter/Spring months. Nicole is in the process of scheduling the first clinic.
 - b. Coach of the Year clinic – Ellen will follow up with Cathy Drozda to plan this clinic.
7. Team Rep Meetings:
- a. The next Team Rep meeting is January 12, 2005 at CAC-Inverness. At this meeting, representatives from the National State Games and Colorado Swimming will attend to promote the July 2005 meet in Colorado Springs to all the Team Reps.
 - b. Discussed methods to get Team Reps more involved.
 - 1. Assign a group of teams to a board member that would be responsible for contacting them, getting information to them and making inquiries of them. They would stay in contact with them throughout the year.
 - 2. Develop a list of topics to discuss with them:
 - 1. Update info on the website.
 - 2. Rulebooks will no longer be provided to the teams. It can now be accessed online.
 - 3. Need reps at meetings.
 - 3. Possibly reducing the number of meetings to 1 to 2 meeting per year to increase attendance.

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Next meeting scheduled for January 12, 2005 at Colorado Athletic Club-Inverness at 7 pm. This is a Team Rep meeting.

Adjournment: Meeting was adjourned at 9:07 pm.

Submitted by Kathy Garnier, Secretary