

COMSA
Executive Meeting - Minutes
February 2, 2005

Those in Attendance:

Marcia Anziano (Chairperson, Zone Representative), Heather Hagadorn (Vice Chair, DU Rep), Susan Nolte (Treasurer), Kathy Garnier (Secretary), Ellen Campbell (Newsletter Editor, Inverness Rep), John Hughes (Registrar, Highlands Ranch Rep), Cindy Hawkinson (Past Chairperson), Mark Plummer (Top Tens), Kim Crouch (Sanctions), Chris Nolte (Awards and Safety).

The meeting was called to order at 7:05 pm at the Highlands Ranch Library in Highlands Ranch, CO.

MSA to approve the minutes from November 3, 2004 meeting.

Topics of Discussions:

1. Old business:
 - a. Retention of records (Heather Hagadorn) – defer to May meeting
 - b. Delegate Qualifications (Marcia Anziano)
 1. Draft of Delegate Selection/Funding Process reviewed.
 2. Submit changes to policy with final submission at May meeting.
2. Treasurer's Report: Susan Nolte
 - a. Cash balance in bank checking \$19,008.81 (large pending payment due to USMS for 2005 registration fees) and savings \$16,475.82 for a total of \$35,484.63 as of 2/2/2005.
 - b. COMSA Profit and Loss Statement for calendar year 2004 provided.
 - c. 2004-2005 budget amended to include \$200 contract labor for computer entry of 2005 registrations.
3. State Meet: Heather Hagadorn
 - a. Has received sanction number.
 - b. Meet info on the web and in the newsletter.
 - c. Request for awards nominations included in meet information.
 - d. Posting of psyche sheets will occur after the initial deadline.
 - e. Solicit for meet sponsors – full page \$90, half page \$55, quarter page \$35, business card \$20. Identify prospective advertisers by 3/1 with 100% of artwork due 3/27.
 - f. T-shirt designs due 2/25.
 - g. Registrar listing due by February 25th for first copy from John Hughes.
 - h. Heather will determine participation awards.
 - i. Meet hotel La Quinta for \$49 (have 20 rooms blocked) information is posted on the web.
 - j. Team trophy awards for top 6 teams.
 - k. Sprint squad t-shirts – yellow acid wash; ownership of artwork.
 - l. Heather will contact Peggy to get the Brute Squad t-shirts.
 - m. Agenda items for annual COMSA meeting at the state meet to include annual election of officers. Announcement needs to be sent out to team reps 10 days prior to meet
4. Registration: John Hughes
 - a. Newsletter labels – total number seemed approximately correct for last label run for newsletter. If there are issues, they will need to be handled on an individual basis with John. Next set of labels needed on 3/1.
 - b. Assistant registrar support requested to help registrar and treasurer. Duties to include retrieving mail from P.O. box, opening and sorting mail and delivering appropriate mail to treasurer (checks) and registrar (applications). Susan will train position. Will post job to website.

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- c. We are still experiencing swimmers participating in meets and not processing their registrations. Other issues cited such as meets without officials, safety during warm-ups, and pool length certifications on file. Meet director information for hosting a meet on the website needs to be comprehensive and then followed.
 - d. One-day registration fee was set at \$10.
- 5. Clinic Status: reported by Marcia Anziano for Nicole Vanderpoel
 - a. February 17-19 Focus on Fundamentals with Bob Bruce set to go.
 - b. In May there will be a mentor clinic for the coaches.
 - c. COMSA Freestyle clinic March 13th at the Northglenn Rec Center, hosted by Cathy Drozda.
- 6. Nationals:
 - a. Orders for team apparel due February 15th.
 - b. A team meeting has been suggested for those attending nationals as a “meet and greet” for Thursday night. Kathy Garnier will look in to a meeting location.
- 7. National State Games:
 - a. July 29-31 in Colorado Springs. No update.
- 8. Chatfield swimming: Cindy Hawkinson
 - a. April 30th start date with the same schedule as in previous years (M,W 4:30 to 7:00 pm and Sat. 7:30 to 10:30 am).
- 9. Open Water Swim Series:
 - a. COMSA will support but will not run an open water series; recommendation is to have a meet director run the series. Possibly have a 3swim series (1/2 mile, 1 mile, and 2 mile). Under consideration.
- 10. Newsletter: Ellen Campbell
 - a. Next newsletter deadline March 1st. Postings to fill 2 vacant chairs positions (Rules and Regulations Chair and Safety Chair).
 - b. Additional discussion for new committee chair position for Coaches Chair with duties to include monthly correspondence to coaches. MSA to ratify Coaches Chair position. It was also MSA'd to approve Carrie Slover as the new Coaches Chair.
- 11. Zone Issues: Marcia Anziano
 - a. Each zone will only have 1 representative serving on the Board of Directors for USMS.
- 12. Miscellaneous:
 - a. Deanna Johnson provided clarification on usage of armbands via email. “The band in question is specifically a TYR band that was designed to increase the water resistance on the propulsive surface of the lower arm. It does not preclude the use of the old elastic arm band that some people use for therapeutic reasons,” states Leo Letendra. Clarification has been forwarded to all officials.
 - b. Board members to review job descriptions and email changes to Heather by April 30th.

Next meeting scheduled for May 4, 2005 at the University of Denver, Conference Room 4N at 7 pm. This is an Executive Meeting.

Adjournment: Meeting was adjourned at 8:55 pm.

Submitted by Kathy Garnier, Secretary