

COMSA
Executive Meeting - Minutes
May 4, 2005

Those in Attendance:

Marcia Anziano (Chairperson, Zone Representative), Heather Hagadorn (Vice Chair, DU Rep), Susan Nolte (Treasurer), Kathy Garnier (Secretary), Mark Bailey (DU), Pete Schwenker (Officials), Gary Reese (Safety).

The meeting was called to order at 7:03 pm at the University of Denver Conference Room 4N in Denver, Colorado.

Topics of Discussions:

1. 2005 State Meet Review – Heather Hagadorn:
 - a. Feedback was that the meet was run very efficiently. Items under consideration for next year include: check-in for 2nd long distance event later in the day; positive check-in for 500 Free and 400 IM; changing format putting 500 Free/400 IM first event of day; revise meet format; change color of sprint squad t-shirts.
 - b. Mark Bailey reported that late entry volume was low (approx. 8 to 10 late adds). Suggestion for next year to provide concessions and vendor apparel and supplies if interested.
2. Sanctions - Meets this summer:
 1. Lowry (HRanch) LCM meet June 5th – sanctioned
 2. State Games of America at Air Force Academy July 29-31st – recognized
 3. Wingshadow Horsetooth Long Distance Swim at Horsetooth Res. in Fort Collins Aug. 14th – sanctioned
3. Delegate selection for Convention – Marcia Anziano
 - a. COMSA has 5 delegate positions this year and some members that have automatic positions. Have budgeted to fund 7 people. Guidelines for approval have been established. A preliminary list of participants was developed and planning and approval underway.
4. 2005 ASCA World Clinic – Marcia Anziano
 - a. It was discussed that in following past years' practices that this opportunity would first be offered to the current COMSA Coach of the Year. Marcia will make this offer to Mel Dyck.
5. Awards for National Top Ten Relays: Individual swimmers may request their patches from the USMS National Office.
6. Treasurer's Report: Susan Nolte
 - a. Cash balance in bank checking \$18,397.68 and savings \$16,524.61 for a total of \$34,922.29 as of 5/4/2005.
 - b. COMSA budget sent to the USMS National Office.
7. Registrar's Report:
 - a. Membership at 1,567 (ahead of last year). Renewals are strong. Registering for nationals and validating against local database caused some problems.
8. Ratify new Officials Chair:
 - a. MSA to ratify Pete Schwenker as the new Officials Chair.
 - b. MSA to ratify Cindy Hawkinson as Past Chair and John Hughes as Registrar.
9. Long Distance Report:
 - a. USMS sponsored mentor clinic and freestyle/open water clinics scheduled May 6th, 7th, 8th.
 - b. 5K and 10K National Postal Championships: starts May 15th until Sept. 30th.
10. Nationals:
 - a. CMS Meeting in Ft. Lauderdale: Mel Dyck and Chris Nolte to discuss relays, Cynthia Anderson to discuss organizing CMS national team.

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- b. Marcia will bring Colorado caps for sale to the meet.
 - c. 2006 Nationals date moving the May 11-14, 2006.
11. Chatfield:
- a. Opening day there were 8 swimmers braving the 49.5-degree water.
 - b. Will put in the next newsletter a request for volunteers for check-in duties.
12. National State Games: Marcia will contact Mel to put a link on the website to this site. The deadline is July 19th , however there is a cap on number of participants per age group.
13. Records Retention – Heather Hagadorn
- a. Tax records need to be kept for 3 years.
 - b. Minutes saved for 1 year.
 - c. Registrar information updated monthly.
 - d. Save in 2 formats – electronically and paper copy.
14. Safety Chair – Gary Reese
- a. Plan to develop and disseminate a set of general guidelines to coaches committee. All coaches need to be proactive in educating their swimmers.
 - b. Guidelines for hosting a meet to be developed. Will call and review these with each meet director. Outreach contact will be documented. Signage will be developed and placed in the officials meet kit including “No Diving” and “Sprint Lane” signs.
 - c. Marshals with orange vests needed to monitor warm-ups and warm-down. Each meet should have a safety official.
 - d. Funding approved for 2 orange vests and 10 signage sets.
15. Miscellaneous:
- a. Heather Hagadorn – reminder to review and update job descriptions and responsibilities.
 - b. Gary Reese – Promoting swimming, how to grow COMSA. Will bring a packet next time for review, which includes implementation for growth information for coaches and programs.

Next meeting is the COMSA Social and Team’s Talk Meeting on Wednesday, July 14th, 2005 from 6-8:30pm at the Fox Run picnic area at Chatfield Reservoir.

Adjournment: Meeting was adjourned at 9:00 pm.

Submitted by Kathy Garnier, Secretary