

COMSA
Executive Meeting - Minutes
August 3, 2005

Those in Attendance:

Marcia Anziano (Chairperson, Zone Representative), Heather Hagadorn (Vice Chair, DU Rep), Kathy Garnier (Secretary), Mark Plummer (Top Ten), and Kim Crouch (Sanctions).

The meeting was called to order at 7:00 pm at the University of Denver Conference Room 4N in Denver, Colorado.

MSA to approve the minutes of the May 4, 2005 meeting.

Topics of Discussions:

1. Treasurer's Report: Marcia for Susan Nolte
 - a. Requests for 2006 budget items due to Susan by October 1, 2005.
 - b. Request from Mel Dyck, COMSA Webmaster, for approval to upgrade Meet Manager software to the current 2.0 version. Need clarification as to how many copies of the software may be distributed under the COMSA licensing agreement. MSA for Mel to proceed with the purchase of the upgrade in the current 2005 budget cycle.
2. Registrar's Report: Marcia for John Hughes
 - a. Current registered membership 1,964 with 50 additional applications in process. Chatfield swimming adding volume throughout the summer season. Wingshadow event in August expecting additional 50 one-event memberships. Projection for year-end membership at approximately 2,100 members.
3. Request from Cindy Hawkinson approved for COMSA to donate \$250 to Colorado State Parks for Chatfield signage. This Special Use bulletin board will be installed at the gravel pond and will post rules and regulations for use of the area including permit times for swimming.
4. Discussion of July 14th email from Dr. Stephen Long offering a workshop to test drive a nation-wide book tour on performance tools and strategies. It was agreed that COMSA would not sponsor this clinic.
5. Request was approved for a team banner. Mel Dyck will handle the procurement of the banner. Discussion of national championship t-shirts was reviewed. It was determined that apparel for the next purchase cycle would include the tag line "2005 National Champions".
6. Sanctions: Kim Crouch
 - a. Fall meet schedule deadline for newsletter is September 1st.
 - b. Fall meets under contact are: Evergreen (Marcia will contact), Green Mountain and DAC (Kim is contacting).
7. Survey Results review: The results from the national team survey from the website were reviewed. Due to the low response rate of 33 respondents and the inconclusive nature of the results, no further action was deemed necessary at this time.
8. National Convention:
 - a. Reminder to attendees to submit registration due by August 6th.
 - b. Meeting of Colorado delegates on Wednesday night after the HOD meeting.
 - c. Jack Buchannan awarded an at-large position.
9. Records procedure review: Documents from the LMSC handbook for USMS and World Records were reviewed. Action is being taken to correct the current situation and meet directors will be made aware of the need to keep the timing system console printouts. It was decided that Kim will revise the meet director packet to include meet director responsibilities for records.
10. Program to distribution mass emails for the webmaster:
 - a. Marcia will discuss with Leo the possibility of using the registrar database to send mass emails.
 - b. If this usage of the registrar database is not feasible, we will pursue possible purchase of alternative software.

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- c. This functionality primarily to be used by the Webmaster. The COMSA Secretary would also have the software/access as backup to Webmaster or for other requirements as needed.
11. Advertising policy review: A review of the advertising policy was discussed. Susan Nolte cautioned against jeopardizing the non-profit status of COMSA. Therefore, it was reaffirmed that the policy of no web advertising and minimal newsletter advertising be upheld.
 12. Newsletter distribution frequency change for 2006: Newsletter editor, Ellen Campbell, submitted a proposal to change the schedule and frequency for the 2006 newsletter. It was agreed to change the current quarterly frequency to 3 times per year with the following dates: June 1, September 1, and December 1.
 13. The resignation of John Hughes, Registrar, was accepted effective October 31, 2005.
 14. The following proposal was then MSA'd to fill the BOD changes effective November 1, 2005:
 - a. Marcia will resign as Chairperson and will become the new Registrar.
 - b. Heather will become the new Chairperson.
 - c. Bob Patten will fill the Vice-Chair position on an interim basis until the next election.
 - d. Cindy Hawkinson will retain Past-Chair position until the next election.
 15. Old business:
 - a. ASCA grant offer to Mel Dyck was declined. It was then offered to COMSA coaches on a first-come basis with no interest.
 - b. Job description update still in progress.
 16. New business:
 - a. Mark Plummer requested someone to be responsible for USMS records. It was decided that this should be included in the Vice-Chair responsibilities. Heather will update the job description to include this duty.
 - b. A request from Mark Plummer for a meet manager software contact person was proposed. Discussion of a possible committee chairperson position to meet this need.
 - c. Discussion on non-registered swimmers being allowed to swim in sanctioned meets. Kim will include in the meet director packet that it is recommended that they obtain the registration number for ALL swimmers. Will monitor more closely and possibly have the registrar (or assistant) on site for meets that allow same-day registration.
 17. Long Distance Report:
 - a. Low interest in the 5K/10K Postal swims. Possibly organize for September at DU.
 - b. Open water journals for the next newsletter in progress for some of the distance swimmers activities over the summer.
 - c. It was determined after many attempts that COMSA cannot share permits with USAT for events at Chatfield.

Next meeting scheduled for November 2, 2005 at Highlands Ranch Library at 7pm.

MSA to adjourn meeting at 8:52 pm.

Submitted by Kathy Garnier, Secretary