

**COMSA**  
**Executive Meeting- Minutes**  
**November 7, 2007**

**Those on conference call:**

Heather Hagadorn (Chair), Nicole Vanderpoel (Vice Chair), Susan Nolte (Treasurer), Kathy Garnier (Secretary), Marcia Anziano (Registrar), Kim Crouch (Webmaster), Brian Tsuchiya (Sanctions), and Morgan Edwards (Coaches and Fitness).

The meeting was called to order at 7:05 p.m. via conference call.

**Motions approved:**

**MSA'd** to accept the increase fees for the USMS individual registration portion from \$20 to \$25 to offset the USMS \$5 increase.

**MSA'd** to approve the 2007-08 budget.

**Topics of Discussion:**

1. Minutes from the October 21, 2007 meeting reviewed with changes pending.
2. Board Reports:
  - a) Chair: Heather
    - Wyoming Merger Update: They will set up as one club with one contact with locations in Cheyenne, Laramie, Powell, and Casper.
  - b) Vice-Chair: Nicole
    - 2008 State Meet/Breadbasket Zone Meet Update: Have finalized the information and meet entry form. Carin is sending the forms for the sanction request. The meet surcharge will remain at \$10 per person with \$5 per person paid to COMSA to pay for computer operations during the meet. T-shirt prices set at \$15. Late entry deadline changed from 3/21 to 3/17. COMSA (Nicole) will find timers and runners. Nicole will send entry forms to Brian for newsletter by 11/15/07.
  - c) Treasurer: Susan
    - Current Cash Balance: \$50,668.
    - Proposed 2007-08 Budget discussed under 3 a) below.
  - d) Secretary: Kathy
    - Proposed 2008 Meeting schedule accepted. Need to send to Kim to get on to website.
    - Added the Wyoming Reps to the Workout Rep email distribution list.
  - e) Registrar: Marcia
    - 2008 Registration went live yesterday, Nov 6th. On-line registration looking to go live next year with no registration cards needed. Must type in all information to on-line system, 12 hours of testing did not go well. New system not in great shape.
    - Renewals to WY mailed. There are 37 sets of files for each workout group. Targeting to mail CO renewals next week, looking for volunteers to stuff, seal, and mail forms.
3. Other Business:

**COMSA**  
**Executive Meeting- Minutes**  
**November 7, 2007**

- a) Budget: Susan - 2007-08 Budget Net Income of (\$4,934). Updates included \$500 for watches and \$250 for Microsoft Publisher upgrade. It was MSA'd to accept the increase fees for the USMS individual registration portion from \$20 to \$25 to offset the USMS \$5 increase. It was MSA'd to approve the 2007-08 budget.
  - b) State/Zone Meet: see 2 b) above.
  - c) Registration: see 2 e) above.
  - d) Cross-Training: Need to document job functions and have central site for procedures and passwords. Need to train back-ups for emergencies. Will discuss at next executive meeting.
4. Committee Chair Reports:
- a) Awards: nomination forms to 11/15 newsletter. New name for the Lt. Governor's award will be included.
  - b) Coaches/ Fitness: Morgan-Convention Summary: 1) new program "Guest Coach" with Mo Chambers and Scott Williams heading up. Coaches to attend volunteer coaches' workouts to observe. There are nine \$500 grants. 2) Resources available include DVD's, snooper rental, book library, mentor clinic, ASCA clinics 3) Seven coaches are registered for the 2/2 Coaches clinic. There is an 8-part check list on technical technique tips. Fitness: Alliances to build swimming into programming elements not making much progress.
  - c) Communications-Newsletter: Ellen-Next deadline is November 15th for the Short Course Yards issue.
  - d) Communications-Webmaster: Kim-Researching rewriting of website. Will check on software for this. Need information of Clinic dates and One-Hour Postal to post on website.
  - e) Long Distance/Pool Events: Nicole- One Hour Postal to be moved from Inverness to Northridge Rec Center on Jan 12th. There were 9 women and 5 men completing the 5K Postal and 3 women and 5 men in the 10K Postal. Colorado Masters placed 3rd out of 21 teams.
  - f) Long Distance/Open Water: n/a
  - g) Officials: n/a
  - h) Records: n/a
  - i) Safety: nothing to report
  - j) Sanctions: Brian-Meets coming up include Highlands Ranch, Boulder Pentathlon, Loveland, and State Meet. No Short and Sweet meet, Bee Gee's might fill in, Brian will call Jeff Magouirk to follow up. Swim Clinic on 2/2 and 2/3.
  - k) Top Tens: Mark Plummer has a new address, Heather or Marcia will email to Kim and Brian.
5. Miscellaneous- none

**COMSA**  
**Executive Meeting- Minutes**  
**November 7, 2007**

6. Next Meeting: January 5, 2008 after the Highlands Ranch Meet at the Highlands Ranch Northridge Rec Center at approximately 11 a.m. in the Creststone Room. This will be a Workout Group Rep meeting and the topics will include:

- Chatfield & Open Water Schedules
- Meets
- Clinics
- Postal Events
- Nationals - Team Reps/Captains
- Officer Nominations (Even years)

MSA to adjourn meeting at 8:07 p.m.

Submitted by Kathy Garnier, Secretary