

# Executive Meeting Minutes

## May 08, 2013



**Meeting and Conference Call Participants:** Brian Hoyt (Chair); Pat Burke (Vice Chair); Susan Nolte (Treasurer); Heather Hagadorn (Secretary); Marcia Anziano (Registrar); Stacy Broncucia (Mastering Masters); Richard Hess (Sanctions); Pete Schwenker (Officials); Heide Crino (Comm-Newsletter), Dave Burgess (Colorado Springs, listening in)

The meeting was called to order at 7:03 PM.

### Motions

- **MSA to move the state meet to the western slope for 2014.**
- **MSA to approve the \$500 grant request for Loveland.**

### Agenda

#### *Old Business:*

1. State Meet wrap-up, Date for 2014
  - Discussed options for hosting the 2014 state meet on the western slope. Heide offered to look into group rates, busses, etc. **MSA to move the state meet to the western slope for 2014.** Details will be worked out throughout the year. Date can be discussed via email, before our next meeting (July)
2. Open Water – Chatfield
  - Bad weather policy - will be discussed with the ranger
  - More information under Open Water chair report
3. Convention Selections
  - Automatic delegates are: Brian, Heather, Stacy, Marcia (all plan to attend)
  - Requesting to attend: Peggy Buchannan, Heide, Pat, Susan. Brian will email to the rest of the board to determine interest.

#### *New Business:*

1. Sponsorship opportunities
  - A few sponsorship opportunities have been proposed to COMSA. At this time, COMSA does not have a policy or designated person to manage sponsorships. A proposal for what to do with the funds and sponsorship management will be entertained. Heide will reach out to the NO to investigate further.
2. Grant application
  - Loveland masters requested grant funding for an AED. They are raising funds from other sources and are committed to keeping it up to date. **MSA to approve the \$500 grant request for Loveland.**
3. Sanctions
  - Richard will double-check to make sure all appropriate sanction information is on the meet form.

#### *Committee Chairs, Appointments, and Board Reports:*

1. Chair - Brian Hoyt
  - Written report submitted. Website/newsletter suggestion– make sure that newsletter info matches the website before sending.
2. Past Chair - Heather Hagadorn

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- Nothing new to report
3. Vice Chair - Pat Burke
    - Written report. Will meet with Pete/Officials regarding state meet suggestions/improvements
    - Extra goodies left-over from state meet, including the high point awards
  4. Registrar - Marcia Anziano
    - Written report. Membership: As of 5/5 we have 1481 registered members
    - Received membership swag from USMS, will send out to various teams
  5. Secretary - Heather Hagadorn
    - Distributed Annual Meeting minutes for review; will send to NO upon approval.
  6. Treasurer - Susan Nolte
    - Written report submitted, see information at end of document.
    - Will request that Kim posts the grant form on the website
    - Will add total current donations available (vs. by year) in accounting
  7. Long Distance - Pool and COMSA liaison to CSI - Nicole Vanderpoel
    - Written report submitted. CMS placed 2<sup>nd</sup> in the One Hour Postal, small club division
    - Working on setting up June and July dates at Lowry for members to participate in the 5K/10K postal national championships
  8. Long Distance - Open Water – Marcia/Brian
    - Written Reports. Met with Chatfield to obtain permit and discuss annual dues.
    - Monitor coordinators are set up for June, July, Sept; need volunteer to coordinate Aug.
    - In search of permanent OW chair.
  9. Records & Top Ten - Kent Carney
    - Submitted written report; Kent is looking to be replaced for Top Ten but will keep the Records volunteer position
    - Short Course Yard season ends May 31.
    - COMSA Top Ten for SCY will be online for review early June
    - COMSA Top Ten will be sent to USMS by Late June.
    - Preliminary USMS Top Ten will be online late July, and finalized in August.
    - COMSA SCY records will be updated late August.
  10. Officials - Pete Schwenker
    - Submitted written report.
    - Supplied officials for the state meet and Myers long distance meet
    - The June 1 Lowry LCM meet has officials assigned
    - Will discuss post-state meet ideas with Pat
  11. Mastering Masters – Stacy Broncucia
    - Written Report. Planning to promote MM at Chatfield.
    - Will reach out to teams/workout groups to promote some more also.
  12. Coaches - Jared Foster
    - Written report (submitted post-meeting).
    - We completed the USMS coaches certification for levels 1, 2 and 3. We had a very successful turnout and great feedback from the USMS training staff. We had representation from 5 different states.
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- With such a successful turnout I would like to suggest posting another certification next year.
13. Sanctions - Richard Hess
    - Submitted written report. Sanctioned the June 1 Lowry meet; there's a LCM meet in the works @ Meyers pool, July 13. Richard will address the title of the meet with the host (can use "LCM championships" but shouldn't be "state meet").
    - Will amend the sanctioning instructions on the web to include information regarding online entries via Club Assistant.
  14. Webmaster - Kim Crouch
    - Submitted written report, website is up-to-date
  15. Fitness - Heather Hagadorn
    - Nothing new to report.
  16. Safety - Marcia / Pete
    - Written Reports. State meet - Pete reported several dives, despite the signs.
    - In search of permanent safety chair
  17. Awards – Open Volunteer Position
    - N/A
  18. Newsletter - Heide Crino
    - Submitted written report, no new updates.
  19. Club Development Coordinator - Open Volunteer Position
    - N/A

Adjourned at 8:21 PM

Next meeting: July 10

Executive Meeting

Conference Call - 7:00 p.m.

1-877-619-0580, Access Code 0002

Theme: Convention Planning

9:21 PM  
05/07/13  
Cash Basis

**COMSA**  
**Balance Sheet**  
As of April 30, 2013

	<u>Apr 30, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
First Bank Checking	36,195.77
First Bank Savings	30,007.74
Total Checking/Savings	<u>66,203.51</u>
Total Current Assets	66,203.51
<b>TOTAL ASSETS</b>	<b><u>66,203.51</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	58,565.55
Net Income	7,637.96
Total Equity	<u>66,203.51</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>66,203.51</u></b>

**COMSA**  
**Profit & Loss**  
 January through April 2013

	Jan - Apr 13
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Donations</b>	
COMSA	581.00
<b>Total Donations</b>	581.00
<b>Investments</b>	
Interest-Savings, Short-term CD	7.23
<b>Total Investments</b>	7.23
<b>Meets</b>	
Club Support	45.00
State Championship Meet	
CA Retained Funds for C.B.	-706.12
Club Assistant Fees	-1,317.30
Merchandise Sales	2,218.00
Registration Fees	8,484.00
Surcharge	4,656.00
<b>Total State Championship Meet</b>	13,334.58
<b>Total Meets</b>	13,379.58
<b>Membership Dues</b>	
2013	
Discounts	-15.00
LMSC Fees	9,890.00
One Event	127.00
Transfer Fee	14.00
USMS Fees Collected	726.00
<b>Total 2013</b>	10,742.00
<b>Total Membership Dues</b>	10,742.00
<b>Total Income</b>	24,709.81
<b>Expense</b>	
<b>Clinics &amp; Events Expenses</b>	
Lake Swimming-Chatfield	20.00
Postal Swims	
Pool Rental	200.00
<b>Total Postal Swims</b>	200.00
<b>Total Clinics &amp; Events Expenses</b>	220.00
<b>Donation Funds Due USMS</b>	
2013	
ISHOF Funds Due	10.00
USMS Foundation Funds Due	17.00
<b>Total 2013</b>	27.00
<b>Total Donation Funds Due USMS</b>	27.00
<b>General &amp; Administrative</b>	
Office Supplies	33.20
Postage	226.75
Telephone	135.51
<b>Total General &amp; Administrative</b>	395.46
<b>Governance</b>	
Awards	246.35
Meeting Expenses	99.36
<b>Total Governance</b>	345.71

**COMSA**  
**Profit & Loss**  
 January through April 2013

	Jan - Apr 13
<b>Registration Funds Due USMS</b>	
<b>2012</b>	
One Event Fees	24.00
<b>Total 2012</b>	24.00
<b>2013</b>	
Club Registration Fees	30.00
Transfer Fee	4.00
USMS Registration Fees Due	1,287.00
<b>Total 2013</b>	1,321.00
<b>Total Registration Funds Due USMS</b>	1,345.00
<b>Swim Meets</b>	
<b>State Meets</b>	
Awards	229.82
Contract Labor	
Officials	2,775.00
Timers	1,000.00
Timing System	2,000.00
<b>Total Contract Labor</b>	5,775.00
High Point	371.93
Hospitality	541.76
Meet Tee Shirts	1,706.11
Participation Awards	676.26
Pool Rental	3,862.00
Team Trophies	403.31
Tee-Shirts	
Brute Squad	319.74
Sprint Squad	852.75
<b>Total Tee-Shirts</b>	1,172.49
<b>Total State Meets</b>	14,738.68
<b>Total Swim Meets</b>	14,738.68
<b>Total Expense</b>	17,071.85
<b>Net Ordinary Income</b>	7,637.96
<b>Net Income</b>	7,637.96

**COMSA**  
**State Meet Profit & Loss**  
 January through December 2013

\* Projected \*

Jan - Dec 13

Ordinary Income/Expense

Income

Meets

State Championship Meet

CA Retained Funds for C.B.	0.00
Club Assistant Fees	-1,317.70
Merchandise Sales	2,218.00
Registration Fees	8,472.00
Surcharge	4,644.00
<b>Total State Championship Meet</b>	<b>14,016.30</b>

**Total Meets** 14,016.30

**Total Income** 14,016.30

Expense

Swim Meets

State Meets

Awards	229.82
Contract Labor	
Officials	2,775.00
Timers	1,000.00
Timing System	2,000.00
<b>Total Contract Labor</b>	<b>5,775.00</b>

High Point	371.93
Hospitality	541.76
Meet Tee Shirts	1,706.11
Participation Awards	676.26
Pool Rental	4,827.50
Team Trophies	403.31
Tee-Shirts	
Brute Squard	319.74
Sprint Squad	852.75
<b>Total Tee-Shirts</b>	<b>1,172.49</b>

**Total State Meets** 15,704.18

**Total Swim Meets** 15,704.18

**Total Expense** 15,704.18

**Net Ordinary Income** -1,687.88

**Net Income** -1,687.88