

Minutes of the USOF Board of Directors' Meeting

2 July 1998

Exton, PA

Present: 16 Officers and Board Members (15 voting). The meeting started at 3:45 p.m.

Officers present:

Charles Ferguson - President
Mike Minium - VP Program Development
Eric Bone - VP Competition
Robin Shannonhouse, Executive Director (non-voting)

Frank Kuhn - VP Administration
Liz Kotowski - VP Marketing and PR
Linda Ferguson - Secretary

Board members present:

Frank Campbell, SE;
Bruce McAlister, NW (alt);
Gale Teschendorf, Heartland;
Barbara Sleight, A/L;
Robert Buraczynski, NE;

Alan Petit, Mid-Atlantic;
Kenneth Lappin, Midwest (alt);
Clare Durand, Pacific;
Nancy Koehler, A/L Competition;

Others present:

Sara Mae Berman, Ann Buraczynski, Dick Neuburger, Gary Kraght, Walter Siegenthaler, Joanne Sankus

(Attendees not on the sign-in roster may not be recorded as present)

I. **Call to Order:** The USOF Board of Directors Meeting was opened by President Charles Ferguson immediately following the Annual Membership Meeting at Church Farm School, Exton, PA.

1. **Minutes:** No minutes

III. **Financial Report:** No financial report

IV. **AGENDA ITEMS:**

1. BOARD PROCEDURES:

Pre-work including proposals, pro/con discourse, background information, etc., will be conducted in advance of meetings via the Board-net. No individuals will be discussed through this forum.

Agendas will be closed 1 month prior to each board meeting and published as far ahead as is prudent.

Each BOD meeting will start with an open forum. Anyone wishing to speak before the board is welcome to make a 5 minutes presentation at this time.

All agenda items will be introduced through BOD officers, members and alternates.

B. Introductions were made of new and incumbent BOD members.

C. Open Forum:

Walter Siegenthaler invited the BOD to have the next USOF board meeting at the Kings Mountain, NC/SC A-event hosted by the Carolina Orienteering Klub on November 13-14, 1999. (A brief description of meeting facilities was added at a later time).

D. Proposal to appoint the Executive Director annually:

Chuck Ferguson entertained a motion to appoint the USOF Executive Director (a volunteer position) on a year-to-year basis, voted on at the annual board meeting following the AGM, annually.

Motion: Bruce McAlister motioned to appoint Robin Shannonhouse as Executive Director for the United States Orienteering Federation, to act on behalf of the Executive Committee, as she sees fit, through the next USOF Convention.

The motion was seconded.

Discussion: This is deemed necessary by USOF financial advisors to draw a clear line of distinction between the position being volunteer, not professional employment.

Vote: Unanimous The motion passed.

1. JOB DESCRIPTIONS:

Chuck Ferguson asked each board member to submit a description of their BOD position and responsibilities, to him as soon as possible. BOD members are encouraged to consider and list responsibilities they have not been directly assigned, but believe should be a part of their job description. No job descriptions currently exist.

1. PROPOSAL TO PERMIT USOF President and Executive Director TO SIGN CHECKS ON BEHALF OF USOF:

Chuck Ferguson entertained a motion stating: Resolved, that Robin Shannonhouse and Charles Ferguson are hereby authorized, on behalf of the United States Orienteering Federation and in its name, to execute and to sign any application, deposit agreement, signature card and any other documentation required by a Bank to open accounts, to sign checks, drafts, notes, or other instruments owned or held by this Corporation for deposit with the Bank.

The motion was moved and seconded.

Discussion: Standard operating procedure requires new bank signature cards with the incoming president.

Vote: Unanimous The motion passed.

1. Grant Information:

Chuck Ferguson requested that Linda Ferguson, working under the direction of Liz Kotowski, do preliminary investigation into what kinds of grants are available and what USOF will need to start the application process. She will report back to Liz with a summary given at the next BOD.

1. SECRETARY'S ANNOUNCEMENTS:

Board meetings will be recorded for accuracy.

Linda requests that each speaker state their name before contributing to the discussion for the minutes.

All proposals must be presented in written form to the secretary before the board meeting or posted on the board-net. In rare instances when proposals are made without pre-work, the written proposal should be delivered to the secretary before the end of the meeting.

1. 1999-2000 BOARD MEETING SCHEDULE:

After lengthy discussion, two BOD meetings were scheduled for 1999-2000. Remaining meetings will be scheduled when the A-meet schedule is closer to finalization.

13-14 Nov 99 Kings Mountain, SC (COK)

Time/Place: TBA

August 2000 USOF Convention, Lake Tahoe (BAOC) Time/Place: TBA

Discussion Highlights:

Whenever possible, championship venues should be supported with a concurrent BOD meeting.

Championships and other A-events that will not include BOD meetings hold opportunity for the board to attend, maintain a USOF booth, and talk at length with other participants.

BOD members are encouraged to attend all championship venues.

BOD meetings should be held in varied USOF regions.

Electronic meeting possibilities will be discussed at a later date.

An Early winter meeting is necessary to nominate IOF representatives.

1. TRAINING FOR BOARD MEMBERS:

Chuck asked board members to suggest types of training to help increase BOD effectiveness, and trainers who might be available. One suggestion is training using the Myers-Briggs Type Indicator (MBTI).

1. EXECUTIVE MEETINGS:

A serious attempt will be made to hold executive meetings at all US championship events, when a BOD meeting will not be held concurrently.

1. TEAM SELECTION:

Having experience with similar team selections, Chuck asked Eric Bone to include him on his committee to work on team trials and selection processes.

1. 30th Anniversary of USOF:

An ad-hock committee will be formed as soon as possible to develop a 30th Anniversary venue for USOF to be held in 2001. BOD members and interested parties are asked to contact Chuck with possible ideas.

1. 501(c)(3) Possibilities for Clubs:

Robin is currently working with Quantico Orienteering Club and other interested parties to find out the details, pros/cons of filing a 501(c)(3) "blanket" letter. Chuck will also ask assistance of non-profit professionals. A survey to determine club interest has been requested by QOC.

1. ADJOURNMENT:

The meeting was adjourned at 5:30 PM.

VI TASKINGS:

<u>WHO</u>	<u>WHAT</u>	<u>WHEN</u>
BOD (all)	Job Descriptions	ASAP
BOD (all)	30 th Anniversary ideas	ASAP
Chuck	Team Selection Process	13-14 Nov 99
Liz/Linda	Preliminary Grants Report	13-14 Nov 99

1. NEXT USOF BOD MEETING:

Battle of Kings Mountain, SC, COK A-event, November 13-14, Time/Place TBA.

Respectfully submitted,

Linda Ferguson

Secretary

United States Orienteering Federation

Board of Directors

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