

Minutes of the USOF Board of Directors' Meeting

November 13, 1999

Kings Mountain, South Carolina

The meeting started at 3:10 p.m.

Officers present:

Charles Ferguson - President

Frank Kuhn - VP Administration

Mike Minium - VP Program Development

Liz Kotowski - VP Marketing and PR

Eric Bone - VP Competition

Linda Ferguson - Secretary

Robin Shannonhouse, Executive Director (non-voting)

Board members present:

Frank Campbell, SE

Jim Eagleton, Mid-Atlantic (alt)

Bruce McAlister, NW (alt)

Laurie Searle, A/L

Gale Teschendorf, Heartland

Clare Durand, Pacific

Barbara Sleight, A/L

Nancy Koehler, Competition

Robert Buraczynski, NE

Tom Murphy, MW

Paul Regan, A/L

David Irving, SW

Others present:

Steve Shannonhouse, Anne Buraczynski, Jack Williams, Mike Brooks, Karen Dennis,

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

1. **Call to Order:** The USOF Board of Directors Meeting was opened by President Charles Ferguson.

2. **OPEN FORUM:**

1. President, Chuck Ferguson asked BOD members and visitors to introduce themselves.
2. Mike Brooks of Quantico Orienteering Club asked for support for the QOC bid for the 2001 Intercollegiates.
3. Barb Sleight represented USOF at IOC teacher training session, introducing 80 teachers into intensive O' instruction
4. Cyber radio will air an Orienteering interview with Clare Durand on CYBER RADIO Nov 24, Nov 25, 1999.
5. David Irving was recognized for winning a third place in the 1999 Trail-O World Cup in Aviemore, Scotland.
6. Florida Orienteering Club, Frank Kuhn, Chuck and Linda Ferguson will represent USOF at the AAHPERD Congress in Orlando, providing information on USOF Orienteering.

1. **Minutes:**

1. It was moved and seconded that the minutes of the BOD meeting July 1 at (old administration-Myrick Center) be approved: VOTE: Yes - Unanimous.
2. It was moved and seconded that the BOD Minutes (new Administration-Exton) July 2nd be approved: VOTE: Yes - Unanimous

IV. **Financial Report:** SEE 2000 BUDGET PROPOSAL

V. **AGENDA ITEMS:**

A. **FINANCE COMMITTEE REPORT- Jack Williams**

1. **Endowment Fund Board of Directors:** Suggestions for inclusion on the Endowment Fund BOD were offered earlier in the year by the USOF Membership. Nominees were ranked by closed ballot with the top five selected for nomination to the Endowment Fund Board. They are presently being contacted by the members of the EFC and asked to serve. Members of the Endowment Fund Committee will not serve on the initial Endowment Fund Board. Announcement of the Board will take place after acceptance by the candidates.

The Endowment Fund will be incorporated as a 501(c)3 in Pennsylvania, where USOF member and Endowment Fund attorney Rob Wilkison, resides. Mary Frank will provide the permanent address in Pennsylvania for the USOF Endowment Fund 501(c)3, as required by law.

Approval by IRS is anticipated to take at least 1 year

2. **Fundraising Letter:** This year's annual Fundraising letter will solicit funds for two projects:

Team Support

Electronic punching

This effort is to attract USOF members who are *not presently contributing* to annual fundraising efforts and prefer supporting projects that will benefit the general membership.

B. INSURANCE - Robin Shannonhouse

Insurance cost will increase approximately \$500 in 2000 than in 1999, due to a gain in USOF membership. No increase in fees will be necessary this year, but may be necessary in the future. Michael Schneiderman continues to look for less expensive insurance but has found nothing comparable to date.

Commercial Orienteering is not presently covered by USOF Insurance, through their membership. USOF insurance covers only members participating in USOF approved events. Chuck Ferguson will notify the commercial sector members that they are not covered by USOF insurance

C. Junior Trophy proposal - Mike Minium

Mike Minium moved to make the Junior Trophy a recognized USOF Trophy. This is for club teams as opposed to School Teams. See text of Junior Trophy Proposal

Second: Clare Durand

Discussion: Questions arose concerning what account the trophy would be funded; who will administer the trophy; and what the criteria would be for award.

It was suggested that the trophy should be part of overall USOF strategy encouraging junior orienteering

VOTE: The proposal was withdrawn

Mike Minium will form committee and report next BOD

1. New Ski Fund Proposal - Eric Bone

Purpose: The purpose of the Ski-O Team Fund is to provide interest-free loans and grants to aid USOF Ski-O Team members in training and travel in pursuit of excellence in competitive ski-orienteering; to offset competition and operating expenses of the Ski-O Team as a whole; and to aid in the development of Ski-orienteering in the U.S.

Administration: the Ski-O Team Fund Administrator under the USOF VP of Competition administers The Ski-O Team Fund. By approving the annual budget for the Ski-O Team Fund, the USOF Board of Directors empowers the fund administrator to authorize disbursement of monies from the Ski-O Team

Fund up to the amount budgeted for that purpose. The fund administrator has the authority to approve expenses and enter into contracts for grants and loans from the Ski-O Team Fund upon receipt of authorization from Ski-O Team Executive Steering Committee chairman. Disbursements from the Ski-O Team Fund may not at any time exceed the cash balance in the fund. The fund administrator is required to maintain appropriate records and produce budgets and financial statements regarding annual Ski-O Team Fund activity.

Sources: Sources for support and revenue for the Ski-O Team Fund are:

1. Contributions to USOF that are designated for Ski-O Team support.
2. Undesignated contributions to USOF authorized by the USOF Board of Directors to be used for Ski-O Team support.
3. Loans, grants, or expenses related to the development of Ski-orienteering in the U.S.
4. Transfers from the USOF Operating Fund authorized by the USOF Board of Directors to be used for Ski-O Team support.
5. Fundraising activities on behalf of the U.S. Ski-O Team

Uses: Monies in the Ski-O Team Fund may be disbursed as:

1. Loans or grants to USOF members for travel and training purposes as budgeted and approved by the Ski-O Team Fund administrator.
2. Operating expenses of the Ski-O Team as a whole.
3. Administrative costs related to the management of the monies in or expenses funded by the Ski-O Team Fund as budgeted and authorized by the fund administrator.

Dissolution: The Ski-O Team Fund may be dissolved by majority vote of the USOF Board of Directors. Monies remaining in the fund at dissolution must be disbursed or transferred in a manner consistent with the intention of their designation to the Ski-O Team Fund.

A motion was made to approve the Ski-O Team Fund by Paul Regan and seconded by Robert Buraczynski.

Discussion: Clarification only

VOTE: Unanimous

1. Sanctioning –Eric Bone

1. Approval for the following USOF Orienteering Events were moved by Eric Bone, seconded, and voted by the USOF BOD:

US Ski-O Championships EMPO 8-9 January 2000: APPROVED

VOTE: Yes-16

No - 1

US Short Course Championships OCIN 1-2 April 2000: APPROVED

VOTE: Yes –16

No – 1

US Intercollegiates Championship QOC 21-22 April 2001: APPROVED

VOTE: Yes – 10

No - 6

Abstain - 1

SMOC will be asked to please consider the event in 2002

US Individual Championships CYNO 12-13 May 2001: Not approved

A motion was made and seconded to table the vote.

VOTE: Yes – 6

No – 9

Abstain - 2

A motion was made and seconded to accept the bid.

VOTE: Yes - 6

No - 9

Abstain - 2

1. **Sanctioning Chair:** A motion was made by Eric Bone and seconded for BOD approval of Paul Regan as the new Sanctioning Committee Chair, replacing Ed Scott.

VOTE: Yes – 16

Abstain – 1

1. **A vote of appreciation for Ed Scott:** Eric Bone made a motion to that the USOF BOD thank Ed Scott officially for his work as outgoing Sanctioning Committee Chair.

VOTE: Unanimous

F. Cash Prize Proposal – Clare Durand

Clare Durand made a motion that the BOD ~~delete~~ USOF Rule 15.2, which reads, in its entirety: "Cash prizes are prohibited". This is in reference to A-meets. The motion was seconded.

Discussion:

Eliminating this rule will align USOF with the IOF.

Allowing cash prizes will encourage competition over time as well as aid those who are capable of winning to help support their competitive Orienteering pursuits.

This proposal has been vetted and approved by the Rules Committee as consistent with present USOF Bylaws and competition rules.

VOTE: Yes - 11

No - 4

Abstain - 2

A motion was made and seconded that the proposal remain pending until the USOF Insurance provider is consulted, assuring that giving cash prizes will not compromise our insurance. It will be automatically go into effect if no change is reported.

VOTE: Yes - 13

No - 0

Abstain - 4

G. **BOD APPROVAL OF BY LAW CHANGES – Frank Kuhn**

Changes to the bylaws will be voted on by the general membership at the AGM during the USOF 2000 convention

1. **PROPOSAL TO ADJUST THE TERM OF EXPIRATION OF USOF OFFICERS**

Changes to the bylaws were voted and approved by the general membership at the AGM during the USOF 1999 Convention. The bylaw change permitted the Board to adjust the odd/even year start/finish times for officers in order to have a better balance in start/finish terms in 2000 and subsequent years.

Frank Kuhn presented several options for accomplishing this. These were discussed. As a simple methodology for accomplishing this Mike Minium, VP Program Development and Eric Bone, VP Competition - whose terms expire in 2000 - volunteered to take a one-year extension of their current two-year term to 2001. Approved by the board:

VOTE: Yes - 15

No - 0

Abstain - 2

Note: In *even-year* elections starting in 2000, the following officer positions will stand for election for a two-year term:

VP Administration

VP Marketing and Public Relations

VP Club Services

And, In *odd-year* elections, starting in 2001, the following officer positions will stand for election for a two-year term:

President

Secretary

VP Program Development

VP Competition

2. **PROPOSAL TO CHANGE FOR PROFIT BUSINESS MEMBERSHIP STATUS**

Frank Kuhn made a motion to ask the bylaws committee to present a change proposal for consideration at the next AGM to (1) Eliminate for-profit business from consideration as USOF clubs, either regular or associate; and (2) Create a separate category for affiliated businesses and sports sponsors. The motion was seconded.

Discussion:

For-profits may have been under the erroneous impression that paying USOF as clubs or associate members would place them under the USOF insurance umbrella. USOF insurance cannot cover these members.

As valuable members of the Orienteering community, the BOD felt that it would be appropriate to designate a separate category for affiliated businesses and sports sponsors.

VOTE: Unanimous

3. **PROPOSAL TO LIMIT CLUB RECHARTER**

Frank Kuhn made a motion to ask the USOF Bylaws Committee to present a change proposal for consideration at the next AGM to limit the number of years an associate club can recharter to 3 years consecutively. The motion was seconded.

Discussion: Mike Minium raised a concern that some clubs with membership that ebb and flow dramatically and who are otherwise viable USOF partners, may be hurt by restricting recharter to 3 years.

It was noted that some clubs avoid joining as regular USOF members to avoid the insurance fees. It was suggested that it might encourage associate clubs to join USOF as full members, if associate clubs with more than three years in USOF pay the same insurance costs as regular clubs.

VOTE: Yes - 3

No - 12

Abstain - 2

Paul Regan made a motion that Associate Clubs with more than three years in USOF will pay the same insurance fees as regular USOF member clubs. Mike Minium seconded the motion.

VOTE: Yes - 16

No - 1

1. DISSOLUTION OF THE VWC'97 FUND AND THE JROTC FUND – Robin Shannonhouse

Robin Shannonhouse moved that the USOF Board formally dissolve the VWC'97 Fund and the JROTC Fund in the USOF financial records as of the end of the calendar year 1999. The motion was seconded

Discussion: Question of VWC funds designated for teams came up. Robin will investigate where the money was placed or used for.

Discussion: Both funds have zero balances and no further activity is anticipated in either fund. Both funds have served their purposes but their fund policies require a vote of the USOF Board to formally dissolve these funds.

VOTE: Unanimous

I. RULES COMMITTEE- STEVE SHANNONHOUSE

1. USOC TITLE IX AND USOF RULES

The Rules committee researched possible implications of offering fewer female courses than male courses at USOF A-meets. Title IX calls for proportional opportunity; not equal. Men and women participating in USOF events compete in every race, usually on the same course.

To illustrate proportionate opportunity: If there were 50% men and 50% women in a sport, the same number of racing opportunities must be provided. If there were 20% men and 80% women, 80% of the races must be for women. In US Orienteering, approximately 30% of the orienteers are women. To comply with proportionate opportunity, only 30% of the orienteering events in the US need to include women. Orienteering in the US far exceeds requirements in Title IX of the USOC Rules.

Motion: David Irving moved that to avoid confusion with meet registrars and officials, a formal policy be issued stating that women may compete on blue course, when provided, at all USOF sanctioned A meets. The motion was seconded

VOTE: Motion withdrawn for study and referred to Competition Committee for recommendation.

1. CLUB SURVEY – cHUCK fERGUSON

Michael Schneiderman reports that the club survey is going well. BOD members and regional representatives are encouraged to ask their clubs to fill out their survey and return as soon as possible. Michael will compile results and publish before the 2000 AGM.

1. IOF UPDATE– fRANK KUHN

1. Representatives for the IOF Council meeting in Summer 2000 must be approved at the next BOD. It's strongly suggested that future USOF conferences be scheduled as to not conflict with IOF meetings, to help IOF representatives attend both meetings.
2. Although a map has been made of the Utah area, the IOF and IOC did not approve Ski-O for inclusion in the 2002 Winter Games in Utah. There is a strong possibility, however, that Ski-O may be added to the 2006 Winter Olympics as a demonstration sport.

1. 501(c)3 UPDATE – Robin Shannonhouse

Robin and Cathy Yekenevicz have thoroughly explored the possibility of clubs being able to obtain a 501(c)3 letter through their affiliation with USOF. USOF does not appear to be eligible under the present structure with autonomous clubs in total control their own club finances. This option is only for organizations maintaining centralized control of their affiliates.

Clubs are strongly encouraged to become 501(c)3 organizations to benefit their members and to maximize their resources appropriately.

1. National O Day - Liz Kotowski

Rick Hood has agreed to head National Orienteering Day for the next three years. National Orienteering Day in the US will be May 6th. Clubs are encouraged to make a special effort to publicize Orienteering and hold some kind of special event for the general public. More information will follow.

1. Coaching Certification – Eric Bone

The BOD was notified of the vacancy of Coaching Certification Chair and asked for suggestions. Eric will to report back at the next BOD meeting.

****The meeting was adjourned at 6PM and reconvened at 7PM for the*

*2000 USOF Budget Hearings. Sixteen members present ***.*

1. 2000 BUDGET PROPOSAL – David Irving

The 2000 USOF Budget was discussed and amended to include:

USOF Budget 2000

Operating Fund Budget

Beginning balance 83,000.00

Income

Membership 29,000.00
Club dues 6,200.00
Sanctioning/Surcharges 10,000.00
Interest 3,000.00
Endowment Fund transfer 0.00
Sponsorships 0.00
Contributions 2,000.00

Total Income 50,200.00

Expenses

Bank Charges 50.00
Supplies/Printing 2,000.00
Postage 2,000.00
Telephone 500.00
Office Support 9,000.00
IOF/USOC/VA dues 2,000.00
Total Office expense 15,550.00
ONA 22,500.00
President 500.00
IOF Travel Support 500.00
Secretary 100.00
VP Administration 800.00
VP Competition 200.00
Foot-O Team Support 0.00
Ski-O Team Support 1,000.00
Junior Team Support 1,000.00
Championship Awards 1,500.00
VP Club Services 300.00
VP Program Development 2,000.00
New club development (xfer to PDF) 1,000.00
VP Marketing
VP and committee expense 800.00
Membership in Allied Organizations 100.00
Exhibit Fees 1,500.00
Publications and Printing 1,200.00
Recognition Awards 250.00
Website and listserv 1,400.00
Total VP Marketing 5,250.00
Total Committees 14,150.00
Total Expenses 52,200.00

Surplus/Deficit -2,000.00

Special Projects:

Software (VP Competition) 2,000.00

Team Support: Foot-O 2,000.00

Team Support: Junior 2,000.00

Team Support: Ski-O 2,000.00

Video Project 5,000.00

Photography 1,500.00

Tabletop Display 1,500.00

Total Special Projects 16,000.00

Operating Fund Ending Balance 65,000.00

Restricted Fund Budgets

Foot-O Team Fund Budget

Beginning balance 2,900.00

Income

Contributions 2,500.00

Fundraising 6,000.00

Transfer from Operating Fund 2,000.00

Other income 0.00

Total income 10,500.00

Expenses

Team News 400.00

Training camps 500.00

lodging/entry fees 8,500.00

Misc/Admin/Coach 200.00

Total expense 9,600.00

Ending balance 3,800.00

Junior Team Fund Budget

Beginning balance 1,750.00

Income

Transfer from Operating 3,000.00

Fundraising 1,000.00

Contributions 2,000.00

Total income 6,000.00

Expenses

Domestic training camps 500.00

Lodging/entry fees 1,500.00

Domestic travel grants 1,000.00

International travel grants 1,000.00

Uniforms 500.00

Other expenses 100.00

Total expense 4,600.00

Ending balance 3,150.00

Ski-O Team Fund Budget

Beginning balance 1,400.00

Income

Transfer from Operating 3,000.00

Fundraising 1,000.00

Contributions 2,000.00

Total income 6,000.00

Expenses

World Champs entry fees/accommodations 4,050.00

Travel assistance 0.00

Other expenses 150.00

Total expense 4,200.00

Ending Balance 3,200.00

Orienteering In Schools Fund

Beginning Balance 14,000.00

Income

Contributions 200.00

O for Teachers sales 3,000.00

Total income 3,200.00

Video production 7,000.00

Other expenses 500.00

Expenses 7,500.00

Ending balance 9,700.00

Program Development Fund

Beginning balance 2,500.00

Income

Contributions 200.00

Transfer from Operating 1,000.00

Total income 1,200.00

Expenses

Club Development Comm. 250.00

Grants & loans 1,000.00

Other expenses 250.00

Total expense 1,500.00

Ending balance 2,200.00

Sponsor & Marketing Fund

Beginning balance 1,800.00

Income

Sponsorships 0.00

Photo fees 100.00

Contributions 100.00

Total income 200.00

Expenses**Total expense 0.00****Ending balance 2,000.00****Insurance Fund Budget****Beginning balance 13,200.00****Income**

Club fees 20,500.00

A meet fees 1,000.00

Total income 21,500.00

Expenses

Premiums 22,000.00

Rebate to clubs 0.00

Total expenses 22,000.00**Ending balance 12,700.00****Publications Fund Budget****Beginning balance 3,200.00****Income**

Sales 300.00

Total income 300.00**Expenses**

Printing 0.00

Total expenses 0.00

Ending balance 3,500.00

Map Loan Fund**Beginning cash on hand 40,500.00****Income**

Contributions 100.00

Loan repaid - Clubs 16,000.00

Total Income 16,100.00**Expenses**

Map loans 24,000.00

Total expense 24,000.00**Ending cash on hand 32,600.00****Map Grant Fund****Beginning cash on hand 8,000.00****Income**

Contributions 300.00

Total Income 300.00**Expenses**

Map grants 1,500.00

Total expense 1,500.00

Ending cash on hand **6,800.00**
Investment Fund
Beginning balance **45,500.00**
Investment income 0.00
Transfer to Operating Fund 0.00
Life memberships and donations 1,000.00
Ending balance 46,500.00

USOF Fund Totals
Beginning balance 217,750.00
Ending balance 191,150.00

1. 2000 BUDGET PROPOSAL – David Irving

Paul Reagan moved that the 2000 USOF Budget Proposal be approved with amendments and changes designated by the board. The motion was seconded.

VOTE: Yes - 15

No - 1

Abstain: 0

AMENDMENT:

Mike Minium proposed a transfer of \$6000 from the General Operating Fund to Special Projects for support USOF teams support. The motion was seconded.

VOTE: Yes - 10

No - 5

Abstain - 1

AMENDMENT:

Eric Bone moved that the Executive Committee be empowered by the BOD to transfer up \$1500 under VP for competition, for championships/ awards. The motion was seconded

VOTE: Yes - 12

No – 2,

Abstain – 2

AMENDMENT:

David Irving moved that the BOD authorize the EC to make expenditures up to \$2000 for competition software after research is completed. The motion was seconded.

VOTE: For 14

No - 1

Abstain - 1

AMENDMENT:

Liz Kotowski moved that an additional \$1500 be placed under VP Marketing and PR for photographic projects under development. The motion was seconded

VOTE: Yes - 14

No - 1

Abstain - 1

David Irving will update the reworked figures and post for the next board meeting.

VI. ADJOURNMENT:

The meeting was adjourned at 9:30 PM.

VII. TASKINGS:

WHO WHAT WHEN

Mike Minium/BOD Junior Trophy Award Next BOD

Chuck Ferguson Notify vendors of Insurance/
Status change Next BOD

Michael Schneiderman Investigate possible
Insurance problems with
Giving cash prizes Next BOD

Robin Shannonhouse Investigate VWC assets
designated for teams/special
projects Next BOD

Endowment Comm Ask nominees to serve on
Endowment Board Next BOD

Eric Bone Cost of Awards Next BOD

David Irving Revised Budget Next BOD

VIII. NEXT USOF BOD MEETING:

The next meeting will be held during OCIN's Flying Pig, April 1, 1999, Oxford, Ohio area. Time/Place: TBA.

Respectfully submitted,

Linda Ferguson

Secretary

Board of Directors

United States Orienteering Federation

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