

Agenda: BOD Meeting 12 November 2005

Edward Walls Activity Hall

Fair Hill Natural Resource Management Area

Elkton, MD

Start Time: 2:30 PM

- I. Call to order & Secretary takes roll
- II. Open Forum (5 minutes to any member to address Board) Question: What should we concentrate on in 2006?
- III. Approval of Minutes
- IV. Financial Report (if appropriate)
- V. Information Items
 - a. 2007 Championship bids are due to Sanctioning Committee by 31 December 2005 (Randy Hall)
 - b. 2006 US Championship organizers for middle, long and classic are encouraged to seek WRE status, first from BOD, then from IOF (Sergey Velichko)
 - c. Need a host for 2007 Team Trials (WOC in Kiev, Ukraine). Can be A-meet, Championship A-meet, or special event for M-21/F-21. Should be scheduled one year in advance, but see "a" for Championship event.
 - d. 2006 Championship bids still needed are Trail and Ski-O and Rogaine
- VI. Action Items
 - a. Approve Donna Fluegel as new VP of Marketing
 - b. Move \$25,600 from Insurance Fund to Operating Fund
 - c. Approve Budget (David Irving)
 - i. Approve Directors and Officers
 - ii. Retain \$50,000 insurance reserve
 - iii. Funding request for Ranking's Program (Clare)
 - iv. Peter Gagarin's request that sanctioning fees generated by the team be not less than budgetary support from USOF (i.e., a "wash").
 - d. Fee structure proposals (& formal vote on amount to recharter)
 - e. USOF Sponsorship and Marketing Policy (Robin)
 - f. USOF Sponsorship Policy wording change (Robin)
 - g. Wording format change to match IOF terminology (Clare)
 - h. Sprint Format (Clare)
 - i. Proposal to Change NAOC Race Formats (Randy)
 - j. Interscholastic Task Force Proposal (Clare)
- VII. Discussion Items

- a. Vacant USOF Positions: 1) Heartland Regional Board Member; 2) Heartland Alternate; 3) Nominating Chair; 4) Director of Media Relations (to replace Jon Nash); 5) Mapping Support (Club Svs); 5) Video Productions (Marketing); 6) Club Development (Club Svs); 7) Environmental & Land Access (Club Svs); 8) Youth (Program); 9) National Search & Rescue (President)
- b. New fills: 1) Jerry Rhodes works with VP of Marketing; 2) Janet Tryson, USOF Webmaster; 3) Nancy Koehler, USOF Page Editor
- c. International Issues as immigration/visitors – who should handle?

VIII. Next BOD meeting (Possibly Interscholastics in NC, 22-23 April and 1000 day in July?)

IX. Adjournment

Minutes: BOD Meeting 12 November 2005
 Edward Walls Activity Hall
 Fair Hill Natural Resource Management Area
 Elkton, MD
 Start Time: 2:30 PM

I. Meeting was called to order by Chuck Ferguson at 2:35. The following Board members were present:

Officers:

President: Chuck Ferguson – present

Administration VP: Frank Kuhn - present

Competition VP: Clare Durand- present

Program Development VP: Mike Minium - present

Club Services VP: Gary Kraght - present

Interim Marketing and Public Relations VP: Donna Fluegel – present

(approved at this meeting)

Secretary: Sandy Fillebrown - present

Executive Director: Robin Shannonhouse- present

Regional Representatives (Alternates):

Heartland: none

MidAtlantic: Jim Eagleton - present

Midwest: Karen Rogers - present

Northeast: Joanne Sankus - present

Northwest: Bruce McAlister - present

Pacific: David Irving - present

Southeast: Linda Ferguson - present

Southwest: none

Members At Large:

Peter Snell – not present

Walter Siegenthaler - present
Stephanie Martineau - present
Competition – Randy Hall – present

II. Open Forum (5 minutes to any member to address Board) Question: What should we concentrate on in 2006?

- Joanne Sankus: Although not a rule, the USOF standard registration form suggests that when the Green course is split that the grouping onto the Green-X and Green-Y courses put the M60 age group with all the female categories. Several men in M60 would prefer to run the same course as the male categories. The original suggestion stems from an analysis of winning times. Clubs are free to assign classes to Green-X and Green-Y by whatever method they chose; however, the suggestion on the standard USOF form has the appearance of an official position. Clare Durand (VP Competition) will take this under consideration.
- Joanne Sankus: There should be an M75+ class as there are now several men who regularly participate who are over 75. Clare Durand (VP Competition) will take this under consideration.
- Frank Kuhn: SaraMae Berman has heard from an individual who has interest in holding the convention. NEOC had interest for 2006 but as it was getting late in the year, they decided to delay the bid until 2007. NMOC also has expressed interest.
- Clare Durand: Thanked those who staffed the GSA booth at the annual convention.
- Clare Durand: Marketing plan is one of the most important things.
- Clare Durand: The regional junior program should be given high priority and needs to be pushed.
- Gary Kragt: His three priorities are to stabilize the insurance situation, make sure the finances are stable and take a high level view of budgeting for the future.
- Walter Siegenthaler: we should form a task force to work on getting a strong junior program, we should consider part-time paid coaches and other personnel, and we should have town hall meetings at A events to get input from the general membership.
- Stephanie Martineau: paying some staff in the future will be necessary; in particular, if we want to get anywhere with sponsorships we will need to pay someone for this work

III. Approval of Minutes

- Motion to approve the Aug. 26 minutes: 14-0-0 passed
- Motion to approve the Aug. 27 minutes: 14-0-0 passed

IV. Financial Report (Robin Shannonhouse)

- The current financial report is posted on the Virtual Binder. There were no questions.

V. Information Items

- a. 2007 Championship bids are due to Sanctioning Committee by 31 December 2005 (Randy Hall)
 - There are currently no bids for any 2007 championship events.
- b. 2006 US Championship organizers for middle, long and classic are encouraged to seek WRE status, first from BOD, then from IOF (Sergey Velichko)
- c. The US Team needs a host for the 2007 Team Trials for the 2007 WOC which will be in Kiev, Ukraine. The Team Trials Can be an A event, a Championship A-meet, or special event for M-21/F-21. Ideally it should be scheduled one year in advance, but by Dec. 31 if a Championship event.
- d. 2006 Championship bids still needed are Trail and Ski-O and Rogaine
 - Clare Durand indicated that a Ski-O bid is coming.
 - The following motion was made and seconded: The Executive Committee may approve Championship bids for Trail-O, Ski-O and Rogaine for 2006 if there is insufficient time for the bid to be approved at a regular Board meeting. Vote: 14-0-0 passed

VI. Action Items

1. Approve Donna Fluegel as new VP of Marketing
 - Motion to approve: 14-0-0 passed
2. Move \$25,600 from Insurance Fund to Operating Fund
 - There was some discussion on the insurance situation before the motion was made. We currently have a broker with whom we have a good working relationship. However, the broker solicited bids and several companies declined to even give bids. One that would have insured us has shaky financials. AIG will re-insure but we don't yet know for how much. Gary intends to work with this broker again next year but starting earlier. A new insurance company will most likely require a standard waiver and medical waivers but this was not seen as a problem.
 - Chuck mentioned that there is a new adventure sports federation being formed. One of the things this new federation plans to do is offer

insurance.

- Motion was made and seconded to transfer \$25,600 from the Insurance Fund to Operating Fund: 13-0-2 passed
 - A motion was made to change the order of the agenda and consider the fee structure before the budget. There was some discussion on whether it made more sense to set a budget first and then determine how to set fees in order to meet the budget, or to determine a fee structure first and then set a budget according to the income that would be generated by the fee structure. Vote on the motion to change the order: 6-3-5 passed.
3. Fee structure proposals (& formal vote on club re-charter amount)
- Gary Kraght made a motion to approve his new fee structure and recharter fees. It was seconded.
 - There was a lot of discussion on the fact that the new structure will generate more money – about \$7000
 - Sandy Fillebrown moved her fee structure as a substitute motion. It was seconded.
 - There was more discussion on how estimates were obtained for how much money the two proposals would generate. The calculations provided by Robin Shannonhouse were based on historical data – membership, starts, A events, etc. There some discussion on what should count as a start under the new fee structures. The pros and cons were debated. Charging clubs per start is a new idea and there was some support for keeping that part of the fee low. There was also support for setting fees now that would not have to be changed for several years if at all possible.
 - Walter Siegenthaler made a motion to amend Sandy Fillebrown’s proposal to raise the per start fee to \$.25 from \$.10. This was seconded.
 - There was some concern about raising significantly more money for the Operating Fund without first knowing where we were going to spend it.
 - Vote on the amendment to Sandy Fillebrown’s proposal: 11-2-2 passed
 - Vote to substitute Sandy Fillebrown’s proposal as amended for Gary Kraght’s: 12-1-2 passed
 - Vote on Sandy Fillebrown’s amended proposal (see attached): 12-1-2 passed
4. Approve Budget (David Irving)
- A suggestion was made to consider whether ONA could be made an internet magazine since we lose money on ONA. There was some strong feeling that many people want to maintain the paper version.
 - A motion was made and seconded to approve the budget as submitted (attached).
 - Clare Durand made a motion to amend the budget to include a one time special project for the development of a web based rolling rankings system budgeted at \$1500. There was some discussion about paying people to do what has traditionally been done by volunteers and that this was a major change for USOF. After some discussion on this, David Irving made a substitute amendment that the board approves the idea in principle and Clare is directed to proceed with soliciting bids for the development of a rolling rankings system but the budget is not changed. Vote to substitute the amendment: 10-3-2 passed
 - Vote to approve the substitute amendment: 13-1-0
 - Donna Fluegel made a motion to amend the budget to include \$600 per year to pay a USOF webmaster. It was pointed out that an appointment was made to this position without any advertisement or posting that it was a paid position; however, it was also pointed out that the position had been vacant for quite a while and filling it immediately was seen as important from a marketing standpoint. Vote: 11-1-2 passed
 - A question was raised about whether the budget included sanctioning fees that would need to be paid if clubs bid on and received WRE status for events. It was decided that we would amend the budget once we knew whether any clubs were going to bid for WREs.
 - Part of the budget includes keeping \$50,000 in reserve for insurance.
 - As the budgetary support for the US Team was increased from an earlier published budget, Peter Gagarin no longer saw a need to ask the board to waive sanctioning fees for US Team sponsored events if they were in excess of the budgetary support of the team.
 - Vote on the budget as amended (see attached): 13-0-1 passed
5. USOF Sponsorship and Marketing Policy (Robin Shannonhouse)
- A motion was made and seconded to approve the wording changes in the USOF Sponsorship and Marketing Fund Policy (attached). The changes pertained to job titles and the addition of allowing a designee. Vote: 14-0-0 passed
6. USOF Sponsorship Policy wording change (Robin Shannonhouse)
- A motion was made and seconded to approve the wording changes in the USOF Sponsorship Policy (attached). The changes were grammatical. Vote: 13-0-0 passed.
7. Proposal to change the NAOC Race Formats (Randy Hall)
- Randy Hall made a motion to change the race formats at the NAOC to three single championships in the sprint, IOF middle distance and the IOF Long distance for all age classes. It was seconded. Many other countries use this format and in particular Canada has moved to this format for their Championship events. There was some discussion that the terms IOF middle distance and IOF long distance are not well understood and Randy Hall indicated that winning times could be established for these races. He would like the rules committee to come up with specific details about the implementation but wanted the board to approve in principle this new

model.

- Vote: 13-0-1 passed
- **ACTION ITEM: Task the Rules Committee to make specific recommendations for the NAOC format using winning times or other appropriate means to accomplish the sprint/middle/long format.**

8. Wording format change to match IOF terminology (Clare)

- Clare Durand made a motion to change the USOF terminology for race distances and it was seconded. The idea was to use “classic” to specify the current default and to use “middle” instead of “short” to agree with IOF usage. Randy Hall made a friendly amendment to have the rules committee include looking at how the term “long” is used. The proposal to have the NAOC use a sprint/middle/long format uses long to mean something different than what USOF means in, for instance, the Long Championships.
- Vote on the proposal as amended: 14-0-0 passed
- **ACTION ITEM: Task the Rules Committee to modify the rules to use “classic” and “middle” and to look at the terminology for “long”**

9. Sprint Format (Clare Durand)

- Clare Durand made a motion to approve the Sprint Rules as proposed (see attached) and it was seconded.
- Clare explained the proposal. There was some discussion regarding start intervals and Jim Eagleton made an amendment to change the minimum start interval to 30 seconds for sanctioned sprints. Vote on the amendment: 10-3-1 passed
- Vote on proposal as amended: 14-0-0 passed

10. Interscholastic Task Force Proposal (Clare Durand). The amended ISTF Proposal as passed is attached.

- Several members from the task force were present and contributed to the discussion: Carl Muench, Joseph Huberman, Ruth Bromer, Guy Olsen, Sue Hawkes-Teeter
- Clare Durand moved to adopt ISTF Proposal #3 (to add a Primary School Championship category) and it was seconded. After some discussion, a friendly amendment was made to add a Primary School Championship as an individual class only. The amendment was accepted. Vote on ISTF Proposal #3 as amended: 10-1-3 passed
- Clare Durand moved to adopt proposal #4-C (establish a ninth grade championship category on the yellow course for grade 9 students enrolled full time in the same school; no traveling trophy would be awarded in this category) and it was seconded. The discussion centered on whether or not a separate category was needed for middle school and for teams of all ninth graders. Vote on ISTF Proposal #4-C: 3-9-1 did not pass
- In response to the defeat of Proposal #4-C, Clare Durand moved to charge the rules committee to rename the Middle School Trophy since it includes 9th graders pending Brunton approval. Vote: 11-1-1 passed
- **ACTION ITEM: Charge the rules committee to rename the Middle School Trophy pending Brunton approval.**
- Clare Durand moved to adopt ISTF Proposal #2 (add club team categories on Varsity and JV) and it was seconded. There was quite a bit of discussion debating the pros and cons of allowing club teams. Allowing club teams makes the Interscholastics more inclusive but the purpose of the Interscholastics is to provide competition between schools and not solve the problems of junior development. Randy Hall made a suggestion to strike the second rule listed under the proposal since the term general geographic region was vague and unenforceable anyway. The suggestion was accepted as a friendly amendment. Vote on the amended Proposal #2: 8-2-4 passed
- Clare Durand moved to adopt ISTF Proposal #1 (add a home-schooled team eligibility requirement in the Interscholastic Championship competition) and it was seconded. There was discussion about whether there would be any home-schooled teams meeting these criteria which were deemed very restrictive by some. It was stated that there were several teams in each of the last two years that would have met the criteria. Vote on ISTF Proposal #1: 11-3-0 passed
- Clare Durand moved to adopt ISTF Proposal #4-A (change eligibility to students being enrolled full time at the same school) and it was seconded. Vote: 11-1-2 passed
- Clare Durand moved to adopt ISTF Proposal #4-B (eliminate minimum age and grade requirements) and it was seconded. Vote: 12-0-2 passed
- Clare Durand moved to adopt ISTF Proposal #5 with the words “pending Brunton approval” added and it was seconded. After some discussion a friendly amendment to change the language to read “Obtain a new traveling trophy for HSJV Championship as close as possible to the HSV and JROTC trophies.” was accepted. Vote on the amended proposal: 14-0-0 passed
- **ACTION ITEM: Charge someone to investigate getting a new trophy for HSJV category.**
- Mike Minium made a motion to adopt the first sentence of ISTF Proposal #4-C to modify the eligibility requirements for middle school teams so that each team must have at least one member in 8th grade or lower. There was disagreement on whether or not this was necessary or desirable. Vote: 2-9-4 did not pass
- Clare Durand made a motion to accept ISTF Proposal #6 (to change the scoring procedures) and it was seconded. There was some discussion and it was acknowledged that no back testing had been done. However, the process was similar to something OCIN proposed for 2004 and they back-tested that on 2003 data. It was agreed that trying this scoring method was better than sticking to the current one. Vote on ISTF Proposal #6: 14-0-0 passed
- Clare Durand made a motion to accept ISTF Proposal #7 (to require a two day classic format) and it was seconded. Vote: 13-1-0 passed

- VI. The following Discussion Items that were on the agenda were postponed to the next meeting.
1. Vacant USOF Positions: 1) Heartland Regional Board Member; 2) Heartland Alternate; 3) Nominating Chair; 4) Director of Media Relations (to replace Jon Nash); 5) Mapping Support (Club Svs); 5) Video Productions (Marketing); 6) Club Development (Club Svs); 7) Environmental & Land Access (Club Svs); 8) Youth (Program); 9) National Search & Rescue (President)
 2. New fills: 1) Jerry Rhodes works with VP of Marketing; 2) Janet Tryson, USOF Webmaster; 3) Nancy Koehler, USOF Page Editor
 3. International Issues as immigration/visitors—who should handle?
- VII. Next BOD meeting will be at the FLO/US Team Fundraiser in Florida, February 24-26, 2006
- **ACTION ITEM: Chuck – make arrangements for the meeting.**
- IX. The meeting adjourned at 6:08pm.

Attachments

Treasurer's Report

US Orienteering Federation	
Fund Balances	
12/31/04 Through 10/31/05	
College Dev Fund	
Beg. Balance, CDF	200.20
Transfers, ->CDF	270.00
Grants, CDF	-270.00
TOTAL College Dev Fund	200.20
Comp Awards Fund	
Beg. Balance, CAF	803.68
Transfers, ->CAF	2,000.00
TOTAL Comp Awards Fund	2,803.68
Endowment Fund	
Beg. Balance, EnF	450.78
Contributions, EnF	1,400.00
Life Membership Dues	1,300.00
Endowment Transfer	-2,500.00
TOTAL Endowment Fund	650.78
E-Punching Fund	
Beg. Balance, EPF	2,877.68
E-Punch Shipping	-176.18
E-Punch rental fees	2,255.39
TOTAL E-Punching Fund	4,956.89
Insurance Fund	
Beg. Balance, InsFund	61,358.17
Insurance Fees from Clubs	56,562.00
Insurance Premiums	-19,054.00
TOTAL Insurance Fund	98,866.17
Jr. Team Fund	
Beg. Balance, JTF	2,090.21
Contributions, JTF	895.00
Fundraising, JTF	346.00
Transfers, ->JTF	3,500.00
Travel, JTF	-6,500.00

TOTAL Jr. Team Fund	331.21
Map Grant Fund	
Beg. Balance, MGF	7,295.00
Map Grants	-2,600.00
TOTAL Map Grant Fund	4,695.00
Map Loan Fund	
Beg. Balance, MLF	24,626.50
Map Loans Repaid	5,500.00
Contributions, MLF	1,597.50
Map Loan	-2,600.00
TOTAL Map Loan Fund	29,124.00
O' in Schools Fund	
Beg. Balance, OSF	22,075.30
Programs, OSF	-23.24
Books - Redistribution	1,881.72
Transfers, OSF->	-270.00
TOTAL O' in Schools Fund	23,663.78
Operating Fund	
Beg. Balance, OF	36,028.15
Office Support	-9,000.00
Contributions, OF	796.50
Club Dues	4,513.50
Membership Dues	21,285.00
Supplies	-1,147.22
Endowment Proceeds	2,113.00
Telephone	-374.30
VP Marketing & Committees:Website	-300.00
VP Program & Committees	-403.68
Postage	-855.53
Bank Charges	-28.00
Dues & Charter	-2,280.00
VP Competition & Committees:WR...	-595.00
Sanctioning Fees	5,851.25
VP Marketing & Committees:ONA	-21,997.53
VP Marketing & Committees:Mark...	-318.60
Transfers, OF->	-6,500.00
VP Administration & Committees	-176.47
VP Competition & Committees-Other	-74.41
President & Committees	-34.50
Interest Income	3,340.42
TOTAL Operating Fund	29,842.58
Program Dev Fund	
Beg. Balance, PDF	4,021.76
Contributions, PDF	1,271.41
Program Income, PDF	197.50
Programs, PDF	-10.21
TOTAL Program Dev Fund	5,480.46
Ski-O Team Fund	
Beg. Balance, SkiTF	4,674.90
Contributions, Ski TF	1,075.00
Travel, Ski TF	-1,399.98
TOTAL Ski-O Team Fund	4,349.92
Sponsor & Mkt Fund	
Beg. Balance, SponMkt Fund	8,374.10
Contributions, SponMkt	100.00
TOTAL Sponsor & Mkt Fund	8,474.10

Team Fund	
Beg. Balance, TF	4,707.80
Contributions, TF	3,429.00
Fundraising, TF	6,196.38
Fundraising Expenses, VOC Event	-8,170.79
Fundraising, TF VOC Event	11,835.00
Transfers, TF->	-232.50
Travel, TF	-10,713.05
Transfers, ->TF	1,000.00
TOTAL Team Fund	8,051.84
Trail-O Team Fund	
Beg. Balance, TrTF	400.00
Contributions, TrTF	225.00
Travel, TrTF	-425.00
TOTAL Trail-O Team Fund	200.00
Unassigned	
Unassigned-Other	0.00
TO Petty Cash	-364.12
TO Vanguard	-50,000.00
FROM BankAmerica	50,364.12
TOTAL Unassigned	0.00
OVERALL TOTAL	221,690.61

Motion 1 -

\$25,600 transferred from the Insurance Fund to the Operating Fund.

Motion 2 -

A meet sanctioning fees and club charter fees set as follows:

1. Change A meet fees to the following:

Regular A-meets
Sanctioning fee per day \$2.00/\$1.00 (adult/junior)
Non member surcharge per day \$3.00/\$1.50

Championships

Sanctioning fee per day \$2.50/\$1.25 (adult/junior)
Non member surcharge per day \$3.00/\$1.50

All sanctioning fees go into the Operating Fund

2. Change the charter renewal fee to:

Club dues: \$20 plus \$0.25 per start

Insurance fee:

Regular clubs and Associate club 4 yrs or more in USOF
primary members (family=2) x \$3.50
Associate Clubs in USOF 3 yrs or less
primary members x \$2.00

Club dues go into the Operating Fund. Insurance fees go into the Insurance Fund.