

Minutes: BOD Meeting November 3, 2007

Ramada Inn, Triangle, Virginia

2:30 PM

Call to order

Secretary takes roll (Stephen Shannonhouse for Valerie Murray)

Present	Last Name	First Name	Position	Vote?
y	DURAND	CLARE	USOF PRESIDENT	Y
y	KUHN	FRANK	USOF VP ADMINISTRATION	Y
y	KRAGHT	GARY	USOF VP CLUB SERVICES	Y
y	PADDOCK	BOB	USOF VP COMPETITION	Y
	RHODES	JERRY	USOF VP MARKETING & PR	Y
y	MINIUM	MIKE	USOF VP PROGRAM DEVELOPMENT	Y
	MURRAY	VALERIE	USOF RECORDING SECRETARY	Y
ed	SHANNONHOUSE	ROBIN	USOF EXECUTIVE DIRECTOR & TREASURER	N
	READER	SYD	USOF BOARD PACIFIC REGION	Y
y	DRUMM	SCOTT	USOF BOARD NORTHWEST REGION	Y
y	LUIS	CRISTINA	USOF BOARD A/L COMPETITION	Y
	TULLIS	ERIC	USOF BOARD MIDWEST REGION	Y
	HARDING	IAN	USOF BOARD MEMBER HEARTLAND	Y
y	MARTINEAU	STEPHANIE	USOF BOARD MEMBER AT LARGE	Y
y	LENNON	GREG	USOF BOARD MEMBER AT-LARGE	Y
y	HALL	JIM	USOF BOARD SOUTHEAST REGION	Y
	EAGLETON	JAMES	USOF BOARD MID-ATLANTIC REGION	Y
	SANKUS	JOANNE	USOF BOARD NORTHEAST REGION	Y
y	FERGUSON	LINDA	USOF BOARD MEMBER AT-LARGE	Y
ya	HAWKES-TEETER	SUSAN	USOF BOARD ALTERNATE NORTHEAST	A
	TOLBERT	RALPH	USOF BOARD ALT MID-ATLANTIC	A
	VACANT		USOF BOARD ALT SOUTHWEST	N
a	SHANNONHOUSE	STEVE	USOF BOARD ALTERNATE SOUTHEAST	A
	SINCOCK	JOHN	USOF BOARD ALTERNATE NORTHWEST	A
	TESCHENDORF	GALE	USOF BOARD ALTERNATE HEARTLAND	A
y	COURTNEY	RALPH	USOF BOARD MEMBER SOUTHWEST	Y
	VAUGHAN	STEVAN	USOF BOARD ALTERNATE MIDWEST	A
ya	IRVING	DAVID	USOF BOARD ALTERNATE PACIFIC	A
	BEECROFT	KRIS	USOF REGISTERED AGENT	N
PRESENT; y=yes, a=alternate, ed =executive director. VOTE; Y=yes, N=no				

Open Forum (5 minutes to any member to address the Board)

- Chris Caisson - Discussed his request for process where organizations such as his that obtain grants, could use USOF to funnel grant funds they obtain for developing orienteering in school systems.

Action item Mike Miniium to work with Chris.

- Janet Porter - Jr. Team Funding made in budget discussion

Others – Peter Gagarin request budget time

Mike Minium for concerned member Non Member Organizations sponsor meets, feels uneasy about this as well as existing volunteer concerns.

Chuck Ferguson he and Ber Paul have been working on JROTC having USOF Interscholastic be official national JROTC championship.

Approval of Minutes

Motion & Second to approve minutes of Aug 10 1st meeting (pre AGM)

Vote Y 10 N 0 A 0 Passed

Motion & Second to approve minutes of Aug 10 2nd meeting (post AGM)

Discussion; Christina Luis, Minutes do not accurately reflect her question at the meeting. She requests that the following be added: Christina Luis asked “Were there continuity documents?” Robin Shannonhouse said “There are none.”

Discussion; Minutes are to be amended to change statement concerning job descriptions to be as Christina Luis describes..

Vote Y 10 N 0 A 1 Result Passed

Action item; Valerie Murray to amend Aug 10 2nd meeting “post AGM “

Financial Report (if any before Budget)

Distributed by Robin Shannonhouse

Discussion; Several items discussed.

Informational Items:

1. Report on Trail O Championships Status - Frank Kuhn

Karen and Dave to research mapped location NW of Tucson, if not maybe W. Point, else BAOC in Tahoe. No bid yet.

2. USOF Interscholastic Championships becoming official JROTC champs

Chuck and Ber Paul to have a conference for official certification that USFO Interscholastic Championships will become the official JROTC champs. First call Army or Air Force.

3. National Park Service Agreement

Distributed; National Park Service Agreement for later perusal.

Discussion; Gary Kraght questions, “Who will be advocate for USOF?”

Greg Lennon says QOC has been negotiating with NPS region for an agreement.

4. Sanctioning events by non-chartered entities.

Report from bylaws, no requirement for sanctioned events is by USOF or its clubs.

Report from Rules, Rules only address events sponsored by USOF or clubs. A contract would have to be made with the outside groups that refer to the Rules.

Action Item to do underlying work on a contract needed for this, **Bob Paddock**.

Action Item to look at Sanctioning Package for changes needed for outside entity to follow.

5. Competition Bid Events bids.

Action Item; Back to proposals for executive committee vote.

Action Items:

D&O Insurance

1. **Motion & Second;** Vote on whether to accept D & O Insurance as presented by Gary Kraght in BOD net emails. CHUB quote 1,000,000 liability 1,000 deductible

Vote Y 12 N 0 A 0 Passed

Action item Obtain coverage. **Gary Kraght**

2. Budget for 2008 - David Irving

Motion & Second David Irving moved to Approve Budget for 2008 as presented

Discussion:

Peter Gagarin spoke concerning Jr. Sr. Team Coach. Tom Hallowell Jr. is new candidate for coach. Eric Bone is interested, could assist Tom in coaching duties.

Peter also spoke concerning Sr. Team. The team is expected to spend \$16,000 this year on team activities using \$3,000 USOF remainder from fund raising activities. Peter requests USOF fund team for 50% or \$8,000.

Janet Porter spoke concerning Junior Team fund. The 2007 JWOC budget was to be 1,000 to each of the two coaches, and now uniform payment budget is held up for past two years so do not know what to do about cash held for this. Robin says to send in cash and have vendor bill USOF.

David Irving spoke concerning position of D&O within the budget

Motion & Second David Irving moved to amend budget to put D&O under insurance fund budget and make it be \$1,200.

Vote Y 11 N 0 A 1 Passed.

Action item David Irving. To change budget

Gary Kraght spoke on Jr. Team Fund.

Motion & Second; Gary Kraght moved to change the budgeted Jr. Team Fund, to be \$8,000 and add line item JWOC travel grants to \$2,000 **second**

Vote Y 10 N 1 a 1 Passed

Action item David Irving. David will amend the budget.

Gary Kraght spoke on Foot-O Team fund.

Motion & Second; Gary Kraght moved to change transfer of \$3,000 from Operating Fund to Foot-O Team Fund to \$6,000.

Discussion

Motion & Second; Christina Luis moved to amend the motion to include a reduction of Jr. Development grant line item by \$1,500

Vote Y 11 N 1 A 0 Passed Motion is amended

Vote Y 10 N 2 A 0 passed.

Vote Y 13 N 0 A 0 Passed, 2008 budget approved as amended

3. Map Fund Policy

Motion and Second Gary Kraght moved to approve amendments to Map Fund Policy as distributed via e-mail.

Vote Y 10 N 0 A 1 Passed

Action, Item policy updated by **Robin Shannonhouse**

4. E-punch Fund Policy - Clare Durand

Motion made Second Clare Durand moved to amend the E-punch Fund Policy to include a statement covering proceeds from disposal of used EP equipment or other wording as is appropriate.

Vote Y 12 N 0 A 0 Passed,

Action item Robin Shannonhouse and Cathy Yekenevitz. to amend.

5. Sanctioning events by non-chartered entities

No proposal so this is now a discussion item.

6. Competition bids - Bob Paddock

No proposal so this is now a discussion item.

Discussion

Motion & Second; Mike Minium moved to let the Executive Committee vote on remaining 2008 bids.

Friendly amendment From Gary Kraght accepted by Mike Minium that adds 'Bids will be posted on the Board Net at least week before vote'.

Vote Y 13 N 0 A 0 Passed,

Action item Bob Paddock to post the bids on the board net for vote.

Discussion Items

1. Stand Alone AGM for 2008 - Frank Kuhn

Frank is looking at 2008 sanctioning schedule to find event to schedule it with. Christina Luis suggests DVOA in May

Motion & Second; Gary Kraght moved to have Executive Committee will pick date for 2008 AGM before next board meeting as to be determined.

Vote Yes 13, N 0 A 0 **Passed**

Action Item Frank Kuhn & Executive Committee

2. USOF member on IOF Trail O Commission Member for next two years?

Action; Frank Kuhn says **Board** will have to decide before next year.

3. Idea for short video lessons uploaded to websites (e.g. YouTube)

Christina Luis has some to review.

4. Possible Human Kinetics Publishing Venture

Clare Durand discussed this as being a way to have USOF publications distributed and USOF would earn royalties.

5. Status of Jr. Development initiatives

Stephanie Martineau discussed producing and selling products to benefit Junior Team Fund.

6. Olympic Committee, Sherry Litasi says USOC has recommendation for organization to do background checks on USOF members working with juniors.

7. Next BOD Meeting

Potential Choices:

February 15-17 NTOA Interscholastics

February 23-24 TSN Intercollegiates

April 4-6 OCIN Flying Pig

Motion & Second; Mike Minium moved to have next BOD meeting at TSN Intercollegiates February 23-24 2009.

Vote Y 7 N 3 A 1 **Passed**

Action Item Christina Luis will make arrangements with TSN for the board meeting.

Adjournment by acclimation of the feet

Agenda: BOD Meeting November 3, 2007

Ramada Inn, Triangle, Virginia

2:30 PM

Call to order & Secretary takes roll

Open Forum (5 minutes to any member to address the Board)

- Chris Cassone - Grant
- Janet Porter - Jr. Team Funding

Approval of Minutes

Financial Report (if any before Budget)

Informational Items:

1. Report on Trail O Championships Status - Frank Kuhn
2. Interscholastics becoming official JROTC champs
3. National Park Service Agreement

Action Items:

1. D&O Insurance - Gary Kraght
2. Approve Budget for 2008 - David Irving
3. Amendments to Map Fund Policy - Gary Kraght
4. Amendments to E-punch Fund Policy - Clare Durand

5. Report and Proposal? on sanctioning events by non-chartered entities
6. Any competition bids? - Bob Paddock

Discussion Items

1. Stand Alone AGM for 2008 - Frank Kuhn
2. USOF Trail O Commission Member for next two years?
3. Idea for short video lessons uploaded to websites (eg YouTube)
4. Possible Human Kinetics Publishing Venture
5. Status of Jr. Development initiatives

Next BOD Meeting

Potential Choices:

February 15-17 NTOA Interscholastics

February 23-24 TSN Intercollegiates

April 4-6 OCIN Flying Pig

Adjournment

Operating Fund Budget	2008 Budgets – As Passed	
Beginning balance		83,900.00
Income		
Membership	27,000.00	
Club dues	12,500.00	
Sanctioning/Surcharges	16,000.00	
Interest	11,000.00	
Contributions	4,000.00	
Sponsorships	0.00	
Coaching/Navigation Certificate program	300.00	
Endowment Fund transfer	4,000.00	
Total Income		74,800.00
Expenses		
Bank Charges	50.00	
Supplies/Printing	1,800.00	
Postage	1,200.00	
Telephone	1,050.00	
Office Support	16,000.00	
IOF/USOC/VA dues	2,000.00	
Total Office expense		22,100.00
ONA		24,000.00
President	500.00	
Ad hoc committees	0.00	
Endowment Fund Promotion	0.00	
IOF Travel Support	500.00	
Subtotal President	1,000.00	
Secretary	25.00	
VP Administration	250.00	
Fundraising	1,000.00	
Convention Grants	0.00	
Subtotal VP Admin	1,250.00	
VP Club Services		
Committees	200.00	
Junior development grants	13,500.00	
Subtotal VP Club Services	13,700.00	
VP Competition		
Committees	200.00	
WRE fees	800.00	
Event software for the Foot O Team	0.00	
Coaching expenses	6,600.00	
Foot-O Team Support	6,000.00	
Ski-O Team Support	1,000.00	

Junior Team support	8,000.00		
Championship Awards (xfer to CompFnd)	2,200.00		
Subtotal VP Competition	24,800.00		
VP Marketing			
VP and committee expense	500.00		
Membership in Allied Organizations	0.00		
Exhibit Fees	0.00		
Publications and Printing	0.00		
Recognition Awards	0.00		
Website and listserv	600.00		
Subtotal VP Marketing	1,100.00		
VP Program Development			
Committees	500.00		
Coaching/Navigation Certificate program	325.00		
Transfer to College Development	1,000.00		
New club development (xfer to PDF)	0.00		
Subtotal VP Program Development	1,825.00		
Total Committees		43,700.00	
Total Expenses			89,800.00
Surplus/Deficit			(15,000.00)
Ranking Software Development	0.00		
Total Special Projects		0.00	
Operating Fund Ending balance			68,900.00
Restricted Fund Budgets			
Foot-O Team Fund Budget			
Beginning balance			11,000.00
Income			
Contributions	4,000.00		
Fundraising	6,000.00		
Transfer from Operating Fund	6,000.00		
Team Trials	0.00		
Other income	0.00		
Total income		16,000.00	
Expenses			
Team News	0.00		
Training camps	2,000.00		
WOC Expense	12,000.00		
World Cup entry fees	1,200.00		
Uniforms	1,000.00		
NA Champs	0.00		
Part-time Coach	0.00		
Misc/Admin/Coach	0.00		
Total expense		16,200.00	
Ending balance			10,800.00
Junior Team Fund Budget			
Beginning balance			2,500.00
Income			
Transfer from Operating	8,000.00		
Fundraising	2,000.00		
Contributions	2,500.00		
Total income		12,500.00	
Expenses			
Domestic training camps	0.00		
JWOC training camp	3,400.00		
Lodging/entry fees	6,100.00		
JWOC travel grants	2,000.00		
Domestic travel grants	1,000.00		
Uniforms	500.00		
Other expenses	500.00		
Total expense		13,500.00	
Ending balance			1,500.00

Ski-O Team Fund Budget		
Beginning balance		7,500.00
Income		
Transfer from Operating	1,000.00	
Fundraising	0.00	
Contributions	1,000.00	
Total income		2,000.00
Expenses		
World Champs entry fees/accomodations	2,000.00	
Travel assistance	2,000.00	
Other expenses	0.00	
Total expense		4,000.00
Ending balance		5,500.00
Trail O Team Fund		
Beginning balance		500.00
Income		
Fundraising	200.00	
Contributions	500.00	
Total income		700.00
Expenses		
World Champs entry fees/accomodations	600.00	
Travel assistance	0.00	
Other expenses	0.00	
Total expense		600.00
Ending balance		600.00
O In Schools Fund		
Beginning balance		30,000.00
Income		
Contributions	250.00	
O for Teachers sales	2,500.00	
Total income		2,750.00
Video production	0.00	
Transfer,->CollDevF	1,000.00	
Other expenses	300.00	
Expenses		1,300.00
Ending balance		31,450.00
Program Development Fund		
Beginning balance		6,000.00
Income		
Contributions	100.00	
Program Income	100.00	
Transfer from Operating	0.00	
Total income		200.00
Expenses		
Club Development Comm.	500.00	
Reprint "Sport of a Lifetime" brochures	2,500.00	
Grants & loans	500.00	
Other expenses	0.00	
Total expense		3,500.00
Ending balance		2,700.00
College Dev Fund		
Beginning balance		2,700.00
Income		
Contributions	100.00	
Fundraising	1,000.00	
Transfer from Operating Fund	1,000.00	
Transfer from O in Schools	1,000.00	
Total income		3,100.00
WUOC expenses	3,500.00	
Travel grants	500.00	
Club assistance	500.00	

Other expenses	400.00		
Expenses		4,900.00	
Ending balance			900.00
Sponsor & Marketing Fund			
Beginning balance			8,500.00
Income			
Sponsorships	0.00		
Video Distribution	0.00		
Contributions	0.00		
Total income		0.00	
Expenses			
Sponsorship Expenses	0.00		
Sponsorship Distributions	0.00		
Compass Insert Brochures	5,000.00		
Photo library/shoot	600.00		
Total expense		5,600.00	
Ending balance			2,900.00
Insurance Fund Budget			
Beginning balance			67,600.00
Income			
Club fees	23,000.00		
A meet fees	0.00		
Total income		23,000.00	
Expenses			
Directors & Officers insurance	1,200.00		
Premiums	24,600.00		
Total expenses		25,800.00	
Ending balance			64,800.00
Competition Awards Fund			
Beginning Balance			400.00
Transfer from Operating Fund	2,200.00		
Shipping to Clubs	100.00		
Championship Award medals	0.00		
Ending Balance			2,500.00
E-Punch Fund Budget			
Beginning Balance			4,800.00
Income			
Contributions	0.00		
Transfers from Operating Fund	0.00		
E-punch rental fees	3,000.00		
Total Income		3,000.00	
Expenses			
E-punch shipping	500.00		
Equipment purchases/maintenance	2,000.00		
Total Expenses		2,500.00	
Ending Balance			5,300.00
Map Loan Fund			
Beginning cash on hand			47,400.00
Income			
Contributions	0.00		
Loan repaid - Clubs	0.00		
Total Income		0.00	
Expenses			
Map loans	5,000.00		
Transfer to Map Grant Fund	6,000.00		
Total expense		11,000.00	
Ending cash on hand			36,400.00
Map Grant Fund			

Beginning cash on hand			4,000.00
Income			
Transfer from Map Loan Fund	6,000.00		
Contributions	100.00		
Total Income		6,100.00	
Expenses			
Map grants	2,000.00		
College map grants	2,000.00		
Total expense		4,000.00	
Ending cash on hand			6,100.00
Investment (Endowment) Fund			
Beginning Balance			400.00
Life memberships	3,000.00		
Contributions	1,800.00		
Total Income		4,800.00	
Transfer to Endowment Fund, Inc.	5,000.00		
Total Expense		5,000.00	
Ending balance			200.00
USOF Fund Totals			
Beginning balance			274,000.00
Ending balance			239,050.00

From: usof-bod@yahoogroups.com on behalf of gkraght

Sent: Monday, October 22, 2007 5:26 PM

To: usof-bod@yahoogroups.com

Subject: [usof-bod] Map Fund Policy amendments

I would like to propose the following amendments to the USOF Map Fund Policy for consideration by the USOF Board at our November meeting.

I.A.2 Map Grant Fund (MGF) - change "The MGF provides grants of up to \$1000 ..." to "The MGF provides grants of up to \$3000 ..."

V.B.1 Map Grant Fund - change "Grants will be made for up to \$1000 ..." to "Grants will be made for up to \$3000 ..."

IV.D. Change "Applications should be submitted by April 1st or October 1st and at least 2 months before the funds are needed." to "Applications should be submitted at least 2 months before the funds are needed." Also, delete the following: "Applications received after these dates will be considered, but may receive lower priority depending upon the availability of funds."

Rationale - The Map Grant program is about 10 years old, and has not been revised since its inception. \$1000 appears to be an artificially low limit.

We are using the Map Loan Fund much less than in the past, and would like to increase the use of map grants.

The application deadline dates make no sense. They have never been enforced, and I am proposing eliminating this language for clarity.

Gary Kraght

GENERAL AGREEMENT
between
NATIONAL PARK SERVICE
U.S. DEPARTMENT OF THE INTERIOR
and the
UNITED STATES ORIENTEERING FEDERATION

This General Agreement is made and entered into this [NEW DAY] day of [NEW MONTH], 2007 by and between the National Park Service, U.S. Department of the Interior, hereinafter called the NPS and the United States Orienteering Federation, a non-profit corporation, hereinafter referred to as USOF.

ARTICLE I: BACKGROUND AND OBJECTIVES

WHEREAS, the National Park Service Organic Act (16 U.S.C. 1-1(a)) and the General Authorities Act (16 U.S.C. 1, 2-4) provide key management authority for units of the National Park System, including the direction to preserve unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education, and inspiration of this and future generations.

WHEREAS, the NPS is committed to providing appropriate, high quality opportunities for visitors to enjoy the units of the National Park System consistent with its stewardship responsibilities;

WHEREAS, USOF is recognized by the International Orienteering Federation and the US Olympic Committee as the National Governing Body for orienteering in the United States, with 55 current member clubs nationwide;

WHEREAS, USOF is committed to enjoyment of the outdoors, providing orienteering as a viable and attractive recreation choice for US outdoors enthusiasts, and promoting orienteering for education, personal development, and environmental awareness;

WHEREAS, the USOF environmental policy guides the planning and execution of all sanctioned orienteering meets in the nation. This policy mandates that meets will be planned in cooperation with land managers to protect sensitive areas and to avoid sensitive times of year;

WHEREAS, orienteering, when meets are designed thoughtfully in cooperation with land managers, does not damage the land, its vegetation, its cultural resources, or its animal population. The National Park Authority in the United Kingdom compared 12 activities that take participants away from trails. The agency concluded that orienteering had low impact on ecology, off-trail erosion, visual intrusiveness, aural intrusiveness, and overall intrusiveness, and nil impact on wilderness intrusiveness. In each case, orienteering had the lowest level of impact of all activities reviewed;

WHEREAS, this agreement between the NPS and USOF to cooperate in the availability of this environmentally friendly outdoor activity in national parks will expose many more park visitors to a deeper awareness of the range and beauty of our natural resources, while ensuring that all orienteering activities are held to a consistent standard of environmental stewardship;

THEREFORE, the NPS and USOF desire to cooperate and mutually agree to collaborate as described below.

ARTICLE II: TERMS OF AGREEMENT

Both parties mutually agree to the following terms:

A. The Service agrees to:

1. Cooperate with USOF and affiliate organizations to identify mutually beneficial projects or activities.
2. Make the terms of this agreement available to Park Superintendents and include information regarding the appropriate administrative process for the designation of orienteering courses within units of the National Park System and a description of the types of places where orienteering meets and activities are permitted without further administrative procedure under NPS regulations. The designation of trails, areas, and routes as appropriate for orienteering shall be the responsibility of the NPS; shall comply with the requirements of 36 CFR 4.30 and all other applicable laws, regulations, and policies of the NPS; shall not result in impairment of the resources and values of the National Park System; and shall fully respect other applicable agreements.
3. Subject to the availability of personnel and funds, park staff will work with USOF and the orienteering community in the development of mutually beneficial work projects and activities, the compilation of information regarding the availability of orienteering opportunities on National Park System lands, map design, creation of self-run courses, docent programs, navigational training, and other educational efforts in units of the National Park System.
4. As funding permits, conduct studies and research on the status and effects of orienteering Service-wide on natural and cultural resources, scenic and aesthetic values, wildlife, and visitor experience.

B. USOF agrees to:

1. Promote this partnership with the NPS to members and state representatives and affiliate organizations and encourage collaboration with the NPS on mutually beneficial projects or activities.
2. Provide technical assistance to local NPS units on the identification of new orienteering opportunities. On request, USOF will provide technical expertise in course and map design, course creation, event management, organize volunteers, provide navigational instruction and other educational programs.
3. Work with the NPS to implement educational efforts that foster low-impact use of orienteering courses, a conservation ethic, the mission of the NPS,

proper trail etiquette including preventing disturbance of wildlife, and courtesy toward other visitors to units of the National Park System.

4. Recruit, train, organize, and supervise volunteers from the orienteering community to assist NPS staff in mapping, designing, and setting courses on NPS lands in accordance with applicable laws, regulations, and policies.
5. Assist with the formation and management of docent programs, and other education, interpretation, and assistance efforts in cooperation with the NPS.
6. Actively support the NPS and its activities.

C. Both parties mutually agree to:

1. Collaborate in the development of educational materials to inform the public of this partnership between the NPS and USOF.
2. Meet annually to discuss activities under this Agreement and identify specific areas of mutual interest for the coming year.
3. Complete an annual work plan, consistent with this Agreement that identifies and prioritizes potential projects and provides a program of work.
4. Collaboratively prepare an annual status report, including project status, program successes and program areas needing improvement.
5. During the first year of this agreement, develop two pilot projects.
6. Identify opportunities to collaboratively participate in regional and national meetings in the form of presentations, panel discussions, and training.

ARTICLE III: TERM OF AGREEMENT

- A. This Agreement shall become effective on the date of the last signature and will remain in effect for five years. Modifications to the Agreement may be proposed by either party and shall become effective upon written approval of both parties.
- B. Nothing in this Agreement shall obligate the Government to expend funds or to enter into any contract or other obligations with USOF. This Agreement is neither a fiscal nor a funds obligation document. Any activities involving reimbursement or contribution of funds between the parties of this Agreement will be handled in accordance with applicable law, regulations, and procedures.

ARTICLE IV: KEY OFFICIALS AND LIAISONS

The personnel listed below are identified as key staff and are considered essential to the work being performed under this Agreement:

National Park Service

- Karen Taylor-Goodrich, NPS - Washington D.C. ?

United States Orienteering Federation

- Chuck Ferguson, President, USOF - Alexandria, Virginia
- Frank Kuhn, Administration VP, USOF - Mt Laurel, New Jersey

Prior to any changes in key officials by either the NPS or USOF, written notice will be given reasonably in advance.

ARTICLE V: SPECIAL PROVISIONS

- A. Any material prepared by either party for informing the public about this partnership, will be submitted to the other party's key official(s) (see Article IV) for formal review and approval prior to its release.
- B. This agreement will not in any way suggest endorsement by the NPS of a product or service. No USOF member advertising or promotional materials will carry the NPS arrowhead logo or other official text or emblems that might suggest product or NPS endorsement.
- C. This Agreement does not establish authority for noncompetitive award to USOF or its members of any contract or other agreement. Any contract or agreement must comply with all applicable requirements for competition.

ARTICLE VI: REQUIRED CLAUSES

- A. Civil Rights - During the performance of this agreement, the participants agree to abide by the terms of Executive Order 11246 on non-discrimination and will not discriminate against any person because of race, color, religion, sex or national origin. The participants will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex or national origin.
- B. Officials Not to Benefit - No member or delegate to Congress, or resident Commissioner, shall be admitted to any share or part of this agreement, or to any benefit that may arise there from, but this provision shall not be construed to extend to this agreement if made with a corporation for its general benefit.
- C. Nothing in this Agreement shall be construed as binding the NPS to expend in any one fiscal year any sum in excess of appropriations made by Congress, for the purposes of this Agreement for that fiscal year; or as involving the United States in any contract or other obligation for the further expenditure of money in excess of such appropriations.
- D. Nothing in this Agreement shall be deemed to be inconsistent with or contrary to the purpose of or intent of any Act of Congress affecting or relating to this Agreement.
- E. Nothing in this Agreement shall restrict the NPS from entering into similar agreements, or participating in similar activities or arrangements, with other public or private agencies, organizations, or individuals.
- F. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or any other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence,

or national security activities. Violations of this section shall constitute violations of section 1352 (a) of title 31.

ARTICLE VII: TERMINATION

Either party may terminate this Agreement by providing the other party with written notice 60 days in advance.

ARTICLE VIII: AUTHORIZING SIGNATURES

IN WITNESS HEREOF, the parties hereto have signed their names and executed this General Agreement.

NATIONAL PARK SERVICE

By: **Mike Snyder**, Acting Deputy Director
(for) Fran Mainella, Director ?

Date: [NEWDATE]

UNITED STATES ORIENTEERING FEDERATION

By: **Chuck Ferguson**, President

Date: [NEW DATE]

From: Clare Durand

Sent: Sunday, September 23, 2007 8:23 PM

To: Rob Wilkison; Frank Kuhn; Steve Shannonhouse; Robert Paddock, P.E.;

Randy Hall; Gary_Kraght; svaughan

Cc: Vladimir Gusiaticov; Robbie

Subject: Non-Chartered A-meet hosts

At our previous Board meeting, Vladimir Gusiaticov requested that the Board look into a change that would allow non-USOF chartered organizations to apply for sanctioning of A-meets and Championships. It was agreed that we would see how this would affect our organization and what paperwork changes might need to be made to effect this.

I would like to task the following committees with looking into the ramifications of this on their areas:

Bylaws committee

Rules committee

Insurance committee

Sanctioning committee

I am hoping to have reports available for the upcoming Board meeting on November 2. If we have enough information the Board may even wish to move forward with a proposal. Please provide an analysis of any problems you foresee with this idea and any changes that would need to be made to official USOF documents in order to effect such a change.

Thanks for your work on this issue.

Clare Durand

USOF President