

USOF Board of Directors Meeting

Saturday, August 9, 2008

Hilton Garden Inn/University of Wyoming Conference Center

12:15 pm to 2:30 pm

12:15 pm Call to order, Secretary takes roll, quorum present: 11, later 4 more arrived; total of 15.

<i>Present</i>	<i>Last Name</i>	<i>First Name</i>	<i>Init</i>	<i>Position</i>	<i>Vote?</i>
Y	Durand	Clare	CD	USOF President	Y
Y	Kuhn	Frank	FK	USOF VP Administration	Y
Y	Kraght	Gary	GK	USOF VP Club Services	Y
N	Paddock	Bob	BP	USOF VP Competition	Y
Y	Donna	Fluegel	DF	USOF VP Marketing & PR	Y
Y	Minium	Mike	MM	USOF VP Program Development	Y
Y	Murray	Valerie	VM	USOF Recording Secretary	Y
Y	Luis	Cristina	CL	USOF Board At Large Competition	Y
E / N	Shannonhouse	Robin	RS	USOF Executive Director & Treasurer	N / E
Y	Teschendorf	Gale	GT	USOF Board HEARTLAND REGION	Y
-	vacant			<i>USOF Board Alternate HEARTLAND</i>	-
N	Eagleton	James	JE	USOF Board MID-ATLANTIC REGION	Y
N	Tolbert	Ralph	RT	<i>USOF Board Alternate MID-ATLANTIC</i>	A
N	Tullis	Eric	ET	USOF Board MIDWEST REGION	Y
N	Vaughan	Stevan	SV	<i>USOF Board Alternate MIDWEST</i>	A
Y	Sankus	Joanne	JS	USOF Board NORTHEAST REGION	Y
N	Hawkes-Teeter	Susan	SHT	<i>USOF Board Alternate NORTHEAST</i>	A
Y	Drumm	Scott	SD	USOF Board NORTHWEST REGION	Y
N	Sincock	John	JSK	<i>USOF Board Alternate NORTHWEST</i>	A
Y	Johnson	Rosemary	RJ	USOF Board PACIFIC REGION	Y
N	Irving	David	DI	<i>USOF Board Alternate PACIFIC</i>	A
Y	Hall	Jim	JH	USOF Board SOUTHEAST REGION	Y
N	Shannonhouse	Steve	SS	<i>USOF Board Alternate SOUTHEAST</i>	A
Y	Carr	Lisa	LC	USOF Board SOUTHWEST REGION	Y
N	Courtney	Ralph	RC	<i>USOF Board Alternate SOUTHWEST</i>	A
Y	Ferguson	Linda	LF	USOF Board Member AT-LARGE	Y
Y	Lennon	Greg	GL	USOF Board Member AT-LARGE	Y
N	Martineau	Stephanie	SM	USOF Board Member AT-LARGE	Y
N	Beecroft	Kris	KB	USOF Registered Agent	N

PRESENT: Y = yes, N = Not present, E = executive director.

VOTE: Y = yes, N = no, A = alternate

Guests: Chuck Ferguson - Endowment Liaison;

Sherry Litasi - Background Checks;

Kevin Teschendorf - Sanctioning A-meet next year

12:17 pm **Open Forum.** No topics brought by members. Mentions: ROTC: New Chair is Col. Edgar ‘Burr’ Paul of Apollo HS, Owensboro, KY. Jan Urban is new Course Consultant. Randy Hall resigned as Sanctioning Chair.

12:20 pm **Approval of Minutes** from previous meeting

Motion to accept Frank K, Second Joanne S. Vote: Yea 9, Nay 0, Abs 0 Result: Approved

12:25 pm **Financial Report** submitted by Robbie S in absentia in hardcopy format. It was noted that an amount of \$1,600 for sponsorship also appeared in the May Report.

12:28 pm **Fundraising Report.** Stephanie M had nothing to report. Donna F reported that \$600 has been raised for the Junior Team in the last two weeks.

12:30 pm **Staff Transition Task Group** Report was presented by Greg L. This report was circulated via e-mail one week before the meeting and is now attached. Notes on the discussion that followed are attached to these minutes. The Task Force will present at the AGM after this Board meeting, for a ‘go-ahead with the concept’ discussion.

Motion, seconded, that the Task Force publishes on the USOF Virtual Binder a revised version of their Report, designed for general membership. Vote: Yea 11, Nay 0, Abs 0 Result: Approved

1:20 pm **Background checks.** Sherri Litasi presented a Draft Proposal for the USOF Background Screening Policy for discussion. Other committee members: Guy Olsen, Jay Hahn. National Center for Safety Initiatives (NCSI) cost is \$25 per check, with \$75 joining fee. GL: Quantico will be screening junior coaches, and anyone handling finances, but undecided on drivers of non-family members. The US Olympic Committee prefers NGBs to do background checks. BOD supports background checks policy (not yet required). Clubs should be provided with information on how to do background checks, and know that this has no effect on insurance. Suggestion: USOF could require clubs to do checks in order to receive junior grants. The Board straw vote was that (1) checks by member clubs should be optional, not mandatory, (2) background checks should be done for those working with juniors, and with finances. Gale T. suggested that USOF can review and revise their decision to only do first time background checks. Sherry L. pointed out that there is no good nationwide database available for background checks. GK – USOF needs to consider what to do when someone fails a background check.

Action: Sherri Litasi will revise the proposal and circulate to the Board.

1:35 pm **Championships Task Group.** Clare D reported a recommendation to consolidate championships into (1) Sprint/Medium, (2) Long/Relay. Two-day classic format may go away.

1:40 pm **IOF Advisor Clinics.** Christina L reported that 13 Americans are interested, possibly 8 Canadians. One clinic would be held in the Northeast, but need to find support.

1:45 pm **Junior Development Grants.** Gary K reported that \$9,000 (of \$13,500 budget) has been awarded in 2008 so far. One grant is the works. \$3,200 to Channelview HS; \$872 to O-Louisville for Sprint Series; \$300 (matching) to Kennesaw HS for thumb compasses; \$4,200 for Junior Team summer trip (Janet Porter admin), and to HVO for junior training. Clare D: need to measure how grants are helping USOF meet goals, and have the greatest impact.

1:50 pm **IRS Requirements for club hiring.** Clare D reported still working on this.

1:52 pm **National Park Service Agreement** Chuck Ferguson reported that this is currently inactive. He has been looking into a comparison with the “Lets Go Outside Program” from the National Heart, Lung and Blood Institute (NHLBI) in an agreement with the US Dept. of the Interior Fish and Wildlife Service and the NPS (copy made available to Board members.

2:02 pm **Non-Chartered event sanctioning.** No report, Bob Paddock absent.

2:03 pm **Report from the IOF Congress** Fees have not been increased. Switzerland awarded 2012 championships. Bids for JWOC championships, Trail-O due in January 2009, should USOF wish to submit.

2:05 pm **Action Items**

1. (a) **2009 Classic Champs** bid from BGR. Kevin Teschendorf reported that this will be held Sat. Oct 24, as part of three days of events. Friday will be a middle distance race, Saturday one-day US champs (with a celebratory awards dinner to follow). It was recommended that on Sunday a sanctioned A-meet be held.

Motion by Greg L, second Mike M to approve one-day classic champs on Sat.Oct 24, 09
Vote: Yea 12, Nay 1, Abs 0 Result: Approved.

- (b) **2009 Intercollegiates** Bid from QOC – March 27-29

Motion to approve Mike M, Second Donna F. Vote: Yea 12, Nay 0, Abs 0 Result:
Approved

- (c) **2009 Middle Champs** bid from COC – June 27-28. Not yet sanctioned

2. Approval of **Credentials Committee** for the Annual General Meeting – Frank K.

Motion to approve Jim Hall (COK), Ardis Dull (COC) and Peg Davis (TSN) by FK, Second GT. Vote: Yea 12, Nay 0, Abs 1 Result: Approved

3. Authorization for Staff Transition task force to propose Board restructuring.

Tentative approval of three-year budget plan for staff transition

Authorize formation of a hiring committee

All postponed till post-AGM Board meeting.

4. **Interscholastic Changes** (proposed by Robin Shannonhouse, Chuck Ferguson reporting)
Proposal and Rule Change attached. Proposal to add JROTC category to the Interscholastics, starting in 2009. USOF will need to find awards for added classes, possibly change medal to make it specific to JROTC. Suggested that the additional costs be passed to participants in the form of increased fees.

Motion to approve by Gary K, second Clare D. Vote: Yea 13, Nay 0, Abs 0. Result approved.

Action: Linda/Chuck Ferguson will let West Point know about rules changes, so that they can include the additional JROTC category in their 2009 Interscholastics Championships.

5. **Navy JROTC Champs** Proposal attached. Navy wants separate championship, Air Force may be interested too.

6. Approval of Publishing contract with Human Kinetics

Postponed till post-AGM Board meeting.

2:28 pm Next BOD Meeting – immediately following the AGM

2:30 pm Motion to **adjourn** by Mike M, seconded. Vote: Yea 9, 1 opposed. Result: approved, with remaining Agenda items to be carried forward to the Board meeting immediately following the Annual General Meeting.

USOF Staff Task Force – Professional Staff Transition Report

Notes on Board Discussion

The following is not all inclusive.

Greg Lennon reported that Robin Shannonhouse is in favor of the concept of hiring a professional director. All members of the Task Force are also in favor of hiring a professional Executive Director. The Board as currently structured will not work well with a hired director, and needs restructuring (by reducing the number of members to less than ten) in order to function better.

Gary Kraght: To hire staff, USOF needs money, (1) from donors, and fundraising (capital campaign; (2) from USOF funds not being used, as well as an increase in revenue stream; (3) from outside organizations in the form of grants, sponsorships.

Greg Lennon: There is a long list of skills needed, but the BOD should have a short list of must-haves, plus a list of alternative (nice-to-have) skills.

Frank Kuhn: Could hire a fundraising firm. USOF needs to rethink the Board structure, but the Regional Structure could remain. Suggested that the Board needs an Executive Vice President (in training for succession).

There have been some preliminary reactions from the orienteering community. *These are random notes.* Vladimir K. questions – would hiring an independent contractor (vs. a permanent employee) result in some negative reactions. Does the Executive Director have to be an orienteer? The Team feels USOF should hire someone from outside, since there is a restricted pool in orienteering. In response to questions from O community, we need to stress that Robbie is NOT getting fired! In fact Robbie would be very happy to go back to the job description she started with (membership, finances). How big do we want orienteering to be? Greg L responded with ‘more and better’. Frank K. – outside director works well for other non-profit organizations. The By-laws need to be changed (can only be changed at an AGM), or possibly rewritten. Mike M. – think ahead for consistent funding support after Year Three. Valerie M. Take care not to put all fundraising responsibility on shoulders of Executive Director, should be a wider effort with Fundraising Committee. The composition of the USOF Board, however, should reflect interest in orienteering.

Summary of Minutes

1. **Staff Transition Task Group** Report was presented and discussed. This Report covers various topics pertaining to USOF hiring paid staff, starting with an Executive Director. The Report will be reviewed, edited and included in the USOF Virtual Binder, with a USOF Clubnet request to members for input. ONA will also request comments.
2. **Background Checks** for people involved with training of juniors and those handling finances was discussed. A revised proposal will be submitted to the Board at or before the next meeting.
3. **The Championships Task Group** is working on streamlining the championship structure.
4. **IOF Advisor Clinics** – two will be held in the US. More details to come.
5. **Junior Development Grants** - \$9,000 has been awarded so far in 2008, leaving \$4,500 still available.
6. **From the IOF Congress** – bids for 2012 JWOC and Trail-O are due by January 2009.
7. **Interscholastic Competition** will now include separate classes for JROTC.

USOF Fund Balances
12/31/2007 through 7/31/2008

College Dev Fund

Beg. Balance, CDF	3,131.40
Contributions, CDF	100.00
Transfers, ->CDF	2,400.00
Travel Grant, CDF	-500.00
Travel, WUOC Team	-5,131.00
TOTAL College Dev Fund	0.40

Comp Awards Fund

Beg. Balance, CAF	364.76
Transfers, ->CAF	2,200.00
Comp Awards shipping to clubs	-106.60
TOTAL Comp Awards Fund	2,458.16

Endowment Fund

Beg. Balance, EnF	500.78
Contributions, EnF	2,725.00
Life Membership Dues	600.00
Endowment Transfer	-3,825.00
TOTAL Endowment Fund	0.78

Epunch Fund

Beg. Balance, EPF	790.73
E-Punch rental fees	2,093.00
EP Equip To Clubs	2,696.93
E-Punch Shipping & Supplies	-139.15
TOTAL Epunch Fund	5,441.51

Insurance Fund

Beg. Balance, InsFund	54,722.39
Insurance Fees from Clubs	23,450.00
TOTAL Insurance Fund	78,172.39

Jr. Team Fund

Beg. Balance, JTF	3,647.13
Contributions, JTF	3,097.00
Fundraising, JTF	3,586.42
Jr Development Grant Transfer, JTF	4,200.00
Transfers, ->JTF	8,000.00

Training, JTF	-500.00
Travel, JTF	-13,109.34
TOTAL Jr. Team Fund	8,921.21
Map Grants Fund	
Beg. Balance, MGF	4,290.00
Transfers, ->MGF	6,000.00
Map Grants	-4,000.00
TOTAL Map Grants Fund	6,290.00
Map Loans Fund	
Beg. Balance, MLF	43,904.00
Contributions, MLF	100.00
Map Loan	-2,300.00
Map Loans To Grants	4,000.00
Transfers, MLF->	-6,000.00
TOTAL Map Loans Fund	39,704.00
O' in Schools Fund	
Beg. Balance, OSF	30,064.63
Books - Redistribution	836.63
Contributions, OSF	25.00
Transfers, OSF->	-1,400.00
TOTAL O' in Schools Fund	29,526.26
Operating Fund	
Beg. Balance, OF	83,479.14
Club Dues	11,840.40
Contributions, OF	3,045.00
Endowment Proceeds	2,946.00
Interest Income	3,420.98
Membership Dues	16,405.00
Sanctioning Fees	9,978.50
Transfers, ->OF	320.00
Bank Charges	-59.44
Dues & Charter	-2,475.00
Office Support	-9,333.00
Postage	-569.78
President & Committees	
IOF Travel	-500.00
Other President & Committees	-177.79
TOTAL President & Committees	-677.79
Supplies	-574.40
Telephone & ISP	-297.28
Transfers, OF->	-18,200.00

VP Club Services & Committees	
Junior Development Grants	-8,082.00
TOTAL VP Club Services & Committees	-8,082.00
VP Competition & Committees	
Coaching expenses	-2,756.41
Other VP Competition & Committees	-155.83
TOTAL VP Competition & Committees	-2,912.24
VP Marketing & Committees	
Marketing Projects	-62.93
ONA	-19,129.20
Website	-150.00
Other VP Marketing & Committees	-19.42
TOTAL VP Marketing & Committees	-19,361.55
VP Program & Committees	-11.33
TOTAL Operating Fund	68,881.21

Program Dev Fund	
Beg. Balance, PDF	6,001.86
Program Income, PDF	3,245.50
Programs, PDF	-6,180.58
TOTAL Program Dev Fund	3,066.78

Ski O Team Fund	
Beg. Balance, SkiTF	7,702.24
Contributions, Ski TF	700.00
Transfers, ->Ski TF	2,200.00
TOTAL Ski O Team Fund	10,602.24

Sponsor & Mkt Fund	
Beg. Balance, SponMkt Fund	8,671.10
Sponsorships	1,600.00
Transfers, SMktF->	-1,520.00
TOTAL Sponsor & Mkt Fund	8,751.10

Team Fund	
Beg. Balance, TF	12,336.73
Contributions, TF	3,725.00
Transfers, ->TF	6,000.00
Travel, TF	-6,822.61
TOTAL Team Fund	15,239.12

Trail O Team Fund

Beg. Balance, TrTF	829.16
Contributions, TrTF	600.00
Fundraising, TrTF	288.00
Trail O events	378.69
Trail O Supplies	-460.00
Travel Grant, TrTF	-1,000.00
TOTAL Trail O Team Fund	635.85

OVERALL TOTAL 277,691.01

Proposed Interscholastics Rules Changes for JROTC awards

(add words in ***Bold Italics*** to current Rules)

K.3.1.5 JROTC

JROTC teams consist of 3 to 5 students who are competing in the ***ISJVM, ISJVF***, ISVM and/or ISVF classes and meet the requirements in 4.1.4.

K.4.1.4 JROTC Teams

a. JROTC teams competing for the JROTC Varsity trophy must be made up of students who are enrolled in the same JROTC unit in accordance with the host military service requirements. Members shall consist of 3 to 5 students who are registered in ISVM and/or ISVF classes.

b. JROTC teams may compete for the Varsity team competition if they meet the school team requirements in 4.1.1.

c. JROTC teams competing for the JROTC Junior Varsity trophy must be made up of students who are enrolled in the same JROTC unit in accordance with the host military service requirements. Members shall consist of 3 to 5 students who are registered in ISJVM and/or ISJVF classes.

b. JROTC teams may compete for the Junior Varsity team competition if they meet the school team requirements in 4.1.1.

K.6. Awards

K.6.1 Team

At regular USOF sanctioned competitions, team awards will be given to the top three teams in each team competition and/or each member will be given an individual award.

At the USOF sanctioned U. S. Interscholastic Championship competition each member of the first eligible team will receive an individual championship medal,

At the USOF sanctioned U. S. Interscholastic Championship competition, traveling Brunton Cups will be awarded to the first eligible Varsity, Intermediate, and JROTC ***Varsity*** teams, and the traveling USOF ***cups*** will be awarded to the first eligible Junior Varsity ***and JROTC Junior Varsity teams.***

K.6.2 Individual

For regular USOF sanctioned competitions, the top three finishers from each interscholastic class will receive an award.

For the U. S. Interscholastic Championship competition the first three eligible finishers will receive a championship award ***and the first three eligible JROTC finishers in ISVM, ISVF, ISJVM and ISJVF classes will receive a JROTC championship award.***

Proposal for JROTC Orienteering Championship Plan

The following proposal was put together by the USOF Executive Director and a committee of Navy JROTC instructors who are Level 1 Certified Orienteering Coaches and active in Navy JROTC Area 12.

In August 2008, the U.S. Orienteering Federation (USOF) Board of Directors will receive a proposal that changes the USOF Rules of Competition for USOF awards at the U.S. Interscholastic Orienteering Championships starting with the 2009 event. The actual wording of the proposal is attached, but essentially does the following:

1. In addition to the IS JROTC trophy for the top placing Varsity JROTC team, a new trophy will be added for the top placing Junior Varsity JROTC team. The scoring format for the new JV trophy will be similar to the one used for the Varsity trophy, the exception being the Orange/Intermediate course will be used for both males and females in the JROTC Junior Varsity competition.
2. Individual championship awards will be added for the first three eligible JROTC finishers in ISVM, ISVF, ISJVM and ISJVF classes.

In addition to the above USOF awards, the Navy JROTC Operations Office will provide first, second and third place team championship awards to the top Navy JROTC teams, using a computation created by the proposal committee and approved by the Navy JROTC Operations Office. The competition for these awards will be a combination of the finish times for eligible Navy JROTC males on Green and Orange courses and eligible Navy JROTC females on Brown and Orange courses at the U.S. Interscholastic Orienteering Championships for 2009 only. Starting in 2010, these awards will be based on competition at the U.S. Navy JROTC Orienteering Championships explained below.

In August 2008, the USOF Board of Directors will also be asked to approve a plan that creates a USOF Elite championship event called the United States Navy JROTC Orienteering Championships. This event will be co-hosted by the Naval Service Training Command (NJROTC) and the U.S. Orienteering Federation. The Navy JROTC

Operations Office will be responsible for appointing one or two host Navy JROTC units to organize and administer the event in conjunction with a co-host USOF member club approved by the USOF Board of Directors. Maps and courses will be provided by the USOF club so that the cadets of the host Navy JROTC unit(s) can be eligible for competition. The initial year of this competition will be 2010. The competition will be an Elite meet under the USOF Rules of Competition. In addition to the Navy team competition awards explained above, there will be an Open competition for non-Navy JROTC teams in order to encourage their services to establish similar national championships events. Although this event is intended to be a stand-alone championship event, the organizers have the option of combining it with another USOF Sanctioned event if circumstances dictate it to be advantageous with approval of the JROTC Operations Office and the USOF Board of Directors.

Proposed Long Range Plan

The U.S. Orienteering Federation's Board of Directors will approve a long range plan with the intention and expectation that the JROTC Offices of the Air Force, Army and Marine Corps will be encouraged by the U.S. Navy JROTC Orienteering Championship to establish U.S. Orienteering Championships of their own in conjunction with the U.S. Orienteering Federation.

Starting with the year 2011, if enough interest is generated among other services, an additional USOF Elite championship event entitled the United States JROTC Orienteering Championships will be established to name JROTC Orienteering Champion teams for all services combined. Participants will include top teams from the U.S. Navy Orienteering Championship plus top teams from U.S. Orienteering Championships co-hosted by U.S. Orienteering Federation clubs and JROTC host units appointed by and with approval of the JROTC Operations Offices of the Air Force, Army and Marine Corps who choose to participate. Organization of the event will comply with the USOF Rules of Competition and championship awards will be based on team competitions for males on the Green and Orange courses and females on the Brown and Orange courses.