

BOD Planning Meeting

Sunday, May 25, 2008

Lehigh University, Fairchild/Martindale Library

Bethlehem, Pennsylvania

7:00-10:00 PM

7:00 PM Call to order & Secretary (Steve Shannonhouse, recording) takes roll, quorum present 7, later 2 more arrived for a total of 9. * Donna Fluegel elected 7:25PM by board..

Present	Last Name	First Name	Position	Vote ?
Y	DURAND	CLARE	USOF PRESIDENT	Y
Y	KUHN	FRANK	USOF VP ADMINISTRATION	Y
-	KRAGHT	GARY	USOF VP CLUB SERVICES	-
-	PADDOCK	BOB	USOF VP COMPETITION	-
Y*	DONNA	FLUEGEL	USOF VP MARKETING & PR	Y
Y	MINIUM	MIKE	USOF VP PROGRAM DEVELOPMENT	Y
-	MURRAY	VALERIE	USOF RECORDING SECRETARY	-
Y	SHANNONHOUSE	ROBIN	USOF EXECUTIVE DIRECTOR & TREASURER	N
-	READER	SYD	USOF BOARD PACIFIC REGION	-
-	DRUMM	SCOTT	USOF BOARD NORTHWEST REGION	-
Y	LUIS	CRISTINA	USOF BOARD A/L COMPETITION	Y
-	TULLIS	ERIC	USOF BOARD MIDWEST REGION	-
-	TESCHENDORF	GALE	USOF BOARD MEMBER HEARTLAND	-
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	-

-	SANKUS	JOANNE	USOF BOARD NORTHEAST REGION	-
-	FERGUSON	LINDA	USOF BOARD MEMBER AT-LARGE	-
-	HAWKES-TEETER	SUSAN	USOF BOARD ALTERNATE NORTHEAST	A
-	TOLBERT	RALPH	USOF BOARD ALT MID-ATLANTIC	-
Y	CARR	LISA	USOF BOARD MEMBER SOUTHWEST	Y
Y	SHANNONHOUSE	STEVE	USOF BOARD ALTERNATE SOUTHEAST	A
-	SINCOCK	JOHN	USOF BOARD ALTERNATE NORTHWEST	-
-	vacant		USOF BOARD ALTERNATE HEARTLAND	-
-	COURTNEY	RALPH	USOF BOARD ALTERNATE SOUTHWEST	-
-	VAUGHAN	STEVAN	USOF BOARD ALTERNATE MIDWEST	-
-	IRVING	DAVID	USOF BOARD ALTERNATE PACIFIC	-
-	BEECROFT	KRIS	USOF REGISTERED AGENT	N
PRESENT; Y=yes, A=alternate, E =executive director. VOTE; Y=yes, N=no				-

Guests: Janet Porter for Junior Team and Charlotte MacNaughton for Canadian Federation

7:10 PM Approval of Minutes from Previous meeting

Motion x_ Second x_ Vote: Yea 6_, Nay __, Abs __ Result __pass__

7:15 PM Financial Report (distribute, discussion as necessary to support planning)

Report/s passed out by Robin Shannonhouse

7:25PM Donna Fluegel to fill remaining term of Jerry Rhodes VP Marketing

Motion x_ Second x_ Vote: Yea 6_, Nay __, Abs __ Result __pass__

Now seven votes plus president present

7:30 PM Official business items to vote on

1. Delegates for IOF Council meeting

Motion to nominate Clare Durand, Frank Kuhn, David Irving

Second x_ Vote: Yea 7_, Nay __, Abs __ Result __pass__

2. USOF Members for IOF Commissions

Motion to nominate IOF commission positions Mike Schuh (IT),
Frank Kuhn (Trail-O), Greg Lenon (Mapping)

Motion x_ Second x_ Vote: Yea 7_, Nay __, Abs __ Result __pass__

Action Item EXECUTIVE Secretary Robin Shannonhouse to send in nominations

7:45 PM Status Reports on junior focus initiatives:

Janet Porter was introduced and was involved in these discussions as well as the following roundtable discussion of Junior Team items.

1. Overall success measurements

Older age groups have more numbers,

Training; Measure: participants and how many hours (club level)

Performance; Measure: results at (international competition)

Competition; Measure participation: number of starts at (national events)

2. Junior Development Grants being written and distributed

Travel Grants; Grants to recipients that pay for their travel is ok,
but providing transportation for recipients not ok.

**Action Item; PRESIDENT, Clare Durand to Ask Gary Kraght, insurance chairman,
about getting insurance coverage for those who want to provide
transportation.**

Now eight votes plus president present (additional board member arrived)

Grants for training; when making grants, take care not to put
people into tax liability. Paying receipted expenses avoids tax
liability.

Action Items:

Write Grant Forms, Linda Ferguson? & Gary Kraght

IRS requirements Clare Durand & Donna Fluegel to get with Cathy Yekenevicz

3. Fundraising;

Set goal, \$20,000. Fundraising is not contributions.

Action Item: Cristina Luis to research online store.

4. Coaching and Certification - Having more certified trainers?

Clare says Bob Turbyfill. Says Level 2 can hold Level 1 clinic to certify.

Robin says give Level 1 at junior training events for their coaches.

5. Any others? – No

8:25 PM Full group discussion and brainstorming:

1. Fundraising?

This item was discussed as part of other agenda items.

2. Host a JWOC?

Donna Fluegel suggests Mikell Platt for maps and courses and Donna Fluegel for Meet director.

3. Interscholastic Standing Committee? – See roundtable Group report below.

4. Other ideas or discussions?

Robin Shannonhouse suggested; JROTC instructors would like a standalone US National JROTC championship.

Action item: Robin Shannonhouse to confer with Chuck Ferguson.

9:00 PM Roundtable discussions:

1. Junior Team support and Organization

Including discussion of JWOC, WUOC selections & Support for development team

See report for item 6. Janet Porter was introduced and talked

2. Fundraising

Group did not form on this

3. Competition Task Group

Prior meeting covered

5. Admin Task Group

Report attached (Page 4-7 including Transition Planning Document)

6. Need organization and administration for Jr. Team

Report attached (Page 8-9)

7. Modernization/Technology issues

Group did not form on this itm.

9:20 PM Action Items Review

5 items, plus two more after 9:20

During write-up of minutes 6 items were found plus the two after 9:20PM

9:25 PM Next BOD Meeting/s

At Laramie Daze prior to AGM

Action item; Donna Fluegel to get early start times for board members, Meeting 11:30 Sat Aug 9, 2008

Fall Budget Meeting possibilities

Oct 25-26 NEOC A-Meet Mt. Tom 4 to have it here

Nov 14-16 BAOC Trail-O Champs 2 to have it here

Mike says set after the after AGM

Vote was taken, to have it at NEOC provided Clare can make it.

9:30 PM Clare Durand introduced Charlotte MacNaughton of the Canadian Orienteering Federation and added a new agenda item.

IOF Controller Clinic schedule in cooperation with Canada:

Motion: There will be two 2, 3 day clinics, one in Canada and one in USA.

Amend the 2008 budget to provide \$3,000 toward travel for IOF event advisors clinic, contingent upon Canada to supply 1/3 of total cost.

Motion Second Vote: Yea 8_, Nay __, Abs __ Result __pass__

Action Item Christina Luis to work with Canada on arranging Clinics

Action Item, 2008 USOF Budget to be modified

10:00 PM Adjournment

Motion Second Result __pass by acclimation__

Attachment for Admin Task Group

Administration Task Force roundtable discussion at May 2008 board meeting

Notes taken by Robin Shannonhouse, transcribed by Stephen Shannonhouse

Attendees: Greg Lennon, Stephanie Martineau, Christina Luis, Lisa Carr, Robin Shannonhouse, Mike Minimum

Greg distributed a planning document and read through it out loud, (attached pages 5-7)

Communication through email and teleconference

Should be every 2 weeks, Wednesday 9PM EDT

Should start June 4, 2008

Should last 30-45 minutes

Possible Google online documents

Greg asked everyone to go over the planning document for additions and omissions.

Each member was assigned tasks

Staff/Office location – Lisa Carr

Deriving Consensus – Christina Luis

Publicity Effort – Christina Luis

Timing & Budget – Mike Minium

Learning from Others & Benchmarking – Mike Minium

USOF Issues/Needs – robin Shannonhouse

First Year Plan – Stephanie Martineau

Staff Search – Greg Lennon

Year 2 and Beyond – Stephanie Martineau

Core Group Definition – Christina Luis

Transition Plan Document

Due by: AGM? or 1 month prior to AGM?.

Suggested Contents:

Executive Summary: what is recommended, what it will cost, when it should be done, who will **do what**

Deriving Consensus on how USOF can best move forward

Surveys, opinions, suggestions from USOF clubs, members

Learning From Others

How other organizations have made this transition, why, and with what results

Timing & Budget Issues

Plan should commit for how many years?

Where and how money found

Budget Estimates

To estimate Director salary needs: survey Form 990s in [GuideStar.org](http://www.GuideStar.org)

Staff/Office Location

Can office be virtual?

If physical space needed, what are desirable location_ characteristics?

Should location be chosen before or after candidate is chosen?

Staff Search

What positions need to be filled, in what order?

Possibility of hiring an Interim Director

Hiring details; sample position description ([article](#))

Should a search firm be used?

Background check of potential employees (Fairfield Info Svc used by [CNA](#)) Compensation Committee will be needed

USOF Issues/Needs

Bylaw Issues: What (if anything) needs changing, and why

Are additional CPA/accounting services likely to be needed?

Are additional insurance needs likely?

First Year Plan

Interactions between USOF BOD and Staff/Director

Goals for Staff

Dashboard ([example/article](#))

Frequency, means, etc

Money issues

Ten Ways to Start Your New Director Off Right ([article](#))

Year 2 and Beyond

Best/Worst Scenarios

Task Force Members: Gary Kraght, Greg Lennon, Cristina Luis, Stephanie Martineau, Robin Shannonhouse

Publicizing effort

O/NA: place ad(s)

Attackpoint

Clubnet

USOF website

Core Group Definition - One possibility

Task Force Members: USOF Directors

Task Force Friends: individuals asking to be kept up to date by email

Task Force Partners: individuals volunteering effort .

Task Force Patrons: donors earmarking funds for staff hiring/development process

Benchmarking

Against other O' federations

Against other amateur sports organizations in the US

Against other nonprofits in the US

Critical Path Planning; Need for Goals, and Timelines to those goals

Operational Details for Task Force

Communication by teleconference, webconference:

Yugma.

Online calendar of deadlines, calls, meetings, A' meets, etc: Google calendar? Or Yahoo?

Documents to be Created:

Transition Plan for USOF to augment capabilities with professorial staff (see separate document for outline of contents)

To contact, perhaps belong to, know about, etc:

Center for Nonprofit Advancement, Washington DC

Georgetown University's Center for Public and Nonprofit Leadership

National Council of Nonprofit Associations (7 FTEs, \$1M budget, 22,000 member charities)

Society of Nonprofit Associations (2 FTEs, \$300K budget, 3,500 members;
NonProfit Times)

BoardSource

TechSoup

Nonprofit Blog Exchange

Idealist.org

Duane Reyhl's [webpage](#) of nonprofit resources (Reyl is a CPA)

Attachment; Organization and administration for Jr. Team roundtable notes

Junior Roundtable at USOF Board planning meeting May 25, 2008

From: Clare Durand [usofpresident@verizon.net]

Sent: Saturday, May 31, 2008 4:29 PM

To: Janet Porter

Cc: DONNA FLUEGEL; Steve Shannonhouse

Subject: Notes from Board Meeting

Junior Roundtable meeting notes:

Breakdown of jobs/tasks relevant to the Junior Team program

Janet Porter would like to continue responsibility for:

National Junior Training Camp(s)

General Administration (especially Development Team - NOT JWOC issues)

Need to establish a Junior Team Executive Steering Committee (ESC).

Which jobs would be on this?

- Overall Junior Team Leader (Janet)
- Development Team administrator

- JWOC Team administrator
- USOF Coach (Tom Hollowell)
- JWOC traveling coach (Sam & Boris this year)
- JWOC traveling team leader (Sue Kuestner this year)
- Junior Team Fund Administrator (we didn't talk about this at the meeting, but it could be a separate person)

JWOC selections committee - odd # of people (3 or 5) - needs a rule change to make this different than currently defined. Anyone with a conflict of interest (eg parents) should not be on it. Have ESC decide selection process and have separate review panel to make actual selections?

JWOC team administration tasks (could be multiple people)

- contact kids who make the team
- arrange for uniforms
- fill out entry forms
- coordinate coaching
- prepare JWOC budget
- transportation coordinator

Other Junior team tasks

Clare has been doing but needs to give up:

- maintain Junior selections website for JWOC and development team (Donna to ask Janet T. about this)
- create Jr. Development Team list and receive replies to invitations to join
 - Sandy sends out letters and handles t-shirts

Need more benefits and activities for the development team

Waterstop - John F. is hard to reach

concession stand

quilt sewers - Clare to ask among girl scouts

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2. Junior Development Grants

3. Fundraising
4. Coaching and Certification - Having more certified trainers?
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4. Admin Task Group
5. Modernization/Technology issues

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