

United States Orienteering Federation

Minutes of the Board Meeting, Saturday, April 10, 2010

Holiday Inn Eastgate, 4501 Eastgate Blvd., Cincinnati, OH

<i>Present</i>	<i>Name</i>	<i>Position</i>	<i>Vote?</i>
x	Clare Durand	President	Y -Tie
*	Donna Fluegel	Secretary	
x	Scott Drumm	Vice President	Y
*	Gary Kraght	Vice President	
*	Greg Lennon	Vice President	
	Cristina Luis	Vice President	
	Linda Ferguson	Director	
x	Peter Goodwin	Director	Y
x	Jim Hall	Director	Y
x	David Irving	Director	Y
*	Rosemary Johnson	Director	
x	Frank Kuhn	Director	Y
x	Phil Martineau	Director	Y
*	Joanne Sankus	Director	
	Eric Tullis	Director	
x	Glen Schorr	Executive Director	N
	Robin Shannonhouse	Director of Membership and Accounting	

Present: x = Yes / **Vote:** Y = Yes, N = No

***NOTE:** Some Board members planned to attend the meeting via teleconference but there was a technology glitch so this option was not available: Sankus, Fluegel, Lennon, Johnson, Kraght

Arrival, Free discussion

Call to order & Secretary, Peter Goodwin, standing in for Donna Fluegel, takes roll.

A quorum of seven Board members are present (6 voting plus President). (Note that vote counts vary when Board members left the meeting for varying periods of time.)

Approval of the minutes of the January 2010 Board meeting

Board voted to approve the minutes of the January 2010 Board meeting (5 yes, 0 no, 1 abstain)

Financial Report

--No comments

Report on actions taken by Executive Committee since last meeting:

Orienteering USA name and logo contest approved.

Approved night-o and relay championships.

Monies to WUOC go into operating fund with Clare as fund holder.

Bylaws Amendments

Board voted to propose the following amendments to the bylaws at the AGM:

--change the Federation address with BOD approval

--make the registered agent an officer of USOF

--make the AGM an annual meeting rather than at the convention

--have the AGM agenda determined by the BOD

(6 yes, 0 no)

Budget Deviations

Audit expense of \$4500 was approved. Increased from \$3000 budgeted.

(6 yes, 0 no)

Background Checks - Peter Goodwin

Policy attached

Amendments made: If the background check is on the board member assigned to deal with the background checks, then the president will be the person who receives the report. If there is no appeal by the person who gets a Red light, then the only person who gets the information will be the single board member. If there is an appeal, it will go to the executive committee. Level II coaches should be background checked. Re-background checking will occur every 5 years after the initial check.

(6 yes, 0 no)

Third Party Sanctioning Policy

Policy attached

Amended to make a \$500 deposit which can be negotiated with the sanctioning group.

(5 yes, 0 no)

Communication Policy

"Upon application / reapplication to USOF, members will be requested to provide an up-to-date mail, phone and email address. Members will be given the opportunity to provide multiple email addresses if that best fits their needs."

The board of directors approved the revised communications policy.

(6 yes, 0 no)

Adoption of Strategic Plan

The board of directors reviewed the proposed strategic plan and requested the following revisions:

- A revision of start, membership and maps goals to a growth range of +20 to +50% over the five years.
- The inclusion of a financial plan
- The strengthening of the environmental section
- The revision to the Mystery Shopper to consist of on-line surveys
- Consistent expression of Team goals and sections
- To come: revisions from the Trail O and Rogaining teams
- A prioritization of goals

Amendments were related to: setting realistic goals with ranges of numbers (20% to 50% increase in local meets in three years instead of one number), modifications in getting feedback from participants at meets by surveys, explore how to improve our environmental position with parks and other mapped areas.

The Executive Director is to issue a final version of the plan.

Amendments were noted and the general plan was approved.

(6 yes, 0 no)

General Discussion Items

1. Board Recruitment - There is a need for new board members with Kraght, Hall, Tullis, Luis, and Johnson not returning. Discussion about who we should replace the board members with. With a smaller board, there is more need to have specific skills.

2. Junior Team Fundraising - There was a request for all A-meets to have some kind of team fund raising event that would be sponsored and run by the teams. The A-meet people would just help facilitate the event.

3. Level III Coaching Certification Criteria - The Level III certification plan was accepted with a few suggestions related to letting giving a lecture count as an article. The idea that coaches should be able to analyze data and make a training plan based on that data was encouraged.

Closed Door Session

- Executive Director performance and compensation
- Team member selection protest

7:25 PM Goodwin moved the meeting be adjourned. All in favor.

Attachments —

USOF Background Screening Policy

(Proposal for discussion)

Introduction

The United States Orienteering Federation (USOF) and its member clubs require background searches on key individuals to help 1) ensure a safe and secure environment for youth participants, 2) protect against financial malfeasance.

1. Administration of Policy

USOF will contract with The National Center for Safety Initiatives (NCSI) to provide services for USOF and its member clubs. The NCSI Contract specifies USOF as the parent account and each member club as a sub-account. Responsibility for promotion and administration of the policy within USOF is under the supervision of the USOF Board. The USOF will pay any fees for background screening of USOF employees, officers and volunteers. Member clubs will pay fees for background screening of individuals initiated by a member club.

2. Individuals to be Checked

Background searches shall be conducted on behalf of USOF for the Executive Director (yearly), all members of the Executive Committee, paid employees (prior to hiring) and USOF junior coaches and volunteers working directly with juniors. Level II coaches will also be background checked. Member clubs are responsible for determining which individuals in their clubs should be subject to background check and under what circumstances. In general, anyone who spends time in the close contact with young people when not around other adults on a regular basis should be referred for a background check. Also, those responsible for large sums of money should be background checked.

3. Search Organization

The National Center for Safety Initiatives ("NCSI") shall be the authorized search organization that performs background searches for USOF and its member clubs. NCSI is a full-service screening organization that works in accordance with the Recommended Guidelines established by the National Council on Youth Sports ("NCYS"). NCSI operates as an independent company, but is owned and governed in partnership with NCYS.

In addition to conducting the background search, NCSI is responsible for interpreting the search results, communicating with the applicant regarding the search result, and reporting to USOF all search results. NCSI will also be responsible for complying with the Fair Credit Reporting Act and maintaining the confidentiality of information obtained in the background search process.

One member of the USOF board is to be the contact person for all results from the background checks. This person should be completely familiar with the issues of confidentiality of the search results and does not have to be a member of the Executive Committee, although he/she may be. This person must also work to instill the same level of confidentiality with any member of a USOF club if an inquiry comes from a club. Anyone who cannot keep this

information confidential should not be in a position to receive this information. Even with the "Red Light" / "Green Light" system, outlined below in section 6, those who know the results of the investigation can still cause harm with legal implications.

4. Registration for Check

NCSI will develop (and update as needed) a background check authorization and disclosure form for USOF applicants via a secure website. NCSI will provide USOF with the website information so USOF can communicate with its applicants how to access the site and register for a background check. Anyone required to have a background check must complete the online background check authorization and disclosure form as part of NCSI's checking procedure. If a person refuses to submit to a background check, this should be considered as a disqualification from the position in the same way that a refusal to take a sobriety test leads to a DWI arrest.

5. Information to be Checked

All individuals to be screened for USOF or USOF member clubs shall undergo a background check that includes:

- Two independent national databases;
- Sex offender registries of all available states;
- Social Security Number and address verification;
- Federal terrorist database search; and
- A search of county criminal records of the jurisdiction of longest and most recent residence in the prior five years.

6. Findings

NCSI will issue results to the applicant and USOF based on a "Red Light" / "Green Light" system. A "Green Light" or "meets the criteria" finding indicates an individual is suitable for participation in USOF with regard to the background search. A "Red Light" finding means the individual "does not meet the criteria." If questions arise concerning a background search, the applicant will be contacted by NCSI and provided the opportunity to correct potential errors in the applicant's record or provide additional information prior to issuing a "Red Light". NCSI will report all results to the USOF contact person whether it is a "Red Light" or a "Green Light."

A conviction or disclosure from an applicant that contains the following information will be flagged as a "Red Light" or "does not meet the criteria":

- Any felony (any crime punishable by confinement of greater than one year);
- Any lesser crime involving force or threat of force against a person;
- Any lesser crime in which sexual relations is an element, including "victimless" crimes of a sexual nature (including pornography);
- Any lesser crime involving controlled substances (not paraphernalia or alcohol); or
- Any lesser crime involving cruelty to animals which is associated with other types of criminal behavior.

Additionally, the following information will result in further investigation involving the applicant and the appropriate courts, which will lead to a determination of either a "Red Light" or a "Green Light."

- An arrest of one or more of the criterion offenses with no disposition noted;
- Expunctions, restoration of rights, or pardons of a criterion offense;
- Any charge involving a child resulting in a disposition favorable to the applicant; or
- An arrest or conviction where it is not readily apparent if drugs or alcohol are involved.

The above criteria are contained within the guidelines developed by the NCYS and have been adopted by NCSI. The NCYS considers the criteria for a "Red Light" or "does not meet the criteria" findings to be consistent with the principles of the federal PROTECT Act of 2003.

7. Review of Background Search Findings

Should an applicant contest the content of a record provided to the applicant as part of the USOF background search, the applicant may seek an appeal of the record with NCSI pursuant to the Fair Credit Reporting Act. The applicant works directly with NCSI to resolve any problems in the record and only after NCSI has reviewed the revised record will they issue a finding.

If an individual is "Red Lighted," USOF or the club must bar that individual from any USOF position involving juniors or handling money unless there are extenuating circumstances.

An example of extenuating circumstances would be a person who had a felony conviction as an 18 year old because of a fight in a bar but at age 40 has had no other issues since that time. In this case, the individual can appeal through the Background Search contact person to the USOF Executive Committee (which would meet in closed session) to determine if the person could still obtain the position.

United States Orienteering Federation Sanctioning Agreement (Proposal for discussion)

This agreement is made and entered into by and between the United States Orienteering Federation (hereinafter referred to as USOF), and the event organizer shown on this Agreement (hereinafter referred to as the Organizer). The Consideration for this Agreement shall be the payment of the fees and the performance by the parties of the terms herein provided.

The Organizer agrees to the following:

1. The event will follow the rules set forth in the current USOF Orienteering Rules of Competition. If this is an International Orienteering Federation (IOF) World Ranking Event or other IOF-allocated event such as the North American Championships, the IOF Rules shall apply in addition.

2. This Sanctioning Agreement will be submitted to USOF with the deposit of \$XX no later than 12 weeks prior to the event. This fee is not refundable, even if sanctioning is not granted or is granted and later revoked. The deposit will be counted towards the sanctioning fees due after the event as per the applicable sanctioning fee schedule.
3. The Event Organizer shall pay all costs and expenses of the Event, including expenses of the assigned Course Consultant and Event Consultant.
4. All participants and all volunteers must sign the USOF Waiver of Liability form prior to their participation. Parents must sign the form if the participant is younger than 18 years of age.
5. Organizer and Landowner and Land Managers accept USOF's \$XX liability coverage for this event. Please note that this does not cover the participants or volunteers in case of injury. It covers USOF and the additional insureds for claims of liability.
6. Preparation of the map and courses and all other organization of the Event will be the responsibility of the Organizer. The USOF Orienteering Rules of Competition shall be followed.
7. An adequate safety plan shall be provided by the Organizer in accordance with the USOF Rules of Competition.
8. If, in consultation with the Course Consultant and/or Event Consultant, the Sanctioning Committee determines that this agreement has been breached, then it may revoke sanctioning at any time in advance of the event, by a majority vote of the Committee. If sanctioning is revoked, the Organizer may appeal to the USOF Executive Committee to have sanctioning reinstated. The decision of the USOF Executive Committee is final.
9. USOF membership forms: The Organizer shall have USOF membership forms available at registration.
10. Notice of postponement, change or cancellation shall be made in a timely fashion to USOF.
11. The Organizer shall return the signed USOF Waiver of Liability Forms, completed USOF membership forms with payment, and sanctioning fees to XX, and submit race results to XX within 14 days of the event.
12. All incidents and accidents will be reported to USOF or our Insurance Claims Representative in a timely manner and appropriate paperwork will be submitted as requested.

USOF agrees to the following:

1. Organizer may use the USOF name and logo for advertising this event.
2. Advertising for this event will be provided through the USOF website and email

newsletters, and the event will be placed on the USOF calendar of sanctioned events.

3. A link will be provided from the USOF website to this event website.
4. USOF will provide a Course Consultant and an Event Consultant by no later than **XX** weeks in advance of the event or **XX** weeks after the signing of this agreement, whichever is later. If USOF is unable to provide a course and/or event consultant then the requirement for such a consultant may be waived by the Sanctioning Committee. If the requirement is not waived, the sanctioning deposit will be refunded. USOF will provide assistance organizing this race through the use of the USOF Orienteering Rules of Competition, various Guidelines for USOF Sanctioned Meet Organization available through the USOF website (<http://www.us.orienteering.org/binder/ameet.html>) and through the advice of the Course and Event Consultants.
5. USOF members will have the event counted towards the calculation of their USOF ranking score, in accordance with the USOF Orienteering Rules of Competition.
6. USOF will provide **\$XX** of liability coverage for USOF and additional insured(s). Details of insurance coverage will be provided upon request.