



OUSA BOD Meeting
Wednesday, August 3, 2011
Country Inn and Suites, Rochester NY
7:00-10:00 pm

Board Members

- Pete Dady – Present
- Scott Drumm – Present
- Clare Durand – Present
- Donna Fluegel –Present
- Peter Goodwin –Present
- David Irving – Not Present
- Frank Kuhn - Present
- Greg Lennon – Present
- Phil Martineau –Present
- Pat Meehan – Not Present
- Lou Pataki – Present
- Joanne Sankus – Present

Visitors

Glen Schorr
Robin Shannonhouse
Harvey Woo
Howard Montgomery
Bob Boltz
Glen Cafferty
Stephen Shannonhouse
Eddie Bergeron via phone

Board unanimously approved Minutes from April 2011 meeting.

Financial Report

Robin passed out July 2011 Financial reports (*see attached*).

--*Action Item*: Robin will put the financials (Profit & Loss Budget vs. Actual, Statement of Financial Position, Statement of Cash Flows, Statement of Activities & Functional Expenses) on the OUSA website once a month.

Report on any actions taken by Executive Committee since last meeting
- Approval of Convention Map Grant of \$1000 for Trail-O Champs map

- Approved change of date and venue for 2012 Trail-O Champs at GAOC Navigator Cup in April.

Board unanimously approved credentials committee for AGM (Donna Fluegel, Linda Ferguson, Gary Kragt).

Board unanimously approved the 2012 United States Ski Orienteering Championships to be held at the BAOC Tahoe event.

Board unanimously approved Membership Number Proposal (*see attached*).

Discussion Items

Volunteer Survey Form - Frank Kuhn

--*Action Item*: All Board members will submit their survey forms to Frank by September 1, 2011 if not done so.

--*Action Item*: Donna will send all board members the new list of responsibilities after the board meeting on August 4.

Strategic Plan and Action Plan progress to date was discussed. More discussion will happen at the meeting tomorrow.

-- *Action Item*: Glen will assign dollar amounts to Strategic Plan items.

Do we need to standardize Green Course X and Y?

--*Action Item*: The Rules Committee (and the VP Competition) will look into this and report back to the Board at the October meeting.

--*Action Item*: The Board will continue to discuss the ramifications of courses being thrown out at A-meets.

Discussion of WOC2018.

--*Action Item*: Peter Goodwin will summarize all the notes from the WOC2018 Convention Session and distribute for further discussion.

--*Action Item*: Peter and Donna will continue to look into this and report at the October BOD meeting.

Discussion of 2012 Budget.

--*Action item*: The finance committee will prepare a budget for 2012 with input from the Board and new VP Finance.

Adjournment 10:11 pm.

2011 Future Meeting Dates

October Oct 21-23 CSU A-meet (S/M/L Champs)

Membership Number Proposal

Current System:

Membership numbers are 6 digits:

1st digit – Type of membership (1=individual, 2=family, 3=student, 4=junior)

2nd – 5th digit – Unique membership number

6th digit – Family member identifier, zero for all other types

Note: I am almost out of unique 4 digit numbers for the 2nd – 5th digits.

Proposed Change:

1. All Individual membership numbers will continue to begin with number 1. There will be no change in any member number current beginning with the number 1.
2. All family, student and junior member numbers will remain the same except the first digit will become one. This will result in NO Duplications and each family member will have their own unique number because the current family member numbers already each have a different last digit.
3. Announcements of the change of the first digit only will be made in ONA and each person, including each person within a family membership, will get their own membership card when they next renew with their unique 6-digit member number on it.
4. Once a person is issued a member number, it will not change and will belong to that person for life.
5. I will begin issuing consecutive 6-digit unique numbers, beginning with the next available number. By going from 4-digit to 6-digit unique numbers, I will have approx 800,000 additional available numbers to issue.

Notes:

1. It is not necessary to use the member number to determine type of membership, I have a separate field with membership type on each record.
2. If a person's membership expires and he renews years later, he gets the same number back. I've been doing this step all along anyway.
3. There will no longer be a problem for new registrars with variations of member numbers, such as changes in the first digit due to renewing with a different type of membership, nor will there be a problem with family members all using the same member number.
4. It will take a full year for me to get all members their new member cards, but the interim cannot be more confusing than the current system.
5. The changing of all member numbers to begin with one is critical to this system working without error.

Proposed by
Robin Shannonhouse
Director of Membership & Accounting
7/6/2011

12:42 PM

06/30/11

Accrual Basis

U.S. Orienteering Federation, Inc.
Statement of Activities & Functional Expenses
June 2011

	Endowment	Fundraising	General Reve...	Junior Team	Management	Map Loans & ...	O'Schools
Ordinary Income/Expense							
Income							
4010-01 · Contributions, unrestricted	0.00	0.00	400.00	0.00	0.00	0.00	0.00
4010-02 · Contributions, restricted	200.00	0.00	0.00	2,550.00	0.00	200.00	0.00
4200 · Grants Received	0.00	0.00	0.00	1,700.00	0.00	0.00	0.00
5180 · Program Income	0.00	0.00	3,024.00	0.00	0.00	0.00	0.00
5181 · Sponsorships	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00
5210 · Membership dues	0.00	0.00	2,140.00	0.00	0.00	0.00	0.00
5310 · Interest Income	0.00	0.00	10.18	0.00	0.00	0.00	0.00
5450-01 · Books redistribution	0.00	0.00	72.50	0.00	0.00	0.00	0.00
5820 · Fundraising, restricted	0.00	0.00	0.00	221.00	0.00	0.00	0.00
Total Income	200.00	0.00	10,646.68	4,471.00	0.00	200.00	0.00
Expense							
7023 · Grants to clubs & orgs	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
7041 · Grants, program - Indiv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7200 · Payroll	0.00	1,166.66	0.00	0.00	823.18	0.00	0.00
8190 · ONA magazine	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8520 · Insurance premiums	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8590 · Elite Athlete Support & Dev	0.00	0.00	0.00	214.44	0.00	0.00	0.00
8594 · Programs for members & clubs	0.00	0.00	0.00	0.00	37.67	0.00	112.00
8599-11 · Executive Director	0.00	0.00	0.00	0.00	477.98	0.00	0.00
8599-12 · Acctg & Mem Services	0.00	0.00	0.00	0.00	1,710.41	0.00	0.00
8599 · Board & Committees	0.00	0.00	0.00	0.00	203.65	0.00	0.00
Total Expense	0.00	1,166.66	0.00	214.44	3,252.89	1,000.00	112.00
Net Ordinary Income	200.00	-1,166.66	10,646.68	4,256.56	-3,252.89	-800.00	-112.00
Net Income	200.00	-1,166.66	10,646.68	4,256.56	-3,252.89	-800.00	-112.00

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06/30/11

Accrual Basis

U.S. Orienteering Federation, Inc.
Statement of Activities & Functional Expenses
June 2011

	Program Servi...	Senior Team	TOTAL
Ordinary Income/Expense			
Income			
4010-01 · Contributions, unrestricted	0.00	0.00	400.00
4010-02 · Contributions, restricted	0.00	2,200.00	5,150.00
4200 · Grants Received	0.00	0.00	1,700.00
5180 · Program Income	0.00	0.00	3,024.00
5181 · Sponsorships	0.00	0.00	5,000.00
5210 · Membership dues	0.00	0.00	2,140.00
5310 · Interest Income	0.00	0.00	10.18
5450-01 · Books redistribution	0.00	0.00	72.50
5820 · Fundraising, restricted	0.00	100.00	321.00
Total Income	0.00	2,300.00	17,817.68
Expense			
7023 · Grants to clubs & orgs	0.00	0.00	1,000.00
7041 · Grants, program - Indiv	500.00	0.00	500.00
7200 · Payroll	4,083.34	0.00	6,073.18
8190 · ONA magazine	2,877.47	0.00	2,877.47
8520 · Insurance premiums	2,834.80	0.00	2,834.80
8590 · Elite Athlete Support & Dev	486.71	0.00	701.15
8594 · Programs for members & clubs	2,737.54	0.00	2,887.21
8599-11 · Executive Director	1,368.10	0.00	1,846.08
8599-12 · Acctg & Mem Services	0.00	0.00	1,710.41
8599 · Board & Committees	143.40	0.00	347.05
Total Expense	15,031.36	0.00	20,777.35
Net Ordinary Income	-15,031.36	2,300.00	-2,959.67
Net Income	-15,031.36	2,300.00	-2,959.67

06/30/11
Accrual Basis

U.S. Orienteering Federation, Inc. Profit & Loss Budget vs. Actual January through June 2011

	Jan - Jun 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010-01 · Contributions, unrestricted	1,426.66	20,000.00	(18,573.34)	7.1%
4010-02 · Contributions, restricted	7,965.00	16,500.00	(8,535.00)	48.3%
4010-03 · Contributions, major gifts	15,000.00	1,000.00	14,000.00	1,500.0%
4200 · Grants Received	3,700.00			
5180 · Program Income	11,558.70	35,000.00	(23,441.30)	33.0%
5181 · Sponsorships	5,830.60	14,000.00	(8,169.40)	41.6%
5210 · Membership dues	15,987.00	31,000.00	(15,013.00)	51.6%
5211 · Life member dues	0.00	1,500.00	(1,500.00)	0.0%
5221 · Club dues	63,551.60	38,000.00	25,551.60	167.2%
5222 · Insurance fees from clubs	206.00	20,000.00	(19,794.00)	1.0%
5310 · Interest Income	47.33	1,500.00	(1,452.67)	3.2%
5360 · Endowment proceeds	1,189.00	4,000.00	(2,811.00)	29.7%
5450-01 · Books redistribution	1,237.50			
5450-02 · Wearables redistribution	0.00			
5820 · Fundraising, restricted	1,397.57	13,300.00	(11,902.43)	10.5%
Total Income	129,096.96	195,800.00	(66,703.04)	65.9%
Expense				
7021 · Grants, mapping	0.00			
7023 · Grants to clubs & orgs	1,000.00			
7041 · Grants, program - Indiv	500.00			
7200 · Payroll	35,296.05	78,500.00	(43,203.95)	45.0%
8190 · ONA magazine	11,550.34	18,000.00	(6,449.66)	64.2%
8520 · Insurance premiums	11,903.73	26,500.00	(14,596.27)	44.9%
8570-02 · Website expenses	599.00	900.00	(301.00)	66.6%
8590 · Elite Athlete Support & Dev	27,057.28	45,200.00	(18,142.72)	59.9%
8594 · Programs for members & clubs	9,391.39	23,300.00	(13,908.61)	40.3%
8599-11 · Executive Director	16,044.13	35,700.00	(19,655.87)	44.9%
8599-12 · Acctg & Mem Services	9,904.67	20,500.00	(10,595.33)	48.3%
8599 · Board & Committees	3,958.45	12,700.00	(8,741.55)	31.2%
Total Expense	127,205.04	261,300.00	(134,094.96)	48.7%
Net Ordinary Income	1,891.92	(65,500.00)	67,391.92	(2.9)%
Other Income/Expense				
Other Income				
6810 · Unrealized Gain/Loss Endowment	0.00			
Total Other Income	0.00			
Other Expense				
	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,891.92	(65,500.00)	67,391.92	(2.9)%

U.S. Orienteering Federation, Inc.
Statement of Cash Flows
 January through June 2011

	Jan - Jun 11
OPERATING ACTIVITIES	
Net Income	1,891.92
Adjustments to reconcile Net Income to net cash provided by operations:	
1110 · Accounts Receivable	711.00
1450 · Prepaid Insurance Premiums	5,822.13
2550 · PNC Visa	24.58
2110 · Accrued Payroll	-3,330.09
2350 · Deferred Revenue - Club dues	-858.00
Net cash provided by Operating Activities	4,261.54
INVESTING ACTIVITIES	
1211 · Foundation Pledges	12,520.00
1212 · Capital Campaign Pledges	300.00
1581 · Endowment Fund, BOD designated	-5,875.00
Net cash provided by Investing Activities	6,945.00
FINANCING ACTIVITIES	
3010 · Net Assets, unrestricted	9,399.18
3100 · Net Assets, temp restricted	-15,274.18
3210 · Endowments, perm restricted	5,875.00
Net cash provided by Financing Activities	0.00
Net cash increase for period	11,206.54
Cash at beginning of period	238,557.49
Cash at end of period	249,764.03

U.S. Orienteering Federation, Inc.
Statement of Financial Position
As of June 30, 2011

	<u>Jun 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · BankAmerica checking	80,950.68
1011 · BankAmerica contribs	901.80
1040 · Petty Cash	200.00
1070 · Vanguard	167,711.55
Total Checking/Savings	249,764.03
Accounts Receivable	
1110 · Accounts Receivable	300.00
Total Accounts Receivable	300.00
Total Current Assets	250,064.03
Other Assets	
1210 · Pledges Receivable	
1211 · Foundation Pledges	12,480.00
Total 1210 · Pledges Receivable	12,480.00
1320 · Map Loans Receivable	2,750.00
1581 · Endowment Fund, BOD designated	72,269.63
1582 · Endowment Fund, perm restricted	52,538.16
Total Other Assets	140,037.79
TOTAL ASSETS	<u>390,101.82</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2550 · PNC Visa	24.58
Total Credit Cards	24.58
Total Current Liabilities	24.58
Total Liabilities	24.58
Equity	
3010 · Net Assets, unrestricted	236,582.22
3020 · Endowments, Board designated	66,394.63
3100 · Net Assets, temp restricted	26,795.31
3210 · Endowments, perm restricted	58,413.16
Net Income	1,891.92
Total Equity	390,077.24
TOTAL LIABILITIES & EQUITY	<u>390,101.82</u>