

OUSA Board of Directors Meeting
January 13, 2018 / 3:00 pm - 5:30 pm ET
Hampton Inn Thomson Georgia
1702 Washington Road, Thomson GA 30824

Board Members

Present - Kris Beecroft, Pat Meehan, Bob Forgrave

Online - William Jameson, Barb Bryant, Peter Goodwin, Greg Lennon, Clare Durand, Nate Ohrwaschel, Lee Todd

Absent - Alex Jospe, Ian Smith

Guests

Present - Chuck Ferguson, Linda Kohn, Brenda Blacklock, Rob Minto, Matthew Robbins

Online - Sandy Fillebrown

Agenda

- Budget review: Pat
- Update on transition to Jitasa / Treasurer role: Pat
- Update on Endowment Fund: Chuck Ferguson
- World Orienteering Day - discussion about plans: Barb
- 2018 National Event Schedule: Kris/Alex
- 2018 World Masters Ski-O champs: Alex
- Review of new OUSA Library: plans, deliverables, agendas, meetings, budget docs, etc.: Bob
- Safety Review - safety manuals, SafeSport training, background checks, etc.: Nate/Barb/Peter
- Discussion around the Board's involvement/responsibilities with directing the Teams: All
- Quick Updates
 - OUSA addresses to use in 2018: Kris
 - O/NA plans for 2018: Kris

VP Finances - Pat Meehan

- Budget: Robin sent Pat EOY numbers on Jan. 10. Pat will take about a week to reconcile his reports with the end of year numbers and then send out the budget to OUSA membership, with an explanation of the different key entries.
- Jitasa: Pat has a meeting on Jan. 10 to discuss data migration; initial attempts have not been successful. We need to work with Robin to get a better export file. Our account manager at Jitasa is Brian Anderson, who has a team of people he is working with. Sandy, Pat, and Kris will meet to clarify roles and responsibilities within OUSA. There is a possibility that we will need to retain the services of Robin for one more month.
- The Board will discuss the state of the budget at every meeting to know where we are wrt budget, and make adjustments.
- Policies: There are many changes to the Financial policies due to this change, so we need to review the policy document and update it to match the new procedures.
- Banking - OUSA is moving its bank account from Bank of America to US Bank, mainly due to proximity to the VP of Finance. Pat is in the process of finalizing the setting up of the account to

transfer the rest of the funds from BoA to US Bank. Also investigating using a payment system through the bank to replace Paypal; it would be cheaper and tied directly into our account.

Endowment Fund - Chuck Ferguson

Dec. 2016 balance: \$247,149.40

Dec. 2017 balance: \$291,139.79

2017 total disbursement to OUSA: \$11,645.59

At the end of 2018, the endowment fund will have transferred \$83,552 to OUSA over the years.

There is a backlog of the annual reports from the Fund; they are currently being drafted and refined and will soon be available. The Endowment Fund moved its money from Fairholm and Longleaf mutual funds to an index fund, Vanguard Total Stock Market fund.

The Bylaws of the Endowment Fund prohibit it from soliciting donations, but through the OUSA donation mechanisms, the Fund receives ~\$2K - \$3K each year. There have also been some bequests in the wills of orienteers. In addition, it was pointed out that for orienteers over the age of 70.5 who must withdraw .5% of their retirement funds each year, they could donate those to OUSA and not have to pay taxes on them.

The members of the Endowment Fund Board are Shelly Pennington (Treasurer), Tom Overbaugh (secretary), Tim Parson, Mike Minium, and Chuck Ferguson (Chairman).

Two issues were brought up:

1. OUSA includes the Endowment Fund in its IRS Form 990, but the Fund files its own Form 990. We will look into this and clear it up.
2. The Board designated money to the Endowment Fund years ago, with the understanding that it could take that money back if needed. However, the Endowment Fund has no mechanism to return money to OUSA above the regular disbursements. So, it was decided to just eliminate the "Board-designated" identification and add that amount to the overall Fund.

World Orienteering Day

This is being spearheaded by Barb Bryant. Here is her plan, as proposed at the Board meeting:

1. World Orienteering Day: Introduce
 - a. Local clubs implement
 - b. OUSA encourage and track
2. Encourage schools to provide orienteering to their students
 - a. Local clubs help with planning and equipment (optional)
 - b. OUSA help with school maps and lesson plans
3. Engage schools to bring kids to local meets
 - a. Communicate schedule
 - b. Track school affiliations
 - c. OUSA grants for administration

4. Junior Nationals

- a. OUSA flyer schools w/in 100 miles, recommend local club resources
- b. OUSA work with event directors to make good junior, team experience.

Bob: suggested having a press release early enough that recipients could contact clubs to request to be part of WOD. However, if clubs aren't prepared to help clubs, Barb felt that we should not "promise" this with a press release. Instead, as last year, we plan to encourage clubs to contact local schools, and also to put on public events. A press release can be sent out by the clubs once they have decided what they can offer. The key challenge is recruiting the volunteers to work with schools.

IOF has excellent materials for clubs to use in deciding what they want to offer, and planning the activities. See worldorienteeringday.org

Greg suggested involving JROTC units in club events, and to have JROTC students come wearing their school T shirts.

Clare mentioned that WOD is relatively late in the school year; in some places, school is over by late May.

Bob: include outreach to parents. We discussed the best way to reach parents, as paper flyers do not always reach them.

Clare: OUSA is asking clubs to do WOD. They may wonder why they should do it. Barb will make sure that communications with clubs emphasize the value of doing WOD. This is a great opportunity that is meant to benefit clubs.

Calendar of National Events

Kris is concerned about the lack of events on the 2018 calendar, especially the lack of Nationals (fka S/M/L) and Masters (fka Classic) Champs. Peter Goodwin wondered if the new requirements (e.g., arenas, online results, etc.) are too intimidating for clubs. All Board members should contact clubs to see if there are any planning on holding events in the Fall. Kris will contact RMOC about its weeklong event in August as a possible Masters Champs.

UNO and NEOC are interested in holding a fee-free sanctioned event in the fall, with each club handling one day. Unsure if this is allowed under the rule that "Free ranking day can't be part of an event that includes other ranking days." If this is an event, then it can't be made up of multiple free ranking days; it would have to be two separate free ranking days that don't together make one event.

If we get desperate enough, do we lower/waive the fees? Will this encourage clubs to just hold out each year until OUSA gets desperate enough to waive the fee? Do clubs even worry about the fees since they are usually passed on to competitors?

Team ESCs

Kris wanted to discuss oversight of Team ESCs and how much the Board should be involved. Currently the ESCs report to VP Competition, Alex Jospe.

One item discussed was the WOC team sizes (do the ESCs have a minimum performance level for team members, do they think about team sizes). Kris thought the Senior Team needs to look at this since it has been too big (in her opinion) in past years. The team will be discussing the WOC team size and other things at their meeting on Jan. 11.

Each Team has different goals and those goals could change from year to year (e.g., the Senior Team facing a situation with fewer women this year). Brenda Blacklock said that Erin does take into account the ability of people to compete reasonably well when considering team members.

Barb said that we want to be sending people to get exposure and experience, at least for the juniors, and feels that the Team ESCs are well positioned to make these decisions. Also that we should not be thinking about budgets - the teams are not spending much OUSA discretionary money; the teams are raising almost all of the money that it costs to go.

In the end, the ESC leaders and the Board members felt comfortable with the current Team/Board relationship. Kris will have a further discussion with Alex, since she could not make this Board meeting. It would have been better if she could have participated in the discussion, but we didn't want to waste the chance to talk to the Sr. and Jr. ESC representatives who were present.

Review of new OUSA Library

Bob Forgrave discussed the new OUSA Inbox and Library. The Board discussed which types of documents should be on the website and which in the Library. It was decided that all documents should be in the same place so people don't have to search multiple places, and that place should be the Library. We can easily link Library items to the website.

Safety Policies

The Safety Committee is being resurrected, led by Board member, Nate Ohrwaschel. He gave a presentation about his ideas and several points of discussion came up.

1. The committee should look at changing some of the required background checks, like not all of the EC needs them, and not all volunteers. Also, need to define "large sums of money."
2. Who's covered? Coaches are covered while doing their job. From talking to Greg Joly, any orienteering activity, if just a volunteer at an event, not even competing, is covered.
3. Photo releases. A lot of clubs come to the meet, we take pictures, we post photos. We should provide language around photos. Greg: we have photo waiver, and we put it in many of our waivers. OUSA has not provided info to clubs about how to include photo release in their waivers. Nate: we should include it in the waiver, in order to not sign multiple waivers. Nate will take this on.
4. Conflicts of interest. Greg provided the example of when family members are on the various ESCs.
5. Background check policy. Realize that the check we presently do only picks up someone who is a felon. Therefore we don't pick up everyone, so that's why have other elements of the Junior safety plan. There was a situation with a person who was O coach associated with a school who started having relationship with underage girl. He passed background check about 2 months before that incident. Have to make sure we are looking with all eyes. Bob: for all the focus we have on background check, that looks backwards. Focusing on grooming is more important. [Which is why we do the USOC training, for example]. Peter: in general, anyone who is in close contact with young people not around other adults should be background checked. Once a year volunteer working with juniors, as long as going about the process with rule of three, does not need to be background checked.
6. Reporting of incidents. Who are we reporting it to, and for what purpose? Something like a bee sting is not something we report from local club to OUSA and insurance company, but we want to

be aware of that locally. BEST PRACTICE: At COC, they have red folder. Even if someone just requests a bandaid, that person's waiver goes in that folder just in case something comes up as a result of that injury. The Safety Committee will clarify for all clubs what types of incidents should be reported to (1) the club, (2) OUSA, and (3) insurance company.

Addresses

Legal address: Orienteering USA, 1405 Fern Street #90654, Arlington VA 22202

Will be official organization address and used mainly for taxes and insurance. It also allows us to pay state taxes only in VA. Registered agent is Valerie Meyer in VA.

NEW BUSINESS

Insuring Erin and Greg

Erin & Greg's contract - need to additionally insure them as stated in their contract. Nate will talk to Greg Joly and see what the cost will be. Activities but not liabilities are insured.

Peter Goodwin: if OUSA sponsored event, and they are working for OUSA, then it is not an issue and is part of what is already insured. This discussion has occurred; realize that if they are working with kids in any way, it is on an OUSA program, and it is part of what we get insured for.

Erin included it in his contract to protect himself.

Next in-person board meeting

Junior Nationals in Massachusetts in April.

We will plan on having the AGM at RMOC at the end of August, and that will be the third face-to-face meeting.

Then if we can find an event in the fall, we will have our 4th meeting there.

Pictometry

While there aren't too many people who use it, those who do find it very helpful. Especially those people in states with little available LIDAR. Greg Lennon has been able to reduce the cost from \$1200/year to \$800/year. The next bill has to be paid by Jan. 21, so there's not much time to publicize replacement methods for obtaining LIDAR and other helpful files for mapmaking. Because of this time crunch, OUSA will most likely keep Pictometry for another year and see if we can find free alternatives for the clubs and advertise them on the website before next year.