

**OUSA Board of Directors Meeting
Hampton Inn, Dumfries, VA
April 13, 2019**

Present: Clare Durand
Matthew Robbins
Ellen Stefaniak
Pat Meehan
Kris Beecroft

Phone: William Jameson
Lee Todd
Susan Grandjean
Alex Jospe

Absent: Ian Smith
Barb Bryant – family emergency
Nate Ohrwaschel

Guests: Sandy Fillebrown
Tori Campbell
Jon Campbell
Bill Ferguson
Sue Izzo

Meeting called to order at 3:01 pm

3:02 Minutes approved

3:03 Financial Report – Pat Meehan

- Several years ago, the Board was interested in moving to online services
- Looked at various accounting companies, most did not work with non-profits, found and decided on Jitasa
- We work with them through Google drive, checks going to Sandy, created processes on how to pay bills
- Also wanted to change reporting to more management style
- Wanted to line up chart of accounts with budgeting each year
- We have not gotten there yet
- Feb. 1, 2018 – went live with Jitasa; got records from Robin
- Have had several account managers at Jitasa, with little continuity
- By the end of 2018, Jitasa was paying the bills instead of Pat – this is good
- We were assigned a new accountant at that point, and we had to start all over.
- We are now working with Tiffany as of March, so reports are slow in coming out

- Hoping that another few intense weeks of working with Tiffany will get us the reports in a version that we can use
- Will we need an extension for the IRS Form 990 due May 15? Probably not; Pat will check with Tiffany. The accounting is correct, but the reporting is off.
- We also have an internal audit team that will double-check all of the numbers and accounting.
- There's no missing money; it just might be that some money is assigned to wrong accounts
- We are talking to account managers at Jitasa, who then relay the information to data entry people in other countries, and Pat thinks this is where the communications are breaking down
- Pat suggests that by the end of 2019, we need to find another alternative. Preferably a single accountant who is willing to work in QuickBooks.
- Clare: do you think the undeposited funds listed at the end of 2018 are really 2019 funds? Pat: Not sure. Some of it is annual fund drive money, but that should be shown as deferred funds for 2019
- Are there errors in 2018 that have transferred to 2019? Yes, we are still working on it.
- Clare: what about the Team funds? Do I have any idea how much is in the Trail-O team fund? Not from the Jitasa report, but you can look at the Team spreadsheet that we are keeping separately.
- Things Pat knows: we have plenty of cash; unrestricted money is increasing; we have an outstanding loan to BAOC; and we are paying our bills.
- Kris: what's preventing us from dropping Jitasa now? We want to get it fixed first. Clare and internal audit committee are also going to be working on it. The records we have now are also not good enough to transfer to someone else.
- Clare: what does Tiffany think of this report? She thought she was giving us a good report; she sent it at the last second; it's a PDF of multiple sheets that were shrunken down to be almost unreadable.
- Pat: I am meeting next week with Tiffany and her managers, with Clare, to lay down the law
- Pat also wants to have a budget review every quarter and have it approved.
- **Motion from Pat: Increase the payment to the Jr. Coaches by \$2000, which is coming from the Jr. Team Fund.**
 - o **Vote: Passed unanimously**

3:36 Bid from BAOC for 2019 Nationals – Sept. 6-8

- They are through sanctioning.
- Last December, Clare talked to Gavin about nationals, so they would like to host the 2019 Nationals as practice for NAOC 2020.
- In Big Basin area; very physical terrain; middle and long there; sprint at a college in Santa Cruz; trail-O on Sunday; also include the AGM on Saturday
- **Motion to approve the bid: Alex Jospe / seconded by Matthew Robbins**
- **Vote: Passed unanimously**

3:41 Bid from BAOC for 2019 NA Rogaine Champs

- Deleted because the BOD is not the official approving body for rogaines in the US
- That is the US Rogaine committee, and they have approved it

3:42 Status of any other bids?

- No other actual bids in yet
- Feelers out for 2020 Nationals with two different clubs
- 2020 Masters Nationals has one club that is potential
- 2021 Jr. Nationals will hopefully go to OCIN when they bid (2020 has already been awarded to COC)
- 2021 Masters Nationals has one club that is interested
- 2021 Nationals might get a bid from LAOC

3:45 Fee Structure Task Group Proposal

- Members: Ruth Bromer, Jon Campbell, Clare Durand, Greg Fasig, Sandy Fillebrown
- Tried to understand the income stream and how it relates to how we spend money and any obvious linkages
- Looked at a couple of streams: club dues (mix of per member fee and start fees); OUSA membership (most of which goes to ONA); and sanctioning fees for national events
- *First action: cleaning up difference between Junior and Student categories.*
- Junior membership goes to age 18, but every other reference to Juniors is for up to age 20. Per our Bylaws, Juniors are up to age 20, so any reference to age 18 for Juniors needs to change.
- Student category includes ONA and a vote and costs \$20 vs. \$10 for Juniors.
- "Student" definition doesn't show up in the Bylaws.
- Alex: I've heard from many that students of all ages have no income and shouldn't have to pay full membership fee
- Sue: in cycling, the category is U23, and this covers students who are into grad school
- Motion to clearly define Junior category as ages 0-20 and Student category as ages 0-24
- **Motion: Kris / seconded by Pat**
- **Vote: Passed unanimously**
- This does not require bylaws change but does require updating the website.
- *Second action – proposed no change to sanctioning fees because to break that model would require a bigger action and since there is a strategic plan committee just getting started, they need to tackle that.*
- *Third action – club dues.*
- Each club pays a flat fee of \$3.50 per member and then pays for all of their starts.
- It comes out to be about 25% of OUSA income comes from member dues and 75% from start fees.

- There is some incentive for clubs to not stress club membership to avoid member dues and just pay start fees. Just have enough club members to maintain OUSA membership.
- This structure came about after an insurance crisis years ago and the start fee was introduced to help pay for insurance.
- Committee looked at how to restructure fee structure to take away disincentive for club membership.
- OUSA is good about charging Juniors at a 50% rate for everything. Can we do that for start fees as well? This led to the proposed \$2.00 start fee for all courses except White and Yellow, and \$1 start fee for White and Yellow (as a proxy for Juniors).
- What if there isn't a color designated? Like Score-O, Bike-O, Canoe-O? Clubs have to be squishy about that and decide if the event is geared towards beginners or not.
- Committee looked at eliminating membership fee and loading it all on start fee, and that would make start fee \$2 for everyone.
- Clare: yes, we pay Juniors less for the most part. Do you think by doing this, you're going to change a club's behavior? Will this incent more people to try orienteering on White and Yellow courses, but will it disincentivize people from moving up?
- This assumes that a club will change what they charge for White and Yellow courses, but that's not a given.
- Matthew: I think clubs will start calling sprints White and Yellow to pay the lower rates.
- Ellen: my club has never had club memberships; we just pay member fees based on the number of OUSA members.
- Clubs with large JROTC and junior events and don't require them to be members will get hit the hardest.
- **Motion to remove \$3.50 club member fee and modify start fee to \$1 for White and Yellow and beginner and \$2 for everyone else.**
- **Motion by Kris to move this / Alex seconded**
- Jon: For clubs with lots of juniors but not a lot of White and Yellow runners, they would want one of the other fee structures we looked at; we didn't go there because we thought the burden would be too high for other clubs.
- Maybe we need to wait a year on this so clubs have a chance to budget correctly.
- Claire: we should amend this motion to start with 2020 starts for 2021 recharter.
- **Claire: I will entertain a motion to postpone the previous motion until September. Seconded by Matthew.**
- **Vote: Passed unanimously**
- **Fourth action – redefining “family membership”**
- This is a change to the Bylaws and will have to be voted on at the AGM
- **Proposed Change: A family membership consists of multiple people with a single primary address with at most two over the age of 24.**
- **Motion to move that the Board approve this as a Bylaw change to be presented at the AGM.**
- **Vote: Passed unanimously**

- To be discussed later, too – the Supporting Member Clubs that join mainly for the insurance. They can be for-profit organizations. They pay us \$100 annual fee and then \$2 per start.

4:40 Technology Committee – Kris Beecroft

- See accompanying presentation

4:56 Coaching Committee – Tori Campbell

- Group of 10 or so people involved in committee, including Erin Schirm, Ethan Childs, Barb Bryant, Bob Turbyfill, Chuck Ferguson, Marie-Josée Parayre, Mike Schuh
- First determining overarching model to determine the structure underneath
- Erin and Barb have attended several IOF coaching seminars, and that's what we want to base our model on – The American Development Model
- Make athletics fun and don't have kids think that they need to specialize at a young age to get a scholarship
- Determining the orienteering version of the American Development Model
- Level 1 (0 – 6 yrs): Experience, Explore and Play
- Level 2 (6-10 yrs): Interact, Develop and Challenge
- Level 3 (10-15 yrs): Collaborate, Elevate and Train – team orienteering
- Level 4 (15+): Participate, Lead and Master: Do you want the elite track or just do it for recreation?
- Level 5: Enjoy, Inspire, Support and Share
- Looking at products from Bavaria's orienteering in schools, French school curriculum, Swiss school curriculum, and from Sweden. And the Canadian models.
- Clare: are you looking at how this correlates to the US school curriculum? Yes, what Barb is working on relates to that. Tori's schoolwork also includes orienteering.

5:04 Other committees?

- Nominating committee (William): sent article to ONA asking for nominations; will start making direct calls in May; two names on list already
- Board members stepping down: Pat, Kris, Barb, and Alex

5:07 Strategic Planning Discussion

- One minor discussion so far
- Six people interested in committee
- Plan is to have something to propose at the September meeting
- Will be going to different constituencies and asking for input

5:08 Future meetings

- Planning to meet at Big Basin in September with AGM
- Try for Board meeting on Friday with the current Board and then a short meeting after the AGM with the new Board to elect the new officers
- Budget meeting at Masters Nationals on Oct. 19 in NH

5:10 Meeting Adjourned