

Arctic Orienteering Club Board Meeting

November 2, 2003

Minutes

In attendance: Jim Green, Steve Gruhn, Dan Billman, Peggy Kugel, Anne Billman, Chris Tomsen, and Andrew Lee.

Anne Billman led the meeting in the absence of a president or vice president.

Halloween-O

Grossed \$900.00. Bills have not yet been paid. Marianne spent over \$200.

Treasury

She needs to provide bank information on our non-profit status to get better banking rates.

Our accounts are at Alaska first Community Bank, which seems to have purchased our old bank?

Sharon is still the only signatory on our accounts. Peggy has not changed it over to herself because of questions from the bank about our non-profit status.

We need new checks that show a current address.

Lack of officers

Anne agreed to serve as president.

Steve G agreed to serve as administrative vice president.

Andrew will think about serving as secretary.

Schedule

Dan B will complete the schedule this month.

Permits for using O areas

Dan will obtain these permits in January. However, he will look into costs of permits this month so we can change venues if necessary before publishing the schedule.

Eric F is supposed to be obtaining permits for use of military land.

BLM needs a stack of paperwork this month. Then they will issue a permit good for five years.

Dan will also obtain insurance certificates for each of our venues. These are issued for each landowner and specify the days we will use the venues. Dan requests that they show a range of dates (all summer) to give us flexibility to change locations if necessary.

It was suggested that it would be helpful if Dan made a file describing how to obtain each of the permits.

Membership

Jim G. will propose a new membership form at the next meeting.

O Board and Club Tasks

We quickly reviewed the tasks we need to do to keep the club thriving and discussed who should do each (attached).

Incorporation and non-profit status

Board agreed it is a good idea to incorporate. Peggy has done incorporations before and had prepared the paperwork. Steve Gruhn agreed to be the agent and provide the organization address for the purpose of incorporation. Three incorporators were Peggy Kugel, Chris Tomsen, and Anne Leggett. Incorporation process can take 3 weeks to 6 months depending on whether the application gets put on fast or slow track.

Miscellaneous

Peggy would like a copy of an insurance certificate to know what our insurance covers.

Risk management

Let's consider buying a bullhorn for helping find lost O-ers.

Let's consider providing/selling whistles for people to carry.

Waivers – be sure they're signed and people take them seriously.

Items for future meetings:

Risk management

Next meeting

Sunday, 1/11/04, 7 pm, Peggy Kugel's house

Prepared by Anne Billman, Secretary

11/8/03