

**Arctic Orienteering Club Board Meeting
January 11, 2004
Minutes**

In attendance: Peggy Kugel, Dick Hawkins, Chris Tomsen, Jen Jolliff, Ian Moore, Andrew Lee, Leslie Kroloff, Jim Green, Steve Gruhn, Anne Billman, and Dan Billman.

Anne Billman led the meeting.

Board Positions filled

The following officers were appointed per article 7.6 of the Bylaws:

Anne Billman will serve as President.

Steve Gruhn will serve as Administrative Vice President.

Andrew Lee will serve as Secretary.

At-large Board Members: Dick Hawkins and Jen Jolliff

Healthy Futures

Chris Tomsen suggests partnering with them to promote orienteering as a healthy activity for kids. He will look into it.

P.O. Box

The board passed a motion to get a P.O. Box. Peggy says that rates are around \$30 for 3 months for a small box. A box at the Midtown post office was favored for its central location. The Lake Otis post office is the second choice.

USOF membership for Executive officers

Article 6.1 states that the officers of the club (not including members-at-large) must be members of USOF. Jim Green asks if this is a USOF requirement for insurance. Anne will ask USOF.

National Orienteering Day, May 8th

Leslie will update the flyer. We can also base a design on the USOF NOD flyer. Suggested locations to post and advertise information include bulletin boards, newspaper and magazines. Coast Magazine was mentioned. Delivery of notice to Anchorage School District for inclusion in their newsletter and delivery to private schools also seemed successful.

Campbell Creek Science Center's Winter Activity Day

Snowshoe or ski-O, Valentine's Day. They ask if we want to be involved. They can set it up, or maybe we can help in some way. Steve suggests that we ask if we can get anything from them in return (free rental?). Anne will give them a call.

Schedule

Dan B says that we need meet directors for the Halloween-O (Saturday, Oct. 30) and the Potluck-O meet at UAA (Fri, Sept. 17). A short 45 minute score-O format is suggested for the meet at UAA. When we finalize the meets, we can publish the schedule.

Great Originals check

Peggy will ask them if we owe them any money.

Checking Account

Peggy: First National Bank has free checking if a \$2500 balance is maintained. Our balance is around \$5000.

The Board resolved to change the account to First National Bank.

Signatures: Peggy suggests three authorized signers (Treasurer, President, Administrative VP), but only one signature necessary.

Dick pointed out that if the check is for a club bill, permission shouldn't be necessary to pay it.

Shifting money to investment account: We agreed to wait until after the first meets.

501(c)(3) status

Peggy: 501(c)(3) status would give us tax-exempt status, meaning that donations to the club would be tax-exempt. A one time \$150 fee must be paid to the IRS to apply for this status. A motion was made, seconded, and a resolution was passed to authorize the club to apply for 501(c)(3) status.

Event fees

Currently fees are \$3/\$4 for members/non-members. For a season pass, it is \$30 - (\$5 membership) = \$25 for singles and \$60 (-\$10 membership) = \$50 for families.

Dick: we shouldn't increase event fees without an increase in our meet costs.

Some costs are meet expenses, fees to USOF, expenses in general, map making.

Our insurance fees to USOF depend on number of club members. These fees are higher than what we charge for membership, but we cannot raise membership fees without a Bylaw change in a general membership meeting or mass mailing for vote-by-mail of members. Ian suggests e-mail balloting as an option in the future. There was discussion about whether that would exclude members without email.

Park usage fees may increase this year. Dan B will find out.

Dick and Jim suggest raising meet fees by \$1 to cover insurance and other expenses.

We can get by with the current membership fee until the general membership meeting if necessary (mailing would cost money).

Fees will be discussed next meeting after we get more information on expenses.

New Membership form

Suggestions made to Jim: eliminate privacy release check box section. We will not share our membership information outside the club. For announcements, we will use the website, e-mail, and newspaper. There is no need to ask people to release their privacy. Ask for first and last names. Add our new PO box address. Prod non-volunteers to give an "extra contribution" (highlight that section). Jim will try to squeeze the release to the front, so it is one page rather than front/back.

Risk management

Discussion of whether or not we will look for people and whether or not we will say that we will look for people.

Release of liability. The release should be worded carefully. Worth a lot or worth nothing?

Chris suggests that we need an incident response plan and will present a draft in a later meeting.

Next meeting: Tuesday, February 24, 2004, 7 pm at the Billman's.

Prepared by Andrew Lee, Secretary, 1/20/04