

**Arctic Orienteering Club Board Meeting**  
**February 24, 2004**  
**Minutes**

**Present at the meeting:** Anne Billman, Leslie Kroloff, Peggy Kugel, Jim Green, Steve Gruhn, and Andrew Lee. Chris Tomsen and Dan Billman arrived mid-meeting.

**P.O. Box**

Our address is P.O. Box 241003, Anchorage, AK 99524-1003. Peggy and Anne will check it. Andrew has the third key.

**USOF membership**

USOF does not require club officers to be members. Jim comments that the officer membership requirement in our bylaws is a discouragement to volunteers. However, club officers receive a free season's pass.

**BLM winter activities day**

Leslie provided rack card schedules.

**Event fees**

Anne says that we don't know the permit fees yet. Meet fees will be a definitely be a topic in the next meeting. The meet fee for kids under 16 without a paying family member is currently \$1 (\$0 with paying family member). Should this be free at regular meets? We can still collect fees at the high school meet as it is a special event. Jim: We should encourage kids under 18 to come to our events.

**Membership form**

Jim submits his most recent update for discussion. It now fits on one side of a single page. The release is simple and brief. Peggy will look into possibly adding to or modifying the release.

**National Orienteering Day, May 8**

Anne will be in charge. Steve suggests that we ask Dick Hawkins how best to distribute the flyers to schools. Flyers should also be distributed to the Campbell Creek Science Center, Alaska Club, sports clubs, etc. Jim suggests that a map display would be good to show people what the more difficult courses are like. Anne: prizes won't be necessary for this meet. Jim will send e-mail to ask for meet volunteers.

Steve volunteers to set up the orange course. Wendy Spencer, Jill and Eric, or Jen would be good candidates to design a fun kid's course.

Meet directors training on NOD. This is training for other groups to set up their own meets. Anne asks if there is interest. Chris thinks scouting groups would be interested and he will inquire with them. Anne: ask Ian and Jen if they want to help with this as they have some experience.

### **Financial update**

The new checking account is open. Peggy tells us that we have a savings account that she wasn't aware of earlier.

As of 1/31/04:

Checking: 5,194.30

Savings: 3,227.12

Investment: 10,943.35

Total: **19,364.77**

Changing the signatories on the savings account was the next topic, but the board saw no reason to retain this account. Interest income from the savings account is negligible, and money from the investment account is readily accessible. Upon motion duly made, and seconded, the board unanimously RESOLVED to close the savings account and place the proceeds into the investment account.

The board agrees to amend the policy guidelines, item 1, to reflect the change in bank accounts. Anne will update the policy guidelines.

### **By-laws**

Peggy's proposed changes were discussed. She cleaned up some language and added e-mail voting. Member dues would be changeable by a meeting of the membership via e-mail, not just the annual meeting. The board members seemed open to this proposal, but are still thinking about it. We will talk about member dues when we talk about meet fees. We can only change the Bylaws at the annual membership meeting, but Peggy notes that we are technically a new entity with our incorporation. Even if we don't take advantage of this technicality, discussion of by-law changes before the annual meeting is necessary.

### **Audit of last year's books**

Steve and one other person will do this. Steve will ask if Eric Follett can work with him on this. They will give a report next month.

### **Taxes**

Peggy reports that, with 501c3 status, we will not need to file taxes if gross revenue is less than \$25,000. We don't have that status yet, but we are apparently below the threshold for needing to file for 2003 anyway.

### **E-mail service**

Jim needs a \$2.50/month e-mail service to send out mass e-mails. Dan moved to do this, Chris seconded, and a MOTION for Jim to sign-up for this service was unanimously passed by the board.

**Next meeting:** Tuesday, April 6, tentatively set at Jim Green's place.

Prepared by Andrew Lee, Secretary, 3/22/04