



Minutes for OISRA Fall Board of Directors Meeting
Friday, October 12, 2018
Rays Food Place
44 West Highway 20
Sisters, OR 97759

Present:

Ryan Rooper – President (voting member)
David Moulton – Alpine Liaison (voting member)
Mike McManus – Alpine (voting member)
Eric Martin – Nordic Liaison (voting member)
Dave Munson – Interim Executive Director (not voting)
Jinny Martin – Secretary (not voting)

Absent:

Laurie Martin – Vice-president

A quorum was present. Meeting was called to order at 9:35 am.

1. PRELIMINARY BUSINESS

Dave Munson introduced. Dave Munson was hired by the OISRA Board to be the Interim Executive Director on September 13, 2018. Eric M. gave a brief history of Dave's involvement with OISRA. Dave had children go through the Nordic program, starting 15 years ago; he served on the Nordic board (prior to the development of current structure of the organization), and he was president of OISRA at one time. He continues to spend countless volunteer hours working on Nordic races and organization. He has a genuine desire to help the OISRA program move through this transition successfully.

July 28, 2018 Meeting Minutes

MOTION: David Moulton moves to approve the July 28th Board Minutes. Mike M. seconds.

VOTE: unanimous approval.

Treasurer's Report – Ryan Rooper

MOTION: David Moulton moves to approve the Treasurer's Report. Eric M. seconds

VOTE: unanimous approval.

Discussion:

- Ryan R. spent many days (weeks?) going through all the OISRA financial records he found on Richard Sellens' computer and scan discs.

- Ryan R. has set up Quickbooks to have two business groups – one for OISRA and one for the Alpine Division
- Both Quickbooks have been updated with the checks and deposits from Richard’s last reconciliation, and Ryan R. presented financial reports for both groups through the end of September 2018.
- OISRA borrowed funds from the Alpine Division for paying the insurance payment, which comes due prior to September 15th. The timing of this insurance payment is prior to OISRA receiving income from participation fees, so OISRA does not have enough funds on hand to make the insurance payment on its due date. However, the OISRA budget does balance by the time the participation fees are received.
- Ryan R. had questions about a couple of receipts showing income that was received in July, and Mike M. suggested these may have been from the collection for payments for bounced checks that happened with the registration fees for the Alpine state meet. Decision was made at previous Board Meeting not to allow E-checks for Alpine state meet registration fees.
- Gary King will be going through Eugene on his way to the Alpine Fall meetings in November. Ryan R. will ask Gary to stop by Richard’s house and pick up boxes of financial records to help Ryan prepare for filing the required paperwork with the IRS at the end of the fiscal year (May 1 – April 30).
- Ryan R. will be purchasing a new version of Quickbooks. This expenditure falls under the budgeted item for clerical supplies.
- Board will research getting an accountant’s services to help with the end of the year reconciliation.
- Ryan R. will continue writing travel checks for board members (and also for Alpine committee members and coaches) who travel a distance to meetings. Will communicate through email messages the mileage and food expenses.
- Richard Sellens’ laptop is no longer being used by Dave Munson – so it is available for someone else to use. [Post-Meeting suggestion: Treasurer could install Quickbooks on this computer – so all financial activities are on it; or a league could use it for timing.]
- Currently Laurie Martin and Ryan Rooper are the two names on the OISRA bank account.
- Oregon Interscholastic Ski Racing Association is the name on the credit card and Ryan Rooper and Dave Munson are the signers on the credit card.
- Credit card is being used for both OISRA expenses and Alpine Division expenses.

MOTION: David Moulton moves that OSIRA establish a policy of financial checks and balances so that the treasurer notifies the Executive Director on all expenditures. Mike M. seconds.

VOTE: Unanimous approval.

Salary for Interim Executive Director

- The Board agreed to postpone paying the Interim Executive Director until Spring when Dave Munson will have a better concept of the time required for carrying out the job.
- The Board encourages all volunteers in board positions and on steering committees who are incurring “operating expenses” to keep track of these expenses and ask for reimbursement.
- The Board encourages all volunteers in board positions and on steering committee to keep track of their volunteer hours.

2. OLD BUSINESS

Acting Executive Director's Report - See Appendix I

Jinny M. read over the "Acting Executive Director's Report," adding clarifying comments to define that the new Interim Director (Dave Munson) is now

- the OISRA contact for the attorneys – will communicate with them about independent contractor contracts, issues around lawsuits.
- the OISRA contact for the insurance providers - deals with questions about insurance certificates and any issues around lawsuits.
- the contact person for dealing with sponsorship contracts
- the contact person for schools – regarding school agreement forms, FERPA forms, and other registration issues

Jinny M. will continue

- to deal with Thriver for the on-line registration forms – and any issues with the links to these forms that are set up on the OISRA website.
- to work with Mike McManus for "housekeeping" editorial changes to the OISRA Policies – and posting these on the website.
- to help answer questions dealing with interpretation of Policies.

Ryan Rooper is now the contact person for Thriver for financial information.

Insurance

Reviewed a breakdown of costs for OISRA insurance coverage:

2018-19 Insurance

\$15,520	General Liability and Excess Liability
\$4,431	Accident
\$1,026	Cyber
\$1,081	Director's & Officers
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\$22,058	Total

Fundraising Committee – See Appendix II

- Would like to have three members on the Fundraising Committee (currently there are two members)
- Board members will search for another member for the Fundraising Committee.
- The Board will table until the Spring a review of the current OISRA Policies regarding Fundraising (Policy #35): will study the Policies that are now written and consider what the Board wants.
- A majority of the current Fundraising policies have not been tailored to the OISRA organization.

Finance Committee – See Appendix II

Ryan R., as OISRA treasurer and Alpine Division treasurer, wanted to get a full understanding of the finances before having a finance committee meeting.

MOTION: David Moulton moves that the distribution for the \$10,000 additional funds from this season's Point S sponsorship is 10% for OISRA operating costs; the remaining 90% to be distributed to the Alpine Division and Nordic Division as follows: 20% of the remaining funds go to Nordic and 80% go to Alpine. Eric M. seconds.

VOTE: Unanimous approval.

How much oversight does the Board have for how each division uses OISRA sponsorship money?

- The Partner Sponsor money (\$5,000/year for three years) that is allocated for distribution (after amount allocated for OISRA operating expense has been deducted) is distributed to each division based on the number of registered athletes. Each Division Steering Committee decides how these funds are allocated. [Historically, Alpine Division has distributed these funds to each league, based on number of registered athletes per league; and Nordic has kept these funds in the Nordic Division account and used them to offset state meet expenses.]
- The Additional Partner Sponsor money (in excess of the \$5,000/year for three years) that is allocated for distribution (after the amount allocated for OISRA operating costs has been deducted) is distributed to each Division based on the 80-20 split. Each Division Steering Committee decides how these funds are allocated within their Division.
- Ryan R. suggested that the Board promotes a guideline that the Divisions use the "additional" money to reduce the cost of participation for state meet competitors. Fleshing out this idea, Ryan suggested having a deduction for the Alpine state meet participation fees written into the online registration form in the payment section. For example, the participation fee is written as \$80, and then there is a line that says "Point S Discount of \$20." The participant pays only \$60. This would be a powerful advertisement for Point S. [Nordic Division used the additional sponsorship money to pay for trail passes for Nordic state meet racers – so the racers had no state meet costs.]

Coaches Training Report

Nora Semonsen has been keeping track of all coaches' training courses (SafeSchools and NFHS) and background checks. She is using the OISRA Credit card for ordering NFHS courses. One lump sum payment that covered all SafeSchools courses for the 2018-19 season has already been paid.

Website Report – Jinny Martin

- Added donation tab – Ryan R., as treasurer, will regularly get information from reports from Jinny M. that shows who made the donation and where (school or league) the donation should be sent.
- Separate website for Alpine State Championships will be the same as the one used last season. Jinny M. will add that link to the information on the guest skier's confirmation email message.
- The registration link for OSSA participants for Kelsey's race goes to a Provisional Skier's registration form. This is the easiest way to accommodate OSSA skiers because of the new definition for Guest Racers. Coaches who want to accompany OSSA skiers to Kelsey's race can register as volunteers.

Alpine Division Report – Ryan Rooper

- Alpine Fall Meetings will be on November 11th.
- Will decide budget, elect new secretary, approve Race Rules that were written in March, and approve new Freestyle Policies proposed by Mike FitzSimons.

- Discussed key point of new Freestyle Policies
 - OISRA sanctions ONLY ONE Freestyle event – the OISRA FS State Championship event
 - OISRA will not have a Freestyle Division until they have the capacity to host league Freestyle events
 - High School Freestyle competitors compete in USASA Freestyle competitions during the league season – coaches and competitors register with USASA
 - USASA has a high school category for their league competitions, so high school competitors can see how they compare to other high school competitors.
- Board will review new Alpine Race Rules, new Freestyle Policies, and Alpine budget after Alpine Steering Committee approves them.
- Alpine Steering Committee, by email vote, approved new Alpine Policies that made modifications to accommodate the new Bylaws and also clarified the wording of the Appendix that outlined the Standard Operating Procedures for the State Meet, including a sample budget for the state meet.

MOTION: Eric M. moves to approve the new Alpine Policies. Mike McManus seconds.

VOTE: Unanimous approval. (NOTE: David Moulton had left the meeting before this vote took place. A quorum was still present.)

Nordic Division Report – Eric Martin

- Reviewed Fall Steering Committee minutes
 - Start up grant for LaPine High School (new team)
 - Planning to fully support a Nordic team at the new High School in Bend in the fall of 2020 (with funding and rental equipment, etc.)
 - Described XC Oregon Invitational - a mid-season event that is bigger than the state meet – and the history of the role it played in getting all Nordic skiers back together
 - Nordic Division is looking for sponsorship for a set of 300 bibs that will be split and used by both leagues for league races and also used for the state championship event – will use bibs for a minimum of 5 years. Suggestion from Mike M. to ask banks to be sponsors.
- Shared conversations he has had with OSSA Alpine coaches for Mt. View and Summit. Summit coach had a great experience at OISRA state meet and will return. They are both very interested in Kelsey's race and did not know about it last year.

3. NEW BUSINESS

OSSA participation in Alpine State Championships

- Ryan Rooper, OISRA President, will write to athletic directors that have OSSA teams, OSSA coaches who participated last year, and OSSA coaches who did not participate last year – to extend invitation to participate in the 2019 Alpine state meet
- Dave Munson, OISRA Interim Executive Director, will be the contact person for all OSSA registration questions.
- Deadline for OSSA students to register on line to qualify to compete is January 31, 2019.
- Include FERPA form information on OSSA student's registration form, so ALL students who register to qualify to compete are aware they must turn in FERPA forms for academic certification.

- Dave Munson will send a school agreement form to each school that has OSSA students who have registered to qualify to compete at the state meet. Dave Munson will copy the OSSA coaches when he sends the school agreement forms to these schools.
- Mike M. will review the confirmation email messages for OSSA students and OSSA coaches to be sure they include
 - the necessary information about how registration works for those students who qualify
 - that coaches are aware of the school agreement form
 - that coaches are aware of the coaches' deadline for turning in start orders.
- Deadline date for registration for the state meet is not yet decided.
- Dave Munson will communicate with Mike M. before February 24th about the number of registrations for each league so the number of qualifying OISRA teams and individuals can be calculated. [Post-meeting clarification: Dave Munson will also communicate with Mike M. the number of registrations for OSSA participants. All these registration numbers will be used by the State Championship Race Committee to help them evaluate overall race numbers, according to the standards in the Alpine policies, which describe the conditions for which OSSA teams and individuals will be evaluated as if they comprise a separate league.]

New email addresses

- Dave Munson will communicate with Cascade Web Development regarding additional email addresses.
- Currently OISRA has the following email addresses set up: registration@oisra.org; president@oisra.org; Nordic@oisra.org; alpine@oisra.org; treasurer@oisra.org; ExecutiveDirector@oisra.org
- Board wants to add five more: secretary@oisra.org; adminservices@oisra.org; alpinetreasurer@oisra.org; nordictreasurer@oisra.org; alpineselector@oisra.org
- Dave Munson will communicate with Ryan Rooper, Jinny Martin, and Nora Semonsen when he has the passwords and these new email addresses are set up for their use.

Respectfully submitted by

Jinny Martin
 Board Secretary
 541-389-2849
vmartin@bendcable.com

Appendix I

Acting Executive Director Report

(prepared by Jinny Martin for Oct. 12, 2018 OISRA Board of Directors Meeting)

- 1) Search for interim Executive Director – contacted non-profits of Oregon
- 2) Contacted Janice Hatton in Eugene and got Richard's computer and scan discs moved to Bend
- 3) Work with Thriva
 - a. Completed registration on line forms
 - b. Change contact data for financials to be new treasurer (Ryan)

- c. Created registration forms for OSSA skiers and coaches for alpine state meet
- d. Created registration forms for OSSA skiers for Kelsey's race
- 4) Work with attorneys
 - a. on new waiver forms to include in online forms
 - b. on new School Agreement forms
 - c. on new FERPA form
- 5) Signed Point S contract (Partner Sponsorship and Additional Sponsorship) and send to Point S contact person – after conferring with Spencer Raymond
- 6) Worked with Mike McManus for a few minor editing changes in OISRA Policies
- 7) Communicated with insurance providers
 - a. to review new insurance policy
 - b. to change contact info for insurance to be the president of OISRA – president signed new policy
 - c. about coverage for paid independent contractors (i.e. State meet Technical Delegates) – they are considered to be “staff” and are insured
 - d. about insurance certificates – add new names and addresses and drop those no longer needed

Appendix II

OISRA Committees

Fundraising Committee:

	Term		
???: Chairperson	2018-2020		
Spencer Raymond: Vice-Chairperson	2018-2019	swraymond@gmail.com	503-703-9639
Dane Klindt: member	2018-2019	dhpklindt@gmail.com	541-298-2701

Finance Committee:

	Term		
Ryan Rooper: Chairperson	2018-2020	rlrooper@gmail.com	541-300-1213
Gary King: Vice-Chairperson	2018-2019	gking541@charter.net	541-261-2672
Spencer Raymond: member	2018-2019	swraymond@gmail.com	503-703-9639
Laurie Martin: member	2018-2019	lmartin@bendcable.com	541-419-1721