



PACIFIC ASSOCIATION
USATF FOUNDATION

**Annual Board of Directors Meeting
Teleconference Meeting Minutes
November 18, 2013**

Directors present for meeting: *Dennis Boyle, Dena Evans (first hour), George Kleeman, Shannon Rowbury and Steve Crow*

The annual meeting had to be postponed from normal September date due to schedule conflict of several of the Directors.

The meeting commenced at 5:49 pm by teleconference.

- I.
 - A. Approval of the Minutes of the June 12, 2013 Board of Directors Meeting
Motion for approval by George, seconded by Steve. Vote was unanimous.
 - B. Approval of the Minutes of the July 29, 2013 Special Meeting of the Board of Directors
Motion for approval by George, seconded by Steve. Vote was unanimous.
- II. Discussion and approval the meeting's agenda
Motion for approval by George and seconded. Vote was unanimous.
- III. Standing Reports:
 - A. Financial Report – **Steve**
Current checking account and Foundation balance is approximately \$3845.27.
 - B. 2013 – 2014 Budget Update especially covering changes made to the Foundation Budget due to recent PAUSATF budget reductions – **George**
George discussed the reasons for the decrease in funding that will be available for 2014. The PA decided to not fund the Olympic Development Grant for the coming year and to reduce the amount available for Coaches Grants in order to decrease the deficit. They also reduced the supplementary funding for our operating cost since we were not going to spend all of the \$5000 transferred to us this year.
- IV. OLD BUSINESS
 - A. Progress status regarding the webpage for the Foundation – **Dennis**
Before submission of materials for the webpage, review the following:
 1. Review Mission of the Foundation
 2. About Us
 3. Grant Programs
 3. Board of Directors Bios

4. Make a Gift
5. Contact Us

Dennis announced that the webpage for the Foundation was up and running on the PA website and that we should all review it and pass along any comments as soon as possible. Shannon asked that the phone numbers of the directors not be on the website.

- B. Continued discussion of domain name and director email addresses – **Dennis**
Dennis said he will send out an email with direction on how to get to the Go Daddy.com website so that we can each set up a foundation directors email address. Likewise Dennis has set up a separate email address for donations.

V. NEW BUSINESS

- A. Discussion of the Foundation's direction in lieu of recent budget reductions in the PAUSATF budget.
Following some discussion, it was decided that we will focus on donations/fund raising and finish the approval process for the remaining Foundation Operating procedures. George will send out a copy of the latest version of the procedures with an indication of which has been approved.
- B. Discussion and Action Plan for Fund Raising
George proposed that we needed to get an email blast out to all the members of PAUSATF in the next couple of weeks so that we don't miss the year end giving period. He commented that a draft proposal was available in the Operating Procedures. Dennis said he would review and draft a message. That led to a discussion of what kind of electronic payment form we should use. The options discussed were to get either a credit card or a PayPal account so that we could receive donations directly into our checking account. Based on information Shannon had previously researched for her website, it was decided that Steve would investigate and set up a PayPal account for the Foundation since it had a lower cost profile. Other donations will be sent the PA office in Folsom. We then reviewed the draft donation form that Dennis had prepared and made recommended changes. The motion for approval was made by Shannon and seconded by Dena. Vote was unanimous.
- C. Grant funding procedures – discussion regarding a conversation with Dave Shrock, President of the PAUSATF.
The model settled on by Dennis and Shrock is that a Director will be one of three members of upcoming grant selection committees along with PAUSATF members associated with the grant. This will help us to get familiar with the current grant program in 2014 although funding will be by the Pacific Association. We will need to name a member to the Coaches and to the Athletes Olympic Development for the Marathon Selection Committees. Both will be taking place during the next three months.
- D. Election of Directors. Terms of Steve Crow, Dena Evans, and Shannon Rowbury will need renewal for two more years which will expire in September 2015.
All three volunteered to remain in office for another two years. Motion to approve them was made by George and seconded by Dennis. Vote was unanimous.
- E. Discussion of adding a 6th Director
Postponed till December meeting.

F. Items for the December 16, 2013 Agenda
Dennis asked for items for the December meeting. In addition to adding another director, Steve recommended we finish the review and approval of the Operating Procedures that we had yet to discuss. George will send out the latest version for review.

VI. On-going special projects occurring at our meetings:

A. Review of Operating Procedures – revisions/editing/education
Thoughts on the revision process . . .
Deferred to December meeting.

VII. Next meeting:

Our next regular meeting will be held on Monday, December 16, 2013 at 5:30 PM. Note the time change.

VIII. Adjournment

A motion was made by Steve, seconded by Shannon to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 7:27 pm.

ACTION ITEMS:

Before our next meeting on December 16th, the following will be completed:

1. Shannon will send Steve and Dena an email on how to set up a PayPal account. Action by Shannon.
2. Steve will set up a PayPal account and then forward the information to Dennis who will pass it along to Cynci Calvin so it can be posted on the website. Action by Steve and Dennis.
3. Dennis will update the grant page with suggestions made and Steve will determine the amount of income that an athlete may have before he/she becomes ineligible for a grant. This will include a comment about possible conflict of eligibility for athletes in their last year of eligibility.
4. Dennis will have Cynci remove the Directors' phone numbers from the webpage.
5. Dennis will send out the information from GoDaddy.com so each Director can set up access and add a Foundation email account.
6. George will send out the latest version of the Operating Procedures indicating which have been approved and which need to be discussed at the December meeting. Note the procedures include a draft donation letter for review and input to Dennis by each Director as soon as possible.

Submitted by Secretary,
George Kleeman