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**Board of Directors Meeting**

**Teleconference Meeting Minutes**

**June 16, 2014**

Call Meeting to Order:

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

 The meeting commenced at 6:39 pm by teleconference

I.          Approval of the Minutes of the April 2, 2014 Board of Directors Meeting

*Motion for approval by Dena, seconded by Steve. Vote was unanimous. Remove “Annual” in heading.*

II.        Discussion and approval the meeting’s agenda

 *George made a motion to add Items G. through L which are the other action items from out April 2 meeting.*

  *Motion for approval by George and seconded by Steve. Vote was unanimous.*

 III.         Standing Reports:

            A.        Financial Report – ***Steve***

 *Current checking account and Foundation balance is $9557.32.*  *Some additional donations for Dick Connors memorial accounted for most of the gain from last meeting.*

B. Directors and Officers Liability Insurance Due – information – ***Steve/Dennis***

 *We will have a D&O payment due in the next month.*

IV. OLD BUSINESS

A. PayPal addition to the Foundation donation page/webpage discussion – ***Dena/Steve (Action Item 1 Last meeting)*** Discussed getting the information needed to PayPal button on the PAUSATF website on the Foundation page. With the upcoming change in the website in September, we may be able to make our own changes to our webpage. This may not be adequate and we may need to get our own website with a link to and from the PAUSATF website. Steve will give Dena the necessary personal information to get the account active.

B. Review and approval of Article 7 Handling Donations – ***Steve Action Item 5 Last Meeting*** Steve had suggested several minor changes to the procedure and the letter. Dennis also had some suggestions for the thank you letter. The changes were approved which included the addition of the Foundation Secretary to receive and handle donations and correspondence in addition to the Foundation President. George suggested making the letter as generic as possible. The section on administrative costs needs to be positive. Namely something like your donation goes almost exclusively to athletic and support grants since the foundation directors are all volunteers. Motion to Approve made as part of the update of all of the operating procedures.

C. Review and approval of Article 8 Budget – ***Steve and Dennis Action Item 8 Last Meeting*** There was a discussion concerning what was needed for the PA Budget at the end of July. Our only need is to supply the amount of funding we are expecting from the Pacific Association Board of Athletics. George recommended an amount of $3-4000 based on giving about $300 for Officials Grants, $1000 for Coaches Grants and $5000 for Elite Athlete grants for 2015. That would mean we would fund about half of the grants and the PA would fund half. Giving a development grant in a non-Olympic year is a step beyond what the Association has done in the past. By giving out only half of what has previously been given out for Olympic development should be sellable assuming the PA budget is not a deficit budget. Likewise by asking for less than the $5000 we requested for 2014, we will be showing progress toward becoming independently funded. The $3000 we will be providing is an important step forward for the Pacific Association USATF Foundation.

D. Review and approval of Articles 12 Coaches Grant Information and Applications ***- Dennis Action Item 6 Last Meeting*** We briefly reviewed the proposed changes in this item as well as the Elite Athlete Grant and Item E. We approved them with the addition of the replacement of the subsection numbering system and the addition of language stating that proof of residence by means of a government issued photo ID will be mandatory to prove that all grant recipients reside at a proper address within the association. Motion to Approve made by Dennis and seconded by George. Approval vote was unanimous.

E. Review and approval of Article 13 Officials Grant Information and Applications ***-Dennis Action Item 6 Last Meeting*** Approved with item D with the same changes. Will show Revision Number and approval date for latest version when articles are reissued.

F. Twitter Account Set up – any response/use? – ***Shannon*** Shannon said there has been limited traffic but if we have something we want to put up she is willing to do that. She also commented that she has developed a Facebook page for the foundation and she will send us the details in the next few days for our comment and approval before she puts it on line. She had some question concerning background information needed since it is a non-profit site.

G. Work on including our Foundation on similar websites, e.g. Sean Laughlin & others – ***George Action Item 4 Last Meeting*** Dena commented that she had seen the request for support/donations on some of the results pages that Sean has recently posted.

H. Review and approve other corrections in other operating procedures so make a clean update post meeting. ***Action Item 6 Last Meeting*** It was agreed that George would update the minor changes on the previously approved operating procedure and send them out for approval. If after sending them out he gets no feedback, it was agreed that they will be considered approved as updated.

I. All to look for possible Director candidates and send Dennis names and how they might help the foundation. ***Action Item 2 Last Meeting*** Dennis said he would be talking to some candidates at the National Junior Championship in July.

J. All to review John Mansoor’s email note of 12-20-13 attached to the meeting agenda before the next meeting. ***Action Item 3 Last Meeting*** Time ran out and this item was not discussed.

1. All Directors to review Fund Raising Clinic Information attached to meeting notice and be ready to discuss and help develop fund raising and grant proposals for 2015 at June Meeting. ***Action Item 7 Last Meeting*** Time ran out and this item was not discussed.
2. Steve and Dennis to develop plan for Grants and Fund raising in support of budget and update Procedure 9 as a result for the June Meeting. ***Action Item 9 Last Meeting***  Time ran out and this item was not discussed.

V. NEW BUSINESS

A. 2015 – 2019 (5 Year) Budget Draft – Discussion and Approval – We had a discussion about when the budget should be updated. Steve felt it should be at the November Annual meeting. We did update the 2015 projection as a way of justifying the funding we want from the Pacific Association as discussed earlier. Steve will send George that projection for use for the PA budget development.

B. Discussion - Master plan for fund raising for the Foundation. Due to lack of timing we did not get to this issue.

 1. Fundraising clinic information

 2. John Mansoor’s email regarding association with other Foundations/Events

C. Elections of Directors: George Kleeman and Dennis Boyle’s terms expire in September – Discussion. Due to lack of timing we did not get to this issue.

 D. Items for the September15, 2014 Agenda

* Grant Application information within Operating Procedures.

  Article 12: Olympic Athlete Training Grant – review

* Other projects

VI. Next meeting:

 *Our next regular meeting will be held on* **Monday, September 15, 2014 at 6:30 PM**.

VII. Adjournment 8:15 Motion made by George and seconded by Steve. Approved by all.

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Before our next meeting on September 15, 2014 at 6:30 PM, the following will be completed and by:

 ITEM: ASSIGNED TO:

1. Steve to send Dena necessary bank account and personal Steve and Dena

 information to get Pay Pal account on line. Dena will work

with Cynci Calvin to get it on the webpage

1. Dennis will send George updates to Operating Procedures and Dennis and George

George will update all procedures and issue them for proofing

 before final issue is approved.

1. Steve to send George updated 2015 budget proposal as basis for Steve and Shannon

funding to be requested from the Pacific Association. Shannon

will send George the reasons for needing funding of elite athletes

during non-Olympic years for development.

1. Shannon to send Directors copy of webpage she developed for Shannon Done 6/16

Facebook for comment before making it active.

1. Dennis to make some inquiries concerning possible additional Dennis

Foundation Director Candidates

1. Steve to determine the reason for the debit to our banking Steve

account in the amount of $43.12