



PACIFIC ASSOCIATION
USATF FOUNDATION

**Annual Board of Directors Meeting
Teleconference Meeting Minutes
December 16, 2013**

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 November 18, 2013 Annual Board of Directors Meeting
Motion for approval by Kleeman, seconded by Crow. Vote was unanimous.

II. Discussion and approval the meeting's agenda
Motion for approval by Kleeman and seconded by Crow. Vote was unanimous.

III. Standing Reports:

A. Financial Report – **Steve**

Current checking account and Foundation balance is \$4330.27

Dennis will check to see if he got the phone bill for the November Annual Meeting teleconference and forward it to Steve. Steve will look into getting on line automatic payment of that bill by Chase.

IV. OLD BUSINESS

A. Progress status regarding the webpage for the Foundation – **Dennis**

The site was launched and an email sent to PAUSATF members concerning its existence on Wednesday morning, December 11. Dennis is getting mostly error messages for bad emails and comments that the person is not currently available.

B. PayPal addition to the Foundation donation page - **Steve**

Steve investigated getting a PayPal account for the Foundation. If donations are made from Pay Pal accounts there are no fees. If donations are from a credit card then there is a 2.9% fee plus \$.30 per transaction. Thus for a 100 credit card donation, PayPal would be paid 2.90 plus 0.30 or \$3.20. George made a motion to have Steve set up a PayPal account as soon as possible and get a copy of the Pay Pal logo for the website and donation form. Motion was seconded by Steve. The motion passed unanimously.

Dennis will revise the form to include PayPal and to make donation letter able to be filled out on line and transferred electronically. He will also add this capability to the grant forms and suggest all grant paperwork be sent electronically.

V. NEW BUSINESS

- A. Procedure for responding to donations made to the Foundation
As part of the Treasurer's duties Steve agreed to send out thank you letters, and keep a list of donors since he will be receiving checks. He will look into what documentation PayPal will send to help in this effort. Dennis will change donation and grant forms so that they can easily be sent to the appropriate coordinators. Look into electronic payment form for PayPal and automatic sending donation form to Steve when PayPal is used
- B. Discussion - Master plan for fund raising for the Foundation

*We discussed ways to get out the message. Some of the items are:
Sending letter to sports companies and foundation who might donate.
Develop a brochure that can be used for advertising and handouts at PAUSATF events.
Develop a public address announcement that can be made of races and meets.
Develop a flyer to remind officials of the existence of the Foundation at the 2014 Clinic. George said he would do this.
George to send Fund Plan for nonprofits from Clinic in February 2012.
Add Foundation donation option on meet/race entry blanks.
Add a Foundation Twitter account. Action by Shannon.*

*Have quarterly newsletter announcing who got grants and how they are being used.
Develop various membership categories and include them in an annual mailing.*

- C. Discussion of adding a 6th Director – **Dennis**
*Dena had to leave the meeting at this time due to a family commitment.
Discussed and agreed it was a good idea to get more help with the increased workload.
Dennis asked each of us to send him any candidate names. Dennis made a motion that he develop a list of candidates to be voted on at the March meeting. Shannon seconded.
Motion passed unanimously.*

- D. Items for the March 10, 2013 Agenda (NOTE DATE CHANGE)

*Everyone needs to review and send George any updates to Operating Procedures by February 28 so he can send out an updated/final draft version for approval at the March Meeting.
Procedures 7 and 9 are still to have a full discussion next meeting.
This will be the first agenda item under Old Business.*

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

- A. Review of Operating Procedures – revisions/editing/education
Thoughts on the revision process . . .

VII. Next meeting:

*Our next regular meeting will be held on **Monday, March 10, 2014 at 6:30 PM.***

VII. Adjournment

Motion to adjourn was made by Steve and Seconded by Shannon, Vote was unanimous at 8:08 pm.

VIII. ACTION ITEMS:

Before our next meeting on March 10, 2014 at 6:30 PM, the following will be completed and by:

- 1. Dennis to check if he got a bill for the November teleconference and forward it to Steve.***
- 2. Steve to determine if the bill can be paid automatically via the Chase account.***
- 3. Steve to set up a PayPal account for donations and send necessary information to Dennis for adding to the donation form.***
- 4. Dennis to see if he can get donation and grant forms converted so that they can be filled out on line and electronically sent.***
- 5. Dennis to see if he can add electronic transfer of needed PayPal information when donation form is sent to Foundation email account.***
- 6. Steve to develop procedure for recording donations, donors and thank you letters.***
- 7. George to send Fund Raising Clinic information to directors. (Done, email 12/16)***
- 8. George to send out Foundation Information Brochure for review and comment. (Done 12/16)***
- 9. Directors to review fund raising clinic information and send Dennis any additional ideas.***
- 10. George to develop Officials Clinic handout with information on Foundation.***
- 11. Shannon to set up Twitter account for Foundation (Done 12/16)***
- 12. Directors to review and send comments on Operating Procedures to George by February 28 so final versions can be approved at next meeting.***

Submitted by Secretary,
George Kleeman