



**Minutes for OISRA Spring Board of Directors Meeting  
Saturday, May 26, 2018  
Rays Food Place  
44 West Highway 20  
Sisters, OR 97759**

Present: Ryan Rooper (Alpine) - OISRA President  
Laurie Martin (Nordic) - OISRA Vice-President  
David Moulton (Alpine) - Alpine Liaison  
Eric Martin (Nordic) - Nordic Liaison  
Richard Sellens - Executive Director  
Jinny Martin - Board Secretary

Absent: Mike McManus (Alpine)

A quorum was present.

Meeting called to order at 9:38 a.m.

**1. PRELIMINARY BUSINESS**

**Election of Officers**

MOTION: Laurie M. moves to elect Ryan Rooper as President. Eric M. seconds.

VOTE: Unanimous approval.

MOTION: The following slate of officers was accepted: Laurie Martin for Vice-President; Eric Martin for Nordic Liaison; David Moulton for Alpine Liaison. No other nominations.

VOTE: Unanimous approval for this slate of officers.

**Approval of Fall Meeting Minutes (November 4, 2017)**

MOTION: Laurie M. moves to accept the Fall Meeting Minutes. Eric M. seconds.

VOTE: Unanimous approval

**Treasurer's Report**

MOTION: Laurie M. moves to accept the Treasurer's Report as presented by Richard Sellens. David M. seconds.

VOTE: Unanimous approval

**OISRA Budget for 2018-19**

MOTION: Eric M. moves to accept the 2018-19 Budget as presented by Richard Sellens. David M. seconds.

VOTE: Unanimous approval

The budget reflects the following decisions:

- Will drop affiliate membership with NFHS
- Will use 10% of partner sponsors' donations for operating expenses
- Will plan for an increase in cost of indemnity insurance

### **OISRA Fees for 2018-19**

MOTION: Eric M. moves to accept the following fees for 2018-19:

- Keep Alpine student participation fees = \$65;
- Keep Nordic student participation fees = \$45;
- Add Head Coaches registration fees = \$15;
- Add Registration fees for coaches who are not Head Coaches = \$5;
- Keep Provisional Skier fees for each division as they were for 2017-18

David M. seconds.

VOTE: Unanimous approval.

## **2. OLD BUSINESS**

### **Executive Director's Report (See Appendix I)**

Topics covered were:

- work with lawyers on insurance claims arising from incidents;
- seeking attorney's advice for approach to paying state meet officials and preliminary information for Bylaw changes regarding coaches becoming voting members of OISRA
- contacts with insurance agents for ongoing information sharing
- registration for the full season coaches, students, and schools
- registration for the non-OISRA participation in Alpine state meet
- sponsorship contacts - for setting up contracts with Point S in the fall and also for thanking OSU-Cascades in the spring and discussing their partner sponsorship for 2018-19
- would like any future requests for changes to modus operandi to be accompanied by a description of the problem that needs to be addressed and the rational for the proposed solution to that problem.

MOTION: David M. moves that the Board direct Executive Director to reach out to Jason Gillies to talk about the Point S Sponsorship with the goal of helping facilitate a good relationship with Point S. Laurie M. seconds.

VOTE: unanimous approval.

Discussion: The Board wants the Executive Director to create a "Thank You" presentation for both Point S and OSU-Cascades, perhaps including

- some photos and information from the Alpine State Meet Report that was a spiral bound document.
- information about how the OSU-Cascades sponsorship exposure created awareness about this college among high school ski racers – to let OSU-Cascades know their sponsorship worked

- a check-off list of how the promised exposure was carried out for both the Alpine and the Nordic divisions

One goal of creating this “Thank You” presentation is to have a resource for future fund-raising efforts.

**ACTION:** Richard S. will create a “Thank You” presentation for partner sponsors.

**ACTION:** Richard S. will contact Jason Gillies for communications about Point S sponsorship.

### **Bylaw amendments so that coaches are defined as voting members**

**MOTION:** Laurie M. moves to approve the proposed Bylaw amendments as written in **Appendix II** and for the OISRA President to send out the ballots to all current OISRA voting members. David M. seconds.

**VOTE:** unanimous approval

Discussion:

- The board discussed the survey results, and the board unanimously agreed with the majority opinion of the certified coaches who responded to the survey. (See **Appendix III** for survey results.)
- Clarification that LEAGUES can define “voting members” for League Meetings however they like; for example, could be one vote per coach, or limit of 2 votes per coach, or votes based on number of students being coached by one coach, or allow coaches that do not have full teams to vote, etc.
- Clarification that the OISRA Bylaws and Policies give OISRA voting members the power to elect and remove board members and Steering Committee members – and to vote on Bylaw amendments that affect their voting rights and on any matters properly put before them by the Board of Directors.

**ACTION:** Richard S. will contact attorney for approval of wording of Bylaw amendments.

**ACTION:** Ryan R. send out ballots for membership vote on Bylaw amendments.

**ACTION:** Jinny M. will help write the explanation that accompanies the ballot.

**MOTION:** Laurie M. moves to approve a committee comprised of Jinny M., Richard S., Ryan R., and Mike McManus (following Mike’s acceptance of being a member of this committee) to develop the first draft of the amendments for the OISRA Policies that will align the OISRA Policies with the amended Bylaws. Eric M. seconds

**VOTE:** unanimous approval.

**ACTION:** Jinny M., Richard S., Ryan R., and Mike McManus will write first draft of amendments for OISRA Policies.

**MOTION:** David M. moves to hire an independent contractor to be an administrator who orders coaches’ training courses, verifies coaches’ certification information, and administers background checks. Laurie seconds.

**VOTE:** unanimous approval.

**ACTION:** Richard S. will recruit a person for this position.

### **Paying state meet officials**

MOTION: Laurie M. moves to add Rule 26 (OISRA State Meet Paid Officials), as written in Appendix IV, to the OISRA Policies and to change bullet points in OISRA Policy #5, as written in Appendix V. Eric M. seconds

VOTE: unanimous approval

MOTION: David M. moves to direct the Executive Director to finalize the language on the independent contractor contract so that it matches OISRA Rule 26 and Policy #5. Laurie M. seconds.

VOTE: unanimous approval.

**!ACTION:** Richard S. will communicate with the attorney to finalize the independent contractor contract.

**!ACTION:** Jinny M. will create on line registration forms for State Meet Paid Officials.

### **Researching other insurance agents**

The Board agreed to continue working with current insurance agents and not to research other insurance agents at this time.

## **3. NEW BUSINESS**

### **Two-year terms for board members**

MOTION: David M. moves to establish a two-year term for board members by defining the board positions as Position #1, #2, #3, #4, and #5 and staggering these the terms so that odd positions are voted in odd years and even positions are voted in even years. This idea is to be codified by an attorney. Laurie seconds.

VOTE: unanimous approval.

**!ACTION:** Richard S. will communicate with the attorney to create this wording and add this amendment to the OISRA Bylaws.

[POST-MEETING decision: Current Board members were assigned these positions: Laurie Martin for Position #1 (Nordic); Eric Martin for Position #2 (Nordic); Ryan Rooper for Position #3 (Alpine); David Moulton for Position #4 (Alpine); Mike McManus for Position #5 (Alpine).]

### **Coaches reporting abuse**

An attorney reviewed the Oregon law [ORS 419B.005] and the Federal law [Protecting Young Victims from Sexual Abuse] to interpret if OISRA coaches are required by law to report abuse. The Board discussed the legal interpretations of these laws and expressed a desire for OISRA policies to support protecting students from abuse. The issue was tabled to the next meeting, when members of the Board will continue the discussion:

- Some board members will report back with descriptions of training and testing materials currently being used by Oregon schools and USSA
  - **!ACTION:** Ryan R. will report back about the USSA testing and training materials
  - **!ACTION:** Eric M. will report back about the Safe Schools testing and training materials
- **!ACTION:** All board members will be prepared to discuss what types of reporting standards and penalties for not reporting that they think would be appropriate for OISRA Head Coaches.

**Breaking a tie when voting for Board Members**

MOTION: Laurie M. moves to add to the OISRA Policies a process, as written in **Appendix VI**, for breaking a tie vote for board members.

VOTE: unanimous approval.

**Sending “Thank You” messages to the schools and coaches from OSSA who participated in the 2018 Alpine State Championships**

**!ACTION:** Acting as OISRA President, and representing the Board, Ryan R. will send “Thank You” letters to the schools and coaches from OSSA who participated in the 2018 Alpine State Championships. He will extend an invitation for them to also participate in 2019 State Championships.

**4. BUSINESS TABLED FOR NEXT MEETING**

- Coaches’ Training Courses Report
- Website Report
- Active Report
- Alpine Division Report
- Nordic Division Report
- Setting term limits on Board designated committee members for the Fund-raising and Finance Committees?
- Mt. Hood on-line Release of Liability form
- Ryan Rooper’s ideas about conceptualizing the state championship events as the organization’s “product.”
- Policies the Board would like Finance Committee to address
- OISRA policies for reporting abuse
- Board’s requests for Finance Committee to add/amend some policies

Next Board Meeting: Saturday, July 28<sup>th</sup>; 9:30 a.m., location to be determined  
Meeting adjourned at 2:42 p.m.

Respectfully submitted by  
Jinny Martin  
Board Secretary

## **Appendix I**

### **Executive Directors Report May 2018**

Since the Fall 2017 Board meeting the ED has carried out the day by day operations of the OISRA as designated in the policies.

#### **OISRA Insurance claims arising from incidents:**

A lot of time has been taken with communicating with the attorneys representing the OISRA/insurance providers in the claims arising from incidents:

- (1) February 15 2015, involving a member of the Metro league at a race venue and Member of public. There has been a delay with this action, with the seeking of a court definition ruling.
- (2) February 14 2017, involving a Certified coach from the Mt Hood League at a training session and a juvenile. There has been an application for a trial date – , however mediation is ongoing.

#### **Attorney Advice Sought**

- 1) Payment for state race officials.

During the season the only calls on our regular attorney have been with defining the payment for services that takes state officials out of the V1 category. Jinny has shared the recommend changes to the policies rule 26, need for CBC, electronic sign up waiver etc.

- 1) Preliminary information for Bylaw changes

Preliminary discussions regarding the needed alterations, should the Board accept the results of the ballot to change from schools to coaches as OISRA Members and the needed changes to the Bylaws and policies.

#### **Contacts with Insurance Agent**

There is regular contact with our insurance agent, primarily regarding as cited above. The electronic document that Mike set up is working very well, and all incident reports are relayed to our agent.

Our insurance agent will be submitting bids for next season next week. They are waiting for confirmation from the board regarding the coverage for State Race workers as being included in our indemnity cover.

#### **Registration - General**

In general the registration program worked very well, there were a few hiccups with the payments through Thriva – because of insufficient funds from bounced E-cheques, however these were minimal, and resolved amicably. The communications primarily with the schools of the Beaverton School district were without any confrontation. The issues facing the Nordic Division either as within the Bend LaPine

school district and the other school districts that were not willing to sign on to was primarily addressed through the Nordic Division, and will be included in the discussion regarding the coach vote on OISRA "Members".

### **Registration – Non-OISRA for Alpine State Meet**

The non OISRA Alpine State on-line registration worked very well where those who registered, students and coaches, followed the instructions. When contact was made by the Registrar, most issues to be addressed. Just as we had issues with OISRA schools who would not become OISRA members, we also were faced with OSSA schools that did not want to be temporary members. Summit, Sisters, Lakeview, Baker, and Marist signed on, but a couple others did not. Interestingly ALL of these teams coaches signed on as associate coaches. The coaches that did not were all those who had not communicated in accordance with the web instructions, and had been in discussion with the "back door" contact from the Host League. With the early knowledge that Philomath & West Albany would not sign on, but would allow community club recognition, as Registrar, I felt we could justifiably reinstate the Emerald league-at least in name- to participate. This was accomplished through the Philomath parent Mark Barnes signing on as an OISRA coach. The Corvallis & Crescent Valley coach, represented them at OSSA events, and for organized training, and she was adamantly against any participation. Her reasons were not only anti OISRA, who she felt are duplicitous, and that her coaching contract expired before State. I was not able to make contact with parents from Corvallis & CV, as I had with Philomath and West Albany so could not take any further action there. I am sure that had the Registration process been carried out without interference from the Host League a better understanding of the Board sense of outreach and inclusion with the OSSA would have been evidenced. It saddened me that a member of the Board of the OISRA would act outside the spirit of the lines of communication that the Board had agreed on.

### **Sponsorship**

The Executive Director is required to communicate with OISRA sponsors. I have been in communication with the OSU, and they will be getting back to me regarding other than partnership sponsorship. I would ask the Fund Raising and Finance committees to confirm that funds raised in the name of the OISRA be so recognized, and no reference in their distribution be on the grounds that they were being raised to benefit the league that the fund seekers were.

Respectfully submitted

Richard A. Sellens.

Appendix II

**Board approved amendments to the Bylaws to make the change from member schools to member coaches. Strikethroughs are deletions and red words are additions.**

ARTICLE I. PURPOSE

Section 1. Purpose. The purposes of The Oregon Interscholastic Ski Racing Association are exclusively those allowed for organizations defined under §501(c)(3) of the Internal Revenue Code. Within these limits, the purposes of The Oregon Interscholastic Ski Racing Association include the following:

To provide a team and individual ski race format of **interscholastic** competition among ~~its~~ high schools **students** in the state of Oregon.

To promote a spirit of sportsmanship and provide equitable participation opportunities ~~among the youth of its member~~ **for** high school **students** schools.

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ARTICLE III. ASSOCIATE MEMBERS

Section 1. Associate Members. The Oregon Interscholastic Ski Racing Association may have NONVOTING MEMBERS, also known as associate members. Associate members shall be comprised of ~~schools~~ **coaches** that **coach** only ~~have~~ teams of two or less racers of either gender **enrolled at the same school.**

Section 2. Rights and Obligations of Associate Members. The Board of Directors may by resolution establish categories of associate membership and determine any dues, obligations and privileges of members in those categories. The associate members will not have the power to vote on the election of Directors, or to participate in a binding vote on any corporate matters.

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ARTICLE IV. VOTING MEMBERS

Section 4. Selection and Tenure of Voting Members. Full membership shall be conferred automatically on any ~~school~~ **coach** that satisfies the qualifications below and pays any required dues.

Section 5. Qualifications of Voting Members. A **full member** ~~school~~ **coach** shall be ~~a school~~ **an OISRA certified coach who is the designated head coach that has at least one** ~~for at least one full~~ team comprised of a minimum of three members of the same gender **who are enrolled at the same school. The head coach may be designated by a school, a parent group, or a community club [with OISRA's approval]; all students enrolled at the same high school must have the same designated head coach.** Each full member ~~school~~ **coach** in each division shall have one vote **for each school where students [he or she coaches] on a full team are enrolled. and each division shall designate its representative(s) for casting that vote.** ~~A school~~ **A member coach cannot** have membership in more than one division.

[NOTE: Bold italic red words in brackets in Section 5 above were added after the attorney reviewed these board-approved changes.]

Section 8. Quorum for Voting Membership Meetings. A quorum will consist of the presence or participation by conference call or return of ballot vote of at least fifty percent (50%) ~~plus one school~~ of the **votes allowed to** voting members for each division, **plus one vote**.

Section 9. Decision-Making by Voting Members. The affirmative vote of at least a majority of the **votes allowed to** voting members present in person or by conference call at a properly called meeting, for which a quorum has been achieved, is necessary and sufficient to make decisions or pass resolutions by the voting members, unless a greater proportion is required by law, the Articles or Bylaws. All decisions require a clearly stated motion, a second, and a vote. All motions which are successfully adopted must be recorded in the written minutes

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#### ARTICLE V. BOARD OF DIRECTORS

Section 2. Qualifications of Directors and Composition of the Board.

- A. Nominees for Board of Director must be affiliated or involved with a division, **a league, or a member school**, as a coach, advisor, parent, director, officer or representative.

Section 5. Selection of Directors.

- A) The Alpine Division member ~~schools~~ **coaches** shall select the members of the Board of Directors who must be affiliated or involved with the Alpine Division; and the Nordic Division member ~~schools~~ **coaches** shall select the members of the Board of Directors who must be affiliated with the Nordic Division.

Section 6. Removal of Directors. The Alpine Division's members of the Board of Directors may be removed by a majority ~~vote~~ of **the votes allowed to** the Alpine Division member ~~schools~~ **coaches** and the Nordic Division's Board members may be removed by a majority vote of the **votes allowed to the** Nordic Division member ~~schools~~ **coaches**.

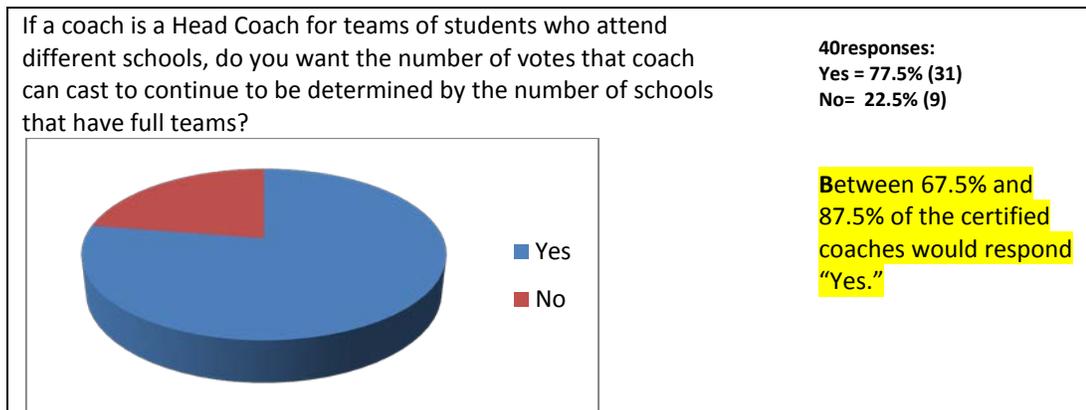
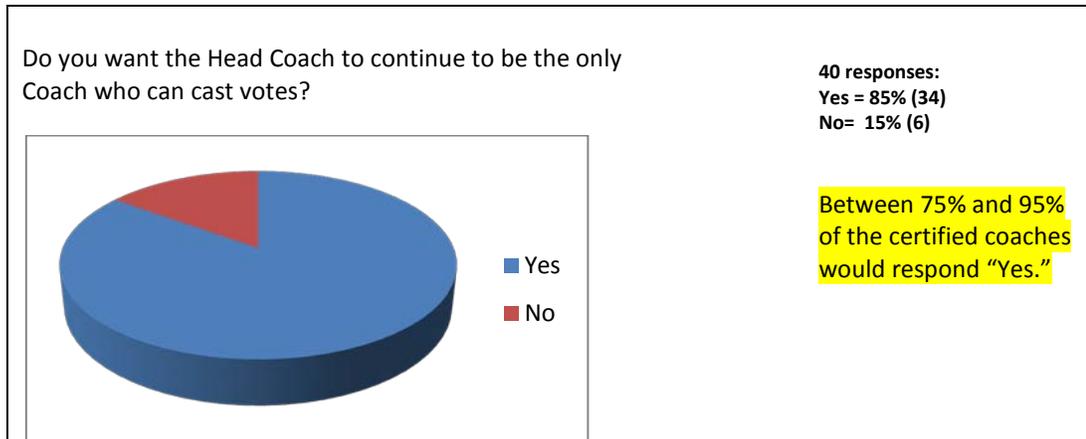
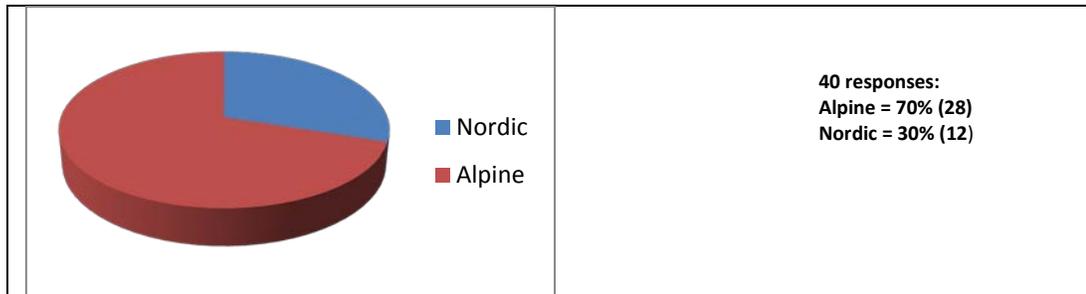
### Appendix III - SURVEY RESULTS

**Summary Conclusion:** The majority of the coaches want to continue with the status quo.

**Qualitative Conclusions** for each question are **highlighted** in the column on the right

Mechanics of the survey: Survey was sent to 65 certified coaches (49 Alpine; 16 Nordic).  
Responses were received from 40 coaches (28 Alpine and 12 Nordic).  
Calculations for the margin of error is on page 2.

Coaches' comments (without names attached) were available to the Board of Directors – those comments have been omitted from this report.



# Margin of Error Calculator

What is margin of error and what does it mean for your survey data?

Will your survey results ever perfectly match the population you're studying? Probably not.

But you can get a good idea of how close you are by using a margin of error calculator. This handy tool will help you to find margin of error and will tell you if the amount of people you're surveying is enough for you to feel confident about the accuracy of the data you collect.

## Calculate Your Margin of Error:

? Population Size:

? Confidence Level (%):

? Sample Size:

**CALCULATE**

Margin of Error:

**10**

## What is margin of error in a survey?

Margin of error, also called confidence interval, tells you how much you can expect your survey results to reflect the views from the overall population. Remember that surveying is a balancing act where you use a smaller group (your survey respondents) to represent a much larger one (the target market or total population.)

You can think of margin of error as a way of measuring how effective your survey is. The smaller the margin of error, the more confidence you may have in your results. The bigger the margin of error, the farther they can stray from the views of the total population.

As the name implies, the margin of error is a range of values above and below the actual results from a survey. For example, a 60% "yes" response with a margin of error of 5% means that between 55% and 65% of the general population think that the answer is "yes."

## **Appendix IV – Board approved Rule 26 to be added to the OISRA Policies**

### **Rule 26. OISRA State Meet Paid Officials**

26.1 OISRA paid officials for the OISRA State Championship events will be independent contractors.

26.2. In order to be a State Meet Paid Official, the official

26.2.1 Must be at least 18 years of age.

26.2.2 Must complete the OISRA online State Meet Paid Officials registration process annually, which includes an agreement to abide by the OISRA Officials Code of Ethics (see 26.3).

26.2.3 Must have passed a criminal conviction history screening that includes crimes listed in ORS

26.2.4 Must complete concussion awareness training annually.

26.3. Officials at OISRA events are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence, and responsibility. The purpose of the **OISRA Officials Code of Ethics** is to establish guidelines for ethical standards of conduct for all OISRA paid officials.

26.3.1 Officials shall master the rules of competition and shall exercise authority in an impartial, firm, and controlled manner.

26.3.2 Officials shall work with each other and the OISRA in a constructive and cooperative manner.

26.3.3 Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.

26.3.4 Officials shall not use tobacco products (including e-cigarettes), illegal drugs, cannabis, and/or alcoholic beverages or be under the influence of prescribed pain medications, illegal drugs, cannabis, and/or alcoholic beverages when in contact with athletes.

26.3.5 Officials shall not exhibit unsportsmanlike conduct at an OISRA event. “Unsportsmanlike conduct” includes, but is not limited to, unwarranted physical contact, profane language, and/or taunting. Unwarranted physical contact initiated by an official toward a coach/player shall be considered a gross act of unsportsmanlike conduct.

26.3.6 Officials shall not engage in any action which gives rise to a concern for the safety of the students due to the official’s conduct, indicates that the official cannot objectively perform the official’s duties, or otherwise is inconsistent with the Officials Code of Ethics and OISRA Policies and Regulations.

26.4 Procedure for Reporting ethical or conduct violations

26.4.1 A complaint against an OISRA state meet paid official for not meeting the OISRA requirements or for violating the OISRA Officials Code of Ethics shall be submitted to the OISRA Executive Director in accordance with OISRA Policy #15.

26.4.2 The OISRA Board may suspend the official from participating in OISRA state meets for a designated length of time, based on the reported violation.

## Appendix V

Board approved changes to the OISRA Policy #5, regarding insured parties.

Strikethroughs are deletions and red words are additions.

### OISRA Policy 5. Indemnity and Accident Insurance for OISRA

#### OISRA Indemnity and Accident Insurance for OISRA Sanctioned Activities

The OISRA carries a multimillion dollar liability policy that indemnifies these listed parties:

- ~~Member schools and associate member schools that sign M1A, M1AA, MT(A), MG(A), M1N, MT(N), or MG(N) forms~~
- Racers who have registered on line at the OISRA website ~~or signed A1G forms~~
- Provisional Skiers who have registered on line at the OISRA website,
- Coaches who have registered on line at the OISRA website.
- Volunteers who have registered on line at the OISRA website or have signed V1 forms
- **OISRA Paid State Meet Officials (Technical Delegates, Statisticians, and/or Calculators) who have registered on line at the OISRA website.**

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## Appendix VI

The Board approved adding the bolded italicized words below:

### Appendix VII. Policy on Election of the Board of Directors

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#### **Tabulation of Votes**

Votes shall be counted by the Executive Director and the verified by the current Board president. If any discrepancies are discovered, the Executive Director and Board President shall investigate with the goal of ensuring that each voting member's vote is accurately obtained and counted. Ballots delivered prior to the annual meeting may be counted prior to the meeting and those delivered at the annual meeting will be added to the totals. In the event of any dispute, the President of the Board may appoint a committee of disinterested Board members to review the votes, verify the count and conduct any investigations.

#### ***Processing Ties***

***In the event of a tied vote,***

- ***the candidates with the tied vote will first be asked if one wants to withdraw;***
- ***if neither candidate want to withdraw, then the vote is announced as a tied vote and the members are asked to vote for one of the two candidates who have a tied vote***
- ***if the tie-breaking vote comes in as a tie, then the candidates toss a coin to determine which one will be the board member.***