



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

- Approved July 28, 2019 Meeting Minutes
- Approved Treasurer's Report
- Approved the distribution of the 2018-19 "additional" sponsorship money from Point S
- Approved financial checks and balances between Executive Director and OISRA treasurer
- Approved New Alpine Policies
  - Modifications to accommodate new Bylaws
  - Appendix I clarifications that define Operating Procedures for the State Meet
  
- Tabled for next meeting
  - Decision of payment for Interim Executive Director
  - Review all OISRA Fundraising Policies
  - Review of 2018-19 Alpine budget
  - Review of new Alpine Race Rules
  - Approval of new Freestyle Policies
  
- Assigned to Ryan Rooper
  - Purchase new QuickBooks software
  - Ask Gary King to pick up paper financial documents from Richard Sellens
  - Write travel checks to Mike McManus and Ryan R. for travel to board meeting
  - Send invitation to OISRA 2019 Alpine State Championships to athletic directors of OSSA teams and OSSA coaches (those who attended last year's state meet and those who did not attend last year's state meet)
  
- Assigned to Mike McManus
  - Review confirmation email messages for OSSA students and coaches
  
- Assigned to Dave Munson
  - When OSSA students register to qualify to compete at the state meet, send school agreement forms to each school where students are enrolled— copy to OSSA coaches
  - Communicate with Mike McManus about the number of registrations for each league, including OSSA registrations
  - Communicate with Cascade Web Development regarding new email addresses and notify people when they are set up

- Be the contact person for OSSA registration questions for state meet
- Assigned to Jinny Martin
  - Ask current law firm if they offer accounting services for end of the year reconciliation for preparation for filing tax report
  - Add link to the website that was used for the 2018 state meet – Same website will be used for the 2019 state meet
  - Include FERPA form information on the OSSA student's registration form, so the students who register to qualify are aware of the FERPA forms
  - Work with Mike McManus on confirmation email messages for OSSA students and OSSA coaches
  - Make donation reports for Treasurer so he has the information for where to send the money and where to send the Tax letter.