



MINUTES for OISRA Board of Directors Meeting
Saturday, June 8, 2019 9:30 a.m.
Rays Food Place
44 West Highway 20
Sisters, OR 97759

Present in person:

Ryan Rooper (Alpine Division) – OISRA President (voting)
David Moulton (Alpine Division)
Dave Munson – Executive Director (non-voting)
Jinny Martin – Secretary (non-voting)

Present by phone:

Eric Martin (Nordic Division) – OISRA Vice-President (voting)
John Collins (Nordic Division) (voting)

Absent:

Mike McManus (Alpine Division)- Alpine Liaison

A quorum is present. Ryan Rooper called the meeting to order at 9:44 a.m.

1. PRELIMINARY BUSINESS

Election of Officers

MOTION: David Moulton moves to elect Ryan Rooper for President. John Collins seconds.

VOTE: Unanimous approval.

MOTION: David Moulton moves to elect Eric Martin for Vice-president. John Collins seconds.

VOTE: Unanimous approval.

MOTION: David Moulton moves to select John Collins to be the Nordic Liaison and Mike McManus to be the Alpine Liaison. Ryan Rooper seconds.

VOTE: Unanimous approval.

Approve October 12, 2018 meeting minutes

MOTION: John Collins moves to accept the Oct. 12th minutes as written. David Moulton seconds.

VOTE: Unanimous approval.

Treasurer's Report

Ryan Rooper presented the OISRA Balance Sheet and Reconciliation Detail report (ending in May 31, 2019) and the OISRA Profit & Loss statement (Actual and compared to the 2018-19 budget).

MOTION: David Moulton moves to accept the treasurer's report as presented. Eric Martin seconds.
VOTE: Unanimous approval.

Discussion:

- Determining the specific amounts of the Thriva income that were for each OISRA budget item was difficult. Hope that new platform makes this analysis easier.

2. OLD BUSINESS

Hiring Executive Director and his salary

MOTION: David Moulton moves to hire Dave Munson to be the Executive Director and the position will be a volunteer position. John Collins seconds.

VOTE: Unanimous approval.

Discussion: Changes in OISRA Policies' description of the Executive Director's duties will be worked out after the meeting, and these Policy changes will be sent out for an email vote of the Board. Some of the E.D. duties defined in the Policies will be assigned to the job of an Administrative Services provider

Administrative Services provider's job description and salary

MOTION: David Moulton moves to hire Nora Semonsen for the job of Administrative Services provider, and her salary will be \$4,200 a year. Eric Martin seconds.

VOTE: Unanimous approval.

Discussion:

- Her job duties will include checking coaches' training requirements, doing background checks, being in charge of the online registration process (including the setup for the new platform), and academic eligibility checking.
- Agreement that the academic eligibility checks will be done only ONCE per season – very soon after the students' registration deadline.
- Will ask Nora how frequently she wants to be paid – monthly? Quarterly? Etc.
- Pay starts at beginning of fiscal year – June 1, 2019
- Note that Nora is paid SEPARATELY by the Alpine Division for work she does on the registration forms for the Alpine State Championships.

Paying the OISRA Treasurer

MOTION: David Moulton moves to pay the OISRA treasurer (Ryan Rooper) \$2,400 per year, including back pay of \$1,800 for the services Ryan provided since September 2018. Eric Martin seconds.

VOTE: Unanimous approval.

- Ryan will decide how frequently he wants to be paid – monthly? Quarterly? Etc.

Donations

MOTION: David Moulton moves to have a 10% surcharge on all donations that go through the OISRA account. Ryan Rooper seconds.

VOTE: David Moulton – Yes; John Collins – Yes; Ryan Rooper – Yes; Eric Martin – No.

Motion passes.

Discussion:

- Clarification that when someone uses the donation button on the website, the OISRA treasurer will subtract 10% of the donation before sending money on to the designated recipient. This surcharge will cover the \$3.15 per transaction fee, plus credit card charges and mailing costs.
- Most individuals, because of the new tax laws, will probably make donations directly to a school team without expecting a tax credit for the donation.
- Clarification that when a sponsor sends their donation through OISRA (for state meet expenses, for example), expecting a tax credit for the donation, 10% of the donation will stay with OISRA for processing costs and general overhead of the 501 (C) 3 organization.
- Possible option for Nordic to make a financial request from OISRA if this policy limits the available financial resources for the Nordic state meet too much.

Budget 2019-20

MOTION: Ryan Rooper moves to accept the budget as discussed. David Moulton seconds.

VOTE: Unanimous approval.

Discussion – went over each line item:

- Executive Director will be a volunteer position
- No one is using Adobe nor incurring bank fees
- Administrative Services Provider salary will be \$4,2000
- SafeSchools will cost \$1,420 [This amount was corrected post-meeting.]
- Treasurer's salary will be \$1,800 for 2018-19 pay and \$2,400 for 2019-20
- Fee for 24/7 help for new online registration platform is \$250.
- Will not renew trademark/copyright
- Leave participation fees the same as last season (\$65 for Alpine students; \$45 for Nordic students; \$20 for certified coach; \$10 for helper coach; \$10 for Guest coach)

Executive Director's report (See Appendix I)

- Still need to collect FERPA forms – Parent Rep or Coach will collect and hold them to be available for the Executive Director if/when he requests them
- Academic Eligibility forms are reasonable to process in many situations, but are difficult or impossible to process in other situations.
- The Daniel Vermillion vs OISRA case was settled at mediation in May. Important reminder of the good relationships OISRA has with insurance provider and their support.
- Sent email message to alpine steering committee members in response to their decision to require OSAA cooperative sponsorship approval prior to requesting the formation of any OISRA composite teams. Expect steering committee to review and reconsider this part of their policy change in the fall.
- Administrative cost of registering OSSA skiers for OISRA state meet. Should alpine division absorb this cost?

Nordic Division Policy and Race Rules Changes (See Appendix II)

MOTION: David Moulton moves to approve the Nordic Division Policy changes and Race Rules additions. Eric Martin seconds.

VOTE: Unanimous approval.

Discussion:

- Some policy changes were to accommodate the steering committee assuming the role of the state race committee and state meet being planned and organized by the whole state.
- Race rules additions were for technique restriction zones and a new race format for a sprint event
- Also, added a new league

Nordic 2019-20 Budget

MOTION: David Moulton moves to approve the Nordic 2019-10 budget. Eric Martin seconds.

ACTOIN: Unanimous approval.

Discussion: Budget does not balance – anticipating receiving more money from Point S – getting more sponsorship – or possibility of skiers paying for one day’s trail passes.

Alpine Division Policy Change

MOTION: David Moulton moves to approve the Alpine Division Policy change

H.2.e. Prior to the first race, Head Coaches applying to have their teams be represented on a Composite Team shall obtain approval from 75% of all league coaches and the league representative shall submit the approval form to the Executive Director.

Eric seconds.

VOTE: Unanimous approval.

Discussion: Executive Director sent a message to the Alpine Division about the Alpine Policy change re: OSAA Cooperative Sponsorship being a prerequisite to OISRA Composite Team Agreement. This Alpine Policy change was not approved and will be revisited by the Alpine steering committee in the fall.

3. NEW BUSINESS

Change to OISRA Policy 8 (Leagues)

MOTION: David Moulton moves to delete two parts of OISRA Policy 8 Leagues.

8.5. Team placement to Leagues. ~~There are two (2) leagues within the Nordic Division and seven (7) within the Alpine Division.~~ Individual leagues or designated head coaches may request placement of teams to specific leagues.

8.6. Establishing a new league: A new league may be established upon application to the Division Steering Committee of the respective division. ~~A new league shall total four (4) or more teams of both genders.~~

John Collins seconds.

VOTE: Unanimous approval.

Board permission to schedule discussion with OSAA

MOTION: David Moulton moves to allow the Executive Director (Dave Munson) and Board Secretary (Jinny Martin) to meet with OSAA officers to discuss the parameters for joining OSAA. John Collins seconds.

VOTE: Unanimous approval.

Background checks for volunteer drivers

Discussion: If teams want to run background checks on their volunteer drivers, it is the responsibility of each team to process these background checks. Jinny can give any team the contact information for the person who runs the background checks for OISRA – and teams can work directly with this person to run any background checks they want for their volunteers.

School Agreement Forms

Discussion: Would like to simplify the number of School Agreement Forms so that one Agreement Form could work for Alpine, Nordic, and Freestyle teams.

Dave Munson will get an estimate from the attorney for how much it would cost to make those changes to the Agreement forms.

OSAA air quality guidelines

Discussion: OSAA added air quality guidelines in 2018. Would insurance providers be looking for this type of information in the OISRA Policies? Table further discussion until the Fall.

USSA Coaching Fundamentals Course (from Human Kinetics Coach Education Center)

Discussion: Ryan Rooper will research if the USSA course could be a substitute for the NFHS Fundamentals of Coaching course. Ryan will contact David Smullin and discuss David's analysis of both of these courses. Ryan will report back to the Board by email. If Ryan approves the substitution, the Board will take an email vote.

Trademark/copyright renewal

Discussion: Board does not want to renew the trademark/copyright.

Board tabled the following:

- Discussion of OSSA participating in Alpine State Championships – OISRA Board goals, Alpine Division goals, and assumption of registration costs
- Appointing Fundraising Committee members
- Appointing Finance Committee members NOTE: Laurie Martin is willing to continue to be on this committee if asked.
- Review of new email addresses
- Adding insurance option for online registration?
- Adding “no student driving to on-snow activities ” restrictions to Alpine Policies
- Question about Kelsey's race as opportunity for OSSA skiers to ski with OISRA skiers – need a different date for Kelsey's race that does not conflict with OSSA league races.
- Confirm division participation fees for 2019-20
- Discuss inclusion of OSAA air quality guidelines into the OISRA Policies
- Discuss who has permission to speak for (represent) the board

- Discussion of adding any additional language to policies to emphasize importance of coaches completing required training
- Discussion of other donation options, as result of Ryan's communications with Emily

Meeting adjourned at 12:40 p.m.

Respectfully submitted by
Jinny Martin
Board Secretary
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