

TEXINS ASSOCIATION CLUBS
Board of Directors Meeting
October 7, 2004

Present (*) Not Present):

<u>Directors</u>	<u>Staff</u>	<u>Other</u>
Alesia Carroll (*)	Marcia Flowers (*)	
Carl Skooglund	Pam Blair (*)	
Kim Smith	Monica Arnoult (*)	
Ron Tabor	Rebecca Cooper	
Christine Marshall		
Ingrid Jenkins		
Mike Mignardi		

Agenda Items

Meeting Minutes Approval

The September BOD meeting minutes were approved.

Financial Update

The August update indicates all clubs are operating in the black. We do not have the Spurious Freedom Club listed yet. We currently do not have their budget information. For August, the association spent ~\$6k more than we took in.

Action:

1. Blair: Get Spurious Freedom Club onto the financial statement.

Update on Insurance Activity

There are no new updates on Neil's efforts with Marsh. The Texoma Club needs to provide information to the Association regarding their liability on their property. We are not looking for property coverage – just liability.

Ron indicated that his insurance contact, Bollinger, will not insure the entire Association with the Dive and Texoma Clubs present. Bollinger recommends splitting out these two clubs.

No update on Bob Moran and TFC's insurance carrier.

Action:

1. BOD: We need to resolve the insurance issue by the 1st of the year (2005) in order to have a new insurance provide or lower cost insurance in time for our March 16th renewal.
2. Smith: Follow up with Bob Moran on TFC's insurance carrier.
3. BOD: Should we seriously consider letting the more risky clubs carry their own insurance and/or not charging the less risky clubs as much money towards the premium?

Update of Bylaws

If we want to make changes to our bylaws, we need to seek approval from the IRS. What we really need is a list of operating procedures which cover the following:

- Club formation
- Dissolving a club
- Capital and depreciation explanations
- Procedures to marketing venues
- Accounting procedures (e.g., Association credit card usage for emergency situations)

Actions:

1. Cooper: Draft of our procedures to marketing venues.
2. Carroll: Set up a separate meeting to discuss our bylaw and operating procedures.

Draft of “Is/Is Not” Guidelines for HFC Marketing

No action to date

Action:

1. Skooglund/Marshall: Create a draft for this.

Compensation “Thank You” to Neil

The BOD discussed paying Neil what we paid the auditor (i.e., \$5k). If we do pay him, then we will also have to file for taxes. We are not even sure if Neil would take money as our appreciation.

Action:

1. Marshall: Talk to Neil about our desire to compensate him for his efforts and determine what he would consider appropriate.

Club Budget Review Agenda

We decided on the following agenda for Nov. and Dec.:

1. November – The Flying Club and The Dive Club
2. December – The TI Alumni Assoc., The Texoma Club and The Outdoor Club.

The Outdoor Club plans on attending the November BOD meeting.

Actions:

1. Carroll/Smith: Communicate to the clubs our agenda for the next two months.
2. Cooper: Decision on lunch for both months.

Old Business

Badminton Club

The cost to paint the gym is \$1622. We need both Chris Hull’s and TI’s approval.

Action:

1. Carroll: Close on the approval as well as communication to the club on the expense.

New Business

Membership Head Count

We need to resolve the head count issue for our clubs. The issues are:

1. Does an affiliate member count every member of their family or just a single entity?
2. The same question above for a guest member.
3. How does this affect the premium for each member regarding insurance?
4. How does this affect our risk factor regarding insurance coverage?
5. How does impact our 25% guest membership policy?

Action:

1. BOD: Resolve this issue during our Operating Procedures discussion.

Brochure and BOD Meeting Minutes

Rebecca has placed all of our meeting minutes dating back to 2000 as “pdf” files on our website. Rebecca also showed us a new version of a 2-color brochure for the Association. Rather than print specific contact names, Rebecca provides a generic website for the clubs. The two clubs who have not responded to Rebecca are the Texbass and Sherman Dive Clubs. If these clubs do not provide information to Rebecca, we will list their name with no additional contact information. Adding pictures to the brochure does not really increase the cost of printing. Some on the board would like to see pictures added in the future.

Actions:

1. Cooper: Contact Texbass and Sherman Dive Clubs for generic contact information.
2. Cooper: Provide information to the clubs for the type of digital photos that would be needed for a future brochure.

Triathlon Club

The Triathlon Club has indicated that they want to dissolve their club. Their president, Cari Ossenfort, indicated that the existing members would like their membership dues back. Since some of their membership dues went to pay for insurance, it is likely we will pro-rate their dues. The board agreed to allow the club to dissolve but does not want to handle any refunds until a minimum of 2 months go by with no outstanding expenses.

Action:

1. Mignardi: Contact Cari and indicate our plans regarding dissolving the club. We will need to formalize this with a letter to the club president.

Previous Open Items

Actions:

1. Blair/Carroll: Contact our auditor for suggestions on tax specialists we can consult with regarding capital and depreciation.
2. BOD: Get our bylaws aligned with this depreciation issue (nothing exists in our bylaws indicating asset ownership). We need to change our policies and procedures to reflect the solution to this issue with a time line set of the end of this year.
3. Blair: Change the term "Capital" allocation to "Grant" allocation.

Actions:

1. Blair/Tabor: Need closure on who our insurance policy will cover. Members and 3rd party or just 3rd party?

Actions:

1. Blair/Carroll: Review what we have on record for Archery club assets and determine if they need to be accounted for.
2. Blair: Is the climbing wall for the Outdoor club on the books as an asset?

The meeting started at 11:37am and ended at 12:46pm. Our next board meeting will be on November 4, 2004.

Regards,
Mike Mignardi
Texins Association Clubs Board of Directors Secretary