

TEXINS ASSOCIATION CLUBS
Board of Directors Meeting
July 1, 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 June BOD meeting minutes were approved.

New Board Member

Ingrid Jenkins was welcomed as our new board member.

Financial Update

All clubs are operating in the black. Our total liabilities and equity is \$1.4M.

TFC Annual Insurance Loan Request

The Flying Club is asking for a loan of \$24,662.00 for their 2004/2005 Aircraft Insurance policy annual premium. This is due in full by July 9th. The TFC normally pays 10% in July from TFC funds and get a loan for the balance to be paid in full in 11 monthly payments. The loan is for the balance of \$27,402.00, less our \$2,740.00 initial payment from TFC funds. They would like the loan for 11 months ending in June 2005.

The board approved the loan for the Flying Club.

Action:

1. (Arnoult/Blair) – close with the Flying Club on the loan details.

Credit Cards

The Outdoor Club has requested a credit card. They would like this for club trip planning. In some cases, the travel locations only take a credit card. The signature authorization would be for the president, vice president and treasurer. Questions during the meeting involved

- whether there would be three separate cards or one
- what happens when new officers are elected
- will other clubs (e.g., Golf) want a credit card
- who pays for credit card late fees

- how are receipts handled
- do we need to establish credit card guidelines
- what can the credit cards be used for
- how will Texins CU want to handle this

Actions:

1. (Arnoult/Blair) – Check with Texins CU as to how they would handle a club credit card.
2. (BOD) – discuss this in more detail at our next BOD meeting.

Club File Disposition

Christine went through all of the club archives and has established a box of items to keep. She indicates we need to keep these in a climate controlled environment. Rather than send these to TI Archives or rent a space outside of TI, Christine volunteered to keep these files in her office for now.

Actions:

1. (Flowers) – Arrange for the filing cabinet move to Christine’s office
2. (Christine) – discard all non-essential items from this archive file.

Record Retention

Christine raised some good points regarding our standard operation procedures (SOPs) as well as how we document our meeting minutes. With regards to the meeting minutes, we need one location for all files and way to search them electronically.

Actions:

1. (Mignardi/Cooper) – Determine if we can capture all meeting minutes in some location on our website
2. (BOD) – discuss our SOPs in more detail at our next BOD meeting.

Status of Financial Audit

The audit is not 100% complete yet but is apparently going very well.

Annual Club Meeting

We discussed the agenda items and their respective start time for the meeting. The agenda is as follows:

- 6:00 - 6:15 PM Buffet/Welcome
- 6:15 - 6:30 PM Marketing and Communication Resources
- 6:30 - 6:50 PM Introductions/Vision & Mission
- 6:50 - 7:00 PM Treasurer's Report
- 7:00 - 7:15 PM Check Request Procedure Update
- 7:15 - 7:30 PM Association Insurance Update
- 7:30 Q&A and Raffle
- 8:00 PM Adjourn

Spurious Freedom Club

Actions:

1. (Blair) – Close with this club regarding what is needed to get an account established for them. This involves how deposits and check requests are handled.
2. (BOD) – This fall in the category of Standard Operating Procedures of what a new club needs to go through to get started into the association.
3. (Blair) - We need to capture all actions we have done to date with Spurious Freedom as a starting point in establishing an SOP.

Badminton Club

Action:

1. (Carroll) – Send this club a message indicating our position on the barrier – that we will not pay for the cost.

Insurance

Carl met with his State Farm agent and was able to get the truck covered. The premium dropped significantly. Ron found some carriers on the web and will further explore this area. The Flying Club's insurance covers all property and liability.

Actions:

1. (Tabor) Continue to ask for a breakdown of our coverage. Determine if our coverage is for 3rd party and for members.
2. (Tabor) Explore further the area of an insurance carrier for associations.
3. (BOD) Should we complain to the BBB regarding our former insurance carrier?

Old Business

Miscellaneous

There was concern that the Striders Club would use Rebecca too much for posting race results.

Old Actions:

1. Arrange for another discussion with Mr. Roth regarding our check procedures.
2. Send out a message to all club presidents regarding our check request procedures.
3. BOD – consider a change in our bylaws to reflect the need for both a treasurer and president.

The meeting started at 11:35am and ended at 1:05pm. Our next board meeting will be on August 5th.

Regards,

Mike Mignardi

Texins Association Clubs Board of Directors Secretary