

TEXINS ASSOCIATION CLUBS
Board of Directors Meeting
August 5, 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 July BOD meeting minutes as well as the July Annual Club meeting minutes were approved.

Financial Update

Our net income after taxes for the month of June was (\$28,804). The negative balance was due in part to the Texoma Club expenses. The only club with a negative balance is the Outdoor Club: This balance will be reconciled once a credit charge for equipment returned is credited back. The balance statement shows our total liabilities and equity is \$1.455M. Pam provided a hard copy entitled "Texins Association Clubs List of Officers and Directors, 2004."

Summary of Financial Audit

Pam indicates that the financial audit is going well. The auditor indicates that the well project for the Texoma Club needs to be depreciated vs. expensed. The issue lies in whether the club can depreciate an asset they do not own. Pam provided everyone with a hard copy of the following: "2003 Audit Adjustments" and "The Texins Association Financial Statements, December 31, 2003 – Independent Auditor's Report."

Actions:

1. Carroll/Tabor/Blair: To get together on the auditor's recommendation and provide the solution to the Texoma Club issue.
2. BOD: For next meeting, we need to change the wording for what we call capital expenses vs. loans.

Operating Procedures

There are many areas regarding our Standard Operating Procedures which are not adequately documented.

Action:

1. BOD: Have a separate meeting to discuss our operating procedures - What needs to be changed and what needs to be added.
2. BOD: We need to ensure we capture all actions to date regarding how we handled the Spurious Freedom Club.

Annual Club Meeting

The BOD would like to hold the meeting during a time of year when more clubs can attend. It seems that the summer is not a good time for most clubs.

Action:

1. BOD: The next club annual meeting, according to our bylaws, needs to occur in the 2Q of each year. We need to schedule the next meeting for April, May or June.

Archery Club Status

Alesia indicates that the lease agreement for the Archery range was written in 1987 and needs to be updated. Construction for the range upgrades cannot start until the lease agreement is updated and signed. Alesia provide hard copies of the following: "Ratification and Amendment of Lease Agreement" and the "Lease Agreement."

Action:

1. BOD: Approve the ratification by 8/12/04.

Insurance Status

Carl has since canceled the truck policy with our original carrier. The truck is now insured with Carl's agent – State Farm. Ron is still investigating agencies for personal liability, property and in-land marine. Christine raised the issue regarding the club's insurance premium since they are based on member quantity. Christine believes many of the clubs include family members as Tier and subsidiary membership but only the individual for outside membership. The issue involves whether a non-Tier member has a family member as a club participant but is not being included in the membership pool. Another issue involves how we handle an individual who is a member of multiple clubs. We cannot afford to have any "gray areas" regarding membership and insurance coverage.

Action:

1. BOD: Provide better resolution regarding how club members are counted – especially for our insurance.

Spurious Freedom Club Welcome Packet

The BOD approved the Welcome Packet that Pam will provide to the club. Pam plans to keep the BOD updated on all communication with this club.

Badminton Club Request

The Badminton Club has requested that the gym be painted blue to contrast with the shuttle cock.

Actions:

1. Badminton Club: Will painting the walls blue solve their problem?
2. Carroll: Discuss with Chris Hull the cost of painting the gym.

Credit Cards for Clubs

After much discussion, the BOD rejected the motion to allow each club to have their own credit card. Monica provided several discussion points:

- Credit card limits of only \$2000 are allowed
- Misuse of a credit card is a concern
- If one club acquires a card, then all clubs will want one.
- A credit card adds an extra step in the check request procedure
- The places an extra load on the club treasurer and Pam.
- To ask the Outdoor Club to plan their trips well in advance regarding money needed (for example, to hold a reservation).

Record Retention

Christine indicated that we need a hard copy of the HFC-Texins split from 1999. After the TI Alumni club made a public announcement for material for TI's 50th anniversary, Christine contacted this club only to find that they were not interested in any archived material from Texins Association of Clubs.

Actions:

1. Carroll: Request a hard copy of the HFC-Texins split from TI
2. Marshall: Get the archive files moved.

Meeting Minutes

The BOD wants all meeting minutes dating back to 2000 to be available on the web.

Action:

1. Mignardi: Provide Rebecca with all Meeting Minute files.

Club Brochure

It is time to reprint our brochures since we are almost out of them. Rebecca wants to keep the brochure information as generic as possible so we don't have to make changes each time a club officer changes.

Action

1. Cooper: To send the clubs a message asking for any changes to their information for the next printing of the Club Brochures.
2. Cooper: Capture generic information about the clubs rather than a single point contact. This will include the club's website.

Old Business

Strider's Club

Action:

1. Cooper: Provide the BOD information if the race posting becomes too much of a chore.

Golf Club

Action:

1. Skooglund: Contact Mr. Roth regarding our check procedures.

The meeting started at 11:34am and ended at 1:05pm. Our next board meeting will be on September 2, 2004.

Regards,
Mike Mignardi
Texins Association Clubs Board of Directors Secretary