

TEXINS ASSOCIATION CLUBS  
Board of Directors Meeting  
August 7, 2003

Present ( \* Not Present):

Directors

Carl Skooglund  
Kim Smith  
Ron Tabor  
Alesia Carroll  
Erik Van Duivendyk  
Mike Mignardi

Staff

Marcia Flowers  
Monica Arnoult

Other

**Old Business**

**Financial Reports**

Monica reviewed the financial balance for the end of June. All clubs continue show a positive balance.

**New Accounting Policies and Capital Limit Proposal**

The new accounting policies have been sent to all club presidents and are proving to be an invaluable resource. This was needed to help get new elected club presidents and treasurers informed about our club procedures.

The New Club application is fairly rigorous and should help weed out those clubs that are serious from those with just a curiosity.

We voted to increase the capital limit from \$2k to \$5k with “no limit on the lift” of the purchased item. This should be of great help to our accounting team.

**Actions:**

1. (Arnoult) Submit the new policies and procedures to Nancy Wolff to be posted on our website.
2. (Mignardi) Contact Nancy about placing the Board members contact information, including our broadcast mailing ID, on the web.

**Record Retention**

The Texins Association Clubs has a full bay area of old accounting records. In order to clean up the space and discard unneeded material, we decided on the following:

- Retain all records from 0-2 years in the HFC building
- Records from 2-7 years old to be relocated to TI Archives.
- Records older than 7 years to be discarded

This will open up addition space for other club-related storage. The Facilities group at TI would like to archive this stuff within the next two weeks. Facilities will even provide help in the physical move of this material.

Currently, the Dive Club's storage area is causing a safety issue as there is blockage towards an emergency egress door. Once our record retention area is cleared, we should have room for some of the Dive Club's stuff.

### **Dive Club Capital**

From our June meeting, the Dive Club had approached us regarding several of their air tanks being unsafe. The capital approved for 2003 was \$2250 and was to be targeted for buoyancy compensation devices. Based on the club's safety needs, they utilized this capital for new tanks. They still do need these buoyancy compensation devices and the board approved emergency capital of \$2500 for the club.

### **Recap of the Annual All-Clubs Meeting**

Carl sent out a message to the club presidents answering many of the questions and concerns regarding the 75%/25% enrollment policy. To date, Carl had not received any response from the club members. Carl explained the concern that the attorneys had while drafting the 501c-7 and how we need to maintain a common bond as a social club and to not compete against other public companies.

We discussed the need to resend out the procedures on reserving conference rooms for the clubs at DMOS-VI.

We decided not to purchase a digital projector or a PA system for general club use.

#### **Action:**

1. (Mignardi) Contact Nancy to post Carl's response on our website
2. (Van Duivendyk) Resend procedure on conference room reservations

### **Board Elections**

With our bylaws and the 2 two-year consecutive term limits, we need to ensure we have new board members for 2004. Carl indicated that he will send a note to the club presidents asking for a list of potential nominees. The goal is to elect one to two new board members in January

#### **Action:**

1. (Skooglund) Send request to club presidents

### **Club Promotional Opportunities**

#### **Action:**

1. (Smith) Resend out a message to club presidents on promotional opportunities with Nancy. Include costs and services.

### **Charity Bike Ride**

Kim did contact the organizer of this event indicating that we would not participate in support from a financial standpoint. She did send out a message to the clubs asking for volunteer support.

## **New Business**

### **A.G. Edwards**

The board agreed to maintain our corporate account with A.G. Edwards.

The meeting started at 11:29am and ended at 12:27pm. Our next board meeting will be on September 11<sup>th</sup> (due to several board members being absent on September 4<sup>th</sup>).

Regards,

Mike Mignardi

Texins Association Clubs Board of Directors Secretary