

TEXINS ASSOCIATION CLUBS
Board of Directors Meeting
October 2, 2003

Present (* Not Present):

<u>Directors</u>	<u>Staff</u>	<u>Other</u>
Carl Skooglund	Marcia Flowers	
Kim Smith (*)	Monica Arnoult (*)	
Ron Tabor		
Alesia Carroll		
Erik Van Duivendyk		
Mike Mignardi		

Old Business

September Meeting Minutes
Approved

Financial Reports

Marcia reviewed the financial balance for the end of August. All clubs continue to show a positive balance. Expenses exceeded income by \$6224 due to the following:

- Outdoor club exceeded expenses by \$625 due to trip cancellations
- Sailing club exceeded expenses by \$279
- Striders Club exceeded expenses by \$121
- Texoma Club exceeded expenses by \$5124 due to a late deposit (in Sept. instead of Aug.)

Our YTD Net Income is \$7.3k and our total equity is \$1.4M.

Also, we have already paid for the HFC-sponsored Monster Bash (\$5k).

Actions:

1. (Mignardi) Set up buffet style lunch for the 2004 Forecast Reviews.

Record Retention

Monica, Carl, and Marcia have gone through our storage area and boxed up 96 boxes of records and discarded 20 boxes (>7 years old). The 2nd bay is not done yet. The board recommended placing these records in an offsite storage facility rather than going through TI's record retention dept. The majority of records date back to when the Association and the Fitness Center were one entity. are currently going through our bay storage area. Any documents over 7yrs old are being discarded. Items which are <7yrs are being considered for storage retention. The issue involves the amount of paperwork to fill out to archive these documents.

Actions:

1. (Mignardi) When the offsite storage location is selected, we need to document this in our meeting minutes.

A.G. Edwards Account

The board had requested for monthly updates rather than the typical quarterly updates. In a recent Monthly statement, the balance reflected a \$7k loss. Bruce Melton indicated that the Monthly statements are not an accurate reflection of our balance as they are more influenced by economic issues. We do not have a \$7k loss and Bruce recommended we go back to Quarterly statements which will show the true income gain for our CDs – the board approved this recommendation.

Toastmaster Club Room Reservation Process

Since this club is no longer a part of the Texins Association of Club, the HFC asked if this club should still get similar priority when booking rooms at the HFC. The board approved the following:

- Allow this club to reserve conference rooms at the HFC – same treatments for space as we give our current TAC clubs.
- Have the HFC continue to store their podium.
- Have the club remove all other items from the HFC storage area
- Communicate to the club that DMOS-VI conference rooms are always assessable to TIers (and their club members)

Actions:

1. (Skooglund) Communicate the above to the Toastmasters club.

Texoma Club Water System

Ron indicated that it is unclear whether the Texoma Club will ask for more money for this year. The club plans to spread their expenditures throughout this year and into next year. They also plan to separate the water system capital into two phases: The physical water system unit and its controls. The entire water system will consist of 2 wells, sediment filtration and storage containers as well as the pumping and control system. Thus, it is likely this club will come to our 2004 capital budget review for additional funds for this capital.

Richardson Corporate Challenge

Paul Westbrook is currently the TI Team coordinate of this event and has asked the Association if they would consider becoming a title sponsor. A title sponsor agrees to provide \$15,000 each year for 3 years. The event logo and all publicity will carry the sponsor's name. The beneficiary of the event is Texas Special Olympics.

The board discussed the fact that this is something the Association is not currently involved with (today or any years prior). We agreed that such sponsorship should come from corporate TI and not the Association.

Actions:

1. (Skooglund) Communicate the above to Paul Westbrook.

Board Nominee Feedback

Carl had sent a letter to the presidents of each club requesting a board nominee by the end of October. To date, he has received no replies. We will give the clubs until the end of October before we consider making request from the Board directly.

Actions:

1. (Skooglund) Communicate reminder to the club presidents.

Forecast Schedule

As of our board meeting, the Association's policies had not been posted on our website. To our knowledge, Monica and Nancy Wolff were working this out. Prior to the 2004 Forecast Review, we need to send the forecast policies to the Club presidents and treasurers.

Actions:

1. (Arnoult) Work with Nancy Wolff to get Association policies on website.
2. (Skooglund/Arnoult) Send out message to Club presidents on 2004 Forecast Review with electronic attachments of the necessary forms they will need for this review.

TI Alumni Association PC

The TIAA has requested for a PC with the following features: P3, 256MB, 30GB HDD, CD-ROM, Windows XP, and Office 2002. Currently, all groups in TI, including IT and DLP™ do not have surplus PCs that can meet their needs. The board agreed on the following proposal: Approve \$600 of capital from the Association to the club with the caveat that the Club needs to disclose what type of PC they plan to purchase (to ensure they are not getting a PC that will only need to be upgraded in a year).

Actions:

1. (Skooglund) Communicate to the Club that no surplus PCs exist within TI (they are used in other areas) and that we approve \$600 of capital with the above caveat.

Radio Club Capital

The Radio Club asked that they shift their 2003 capital from a VHF antenna to "repeater" improvements. The "repeater" improvements were already in their long term capital plan and would like to move this from 2004 to 2003 and delay the VHF antenna purchase until later. The board was impressed with the fact that this Club communicated their wishes to the Association and thus approved their request.

Actions:

1. (Skooglund) Communicate our decision to the Radio Club.

Insurance Status

Our current insurance agency is looking for a new carrier.

Action:

1. (Skooglund) Ask our insurance agency for a time-line regarding a new carrier in their selection process.

TI Alumni “Big Event” Promotion

Action:

1. (Smith/Carroll/Mignardi) Presentation of ideas for this kiosk display.

Audit Recommendations

Actions:

1. (Skooglund) Contact Hart & Co. for a bid regarding a financial only audit.

New Business

None

The meeting started at 11:33am and ended at 12:27pm. Our next board meeting will be on November 6th. Note – I will not be at the next board meeting due to travel in Japan.

Regards,

Mike Mignardi

Texins Association Clubs Board of Directors Secretary