

14 December 2014

USA Board Meeting Agenda –December 14, 2014

A. Call Meeting to Order: 3:06pm EST

Attending: Amanda, David, Mark, Max, Mike, Mitch, Scott, Patricia, Kenny

B. Old Business

1. Online Membership/Testing – Mike
 1. Wendy and Amanda testing
 1. Registration, payment, admin
 2. What is allowed, different levels of admin/user?
 3. Scott will review a draft
 2. Max and Scott will do more testing
 3. New ETA: a couple more months
 4. Working with vendor(s) on payment options (Stripe?)
 5. Do we take checks, Paypal, etc? What are the options?
 6. NAUCC payments should go directly to USA, not through MadUni, for 501c(3)
2. Gilby's Old Expert T's – Mitch
 1. Email requests for info went out, nothing received
 2. Will ping Connie and Gilby again
3. Website Updating – Mark & David
 1. Can now logon, poking around, not making changes yet
 2. Editor permission given to Mark & David
 3. Are updates instant, or pending admin approval? Will test.
4. 501(c)(3) letter – David/Amanda
 1. Overview:
 1. Scholarships must be recorded and saved for 3 years minimum.
 2. Must limit “too many” of one family or club on the board at one time.
 3. Anyone can request any records, can charge per IRS regulations. No need to respond if already public domain.
 4. Donations of \$250 must be acknowledged and a receipt given.
 5. David suggests acknowledging any amount of donation
 6. Raffle tickets are a fund raiser, no receipt required
 7. Electronic receipts are acceptable
 8. Scholarship Chairperson is responsible for acknowledgments
 9. Making some updates to the letter (thanks, events, etc)
 10. Electronic IRS 990 must be filed every year, checking on this year

5. Skype Level Testing (date?) – Patricia
 1. No date set yet, waiting until Patricia is stateside
 2. IUF wants to have a session as well, may do together
 3. Anyone interested please email Patricia, a letter will go out as well
6. How to Host NAUCC – Website page – Amanda
 1. Currently documenting more, maybe a handbook eventually
 2. A blurb will be added to the website (Wendy)
7. OOW – Richard/Rick
 1. Not available

C. Current Board Members and Chairpersons' Reports

1. Amanda Grzych, President
2. Patricia Wilton, V-P
3. Kenny Cason, Secretary
4. Mike Schatz, Treasurer
 1. See Mike for details
5. Mark Atkinson, Director
6. Scott Wilton, Director
 1. IUF Rulebook is going strong, discussions
 2. Proposals are forthcoming based on discussions
 3. USA has money sitting idle, how can we use it to promote the sport (advertising, helping clubs (loans, equipment), etc)
 1. Amanda will create a Google Doc for brainstorming, could be a separate meeting from USA
 2. Invite club leaders as well to the discussion?
7. Mitch Wittenberg, Director
8. David Panofsky, Director
9. Richard & Rick Tharrett, OOW
 1. Rick not available, evidence suggests work is proceeding
 2. Need to update website with new expected dates?
10. Scott Wilton & Mike Schatz, Webmaster
 1. Scott is hesitating to upgrade to latest WordPress, no obvious need for new features
 2. Lots of emails bounce, need to investigate
 3. Allow clubs to submit/track payments to their club and USA?
 4. Offer the ability for clubs to track member data?
11. Wendy Grzych, Affiliate Club Coordinator
12. Wendy Grzych, Insurance Coordinator
13. Max Schulze, Trials and Street Adviser/Coordinator and Scholarship Committee Chair
14. Danielle Ross, Beginner Rider Chairperson
15. Patricia Wilton, USA Level Tester
 1. New input form for entering Level info, easier, faster

D. New Business

1. Scholarship Committee Update – Max/Amanda
 1. Need to make a template for donation receipts
 2. Need process documents, including transparency policy and process
 3. Teen program: gives younger riders opportunities to contribute to the unicycling community. Great item on a resume!
 4. Must keep good records of donations and scholarship applications
2. TopScore – Amanda
 1. Platform for tracking results historically
 2. Want to get involved in unicycling
 3. We already have this info, may be already available via Robin’s system which is open source, more investigation required

E. Announcements

1. Upcoming Events
 1. RTUC’s 40th anniversary in June – Wendy
 1. More info to follow
 2. NAUCC 2015
 1. Registration is open. Woot! End of early registration is MLK Monday.
 2. Registration as a holiday gift, coupon code is setup if needed
 3. naucc@maduni.com
 3. Unicon 2016
 1. Scott in San Sebastian earlier, beautiful location.
 2. Every night will have some sort of final event
 3. Location is very central
 4. Start saving up!

Meeting Adjourned – 4:55pm EST

After-Meeting:

- Teen Program
- Provide a mechanism for local clubs and club members to participate in and contribute to USA on a national level.
 1. Possible Activities
 1. Create and manage social media, Facebook, hashtags, etc
 2. Pair up with board members, mentoring
 3. Create/choose a project
 4. Junior Officers to USA board? They need specific duties/tasks
 2. Ages: 14-18.
 3. Need a process to apply
 4. Patricia moves we have Junior Officers, Scott seconded. Vote was unanimous

2 November 2014

USA Board Meeting Agenda –November 2, 2014

1. A. Call Meeting to Order
Called to order at 6:01pm EST by Amanda.

1. B. Old Business

1. a. Online Membership – Mike/Scott
 1. i. Mike: testing online systems. CivicCRM – system Scott tested in past – would require a different platform and require too much outside coding.
 2. ii. Three for-pay systems tested, all had deficiencies, steep learning curve, difficult to manage family memberships.
 3. iii. Decided to build our own, payment will be via credit card fees. Cohosted on our system but separate application. Estimated beta testing by December 2014.
 4. iv. A budget of \$400 is requested, just in case.
 5. v. Mark moved to approve, David seconded.
 6. vi. Voted on and unanimously approved.

1. b. Gilby’s Old T’s – Mitch
 1. i. No report
2. c. Club updating – Wendy
 1. i. Contacting each club for input and needs.
3. d. Website Updating – Mark & David
 1. i. Went through what is there, what works and what doesn’t. Deficiencies will be handed to Scott to fix as a baseline.
 2. ii. From the baseline, add new features (videos and such) and bring the style up to date.
 3. iii. Need to log what is being changed/added. Will add notes to the current web site audit to get all features to “green”.
 4. iv. Conversation with Scott needed to allow more people capabilities to edit pages, take over some of the workload.
 5. v. Need documented process added to the web site for petitioning to host NAUCC (bid), plus requirements for each event and venue. Checklists are encouraged.
4. e. Issues raised at NAUCC – Wendy requested to postpone this discussion
 1. i. Growing the USA/Clubs
 2. ii. Possible allocations of funds/unicycles (revisiting)

1. C. Current Board Members’ and Chairpersons’ Reports

5. a. Amanda Grzych, President
6. b. Patricia Wilton, V-P
7. c. Kenny Cason, Secretary
8. d. Mike Schatz, Treasurer

1. i. Financial statement presented
2. ii. Split membership and treasurer? Forms and checks are collected, then sent on to the treasurer. Will be less of an issue once the online system is in place.
6. e. Mark Atkinson, Director
7. f. Scott Wilton, Director

IUF is starting the rulebook committee in just a few days, and I am in charge. This is the rulebook that the USA's is now based on. If anyone is interested in being on the committee for any discipline, they need to email me ASAP. The deadline is technically past but we are being flexible.

1. g. Mitch Wittenberg, Director
2. h. David Panofsky, Director
3. i. Richard & Rick Tharrett, OOW
 1. i. Which application to use: Word, Publisher, etc. Will resolve offline.
4. j. Scott Wilton, Webmaster
5. k. Carol Bricker, Affiliate Club Coordinators
 1. i. This is now Wendy, need to fix next agenda.
6. l. Wendy Grzych, Insurance Coordinator
 1. i. Using fiscal year, seems to be working well.
7. m. Max Schulze, Trials and Street Adviser/Coordinator
 1. i. Where is Max? Trouble making contact.
8. n. Danielle Ross, Beginner Rider Chairperson
9. o. Patricia Wilton, USA Level Tester
 1. i. When is the next Level Testing class on Skype?
Some members are requesting a session soon.
 2. ii. Patricia (post-meeting): I'll think about when a good time would be, set a date, and publicize it. I agree that it's helpful to know in advance. I'm guessing it will be sometime in January or February when I'm back in the US and time zones are easier to handle.

1. **D. New Business**
10. a. 501 (c)(3) letter/website
 1. i. Need the board to read the requirements.
 2. ii. Do we need an attorney and/or a tax pro to explain the details?
 3. iii. What do we tell the public: Be general but accurate, let everyone handle their own tax situations. Run this by Ann for her feedback – David will handle this.
 4. iv. Why did USA apply for 501c(3)? What does it mean to the organization, what does it mean for members? Need this documented for public release.
3. b. Scholarship appeal letter (sending it out)
 1. i. Amanda sent a letter to the board for feedback, received no responses. She will send it again, please respond.
 2. ii. The board feels having the 501c(3) designation in the footer is ok.

4. c. USA Letterhead
 1. i. It's great! Should be included on correspondence with clubs.
5. d. Comcast Email Issues
 1. i. Emails to some Comcast email addresses never arrive.
 2. ii. If having issues with Comcast dropping emails please call Comcast.
 3. iii. Difficult to contact these people to resolve the issue since their emails are getting dropped. May have to send snail mail.
1. E. Announcements
6. a. Upcoming Events
 1. i. NAUCC 2015
 1. 1. Inventory Manager Position
 1. a. Did Patricia say her family would do this?
 2. ii. Unicon 2016
7. b. Anything else?
 1. i. RTUC 40th Anniversary Party next year! June 2015. Details are forthcoming. Stand by to be wheely amazed!
 2. ii. IUF is researching new skill levels. What is the USA position since the USA rulebook is based on the IUF rulebook?
<https://unicycling.org/unicycling/skill-levels/>
 3. F. Meeting Adjourned

Meeting adjourned at 7:03pm

2014 USA Annual Meeting

USA Annual Meeting Agenda – June 29, 2014

A. Call meeting to order. 2:42pm CDT

B. Affirmation and voting of officers.

1. President.
 1. Amanda Grzych nominated by Patricia Wilton. Seconded.
 2. Amanda is president.
2. Vice President
 1. Patricia Wilton nominated by Jill Cohan. Seconded by Katie Holden
 2. Patricia is Vice President.
3. Secretary

1. Kenny Cason nominated by Patricia Wilton. Seconded by Shelly Stobierski.
2. Kenny accepts and is Secretary.
4. Treasurer
 1. Mike Schatz nominated by Patricia Wilton. Seconded by Jill Cohan.
 2. Mark Atkinson nominated by Katie Holden. Seconded.
 3. First vote tied.
 4. Second vote won by Mike Schatz.
 5. Mike will be Treasurer.
5. Director(s)
 1. Scott still has one year left. Mitch still has two years left.
 2. David Panofsky nominated by Patricia Wilton. Seconded by Kirsten Goldstein.
 3. Katie Holden nominated. Seconded.
 4. Mark Atkinson nominated by Patricia Wilton. Seconded by Shelly Stobierski.
 5. Vote won by David Panofsky and Mark Atkinson
 6. David and Mark are the new Directors.

C. Old Business

1. Scholarship Committee and Donations.
 1. Bill is stepping down from this role after 18 years.
2. Rulebook Committee
 1. We have adopted the IUF rulebook, and just added USA amendments.
3. Skill Level Committee.
 1. Ryan Woesner is stepping down. He has handed role over to Patricia Wilton.
4. Current Board Members Reports
 1. Amanda Grzych, President
 2. Patricia Wilton, Vice President
 1. Worked on the rulebook committee.
 3. Hans Mills, Treasurer:
 1. Provided the annual income statements. They are available if anyone wants to see them. Majority of the income is membership, there where graphs and discussions.
 4. James Sui, Director
 5. Kenny Cason, Director
 6. Mitch Wittenburg, Director
 1. Working on legacy expert t-shirts project.
 7. Scott Wilton, Director and Webmaster
 1. Any website updates that are needed, just let him know.
5. Current Appointed Positions Reports
 1. Shelly Stobierski, OOW Editor
 1. Thanks for the support, keep sending articles.
 2. Tim Lee, Merchandise
 3. Hans Mills, Membership
 4. Carol Bricker, IUF Representative
 5. Carol Brichford, Historian
 6. Wendy Grzych, Insurance

1. Email Wendy directly for insurance issues.
7. Max Schulze
8. Danielle Ross
9. Patricia Wilton

D. New Business

1. NAUCC 2015.
 1. Madison, Wisconsin is hosting the event next year.
2. Unicon 2014.
 1. Not too late to show up as a spectator.
3. Ann O'Brien would like the board to look at improving membership.
 1. Discuss about ideas for improving the memberships:
 1. Dave Krack would like clubs to work together/discuss functionality.
 2. Ann O'Brien suggests a policy/grand program for whatever ideas need assistance.

E. Meeting Adjourned 3:13pm CDT

2 February 2014

USA Board Meeting Agenda – February 2nd, 2014

I. Call Meeting to Order

In attendance: Patricia Wilton, Amanda Grzych, Scott Wilton, Shelly Stobierski, Wendy Grzych, Danielle Ross, Mitch Wittenberg

1. Old Business

1. Rulebook Committee – Scott
 1. Rules have been updated to match IUF 2013 rulebook.
 2. Still needs to be approved by the board.
 3. Wendy disagrees about Standard Skills being required.
 4. Patricia makes a motion to accept rulebook as is.
 1. Second by Amanda. Nobody opposed.
 2. Motion is passed
2. NAUCC 2014—Patricia
 1. Website is up. Registration is going to be online soon.
 2. Organization is moving along smoothly.

3. We still need a dependable Track director, but are optimistic.
3. Online Membership/Annual USA Membership
 1. Hans hasn't been able to do that yet, it's still in progress.
4. Current Board Members' and Chairpersons' Reports
 1. Amanda Grzych, President
 2. Patricia Wilton, V-P
 1. Tim Lee needs to order some level 7 patches.
 1. Motion and 2nd to let Tim order what's needed.
 2. Motion passed.
 3. Current operation procedure to choose host at prior Naucc.
 1. Unsure if by-law amendment is needed for this.
 2. Discussion about this, and if it's included or not.
 4. Motion by Scott, 2nd Patricia to re-ratify our existing by-laws.
 1. Primarily so we can update the date, so it's documented that we are going to continue following these by-laws.
5. Joe Lind, Secretary
 1. Gilby has old expert T-s he would like to donate to the USA as long as they can be made available to the people that qualified for them.
 2. Mitch Wittenberg is going to be heading up this project.
6. Hans Mills, Treasurer
 1. Not present.
4. Rick, Director
 1. Not present
5. Scott Wilton, Director
 1. Scott makes a motion to approve MadUni as the 2015 Naucc hosts.
 1. Discussion about if we CAN approve that.
 1. No rules currently in place that require a vote at Naucc.
 2. Patricia 2nd the motion, after it was determined we can. All agreed.
6. Mitch Wittenberg, Director
 1. No new business.
7. James Sui, Director
 1. Not present.
8. Shelly Strobierski, OOW
 1. Latest magazine just went out. Discussion about when the next issues should be aimed for given that the current schedule has slipped a bit.
9. Scott Wilton, Webmasters
 1. Scott will update the OOW Editorial calendar for the current schedule.
10. Carol Bricker, Affiliate Club Coordinators
 1. Not present.
11. Wendy Grzych, Insurance Coordinator
 1. No further comments at this time. (right.)
12. Max Schultz, Trials and Street Adviser/Coordinator
 1. Not present.
13. Danielle Ross, Beginner Rider Chairperson
 1. Has some questions about what she can/should be doing for the benefit of the USA. She is going to work out what she would like to do.

1. Danielle is going to get a list of beginner resources for the website.

2. New Business

1. There are a couple board members that have not shown up for meeting in the last entire year. Discussion about the procedures around getting someone replaced if they are no longer interested in participating.
 2. Patricia is interested in getting some newer smaller more portable starting posts.
 1. Patricia is going to look into these.
- C. USA Video contest? -Amanda says she was sick over break but is going to get back to this in the near future again.
- D. There was discussion about the necessity for a operating procedures document.
1. Patricia is going to organize this effort.
 2. It will be kept in the same locations as by-laws, but is just standard procedures.

3. Announcements

- A. Anything else?

4. Meeting Adjourned 6:13pm CST.