

Board Meeting Minutes, April 7 2002

Present: Jon Scarlet, Susan Mix, Kevin Donohoe, Sarah Curi, John Wichers, Tom Keane, Noemi McKenzie, Mark Stallard, Scott Klemm, Lisa Nevin
Absent: John Zarba

Elections

- Elections should be held in the spring or fall, to allow for the possibility that a new president/vp team would want to make changes in the off season.
- We decided not to hold elections at an event, to avoid the chance that weather etc would unpredictably affect turnout.
- Mark will investigate options for holding online elections during the first week of May and will report back at next meeting.
- Goal is to implement a process that will be workable for all future elections.

- Skate leaders will remind skaters to join/renew, as only currently active members will be able to vote.
- Event email announcements can also include a reminder.

- The nominating committee consists of Jon (chair) with Sarah and Noemi. The committee will send out a request for nominations to the email list.
- Positions to be elected include President, VP, and one Director-at-large (Note: this D-a-L position is currently held by Mark, who filled the last year of Jon's term when Jon moved on to Co-president. Scott's term expires 2003 and Noemi's in 2004.)
- Nominations will be open until two days before the start of the election.
- We are actively talking to potential interested candidates, and will continue to do that.

Conflict of Interest policy

- Sarah will draft a statement about handling conflicts of interest based on Robert's Rules.
- We need general Board development so that every board member understands basics of the club's history/structure. Related, each board member needs to be clear about his/her role and responsibilities as a Board member, including the limits of those responsibilities.

- By next meeting, each board member will write a brief description of his/her position.
- In the current situation, the Board agreed that it is not appropriate for the ICB to be involved in any way. This includes not changing current email list use policy, not attending any legal proceedings, not using ICB membership/participation as leverage in any legal proceeding, and not taking any action unless specifically and directly required by a judge, police officer, or other official representative of the legal system.
- To Do: Susan to draft response to letter received, Board to review, comment and agree on wording. Deadline: 1 week from today.

Waivers

- There are two versions of the waiver. One covers general club membership, the other skating events. People sign the club membership waiver upon joining, and there is a copy of it on the online registration at active.com. People sign the skate waiver at the first event they attend. There is a copy of it on the Web site that can be downloaded and signed in advance. (Note: the link to the waiver on the homepage has been updated).
- A skate waiver can be used to collect multiple signatures/addresses at an event.
- Board members will always carry at least one copy of the waiver as a backup in case no members of the waiver team are able to attend an event.
- We will ask the skate leader to carry a copy of the waiver in case no waiver team members or board members are able to attend. The skate leader can (and probably should) delegate the task of actually getting the waiver signed to someone else at the event.
- We will ask skate leaders to identify potential waiver team members.
- Sarah will draft an addition to the event announcement email to remind people to bring a waiver with them, that includes a link to the waiver on the web site.
- TeamICB will distribute waivers at its next skate.

Insurance

- We have insurance, both policies are paid for the upcoming season.
- John W will check on if it is possible to renew both at the same time.
- Information about coverage amounts is confidential.
- The NSP has asked Jon about our insurance and may be looking for a provider. As far as we know they are still insured.
- Our carrier may be re-evaluating its policy regarding skating. So, when we discuss the budget, one question is whether to set aside an amount of money in the treasury available against the possibility that our rates may go up.

Budget

- We currently have \$3167 in the treasury
- Recent expenses include \$26. for phone, \$500 for winter party, and \$32 refund to Joe Vella.
- John will put together a budget for next meeting.
- We will brainstorm ways to spend any budget surplus on ways that benefit members. In the past, we have done safety-related things, such as legbands and stickers. Alternatively, we could attempt to use any surplus to refund membership dues, but that would be nearly impossible to do in a fair and simple way.
- John will update club financial data in Quicken/QuickBooks.

Audit Committee

- initial project (headed by Tom) to document location and flow of membership money and club assets.
- first step is to update club assets document on web site. Each board member should email John W with a list of any items they currently have in their possession.
- once documentation is completed, we need to put an ongoing monitoring process in place.

ICB Merchandise

- We have approximately 40 shirts of the original 200
- We will not do a new shirt now, we may revisit the possibility when the current supply runs out.

- TeamICB may do a sponsor-logo-less jersey that could also be purchased by club members if interested. Landskaters sell sports bras, another possibility.

- Scott is getting pricing on several versions of stickers, including helmet and skate. Also window decals.
- The stickers will be reflective, but made from a thinner material than the previous batch.

- "InLine Club of Boston" and "Share the Path" slogans
- Send ideas for other slogans to Scott.

- Noemi might be able to get water bottles from Blades, which we could put stickers on.
- Susan will check with Ed Q about leg bands, Scott can pick them up from Ed if he has any.

April 7, 2002