

Board Meeting Minutes, April 21, 2002

Present: Jon Scarlet, Scott Klemm, Sarah Curi, Tom Keane, Noemi McKenzie, Lisa Nevin

Absent: John Wichers, Mark Stallard, Sue Mix, John Zarba

The following notes cover the various specific topics. However, a large portion of the meeting was devoted to discussing how well the Board itself was functioning and how it could function better. Specifically, there was notable frustration around the lack of more support for the winter party, as well as around missed deadlines for tasks and lack of follow up on items. Thus, we resolved:

- We will reinstate the monthly winter planning meetings as had been held in 98-99 (with the addition of roughly every other month during the season as well).
- And, that other board members have the right and responsibility to prod the President if that person isn't making those meetings happen.
- We will publish minutes of the planning meetings, and of Board meetings, with the secretary writing up the minutes as is appropriate, and have a link on the website to the minutes. [Later note: That you are reading these minutes on the ICB website is a result of this resolution!]
- We will approve the Minutes at the subsequent Board meeting, or by email, and will publish them on the web once they are approved.
- An email announcement will be sent to the ICB announce list when the Minutes are published, with an invitation for member comment.
- We did not discuss who would be or if there should be a central person for receiving such comments. [Later note: assume ICB Secretary]

Elections

Jon to follow up on Mark's progress in investigating 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 is Jon with Sarah and Noemi. The committee will solicit and 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. [Later note: please refer to election announcement for updated list of open positions.]

Role of Board Members

Sarah to forward a draft a statement about handling conflicts of interest to Tom. Tom will incorporate this into, then circulate a draft of the document on the Responsibilities of Board Members. We need to continue general Board development so that every board member understands basics of the club's history/structure. [Later note: See Role of An ICB Director, posted on the web June 10, 2002.]

At last meeting we agreed that each board member will write a brief description of his/her position. This remains to be done.

Waivers

All skaters must sign waivers in order to participate in ICB events. Board members should 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.

Insurance

John W will check on if it is possible to renew both insurance policies at the same time.

Budget

Discussion on budget deferred until John W. can provide a Budget.

Audit Committee

All Bd members are reminded to email John W with a list of any ICB items they currently have in their possession. Once documentation is completed, we need to put an ongoing monitoring process in place.

Tax Status

Jon and Scott will ask their accountants about what is involved in doing the paperwork, and if we actually need to or if we are small enough that we don't have to.

ICB Merchandise

Depending on budget, we plan to make ICB stickers, as there was widespread enthusiasm in the group for the idea, and the initial estimate of costs seem reasonable. Scott is getting pricing on several versions of stickers, including helmet and skate, as well as window decals. JZ to prepare designs. [Later note: see the draft sketches for the stickers.]

Membership

JZ is sending biz/temp cards to printer today. Lisa plans to set up info table on Mem Drive and/or Minuteman (Lex Ctr) starting May 4-5. Table will have application, temp membership cards, possibly giveaways, free coffee, other?

Newsletter

Susan, CB, Cheryl, JZ, Sandy working on spring issue.

Discussion of Best Practices

Waiver Team needs more people; pre-event publicity about the waiver (e.g., asking people to print it out and bring it with them) helps a lot, esp. at the beginning of the year.

Joining the club should be mentioned at every event.

Skills matrix also should be mentioned regularly at events.

All board members have responsibility for welcoming new members.

Agenda items for next meeting

- Election
- Budget
- Stickers
- Membership (be creative)
- Assets

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