



**U.S. Biathlon Association, Annual Membership Meeting
Offices of the U.S. Biathlon Association – Saturday, November 11th, 2006
Meeting Minutes, Submitted by Art Stegen,**

I. Call to Order

Chairman Larry Pugh thanked everyone for attending and called to order the Annual Membership Meeting of the U.S. Biathlon Association at 10:00 A.M. on 11 November, 2006 at the Offices of the U.S. Biathlon Association at 49 Pineland Drive, New Gloucester Hall Suite 301-A, Pineland Farms, New Gloucester, Maine, 04260.

II. Role Call

Attending the meeting were Charles Kellogg, Art Stegen, Ed Williams and Executive Director, Max Cobb. Participating in the meeting by teleconference were Chairman Larry Pugh, Jerry Baltzell, Chad Salmela, Bill Alford, Phyllis Jalbert, Rachel Steer and Roger Hartely. Susan Stegen was also present.

III. Agenda

The purpose of the meeting was to elect the Secretary of the USBA and a third athlete representative to the Board of Directors; receive and discuss the Independent Auditor's Annual Financial Report for the fiscal year ending on June 30, 2006; have the Board of Directors and Executive Director give their respective reports to the members; discuss the status of the current USBA logo; and to conduct such other business as may properly come before the membership.

IV. Approval of the minutes

Chairman Larry Pugh requested a motion for approval of the March 13th, 2006 Special Membership Meeting of the U.S. Biathlon Association. A motion was made, seconded and approved.

V. Auditor's Annual Report

The Auditor's Report for the fiscal year ending on June 30, 2006 prepared by JMM & Associates was provided to those attending the meeting and distributed by FedEx to those participating by teleconference. The report showed assets of \$1.7 million and liabilities of \$140,000 for the period. The management letter identified two items requiring attention:

1. The use of investment funds as operating reserves highlights a need for a long-term financial strategy to restore net assets and ensure future financial stability.
2. Better tracking of donated goods and services with adequate documentation which would better estimate their value requires the development of policies and procedures to ensure in-kind donations are recorded correctly.

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In response to the recommendation for a long-term financial strategy, the staff will work with the Board of Directors to develop a plan to restore the net assets to their previous levels. Two successful fundraising initiatives have already netted about \$40,000. Phyllis Jalbert asked if there were plans to also pay off the line of credit and reduce the interest costs. A previous decision to withdraw USOF funds for this purpose had been made and those funds were expected shortly.

In response to the recommendation for better documentation and tracking of donated materials and supplies, the staff will work to clearly document the value of all donated goods as they are received throughout the year, and create a system to track them within the accounting system.

There were no unasserted claims against the Association.

VI. Annual Director's Report

The Annual Report of the Directors to Membership, as required by Section 519 of the New York Not for Profit Corporation Law was made available at the meeting. The report highlighted some of the information provided in the Independent Auditor's Annual Financial Report and showed that as of the date of record for the meeting, the membership of the Association decreased by 80 members from 2004-05 (722 members to 2005-06 (642 members). (See Attached)

For the election for Secretary of the U.S. Biathlon Association, Art Stegen received a total of 169 votes, which met the requirement for a quorum. Of that number, 51 were athletes and 118 were not qualified as athletes which met the required percentage of athlete representation. Art Stegen is therefore elected as Secretary, and thereby is removed as the Group E representative. The National Guard will name the replacement in the near future.

For the election of the third Athlete Representative on the Board of Directors, there were 40 members meeting the By-Laws requirement for voting. Of that number, 21 voted for Jeremy Teela. Jeremy Teela is therefore elected as the third Athlete Representative on the Board of Directors.

VII. Executive Director's Report

Executive Director Max Cobb began his report to the Directors with a review of activities since the last Board of Directors meeting. Among these activities were:

- A highly successful training camp in Utah and inroads to hosting a biathlon event at the U.S. Cross Country Skiing Junior Olympics
- Athlete Stipend payments from the USOC
- A successful Athlete Development Summit Meeting among various coaches
- Improvement of IBU World Cup support of 40% from last year
- Funds transferred from the USOF account to cover some of the FY06 deficit
- Continuation of Bernd Eisenbichler's employment, year-round through 2010
- New membership database, cards, letters and a new approach to membership renewal

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- Implementation of the Gold Medal Campaign fund-raising program with full participation of the members of the Board of Directors
- Elections of the Secretary and third Athlete Representative

For the near future, Max identified the following issues of focus for developing a sustainable culture of excellence throughout the organization. These include fostering a pattern of open direct communication, accountability and achieving our vision of "Success with Honor," three major initiatives of fundraising and marketing, improving programs and systems. Among the fundraising goals are to maximize the Gold Medal Campaign, conclude a TV broadcast package for the World Championships and begin to pursue European sponsorship opportunities.

The program areas of focus are:

- Operate a successful season on the World Cup, World Championships, Junior World Championships and North American Cup
- Begin Vancouver strategies
- Renew the partnership with the University of Vermont
- Rejuvenate the Alaska biathlon community
- Solidify the plan for 2007-08 including schedules and budgets
- Robust recruiting efforts including the event at the U.S. Skiing Junior Olympics
- Explore tuition assistance opportunities for biathletes

The systems areas of focus are:

- Update the accounting system as a management tool for producing monthly financial statements with greater relativity to the budget
- Improve and update the website and modernize the e-mail system
- Begin the process of developing an on-line membership system
- Update the membership database in include gift tracking and race points
- Update the personnel policy so it is in compliance with the By-Laws

VIII. USBA Logo

As requested by a member, the issue of the current USBA Logo was added to the agenda. Since the season is near and the team uniforms, equipment and other logo requirements have already been completed for the season, the discussion concerning the current USBA logo was referred to the Marketing Committee which will issue its report at the May 2007 Board of Directors meeting.

IX. Adjournment

The meeting was adjourned at 10:30 A.M.