



**Annual Meeting of the United States Biathlon Association, Inc  
New Gloucester Hall, Pineland Farms, New Gloucester ME  
5:00 PM November 12, 2009  
Meeting Minutes, Submitted by Art Stegen, Secretary**

**I. Welcome**

Chairman Larry Pugh welcomed all those participating in the meeting. The meeting was held via a telephone conference call at the USBA Office. Directors participating on the call were: Larry Pugh, Charles Kellogg, Bill Alford, Phyllis Jalbert, Art Stegen, Jerry Baltzell, Roger Hartley, MG Michael Dubie, Sarah Konrad and Brian Olsen. Ed Williams and Andy Shepard also joined the telephone conference call meeting.

**II. Proxy Ballots**

A total of 121 votes were received prior to the meeting. This represents 20.68% of the 585 valid members. The current total of valid members is a decrease of 32 from 2008. A list of current members is available at the USBA office. Of the total votes, 40 are from athletes on the points list, which represent 33 % thereby meeting the 20% requirement of the By-Laws.

Of the total votes received, 117 voted in favor of the first question and 118 voted in favor of the second question.

**III. Approval of Previous Meeting Minutes**

The Minutes of the 2008 Annual Meeting were approved.

**IV. Auditor's Financial Report for the year ending June 30, 2009**

The Executive Director, Max Cobb informed the board that the audit had been completed showing Revenue at \$1,871,620.00 and Expenses, including depreciation at \$1,921,411.00. Current assets were \$133,066 and operations were at a break-even cash basis. To reduce the deficit between revenues and expenses, a request will be made to USOC for additional aid and an operating surplus is anticipated from Vancouver. The accountants made note of the fact that the USOC provides approximately half of the total support for the Organization and noted certain deficiencies in internal control, making recommendations to financial record keeping with regard to: Donated services and inventory. Additional recommendations included: paying Credit Cards bills on time and in full to avoid interest charges and matching receipts to credit card statements on a timely basis; the Rupholding Bank Account information should be provided on a timely basis and management by a single individual with little management oversight should be changed; refining the process for booking on line membership income from PayPal to Quickbooks; and there should be an improvement in the segregation of duties despite the limited number of employees. A motion to accept the report was approved.

**V. Report of the Directors**

Pursuant to Section 519 of the New York Not-for-Profit Corporation Law, the Directors are pleased to report to the Members of the Association the following:

1. The assets and liabilities of the USBA (including trust funds, if any) as of June 30, 2009, the end of the Association's 2008-2009 Fiscal Year:

- a. Assets: \$ 133,066
- b. Liabilities: \$ 342,779

2. The revenue (or receipts) of the Association (both unrestricted and restricted to particular purposes during the 2008-2009 Fiscal year: \$ 1,871,620

3. The expenses (or disbursements) of the Association, for both general and restricted purposes, during the 2008-2009 Fiscal year: \$ 1,921,411

4. The number of members of the Association as of the date of record for the October 31, 2009 Annual Meeting:

a. Statement of increase (or decrease) in such number during the 2008-2009 Fiscal Year, as compared to the number of members as of the end of the prior membership year: the membership decreased by 32 members from 2007-2008 (617 members) to 2008-2009 (585 members).

b. Statement of the place where the names and places of residence of the current members may be found: Offices of the USBA, 49 Pineland Drive, New Gloucester Hall, Suite 301-A, New Gloucester, ME 04260

## **VI. Report of the Executive Director**

Executive Director Max Cobb provided his report in the Regular Meeting of the USBA Board of Directors that immediately followed the Annual Meeting.

## **VII. Appointment of Independent Registered Public Accounting Firm for 2009-2010**

A motion to ratify the appointment of the Audit firm of Dawson, Smith, Purvis and Bassett for 2009-10 was approved.

## **VIII. Open Forum for members**

There were no questions for the Board of Directors or Executive Director.

## **IX. Adjournment**

The meeting was adjourned at 5:20 P.M.