



**U.S. Biathlon Association, Board of Directors Special Meeting
December 1, 2010, 5:00 P.M.
Meeting Minutes, Submitted by Art Stegen, Secretary**

I. Call to Order

Chairman, Larry Pugh called to order the Board of Directors Special meeting of the U.S. Biathlon Association by teleconference on December 1, 2010 at 5:00 P.M.

II. Roll Call

Along with CEO/President Max Cobb, Members of the Board of Directors participating in the conference call were: Larry Pugh, Charles Kellogg, Bill Alford, Phyllis Jalbert, Art Stegen, Jerry Baltzell, Sarah Konrad, Brian Olsen, Bitsy Kelly and Walter Shepard. Ed Williams were unavailable for the call. The members present represented a quorum.

III. Opening Remarks

Larry Pugh reviewed the agenda for the meeting that included three main items, the revised budget, the auditor's report and a Safe Training Environment draft policy statement that was ready for legal review.

IV. Auditor's Report

Phyllis Jalbert reported that the Audit Committee and Treasurer had met and the Auditor had provided an interim report. Included in the report were recommendations that bookkeeping had fallen behind and that needed to be more timely and could be improved with an operations manager. It was also recommended that documentation of changes in employment contracts be done annually, transactions needed to be posted in the proper areas and that the valuation of in-kind goods and serviced be documented more closely. Max Cobb told the members that Carrie Dulie was near up-to-date on the new software system and this should resolve some of the issues with the Auditors. He also explained that the recommendations were an issue with many small NGBs and that an operations manager would provide additional oversight. The contract issue would be resolved by Larry and Max and was caused by James Upham's role change that requires a new contract.

V. Safe Training Environment

Athlete Representative Sarah Konrad explained to the members that there was increased interest by the USOC following the problems that surfaced with USA Swimming. She explained that the USBA was ahead of the curve and proactively began to prepare for USOC expectations. A draft document that was based on a USOC

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document was prepared for legal review by Ed Williams and the USOC task force was consulted in its development. Once it has been reviewed for legal concerns, it would need approval by the members of the Board of Directors. Once approved, all employees must acknowledge the policy and athletes be made aware of its requirements. The USOC will make instructional materials available on their website for any issues concerning safe training environments. Once the document has been reviewed for legal standards it is to be provided to the members prior to a meeting where approval is requested.

VI. Budget

CEO/President Max Cobb announced a new funding program by the IBU that would be based on Nations Cup performance. Conservative estimates are for an increase of \$36,000 to over \$200,000 for the fiscal year. A current analysis of spending and receipts has made adjustments to the budget which is balanced with more than \$10,000 in revenue. Marketing revenue was \$170,000 from last year to present. This leaves the current year in good condition. The most urgent issue at present is that of development and it is thought that a major effort is required to find the resources and individual to support a development program. TD Bank has renewed its support through 2014 and will provide a better line of credit rate. A motion was made to approve the current budget. It was seconded and approved without opposition.

VII. Other Business

Concerning attendance at the World Cup in Presque Isle, rooms were being held at the Hampton Inn and Max asked members planning on attending to contact Carrie Dulie about their needs. There were many receptions and events planned for the members who would attend.

A discussion about a solution of manpower in the USBA office followed. As the organization grows and procedures for resources become a greater requirement, a part-time oversight of financial transactions, information management, management of legal regulatory requirements and human resources is needed. Max suggested that an improvement to the haphazard methods that currently drive operations is needed and that he suggests that a part-time job description should be developed and presented to the members with some urgency.

The discussion continued about development, which Max and the staff see as critical to the future. The creation of an athlete development director is seen as an important key. This position would provide the needed function of recruiting and leadership of "grass-roots" direction and evolution. Overseeing coaches and officials education would also be a responsibility of the position. The goal should be to have a full-time position by the summer of 2011. A meeting is scheduled with USOC for resourcing, which understands our need. Resourcing the position is the difficulty. Estimates are that \$60,000 to \$65,000 for salary but most likely would require \$100,000 with travel.

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The National team is currently training in Östersund in preparation for the start of the World Cup season. Max Cobb was elected as the Chairman of the IBU Technical Committee.

The Athlete's House in Ft. Kent is scheduled to be completed on December 14th.

The Annual Fund has reached \$32,000, near its goals of \$35,000 with 75 individual giving to the fund.

VIII. Adjournment

With Holiday wishes, Larry Pugh adjourned the meeting and the call ended 5:45 P.M.