

**Arctic Orienteering Club Board Meeting**  
**April 25, 2005**  
**Minutes**

**Present at the meeting:** David Evans, Dan Billman, Anne Billman, Dick Hawkins, Peggy Kugel, Chris Tomsen, Ian Moore, Eric Follett, Bill Spencer, Andrew Lee, Leslie Kroloff, and Steve Gruhn.

**Approval of minutes**

The board agreed to approval minutes by e-mail. The secretary will ask other board members to approve the minutes or request revisions.

**501(c) (3) tax exempt status granted**

Donations to the club are now tax deductible. Meet fees and membership fees are not tax deductible. The treasurer will keep track of the donations and the secretary will send thank you letters to donors. Dan gave Andrew some specific IRS language to include in the thank you letters. The letters will be the receipts for the donors.

**2004 Audit of finances**

Steve and Leslie completed their audit and found "no evidence of malfeasance". They were able to see all the deposits and expenses and found everything in order.

**Status of schedule and permits**

The August 31 and Halloween-O meets still need directors. Dan has permits in hand and will send or hand them to the meet directors. Dan also had insurance certificates for Eric and Chris for the meets on military land.

**Base access**

Chris explained that everyone driving onto Fort Richardson will need a permit and will need to call in to the "USARTRAK" system before each entry and after each exit. Chris will try to arrange for a person from Fort Richardson to come to National Orienteering Day and the May 25 meet to sign people up for permits. It was requested that Chris try to pick up a bunch of the "USARTRAK" brochures so we won't have to print any copies.

Calling in to the base will tell you which areas on base are open or closed. Dick said that training is usually scheduled at least a quarter in advance, meaning that it may be possible to learn if there are any scheduling conflicts. In the past, Chris has been able to work the system in some cases to ensure that there are no scheduling conflicts.

**Classroom training**

REI is not available for the classroom training. Anne and Dick will check to see if we can use the BP Energy Center instead.

### **Big-O**

The Big-O for kids will be on May 24 at Kincaid Park. The evening meet will remain on May 18. Dick was charged \$240 in permit fees for the kid's Big-O and asked Dan what we normally pay in fees at Kincaid. Dan said that last year we paid \$75 + \$75 for the Muni \$1 per person fee. Dan also said that we never rent the chalet for meets. Price increase?

### **National Orienteering Day**

Steve is setting a score-O course. Intermediate and advanced competitors are requested to come out and "hand hold" beginners. Chris volunteered to set up a 100 m pace course. Leslie volunteered to update last year's flyer. Chris will e-mail Paul Twardock for publicity with APU students.

### **What each officer needs from others to get his/her job done**

Leslie, VP of Media, requests reminders. In the event of an extreme incident, such as a bear attack, refer the news media to the President, Anne.

Eric suggested that we give small gifts to the meet directors at the annual meeting. Something similar to the glasses that Ellyn Brown made one year would be nice. He volunteered Jill Follett to think something up.

Anne will ask Jim Green if he wants to do the season points results again.

### **Mapping proposals**

Ian is still trying to track down field checking people. Many other clubs are also having trouble finding field checkers. Dan Ellsworth offered to field check, but we don't know his rates or what we should offer yet.

### **Meet director's packet**

Chris is working on a packet that will be around 2 pages long with many links to outside websites, to be reviewed by Bill. The Board agreed that would be fine. Peggy wrote something about money handling for meet directors two years ago that should be included in the packet. Anne has the format to use for reporting results to the Anchorage Daily News. The goal for Chris and Bill is to have something up on the club website in two weeks.

### **Vets and map production for the first 6 meets**

Ian, Jim Green, and Kimball Forrest know how to use OCAD. Arrangements for map production were made for the early meets.

The Crevasse Moraine meet was moved from May 4 to May 3 because Ed Strabel has an unexpected conflict and will not be available to man the tables on the original day.

**Request for help from community**

Peggy volunteered to help Scott Hauser with something orienteering related in his classroom.

**Report from the mediated Far North Bicentennial Park's meeting**

Dick and Eric, our representatives at these meetings, tell us that the main focus of the group this year is to establish signage including kiosks at Lore Rd. and signs at major trail intersections. Dick said that our main goal is to mitigate change to orienteering and it seems that most in the group are amenable to that. Eric said that we seem to have gotten across the ideas that 1) flagging is equal to trail building and 2) Rover's Run if expanded (into 2 trails for different users?), should remain in the same corridor southwest of Campbell Airstrip road. Eric also made the suggestion, but got no commitment, that if new trails are made, someone other than us should pay for our maps to be updated.

Eric and Dick are both willing to stay on as our representatives in the committee (continuity is good), but we should make sure that we always have representation within the committee in the future.

**Next meeting:** Possibly Wednesday May 11, depending on if Ian has mapping proposals to discuss.

Prepared by Andrew Lee, Secretary, 5/2/05