# Minutes of CMAC Board Meeting

# August 22, 2016 at 6:00 pm

# Held at Yankee Grill, Renton, WA

## Board Members Present/Not Present:

1. Angela Niemann – not present
2. Brian Dennehy – not present
3. Brian Janssen
4. Dave Derwin
5. Hilary Ohara
6. KC Holm
7. Peter O’Kane
8. Tom Honeybone
9. Paul Stamnes
10. Andrew Stines
11. David Thomson
12. Kelly McCann – not present
13. Mary Egan – not present
14. Rob Wright – not present
15. Tracy Ballweber

**Invited Guests:**

Alan Lauba – Program Director

Dale Koetke – Program Administrator

# Approval of minutes

Minutes from the last Board meeting were unanimously approved.

# Reporting / Action Items

## Financial Update

* Mr. Stamnes provided the board with a summary of the 2015-2016 financial analysis for CMAC.
* It was reported that the program had appeared to have met its budget for 2016 based on the financials to date, but Mr. Stamnes mentioned he would confirm this by the next Board meeting.
* Mr. Stamnes also acknowledged the 5% increase in tuition for 2017
* Discussions regarding the budget for 2017 were discussed and approved unanimously by the Board

## Directors Report

* Mr. Lauba provided his updates on skiing in Saas Fee and noted that he and the racers learned a lot from the Europeans. He also mentioned that the CMAC racers who attended did some great skiing.
* With regard to the Mt. Hood camps, he mentioned that there was nice progress among the kids and good growth in knowledge of technique. Additionally, at Saas Fee, there were some great examples of ski techniques from other racers. Weather was perfect and the snow was frim.
* With regard to the Mt. Hood camps, Mr. Lauba reported that there were no discipline issues and that the chaperone idea worked well and discussed possibly having a food plan next summer. The Board agreed to take this away as an action item for next summer’s camps.
* Mr. Lauba stated that he was still finalizing this year’s staff and that it was coming together and would be working on the calendar over the next couple of weeks.
* Additionally, Mr. Lauba reported that the Colorado camp information went out to the families on 8/22/2016 and anticipated that the Sun Peaks details would come out early September.
* Discussions also took place regarding Scott Macartney’s (coach for FIS) role for the upcoming season.

## Program Administrator

* Mr. Koetke informed the Board that registration had been set up and would be ready to go live by September 1, 2016. Additionally, he stated that he would be sending a reminder email to returning families about registering.
* Mr. Koetke also discussed the following outstanding items:
  + Key positions for race administration would stay the same
  + Discuss key race dates with Mr. Lauba
  + Annual reviews
  + USSA dues (Mr. Stamnes agreed to complete the form and pay the dues)
  + Stated that he was good with the budget for the 2016-2017 season
  + Will continue to discuss sponsorships and status with Ms. Derwin
  + Administration/notification for Colorado Camp was complete and Sun Peaks information will be finalized in the next couple of weeks
  + Official training will take place at Microsoft on October 30th, 2016 following the PNSA fundraiser
  + Volunteer system – the registration will open a little late this season (mid-October); need to look at the number of volunteers against each of the race venues. Will work with Ms. Kerslake on ensuring positions are filled.
  + Mr. Lauba mentioned that the program needed additional volunteers to assist with the wedges and mallets. He stated that if we can teach them out to wedge gates, this would help reduce the number that break free. Additionally, Mr. Lauba felt that we needed two to three people who can do timing.
  + Discussions also took place regarding a more formalized race volunteer structure with key positions (e.g., 1) Timing, 2) Secretary, 3) Chief of Race (would need to be certified and start reporting). Mr. Derwin suggested that we look at bringing up some of the racers to fill these roles. Mr. Janssen also suggested that we could reach out to individuals with prior race experience to fill these roles.
  + Mr. Lauba also thought it would be helpful to find out from Ms. Kerslake what positions she struggled to fill with volunteers last year and let the focus be there for the upcoming season.

## Advancement Report

* To be discussed at the next Board meeting

## Workgroup Objectives and Assignments – Updates

* Mr. Janssen kicked-off the discussion with an update regarding the upcoming CMAC auction:
  + Fundraising needs to be the top priority for CMAC going forward and the Board members need to be leaders in this area.
  + Mr. Janssen suggested that we think of friends that ski or old ski racing families that can join you at the auction. Younger families who might like the idea of racing would also be good to invite. Anyone and everyone is welcome also regardless of skiing.
  + There are currently 80 persons registered for the auction with a goal of 175
  + The Board discussed the possibility of also including the cost of the auction as part of registration and agreed to reach out to Ms. Derwin about this idea.
  + Mr. Janssen reminded the Board to get their photos and videos in soon so that they can be included at the auction.
  + Mr. Janssen also reminded the Board members of the fitness camp and picnic on September 18, 2016.
* With regard to the workgroups, Mr. Janssen mentioned the need for a parent workgroup focused on the Advanced Prep program.
* Coaching – (Mr. McCann, Mr. Honeybone, Mr. Thomson, Mr. Lauba) – Mr. Honeybone agreed to assist with coaching reviews.
* Home Races – Mr. Derwin and Mr. Janssen have this covered
* Fall Workgroups – need to put together a group; need the front door of the race shack painted, *inter alia.*
* Concessions – Mr. Janssen provided the following updates:
  + Provided a re-cap on the status of improved grooming for 2016-2017. Needs clearly defined requirements that can be provided to CMI.
  + Provided a summary of the discussions with Mr. Kercher of CMI and updates regarding grooming. Both CMAC and CMI hope to continue the good dialogue and be more actively involved with each other going forward.
  + With regard to the concessions agreement, so long as we pay the renewal, there is an evergreen clause that will allow the agreement to be renewed. Mr. Janssen did state that we need to follow-up on CMAC’s expectations under the agreement to ensure we are in compliance.
* Legal (and other related matters) – Mr. Stines provided an update regarding the Articles of Incorporation and By-laws and stated that they are still going through further revisions and had been reviewed by outside counsel. No risks had been identified, but agreed that the documents would be updated and finalized soon to reflect the direction of the program.
* Finance – The budget for 2016-2017 looks good. The Board discussed whether we should be putting together a more detailed list of financial metrics that would include (savings and reserves). Additionally, it was mentioned that coaching costs are variable, but a fund for grooming or a reserve for snowmaking, scholarships, etc., may make sense. Although a fund for a future race lodge would be nice, it was agreed that snowmaking is the priority today. Would like to see additional detail around the capital expenditures budget (What is it used for? What should it be used for?)
* The Board agreed to also add Mr. Ohara to the Race Excellence Committee.
* Office of Fun – Mr. O’Kane sated that we need to find parents who can take the lead for others at away races.
* Discussed possibly holding on-the-hill raffles during the season. Additionally, ideas such as giving away candy at races or having parents at the start and finish of races was also being considered.
* Different types of races were also discussed as a possible way of having fun (e.g., ski-cross).
* Impact Testing – Mr. Thomson updated the Board about his work on Impact Testing and asked how we can get more involvement. The Board discussed providing a letter at registration and perhaps conducting the testing at the Christmas camps. Mr. Thomson also suggested that providing real-life examples of how Impact Testing has been successful in the past might also be useful to garner increased participation.

# Adjournment: ~ 7:30 p.m.

* **Motion to adjourn the meeting:** Proposed Brian Jansen, Seconded by Hilary Ohara, Approved Unanimously

# Executive Session

* The Executive Committee of the Board went into Executive Session following the Board Meeting.

# Next Meeting: October 17, 2016 @ 6:00 pm

Yankee Grill, 1 S. Grady Way, Renton, WA 98055

Prepared by: Andrew Stines, Secretary to the Board of Directors